



**Government of West Bengal**  
**Office of the District Magistrate & District Election Officer, Darjeeling**

**NOTICE INVITING e-QUOTATION**

***NOTICE INVITING ELECTRONIC QUOTATION NO.: 11<sup>( 2<sup>nd</sup> CALL) /NeQ/ELE/2020/19-20</sup>***

***Date: 06.07.2020***

On behalf of District Magistrate & District Election Officer, Darjeeling online quotations are hereby invited from bonafide and experienced agencies with previous supply related credentials for **BLO Kits to all the BLOs of entire Darjeeling District (i.e. 1413 BLOs). The enclosure of BLO kit will be as follows.**

The intending quotationers / bidders may visit the office notice board of the office of the District Magistrate , Darjeeling, or district website “[darjeeling.gov.in](http://darjeeling.gov.in)” or “<https://www.wbtenders.gov.in>” for the quotation notice & other details. The submission of bid must be through the “<https://www.wbtenders.gov.in>” website only.

- a. For e-QUOTATION, intending quotationer/bidder may download the quotation document from the said website directly with the help of their Digital Signature Certificate. Earnest money shall be deposited by the intending quotationers/bidders by way of **e-payment** in favour of District Magistrate, Darjeeling in the same website only.
- b. Both Technical Bid & Financial Bid should be submitted in Technical & Financial Folder concurrently duly digitally signed by the quotationer / bidder only through <https://www.wbtenders.gov.in>

**SUPPLY OF BLO KIT TO ALL THE BLOs OF DARJEELING DISTRICT**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Specimen</b>	<b>Quantity</b>
1.	Traditional Side Bag	Cloth made having size which can accommodate BLO Register & Diaries	1413
2.	Metal Ruler	1 ft. Length	1413
4.	Pen ( Blue & Red)	Standard Quality	2826
5.	Pencil	Standard Quality preferably Nataraj	1413
6.	Eraser	Standard Quality preferably Nataraj	1413

### Critical Dates :

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	06.07.2020 at 16:00 Hrs
2	Start date of downloading of documents(Online)	06.07.2020 at 16:00 Hrs
3	Last date of downloading of documents(Online)	13.07.2020 upto 18.00 Hrs
4	Start date of submission of bid(Online)	06.07.2020 at 16:00 Hrs
5	Last date of submission of bid(Online)	13.07.2020 upto 18.00 Hrs
7	Opening date of Technical Bid(Online)	16.07.2020 at 11:00 Hrs
8	Date of Scrutiny of Technical Bid(Offline)	To be notified later
9.	Opening date of Financial Bid(Online)	To be notified later
10.	Date of Scrutiny of Financial Bid(Offline)	To be notified later

### Terms & Conditions:

- 1. Maximum rate quoted should not be more than Rs. 240/- (Rupees Two Hundred Forty) Only.**
- 2. Rate should be quoted per article in BOQ.**
3. The Quotation application should accompany the following documents:

*[To be attached in Technical Folder: docs (i) to (vi)]*

- i. Earnest Money amounting to **Rs. 10,000/- (Rupees Ten Thousand) only** submitted online (NEFT/RTGS) through **ICICI Payment Gateway**
- ii. Up to date and valid PTax/Trade Licence/PAN Card along with IT returns for the last three years is to be enclosed along with the application.
- iii. Copy of GST registration.
- iv. Certificate of previous experience if any, be enclosed.
- v. Credentials of similar nature of work in public or private sector in the past two years.
- vi. In support of financial capacity, Bank certificate or Bank Passbook is to be produced.

*[To be attached in Financial Folder: docs (Vii).]*

- vii. BOQ Attached in the e-Quotation.
2. Tenure of the approved quotation will be valid for one year.
  3. Financial bids of those bidders who qualify in technical bid will only be opened. Dates, if changed, due to unavoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
  4. The willing bidders may remain present at the time of opening the quotation.
  5. The authority reserves the right to cancel the Quotation due to unavoidable circumstances and no claim in this respect will be entertained.

6. A bidder's bid will be out-rightly rejected with a forfeiture of his earnest money if it comes to the notice of the quotation inviting authority during scrutiny that the credential or any other papers of a bidder are not genuine.
7. There shall be no provision of Arbitration.
8. Successful quotationer / bidder will have to execute an agreement bond with the District Authority.
9. Please find the SOQ for Schedule of Delivery.
10. No diversion of delivery order is allowed without prior permission from the District authority.
11. Time will be an essence of the contract.
12. Bill will be deducted upto 20% in case of late supply.
13. No separate charge for transportation of printed copies of electoral rolls should be claimed.
14. The successful tenderer will be given work order only after an agreement in respect of the modalities of the work to be done is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.
15. The quantity of forms may increase or decrease as per requirement.
16. Quotation Committee reserves the right to accept or reject any or all the rates without assigning any reason thereof. It is to be noted that the quotations dropped by any person who is reported to have criminal backgrounds will be summarily rejected.
17. Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Magistrate, Darjeeling.

Sd/-  
**Additional District Magistrate (Elec)**  
**Darjeeling**

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING**  
**(ELECTION SECTION)**

**Memo no. 218/1(10)/Elec.**

**Date : 06.07.2020**

**Copy forwarded for information to:**

1. -4.The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik for publishing it on the notice board.
2. The District Planning Officer , Darjeeling / Nazareth Deputy Collector / District Informatics Officer, NIC, DM's Office, Darjeeling for wide publicity for their notice board and at District Website and taking necessary action.
3. Kutchery Notice Board of the Office of the District Magistrate & District Election Officer , Darjeeling.
4. Notice Board, Election Section, Darjeeling.
5. Office Copy

Sd/-  
**Additional District Magistrate (Elec)**  
**Darjeeling**