



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE JALPAIGURI
NEZARATH-SECTION

Memo No. 366 /NZT.

Dated : 15 /03/2017.

Notice inviting tender

Sealed tenders are invited from the bonafied, reputed and experienced suppliers for rates of different stationery materials for D.M. office, Jalpaiguri.

1. The tenderers are requested to quote their rates both in figures and words in the given proforma (Annex-I).
2. Copies of latest P. Tax, Service Tax, VAT, Trade License, PAN Card credential of Rs.50,000.00 (Rupees Fifty thousand) only for supply of related materials/for supply of any Govt. Stationery Materials Supply within last 5 years have to be attached.
3. Earnest money of Rs.5,000.00 (Rupees Five thousand) only to be deposited in form of Bank Draft in favour of the District Magistrate, Jalpaiguri to be deposited with the quotation.
4. Tenders should be submitted in sealed envelope super scribed with "Tender for supply of different stationery articles etc. for D.M. office, Jalpaiguri" in the Box kept in the Nezarath Section of the office of the D.M., Jalpaiguri.
5. On the day of opening of the tender, the quotationers must be present with specimen copies of the items for which the rates were quoted.
6. In case of items where the specification/brands not mentioned, please quote rates with brand/company names.
7. If a successful tenderer fails to supply materials as per their quotation, he will be barred from participation of any supply tender of this office for good.

Terms and conditions

1. Rates quoted for brands other than in the scheduled will not be accepted. The rate should be inclusive of all taxes.
2. The earnest money deposited will be forfeited to the Government in case :
 - i) The quotationers withdraw tender after opening or acceptance.
 - ii) The selected quotationers fail to accept order, refuses either wholly or partly the offer that would be made by the undersigned.
 - iii) The selected quotationers fail to supply materials as per specification and within specified period.
3. The earnest money deposited by the successful tenderers will be refunded only after completion of the fulfillment of said terms and conditions.
4. Any other information will be available from the Nezarath Section, D.M. office, Jalpaiguri.
5. Agency must have the capacity to supply all the articles within 3 (three) days from the issue of supply order and in special cases within a day.
6. Any material which is not in conformity with the specification mentioned shall be summarily rejected and no payment will be made for such supply.
7. If required, IT/ST will be deducted at source.
8. The successful tenderers will have to make a contract agreement in the form prescribed by the authority.
9. The successful tenderers will have to supply the materials ordered at their own cost to different sections of the D.M., Jalpaiguri.
10. The Authority shall have the right and discretion to terminate the contract and forfeit the earnest money deposited in the event of any sort of breach of contract.
11. Details of the Tender may be collected from Nezarath Section, Jalpaiguri Collectorate.

The undersigned reserves the right to accept any quotation or all quotations without assigning any reason whatsoever.

The undersigned does not bind himself to accept the lowest rate quotation and may be use discretions in accepting higher than the lowest rate with a view to ensuing standard quality of articles.

It shall be open to the District Authority to impose penalty & take other punitive steps, as deem fit, for violation of above terms & conditions.

The Last date of submission of tender is on 03.04.2017 up to 2-00 P.M. and the tenders may be opened at 3.30 P.M. on the same day in presence of the Agencies or their authorized representatives at District Magistrate's .Office, Jalpaiguri.

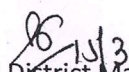

Additional District Magistrate (Gen.)
Jalpaiguri

Dated : 15 /03/2017.

Memo No. 366/1(6) /NZT.

Copy forwarded for information with a request to display the quotation notice in the NOTICE BOARD.

1. The S.D.O., Sadar/Malbazar with a request to publish the tender of the Office Notice Board, DPR&DO., Jalpaiguri
2. DIO., NIC, Jalpaiguri for uploading in the District Website.
3. District Cultural & Information Officer, Jalpaiguri for publicity.
4. Office Notice Board., 5. C.A. to the District Magistrate, Jalpaiguri, 6. C.A. to the A.D.M. (Dev.), Jalpaiguri.


Additional District Magistrate (Gen.)
Jalpaiguri