

7/8/19

Government of West Bengal  
Office of the District Panchayat & Rural Development Officer  
**Purulia**

*Notice Inviting Tender No. 02/19-20 dt- 7/08/19*

Scaled Tenders are invited from intending bonafide Suppliers for Bag with Writing Pad and Pen for the GPDP(2020-21) Workshop. The suppliers are requested to quote their rates as per the enclosed schedule in their own letter head and rates should be quoted both in figures & words per unit.

List of Items for the Workshop of GPDP(2020-21), Purulia

SL. No.	Name of Item	Description of Item	Amount	Quantities Required
1	Bag with inscription of GPDP (2020-21) Workshop, Venue: Rabindra Bhawan, Purulia, P&RD Section, Purulia	Laptop Bag: 15.6" back pack, Black colour. Dimensions: 31 cms X 17.5cms X 47 cms, with water proof, Material: Polyster	Rs. 500/- (Five Hundred only per piece)	700 Nos. (Seven hundred only)
2	Writing Pad	Spiral Binding	Rs.-40/- (Forty, per piece)	700 Nos. (Seven hundred only)
3	Pen	Dot pen	Rs.-10/- (Ten, per piece)	700 Nos. (Seven hundred only)

**Note:**

- A) Sample of bag should be submitted along with tender before or on the day of opening of the tender separately at the receive section.
- B) The material used for front, back & gusset along with other items like fabric, chain, buckle loops, good stitching, straps, piping, padding, zipper, handle, sewing thread etc. should be of superior quality.

1. Tenders are to be dropped into a Box to be kept in the office chamber of DP&RDO, Purulia from 07.08.2019 to 13.08.2019 up to 2.00 P.M. Date of opening of Tenders on 13.08.2019 at 02.30 P.M. at the Office Chamber of the undersigned. Tenderers or their authorized representatives are requested to remain present at the time of opening.
  2. The undersigned reserves the right of accept or reject any or all the tenders without assigning any reasons whatsoever. The undersigned does not bind himself to accept the lowest quoted rate and shall use discretion to accept rates higher than the lowest to ensure standard quality of the article to be supplied in order to meet the urgent need.
  3. The firm(s) whose rate(s) shall be accepted will have to complete the said delivery of items within a period of three days/date specified in the supply order failing which his order will be treated as cancelled and the undersigned will be liberty to issue supply order to a firm or supplier not offering the lowest rate to meet exigency.
  4. Rates should be quoted inclusive all of taxes & delivery.
  5. Intending tenderers should produce credentials for same nature of works in Govt. sector during last 2 (Two) years prior to the date of issue of the tender notice.
  6. The tenderer will have to submit the following documents along with the quotation:
    - I. Self attested photocopy of valid GST registration certificate.
    - II. Self attested photocopy of valid trade licence.
    - III. Self attested photocopy of PAN Card.
    - IV. Up-to- date IT Returns.
- Tenders received without the above mentioned documents will be summarily rejected.
7. Payment will be made after supplying all the items in the "Supply Order". No payment will be made for partial /incomplete supply of items.
  8. If the lowest quotationers fail to supply the items within the stipulated time the "supply Order" will be issued to the next lowest bidder and difference will be realized from the first (lowest) bidder.

9. All payments will be made in account payee cheque/direct bank transfer only. Deduction will be made from the final bill as per existing Govt. rules and regulations.
10. If after opening of tender or at a later stage it is found that the items do not confirm to the specifications, the tender /supply order will summarily cancelled and no payment will be made in such cases. If such discrepancies are noted after payment, the vendor/supplier will be bound to return the full amount within 7(Seven) days of cancellation of the supply order.
11. Submission of tender will imply the tenderer will abide by terms and conditions of this "Notice Inviting Tender".
12. In case of any dispute, decision of the Competent Authority will be final and bounding to all.
13. The Competent Authority reserved the right to cancel /change/modify this notice completely or partially without giving notice to any body.

  
District Panchayat & Rural Development Officer  
Purulia.

Memo No. 1016 /GP

Date: 06/08/2019

Copy forwarded for information to:

1. The AEO(ZP), Purulia
2. The ADM(Dev.), Purulia
3. The S.D.O. All
4. The NDC, Purulia
5. The DIO, NIC Purulia for uploading in official website of Purulia District.
6. C.A. to the District Magistrate, Purulia
7. Office Notice Board.

  
District Panchayat & Rural Development Officer  
Purulia.