



Government of West Bengal

DEPARTMENT OF SCHOOL EDUCATION

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING

DISTRICT INSTITUTE OF EDUCATION & TRAINING

VILL. - Gandhigram, P.O.- Rajhat. DIST. - Hooghly, PIN - 712123

website: hooghly.scertwb.org e-mail: principal.hooghly@scertwb.org

Memo No.:268 /DIET - HOOGHLY/26

Date: 29.07.2026

From

The Sr. Lecturer-in-Charge

DIET, Hooghly, W.B.

Inviting Quotation

The Quotation are invited from reputed Firm/Agency/Person for Supplying the articles to the office of the Senior Lecturer- in-Charge, DIET, Hooghly for the Institute purpose.

The Quotation to be submitted within 14.08.2026 at 01:00 pm to the undersigned Address and Tender will be opened at 2.00 pm. in the Principal office. You or your representative should be present at the time of opening of quotation.

Sl. No.	Name of Items	Specification	Quantity (PCS.)
1.	XEROX MACHINE	Print, Copy, Scan with network, Duplex & Dadf, Multi-Purpose tray with installation	1 pc

Terms & Condition:

1. Each bidder shall submit only one quotation (including GST).
2. The sealed envelope should clearly mentioned on the top the memo no. and date of this notice in respective to which quotation is being submitted.
3. No other charges except the quoted rate offered shall be paid.
4. No advanced payment will be made to the selected bidder. Payment will be made after satisfactory completion of the work.
5. The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.
6. The Principal, DIET, Hooghly will award the contract to the bidder whose bid is responsive and who has offered the lowest evaluated quotation price.
7. The Principal, DIET, Hooghly reserve the right of acceptance or rejection of any bidder and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatever.
8. No ambiguity in the documents will be entertained.

29.07.2026
Sr. Lecturer-in-Charge

DIET, Hooghly

Senior Lecturer-in-charge
District Institute of Education & Training
Govt. of West Bengal
Gandhigram, P.O.- Rajhat, Dist.- Hooghly-712123