



Office of the  
**Councillors Old Malda Municipality**

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

STD : 03512  
Chairman Off. : 260235  
Resi. : 260253  
Cell No. : 94343 72047  
Vice-Chairman Off. : 260643  
Resi : 260207  
Cell No. : 94341 70793  
Executive Officer : 260036  
Fax : 260235  
Fax : 260036

**Sri Kartick Ghosh**  
Chairman  
OLD MALDA MUNICIPALITY

**Md. Safiqul Islam**  
Vice-Chairman  
OLD MALDA MUNICIPALITY

Memo No. : .....

Date : .....

**DETAILED NOTICE INVITING QUOTATION**

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

1(a)	Name of Work	:	Infrastructure development of Mutation Department of Old Malda Municipality
b)	Supplier eligible to submit tender	:	Outsiders, Reputed Contractor, should possess valid PAN, GST Registration, Professional Tax Clearance Certificate & valid Tread License.
c)	Last date time limit & place for dropping of quotation documents	:	13/05/2025 upto 3.00 P.M in the tender box kept at Old Malda Municipal Office
d)	Date, time & place of opening the tender	:	13/05/2025 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.	Supply of Desktop computer as per following specifications - 600VA UPS, Web camera (1080p), Multimedia Speaker, Microphone, 21 inch LED IPS Monitor, Mouse, Keyboard, 16GB DDR4 RAM, 512GB SSD, 1TB HDD, 13 <sup>th</sup> Generation Intel i5 Core Processor, Windows 11 with 10 year valid Antivirus installed, MS Office, PDF reader of any kind and any other required software needs to be installed.	1	Nos				
2.	A4 Black and White Laser Multifunction Printer, Perfect for Home & Office, Print, Copy, Scan, Fax & ADF, Print speed up to 20 ppm (black), USB; Mobile printing; HP Smart App; Apple AirPrint™; Mopria™; Wi-Fi. With 2 nos New Ink Cartridge ( <b>Referencing features of HP Laser MFP 1188fnw Printer</b> )	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 Chairman, 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) In case of any dispute arising in this regard the Court of Malda will have exclusive Jurisdiction to deal with the same.

Sd/-

**Chairman**

Old Malda Municipality

Dated- 06/05/2025

Memo No. 216/OMM/25-26



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**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 Executive Office, Old Malda Municipality.
- 5) The Finance Officer, Old Malda Municipality.
- 6) The Head Clerk, Old Malda Municipality.
- 7) The S.A.E, Old Malda Municipality.
- 8) The Accountant, Old Malda Municipality.
- 9) The Cashier, Old Malda Municipality.
- 10) Notice Board Old Malda Municipality
- 11) Municipal Website, omm.org.in for wide circulation please.**

**Sd/-**  
**Chairman**  
Old Malda Municipality