

Government of West Bengal
Office of the District Magistrate, Cooch Behar
Panchayat & Rural Development Section

Memo No. PRD/...../Census 2011-12. Tender Notice

Dated: 01/10/2011

Sealed tenders/ Quotations are hereby invited from the bonafide suppliers /agencies or cooperative societies those who have credential for supplying the same nature of articles to any Govt. Office. The rate will be quoted for each item mentioned below in the letter head of the suppliers/agencies.

SCHEDULE OF MATERIALS to be supplied

1. Water proof bag with shoulder strap with sufficient space to carry weight about 500.00gms in each bag . Size of bag not less than (40cm X 30cm.)
2. Ball point pen of good quality (not gel pen)with black ink and red ink.
3. Card-Board of A4 Size for keeping the hand held device.
4. Identity Card jacket with clip.
5. Plastic coated jems clips.
6. Tailored chalk(Crayon Pencil)
7. Coloured chalk
8. Marker pen
9. Ink Pad

TERMS AND CONDITIONS

1. The intending tenders /quotations are requested to drop their offer in tender/quotation box in sealed envelope on 7th Nov. 2011 within 3.00p.m. Positively. No offer will be entertained after the scheduled time and some will be opened at 3.30 p.m. on the same day in presence of ADM (Dev), Cooch Behar.
2. The tender box will be kept in the Chamber of ADM (Dev),Cooch Behar. All participating agencies are requested to submit valid ST/IT/VAT/Credential Certificate of Rs. 50,000/-of a single supply order and trade license.
3. The intending tenders /quotations may offer their rate in a single item or every item at their own will.
4. A demand draft of Rs. 10,000/-(Rupees ten thousand) only in favour of district Magistrate shall have to be submitted as security money along with tender/quotation which will be refunded after satisfactory completion of entire work.
5. A sample or specimen for each material against which rates are quoted shall have to be produced at the time of dropping of tender/quotation, otherwise no offer will be entertained.
6. All materials shall have to be supplied within 7(seven) days from the date of issue of supply order failing which order will be treated as cancelled and earnest money will be forfeited without any farther reference.
7. The selected tenders /quotations shall supply all selected materials (which will be verified by this end in proper time) in a big size cartoon at all Block head quarters/Municipality Office at his own cost including carrying cost and bill shall be produced with proper receipt, challan of concerned Block Office.

8. The rate should be quoted inclusive all taxes, packaging charge and also loading-unloading charge with carrying (up to Block Head Quarter) cost.
9. If any discrepancy arises in connection with supplied materials, the same have to be changed or replaced by the 3 prospective tenders/quotations within 72 hrs. otherwise penal measure will be taken against prospective tenderers /quotationers .
10. The rate should be quoted firmly and neatly in figure and words. And should be unconditional.
11. The detailed schedule can be obtained free of cost from the office chamber of DP&RDO, Cooch Behar on working days during office hours from 10.30a.m. to 5.00p.m. till 7th November. 11.
12. The authority reserves the right of accepting or rejecting any or all the tenders without assigning any reason . The authority will not be bound to accept the lowest offer.



District Magistrate & Principal Census Officer,
Cooch Behar

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Copy forwarded for information and taking necessary action to:

1. The Addl. Executive Officer, Zilla Parishad, Cooch Behar.
2. Superintendent of Police , Cooch Behar,
3. Executive Engineer, P.W.D. Construction Division , Cooch Behar,
- 4-6. S.D.O. Sadar /S.D.O. Tufanganj/Dinhata/Mathabhanga/Mekhliganj/Haldibari.
7. District Information Officer, Cooch Behar, for
8. Executive Engineer, Irrigation Dept. Cooch Behar,
9. B. D. O. Cooch Behar-I /Cooch Behar-II/Tufanganj-I/Tufanganj-II/Dinhata-I/Dinhata-II/Sitai/Mathabhanga-I/Mathabhanga-II/Sitalkuchi/Mekhliganj/Haldibari Development Block.


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