

**Government of West Bengal**  
**Office of the District Magistrate & Collector, Malda**  
**(Forms & Stationery Section)**

Email :

Website:: www.malda.gov.in

NleT No. \_\_\_\_\_/F&S

Mobile no- 7719360717  
Sri, Khurshid Alam WBCS (Exc)

**Notice inviting e- Tender**

Dated - 30.11.21

The e-Tender is hereby invited from bonafide Forms/Printing press/stationery articles suppliers and experienced agencies with previous supply related credentials for supplying the forms, Register and stationery articles and other specification as noted against each articles/item for the year 2021-2022.

**Terms & Couditions**

- 1 Intending agencies shall have to submit rate for the above items separately which must Not be higher than the estimated price as per BOQ of e-tender Tenders should be accompany necessary papers in support of credential experience of previous supply GST registration last 3 years Financial Turn over and Last 3 years IT certificate.
  - 2 The agency must have experience of supply of related items which should be the minimum amount of Rs. 1,00,000/- in a single order
  - 3 Each Tender should accompany earnest money amounting Rs. 20,000/- in from of Net banking/NEFT through e-Tender portal of government of west Bengal (<https://wbtenders.gov.in>).
  - 4 Conditional Tenders will be rejected.
  - 5 IT will be deducted from the net bill amount
  - 6 Technical bid and financial bid duly digitally signed by bidder shall be submitted in technical and financial proposal concurrently within stipulated date and time though the website <https://wbtenders.gov.in>
  - 7 Tender will be opened in presence of applicant who may like to be present at that time.
  - 8 Undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
  - 9 The successful participants will have to enter into an agreement to be furnished in a non-judicial stamp worth Rs.50/- (Rupees fifty) only regarding terms and condition for supplying forms register & stationery articles.
  - 10 The rate quoted should remain valid for financial year 2021-2022 & likely to be extended for a further period of time if authority so desires.
  - 11 Sample of non-branded stationery articles & paper for printing of forms are to be shown in the forms & stationery section before of submission of tender.
  - 12 In case of stationary forms & registers supply should be completed within the scheduled time as will be noted in supply order.
  - 13 The price rate quoted in the list of the articles shall be inclusive of all charges including delivery at the office of the district magistrate malda.
  - 14 Detailed information will be available on the office of the forms & stationery section on any working day upto 13/12/2021 at 11.00 a.m. to 2.00 p.m.
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|--|------------------------------------|
| <b>Last date and time of submission of e-Tender</b>        | <b>:: 13/12/2021 at 5.00 pm</b>    |
| <b>Date and time of opening of e-Tender(Technical bid)</b> | <b>:: 15/12/2021 at 5.00 pm</b>    |
| <b>Date and time of opening of e-Tender(financial bid)</b> | <b>:: 16/12/2021 at 12.00 Noon</b> |

Acceptance of lowest rate is not obligatory and the undersigned reserves the right to accept or reject aly or all the quotations Without assigning any reason thereof

Additional District Magistrate(G)  
Malda

Dated - 30.11.21

Memo No. 87 (48)1/F & S

Copy forwarded for information with request to arrange for wide publicity to:-

1. The divisional railway manager , Malda
2. The superintendent of police ,malda.
3. The superintendent of post offices, malda HPO, malda
4. The SDO sadar , malda.
5. The SDO chanchal malda.
6. The secretary malda zilla parishad.
7. The district information officer NIC malda with a request to publish in the district website
8. the NDC malda collectorate
9. The BDO..... (all), malda.
10. The Executive officer English bazaar municipality.
11. The district information & culture officer malda.
12. Officer notice board of this office.

Additional District Magistrate(G)  
Malda