

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. 05, Date: 10/04/2018

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) : 17/04/2018 upto 3-00 P.M.
2. Date & Time of opening the Tender Box: 17/04/2018 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 with sample;
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 (IV)


**Project Director, DRDC
Jalpaiguri**

