

Government of West Bengal
Office of the District Magistrate & DPEO, Paschim Medinipur
(Materials Cell)

Abridged Tender Notice

Memo No. 539/MC.

Date:31.03.18

Sealed Tenders are hereby invited from the bonafide Firms / Suppliers / Contractors for various item of works / printing / hiring / arrangement etc. related to the Panchayat General Election-2018 on behalf of the District Magistrate & District Panchayat Election Officer, Paschim Medinipur. Interested tenderers may submit their tender at the Development section, Paschim Medinipur Collectorate, Pin Code- 721101 at the date & time mentioned below:-

Terms & Conditions :

1. The tenderer should be in a position to complete the supply of items of work ordinarily within five (05) days from the date of issue of work order and supply shall have to be made at the Material Cell, Paschim Medinipur Collectorate / SDO Office, Kharagpur and SDO Office, Ghatal as per requirement.
2. The tenderer should be registered under Government as required under the law for carrying out business and should have the experience of supply of such types of works in Government organization with annual turnover not less than **Rupees 1.00 lakh** at least for last three consecutive years.
3. **Last date for submission of tender : On or before 07.04.2018 up to 1.00 P.M** at the Development Section, Paschim Medinipur Collectorate. Tenders will not be received after due date and time. The Tenders will be opened on the same day at **2.00 pm** at the Collectorate Conference Room, Paschim Medinipur in presence of the authorized representative of the tenderer or in person. Tender may be dropped on any working day during office hours (Monday to Saturday).
4. **Earnest money amounting to ₹. 50,000/- (Rupees fifty thousand)** only has to be deposited alongwith the tender. Earnest money shall have to be deposited through Bank Draft in favour of the "**District Magistrate, Paschim Medinipur**".
5. The District Magistrate & District Panchayat Election Officer, Paschim Medinipur reserves the right to engage more than one supplier to supply the materials at the accepted rate, if it is seems that lowest tenderer is not in a position to carry out full task within the stipulated time.
6. The District Magistrate & District Panchayat Election Officer, Paschim Medinipur reserves the right to accept or reject any tender or reject all the tenders without assigning any reason thereof.
7. **Documents have to be submitted along with tender :**
 - i) A copy of latest Sales Tax/GST certificate duly attested/stamped by the tenderer.
 - ii) Address of workshop(s) and manpower profile of the tenderer if applicable
 - iii) Copy of the registration certificate of the tenderer / Firm.
 - iv) Self declaration certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by any other Central / State Government Department /Public Sector Undertakings.
 - v) Credential certificate of the tenderer.
 - vi) Declaration of the tenderer to supply materials as per specification.
 - vii) The rate includes all charges like taxes, transportation, GST etc. and should be indicated in both figures & words.
 - viii) Annual Audit report of the Firm/Suppliers for the last financial year.
8. **Detailed tender notice along with terms & conditions may be seen at the Development Section, Paschim Medinipur Collectorate on working days (Monday to Saturday) between Office hours and Web Site of this District.**


Additional District Magistrate (Dev.),

&
ADM In Charge, Materials Cell Paschim Medinipur.


31.3.18