



**Lok Sabha Election, 2009**

Government of West Bengal  
Office of the District Magistrate, South 24 Parganas  
New Administrative Building (1st floor)  
(Infrastructure Cell)  
Alipore, Kolkata - 700 027

**NIQ No.07/ INF/ Lok Sabha-2009**

**Date: /03/2009**

**SHORT QUOTATION NOTICE**

1. Sealed quotations are hereby invited from reputed agencies for supply of Photocopier machine including power cable (Modi/Canon/Richo made) on temporary per day hired basis by the Office of the District Magistrate & District Election Officer, South 24 Parganas, Infrastructure Cell (1<sup>st</sup> flr), New Administrative Building, Alipore, Kolkata - 700 027 in connection with ensuing 15<sup>th</sup> Lok Sabha General Election, 2009.

2. Rate of hiring charges of Photocopier machine must be quoted separately both in words and in figures on per machine per day hiring basis.

3. In case of any Photocopier machine goes 'out of order' the quotationer is liable to replace it within 2 hours from the time of reporting such fault otherwise penalty will be charged.

4. Sealed quotations will have to be dropped in a tender box kept at the Office chamber of the Nezarath Deputy Collector, South 24 Parganas who is also the O/C of the Infrastructure Cell from 11:00 AM to 3:30 PM on all working days except Sundays.

5. Each quotation must be accompanied by a 'DD' of Rs.500.00 (Rupees five hundred only) drawn in favour of 'District Magistrate, South 24 Pgs' payable at SBI, Alipore Court Treasury Branch

**OR**

NSC of Rs.500.00 (Rupees five hundred only) duly pledged in favour of 'District Magistrate, South 24 Pgs'.

6. The last date and time of submission of the quotation is 07.04.09 upto 2:00 PM.

8. The date & time of opening the quotation is 07.04.09 at 3:00 PM at the chamber of Nezarath Deputy Collector, South 24 Parganas. The intending quotationers or their authorised representatives may remain present at the time of opening of the quotation.

9. The undersigned reserves the right to accept or reject any quotation without assigning any reason, whatsoever.

The successful quotationer should supply Fax machines as per direction of the undersigned.

**Addl. District Magistrate &  
AEO(ZP), South 24 Pgs.**

**Date: /03/2009**

**Memo No. / INF/ Lok Sabha-2009**

Copy to:

- 1) CA to District Magistrate, South 24 Parganas for kind information to District Magistrate.
- 2) District Magistrate(Election Deptt), South 24 Parganas for display of this notice in the office notice board.
- 3-7) Sub-Divisional Officer (All) for display of this notice in their office notice board.
- 8) District Information Cultural Officer, South 24 Parganas for wide publicity.
- 9) Notice board of Nezarath Section.

**Addl. District Magistrate &  
AEO(ZP), South 24 Pgs.**