

## SAMAGRA SHIKSHA MISSION, SOUTH 24 PARGANAS

Memo No DS/1/2024-DI(SE)/72037

Date 30/09/20224

### Quotation Inviting Notice

Quotations are hereby invited by the undersigned from reputed Company / Dealers regarding supply and installation of Duplex Laser Printer cum Scanner. The detailed specification of the laser printer is as stated below:-

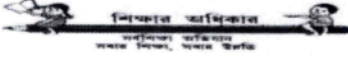
Sl. No	Item Name	Technical Specifications	Quantity in No	Total Amount (inclusive all charges)
01	Branded HP / CANON Laser Duplex printer cum scanner	A4, Letter, 2-sided auto duplex print, minimum 29 /30 PPM, wire & wireless, Wi-Fi facility, compatible for window	01 (one)	

#### **Photo Copies documents to be enclosed along with the Quotation:**

- PAN of the bidder,
- Professional Tax paid Challan.
- GST Return/Registration Certificate.
- Current Renewed Trade License.
- Income TAX Return of AY 2023-24
- Credentials in similar work.
- Demand Draft of Rs 560 as EMD

#### **Terms and Conditions for bidders**

- Quotationer should carefully read all the terms and conditions
- Supply and Installation of the item shall be the responsibility by the quotationer
- Payment shall be made through RTGS / NEFT on completion of the works satisfactory to the authority.
- Payment shall not be made for half-done work or any damages of goods supplied.
- The price should include all levies/ taxes etc.
- All items should be delivered with installation within 10 days from the date of issue of purchase order to this office of the DEO, SSM, South 24 Parganas.
- The bidder shall offer on-site / off site comprehensive warranty minimum one year from the date of issue of purchase order issued. Any part or parts fail or proved defective within the warranty period specified above, owing to defect in design, material, the bidder shall have to replace them at the place of installation without asking for any charges.
- The competent authority reserves the right to accept / reject any / all tendered in part / full, without assigning any reason thereof.
- The estimated budget of the item of Rs. 28000.00



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10. Demand Draft of Rs 560 as EMD in favour of Samagra Shiksha Mission, SED, South 24 Parganas will be deposited along with the Quotation.
10. **The quotationer shall be valid for a period of 90 days from the date of issue of purchase order.** Terms and financial details submitted in the bid shall be treated as same during the period of 90 days.
12. **Last Date & Time for submission of Tender is 06/11/2024** up to 2 pm in the receiving section, DEO, SSM, New Administrative Building (8th floor), Alipore. **The quotations will be opened on 06/11/2024 at 3 P.M.** in the Chamber of the District Education Officer, Alipore, South 24 Parganas.
13. For any clarification, quotationers are advised to visit the office on any working day up to 05/11/2024 between 11.00 AM to 4.00 P.M.

District Education Officer,  
SSM, South 24 Parganas.

Memo No. DS/1/2024-DI(SE)/72037(3)

Date : 30/09/2024

**Copy forwarded for information to:**

- 1) ADPO, SSM, South 24 Parganas
- 2) FAO, SSM, South 24 Parganas
- 3) The concern coordinator with a request to display Office Notice Board and upload in Office website, South 24 Parganas.

District Education Officer,  
SSM, South 24 Parganas