

Government of West Bengal
Office of the District Magistrate, Paschim Medinipur
Material Cell

Email: dplopaschimmedinipur2018@gmail.com Phone- 03222-275451

Quotation No. 207 /MC

Date 10/02 /2022

Sealed Quotations are invited from the reputed Firms/Suppliers for different items related to West Bengal Municipal General Election - 2022 in large quantity. Interested bidders may submit their quotation at the section of the District Planning Officer, Paschim Medinipur Collectorate Compound, Pin Code-721101.



Details of the work :

Sl. No.	Name of Item	Specification of the item	Quantity of Printing Materials
1	Card Board (3"×1") (Ply wood - thickness 6 mm) for strengthening the paper seals	Per pc.	As per requirement
2	Flexible wire	Per pc.	As per requirement
3	Ribbon/tape for wrapping/securing polled EVMs	Per pc.	As per requirement
4	Stamp Pad (Small Size) Fever Castell	Per pc.	As per requirement
5	Water Coushon	Per pc.	As per requirement
6	Covid Bag	Per pc.	As per requirement
7	Expenditure Register with Binding (Demai size) (34 Pages)	Per pc.	As per requirement
8	Arm Band (PRO, P-01, 02, 03)	Per pc.	As per requirement

Terms & Conditions :

1. The bidder should be in a position to complete the supply work within three (03) day from the date of issue of work order and supply should be made at the Office of the District Planning Officer, Paschim Medinipur.
2. **Due Date : Last date for submission of tender is on or before 2.00 P.M of 11.02.2022** at the office of the District Planning Officer, Paschim Medinipur. Tenders received after due date and time will not be entertained. The bid will be opened on the same day at 3.00 pm at the chamber of District Planning Officer, Paschim Medinipur in presence of the authorized representative of the bidder or in person.
3. Submission of Tender : Intending firms should submit their tender in sealed covers and should be addressed to the Additional District Magistrate (ZP), Paschim Medinipur. Tenders have to be submitted by hand with sealed envelope must indicate NIT No. & date at the Office of the District Planning Officer, Paschim Medinipur. TELEGRAPHIC/FAXED/MAILED TENDERS SHALL NOT BE ACCEPTED.
4. Only one representative of each bidder shall be allowed to attend at the time of tender opening subject to presentation of authorization letter from the bidder.
5. The Tendering authority / Tender Committee reserves the right to engage more than one supplier to supply the bags at the accepted rate, if it seems that lowest bidder is not in a position to carry full task within the stipulated time.
6. The agency shall be responsible to supply the bags at the office of the District Planning Officer, Paschim Medinipur. In case of any discrepancy/negligence, legal action shall be taken against the agency.
7. The Tendering authority / Tender Committee reserves the right to accept or reject any tender without assigning any reason thereof.
8. If the bidder needs any additional information and clarification apart from information laid in tender notice, he may ask the same to the District Planning Officer, Paschim Medinipur.

9. All documents enclosed with the Tender should duly be signed by the bidder with the seal of the Firm/Suppliers/Printers on all pages and it should be serially page numbered.
10. The bidder will submit the sample of the above material well in advance to the materials cell and the supply order will be given on the satisfaction of the quality of the sample supplied.
11. The bidder will have to tender the rates following proforma as per Annexure - I :


10/02/22
ADM-in-Charge, Material Cell
&
Addl. District Magistrate (ZP)
Paschim Medinipur 

Quotation No. 207/1(12)/MC

Date 10/02 /2022

Copy forwarded for information and taking necessary for wide publicity:

1. The Addl. District Magistrate (Gen.) / (LR) / (Panchayat) / (Dev.)
2. The Sub Divisional Officer, Medinipur Sadar /Kharagpur/Ghatal.
3. The Officer-in-Charge, Election, Paschim Medinipur
4. The DICO, NIC for uploading in District website.
5. C.A. to the District Magistrate, Paschim Medinipur.
6. C.A. to the Addl. District Magistrate (ZP), Paschim Medinipur
7. OFFICE NOTICE BOARD.


10/02/22
ADM-in-Charge, Material Cell
&
Addl. District Magistrate (ZP)
Paschim Medinipur 

Annexure – I

Prescribed proforma for submission of the tender :

With reference to the Quotation No. dated..... I, offered the rate for supplying the below noted materials as per specification of the items (inclusive of taxes, transportation etc.).

Sl. No.	Name of Item	Specification of the item	Quantity of Printing Materials
1	Card Board (3"×1") (Ply wood - thickness 6 mm) for strengthening the paper seals	Per pc.	@ Rs..... per pc
2	Flexible wire	Per pc.	@ Rs..... per pc
3	Ribbon/tape for wrapping/securing polled EVMs	Per pc.	@ Rs..... per pc
4	Stamp Pad (Small Size) Fever Castell	Per pc.	@ Rs..... per pc
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I agree to the terms and conditions as mentioned in the Quotation No. dated issued by the Addl. District Magistrate (ZP), Paschim Medinipur for the items for which the financial tender is being submitted, is as per the specification mentioned with the Tender Notice.

Signature :

Name of the Firm :

Name :

Office Seal/Stamp :

Enclosure :

- i) A copy of latest GST clearance certificate duly attested/stamped.
- ii) Address of workshop(s) and manpower profile of the bidder.
- iii) Copy of the registration certificate of the bidder / Firm.
- iv) Self declaration certificate, duly signed by the bidder that the bidder is not currently blacklisted by any other Central / State Government Department /Public Sector Undertakings.
- v) Credential certificate of the bidder.
- vi) Declaration of the bidder to supply stationary articles as per specification, assurance about quality of articles.
- vii) The rate includes all charges like taxes, transportation etc. and should be indicated in both figures & word.