



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER, HOOGHLY
MATERIAL MANAGEMENT CELL

NOTICE INVITING TENDER

The undersigned is inviting the rates from bona fide reputed experienced Agency/Registered SSI unit / Cooperative Society/Undertakings / Organizations owned and managed by Private / Government for supplying of stationery articles ,forms, covers, labels etc and printing of different Forms in connection with the ensuing **General Election to the House of the People, 2019** to be submitted in sealed envelope addressed to the **District Magistrate and District Election Officer, Hooghly** separately for supply of stationery and printing and supply of forms, labels and covers etc. at the specified date and time. The list of stationeries and printing items with detailed specifications are attached herewith.

The Agency/Registered SSI unit / Cooperative Society/Undertakings / Organizations must abide by the following terms and conditions:

1. The Agency/Registered SSI unit / Cooperative Society/Undertakings / Organizations must submit / quote the rate (in figures as well as words) in sealed envelope separately for supply of materials as mentioned in **Annexure –I** and printing / supply of forms, labels and covers etc as mentioned in **Annexure –II** as Per the specification and rate to quote given in **column 3 & 4 of the Annexure I & II,**
- 2) The documents mentioned below shall have to be enclosed with the tender duly signed by the tenderer with the seal of the Firm/ Suppliers on all the pages and it should be serially numbered.
 - A) Photocopy of valid up to date P. Tax.
 - B) Photocopy of valid up to date I. Tax return.
 - C) Photocopy of valid up to date GST registration certificate.
 - D) Photocopy of valid up to date Trade License.
 - E) Photocopy of valid up to date SSI registration on respective field.
 - F) Credential and experience certificates of the tenderer who registered under Government as required by the Law for carrying out business for supply / works of similar nature.
 - G) **Photocopy of PAN**
 - H) Bank Draft in favour of the **District Magistrate & District Election Officer, Hooghly** for an amount of **₹10,000 (Rupees Ten Thousand) only for each Annexure.**
- 3) The documents should be submitted at the Office Chamber of the **Nezarath Deputy Collector, Hooghly, Old Collectorate Building (Ground Floor)** from **12 /02/19** to **01/03/19** during office hours and on **05/03/19** upto 2:00 PM (excluding Saturdays, Sundays and other Holidays) .
- 4) The Sealed Tenders will be opened at **3:00 PM** at the office chamber of **Additional District Magistrate (Development), Hooghly** on **05 /03/19** in presence of willing participating agencies or their authorized representatives.
- 5) Only one representative of each tenderer shall be allowed to attend at the time of tender opening subject to presentation authorization letter from the tenderer.
- 6) The District Magistrate & District Election Officer, Hooghly reserves the Right to engage more than one supplier for supply of the materials at the accepted rate, if it seems that lowest tenderer is not in a position to carry out supply of materials within the stipulated period of time.

