

Government of West Bengal
OFFICE OF THE DISTRICT PANCHAYAT & RURAL DEVELOPMENT OFFICER, COOCH BEHAR
(Panchayat & Rural Development Section)

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
Phone: (03582) 2227110 # Fax: (03582) 2227110 # e-mail: dprdo110mpr@gmail.com, dprdo-cbr@nic.in

NIT No: 01/2019-20/DPTRC

Dated: 13.06.2019

NOTICE INVITING TENDER

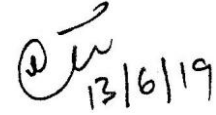
Sealed tenders are invited from bona fide & resourceful suppliers/agencies having experience of supplying bags & stationery articles etc at Govt./ Semi Govt. offices/ Govt. aided institutions/ PSUs/ Corporations during last three financial years for supplying following items at District Panchayat Training & Resource Centre (DPTRC), Cooch Behar:

SI No	Items to be supplied	Specification	Quantity
1.	Note book with spiral binding containing 90-100(Single Ruled) pages	Size-14.8cmX21cm, Paper quality-60 GSM	700 pcs.
2.	Good quality ball pen (MRP-Rs.10)	Blue ink	700 pcs.
3.	Cotton Side Bag	Size- 40cm X 38cm (Dark Blue Colour) with two zippers	700 pcs.

TERMS & CONDITIONS

- 1) Rates should be provided item wise on per piece basis on the letter head of the concerned agency/ supplier. The following phrase should be subscribed on the envelope: "NIT No..... Date..... Tender for supplying bags & stationery articles at DPTRC, Cooch Behar" and should be addressed to the District Panchayat & Rural Development Officer, Cooch Behar. Sealed envelopes should be dropped in a drop box kept at the office of the District Panchayat & Rural Development Officer, Cooch Behar, Address-Sagar Dighi Complex, Cooch Behar, Dist.-Cooch Behar, Pin-736101, West Bengal.
- 2) Last date of submission of tender is 21.06.2019 up to 2 P.M. Tender will be opened on the same day at 3 P.M. at the office chamber of the DP&RDO, Cooch Behar. Materials shall have to be supplied within 3 (three) days of receipt of the supply order.
- 3) A sample of each of the items shall have to be produced at the time of opening of the tender by the concerned agency or his /her authorised representative.
- 4) Tendered rates should be inclusive of all applicable taxes, carrying cost up to DPTRC, Cooch Behar & any other incidental charges.
- 5) Tender document shall be accompanied by up to date self attested copies of Trade License, P.Tax Challan, GST Registration Certificate, PAN card & IT Return.
- 6) Earnest money deposit @2% of the total tender amount must be submitted in original with the tender document in the form of Demand Draft of any Nationalized /Scheduled Bank of India in favour "M/S STARPARD A/C DTC COOCHBEHAR DISTRICT" payable at Cooch Behar. Without Earnest Money Deposit (EMD) no tender will be accepted by the undersigned.
- 7) The undersigned reserves every right to cancel /modify the tender, if necessary, without assigning any reason what so ever.

- 8) The payment of bill will be made as per availability of fund on satisfactory supply of required articles as per specification described in the supply order.
- 9) Deduction of TDS/GST and other taxes shall be applicable as per existing rules.
- 10) For any further clarification/queries, office of the undersigned may be contacted during working hours.


13/6/19

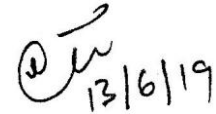
District Panchayat & Rural Development Officer
Cooch Behar

Memo No.: PRD/406(7)/DPTRC

Date: 13.06.2019

Copy forwarded for information & necessary action to:

1. The District Magistrate, Cooch Behar.
2. The Additional Executive Officer, Cooch Behar Zilla Parishad.
3. The Sub Divisional Officer, Cooch Behar Sadar.
4. The DIO NIC, Cooch Behar with a request to upload the Tender Notice in District website.
5. The District Information & Cultural Officer, Cooch Behar.
6. The Principal, ETC, Cooch Behar.
7. Office Notice Board.


13/6/19

District Panchayat & Rural Development Officer
Cooch Behar