

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

NIT No. – 03- 2017-18 /MC-MA

Date: 17.04.2017

QUOTATION NOTICE

Sealed Quotations are hereby invited by the Nazarath Section, of the Office of the District Magistrate, Darjeeling, for supply of Distinguishing metal seal, etc 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	Rubber Stamp	Distinguishing Mark*	01	Material Cell	03 (Three) days
2	Metal Seal	Metal Seal for MRO	01		
3	Log Book	Vehicle Log Book (1/8 DFC)	01		
4	Fuel Slip Book	Fuel Slip Book with perforation numbering 50 pages for one book (1/8/ one twelfth DFC)	01		
5	Form 13 A	Form 13 A (70 GSM)	01		
6	ID Card	ID Card for Candidates with jacket and holder & blue ribbon (sample enclosed)	01		
7	ID Card	ID Card for Counting Agents with jacket and holder & blue ribbon (sample enclosed)	01		
8	ID Card	ID Card for Polling Agents with jacket and holder & blue ribbon (sample enclosed)	01		
9	ID Card	ID Card for Election Agents with jacket and holder & blue ribbon	01		
10	Certificate	Certificate for winning candidates (200 GSM) (Digital Printing)	01		

* Example: If the ballot paper is for polling station No. 8 of Ward No. 4 of “ Darjeeling Municipality”, then the distinguishing mark will be:-



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 20.04.2017**. 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 20.04.2017**) 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. **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.**

