



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF DISTRICT MAGISTRATE, DARJEELING**  
**DISTRICT PLANNING SECTION**

Minority Bhavan, D.M. office Compound, Darjeeling.

Phone -0354-225409

**NOTICE INVITING QUOTATION :02/Plan/Misc/2018-19**

E - Quotations addressed to the undersigned are hereby invited from the bonafide suppliers/agencies for

1. **Printing and supply of the Citizen information board under various Development board .**

Sl. No	SPECIFICATION
1	Hard (Toto Plate) Size (a)1'8"X1' (b) 3'6"X2' (c) 1'X8" (d) 2'6"X2'
2	Soft (Bay Fibre) Size (a)1'8"X1' (b) 3'6"X2' (c) 1'X8" (d) 2'6"X2'

2. **Printing and supply of the Inauguration board during the visit of Hon'ble Chief Minister**

**Terms and condition:**

- 1)The rate should be quoted as per specification inclusive of all taxes.
- 2) The delivery should be made at the office of the undersigned within the stipulated time.
- 3) The rates should remain valid for the period up to 365 Days. The rates once accepted will not be changed under any circumstances.
- 4) The tender should be submitted in the proforma enclosed herewith.
- 5) The violation of any of the conditions will entitle cancellation of the order.
- 6) Photocopy of Income Tax return for the last three Financial year, GST Registration certificate valid for the current Financial year, PAN No., Trade license renewed for the current Financial year, Valid

- Professional Tax and earnest money worth Rs. **2,000/- (Two thousand)** only should be submitted online through RTGS /NEFT in favour of District Magistrate, Darjeeling.
- 7) The tender inviting authority shall verify the above mentioned documents (in original) which are mandatory for the participation before issuance of the work order.
  - 8) 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. 1,00,000/- (Rupees One lakh )only for printing.
  - 9) The tenderer may quote rate for material mentioned in the Annexure.
  - 10) Payment of bills on its production will be made after successful supply of the items subject to availability of fund and no claim, whatsoever will be entertained for any delay of payment.
  - 11) Neither any mobilization advance nor any secured advance will be allowed.
  - 12) **Refund of EMD.** The Earnest money of all the unsuccessful tenderers will be refunded through on receipt of application from the tenderer from the office of the District Magistrate, Forms & Stationary & Library Department, Darjeeling. The Earnest money deposited by the successful tenderer will be converted into security deposit. No interest will be paid by the tender accepting authority.
  - 13) The tender bid will be out rightly rejected with a 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 fabricated etc.
  - 14) The successful tenderer would have to supply item within specified time mentioned above failing which reminder would be issued. After issuance of 1 (one) such reminder the supply order would be subject to cancellation without further notice.
  - 15) The undersigned reserves the right of accepting or cancelling the tender without assigning any reason. The undersigned also reserves the right to cancel the contract without assigning any reason. Non – fulfillment of any condition of tender, the selected firm will be liable for black listing.
  - 16) Tender forms can be Downloaded from the website of the office of the District Magistrate, Darjeeling (<http://darjeeling.gov.in>)
  - 17) **Date of Uploading Niet (online) : 14.01.2019 at 14 :00 Hrs.**
  - 18) **Start Date of submission of bid (online) : 14.01.2019 from 15:00 Hrs.**
  - 19) **Last Date of Uploading Document and submission of bid ( online) : 21.01.2019 up to 12.00 Hrs**
  - 20) **Date of opening of Technical bid (Online) : 24.01.2019 at 13.00 Hrs**
  - 21) **Date of Scrutiny of Technical Documents : To be notified later**
  - 22) **Date of opening of Financial Bid (Online) : To be notified later**

(Sd/-)

**Additional District Magistrate (D)**  
**Darjeeling**

**No:940/Plan**

**Date: 14.01.2019**

Copy forwarded for wider publicity to:

1. CA to District Magistrate, Darjeeling
2. CA to Additional District Magistrate (Gen), Darjeeling.
3. CA to Additional District Magistrate (Dev), Darjeeling.
4. CA to Additional District Magistrate (LR), ADrjeeling
5. The DIO, NIC with request to publish the tender Notice in official website.
6. Office Notice Board, Darjeeling.

**(Sd/-)**

**Additional District Magistrate (D)**

**Darjeeling**