



Government of West Bengal

Office of the District Panchayat & Rural Development Officer – Birbhum

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NIT No: 50 / DPRDO/2021-22

Dated: 18 /02/2022

NOTICE INVITING TENDER (1st Call)

Sealed Tenders are invited from bonafide vendors/Manufactures/contractors/suppliers for work of the following matters a per specification below on the term and condition mentioned below: -

Name of the work : Supply of Stationary articles at DPTRC, Md. Bazar , Birbhum.

Reference : Approval of Note Sheet by the Additional District Magistrate(Panchayat) , Dated on 18/02/2022.

Date of the publication of the Notice: 18/02/2022

Venue for the dropping & opening of the tender: -Office of the District Panchayat & Rural Dev. Officer , Birbhum

Date of dropping of tender paper: : 25/02/2022 upto 3 p.m.

Date of opening of the tender: 25/02/2022 at 3.30 p.m.

Sl. No.	Name of Item	Specification
1.	Bed Cover	Cotton made 6 Ft x 7 Ft.
2.	Pillow	Standard Size
3.	Pillow Cover	Cotton made
4.	Mop Set	Good Quality
5.	Vacuum Cleaner	Preferably Ureka Forbes
6.	Plastic Mug	1 lt.
7.	Plastic Bucket	10lt.
8.	Table Cover	Cotton made /Standard Size
9.	Dust Pan	Plastic made
10.	Curtain of Door and Widow for new building	Cotton made
11.	Jhul Jharu	Standard Quality

Terms & Conditions:

- 1) Applications for the tenders' documents should be done in their own letter within the date mentioned above.
- 2) Separate rate for each of above-mentioned articles should invariably and clearly be mentioned in the letter head paper duly signed by the tenderer.
- 3) The rate must be quoted in terms of figure and words neatly and correctly in English including all charges.
- 4) Similar credential documents are to be attached.
- 5) **Other services and installation related this are to be borne by the tenderer within the rate.**
- 6) The tenderer must submit their full postal address with contact number with the tender.
- 7) The tender will be opened, on the date and time as mentioned, Office of the District Panchayat & Rural Dev. Officer Birbhum and at that time supplier /their representatives themselves may remain present.
- 8) Prior to acceptance of the tender, the undersigned reserves the right to call for sample or demonstration and the tenderer shall be liable to give the demonstration free of cost.
- 9) In the event of acceptance of the tender and placing of the order would be subjected to inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to approved sample or do not confirm with the specification prescribed.
- 10) Selection will be made on the basis of the total price.

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- 11) The undersigned reserves the right to accept or reject any tender assigning any reasons whatsoever and not bound to accept the lowest rate, stating the reasons thereof.
- 12) The total unit / Quantity may vary as per the requirement.
- 13) The work must be started as early as possible from the date of the receiving the work order.
- 14) Any damaged or deformed articles will not be entertained. If any damaged / deformed articles found, replacement with the new fresh one is to be done at that time of execution.
- 15) The works are to be done at the site as specified.
- 16) The quotationer shall submit duly PAN Card, Premium Certificate, Trade License issued by municipality with acknowledgement receipt for the year 2020-21, GST registration certificate, MSME certificate (As an added advantage).
- 17) The Tenderer may submit the tender either physically or through the mail ID : dprdobirbhum05@gmail.com as per the time schedule.

AM 18/2/2022
District Panchayats
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Rural Development Officer, Birbhum

Memo No : 130 (5) /DP&RDO

Date. 18 /02/2022

Copy forwarded for information & with a request to display in the Notice Board to:

- 1) The Additional District Magistrate, (Panchayat) Birbhum.
- 2) The Deputy DP&RDO/PDO/HC/Cashier/ADTC of the office of the DP&RDO to remain present on the date of opening and placement before the undersigned.
- 3) The DEO(Training), STARDARD Birbhum, with a request for wide publicity.
- 4) Notice Board of this office.
- 5) The Office copy file.

AM 18/2/2022
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Rural Development Officer, Birbhum