

NOTICE INVITING QUOTATION/TENDER FOR SUPPLY OF GOODS, MATERIAL OR EQUIPMENT

Office of the No. – 5 Bhatpara Gram Panchayat

Vill: Bhushila Post: Dakshin Shibrampur

NIT/NIQ - 22

Memo No: 349/BhGP

Dated:11/03/2017

NOTICE FOR INVITING QUOTATION / TENDER

(General Body / Artho O Parikalpana Upasamity meeting date –)

Sealed Quotations / Tenders are hereby invited from reliable and bonafide suppliers for supplying the materials (Good Quality Office Bag, Diary) as specified below for the Scheme namely **Supply of good quality Office Bag (Gents & Ladies) & Medium sized Diary, Big Executive Diary** (The details specification is furnished below) Under Own Fund.

1. The Quotation/ Tender will be received in the office of the Gram Panchayat courier service / post / hand from 15/03/2017 to 23/03/2017 during office hours upto 1 PM and will be opened on 24/03/2017 at 3 AM/PM in the GP Office .
2. The Quotation/Tender should be submitted in sealed cover mentioning the Quotation / Tender Memo No. & Date.
3. The suppliers should quote the rates in figures as well as in words.
4. The suppliers should submit self attested Income Tax, Sales Tax and Profession Tax and Panchayat Tax or Municipal Tax (as may be applicable) clearance certificate.
5. The suppliers will have to deposit **EARNEST MONEY @ Rs. 250.00 (Rupees Two Hundred Fifty Only)** (in the form of bank draft/ govt.bond or form – 5) of the quoted / tendered amount accompanied with the Quotation /Tender positively failing which the Quotation / Tender will be rejected. The participation charge should be deposited in the form of form – 5.
6. Incomplete Quotation/ Tender will be summarily rejected.
7. Acceptance of lowest quotation/tender is not obligatory and the undersigned reserves the right to accept or reject any or all the Quotations/Tenders without assigning any reason whatsoever.
8. The undersigned also reserves the right to distribute the Supply Order among as many Suppliers as may be considered.
9. The Artho – O =Parikalpana Upasamity reserves the right to reject the quotations / Tenders, if any inconvenience is reported.

Participation Charge : Rs. 250.00
Earnest Money : Rs. 250.00

Tendered Amount : ~~Rs. 10000.00 + 10000.00 = Rs. 20000.00~~

The materials required for the work :

Sl. No.	Name of Item with details	Unit	Quantity	Rate of Item (each unit)	Total Amount (Rs.)	Site of Delivery	Maximum time allowed for whole work
1	Good quality Office Bags (Gents)	Nos.	35	650.00	22750.00	At GP office	07 Days from the receiving of the supply order.
2	Good quality Office Bags (Ladies)	Nos	13	610.00	7930.00		
3	Medium sized Diary (Good Quality)	Nos.	30	125.00	3750.00		
4	Big Size Executive Diary (Good Quality)	Nos	5	300.00	1500.00		
Total =					35930.00		

The format for submitting the rate of the above mentioned material with fitting, fixing on behalf of the supplier on their own letter pad is annexed herewith.

Memo No – 349/1(9)/BhGP

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to :-

1. The SDO , Balurghat, Dakshin Dinajpur
2. The BDO , Balurghat Development Block, Balurghat, Dakshin Dinajpur
3. The D.I.O. N.I.C. Dakshin Dinajpur for upload of NIT.
4. The E.A. Bhatpara G.P.
5. The N.S. Bhatpara G.P.
6. The Secretary, Bhatpara G.P.
7. The Sanchalok, for related Upasamity.
8. Office Notice Board.
9. Office Copy.

Pradhan
5 No. Bhatpara Gram Panchayat
Pradhan
No. 5 Bhatpara G.P.
Balurghat Block, D/Dinajpur
Date: 11/03/2017

Pradhan
5 No. Bhatpara Gram Panchayat
Pradhan
No. 5 Bhatpara G.P.
Balurghat Block, D/Dinajpur

Rate offered for Supply of good quality Office Bag (Gents & Ladies) & Medium sized Diary, Big Executive Diary against the
Memo No. 349/BhGP Date - 11/03/2017

Sl. No.	Item of material / article	Total quantity as per notice	Unit	Rate Offered for unit item		Value as per offered rate
				In Figures	In words	
1	Good quality Office Bags (Gents)		Nos.			
2	Good quality Office Bags (Ladies)		Nos.			
3	Medium sized Diary (Good Quality)					
4	Big Size Executive Diary (Good Quality)					
Total = Rs.						

In Words : Rupees Only.

Pradhan
5 No. Bhatpara Gram Panchayat
Bhatpara G.P.
Bhatpara