

**Government of West Bengal**  
**Office of the District Magistrate & DEO, Malda**  
**Gram Unnayan Bhawan, 2<sup>nd</sup> Floor, Malda**  
**(Material Cell)**

NIQ No.: 82 / Material Cell/Elec-19


Dated: 02.04.19

Short Rate Quotations [Excluding GST] are hereby invited from the bonafide Firms / Suppliers / Contractors / Bidders for printing and supply of different type of Stationery and Material in connection with Forthcoming General Loksabha Election-2019 on behalf of the District Magistrate & District Election Officer, Malda. at the Date & Time specified below with following Terms and Conditions for the following items.

Sl No	Name of Item	Specification	Unit	Quoted Rate / unit
1	Pigeon Hole Tray	Plastic made, transparent size: 18" X 12" X 5" [LXBXH] Size of each Pigeon Hole 6" X 4"	No	
2	Plastic Packet	With Zipper, White transparent, at least above 40 micron, Size: 20cm X 15cm	No	
3	Plastic Packet	With Zipper, White transparent, at least above 40 micron, Size: 25cm X 20cm	No	
4	Plastic Packet	With Zipper, White transparent, at least above 40 micron, Size: 30cm X 22cm	No	
5	Container	Plastic made, transparent size: 8" X 6" X 4" [LXBXH]	No	
6	Torch	LED, Re-chargeable, Best Quality, Non Chinese	No	
7	Cap	White Color Engraved "May I Help You"	No	

**Terms & Conditions:**

1. The Rate Quotation will be deposited at his / her own letter pad at the above mentioned office address on 04.04.19 within 2.00pm with the following documents. In absence of any document the quotation will be treated as cancelled.  
Xerox copy of Trade License [upto date], P.Tax Challan, GST Registration Number, PAN Card & last year I.Tax Challan
2. The submitted quoted rate will be opened on the same day i.e. on 05.04.19 at 3.00pm at the chamber of the undersigned.
3. Only one representative of each Bidder shall be allowed to attend at the time of opening the quotation subject to presentation of authorization letter from the Bidder.
4. The undersigned reserves the right to engage more than one supplier to supply or printing work at the accepted rate, if it seems that lowest bidder is not in a position to carry out full task within the stipulated time.
5. The agency shall be responsible to supply the Stationery & Material as per specification. In case of any discrepancy/negligence, legal action shall be taken against the agency.
6. The undersigned reserves the right to accept or reject any tender or reject all the tenders without assigning any reason thereof.
7. If the Bidder needs any additional information and clarification apart from information lay in notice, he may ask the same to the O/c Material, Malda.


  
Additional District Magistrate &  
ADM In-charge Material Cell  
Malda

Dated: 02.04.19

NIQ No.: 82 / 1(6)/Material Cell/Elec-19

Copy for information given to:

1. The DIO, NIC is requested to upload the NIQ at [www.malda.gov.in](http://www.malda.gov.in)
2. The NDC, Malda.
3. The O/c Election, Malda for your kind perusal.
4. CA to DM&DEO, Malda
5. CA to ADM (Election), Malda.
6. Notice Board

  
Additional District Magistrate &  
ADM In-charge Material Cell  
Malda