

**RAGHUNATHPUR MUNICIPALITY**

P.O. - Raghunathpur, Dist-Purulia

Memo No:- RM/DS/Quo/ 1195

Date: 15/03/2023

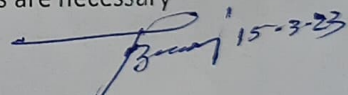
Sealed quotation in plain papers is invited by the undersigned from the bonafied supplier for supply of Desktop Computer along with accessories (as per specification mentioned in Annexure- A) under Raghunathpur Municipality.

Annexure - A

1. Branded Desktop (Reputed Brand Preferably Dell/HP/Lenovo with onsite manufacturer warranty)  
Minimum Configuration: - i3/12<sup>th</sup> Gen, 8GB RAM DDR-4, 1TB HDD, 256GB SSD (With Windows 11 pre loaded)
2. Complete Accessories i.e. One UPS, Keyboard, Mouse, Monitor.
3. Anti Virus (3 Users) Preferably Quick Heal Total Security
4. Scanner (Reputed Brand)

TERMS AND CONDITIION

1. Rate should be quoted in prescribed format as enclosed as **Annexure-B** in words and in figure, (Including all charges and taxes and also including delivery at Raghunathpur Municipality including carrying, loading, un-loading, fitting, fixing, and relevant formalities etc.).
2. Materials to be delivered within three days from the date of supply order and the quotation will remain valid up to three months from the date of Work Order/Supply Order.
3. Payment will be made on completion of supply and produce of Bill with receipt along with Tax Invoice as per Rules.
4. Income Tax, GST and Surcharge will be deducted from the supply Bill(s) as per Rule.
5. Last date and time for receipt of quotation is 21<sup>st</sup> March'2023, up to 1-00 P.M.
6. Date of Opening - 21/03/2023 at 4.00 P.M.
7. GST Reg., Trade Licence, PAN Card, P-Tax Return and other relevant documents are necessary for Supplier(s)


  
Chairman

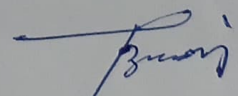
Raghunathpur Municipality

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Copy forwarded for information and necessary action to:-

1. The District Magistrate, Purulia
2. S.D.O., Raghunathpur
3. Executive Officer, Raghunathpur Municipality.
4. Finance Officer, Raghunathpur Municipality.
5. Accountant, Raghunathpur Municipality.
6. Head Clerk, Raghunathpur Municipality.
7. I.T. Coordinator, with a request to publish in our website as well as departmental website.
8. Relevant File One Copy.
9. Office Notice Board for wide circulation.


  
Chairman

Raghunathpur Municipality

## Annexure-B

**SUB:** INVITING QUOTATION FOR SUPPLY OF DESK TOP WITH ACCOSORIES Vide MEMO. No. RM/DS/  
Date-15.03.2023

### Format for Financial Bid:

(On letter head)

Sl No	Item	Unit rate per item (Rs.)	Taxes /GST (Rs.)	Total Cost per item (Rs.)
1.	Branded Desktop (Reputed Brand Preferably Dell/HP/Lenovo) with onsite manufacturer warranty) Minimum Configuration: - i3/12 <sup>th</sup> Gen, 8GB RAM DDR-4, 1TB HDD, 256GB SSD (With Windows 11 pre loaded) With Complete Accessories i.e. One UPS, Keyboard, Mouse, Monitor.			
2.	Anti Virus (3 Users) Preferably Quick Heal Total Security.			
3.	Scanner (Reputed Brand)			

(Authorized signatory)