



Government of West Bengal
Office of the District Magistrate
Social Welfare Section
District Child Protection Unit
Dakshin Dinajpur

160
NIQ No./DCPU/DD

Date : 12.10.2018.

NOTICE INVITING QUOTATION FOR SUPPLYING FOLLOWING ARTICLES.

Sl.No	Item	Rate per pcs in figure & words
01	Plastic Folder (Good Quality)	
02	Ball pen (Linc)	
03	Writing pad (Good Quality)	

Sealed Quotations are hereby invited from the bonafide, reputed and experienced Agencies for rates for supplying the abovementioned articles for District Child Protection Unit, Dakshin Dinajpur office.

1. The rates of supplying articles is to be quoted as per Annexure.
2. The participants are requested to quote their rates in both figures and words.
3. All rates quoted shall be inclusive of all cost of transportation to this office.
4. The Quotation should be submitted in sealed envelope super scribed with "Quotation for supplying name of the articles" and should be address to the Addl. District Magistrate (Social Welfare) Dakshin Dinajpur and shall be dropped in drop box kept in the chamber of the District Social Welfare Officer Dakshin Dinajpur. Last date of submission of tender along with sample has been fixed on 31.10.2018 from 11pm to 02.00 p.m. and tender will be opened at 03.00 p.m. on the same date in presence of the agencies or their authorized representatives at the chamber of Addl. District Magistrate (SW), Dakshin Dinajpur.
5. The entire work will be executed under the supervision to the Addl. District Magistrate (Social Welfare), Dakshin Dinajpur.

Terms & Condition:-

1. The rates should be quoted for the item as per specification mentioned against each in the list both in figure & words simultaneously.
2. Rates quoted anyway other than in the schedule will not be accepted. The rate should be inclusive of all Taxes. Every quotation must contain IT, GST, PT up to-date clearance with
3. Any other information (if required) will be available from the Office of the undersigned.
4. Agency must have the capacity to supply all thematerial within the specified from the issue of supply order.
5. Rate should be offered inclusive of all costs with sample of article.
6. I.T. will be deducted at source as per rule.
7. Considering emergency the work order may be distributed to more than one tendered at the lowest rate, item-wise.

8. This is very urgent as the issue is related to the District Child Protection Unit, D/Dinajpur. Failure of any part of compliance of the order will attract penal measures as per West Bengal Financial Rule.
9. The undersigned shall have the right & discretion to terminate the contract and forfeit the earnest money deposited in the event of any sort of breach of contract.
10. The undersigned reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever.
11. The undersigned also does not bind him to accept the lowest rate tender and shall use discretion in accepting hired than the lowest with a view to ensuring standard quality of articles. It shall be open to the district authority to impose penalty & take other punitive steps, as deemed fit, for violation of above terms & condition.



**Addl. District Magistrate (S.W)
Dakshin Dinajpur.**

NIQ No. 160⁽¹⁶⁾ /DCPU/DD

Date :- 12.10.2018.

Copy forwarded for kind information and for taking necessary action and for wide publicity to:

- 1-2. The Sub-Divisional Officer, Balurghat / Gangarampur at Buniadpur.
3. The Secretary, Dakshin Dinajpur Zila Parishad.
- 4-11. The Block Development Officer, Hili / Balurghat/ Kumarganj / Tapan, Gangarampur/ Banshihari / Kushmandi/ Harirampur.
12. The N.I.C.O, D/Dinajpur. (You are also requested to uploading notice in the D/Dinajpur website)
13. C.A. to D.M., D/Dinajpur.
14. C.A. to Addl. Dist. Magistrate (G), D/Dinajpur.
15. C.A. to Addl. Dist. Magistrate (S.W), D/Dinajpur.
16. The Notice Board.



**Addl. District Magistrate (S.W)
Dakshin Dinajpur.**

To
The Addl. District Magistrate (SW)
Dakshin Dinajpur

Sub. - Submission of Quotation.

Ref. - Memo No. - _____ Date - _____

Sir,

With above reference I furnish my particulars as below :-

1. Name -
2. Address -
3. Ph. No.- _____ Email ID. - _____
4. IT Clearance (Up to date with documents)
5. GST Return (Up to date)
6. PT Clearance (up to date with documents)
7. Trade License (with documents)
8. PAN No. - (with documents)
9. Rate :-

<u>Items</u>	<u>Rate per piece in figure & Words</u>
1. Plastic Folder (Good Quality)	Do
2. Ball Pen (Linc)	Do
3. Writing Pad (Good Quality)	Do

Place - _____

Date - _____

Full Signature of the Quotationer