

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT LAND & LAND REFORMS OFFICER, NADIA.
ADMINISTRATIVE BUILDING (1ST FLOOR)
KRISHNAGAR:: NADIA.

Memo No. _____/2012

Dated, Krishnagar, the _____/2012.

NOTICE INVITING TENDER

Sealed tender are being invited from the bonafied companies/dealers having at least 3 (three) years experience for supply of the following type of items.

Tenders are requested to submit their rates for the under mentioned items in the Tender Form which will be supplied from the office of the undersigned.

Items to be supplied.

Sl. No.	Name of the item	Specification	Number
1.	Copier-cum-Fax machine of reputed companies.	The machine should have following facilities. a. Print/Scan/Copy/Fax. b. Speed upto 24 ppm / cpm. c. Paper handing : A ₄ /Letter/Legal. d. Paper capacity 250 sheet + e. 20 sheet ADF. f. High-speed Fax transmission. g. Print/Copy resolution 600 x 600 dpi. h. Fax phone book 100+ stations, 3.5 MB Memory. i. Colour Scan, scan to PC/ E-mail add / FTP/SMB. j. Out of paper reception (minimum 100 pages)	17(seventeen)

Terms and Conditons :

1. Tender rate should be quoted in tender papers only which will be available from the office of the A.D.M. and D.L.&L.R.O., Nadia, Administrative Buildings, 1st Floor, Krishnagar, Nadia from 2nd January 2013 to 7th January, 2013 up to 3.00 p.m.
2. Willing tenderers are requested to procure tender forms within the specified period only. They should apply for tender form to the A.D.M. & D.L.& L.R.O., Nadia in their own letter head along with the Xerox copy of the documents as mentioned in Sl. No. 3 of conditions.

3. All interested tenderers shall have to deposit an earnest money of Rs. 10,000/- (Rupees ten thousand) only in the form of a Bank Draft of any nationalised bank to be drawn in favour of the District Land & Land Reforms Officer, Nadia payable at State Bank of India, Krishnagar Branch along with his application for tender.
4. Papers of a] proof of Trade licence with current validity, b] Copy of PAN card, d] P.Tax registration certificate, e] Credential certificate in the form of Payment Certificate for supply of similar nature of items at least Rs.2 lakh against work order from any Govt. Department / Public Sector units (PSU).
5. Tender paper will not be issued to those applicant who will fail to submit all relevant documents.
6. Maintenance of machine (Fax cum copier) has to be done by the supplier.
7. Tenderers should quote their price in the tender form inclusive of all taxes, duties, levy etc. as per rules in force as such taxes or others as are applicable should be deducted from the bill at the time of payment of bill.
8. No tender will be received by post.
9. The successful tenderers shall have to supply fax cum copier machine at his own cost to each B.L. & L.R.O., Offices within this district. Necessary straining is also to be arranged by the companies or dealers at their own cost.
10. The tenderers shall have to supply the fax cum copier machine to the particular B.L.& L.R. Office situated at any location of Nadia district within 15 days from the date of receiving of work order.
11. Quality of the machine is of immense importance and shall not be compromised under any circumstances.
12. Rate is to be quoted along with the printed specification of the fax cum copier machine. The printed specification is to be brought to the office chamber of the undersigned on the date of opening of the tender.
13. Payment will be made only on production of the certificate that quality of the fax cum copier machine was as per specification and quantity of the fax cum copier was found correct.
14. Last date of dropping the tender papers is 11th January 2013. upto 3.00 p.m.
15. Properly filled in sealed tender paper is to be dropped by 11th January 2013 up to 3.00 p.m. in a separate tender box which will be kept in the office chamber of the A.D.M. (L.R.), Nadia.

16. Tender paper will be opened at 3.30 p.m. on 11th January'2013 in the office chamber of the A.D.M &DL&LRO, Nadia and willing tenderers may remain present at the time of opening of tender.

17. The supplied materials are liable to rejected and shall be returned forth week, if they do not conform with the quality and specification as noted in the NIT.

18. The selected agencies shall have to replace fax cum copier machine if the fax cum copiers failed to function because of lapses as the part of the agencies concern.

The undersigned deserves the right to reject any or all the offers without assigning any reason there for.


Sd/-
Additional District Magistrate and
District Land & Land Reforms Officer, Nadia.

Memo No./ ⁵²4820/112 IV/118/Nez/LR/07

Dated, Krishnagar, the 28/12 /2012.

Copy forwarded for kind information and taking necessary action to:-

- 1) The Superintendent of Police, Nadia.
- 2-5) The Sub-Divisional Officer, Krishnagar / Kalyani / Ranaghat / Tehatta.
- 6) The Chief Medical Officer, Nadia.
- 7) D.I.O, NIC with a request to wide circulation the NIT from website.
- 8) The Secretary, Nadia Zilla Parishad with a request to make necessary arrangement for displaying the same to your office notice board.
- 9-12) The S.D.L. & L.R.O., Krishnagar/Kalyani/Ranaghat/Tehatta.
- 13-29) The Block Development Officer,Block
- 30) The Nezarath, Deputy Collector, Nadia Collectorate with a request to make necessary arrangement for displaying the same to your office notice board.
- 31) DICO, Krishnagar with a request to wide circulation of this tender notice. Besides and abridge from of the tender notice is being sent shortly for publication in "Sangbad Pratidin".
- 32-48) The Block Land & Land Reforms Officer, _____.
- 49) C.A. to the Sabhadhipati, Nadia Zilla Parishad,
- 50) C.A. to the District Magistrate, Nadia.
- 51) C.A. to the Addl. District Magistrate (D), Nadia.
- 52) Notice Board of this office.


Additional District Magistrate and
District Land & Land Reforms Officer, Nadia

A 21/12/12