



**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate & District Election Officer, Purba Medinipur**  
**Material Management Cell**  
**Tamralipta, Purba Medinipur**

Memo no. *04/M-Cell/Purba MDN/Elec-2019*

Date . *14/02/2019*

**NOTICE INVITING QUOTATION**

The undersigned is inviting the rates from bonafide agencies /suppliers who are willing to **supply Desktop Computers with UPS, Printers, Cameras etc. on daily basis hiring in connection with the ensuing Lok Sabha General Election – 2019**, to be submitted in sealed envelopes for supply of Desktop Computers with UPS, Printers, Cameras etc. addressed to the District Magistrate and District Election Officer, Purba Medinipur. The list of hardwares with detailed the suppliers must abide by the following terms and conditions :-

1. The intending suppliers must submit their quoted rate the rate (in figures as well as words) in sealed envelope for supply of different hardwares etc. as mentioned in Annexure-I as per the specification and rate quoted given in **column 5 to 7 of the Annexure-I**, along with the photocopy of valid up-to-date clearance of P.Tax, I.tax, GST papers and PAN Card, trade license and credentials of similar works of at least 5 nos. in a financial year and also to deposit bank draft in favour of the District Magistrate and District Election Officer, Purba Medinipur for and amount of Rs. 10000.00 (Rupees ten thousand only) at the office chamber of the **Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad** to a separate box **from 10.00 a.m. on 14.02.2019 upto 3.00 p.m. on 28.02.2019**.
2. The sealed quotation will be opened at 4.00 p.m. at the Office Chamber of Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad on 28.02.2019 in presence of participating agencies or their authorized representative, along with the sample of each item.
3. The bidders should submit credentials at least Rs. 1.5 lakh in a similar nature of job at least one nos. in the last five years.
4. All hardwares etc. should be supplied in accordance with the specification and quantity mentioned in the supply order at the place of supply within 2 (two) days from the date of the issue of supply order or within time-limit as specified in the order. No extension of time will be allowed.
5. The rates quoted shall remain valid till the completion of the entire election process.
6. The authority reserves the right to :- (a) reject the tender or any part thereof without assigning any reasons, (b) issue the supply order to more than one bidder for the same item without assigning any reason, (c) reduce or increase the quantity of articles without assigning any reason whatever.
7. Violation of the above conditions may cause forfeiture of the deposited Earnest money without any further communication to the agency.
8. The sealed quotation must be captioned by head –line **“Quotations for supply of Hardwares etc. on daily basis hiring in connection with Lok Sabha General Election, 2019”** and dropped in the tender box kept in the chamber of the Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad at Purba Medinipur Zilla Parishad Office, 1<sup>st</sup> Floor, Ganapatnagar, Nimgouri, PIN-721648.
9. For any further information, the printing houses/contractors/suppliers may contact Officer-in-Charge, Materials Management Cell, Purba Medinipur during the office hours in any working day in his office chamber, Purba Medinipur Zilla Parishad.

Additional District Magistrate (ZP)  
Purba Medinipur Zilla Parishad

Memo no. 04/1(20)/M-Cell/Purba MDN/Elec-2019

Date : 14/02/2019

Copy for necessary information to :

1. The District Magistrate & District Election Officer, Purba Medinipur,
2. The Superintendent of Police, Purba Medinipur
3. The Additional District Magistrate (Gen./Dev./Try/Land) , Purba Medinipur
4. The SDO (All) , Purba Medinipur
5. The NDC, Purba Medinipur
6. The O/C, Election/Expenditure Monitoring Cell/Nomination Cell/Ballot Paper Cell/ Roll Management Cell/Material Cell, Purba Medinipur
7. The DIO, NIC , Purba Medinipur with a request to upload this notice with annexure in the website of this district.
8. CA to District Magistrate, Purba Medinipur
9. Notice Board.



Additional District Magistrate (ZP)  
Purba Medinipur Zilla Parishad

**Annexure I**  
**LIST OF DIFFERENT HARDWARES RTC.**  
**(DESKTOP COMPUTER WITH UPS, PRINTER, SCANNER ETC.)**

**LIST OF MATERIALS**

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
1	Desktop Computer	Stand alone	@Rs. /Day			
2	Laser Printer	Black & White	@Rs. /Day			
3	Laser Printer	Colour	@Rs. /Day			
4	Cartridge refilling (Laser)	B&W	@Rs. /Toner			
5	Scanner	Flat Bed	@Rs. /Day			
6	Multi Functional Printer	Print, Scan Copy	@Rs. /Day			
7	Digital Camera	Good quality with accessories	@Rs. /Day			
8	Video Camera	With Videographer	@Rs. /Day			
9	Copier (Xerox)	Good quality with accessories	@Rs. /Day			
10	Web Cam	With Technical support, installation, data backup	@Rs. /Day			
11	CCTV	With Technical support, installation, data backup	@Rs. /Day			

**TENDER FORM**

TENDER FORM NO.

Date of Issue :

Tender for supply of stationary articles in connection with the ensuing Parliament General Election – 2019 to be submitted in sealed envelopes for supply of materials addressed to the District Magistrate and District Election Officer, Purba Medinipur.

From .....

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To

The District Magistrate and District Election Officer,  
Purba Medinipur  
West Bengal

- 1) I/We hereby submit sealed tender for supply of rates as quoted in the item-wise annexed sheet.
- 2) I/We have thoroughly examined and understood the terms and conditions and instructions as given in the tender notice and I/We agree to abide by them and accept them in total.

The following copies of documents are enclosed with this tender duly filled in And signed (Tick, as applicable)

- |      |                              |       |      |
|------|------------------------------|-------|------|
| I.   | Income Tax Clearance         | (Yes) | (No) |
| II.  | GST Registration Certificate | (Yes) | (No) |
| III. | Bank Draft for Earnest Money | (Yes) | (No) |
| IV.  | Pan Card                     | (Yes) | (No) |
| V.   | Credentials                  | (Yes) | (No) |
| VI.  | Any other Documents          |       |      |

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Yours faithfully,

***Signature of tenderer along with seal***

**Date :**

**Place :**

Name :.....

Designation :.....

Address:.....

Contact Details .....