

Government of West Bengal  
Office of the District Magistrate: Darjeeling  
Census Department  
Tele: 03542254093 / Tele Fax: 03542259274  
E-mail: censusdarj @ gmail.com

NIT No.01/(SECC)

Date: 4<sup>th</sup> November, 2011.

**TENDER NOTICE**

Sealed Tenders are invited by the District Magistrate, Darjeeling from reputed and bonafied suppliers for procurement of the Stationery Articles as per ANNEXURE-I enclosed with this notice.

The articles will be purchased as per requirements against "WORK ORDER" issued by the office according to the terms and conditions of this notice.

The approved rate of this Tender for each item will remain valid up to one(1) year on and from the date of finalization of the Tender. The approved lowest Tenderer (s) shall be bounded to supply the materials as per approved rate(s) offered by them as per terms and conditions upto one(1)year otherwise the order would be treated as cancelled and the agency shall be black listed by the authority in future.

**TERMS & CONDITIONS:-**

1. Rates should be quoted in the company's own letterhead (typed) against each items separately as per ANNEXURE-I and amount to be written in figures and words .Rate should be quoted inclusive of all taxes and delivery charges and in exact format. No changes will be accepted.
2. Copy of the i)Income Tax Return ii) Sales Tax clearance(if any) iii) Trade License iv)PAN number and v) VAT No(if any), should be submitted alongwith the Tender,
3. Incomplete or incorrect Tenders will not be accepted.
4. The authority has the right not to accept always the lowest rate subject to the quality of the items.
5. Certificate showing previous similar work taken up by the agency with the Government Departments is to be enclosed with the Tender documents by the intending Tenderers.
6. All the materials are to be supplied to the Block/Municipalities as per requirement issued form this end.
7. Instruction about submission of the Tender:-
  - i) Tenders are to be addressed to the District Magistrate, Darjeeling.
  - ii) Tender must be sealed and superscribed in capitals letter of "TENDER FOR SUPPLY OF STATIONARY ARTICLES/TENDER FOR PRINTING OF BOOKLETS , STCKERS,ACKNOWLEDGEMENT SLIPS etc. for SECC-2011". The name and address of the Tenderers should be indicated on the cover containing Tenders.
  - iii) All papers submitted with the Tender and the Tender itself must be written legibly.
  - iv) Tenderers must singe each page of Tender.

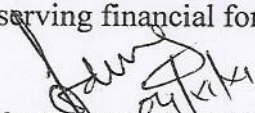
Sealed Tender duly filled in plain paper alongwith mentioned documents should be dropped in Tender Box to be kept in the chamber of the Officer-in-Charge, SECC-2011, Office of the District Magistrate, Darjeeling by 2pm on 15<sup>th</sup> Novmeber,2011 and the same will be opened on 15<sup>th</sup> November,2011 at 3pm.at the Office Chamber of the Additional District Magistrate, Darjeeling.

The specimen of each item should also be submitted separately in a sealed bag/envelop with proper signature and seal of the Tenderer. During supply if any deviation from the selected quality is notice, the same item(s) should be changed forthwith. Failure to do such will lead to forfeiture of earnest money along with initiation of penal action. No separate changes will be give for carrying, loading and unloading of the materials.

An amount of Rs.10000/-(Rupees Ten thousand)only has to be deposited alongwith the Tender as Earnest Money only by demand draft in favour of "District Magistrate, Darjeeling". Earnest money will be refunded to the unsuccessful bidders after getting prayer from them for the same and the earnest money of the lowest bidder(s) would be converted into Security Deposit Money upto completion of the tenure. If the lowest bidder fails the supply of the items according to the terms and conditions then the authority shall forfeit the earnest money immediately.

Delivery of the materials has to be done at the respective Block Head Quarter/(s)/Municipal Offices within 7 (seven) days from the date of issue of delivery order.

Payment will be made after submission of bill alongwith receipted challan of the concerned Block/Municipality as per availability of fund observing financial formalities.

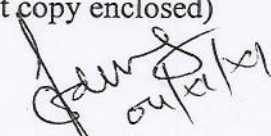
  
for District Magistrate  
Darjeeling.

Memo. No. 166/ (1)/6/(SECC)

Date: 4<sup>th</sup> November, 2011.

Copy forwarded with a request to display the Notice in the Office Notice Board:-

1. The District Magistrate, Darjeeling
2. The District Panchayat & Rural Development Officer, Darjeeling.
3. The Sub Divisional Officer, Darjeeling/Kurseong/Kalimpong /Siliguri.
4. The DIO, NIC with a request to publish in District website. (Soft copy enclosed)
5. The Nazareth Deputy Collector, Darjeeling.
6. Office Notice Board.

  
for District Magistrate  
Darjeeling.

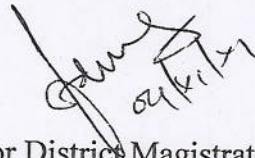
## ANNEXURE-I

### Items to be supplied:-

1. Water proof bag with shoulder strap with sufficient space to carry weight about 500grams in each bag. Size of bag not less than 40cms X30cms.
2. Ball point pen of good quality (not gel pen) with black ink and red ink.
3. Card Board of A4 size for keeping the hand held device.
4. Identity Card jacket with clip- 10cms x 7.5cms. Size.
5. Plastic coated Gem clip in a plastic packet containing 25 clips.
6. Tailors' Chalk (Crayon pencil in a box containing 4pcs. x 9cms.)
7. Permanent Marker Pen –water proof nontoxic (small size of Kores make –refillable- 13cms.
8. Self Inking Stamp Pad- small size.

### Items to be printed:-

1. Self adhesive Stickers showing completion of Census work (1" x 1"-“SECC-2011 WEST BENGAL” will be written off).
2. Acknowledgement Slip Booklet – 4"x 11" containing 200 (Two hundred) pages both side print.
3. Enumerates Abstract- A4 size both side print.
4. Schedule – both for rural and urban Charges –A3 size (both side print).
5. Appointment letter for Enumerators/Supervisors(both side print)-A4 size.
6. Enumerators Manual in English/Hindi/Bengali/Nepali(both side print)-(will be supplied in PDF format-English manual -65 pages, Hindi Manual 115 pages Bengali manual- 73 pages and Nepali 115 pages with binding –A4 size)

  
for District Magistrate  
Darjeeling.