

**Office of the
Superintendent of Police
Uttar Dinajpur**

TENDER NOTICE

Annual sealed Tender are invited on behalf of the Government of West Bengal by the Superintendent of Police, Uttar Dinajpur from bonafied manufacturers/ suppliers/ authorised firms/ authorized dealers/ Government contractors/ tenderers/Government undertakings/Co-operative societies having Registered Trade License for purchase/ supply/ job works of Furniture/ Stationary Articles/Computer Peripherals / Miscellaneous Articles/Printing of Government Forms & Registers for the use of the office of the undersigned for the financial year 2018-2019.This tender will remain valid up to July 2019.The terms of contract will be effected from the date of acceptance of this Tender & shall remain in force till the acceptance of the subsequent annual tender.

The tender papers should be super scribed as **“SUPPLY OF TENDER ARTICLES FOR THE YEAR 2018-2019”** in sealed cover. The Rate of each Item should be furnished item wise on the schedule available from the office of the undersigned. **The quoted rate should not be applicable as “MRP” but the rate should be quoted specifically which should not exceed “MRP”**.Trade Mark/Brand should be mentioned on each of the items . The tender should be dropped on 23-04-2018 before 12.30 hrs. which will be opened on 23-04-2018 at 16.30 hrs. at the office chamber of the undersigned. The Tender should be submitted in the earmarked tender box mentioning the schedule on the sealed cover, kept at the office of the Superintendent of Police, Uttar Dinajpur. The tenderers may remain present at the time of opening of Tender.

The undersigned preserves the sole right to accept or cancel any/part/whole of the Tender without showing reason thereof.

The schedule should be obtained from the office of the undersigned on payment through Treasury Challan on 16-04-2018 within 12.30 P.M. to 3.30 P.M. If the office remains closed for any unavoidable reasons on the dates fixed for supply of Schedule or dropping of Tender, next working day shall be treated for supply of schedule or dropping of tender.

The Head and Number of Schedules of Tender Articles are mentioned below:

Schedule No.	Name of Schedule of Tender Articles	Cost of Schedule	Earnest/Security money
01	Purchase of Steel/wooden Furniture & Other Articles/Stationery Articles/Printing of Govt. Forms/Registers/Computer Peripherals/Miscellaneous Articles.	Rs.500/-	Rs. 25,000/-

An earnest money for each Schedule of Tender Articles should be furnished in the shape of Bank Draft/National Savings Certificate/Demand Draft along with the Tender papers, otherwise the Tender will be treated as rejected as per tender rule.

Original Clearance Certificates of Professional Tax ,GST, Trade License and other taxes having validity up to the date of submission of Tender should invariably be furnished at the time of purchase of Schedule ,failing which the Schedule will not be supplied. Attested photocopy of the above certificates shall have to be furnished along with tender papers otherwise their tender will not be entertained Photocopy of PAN card should be invariably submitted at the time of purchase of Schedule.

In case of expiry of Trade License during the period of 2018-2019, the renewed copy of the same should be produced at the time of supply of materials.

The successful Tenders shall have to complete delivery of the articles within 07(seven) days from the date of receipt of supply order, failing which the security deposit will be liable to be forfeited to Government and the suppliers concerned will not be considered for further supply whatsoever in future and legal action will be initiated.

Corrections/overwriting of/on the schedule, if any, should be authenticated by the full signature of the Tenderer.

Rights of acceptance of the Tender will rest with the undersigned that also reserves the right to reject or review or divide amongst the Tenderers without assigning any reasons thereto.

Sample of each item shall have to be produced by the Tenderers at the time of selection of agency and articles.

The payment will be made on receipt of satisfactory supply of the same. No sub-standard quality of supply will be accepted in any condition and if found any sub-standard quality of supply the same should be dismantled forth with in his own cost.

No carrying charge and packing charge will be entertained.

The undersigned reserves the right to cancel or reject in any work orders prior to delivery.

Any clarification required in the regard to this tender notice may be obtained from the office of the undersigned.

Superintendent of Police
Uttar Dinajpur