



Government of West Bengal
Office of the District Magistrate & Collector, Birbhum
Nezarath Section

Tel. No: 03462-255518

E.mail: birbhum.ndc@gmail.com

Memo. No. 268 /NDt: 2/02/2018

NOTICE INVITING QUOTATION

Sealed quotations are invited from the reputed agencies for supplying the below-mentioned item for the use of Birbhum Treasury-I under Birbhum Collectorate.

Interested agencies are requested to quote the rate in their letterhead pad in a sealed envelope and to submit the same in the drop box before the undersigned on 13/02/2018 between 10.30 a.m. and 2.30 p.m. positively. Sealed quotations will be opened on the same day at 3-30 P.M. Quotationers may remain present during the time of opening of the quotations. The undersigned reserves all the right to accept or to reject any or all quotations without assigning any reason thereof.

N.B.- Quotations submitted in any other means without putting in the stipulated drop box, will not be entertained.

Particulars of the item:

Sl. No.	Name of the item	Qty.	For the use of	Rate should be quoted including all taxes and charges
1.	Xerox Machine (RICO, MP2014 AD)	01 no.	Birbhum Treasury-I under Birbhum Collectorate	

The items must be supplied within seven days as per specified model given, from the date of issuing of the Work Order.

Payment will be made in due course on submission of bill in duplicate along with Work Order in original after satisfactory supplying of the item. Deduction of Tax etc. will be cut as per existing norms.


Nezarath Deputy Collector
Birbhum Collectorate

Memo. No. 268/1(5) /NDt: 02/02/2018

Copy forwarded for information to the:

1. Treasury Officer, Birbhum Treasury-I, Suri, Birbhum.
2. D.I.O., N.I.C., Birbhum with a request to publish this notice through web-site.
- 3-4. C.A. to D.M./A.D.M.(G), Birbhum.
5. N.D.C's Notice board.


Nezarath Deputy Collector
Birbhum Collectorate