

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE**  
**JALPAIGURI – 735101**

Memo No. : 224 /Elec. Phone- 03561-230414; e-mail: elecjal@gmail.com

Dated: 29/05/2018

**NOTICE INVITING TENDER**

Sealed tenders are hereby invited on behalf of District Election Officer, Jalpaiguri for **A. Supply of BLO's Office Bag & B. Stationery items** as per specification and quantity mentioned in Table A & B below, from the reputed firms/suppliers/agencies, which are working with Government departments or have worked with Government departments. All rates shall be quoted in both words and figures inclusive of GST applicable.

**Table A: BLO's Office Bag**

- Size: 15" vertical, 11" horizontal and 5" width.
- **Manufactured** using high quality eco friendly, water proof, dirt resistant, polyester material (colour-Black), with strong padded shoulder straps and adjustable attachment of soft nylon (width 2.5cm) with suitable pockets, good quality zip.
- **Back** and front seams reinforced with plastic piping to maintain the shape of the bag.
- **Minimum** one front pocket shall be provided with zipper closure.
- **The length** of the back strap shall be adjustable by means of buckles.
- **The bag** shall be neatly finished with straight and parallel rows of stitching wherever required.
- **Handle** on the top with soft cushion inside - 30 mm width, capable of withstanding of 15 kg weight.
- **Hook strap** - made of nylon and bottom bush are to be provided.
- **All material** edges to be tucked and stretched to prevent fraying.
- **The partition** of the bag shall be made with good quality material.
- **The bag design** should be appealing, stylish and strong so as to carry a weight of 12-15 kg.
- **All the details** like the type of material used, actual dimension, number of pockets, type of pockets etc., should be provided in the tender. A sample bag should also be submitted along with the tender.


**Table B: Stationery items**

SI No.	Item details	Size/Specification	Quantity (in pc)
1	<b>BLO's Identity Cards with good quality plastic jacket and ribbon</b>	KOLOR MINE- B2 (126x79 mm)	1900
2	<b>Writing Pad</b>	GRIPEX Nature (Notepad)	1900
3	<b>Pen</b>	Cello Pleasure	1900
4	<b>Pencil</b>	Nataraj Bold Dark	1900
5	<b>Eraser</b>	Nataraj Plasto	1900
6	<b>Ruler</b>	30 cm, Camlin	1900

**Terms & Conditions:**

1. The interested firms/suppliers/agencies can visit the Election Section, office of District Election Officer, Jalpaiguri to see and inspect the approved sample of bag and other items on any working day between 10.00 am to 5.30 pm.
2. The interested firms/suppliers/agencies are required to submit the tender document complete in all respects along with other requisite documents **by 04.06.2018 by 2.00 PM** to the District Election Officer, Election Section, Jalpaiguri. The tenders so received shall be opened on the same day ie. 04.06.2018 at 3.00 PM in the chamber of the Deputy Collector in-Charge, Election, Jalpaiguri;
3. The tender documents are not transferable;
4. Rate should be quoted including GST as per norms;
5. No separate charges for transportation should be claimed.
6. Upto 20% of the total bill amount may be deducted, in case of deviation from item quality or late supply;
7. The rates quoted shall cover for all tools and plant, transportation cost and everything necessary for proper execution of the work to the entire satisfaction of the District Election Officer, Jalpaiguri and no escalation due to increase in price of material/labours shall be made;
8. Taxes if any applicable will be deducted as per Government rules;
9. Tenders/rates offered by firms/suppliers/agencies shall be considered in totality in respect of items noted under Table B. Lowest in total of all 6 (six) items hence shall be taken into account while preparing the comparative statement;
10. District Election Officer, Jalpaiguri reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof. In case of any dispute, the decision of the District Election Officer, Jalpaiguri will be final and binding upon all concerned. The whole supply of item noted above is required to be completed within 7 days from the date of issue of the purchase order. If the firm fails to complete the work within the prescribed time as per specification and rate approved, it would be liable to face the penalty as imposed by the competent authority.

Intending firms/suppliers/agencies may submit tenders in respect of both the items as noted in **TABLE A & B**, along with all requisite documents like copy of **GST Registration, IT, PAN Trade licence, Credential certificate of similar nature of work [With supply value of Rs. 2, 00,000/]** etc. along with earnest money amounting to **Rs. 20,000/- (Twenty thousand)** only in the form of bank draft in favour of the District Magistrate & District Election Officer, Jalpaiguri. **Last date for submission of Tender is 04/06/2018 up to 2.00 PM in the Chamber of the Deputy Collector in- Charge, Election Department of Jalpaiguri Collectorate and the same will be opened at 3:00 p.m. on the same day in the chamber of the DCIC Election.**


  
Additional District Magistrate (Election)  
Jalpaiguri

Memo No. : 224/1(6) /Elec.

Dated: 29/05/2018

Copy forwarded for information and with a request for wide publicity to:-

1. The Sub-Divisional- Officer, Sadar/Mal Sub-Division, Jalpaiguri;
2. The District Panchayat & Rural Development Officer, Jalpaiguri;
3. The Nazareth Deputy Collector, Jalpaiguri;
4. The DIO, NIC with a request for wide publicity through district website;
5. The DICO, Jalpaiguri with a request for making necessary arrangement for wide circulation;
6. The Notice Board of Election Section, Jalpaiguri.

  
Additional District Magistrate (Election)  
Jalpaiguri