

GOVERNMENT OF WEST BENGAL
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
Joint Administrative Building (6th to 10th Floors), HC-7, Sector-III
Bidhannagar, Kolkata-700106



Date: 2nd May, 2025

NOTICE

The Department of Panchayats & Rural Development, Government of West Bengal is going to procure the following IT materials for Gram Panchayats, DPRTCs & BRAIPRD through GeM Portal.

Sl. No.	Description of Items	Quantity (Approx.)
1	Desktop	1650 Nos.
2	Desktop (All-in-one)	450 Nos.
3	UPS	2100 Nos.
4	Printer (All-in-one)	1603 Nos.

Before floating of the Bid for the above-said procurement, this department has decided to arrange a meeting on **8th May, 2025 (Thursday)** with all the reputed OEMs of the said field on the following Agenda.

Agenda: -

1. Finalization of specification
2. Expected Delivery Time and Installation at respective districts
3. Framing of Terms and Conditions
4. Miscellaneous

In this connection, all the reputed and renowned OEMs of the said field having registered in GeM Portal are hereby requested to send one of their representatives to attend the meeting, who is well conversant with the above-said Agendas. This is informed that the representatives who will attend the meeting must carry their Identity Card and Authorization Letter for being representative on organizational letter head. The representatives should carry related documents and presentation. The details of the date, time and venue of the meeting is mentioned herein as below.



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Date of the Meeting	Venue	Time
08.05.2025 (Thursday)	Conference Hall, 9 th Floor, Department of Panchayats & Rural Development, Joint Administrative Building, Block- HC7, Sector – 3, Salt Lake, Kolkata - 700106	11:00 AM

Sr. Deputy Secretary
to the Government of West Bengal

Date: 2nd May, 2025

Copy forwarded for information & necessary action to the:

1. Special Secretary, Budget Cell, P&RD Department
2. Special Secretary, Establishment Cell, P&RD Department
3. Joint Secretary, Budget & Establishment Cell, P&RD Department
4. Joint Secretary, IT & Statistical Cell, P&RD Department
5. APO (IT), P&RD Department
6. All Assistant Information Officers (AIOs), IT & Statistical Cell, P&RD Department
7. All members of the GeM Procurement Committee, P&RD Department
8. Shri Sandipan Saha, AIO, P&RD Department with request to upload the Notice to the Departmental Website and GeM Portal
9. Shri Goutam Chatterjee, Documentation Assistant with request to place the Notice to the Notice Boards of this Department
10. Departmental Website
11. Sr. PA to the Secretary of this Department

Sr. Deputy Secretary
to the Government of West Bengal