



**Memo No. K-13016/1/19/261 /DMMU/2021-2022**


**Date: 24/11/2021**

**Notice inviting Quotation NIQ - 09/2021-22**

- 1) Quotation is hereby invited from bonafide agencies having good credentials of working with Government Departments/Undertaking agencies for following works. The details of work is as follows

Annual Maintenance of Office Computers, Rate shall be quoted for the entire work including Software & Hardware, Cord, Pach Panel etc & Labour Charge.

- 2) The Work is to be done at the **Office of the Project Director, DRDC & Additional District Mission Director, DMMU, ANANDADHARA, New Treasury Building, 7th Floor, Alipore, South 24 Parganas, W.B.**
- 3) Quotation will have to be dropped in sealed envelope in the earmarked box kept at the office of the undersigned at District Rural Development Cell, South 24-Parganas. **Last date of submitting Quotation is 02.12.21 up to 3pm.**
- 4) The box will be opened on **02.12.2021 at 3.30 pm** in presence of participating tenders/bidder or their authorized representatives.
- 5) Quotation must be submitted under seal and signature of the authorized representatives of the concern.
- 6) All the participant concerns must have PAN, GST registration no. and necessary documentary evidence in support of that which will have to be submitted along with the Quotation.
- 7) The Quoted rates should be inclusive of all duties, taxes, transportation and other levies.
- 8) Incomplete Quotation will be rejected.
- 9) The undersigned is not bound to accept the lowest rate only.
- 10) Register Co-operative societies could also participate in the tender procedure maintaining all formalities as per Govt. Rules.
- 11) This Quotation procedure may be cancelled at any stage without assigning any reason thereof.
- 12) Any clerical mistake in the notice may be ignored.
- 13) Inviting the notice does not guarantee issuance of supply order.
- 14) Any doubt/confusion in the notice may be clarified from the office of the undersigned only before participation in the procedure.


  
Additional District Mission Director  
DMMU, South 24 Pgs

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- 1) NDC, South 24 Parganas.
- 2) DIO, NIC, South 24 Parganas.
- 3) CA to DM & DMD, South 24 Parganas for kind appraisal of the authority.
- 4) CA to AEO (ZP), South 24 Parganas for kind appraisal of the authority.
- 5) Office Notice Board.

  
Additional District Mission Director  
DMMU, South 24 Pgs