


## TENDER NOTICE

NIT. No. 02 /MC-MA

Dated 10 /04/2017

Sealed tenders are hereby invited from the bonafide dealers/ supplier for **supply of stationeries/ cover (with or without printing) and printing of forms in connection with the Municipal General Election 2017 (For Darjeeling & Kurseong Municipality and Mirik Notified Area) by the Material Cell, Municipal Election, D.M's Office, Darjeeling** on the following terms and conditions:-

1. The rate should be quoted as per specification in Annexure (Annexure I, II & III) inclusive of all taxes.
2. The samples should be submitted for those materials or items having no specification or brand.
3. The delivery should be made at the office of the District Magistrate, Darjeeling within 03 days from date of issuance of supply order **(for urgency the agency should be capable to supply the materials within 24 hours)**.
4. The rates should remain valid till Municipal General Election 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 Municipal Election Officer, 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 supply order.
9. The tenderer may deposit the tender papers for items mentioned of any Annexure or for all Annexure.
10. Payment of bills on its production will be made after successful supply of materials from available of fund of Municipal Election; no claim whatsoever will be entertained for delay payment. No escalation charge will be entertained against any quoted rate. Deduction of VAT (if required) etc. will be made at source in accordance with the existing rules/order.
11. Neither any mobilization advance nor any secured advance will be allowed.

  
 10.4.17

