


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

NOTICE INVITING QUOTATION

NIT.No. 01/2019-20 F&S

dated 07/06/2019

E-Quotations addressed to the undersigned are hereby invited from bonafide suppliers for supply of stationery items, electronic goods computer accessories, toiletry items and printing of forms for the year 2019-2020 to the office of the undersigned on the following terms and conditions :-

1. The rates should be quoted as per specification in Annexure I, II, III, & IV, inclusive of all taxes.
2. The samples should be submitted for those materials or items having no specification or brand (like towels, file covers, file boards etc.)
3. The delivery should be made at the office of the undersigned within 5 days from the date of issuance of the supply order.
4. Should remain valid for the period upto 31st March, 2020. The rates once accepted will not be changed under any circumstances.
5. The tender should be submitted in the Performa enclosed herewith.
6. The violation of any of the conditions will entitle cancellation of the order.
7. Photo copy of Income tax return for the last Financial year, GST registration certificate valid for the current financial year, PAN, Trade License renewed for the current financial year, valid professional tax and earnest money worth Rs. 2,000/- (Rupees two thousand) only through online (NEFT/RTGS) in favor of the District Magistrate, Darjeeling, payable at Darjeeling, should be attached with the tender documents.
8. The tender inviting authority shall verify the above mentioned documents (in original) which are mandatory for the participation before issuance of the work order.
9. The prospective tenderers, as a primary agency, should have satisfactorily completed the supply to a single organization for a single financial year amounting at least to Rs.50,000/- (Rupees fifty thousand) only for supply of stationery articles to any State/Central Government establishment or its undertakings or any statutory body in that single financial year starting from any year from April, 2003.
10. The tenderer may submit his the tender papers online for items mentioned for any Annexure or for all the Annexures.
11. Payments of bills on its production will be made after successful supply of the items subject to availability of funds and no claims, whatsoever, will be entertained for any delay of payment.
12. Neither any mobilization advance nor any secured advances will be allowed.
13. Refund of EMD. The earnest money of all the unsuccessful tenderers will be refunded on receipt of application from the tenderer from the Office of the District Magistrate, Darjeeling, Forms & Stationery & Library Section, Darjeeling. The Earnest Earnest money deposited by the successful tendereer will be converted into security deposit. No interest will be paid by the tender accepting authority.
14. The tender should be submitted online as per schedule given below for **SUPPLY OF STATONERY (ANNEXURE I) / TENDER FOR ELECTRONIC GOODS CUM STATIONERY ACCESSORIES (ANNEXURE II) / TOILETRY ITEMS (ANNEXURE III) / AND PRINTING OF FORMS (ANNEXURE IV)**
15. The tender bid will be out right rejected with the forfeiture of his earnest money if it comes to the notice inviting authority during scrutiny that the credential or any other papers of a tenderer are found to be fabricated.