

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER, RANAGHAT
(NEZERATH SECTION)
TENDER NOTICE

It is being informed to the bonafide suppliers /agencies that supply Biometric attendance machine required for office of the Sub-Divisional Office, Ranaghat. In this regard sealed Tenders are invited as per enclosed annexure on the basis of following Terms and Condition.

Terms & Conditions:-

1. The quotation must be signed by the quotationer with stamp/seal & the amount must be quoted both in words & figures with his knowledge & belief after going through proper specification.
2. Self attested copies of Valid Profession Tax, I. Tax, Trade License & Credential certificate should be attached with the Quotation.
3. The rate must include all taxes of CGST/GST etc. and the cost of carriage and all other incidental charges.
4. The sealed envelope should be superscripted "**Quotation for Supply Biometric attendance machine**".
5. The Selected firm will have to deposit a bank Draft/NSC or other Govt. securities duly submitted in favour of the **Sub-Divisional Officer, Ranaghat** "amounting to Rs. 1000.00 (Rupees one thousand) only.
6. The tenders quoting the rate both in word and figures should be dropped in the Quotation Box kept at the Nezerath Section of the Sub-Divisional Officer, Ranaghat, Nadia on or before **26.02.2020 by 2 P.M.**
7. The Tender box will be opened on the same day i.e. **26.02.2020 at 3.00 p.m.** at the chamber of the Sub-Divisional Officer, Ranaghat, Nadia. The Tenderer or his authorized person may remain present at the time of opening of Tender box.
8. Quotation will not be received by post.
9. The Sub-Divisional Officer, Ranaghat reserves the right to reject any lowest or highest Bidder without assigning any reasons.

Sdt
Sub-Divisional Officer, Ranaghat
Ranaghat Sub-Division, Nadia.

Memo. No. **63** / (5) / Nez/SDO(R)

Date: 17.02.20**20**

Copy forwarded for information & wide circulation to the :


1. The District Magistrate, Nadia
2. The District Informatic Officer, NIC, Nadia with a request to upload in the District website.
3. The Post Master, Head Post Office ,Ranaghat, Nadia
4. O/C, Nezerath Section, Ranaghat Sub-Division ,Nadia
5. Office of the Notice Board/Website, Ranaghat Sub-Division , Nadia

[Signature]
Sub-Divisional Officer, Ranaghat
Ranaghat Sub-Division, Nadia.

9/17/2/2020

Annexure

SI	Item	Quantity	Offered price @Rs.
1	Biometric attendance machine (CP-VTA-M3343)	1(one) piece	


Sub-Divisional Officer, Ranaghat
Ranaghat Sub-Division, Nadia.
9/12/2020