

**Government of West Bengal**  
**Office of the District Magistrate & District Municipal Election Office,**  
**Material Cell, Municipal Election- 2017,**  
**Darjeeling**

NIT No. – 07- 2017-18 /MC-MA

Date: 24.04.2017

**QUOTATION NOTICE**

Sealed Quotations are hereby invited by the Nazarath Section, of the Office of the District Magistrate, Darjeeling, for supply of sign board for Polling Station from Bonafide Reputed supplier / agency as per particulars below:-

Sl. No.	Particulars of Item	Specification	Rate per unit/ piece	To be supplied at	Time period of supply
1	Sign Board	A4 Size sunboard PS wise (Sample enclosed)	01 No.	Election Section	03 (Three) days
2	Toner	Toner for HP M4345 (Original)- 45 A	01 No.	PP Cell	

**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 28.04.2017**. 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 28.04.2017) at 03:00 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. **The rate should be quoted per unit with transportation and installation charges including all taxes.**
4. **Rate of printer has to be mentioned separately with brand and model no.**
5. **Materials should be supplied at above mentioned section/office and payment will be made after submission of bills with challan from concerned office.**
6. 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. **Quantity will be mentioned in the supply order.**
7. 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.
8. Rate should be quoted item wise and unit wise.
9. 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

Memo No. – 40 /1(6)/MC-MA

Date: 24.04.2017

Copy forwarded for information and wide publication to:-

1. The Sub-Divisional Officer, Darjeeling (All).
2. The Nazarath Deputy Collector, Darjeeling.
3. The O/C, Election.
4. The DIO, NIC with a request to upload the quotation in the official website
5. CA to D.M, ADM (All), Darjeeling.
6. Office Notice Board.

  
for District Magistrate,  
Darjeeling

