



Office of the  
**Board Of Administrators, Old Malda Municipality**

**P.O. : Old Malda, Dist. : Malda.**

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**Sri Kartick Ghosh**  
Chairperson  
Board of Administrators  
OLD MALDA MUNICIPALITY

**Smt. Chandana Haldar**  
Member  
Board of Administrators  
OLD MALDA MUNICIPALITY

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Chairperson Off. : 260235  
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Member Off. : 260643  
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Cell No. : 76022 60398  
Executive Officer : 260036  
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**Memo 1861/OMM/2020-21**

**date 16/01/2021**

**DETAILED NOTICE INVITING QUOTATION**

Sealed quotations are invited as specified by the Chairperson, Old Malda Municipality from the eligible tenderer as per specification and will be received by the Chairperson, Old Malda Municipality on behalf of Board of the Administrators of Old Malda Municipality, P.O- Old Malda, Dist- Malda.

1(a)	Name of Work	:	Supply of Photocopier machine.
b)	Supplier eligible to submit tender	:	Outsiders, Reputed Contractor, should process valid PAN, GST Registration, Professional Tax Clearance Certificate & valid Tread License.
c)	Last date time limit & place for dropping of quotation documents	:	27/01/2021 upto 3.00 P.M in the tender box kept at Old Malda Municipal Office
d)	Date, time & place of opening the tender	:	27/01/2021 at 3.30 P.M at the chamber of the undersigned.
e)	Time of completion of supply	:	Within 15 days after receiving supply order.

**TECHNICAL SPECIFICATION**

Sl no	Specification of Materials	Quantity	Unit	Basic Rate	Gst Charges	Rate including all taxes	Amount
1.	Kyocera Digital Photocopier Machine Taskalfa 3212i with Duplex, Print,Color, Scanning.	1	Nos				

2) Applicants intending participant to drop the quotation papers are requested to enclose self-attested zerox copy of valid GST Registration, PT clearance certificate, PAN Card, valid tread license along with rate quotation group wise separate sealed envelope to the Chairperson, Old Malda Municipality, P.O Old Malda.

3) The undersigned reserves the right to reject the lowest quotation or all the quotations without assigning any reason thereof and he is not bound to accept the lowest tender also.

4) Incase of any dispute arising in this regard the Court of Malda will have exclusive Jurisdiction to deal with the same.

Sd/-

**Chairperson**  
Old Malda Municipality  
Dated- 16/01/2021

Memo No. 1861/9/OMM/2020-21

**Copy forwarded for information to :**

- 1) The District Magistrate, Malda.
- 2) The SDO Sadar Malda,
- 3) I.C Malda P.S, Old Malda, Malda.
- 4) The Head Clerk, Old Malda Municipality.
- 5) The S.A.E, Old Malda Municipality.
- 6) The Accountant, Old Malda Municipality.
- 7) The Cashier, Old Malda Municipality.
- 8) Notice Board Old Malda Municipality
- 9) Municipal Website, omm.org.in for wide circulation please.

Sd/-  
**Chairperson**  
Old Malda Municipality



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