

# SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpara, Siliguri

Notice Inviting Quotation  
Quotation No. .11./ SMP of 2021-22

Sealed Tender for furnishing rates are hereby invited from the bonafied suppliers and Agencies for supply of **Stationery Materials & Computer Cartridge** for the office of Siliguri Mahakuma Parishad for tenure of 1(one) year 2022-23. The sealed quotation should be submitted to this office on the working days during office hours as per the schedule mentioned below:-

Start for submission of sealed quotation	11.02.2022
Closing date of submission sealed quotation	24.02.2022 up to 3.00 P.M
Date of opening of Sealed Tender Box	24.02.2022
Place where the tender box kept	In front of the 1 <sup>st</sup> floor meeting Hall

Interested suppliers/Agencies shall submit copies of their Pan Card, I.T. Return(Assessment year 2019-20, 2020-21), GSTIN(15 Digit No.), Trade Licence, Professional Tax Clearance Certificate etc. and an Earnest Money of Rs. 2000.00(Two Thousand) only in the form of Demand Draft in favour of Siliguri Mahakuma Parishad. The rate should be quoted in rupees against each item(whichever applicable) in clear, unambiguous terms both in figure and in words. List of Stationery Materials and a particular format for quotation will be available in the office Website or in SMP receiving section .

#### Terms & condition:-

1. The quoted rate should be inclusive of transportation cost to Siliguri Mahakuma Parishad Administrative Building.
2. Successful Agency(ies) may have to produce originals of their GSTIN, P.T Clearance for verification before issue of engagement order(s).
3. Interested suppliers should be ready at call to deposit with this office refundable sample of stationery Materials(whatever sought for) when called for producing the same sample deposited will be non refundable.
4. Earnest Money in the form of demand draft should post dated from the date of issue of this tender notice.
5. The stationery materials shall have to be supplied to the office of Siliguri Mahakuma Parishad on the supplier's own cost in good condition.
6. The Stationery Materials may be returned, if the supplied Materials are found to be damaged/defective or of below quality.
7. The undersigned reserved every right to accept or reject any tender without assigning any reason whatever.
8. The materials should be supplied within the stipulated date. Failing which penalty @1% of quoted amount will be imposed.

Memo No. 136/1(9)...../VI-6/SMP

  
District Engineer  
Siliguri Mahakuma Parishad

Date..!!...../02/2022

1. The Executive Officer, Siliguri Mahakuma Parishad
2. The Addl. Executive Officer, Siliguri Mahakuma Parishad
3. The Secretary, Siliguri Mahakuma Parishad
4. The FC& CAO, Siliguri Mahakuma Parishad
5. The Sub-Divisional Officer, Siliguri, with a request to circulate in the notice board
6. The SDICO, with request to publish in one Daily News paper on 12.02.2020
7. The ADS, Siliguri Mahakuma Parishad
8. The PA&AO, Siliguri Mahakuma Parishad
9. Sahaj Tathya Mitra Kendra, Siliguri Mahakuma Parishad, with a request to circulate in the SMP Website.
10. Office Notice Board

  
District Engineer  
Siliguri Mahakuma Parishad

# SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpara, Siliguri

Notice Inviting Quotation  
Quotation No. .12 / SMP of 2021-22

Sealed Tender for furnishing rates are hereby invited from the bonafied suppliers and Agencies for supply of **Printing Materials** for the office of Siliguri Mahakuma Parishad for tenure of 1(one) year 2022-23. The sealed quotation should be submitted to this office on the working days during office hours as per the schedule mentioned below:-

Start for submission of sealed quotation	11.02.2022
Closing date of submission sealed quotation	24.02.2022 up to 3.00 P.M
Date of opening of Sealed Tender Box	24.02.2022
Place where the tender box kept	In front of the 1 <sup>st</sup> floor meeting Hall

Interested suppliers/Agencies shall submit copies of their Pan Card, I.T. Return(Assessment year 2019-20, 2020-21), GSTIN(15 Digit No.), Trade Licence, Professional Tax Clearance Certificate etc. and an Earnest Money of Rs. 2000.00(Two Thousand) only in the form of Demand Draft in favour of Siliguri Mahakuma Parishad. The rate should be quoted in rupees against each items(whichever applicable) in clear, unambiguous terms both in figure and in words. List of printing items and a particular format for quotation will be available in the office Website or in SMP receiving section .

#### Terms & condition:-

1. The quoted rate should be inclusive of transportation cost to Siliguri Mahakuma Parishad Administrative Building.
2. Successful Agency(ies) may have to produce originals of their GSTIN, P.T Clearance for verification before issue of engagement order(s).
3. Interested suppliers should be ready at call to deposit with this office refundable sample of stationery Materials(whatever sought for) when called for producing the same sample deposited will be non refundable.
4. Earnest Money in the form of demand draft should post dated from the date of issue of this tender notice.
5. The stationery materials shall have to be supplied to the office of Siliguri Mahakuma Parishad on the supplier's own cost in good condition.
6. The Stationery Materials may be returned, if the supplied Materials are found to be damaged/defective or of below quality.
7. The undersigned reserved every right to accept or reject any tender without assigning any reason whatever.
8. The materials should be supplied within the stipulated date. Failing which penalty @1% of quoted amount will be imposed.

District Engineer

Siliguri Mahakuma Parishad

Memo No. ....135/1(9)...../VI-6/SMP

Date...11...../02/2022

1. The Executive Officer, Siliguri Mahakuma Parishad
2. The Addl. Executive Officer, Siliguri Mahakuma Parishad
3. The Secretary, Siliguri Mahakuma Parishad
4. The FC& CAO, Siliguri Mahakuma Parishad
5. The Sub-Divisional, Siliguri, with a request to circulate in the notice board
6. The SDICO, with request to publish in one Daily News paper on 12.02.20200
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9. Sahaj Tathya Mitra Kendra, Siliguri Mahakuma Parishad, with a request to circulate in the SMP Website.
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District Engineer

Siliguri Mahakuma Parishad