



# Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly

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Memo No.: 4502/gen-SS

Date: 11/12/23

## Notice Inviting Quotation for the supply of Printer for Establishment section.

Sealed quotation are hereby invited from eligible experienced, bonafide, resourceful and authorized dealer/distributor, manufacturer and computer agencies for supply and installation of above items **on or before 26/12/2023 up to 2.30 pm.**

The agency should submit Technical and Financial bid separately along with other credentials and documents (like income tax clearance, professional tax, PAN card, Trade license, GSTIN, etc in a single envelope. The sealed envelope should be super scribed "**Quotation for the supply of Printer vide notice no.** \_\_\_\_\_ and addressed to the Chairman, Hooghly Chinsurah Municipality.

The quotation will be opened on the same day i.e. on **26/12/2023 at 3.00 pm.** Bidders may remain present at the time of opening the quotation. Wherever options are given in the specification separate rates should be given for the options.

### **Items required:**

Printer –HP 4104 Multi-Function A4 with duplex (both side) printing, duplex/both side scanning, WiFi, USB port printing and scanning

**\* The above required quantities may increase / decrease but the prices quoted should remain the same during further purchase.**

### Terms and Conditions

The rate shall be inclusive of all taxes & duties, delivery and installation charges, training, support and others. **The items should be delivered and installation work should start within 3 (three) days from the date of placing the order and total installation work should be complete within the same day.** All training materials and manuals must be supplied.

The undersigned reserves the right to accept or reject any or all of the quotations without assigning any reasons thereof. Acceptance and issue of work order for all the items of the quotation is also not guaranteed. The undersigned also reserves the right to select a desired brand (or make ) fulfilling the specification as given in the notice. The financial offer /bid made will be compared upon the same brand/make after technical qualification and selection. The undersigned has the sole discretion regarding issue of work order item wise to the suitable individual bidder. No condition will be allowed from the bidders. All necessary softwares and user manuals should be supplied.

Rates quoted shall remain firm till the completion of work.


  
Chairman  
Hooghly - Chinsurah Municipality  
Hooghly-Chinsurah Municipality

Memo No: 4502/7/gen-SS

Date: 11/12/23

Copy forwarded to for information and necessary action to:

- 1) The Executive Officer, HCM.
- 2) The Finance Officer, HCM.
- 3) Head Clerk, HCM.
- 4) Accountant, HCM
- 5) The Store Keeper, HCM
- 6) Website of HCM
- 7) Office Notice Board

  
Chairman  
Hooghly - Chinsurah Municipality  
Chairman  
Hooghly-Chinsurah Municipality

Memo No: 4502/7/8/gen-ss

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Copy forwarded to with a request to display on the office notice board for wide publicity:

- 1) The District Magistrate, Hooghly
- 2) The Sub Divisional Officer, Sadar, Hooghly
- 3) The Sabhadipati, Hooghly Zilla Parishad
- 4) The D.I.C.O., Hooghly, (Rabindra Bhawan), Chinsurah, Hooghly
- 5) The D.I. Primary, Hooghly
- 6) The D.I. Secondary, Hooghly.
- 7) The Deputy Director of Local Bodies, Hooghly
- 8) D.P.S.C, Hooghly

  
Chairman  
Hooghly - Chinsurah Municipality

**Chairman**  
**Hooghly-Chinsurah Municipality**