

**PANCHAYAT GENERAL ELECTION-2018**  
**GOVERNMENT OF WEST BENAL**  
**OFFICE OF THE DISTRICT MAGISTRATE &**  
**DISTRICT PANCHAYAT ELECTION OFFICER, JALPAIGURI**  
**FORMS & STATIONERY CELL**

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**NOTICE INVITING TENDER**

**No. 07, Date: 27/04/2018**

In connection with the Panchayat General Election – 2018 sealed tender is hereby invited from the bonafide person/agency for supply of Stationeries as per enclosed Format. The intending tenderer is to submit Tender in 1 (one) sealed envelope which should contain 2 (two) separate envelopes - Envelope (1) Financial Bid and Envelope (2) Technical Bid.

The **Technical Bid** envelope should contain the following documents:

1. Security Deposit in the form of **D.C.R.** pledged in favour of **District Magistrate, Jalpaiguri** of Rs. 10,000/- (Rupees Ten thousand) only;
2. Photocopy of PAN Card;
3. GSTN;
4. Photocopy of Up-to-date Trade Licence;
5. Photocopy of Professional Tax Clearance Certificate;
6. Photocopy of credential Certificate in similar nature of work

The **Financial Bid** envelope should contain the item-wise rate. The Financial Bid will be opened for the qualified applicants. The Technical Bid will be judged and verified primarily before opening of Financial Bid.

1. Last Date & Time of dropping the papers  
(both Financial and Technical Bid) : **03/05/2018 upto 3-00 P.M.**
2. Date & Time of opening the Tender Box: **03/05/2018 at 3-30 P.M.**
3. Tender Box : It will be kept in the Office chamber of the Project  
Director, DRDC, Shivaji Road (Hakimpara), Jalpaiguri

The intending person/agency will have to follow the terms & conditions as laid down below:

**TERMS & CONDITIONS**

1. Rate will have to be quoted item-wise and should be specified, neatly and clearly;
2. No materials will be supplied from this end;
3. Only Payment Certificate will be treated as Credential;
4. All the rates will have to inclusive of all taxes and loading/unloading cost;
5. No damage/lost or theft charge will be entertained;
6. The earnest money of the unsuccessful tenderer will be released after completion of entire election process;
7. **The intending tenderer may remain present at the time of opening the Tender Box with sample without fail;**
8. The concerned authority reserves the right to accept or reject any or whole of the Tender without assigning any reasons whatsoever and will not be bound to accept the lowest rate offered by any of the tenderers;
9. The authority will issue supply order from time to time/or as a whole according to requirement;
10. The authority reserves the right to provide time limit of supply [*approved agency will have to be ready to supply the required items within 03 (three) days from the date of issuance of the order*];
11. The authority reserves the right to cancel the selected person/agency at any point of time considering the dissatisfaction over compliance of authority's order/instruction and select any other person/agency on the accepted/approved rate;

**Encl: 1. Format (items to be supplied)**

  
**Project Director, DRDC**  
**Jalpaiguri**

## Format

(Items to be supplied)

Sl. No.	Item	Specification	Rate offered per Qty/unit in Rs.
1	Waste paper basket	10 inch. dia	
2	Rejection Rubber Stamp	100 x 60mm / 7-8 lines	
3	R.O.'s Metal Seal	Full Metal / Metal with wooden handle	
4	Calculator	12 digit [ Brand – Orpat]	
5	Nose Plier [wire cutter]	Good quality	
6	Clip Board	12"x8"	
7	Plastic Folder File	Clear Bag	
8	Four Folder File	Good quality	
9	Padlock – Lock & Key	40 mm. 7 levers	
		30mm	
		20mm	
10	Stamp Pad [Large]	110mm x 70mm, Brand – Faber Castell	

  
Project Director, DRDC  
Jalpaiguri

