

## OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT PROJECT DIRECTOR

### SAMAGRA SHIKSHA MISSION, SOUTH 24 PARGANAS

8th floor, New Administrative Building, 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata – 200027, email: ssmsouth24@gmail.com

Memo No S-12012/1/2023-SSMS-12012/1/2023-SSM/77510

Date: 15.07.2025

#### Notice Inviting Quotation

Samagra Shiksha Mission are invited sealed Quotations from eligible / Company, who comply to the following terms and conditions regarding supply with installation of 1 (one) **Branded Desktop Computer** and 1 (one) **LaserJet Duplex Black and White Printer** to this office of the DEO, SSM, South 24 Parganas.

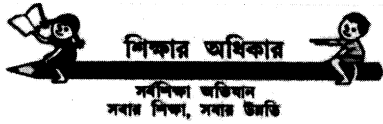
Sl. No	Item Name	Technical Specifications	Make/Brand Name. (Mandatory)	Quantity in No	Total Amount (inclusive all charges)
01	Branded Desktop Computer	HP Desktop (12th Generation Intel® Core™ i5 processor, 8 GB DDR4 RAM, 512 GB SSD Solid State Drive, Intel® UHD Graphics 730, 19.5" LED Monitor, HP 125 USB Black Wired Keyboard, 1 VGA; 1 HDMI-out 1.4b, Windows 11, Microsoft Office etc		01 (one)	
02	Branded Lazer Jet Auto Duplex Printer (Print scan and copy)	MFP M233dw Printer, A4 Print, Scan and Copy, Duplex, Print speed up to 29 ppm (black), USB, WIFI, Ethernet etc.		01 (one)	
			Total in Rs.		

#### Photo Copies documents to be enclosed along with the Quotation:

- PAN of the bidder,
- Professional Tax paid Challan.
- GST Return/Registration Certificate.
- Current Renewed Trade License.
- Income TAX Return of AY 2024-25
- Credentials in similar work.
- Earnest Money of Rs. 1800/- (Demand Draft only)

#### Terms and Conditions for bidders

- Quotationers should carefully read all the terms and conditions
- The intending bidder can be downloading the quotation from website: <http://s24pgseducation.org.in>
- Any changes / corrigendum / extension of opening date in respect of this quotation shall be informed through website only. Bidders are therefore requested to regularly visit of our website for updates.
- Brand name, Models of the items should be furnished clearly.
- Installation and demonstration of all the items supplied shall be the responsibility by the bidder.
- Incomplete, Late, Delayed, or Postal Delayed quotations will not be considered. at all. Any bid received by the Addressee after the deadline for submission of the quotation will be returned to the bidder un-opened.



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7. Payment shall be made through RTGS / NEFT on completion of the works satisfactory.
8. Payment shall not be made for half-done work or any damages of goods supplied.
9. The bidder shall fail to supply the items or any fails to perform any other obligation, subject to decision of the authority purchase order may be terminated, forfeiture of EMD and black listing, will be imposed.
10. The price should include all levies/ taxes etc.
11. **All items should be delivered with complete installation within 20 days from the date of issue of purchase order.**
12. The bidder shall offer on-site comprehensive warranty of aforesaid items for Minimum one year from the date of purchase order of the aforesaid items at the designated location. Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material, the bidder shall have to replace them at the place of installation without asking for any charges.
13. The competent authority reserves the right to accept / reject any / all quotationers in part / full, without assigning any reason thereof.
14. **Earnest Money of Rs. 1800/- (Rupees one thousand eight hundred only) would be required to be deposited in the form of DD in favour of "Samagra Shiksha Mission, South 24 Parganas". (S.S.I. units & co-operatives society are not exempted) payable at Kolkata. Earnest money of quotationers would refund without any interest / commission after the purchase order has been executed successfully except Lowest bidder, EMD will refund after warranty period.**
15. No tender will be accepted by fax, email, telex, or any other such means.
16. The tender shall be valid for a period of 90 days from the date of purchase order. Terms and financial details submitted in the bid shall be treated as same during the aforesaid period of 90 days.
17. **Last Date & Time for submission of quotation is 05/08/2025 up to 2 pm in the receiving section, DEO, SSM, New Administrative Building (8th floor), Alipore. The quotations will be opened on 05/08/2025 at 3 P.M. in the Chamber of the Additional District Magistrate (Education), DM Court Chamber, Alipore, South 24 Parganas District.**
18. For any clarification, Bidders are advised to visit the office on any working day up to 04/08/2025 between 11.00 AM to 4.00 P.M

District Education Officer,  
SSM, South 24 Parganas.

Memo No. Memo No S-12012/1/2023-SSMS-12012/1/2023-SSM/77510 (3)

Date: 15.07.2025

**Copy forwarded for information to:**

- 1) ADPO, SSM, South 24 Parganas
- 2) FAO, SSM, South 24 Parganas
- 3) The concern coordinator with a request to display Office Notice Board and upload in Office website, South 24 Parganas.

District Education Officer,  
SSM, South 24 Parganas