

				IN FORM 8 / TRANSPOSTIO N IN FORM BA /							

TIME LINE OF QUOTATION/TENDER

SINo	Description	Important Date
1.	Submission of Quotation	on 17/10/2019 upto 03:00 hours.
2.	Opening of Financial Bid/Quotation	on 17/10/2019 at 04:00 hours.

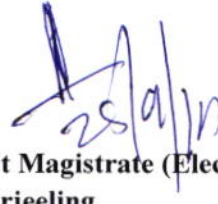
ESSENTIAL AND PREFERENTIAL CRITERIA NEEDED

SlNo	Name of the Document , wherever applicable	
1	All documents must be self attested before uploading	Properly filled up Quotation forms
2		Valid PAN card in the name of bidding agency/Proprietor
3		Last Income Tax return filed.
4		GST Registration Certificate
5		Updated Trade Registration document
6		Professional Tax Clearance challan(2018-19)
		EPF & ESI Registration & last month challan
7		Credential certificate amounting to atleast Rs.40,000/-(Rupees forty thousand)only per year for Election related Govt. work during last 5(five) financial years.
8		Demand Draft in favour of District Magistrate, Darjeeling amounting to Rs. 5,000/- as EMD
9	Declaration in plain paper mentioning Non-Black Listing / Non-Suspension of the Agency by any Govt. Dept.	

ELIGIBILITY CRITERIA**A. TERMS AND CONDITION.**

- The Bidder must be a company/Firm/registered under companies Act,1956/The partnership Act-1932 or a Proprietary one with valid trade Registration.
- Bidders should have a minimum 3(Three) years of experiences in election related such works.
- **The offered rate should be inclusive of all expenses and carriage.** The decision of the undersigned as regards quality of the work/materials supplied will be final.
- Quotation must accompany with self attested copies of valid PAN Card, GST Registration Certificate, Professional Tax Clearance challan (2018-19) and credential certificate amounting to Rs.40,000/-(Rupees Forty Thousand) only for such Election related Govt. work per year during last 5 (five) financial years.
- Intending Quotationer has to submit Demand Draft amounting to Rs.5,000/- (Five Thousand) only as earnest money in favour of District Magistrate, Darjeeling along with the quotation.
- The earnest money deposited will be forfeited by the Government in case :
 1. The quotationer withdraws quotation after opening of tender/ after acceptance.
 2. The selected Quotationer fails to accept work order, refuse either wholly or partly the offer that would be made by the undersigned.
 3. The selected quotationer fails to do the work or supply materials as per specification.

- I. Tax, GST & Service Tax will be deducted from the bill as per Govt.order.
- This is Election Urgent. Failure of any part of compliance of the order will attract prevalent election rules with penal provisions.
- The District Administration shall have the right to accept or reject any quotation without assigning any reason.
- Payment of bill will be made as per availability of fund.No claim for delay of payment due to non availability of fund will be entertained.
- At the time of payment of each bill necessary deduction will be made as per Govt. norms.
- **Final proof must be submitted and get it approved before final printing.**



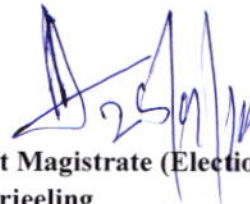
**Additional District Magistrate (Election)
Darjeeling**

Memo No 1198/eledr

Dated, 25.09.2019

Copy forwarded for information with request to arrange for wide publicity to:-

1. The SDO (All)
2. The BDO (All)
3. The District Informatics Officer, NIC, Darjeeling with a request to publish in the district website.
4. The NDC, Darjeeling
5. Office Notice Board of this Office.



**Additional District Magistrate (Election)
Darjeeling**