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**Mahatma Gandhi National Rural
Employment Guarantee Scheme
(West Bengal)**

**Govt. of West Bengal
Office of the District Magistrate
M.G.N.R.E.G.A Cell
Birbhum**

Memo No. 132 /MGNREGA/III/A&A

Date : 27/02/2018

Notice Inviting Quotations

Sealed rate quotations are invited from bonafide supplier for supplying a multi-functional Xerox machine at MGNREGA Cell ,Birbhum.

Each participant will have to submit only one quotation mentioning two rates i.e. one rate for new multi-functional Xerox machine and another rate for buy back the old **Canon 2530 image runner** Xerox Machine.

Specifications of new multi-functional Xerox Machine.,

Other Specification	
Type	Multifunctional Office Machine
Technology	With Separate Drum and Toner
Paper Size (Original/Image)	A3
Minimum Speed Per Minute in A4 Size	25 CPM
Memory (RAM)	256 MB
Hard Disk	0 GB
Duplexing Feature Availability	Yes
Network Feature Availability	Yes
Faxing Feature Availability	No
Document Feeder	Platen
WiFi Availability	Yes
Tray Capacity	500 Number
Yield (No. of Copies) M/C	7 Number
Mandatory BIS Registration	Yes

Terms & conditions :

1. Quote Price :
 - a) The contract shall be for the entire services as described above. Correction, if any, shall be made by crossing out , initialing, dating and re writing.
 - b) All duties, taxes, cess and other levies payable on the entire services rendered shall be included in the total prices.
 - c) Rate should be quoted including GST for new Machine.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
2. Each participant shall submit only one quotation. The participant shall submit quotation in his own letter head as per prescribed format of quotation along with his company/Dealer profile as service provider in a sealed envelope.
3. **Validity of quotation :**

Quotation shall remain valid for a period of 60 days after the deadline date specified for submission.

4. Evaluation of Quotation :

This office will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed; and
- b) conform to the terms and conditions and descriptions.
- c) Quotations/s must be accompanied with copy of TAN/PAN, GST registration certificate, P.Tax Certificate & latest Challan(2017-18).

5. The Quotations would be evaluated for entire selection process.

6. GST in connection with the services shall not be taken into account in evaluation.

7. Award of Contract :

The authority will award the contract to the participant/s whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated price.

7.1 Notwithstanding the above, the district authority reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotation at any time prior to the award of contract.

7.2 The participant whose quotation is accepted will be notified of the award of contract by the district authority prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

8. Payment shall be made after supplying the new and adjustment with the price of old Machine which will be buy-back.

9. All payment would be subject to standard deduction of IT etc. and payment would be through RTGS/NEFT/issuance of account payee cheque.

10. The participant must have credential for rendering services of similar nature in a single work order in the last five years.

11. The sealed quotations shall be received at this office on or before **12/03/2018** upto 14.00 hrs. at the chamber of the District Nodal Officer, Birbhum.

12. The opening of the quotation shall be on **12/03/2018** at 15.00 hrs.


District Nodal Officer

MGNREGA Cell ,Birbhum

Memo no. 132/1(28) / MGNREGA/III/A&A

Date. 27 / 03 / 2018

Copy forwarded to:

1. The Addl. Executive Officer , & Addl.District Magistrate, Birbhum Zilla Parishad.
- 2-4. The Sub-Divisional Officer & Sub-Divisional Programme Coordinator, Sadar/Bolpur/Rampurhat, Birbhum.
- 5 The District Informatics Officer,NIC with a request to publish this notice through his web-site.
- 6 The Nezarath Deputy Collector, Birbhum
- 7-25) The B.D.O (all)Block with a request to put it on his Notice Board for wide publication.
- 26 The D.I.C.O, Birbhum.
- 27 CA to District Magistrate, Birbhum
28. MGNREGA Notice Board.


District Nodal Officer

MGNREGA Cell ,Birbhum