

**Government of West Bengal**  
**Office of the District Magistrate, Darjeeling**  
**Forms & Stationery Section**

Memo No. 114 /F&S

dated 30.9. /2019

**NOTICE INVITING QUOTATION**

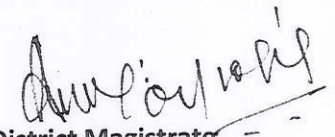
Sealed quotations are hereby invited from Printing Agencies under Government or Semi-Government / individuals having Trade License, IT Return Proof, PAN/TAN No. GST Registration Certificate for supply of the printing items at the Office of the Disaster Management & Civil Defence Section of the Office of the District Magistrate, Darjeeling, Kutchery Compound, Darjeeling.

Details of the items are as follows :

Sl. No.	Name of items	Specifications	Unit of measurement	Required quantity	Rate
1.	<b>The District Disaster Management Plan, 2019</b>	Paper Quality - 75 GSM Paper Size - A4 Binding type - Perfect	No. Of B&W pages - 164 No.of Color pages - 05 Cover pages - 02	02 sets	Per set

The agencies/suppliers have to abide by the following terms and conditions :

1. Printing Agencies under the Govt. or Semi-Government / individual should complete the above mentioned works within mentioned time from the date of issuance of work order.
2. Any defective & below quality materials should be replaced by the Printing Agencies under Govt. or Semi-Government / individual within 24 hours in his own cost.
3. Payment to be made as per availability of fund.
4. Suppliers should mention his mobile / telephone number(s)
5. Rate should be quoted for each unit.
6. The undersigned is not bound to accept the lowest rate & reserve the right to cancel/reject any or all quotation(s) without assigning any reasons thereof at any stage.
7. Quotations must be submitted by 03:00 P.M. on 18/10/2019 through Speed Post or if sent by hand, may be put in the drop box kept at Forms & Stationery Section, Office of the District Magistrate, Darjeeling. Quotation will be opened on the same day i.e. on 18/10/2019 at 04:00 P.M. at the above said Office premises in the presence / absence of the bidders.
8. In the event of the above mentioned date being a declared holiday the quotation shall be opened in the next working day as scheduled time.

  
for District Magistrate,  
MS Darjeeling

Memo No. 114(15)/F&S

dated 30.9./2019

Copy forwarded to :

1. The District Land and Land Reforms Officer, Darjeeling
2. The District Judge, Darjeeling
3. The District Panchayat & Rural Dev. Officer, Darjeeling
4. The Development and Planning Officer, Darjeeling
5. The Treasury Officer, Darjeeling
6. The Executive Engineer, PWD, Darjeeling
7. The DIO, NIC, with the request to publish the Tender Notice in official website
8. The District Controller, Food & Supplies Department.
9. The Sub-divisional Officer, Darjeeling/Kurseong/Siliguri/Mirik
10. The Regional Transport Officer, Darjeeling
11. The Block Development Officer \_\_\_\_\_
12. The Sub-divisional Controller of Food & Supplies Department, Darjeeling
13. Office Notice Board, DM's Office, Darjeeling
14. The Different Registered Co-operative Societies
15. The West Bengal Small Scale Industries Development Co-operative Ltd, Silpa Bhawan.

  
for District Magistrate,  
Darjeeling  
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