

ANANDADHARA DISTRICT OFFICE
DISTRICT MISSION MANAGEMENT UNIT & DISTRICT RURAL DEVELOPMENT CELL
IT & Communication Cell, WBLA-2021
Berhampore, Murshidabad, PIN – 742101
Ph. No. - 7548080508, E-mail: pddrhc.msd@gmail.com

3rd CALL

Memo no. : 002 / DRDC & DMMU

Date: 22.02/2021

Quotation in sealed cover is invited from the reputed suppliers who are capable of delivering/supplying the following items on hire basis for ensuing Legislative Election 2021.

Sl. No.	Items	Minimum Specification
1	Laser Jet Printer cum Scanner with Cartridge	<ul style="list-style-type: none"> • Printer Type - LaserJet; Functionality - Multi-Function (Print, Scan, Copy) , Scanner type - Flatbed; Printer Output - Black & White only, Operating Temperature range: 15DegC - 32.5DegC degree C and Operating Humidity range: 10 % - 80 % RH % • Connectivity - Wireless, USB, Ethernet, e-Print App; 2-line LCD text display, Operating System: Windows: 8 (32-bit, 64-bit), 7 (32-bit, 64-bit), Vista (32-bit, 64-bit), XP (32-bit), Mac • Pages per minute - 20 pages ; • Ideal usage - Enterprise/Business, Frequent users (for fast, high quality printing) • Page size supported - A4, A5, B5, envelopes, post cards. Duplex printing-Manual (driver support provided). Duplex ADF scanning. Standard (built-in Ethernet, WiFi 802.11b/g/n). Print resolution - Up to 1200 x 1200 DPI
2	Laser jet Printer with Cartridge	Product type-Laser printers, Family brand-LaserJet, Ports-1 USB, Connectivity-standard Hi-Speed USB 2.0 port, Finished output handling-Sheetfed, Media type and capacity-tray 1 Sheets: 150, single-sheet priority feed slot, Input capacity-Up to 150 sheets, Print quality black (best)-Up to 600 x 600 dpi (1200 dpi effective output), Media sizes supported-A4, A5, A6, B5, C5, DL, postcards, Media types-Paper (laser, plain, photo), envelopes, labels, cardstock, transparencies, postcards. HP 12A Black Original LaserJet Toner Cartridge, etc
3.	Laptop	Core i5 8th Gen or Higher, 1TB Storage, 8 GB DDR4 RAM Wireless Keyboard and Mouse Pre installed :- Windows 8 or higher OS, Microsoft Office Package, Anti-Virus

TIMELINE FOR QUOTATION

PARTICULARS	DATE & TIME
Quotation Receiving Start Date & Time	23/02/2021 from 3 pm
Quotation Receiving end Date & Time	26/02/2021 till 1:00 pm
Opening of Quotation in the chamber of PD, DRDC	26/02/2021 at 2 pm

Statutory Documents: Quotationer shall submit latest GST registration, copy of valid PAN, latest IT return, P. Tax return, Trade License.

All the above mentioned criteria & documents are mandatory and if the quotationer fails to submit any of them, their quotation will summarily be rejected.

Submission of Bids: The quotation shall be submitted in the drop box kept in the office chamber of PD, DRDC (Anandadhara District Office), Berhampore, Murshidabad.

Validity of the quotation: The quotation once submitted will be valid for 180 days.

Other Terms & Conditions:

- a) Sealed cover should be mentioned "Quotation for hiring of Laser Jet Printer cum Scanner with Cartridge & other materials" and memo no. of the quotation to be address to the PD, DRDC.
- b) This is also to be noted that the materials mentioned to be hired as and when necessary and quantity will be fixed up by the authority as per requirement.
- c) The rate quoted by the quotationer must be inclusive of all taxes & duties.
- d) All the items/materials being delivered / supplied should be of reputed company and service centers should be located in Berhampore

Quotation must be submitted in the prescribed format given below:

SI No.	Items	Minimum Specification	Rate offered for 30 days inclusive of all taxes
1	Laser Jet Printer cum Scanner with Cartridge	<ul style="list-style-type: none"> • Printer Type - LaserJet; Functionality - Multi-Function (Print, Scan, Copy) , Scanner type - Flatbed; Printer Output - Black & White only, Operating Temperature range: 15DegC - 32.5DegC degree C and Operating Humidity range: 10 % - 80 % RH % • Connectivity - Wireless, USB, Ethernet, e-Print App; 2-line LCD text display, Operating System: Windows: 8 (32-bit, 64-bit), 7 (32-bit, 64-bit), Vista (32-bit, 64-bit), XP (32-bit), Mac • Pages per minute - 20 pages ; Cost per page - Rs 2 (Black & White) - As per ISO standards • Ideal usage - Enterprise/Business, Frequent users (for fast, high quality printing) • Page size supported - A4, A5, B5, envelopes, post cards. Duplex printing-Manual (driver support provided). Duplex ADF scanning. Standard (built-in Ethernet, WiFi 802.11b/g/n). Print resolution - Up to 1200 x 1200 DPI 	
2	Laser jet Printer with Cartridge	Product type-Laser printers, Family brand-LaserJet, Ports-1 USB, Connectivity-standard Hi-Speed USB 2.0 port, Finished output handling-Sheetfed, Media type and capacity-tray 1 Sheets: 150, single-sheet priority feed slot, Input capacity-Up to 150 sheets, Print quality black (best)-Up to 600 x 600 dpi (1200 dpi effective output), Media sizes supported-A4, A5, A6, B5, C5, DL, postcards, Media types-Paper (laser, plain, photo), envelopes, labels, cardstock, transparencies, postcards. HP 12A Black Original LaserJet Toner Cartridge, etc	
3.	Laptop	Core i5 8th Gen or Higher, 1TB Storage, 8 GB DDR4 RAM Wireless Keyboard and Mouse Pre installed :- Windows 8 or higher OS, Microsoft Office Package, Anti-Virus	

If any of the above mentioned items are required for a period of more/ less than 30 days, payment will be made in proportionate to the rate offered for 30 days.

The authority reserves the right to reject or cancel any or all pre-qualification documents and bid documents without assigning any reason whatsoever.

**Project Director, DRDC,
Murshidabad Zilla Parishad
&
Additional District Mission Director,
Anandadhara District Office, Murshidabad**

Memo No. : 002 (9)/ DRDC & DMMU

Date: 22.02/2021

Copy forwarded for information to :

- 1-5) The Sub-Divisional Officers (All), Murshidabad
- 6) The Officer-in-Charge, Election , Murshidabad
- 7) NDC, Murshidabad
- 8) DIO, NIC, Murshidabad with request to publish the notice in the district website.
- 9) CA to District Magistrate, Murshidabad

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