



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

Memo No. 982 /N.ZT.

Dated : 27/06/2017.

Notice inviting tender

Sealed tenders are invited from the bonafied, reputed and experienced suppliers for rates of **Copier machine (Cannon Models - image RUNNER 2520w & Canon iR2520W With Platen Cover)** [with latest configuration] 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 Registration Certificate, copy of e-filing of VAT Return (If available, otherwise it will be deducted @ 5%), Trade License, PAN Card **Credential of Rs.1,00,000.00 (Rupees One Lakh)** only for supply of related articles within last 3 years have to be attached.
3. 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.
4. Tenders should be submitted in sealed envelope super scribed with "Tender for supply of Copier machine. for D.M. office, Jalpaiguri" in the Box kept in the Nezarath Section of the office of the D.M., Jalpaiguri.
5. In the main envelop, there should be two separate envelops containing the documents associated with the **Technical Bids and Financial Bids**. Only when an agency qualifies in the technical bids, will his candidature for financial bid be taken into consideration.
6. 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.
7. In case of items where the specification/brands not mentioned, please quote rates with brand/company names.
8. 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.

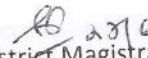
Terms and conditions

1. Rates quoted for brands other than in the scheduled will not be accepted. The rate should consist of all taxes. **Including VAT**
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 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 Nezarath Section, D.M. office, Jalpaiguri.
5. Agency must have the capacity to supply article within 3 (three) days from the issue of supply order and in special cases within a day.
6. If required, IT/ST will be deducted at source.
7. The successful tenderers will have to supply the materials ordered at their own cost to different sections of the D.M., Jalpaiguri.
8. 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.
9. Details of the Tender may be collected from Nezarath Section, Jalpaiguri Collectorate.
10. **(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).**
11. **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.**
12. Joint ventures will not be accepted.
13. Multiple bidding by a single agency in whatsoever name is strictly prohibited.

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14. No advance for this items to be supplied will be provided by this office. The successful bidder will be paid of the price of article supplied only after supplying the entire bulk of article ordered for with quantity and quality to the satisfaction of this office.
15. The request for any escalation of price from the quoted once will be entertained once the tender is finalized.
16. The supply of the entire bulk of articles ordered for will have to be completed within two clear weeks from the date of issue of supply order. Failing this condition may lead the authority to cancel the supply order.
17. No cost for bidding will be reimbursed to any bidder, whether successful or unsuccessful.
18. If any documents submitted along with the bid is / are found to be incorrect / manufactured / fabricated / engineered / forged, the under signed may reject the bid unilaterally without making any correspondence in addition to resorting to legal measures, if the merit of the case so demands.
19. The undersigned does not bind himself to accept the lowest rate of tender 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.
20. The undersigned reserves the right to accept any quotation or all quotations without assigning any reason whatsoever.

The Last date of submission of tender is on 06.07.2017 up to 3-00 p.m. However, the undersigned will not entertain any tender bid if they are received in this office, whether by hand or by post after the time specified. The tenders may be opened at 3.30 P.M. on 07.07.2017 in presence of the Agencies or their authorized representatives at District Magistrate's Office, Jalpaiguri.

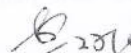

Additional District Magistrate (Gen.)
Jalpaiguri

Dated : 27/06/2017.

Memo No. 982 /1(6)/N.ZT.

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