



Government of West Bengal
Office of the D.P.C & District Magistrate, Jalpaiguri
(District Social Audit Unit at Room No. 02, 2nd Floor) Collectorate Building, Jalpaiguri
(Email: socialauditjalpaiguri@gmail.com)

Memo No. 90 /SAU

Date. 04/12/2017

NOTICE INVITING RETENDER

Sealed tenders in respective letter head are invited by the District Nodal Officer, Social Audit Unit, Jalpaiguri from bonafide reputed and experience agencies dealing with the following items as per the specification given below and fulfilling the terms and conditions stated here under:

Sl. No	Particulars	Brand Name	Quantity	Specifications
1.	Laptop	HP	3	INTEL I-3 processor (6 th Gen) 4GB Ram (Crosier), 1 TB HDD (Seagate) 15.6 inch LCD Display, Keyboard with numpad, webcam, windows XP/10 LICENCE, Carry case (3 backpacks), Wireless LAN a along with K7 antivirus, extra LOGITECH Laptop size keyboard, numpad mouse (both wireless)

1. The Tender suppliers are requested to quote their rates both in figure and words in the letter pad of the agency.
2. On the day of opening of the tenders, the tender supply agencies must be present with specimen copies of the items for which the rates were quoted.
3. If a successful tender supplier fails to supply materials as per their tender rate, the agency will be barred through from participation of any supply tender to this office.

Terms and Conditions:

1. The tender is to be submitted by **2.00 PM on 12th December '2017** & the same will be opened at **3.00 PM on the same day.**
2. Earnest money of Rs. 2,500/- (Two thousand five hundred) to be deposited in form of Bank Draft in favour of the JALPAIGURI SOCIAL AUDIT UNIT, Jalpaiguri.
3. **Credential certificate of minimum of Rs. 1, 00,000/- (Rupees One lakh) only is to be submitted and Trade License, PAN Card are to be submitted**
4. The applicant must have agency for supplying of above said items and must have valid GST Registration number on the date of issue of this notice.
5. The entire participant must have PAN and necessary documentary evidence in support of that will have to be submitted along with the offer.
6. Rate should be inclusive of all applicable taxes. Tax as per provision may be deducted from the bill as per the decision of the Authority.
7. The payment will be made after satisfactory functioning of the articles.
8. The undersigned reserves the right to cancel any or all the applications without showing any reason thereof at any stage.
9. The earnest money deposited will be forfeited if **a) the tender supplier withdraws tender after opening or acceptance b) fails to accept order c) fails to supply material as per specification and within specific period**
10. The earnest money, deposited by the successful tender suppliers, will be released only after **Six (6) months** of satisfactory service/fulfillment of the said terms and conditions.
11. No advance for these items to be provided for supplying the articles.

