

2nd Call



No-1145
Dt: 23.09.2021



Government of West Bengal
Office of the District Magistrate & Collector
Paschim Bardhaman

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N.I.Q. No.: 20/21-22/Nez.

Dated- 22.09.2021

Notice Inviting Quotation

[Ref:- 2nd Call of N.I.Q No. 07/21-22/Nez. Dt. 30.06.21 in respect of Annexure – A,B & C]

Separate sealed tenders for each schedule of stationary articles are hereby invited from the bona fide firms/ dealers/retailers/suppliers/ Co-operative Societies for supply of for the period for one year from actual date of acceptance of the respective tender by the authority. The details of articles is mentioned in the below mentioned schedules:-

- Schedule A :- Stationary Articles.
Schedule B :- House Keeping articles.
Schedule C :- Printing works.



Enclosed in separate sheets

The schedules are reserved for bona fide firms/ dealers/retailers/suppliers/ Co-operative societies with credentials for supplying similar products **in Govt. offices.**

The rate of each article as per the schedule will have to be quoted as per enclosed format along with the self-attested photocopies of the valid Trade License, GST Registration and Professional Tax clearance certificates, Income Tax, PAN Card and the sealed envelopes containing the tenders for each schedule separately must be addressed to District Magistrate, Paschim Bardhaman and the words “ Tender for Supplying of Stationary Articles for the Office of the District Magistrate, Paschim Bardhaman” should be inscribed on the envelope/s.

Last date of collection of the Tender Forms from the office of the District Magistrate, Paschim Bardhaman is **01.10.2021** up to **2.00 P.M.**

Last date of submission of sealed tender is **01.10.2021** At 02.00 pm at the office Chamber of Nezarath Deputy Collector, Office of the District Magistrate, Paschim Bardhaman at the fixed tender box and those are to be opened on the same day at **3.00 P.M.** the intending bidders may remain present at the time of open of tenders. Tender may be submitted by Post also, but the tender must be received by the office before the stipulated time.

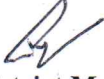
Earnest money (refundable) of Rs. **10,000=00** (rupees Ten Thousand) only is to be deposited along with the tender for each schedule in the form of **Bank Draft drawn in favour of the District Magistrate, Paschim Bardhaman** failing which tender submitted will be cancelled.

Incase of co-operative Societies attested Photocopy of the valid Registration Certificate, Audit Report of last three financial years and NOC from ARCS, Paschim Bardhaman are also to be submitted.

The successful bidder will have to submit security deposit of **Rs. 25,000=00**(Rupees Twenty Five Thousand) only in the form of Bank Draft in favour of the District Magistrate, Paschim Bardhaman duly pledged in favour of the District Magistrate, Paschim Bardhaman before issuing “Acceptance Letter”.

Conditions:-

1. Bidders have to produce all the original documents, submitted along the tender form, as and when asked for.
2. Bidders whose rates for particular schedule/items will be accepted will have to supply such articles at the accepted rate/s **for two years** as and when order will be placed.
3. They will have to supply the articles entirely within 7 (Seven) days from the date of receipt of the supply order without fail. In case of failure in more than one occasion the concerned firms/ dealers/Co-operative Societies will be blacklisted and the security deposit will be forfeited.
4. The successful bidder/s will have to supply all the desired articles in the sealed packet of the specified company or brand-named articles. And they will also have to supply current dated articles.
5. The offered rates should be **inclusive of all taxes** and charges and no extra claim like delivery charges etc or in any form will be entertained.
6. The successful bidder/s will have to supply the genuine articles as per specification. Otherwise legal action will be taken as per law.
7. The Income Tax and GST will be deducted from the bill of the supplied articles as per rule.
8. The authority also reserves the right to split the works among one or more bidders, in case of same rate or table bid may be done.
9. The undersigned does not however bind him to accept the lowest or any rate/s and reserve the right to himself to reject or cancel any tender without assigning any reasons thereof.
10. There will be no compromise as regards the specification/ quality of supplied goods. In case of supplied articles is of poor quality, payment for the same will not be made from this end.


for District Magistrate
Paschim Bardhaman
22/9/2021

Dated- 22.09.2021

Memo. No.: 20/1(14)/19-20/Nez.

Copy forwarded for information and with a request for necessary action for wide circulation, to-

1. The Addl. Executive Officer, Zilla Parishad, Paschim Bardhaman,
2. The Commissioner, Asansol Municipal Corporation.
- ✓ 3. The Chief Executive Officer, Asansol Durgapur Development Authority,
4. The Sub-Divisional Officer, Asansol Sadar,
5. The Sub-Divisional Officer, Durgapur,
6. The ADCP, Asansol Durgapur Police Commissionerate, Asansol.
- 7-10. The Block Development Officer, Barabani/ Raniganj/ Jamuria/ Salanpur/ Pandabeswar/ Andal/ Durgapur-Faridpur/ Kanksa Dev. Block,
- ✓ 11. The DICO, Paschim Bardhaman with a request to make necessary arrangement to publish a brief referral advertisement in a well circulated Bengali newspaper.
12. The ADIO, Paschim Bardhaman, (by posting the tender notice in district portal)
13. The Senior Post Master, Asansol
14. Notice Board


for District Magistrate
Paschim Bardhaman
22/9/2021

TENDER FORM

In terms of your Tender Notice issued vide Memo. No. _____ dated _____, I/ We would like to submit the rates as per schedule 'A,B& C along with other particulars.

1. Name of the firm/ Dealers/
Supplier/ Co-operative Society :-

2. Address :-

3. Clearance Certificate
 - i. Income Tax Certificate :-
 - ii. Professional Tax :-
 - iii. Trade License :-
 - iv. GSTN :-

4. Earnest Money(Rs. 10,000/- Bank Draft in favour of District Magistrate, Paschim Bardhaman) vide,
Draft No. _____
Dated. _____

5. Rate quoted : As per Annexure attached herewith.

Signature with Seal