

Govt. of West Bengal
Office of the Principal, Contai Polytechnic
P.O-Darua, Dist- Purba Medinipur.
West Bengal. PIN – 721401
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পশ্চিমবঙ্গ সরকার
অধ্যক্ষের কার্যালয়, কন্টাই পলিটেকনিক
পোঃ- দারুয়া জেলা- পূর্ব মেদিনীপুর
পশ্চিমবঙ্গ ♦ পিন – ৭২১৪০১
ফোন – ০৩২২০-২৫৫৪৬২
Website: www.contaipolytechnic.com

No. – CP/P-2/2023: 1010

Date: 30/11/23

Circulation:

- 1) SDO Office Notice Board
- 2) H.P.O. Contai
- 3) Notice Board Contai Polytechnic
- 4) 5 NO. Chalti Gram Panchayet Office
- 5) Contai Polytechnic Website
- 6) Contai Municipality

QUOTATION NOTICE

Sealed quotations are invited from reputed agencies for the “Procurement of Multi-function Photocopier (PRINT, COPY, SCAN)”. Bonafide & reputed bidders having experience in similar field are hereby requested to submit quotation as per the specification given. The rates must be inclusive of all charges. The payment will be made through e-payment.

The quotation must be submitted within 07 (seven) days from the issue of work order.

Sl. No.	Description of items	Quantity	Rate	Amount
1	Multi-function Photocopier (PRINT, COPY, SCAN). Preferably inbuilt duplex. A3 printing capability	01 nos.		

Principal in charge
Contai Polytechnic Nodal Centre

Principal-in-Charge,
Contai Polytechnic
Govt. of West Bengal



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TERMS & CONDITIONS

1. Quotation must be from reputed agencies.
2. The intending bidder has to submit the following credentials along with quotation document:
 - a. Self-attested photocopy of Trade License
 - b. Self-attested photocopy of Permanent Account Number(PAN): The bidder should possess Permanent Account Number (PAN) issued by Income Tax department, Govt. of India.
 - c. Self-attested photocopy of Goods and Services Tax(GST) Status of Bidder.
3. Bills are to be submitted in triplicate together with received challans, premium receipt etc.
4. Any materials found defective or not be specification will have to be replaced free of charges, R/R through bank should not be sent without prior approval of the undersigned.
5. Payment will be made by e-Pradan system of IFMS [Govt. of WB] through NEFT/ RTGS. Date of payment cannot be assured at the time of placing order.
6. A photocopy of order is also to be submitted with the Challans and Bills and order no. is to be written on bills and challans.
7. GST (if applicable) should be charged, as Contai Polytechnic is a Government Institution.
8. Authority reserves the right to cancel a part or whole of the order without assigning any reason.
9. Agency must have income tax clearance certificate and trade licence.
10. Rate must be quoted after in situ inspection
11. The rates must be inclusive of all charges i.e. cost of material, fitting fixing, labour charges, G.S.T. etc
12. All supporting documents related to this quotation may also be sent through official mail ID: polytechnic_contai@rediffmail.com



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