

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: DAKSHIN DINAJPUR
DEPARTMENT OF PLANNING.
BALURGHAT

Email: dm-bgt-wb@ns.in, dpobalburghat@gmail.com

No. 1213 /D/2017

Dated: 29/12/ 2017

Notice Inviting Quotation

Sealed Quotations are invited from authorised dealers for supply and installation of 1 (one) no. Laptop.

2. Sealed Quotation be addressed to the District Magistrate, Dakshin Dinajpur (through District Planning Officer) should reach latest by **3.00 p.m. on 04/01/2018** at Department of Planning Office, Dakshin Dinajpur, Balurghat. The Commercial (Financial) bids of quotations shall be opened on **04/01/2018 at 4.00 p.m.** The Commercial bidder shall be present on the date of opening of quotation. The Commercial (Financial) bids shall be opened by the Committee appointed for the purpose by the Commission in the presence of those quotation or their authorized representative who may choose to be present. The sealed quotation can be submitted in the Department of Planning, Dakshin Dinajpur. Late/delayed tender shall not be accepted after due date and time of submission of quotation. The Department of Planning Section will not be responsible for the postal loss/delay.

3. Department of Planning, Dakshin Dinajpur reserves the right to accept or reject in part or in full any or all the quotations at any stage without assigning any reason thereof. The whole supply and installation is required to be completed within 15 days from the date of issue of the purchase order. The quotationers can submit the bid either directly or through their authorized representative. In case, the tender is submitted by the authorized representative of the quotationers, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.

4. The cost of quotation is NIL. The quotation documents are not transferable.

5. The undersigned shall be the accepting officer and herein after referred to as such for the purpose of this contract.

6. The quotationers shall submit the following: - a) PAN, GSTIN and other taxes details.

b) The quotationer who fail to submit the documents mentioned above shall stand disqualified for the prize bid.

7. The competent authority of the Department of Planning, Dakshin Dinajpur reserves the right to accept or reject part or whole of the tender without assigning any reason whatsoever.

8. In case of any dispute, the decision of the Department of Planning, Dakshin Dinajpur will be final and binding.

9. The work should be completed in all respect within 15 days of the receipt of the Purchase order. If the authorised dealer fails to complete the work within the prescribed time as per specification and rate approved, it would be liable to face the penalty as imposed by the competent authority.

10. If an extension of time of completion of the work on the grounds of having unavoidable hindrances in its execution or any other ground, the contractor shall apply in writing to the officer-in-charge with full details of the circumstances/exigencies, which warranted such an extension.

11. All payments to the bonafide firm shall be released by the Department of Planning Dakshin Dinajpur after proper supply and installation of required 1 (one) no. Laptop and on the basis of work and amount certified by officer-in-charge. The rates quoted shall cover for all tools and equipment and everything necessary for proper execution of the work to the entire satisfaction of the Department and no escalation due to increase in price of materials/labours shall be made.



District Planning Officer,
Dakshin Dinajpur

Dated: 29/12/2017

Memo No. 1213 ~~(20)~~/D/I/2017

Copy forwarded for information to:

- 1-3) The Additional District Magistrate, (Gen/Dev./LR), Dakshin Dinajpur
- 4-5) The Sub- Divisional Officer, (Sadar), Balurghat,/ Gangarampur at Buniadpur Dakshin Dinajpur
- 6) The Secretary, DDZP
- 7-14) The Block Development Officer, Hili/ Balurghat/ Kumarganj/Tapan/ Gangarampur/ Bansihari/ Kushmandi/ Harirampur Development Block, Dakshin Dinajpur
- 15-17) The Chairman, Balurghat/ Gangarampur/Buniadpur Municipality, Dakshin Dinajpur
- ✓ 18) The DIO, NIC, Dakshin Dinajpur with the request to upload the matter in the district Website.
- 19) C.A. to the District Magistrate, Dakshin Dinajpur
- 20) Notice Board.


District Planning Officer,
Dakshin Dinajpur


29/12/2017

Proforma for Commercial Bid

Hardware	
Preferably HP/ DELL	
Processor	6 th Generation Intel Core i3-6006U processor (3MB Cache, 2.00 GHz)
RAM	4GB, 2400MHz, DDR4
Hard Drive	1TB 5400 rpm Hard Drive
Graphics Card	Intel HD Graphics 520 with shared graphics memory
Display	15.6 inch HD
Connectivity	Ethernet Port, in-built WiFi
Peripherals	Keyboard, Mouse etc.
Battery	40WHr, 4- Cell Battery (removable)
Ports	HDMI, USB 3.0, USB 2.0
Camera/ Microphone	Integrated widescreen HD (720p) Webcam with Single Digital Microphone
Speakers	2 tuned speakers
Optical Drives	DVD read/ write
Software	
Operating System (Preinstalled)	Windows 10 Home, Single Language, English
Office package	Microsoft Office, preferably MS Office 2016
Anti- virus	McAfee or ESET- Smart Security


District Planning Officer,
Dakshin Dinajpur


Application form

1. Quotation No. _____
2. Name of the Agency/ Farm _____
3. Date of Establishment _____
4. Office Address _____

5. Contact details of Designated Representative
 - a. Name _____
 - b. Designation _____
 - c. Address _____
 - d. Phone No. _____
 - e. Fax/Email _____
6. Rate quoted _____ (in word)
7. Experience _____
8. Tax details (PAN, GSTIN etc.) _____


District Planning Officer,
Dakshin Dinajpur

29/12/2017.