

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

\*\*\*\*\*

**NOTICE INVITING TENDER**

**No. 02, Date: 06/04/2018**

In connection with the Panchayat General Election – 2018 sealed tender is hereby invited from the bonafide person/agency for supply of Stationeries as per different enclosed Formats. 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.

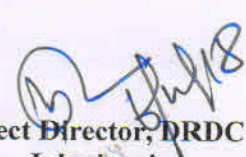
1. Last Date & Time of dropping the papers  
(both Financial and Technical Bid) : 13/04/2018 upto 3-00 P.M.
2. Date & Time of opening the Tender Box: 13/04/2018 at 3-30 P.M.
3. Tender Box : It will be kept in the Office chamber of the Project  
Director, DRDC, Shivaji Road (Hakimpara), Jalpaiguri

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;
8. The concerned authority reserves the right to accept or reject any or whole of the Tender without assisting 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;
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;

**Enclo: 1. Formats (I)**

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

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE &  
DISTRICT PANCHAYAT ELECTION OFFICER, JALPAIGURI  
FORMS & STATIONERY CELL**

Memo. No. 08(21) /F&S Cell (P.G.E. 2018)

Date: 06/04/2018

Copy forwarded for information and taking necessary action to:

1. The Additional District Magistrate & D.L.&L.R.O., Jalpaiguri
2. The Additional District Magistrate & A.E.O., Jalpaiguri Zilla Parishad
3. The Additional District Magistrate (Dev.), Jalpaiguri
4. The P.O.-cum-DWO, BCW Deptt., Jalpaiguri
5. The Sub-Divisional Officer, Sadar, Jalpaiguri
6. The Sub-Divisional Officer, Mal, Jalpaiguri
7. The Treasury Officer, Jalpaiguri Treasury-I
8. The Treasury Officer, Jalpaiguri Treasury-II
- 9-15. The Block Development Officer, Sadar / Rajganj / Maynaguri / Dhupguri / Mal / Matelli / Nagrakata Block, Dist. Jalpaiguri
16. The District Information & Cultural Officer, Jalpaiguri, **with the request to take necessary action to publish the Notice in the daily Bengali newspaper Uttar Banga Sambad in the edition of 7<sup>th</sup> April 2018;**
17. The District Informatics Officer, N.I.C., **for uploading the Notice in the District web portal;**
18. C.A. to District Magistrate, Jalpaiguri
19. C.A. to District Magistrate, Darjeeling
20. C.A. to Addl. District Magistrate (G), Jalpaiguri
21. Office Notice Board

  
**Project Director, DRDC  
Jalpaiguri**

Format I

sl no	Item	Specification	Qty	Rate offered per Qty/unit in Rs
1	Blade	supermax	per pkts	
2	Metal Rule for detaching ballot paper		Per pc	
3	Rubber Band (medium size)	Tiger	Per Kg	
4	Pencil Wooden Soft	Nataraj	Per pc	
5	Eraser	Nataraj	Per pc	
6	Sharpner	Nataraj	Per pc	
7	Duster 20"X 20"	Good Quality	per pc	
8	White Markin Cloth	36*50 sq. inches	per piece	
9	Bamboo Pusher		Per piece/dozen	
10	Tag in a Bundle	12"	per hundred	
11	Cello Tape - 1 inch	Gold/Supreme (12 in a packet)	Per packet	
12	Nail	2inches	Per Kg	
13	Mortein Coil	Tiger	Per packet	
14	Wooden Paper Weight	wooden cube	per 1000	
15	Needle	2"	per piece	
16	White cotton thread	fine thread	per piece	

bl  
bupt