

Government of West Bengal
Office of the District Magistrate: Darjeeling
(Nazarath Section)

Memo No. - 464/Nzt.

Date: 28.11.2017

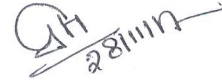
NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited by the Nazarath Section, of the Office of the District Magistrate, Darjeeling, for **Supply of plastic folder, pen(use & throw) and notepad (with printing)** to this Collectorate from Bonafide supplier(s)/ agency (Authorised dealers) as per particulars below.

Sl. No.	Particulars of Item	Specification	Time period of supply
1	Plastic folder (good quality)	Plain/ transparent	07 (Seven) days
2	Pen (agni)	Use and throw	
3	Notepad (small)	With printing	

The Quotationer should abide by the following terms and conditions :-

1. Quotation in the letter head of the vendor will have to be submitted in sealed envelope and is to be dropped into the locked tender box kept at the office of the District Magistrate, Darjeeling (Nazarath Section) upto **02.00 P.M on 03.12.2017**. The Name of work and Quotation memo no. should be clearly superscribed on the sealed envelope. Quotation will be opened on the same day **(i.e. on 03.12.2017) at 04:00 P.M.** The quotationer or their representative may remain present at the time of opening of quotation.
2. Time is the essence of contract. The successful supplier must supply the items within the time period specified. No extension of time will be allowed. If the item is not supplied within the specified time period a penalty will be imposed..
3. Items should be supplied strictly as per the particulars given. Any change in the items will not be allowed without prior consent of the undersigned.
4. All risks of loss or damage to physical property and of personal injury and death if arise during and in consequence of the performance of the contract are the responsibility of the supplier.
5. Rate should be quoted item wise and unit wise.
6. The Office of the District Magistrate, Darjeeling reserves the right to accept or reject any or all Quotations without assigning any reasons.



for District Magistrate,
Darjeeling

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Copy forwarded for information and wide publication to :-

1. The Sub-Divisional Officer, Darjeeling (All).
2. The Block-Development Officer, Darjeeling (All).
3. The Nazarath Deputy Collector, Darjeeling.
4. The DIO, Darjeeling to publish the tender details in the district website.
5. Office Notice Board.



for District Magistrate,
Darjeeling