

ELECTION URGENT

**Government of West Bengal
Office of the District Magistrate & Collector, Birbhum.
Panchayat General Election 2018 (Material Cell)**

NOTICE FOR INVITING QUOTATION

Sealed quotation for supplying materials attached in ANNEXTURE-A as per terms & condition noted below are hereby invited from bonafied / reputed agencies having current IT, P.Tax, GST, PAN registration, satisfactory credential as to payment and certificate for supplying similar type of items in Govt. Sector. Detailed information may be collected from the Panchayat General Election 2018 (Material Cell) at DOMA Office, Birbhum on any working days from 10-00 AM to 3-00 PM.

Terms & Conditions:

1. Rate should be offered by the Quotationer including all taxes and all other charges.
2. The rate offered by the Quotationer will be valid for one year from the date of acceptance.
3. The Quotationer accompanied with necessary papers viz. (i) Current Income Tax clearance, (ii) P. Tax (Current clearance certificate), (iii) GST (Certificate of registration), (iv) PAN card, (v) Credential Certificate (for such items) are to reach on **17/04/2018** from 10-00 AM to 2-00 PM in the tender box kept at Panchayat General Election 2018 (Material Cell) and DOMA Office, Birbhum and the same will be opened on the same day at 3-00 PM. All the intending Quotationer or authorized representative @ one for each Quotationer may remain present during the time of opening the Quotation box
4. Quotation submitted after prescribed date and time are found incomplete in any respect, will not be accepted.
5. Supplying of the item should be completed within 4 days from the date of issuance of work order failing of which work order will be treated as cancelled without any intimation to the Quotationer.
6. Quotationer should be deposited earnest money Rs.10, 000/- through Demand Draft in favour of District Magistrate, Birbhum.
7. The successful Quotationer should be delivered the sample of materials before completion of the full item of materials
8. Payment will be made on submission of bill in duplicate along with work order in original after completion of full supply of items. Deduction of tax etc. will be made as per existing norms.
9. The undersigned reserves the right to accept or reject any Quotation or all Quotations without assigning any reason thereof. The undersigned also does not bind himself to accept the lowest rate offered by the Quotationer and shall use discretion in accepting higher rate considering the standard and quality etc. of item.

Encl; ANNEXTURE-A

Officer-in-Charge, Materials Cell
& DOMA, Birbhum.

NO: 13 /1(09)/ Panch.Gen.Elec(Matrerial Cell)/Bir.

DATE: 12/04/2018

Copy along with ANNEXTURE-A forwarded for kind information with the request to make arrangement for wide publicity in his Notice Board to:

- 1-2. The S.D.O., Sadar, Suri,Rampurhat
3. The D.P & R.D.O,Birbhum.
4. The DIO,NIC,Birbhum with the request to wide publicity in the District Website
- 5-7. The B.D.O,Sursi-I./Mat.Birbhum Development Block
- 8-9 The C.A to D.M / ADM(ZP),Birbhum.

Officer-in-Charge, Materials Cell
& DOMA, Birbhum.

ANNEXTURE-A**List of polling materials for Polling Station**

Sl No.	Particulers of Items	Rate offer(Per)
1	Canvas bag or new markin cloth for wrapping ballot boxes	Miter
2	Cup for setting the indelible ink	100
3	Cloth or rag for removing oil or any other substance from the finger(S)	100
4	Pusher	100
5	Self inking pad (purple)	Dozen
6	Copying pencil	Dozen
7	Ordinary pencil	Dozen
8	Ball point pen	Dozen
9	Foolscap paper	Rim
10	Metal rule for detaching ballot paper	100
11	Pins	Box
12	Sutli(Thread)	K.G
13	Sealing wax	Packet
14	Candles(Big)	Packet
15	Gum paste	Dozen
16	Match box	Packet
17	Blade	Packet
18	Flexible wire	Foot
19	Carbon paper	Packet
20	Waste paper basket	Dozen

Office in-Charge, Material Cell
&
DOMA, Birbhum

12.4.18