



Docket No. 263 (263)  
Date 06.11.2017

Government of West Bengal  
Office of the D.P.C & District Magistrate, Jalpaiguri  
(District Social Audit Unit at Room No. 02, 2<sup>nd</sup> Floor) Collectorate Building, Jalpaiguri  
(Email: socialauditjalpaiguri@gmail.com)

Memo No. 77 /SAU

Date. 06/11/2017

**NOTICE INVITING TENDER FOR FOLLOWING ITEMS**

Sealed tenders in respective letter head are invited by the District Nodal Officer, Social Audit Unit, Jalpaiguri from bonafide reputed and experience agencies dealing with the following items as per the specification given below and fulfilling the terms and conditions stated here under:

Sl. No	Particulars	Brand Name	Quantity	Specifications
1.	Laptop	HP	3	INTEL 1-3 processor (6 <sup>th</sup> Gen) 4GB Ram (Crosiar), 1 TB HDD (Seagate) 15.6 inch LCD Display, Keyboard with numpad, webcam, windows XP/10 LICENCE, Carry case (3 backpacks), Wireless LAN a along with K7 antivirus, extra LOGITECH Laptop size keyboard, numpad mouse (both wireless)
2.	Hotspot	D-link / Reputed Brand	3	Support 4G of Vodafone / Jio

1. The Tender suppliers are requested to quote their rates both in figure and words in the prescribed format.
2. Copies of latest Trade License, PAN Card Credential of Rs. 1,00,000/- (Rupees One lakh) only for supply of related articles within 3 years have to be attached.
3. Earnest money of Rs. 2,500/- (Two thousand five hundred) to be deposited in form of Bank Draft in favour of the JALPAIGURI SOCIAL AUDIT UNIT, Jalpaiguri for supplying of LAPTOP.
4. On the day of opening of the tenders, the tender supply agencies must be present with specimen copies of the items for which the rates were quoted.
5. If a successful tender supplier fails to supply materials as per their tender rate, the agency will be barred from participation of any supply tender of this office for good.

**Terms and Conditions:**

1. The tender to be submitted by **2.00 PM on 21<sup>st</sup> November '2017** & the same will be opened at **3.00 PM on the same day.**
2. Sealed envelope containing tender should be addressed to "The District Nodal Officer", Social Audit Unit, Jalpaiguri and should be super-scribed as "Sealed Tender for LAPTOP / HOTSPOT for Social Audit Unit" mentioning memo No & Date.
3. Sealed tenders are to be dropped in the drop box kept in the office of the District Nodal Officer, Social Audit Unit attached to P&RD Section, Jalpaiguri in Collectorate Building during office hours of all working days. Tender received through any other means will not be accepted.
4. The applicant must have agency for supplying of above -said items and must have valid GST Registration number on the date of issue of this notice.
5. The entire participant must have PAN and necessary documentary evidence in support of that will have to be submitted along with the offer.
6. Rate should be inclusive of all applicable taxes. Tax as per provision may be deducted from the bill as per the decision of the Authority.
7. Rate will be against each item separately and payment will be made after satisfactory functioning of the articles.
8. The undersigned reserves the right to cancel any or all the applications without showing any reason thereof at any stage.

