



Panihati Municipality

Panihati , North 24 Parganas,

Pin no.- 700 114

Phone: 2553-2909/2563-4457

Fax : 2553-1487

Website- www.panihatimunicipality.in

Email ID- panihatimunicipality@yahoo.co.in

Qtn. No.- PM/IT/ 24 Qtn/2019-20

Date - 20.07.19

Sealed Quotation (Item wise) in printed form, as specified, are invited by the **Executive Officer, Panihati Municipality** from reliable, resourceful and bonafide Agencies with sound technical capabilities having experience in similar type of work for **Supply and Service of Desktop, Computer Peripherals, Printer, Telephone, Toner etc of Panihati Municipality** Details description are given below -

SL No.	Description	Qty.	Unit Rate	Total Cost (Inclusive all tax)
1.	Supply and Service of Desktop, Computer Peripherals, Printer, Telephone, Toner etc of Panihati Municipality (Details are attached herewith)	Copy attached		

*** The Terms and conditions attached herewith.

Last date and time of submission of Quotation (Item wise) is up to 1 p.m. on 29.07.19 at this Municipal Office and the same will be opened on 29.07.19 at 3 p.m. Hard copy (Photocopy) with self attested Documents (i.e. - 1) PAN Card, 2) Current Trade License 3) GST Enrollment no. 4) Current Professional Tax Payment Certificate have to be submitted .

Documents (i.e. - 1) PAN Card, 2) Current Trade License, 3) GST Enrollment no. 4) Current Professional Tax Payment Certificate and other relevant particulars (if any) may be seen during the office hours at this office for L1 Agency. The **Executive Officer, Panihati Municipality** reserves the right to accept and or to cancel any all quotation in full or in part without assigning any reason whatsoever acceptance of any **Quotation** is subject to the approval of appropriate authority. No delayed **Quotation** will be accepted after successful completion of the job the L1 Agency will have to submit tax invoice/bill as per GST rule.


Executive Officer
Panihati Municipality

Copy to -

1. Notice Board, Panihati Municipality
2. Website of Panihati Municipality (www.panihatimunicipality.in)


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So you are requested to sign on the agreement paper before getting the work order from this office. The term and condition are furnished below....

Terms and Conditions

1. Provision on maintained service shall be confirmed by Vendor within Working Hours.
2. The Vendor shall be responsible for any defects that may develop and shall remedy such defects at their own cost. During the breakdown period he/she should give requisite supplement support so that the schedule work must not be disturbed.
3. Any dispute in interpretation terms and conditions shall be sorted out upon mutual consultation.
4. The final decision will be taken by the Municipal Authority for resolving immediately.
5. Any type of software problem related to Operating System has to be solved immediately.
6. 08% will be deducted from the bill on A/C of security deposit and the same will be refunded after getting necessary certificate from I.T. Coordinator, Panihati Municipality.
7. All the payment will be made after full satisfaction of the Municipal Authority & All taxes will be applicable as per Govt. Rule at the time of billing.
8. The agreement may be terminated at any stage without assigning any reasons thereof.
9. In case of non-compliance with any of the above 8 nos. points the Municipality will take necessary actions/steps against the vendor.

Signature of Vendor

Name of the Vendor with Address and Contact No.

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Sl No.	Description	Department	Qty.	Unit rate (Inclusive all tax)	Total Cost (Inclusive all tax)
1	Desktop & Printer (Desktop Details – Make-Dell or HP must be Dual core, 4GB ddr4/ddr3 Ram, 1TB Hard disk, Odd-rw, and original OS WIN-10 64 bit with 3 years Warranty and support. Printer Details: Tvs HD 250 Monochrome Dot Matrix Printer)	REGIONAL OFFICE	1 set		
2	Color laserjet pro 154a toner black ,cyan, magenta, yellow	CHANDAN BHATTERJEE (APO) & IT BACKUP	4 (1 set)		
3	MP2501S RICOH PHOTOCOPIER TONER (MACHINE MODEL: MP20001L)	ASSESSMENT & SEVEREL	6		
4	CANON 59 TONER	SEVERAL (BACKUP)	6		
5	MP2501S RICOH PHOTOCOPIER REPAIR (MACHINE MODEL: MP20001L)	Establishment	1		
6	TONER OF HP CP 1025 C/M/Y/B	IT BACKUP	1 SET		
7	PRINTER EPSON L3150	LAW CELL	1		
8	PRINTER EPSON L4160	IT BACKUP	1		

*Sealed Quotation in printed form and specific item wise.

