

Government of West Bengal
Office of the District Magistrate: Darjeeling
(Material Cell- Municipal Election)

Notice No. – 01 /MC/MA

Date: 03.04.2017

SHORT QUOTATION NOTICE

Sealed Quotations are hereby invited by the Officer-in-Charge, Material Cell, Municipal Election- 2017 Darjeeling for procuring of various items/ articles listed under icw FLC of EVM and Nomination for Municipal Election- 2017 in this district from Bonafide Reputed supplier / agency as per particulars below.

Sl. No.	Particulars of Item & Specification	Rate per unit/ piece	Time period of supply
1	Trunk (3x2x1.5 in feet) Thickness- 0.40mm	01 pc	07 (Seven) days
2	Carbon paper	01 pkt	
3	Rubber Stamp Round Type	01 pc	
4	Rubber Stamp Signature Type	01 pc	
5	Sponge	01 pc	
6	Su-kam (Model Shiny 1500 VA) inverter	01 pc	
7	Exide battery (Model 150 AH Instabrite)	01 pc	
8	Double Lock	01 pc	
9	06 Nos. CCTV installation with 01 DVR in hire basis for the entire period from 06.04.2017 to end of Election process.	01 Set	
10	Nail Remover (100 ml)	01 bottle	
11	Blade	01 pc	
12	Identity card with Jacket and Holder with different colors	01 set	
13	Paper Cutter	01 pc	
14	Pencil, Pencil Cutter, Rubber	01 set	
15	Cotton Rolls	01 roll	
16	Fire Extinguisher (Small Size)	01 pc	
17	Generator in hiring basis including fuel with operator	Per day	
18	Square Shaped Lock (Ordinary)	Per Pc	
19	Lock Wrapper for Sealing	Per metre	

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 **03.00 P.M on 05.04.2017**. 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 05.04.2017) 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. The rate should be quoted per unit with transportation and installation charges including all taxes.
4. Materials should be supplied at Material Cell by 06.04.2017 & CCTV Cameras/ Fire Extinguisher / Inverter should be installed at St. Robert's School by 06.04.2017 morning & Generator to be installed by 07.04.2017 evening and payment will be made after submission of bills with full signature & designation of recipient with stamp and date on challan.
5. 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.**


03/04/17

