

SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpara,
Siliguri

NOTICE INVITING QUOTATION

QUOTATION NO.....06...../SMP Dated...05.../...01.../2021

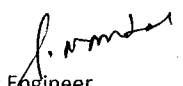
Sealed Tender for furnishing rates are hereby invited from the bonafide Suppliers and Agencies for supply of Printing Materials for the office of Siliguri Mahakuma Parishad for tenure of one year. The Sealed quotation should be submitted to this office on the working days during office hours as per the schedule mentioned below.

Start for Submission of sealed quotation : 06.01.2021(during office hrs.)
Closing date for submission to sealed quotation : 15.01.2021 up to 2.30 P.M.
Date of opening of the sealed tender box : 18.01.2021 at 2.00 P.M.
Place where the Tender Box kept : In the Corridor of Engineer Section, SMP
Place for opening of tender : In the 1st floor of Meeting Hall, SMP

Interested supplier /Agencies shall submit copies of their Pan Card, I.T. Return(Assessment Year 2019-20/2020-21), GSTIN(15 digit no.) if applicable, Trade License, Professional Tax Clearance Certificate etc. and on Earnest Money of Rs.2000/-(Rupees 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.

Term & condition:-

1. The rate should be quoted in Annexure – I(enclosed with this notice) and the quoted rate should be inclusive of transportation cost to Siliguri Mahakuma Parishad Administrative Building.
2. Successful Agency(ies) may have to produce original paper in support of their eligibility for verification before issue of engagement order(s).
3. Interested supplier should have its office/place of business within 8 K.M of Siliguri Mahakuma Parishad
4. Earnest Money in the form of demand draft should post dated 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 Printing Materials may be returned, if that are found to be damaged/defective or of below quality.
7. The undersigned reserves every right to accept or reject any tender without assigning any reason what ever.
8. The materials should be supplied within the stipulated date. Failing which penalty @1% of quoted amount will be imposed.

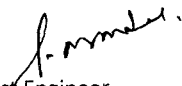

District Engineer
Siliguri Mahakuma Parishad

Memo No.....17/1(10)...../SMP

Date...05...01...2021

Copy forwarded for information to :

1. The Executive Officer, Siliguri Mahakuma Parishad & District Magistrate, Darjeeling
2. The Addl. Executive Officer, Siliguri Mahakuma Parishad
3. The Secretary, Siliguri Mahakuma Parishad
4. The Executive Engineer, Siliguri Mahakuma Parishad
5. The F.C.&C.A.O, Siliguri Mahakuma Parishad
6. The Sub-Divisional Officer, Siliguri, with a request to circulate in the notice board
7. The Assistant Engineer, Siliguri Mahakuma Parishad
8. The ADS, Siliguri Mahakuma Parishad
9. The PAO, Siliguri Mahakuma Parishad
10. Smt. Anghrija Basu Bhattacharya, Sahaj Tathya Mitra Kendra, S.M.P. with a request to circulate in the Siliguri Mahakuma Parishad Website.
11. Office Notice Board.


District Engineer
Siliguri Mahakuma Parishad

LIST OF PRINTING MATERIALS**Annexure - I**

Sl. No.	Items	Unit	Rate
1.	English Letter Pad (Sabhadhipati)	100 page	
2.	Bengali Letter Pad (Sabhadhipati)	100 page	
3.	English (Small) letter Pad (Sabhadhipati)	100 page	
4.	D.O. Pad (Sabhadhipati)	100 page	
5.	Visiting Card (Sabhadhipati)	100 card	
6.	Envelop Small (Sabhadhipati)	100 nos.	
7.	Envelop Large (Sabhadhipati)	100 nos.	
8.	English Letter Pad (Saha Sabhadhipati)	100 page	
9.	Bengali Letter Pad (Saha Sabhadhipati)	100 page	
10.	Hindi Letter Pad (Saha Sabhadhipati)	100 page	
11.	Visiting Card (Saha Sabhadhipati)	100 card	
12.	English Letter Pad (All Karmadhyaksha)	100 page	
13.	Bengali Letter Pad (All Karmadhyaksha)	100 page	
14.	Hindi Letter Pad (All Karmadhyaksha)	100 page	
15.	Office File	No.	
16.	Bill Register (200 page)	200 page	
17.	Schematic Register (200 page)	200 page	
18.	Residential / Income Certificate	100 page	
19.	Register of Letter received (DAK)	200 page	
20.	Register of Letter received (DAK)	200 page	
21.	Bill Form-07 (White)-100 page	100 page	
22.	Bill Form-07 (Yellow)-100 page	100 page	
23.	Bill Form-08 (white)- 100 page	100 page	
24.	Letter Pad (A.E.O.)- 100 pae	100 page	
25.	Debit Voucher (yellow)- 100 page	100 page	
26.	Stationery Stock Register- 200 page	200 page	
27.	Money Register- 200 page	200 page	
28.	Contingent Bill- 100 page	100 page	
29.	Stamp Register - 100 page	100 page	
30.	Note Sheet - 100 page	100 page	
31.	Subsidiary Cash Book- 200 page	200 page	
32.	Comparative Statement- 100 page	100 page	
33.	Letter Pad of S.M.P.- 100 page	100 page	
34.	Appropriation Register- 200 page	200 page	
35.	Bungalow Booking Register- 100 page	100 page	
36.	Cheque Register- 200 page	200 page	
37.	Caste Certificate- 100 page	100 page	
38.	Register of Letter Issued- 200 page	200 page	
39.	P.F. Account Ledger Register	200 page	
40.	T.A. Bill form-	100 page	
41.	Invitation Card- 100 nos	100 page	
42.	Guest House visitors record book	100 page	
43.	Cheque Advise Lists- 100 page	100 page	
44.	Credit Voucher- 100 page	100 page	
45.	Tender Book / Paper	Per book	

Sl. No.	Items	Unit	Rate
55.	Notice Inviting Tender Register	100 page	
56.	Demand & Collection Register	100 page	
57.	Measurement Book Stock/Issue Regd.	100 page	
58.	Caste Certificate (Sabhadhipati)	100 page	
59.	Annual Action Plan	100 page	
60.	Money Receipt Book	100 page	
61.	Visitors Slip	100 page	
62.	Letter Pad - Secretary	100 page	
63.	Letter Pad- District Engineer	100 page	
64.	Letter Pad- Executive Engineer	100 page	
65.	Casual Leave Register	200 page	

Sd/-
District Engineer
Siliguri Mahakuma Parishad