

DRAFT
Government of West Bengal
Office of the District Magistrate: Darjeeling
(Nazarath Section)

Memo No. - 434 /Nzt.

Date: 17.11.2017

NOTICE INVITING QUOTATION (2nd Call)

Sealed Quotations are hereby invited by the Nazarath Section, of the Office of the District Magistrate, Darjeeling, for **Repair work of Xerox Machines** of this Collectorate from Bonafide supplier(s)/ agency (Authorised dealers) as per particulars below.

Sl. No.	Particulars of Item	Specification	Quantity	Time period of repair	Section
1	Xerox – Ricoh 1800 L2	Repair work	01 No.	07 (Seven) days	Establishment Section
2	Xerox- Ricoh MP 2001L	Repair work	01 No.	07 (Seven) days	Confidential Section, ADM (G)

The Quotationer should abide by the following terms and conditions :-

1. Quotation in the letter head of the vendor will have to be submitted in sealed envelope and is to be dropped into the locked tender box kept at the office of the District Magistrate, Darjeeling (Nazarath Section) upto 02 P.M on 23/11/17. The Name of work and Quotation memo no. should be clearly superscribed on the sealed envelope. Quotation will be opened on the same day (i.e. on 23/11/17) at 04 P.M. The quotationer or their representative may remain present at the time of opening of quotation.
2. Time is the essence of contract. The interested supplier must examine the Xerox machine and quote the rate for repair.
3. Repair should be done strictly as per the particulars and rate given. Any change in the rate will not be allowed without prior consent of the undersigned.
4. All risks of loss or damage to physical property and of personal injury and death if arise during and in consequence of the performance of the contract are the responsibility of the supplier.
5. The Office of the District Magistrate, Darjeeling reserves the right to accept or reject any or all Quotations without assigning any reasons.


District Magistrate,
Darjeeling

Memo No. - 434 11(6)/Nzt.

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Copy forwarded for information and wide publication to :-

1. The Sub-Divisional Officer, Darjeeling (All).
2. The Block-Development Officer, Darjeeling (All).
3. The Officer-in-Charge, Establishment Section, Darjeeling.
4. The Nazarath Deputy Collector, Darjeeling.
5. The DIO, Darjeeling to publish the tender details in the district website.
6. Office Notice Board.


District Magistrate,
Darjeeling