

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. 03, Date: 07/04/2018

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) : 14/04/2018 upto 3-00 P.M.
2. Date & Time of opening the Tender Box: 14/04/2018 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;

Encl: 1. Formats (II)


Project Director, DRDC
Jalpaiguri

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

Memo. No. 12(21) /F&S Cell (P.G.E. 2018)

Date: 07.04 /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 7th 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**

PANCHAYAT GENERAL ELECTION 2018

Format II

sl no	Item	Specificati on	Qty	Rate offered per Qty/unit in Rs
1	White full Scape Paper	Pioneer	Per Ream	
2	Match Box	AIM ITC (10 box in a packet)	Per packet	
3	Stamp pad ink	100 ml	per piece	
4	Sutli (Thread Ball)	Jute made	per pc (60gms)	
5	Sealing Wax (stick)	National J (16 pc)	Per Packet	
6	Dot Pen	Ordinary (agni 20 / 20)	Per pc	
7	Knife with palastic Handle	8"	Per Dozen	
8	Candle (Six pieces in a packet)	400 X 6 local made	Per Packet	
9	Water Sponge	ordinary	per pc	

TERMS & CONDITIONS

1. Bids will have to be given term-wise and unit-wise.
2. No materials will be supplied from the bid.
3. Only Payment Certificate will be issued as per work.
4. All the rates will have to include of all taxes and loading/unloading cost.
5. No discount or cash charge will be calculated.
6. The contract money of the successful bidder will be released after completion of entire electrical project.
7. The incoming tenders may remain open at the time of opening the Tender Box.
8. The authority reserves the right to accept or reject any or whole of the Tender without making any reasons whatsoever and will not be bound to accept the lowest rate offered by any of the tenders.
9. The authority will have supply of the items in the bill of material as per the requirement.
10. The authority reserves the right to purchase the first lot of supply.
11. The authority reserves the right to award the selected percentage of any part of work considering the demand and compliance of authority's order and to select any other percentage in the subsequent approval bills.

Section I, Part (A) (ii)

[Handwritten Signature]
Project Director, NRDC
Jalpaiguri