

Government of West Bengal
Home Department
Election Branch
21, N.S. Road, Kolkata-700001

No : **7522 – Home (Elec)**
R-1E-23/2014

Date : **22.12.2014**

Notice Inviting Quotations (NIQ)

Sealed quotations are invited for item wise rates noted below from reputed, bona fide entities for supply of stationary articles at this office as per schedules given below for the year 2014-2015. Rates for each item shall be quoted on plain paper in letter head format in both figures and words.

Serial Number	Name of the tender/item	Quantity required	Specification	Earnest Money
1	TR Form-26	1000	40 GSM	Rs 500/-
2	Input Statement A	1000	40 GSM	
3	Bill Extract	1000	40 GSM	
4	Cash/Cheque Book	1000	40 GSM	

Time-Schedule:

Date of release of the NIQ in the website of Chief Electoral Officer, West Bengal and Office Notice Board	Last date & time of submission	Date and time of opening
22.12.2014	12.01.2015	12.01.2015
	2 p.m.	3 p.m.

Terms and Quotations:

1. Supply of items shall have to be made at this office in good condition as per sample and specification within seven (7) days from the date of issue of the supply order.
2. The intending agencies will be required to produce samples as per specifications along with quotations in sealed condition. Samples will be returned to the participants whose rates will not be accepted.
3. The entity shall mention the following at the time of quoting the rates on his application:
 - a. Income Tax Reference (if any)/PAN No
 - b. Sales Tax/VAT Registration No
 - c. Professional Tax Registration No
 - d. Trade License No

- e. Co-operative Registration No (for Co-operative Societies)
 - f. C & SSI Registration No (for C & SSI units)
4. Self-attested copies of the up-to-date IT/VAT/Professional tax clearance certificates shall be required to be attached with the quotation.
 5. The entity should have supplied similar items at Government offices in the past two years. It must attach self-attested document, while submitting his quotation, showing experience and past performance on similar contracts in Govt departments/offices for last two years.
 6. The intending agency should submit a declaration that it has no previous history of arbitration, litigation, casting aspersions or causing accusations against the Government or its organizations.
 7. The participating agency is required to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.
 8. IT, VAT and other deductions shall be made from the bill at source as per rules.
 9. Payment will be made only after satisfactory completion of supply of items.

The authority reserves the right to cancel or reject the quotations in whole or in part or can divide the supply between a numbers of suppliers without assigning any reason whatsoever. The authority is not bound to accept the lowest tender.



Deputy Chief Electoral Officer &

Ex-Officio Deputy Secretary to the Government of West Bengal