

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE JALPAIGURI  
Education & Examination Section

Memo No. 382 /Edn

Dated : 11 /10/2017

**Notice inviting tender**

Sealed tenders are invited from the bonafide, reputed and experienced suppliers for the supply of

- (i) **1 (one) Photocopier machine canon image runner 2520.**
- (ii) **1 (one) HP Pavilion Desktop-570-p053in.**
- (iii) **APC BX600C-IN 600VA, 230V Back UPS**

The tenderers are requested to quote their rates both in figures and words in the given proforma (Annex-I).

1. Copies of latest Trade License, PAN Card, GST registration, IT returns and **Credential of Rs.1,00,000 (Rupees one lakh)** only for supply of related articles within last 3 years have to be attached.
2. Earnest money of Rs.3,000.00 (Rupees three thousand) only to be deposited in form of Bank Draft in favour of the District Magistrate, Jalpaiguri to be deposited with the quotation.
3. Tenders should be submitted in sealed envelope super scribed with "Tender for supply of **Photocopier and Desktop**" for DM Office, Jalpaiguri" in the Box kept in the Education and Examination Section of the office of the D.M., Jalpaiguri.
4. **The rates should be quoted as per the Annexed schedule where the specifications of the product to be supplied is clearly mentioned. Deviation from the Specifications will render the Tender bid as cancelled.**
5. If a successful tenderer fails to supply materials as per their tender, he will be barred from participation of any supply tender of this office for good.
6. The tenders must be submitted as schedule mentioned in Annexure I.
7. Specifications of the items are enclosed as Annexure II & III.

**Terms and conditions**

1. ***Rates quoted for brands other than in the schedule will not be accepted. The rate quoted should consist of all Govt. deductions along with the installation charges (if any).***
2. The earnest money deposited will be forfeited to the Government in case :
  - i) The tenderers withdraw tender after opening or acceptance.
  - ii) The selected tenderers fail to accept order, refuses either wholly or partly the offer that would be made by the undersigned.
  - iii) The selected tenderers fail to supply materials as per specification and within specified period.
3. The earnest money; deposited by the successful tenderers; will be rereleased only after six (6) months of satisfactory completion/fulfillment of the said terms and conditions.
4. Any other information will be available from the Education & Examination Section, D.M. office, Jalpaiguri.
5. Agency must have the capacity to supply article within 7 (seven) days from the issue of supply order.
6. 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.
7. Details of the Tender may be collected from Education & Examination Section, Jalpaiguri Collectorate.
8. **The prospective bidder in the tender shall have the credential for supplying a single consignment of article of similar nature to any office of Government of India or Government of West Bengal or any undertaking thereof or to any municipal authority or to any office of a PRI not below Panchayat Samitis in the current or any previous financial years not before 2011-12, the gross value of which shall not be less than Rs. 1,00,000.00 (Rupees One Lakh).**
9. **In case, the prospective bidder is a Partnership Firm, Cooperative Society or Limited Company, they shall produce duly attested copy of their registration certificate subject to verification of the original at a later stage.**
10. Joint ventures will not be accepted.
11. Multiple bidding by a single agency in whatsoever name is strictly prohibited.

