

# SILIGURI MAHAKUMA PARISHAD

Hare Mukharjee Road:: Hakimpara  
Siliguri

## NOTICE INVITING QUOTATION

N.I.Q. NO. ...22.../SMP OF 2022-23 DATE ...21.../02/2023

Sealed Tender for furnishing rates are hereby invited from the bonafied suppliers and Agencies for supply of **Office Stationery Materials & Computer cartridge** for the office of Siliguri Mahakuma Parishad for tenure of 1(one) year 2023-24. The sealed quotation should be dropped into the sealed Tender Box which shall be remaining open during office hours as per the schedule mentioned below.

Start date of submission of sealed quotation	22/02/2023 (During Office Hrs)
Closing date of submission sealed quotation	15/03/2023
Date of opening of Sealed Tender Box	16/03/2023
Place where the sealed Tender Box kept	In the Chamber of District Engineer

Interested suppliers/Agencies shall submit copies of their Pan Card, I.T. Return (Assessment Year 2021-22), GSTIN(15 Digit no.), upto date Trade Certificate, 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 of item(whichever applicable) in clear, unambiguous terms both in figure and in words. **List of stationery materials and a prescribed format for quotation shall be available in the office Website or in SMP receiving section.**

### Terms & Condition:-

1. The quoted rate against the Stationery materials should be inclusive all taxes.
2. Successful agency(ies) may have to produce originals of their documents for verification before issue of engagement order(s).
3. Interested suppliers should be taken the exact concept of the sample of office stationery materials kept in the office receiving section before submitting the tender bid. The prescribed quality for the same must to be maintained the successful bidder thereof.
4. Earnest Money in the form of demand draft should to be drowned in favour of Siliguri Mahakuma Parishad 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 items are found to be damaged/defected or low 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.

District Engineer  
Siliguri Mahakuma Parishad

Memo No. 292/1(13) VI-6/SMP

Date. 21/02/2022

### Copy forwarded for information:

1. The Sabhdhipati, Siliguri Mahakuma Parishad
2. The Sahakari Sabhadhipati, Siliguri Mahakuma Parishad
3. The Karmadhyaksha, Puroto Karya Janashathya-O- Paribahan Sthayee Samity, SMP
4. The Karmadhyaksha, Sikhsa sanskriti -O- Krira Sthayee Samiti, SMP
5. The Addl. Executive Officer, Siliguri Mahakuma Parishad
6. The Secretary, Siliguri Mahakuma Parishad
7. The FC&CAO, Siliguri Mahakuma Parishad
8. The ADS, Siliguri Mahakuma Parishad
9. The O.S, Siliguri Mahakuma Parishad
10. The H.A, Siliguri Mahakuma Parishad
11. Sahaj Tathya Mitra Kendra, SMP with a request to circulate in the SMP Website
12. Office Board, SMP
13. File Copy

District Engineer  
Siliguri Mahakuma Parishad

# SILIGURI MAHAKUMA PARISHAD

Hare Mukharjee Road:: Hakimpara  
Siliguri

NOTICE INVITING QUOTATION  
N.I.Q. NO. 22/DE/SMP OF 2022-23 DATE 21/02/2023

Sealed Tender for furnishing rates are hereby invited from the bonafied suppliers and Agencies for supply of **Office Printing Materials** for the office of Siliguri Mahakuma Parishad for tenure of 1(one) year 2023-24. The sealed quotation should be dropped into the sealed Tender Box which shall be remaining open during office hours as per the schedule mentioned below.

Start date of submission of sealed quotation	22/02/2023 (During Office Hrs)
Closing date of submission sealed quotation	15/03/2023
Date of opening of Sealed Tender Box	16/03/2023
Place where the sealed Tender Box kept	In the Chamber of District Engineer

Interested suppliers/Agencies shall submit copies of their Pan Card, I.T. Return (Assessment Year 2021-22), GSTIN(15 Digit no.), upto date Trade Certificate, 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 of item(whichever applicable) in clear, unambiguous terms both in figure and in words. List of Printing materials and a prescribed format for quotation will be available in the office Website or in SMP receiving section.

#### Terms & Condition:-

1. The quoted rate against the printing materials should be inclusive all taxes.
2. Successful agency(ies) may have to produce originals of their documents for verification before issue of engagement order(s).
3. Interested suppliers should be taken the exact concept of the sample of office printing materials(size, paper quality, different type of register size) etc. kept in the office receiving section before submitting the tender bid. The prescribed quality for the same must to be maintained the successful bidder thereof.
4. Earnest Money in the form of demand draft should to be drowned in favour of Siliguri Mahakuma Parishad from the date of issue of this tender notice.
5. The Printing materials shall have to be supplied to the office of Siliguri Mahakuma Parishad on the supplier's own cost in good condition.
6. The Materials may be returned if the supplied items are found to be damaged/defected or low 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.

District Engineer  
Siliguri Mahakuma Parishad

Memo No. 292/1/15 VI-6/SMP

Date. 21/02/2022

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