

**TENDER NOTICE**NIT. No. 01 /F&SDated 21/06/2016

Sealed tenders are hereby invited from the bonafide dealers/ supplier for **supply of stationeries/ electronic goods cum computer accessories/ cleaning items and printing of forms** for one year 2016-17 to the office of the District Magistrate, Darjeeling on the following terms and conditions:-

1. The rate should be quoted as per specification in Annexure (Annexure I, II, III & IV) inclusive of all taxes.
2. The samples should be submitted for those materials or items having no specification or brand (like towels, file cover, file board, etc).
3. The delivery should be made at the office of the undersigned within 5 days from date of issuance of supply order.
4. The rates should remain valid for one year i.e, upto March 2017. The rates once accepted will not be changed under any circumstances.
5. The tender should be submitted in the proforma enclosed herewith.
6. The violation of any of the conditions will entitle cancellation of the order.
7. Photocopy of current Income Tax return for the current financial year, Value added tax registration certificate valid for the current financial year and VAT return for the current financial year, Trade license renewed for the current financial year and earnest money worth **Rs. 5,000/- (Five thousand)** per Annexure in the form of Demand Draft payable in favour of **District Magistrate, Darjeeling** payable at Darjeeling should be attached with the tender documents.
8. The tender inviting authority shall verify the above mentioned documents (original) of the lowest tenderer, which are mandatory for the participation before issuance of the work order.
9. The prospective tenderers as a primary agency should have satisfactorily completed the supply to a single organization for a single financial year amounting at least to Rs. 2,00,000/- (two lakhs) only {i.e, 50,000 for each Annexure} of stationeries/ electronic goods cum computer accessories/ cleaning items and printing of forms to any state/central Governments establishment or its undertakings or any statutory body That single financial year should be any year starting from April 2012.
10. The tenderer may deposit the tender papers for items mentioned of any Annexure or for all Annexures.

