



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

Phone: Siliguri – 0353-2512922/2515647 Jalpaiguri – 03561-230874 E-mail: sjdawb@gmail.com

Date: 23.8.2023

NOTICE INVITING QUOTATION

No. 93/23-24/Admn/SJDA(2nd call)

Sealed quotations are invited by the undersigned from reputed company for supply of computer materials at SJDA office, Siliguri. Interested agencies may quote for the following items in the following format inclusive all taxes, as applicable.

Sl No.	Item	Qty.	Printer Make & Model	Required Brand
1.	415A/416A Toner Cartridge (Black, Cyan, Yellow, Magenta)	1 set	HP Colour LaserJet MFP M479DW	OEM

*Quantity may vary.

Terms and Conditions:

- All the supplies are to be made within 7 days. If not supplied within the stipulated period, the order will summarily be cancelled.
- All the supplies are to be made in sealed pack, inspected by SJDA and then to be installed physically at the office of Siliguri Jalpaiguri Development Authority, Siliguri by the supplier. Supply by courier to the address of the undersigned will not be accepted.
- The license no. shall be given by the supplier alongwith the software and hardware wherever applicable.
- Warranty, Service and support period shall be same as per the standard provision of the manufacturer/developer from the date of full and satisfactory installation and should be attended by the supplier or authorised service provider of supplier as and when required.
- Payment will be made after full, complete & satisfactory installation of hardware/software. 5% amount shall be kept as security and may be released after 1 month on successful running of the item.
- Rate shall be inclusive all the taxes.
- Number of items may vary.

8. Submission of Quotations:

A) **Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, near Passport Seva Laghu Kendra, Himanchal Vihar, Matigara-734010.

B) **Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification.

- Trade License./Company Registration Certificate valid at least up to the date of submitting their quotation.
- Income Tax (I.T.) Return for last (03) three Assessment years.
- Professional Tax (P.T.) Registration Certificate/ updated challan.
- Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt. 13.07.2017 of Finance Department, Govt. of West Bengal.

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- v) Partnership deed in case of Partnership Firm.
- vi) Co-operative Society Registration and Bye-laws in case if Co-operative Society.
- vii) Memorandum of Association in case of Company.
- viii) PAN Card.

9. **Receiving of Quotations:** Quotation will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, near Passport Seva Laghu Kendra, Himanchal Vihar, Matigara-734010.

10. **Last date & time of Submission:** 07.09.2023 up to 03:00 PM.

11. **Opening of Quotations:** Quotations will be opened on 07.09.2023 at 04:00 PM.

12. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

13. The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

14. Quotationer shall not be in a conflict of interest with one or more parties in the bidding process.

15. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post/e-mail/fax/courier.

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

Date: 23.8.2023

Copy forwarded for information to:-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Additional District Magistrate, Darjeeling.
4. Principal, North Bengal Medical College & Hospital, Siliguri.
5. Sub Divisional Officer, Siliguri.
6. Commissioner, Siliguri Municipal Corporation, Siliguri.
7. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
8. Sr. Area Manager, N. F. Railway, NJP.
9. Post Master, Head Post Office, Siliguri.
10. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
11. Finance Officer, SJDA.
12. A.E.O., SJDA, Siliguri for uploading in website.
13. SJDA Notice Board.
14. SJDA website.

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority