

NIQ No: 04 /IT&C/IT Materials

Dated: 05/03/2021

### **Notice Inviting Tender**

Sealed tenders are hereby invited by the undersigned from the resourceful bonafide agencies/firm having experience for supplying of IT Materials as per requirement for the forthcoming West Bengal Legislative Assembly, 2021.

#### **Term & Condition:**

1. Bidders shall have to deliver the items at the IT, Communication & SMS Poll Management Cell at their own cost and arrangement.
2. Each Applicant is allowed to submit only one Application.
3. No advance payment will be made. Payment will be made on satisfactory completion/supply of the task assigned.
4. The undersigned reserves the right to accept or reject any application without assigning any reasons thereof.
5. Bids submitted after prescribed date and hours and found to be incomplete in any respect, will not be accepted.
6. Payment will be made on submission of bill in duplicate along with work order in original after completion of full supply of items. Deduction of tax etc. will be made as per existing norms.
7. The undersigned reserves the right to accept or reject any tenders without assigning any reason thereof. The undersigned also does not bind himself to accept the lowest rate offered by the tenders and shall use discretion in accepting higher rate considering the standard and quality etc. of items.
8. The agency should be responsible for any kind of damage of the supplied items. the agency should have adequate stocks of the Items so that any defective /damage items can be replaced immediately on emergency basis.
9. Bidders to submit quotation in their official letter head and no overwriting or correction is allowed.
10. The agency should submit their credential certificate of supply IT Materials in the last 5 years from any Govt. / Semi Govt. Organization.
11. Estimated Cost of work Approx Rs. 10.00 lakhs.
12. Earnest Money Deposit: 2% of work value i.e. Rs. 20, 000.00 (Rupees twenty thousand) only is to be submitted. EMD will be paid offline through Demand Draft in favour of The District Magistrate, Alipurduar.
13. The Bidders are requested to quote price as per the format given below enclosed herewith in Annexure-I
14. Applicants should preferably have experience of supplying IT Materials in elections.

16. Statutory Documents:

a. Work Completion Certificate /Payment certificate	b.Latest GST Reg. Certificate
c. Latest Professional Tax Return	d.Balance Sheets of last 3 financial years
e. Pan Card	f.Latest Income Tax return
g. Authorised Dealership/distributorship certificate in respect of computer & peripherals / printer / Xerox / scanner etc.	h. Credential Certificate.

Sealed envelope containing tenders along with supporting documents should be addressed to the District Magistrate & District Election Officer, Alipurduar by writing on the top of envelope "Tenders for supply of IT Materials in connection with West Bengal Legislative Assembly, 2021 and to be submitted in the tender box available in the **IT, Communication & SMS Poll Management Cell, 6<sup>th</sup> Floor, Room No.604 of the Dooars Kanya, Alipurduar.**

The tender papers should be submitted within 13.03.2021 upto 3.00 P.M and will be opened on 13.03.2021 at 3.30 P.M at the office chamber of the **Addl. District Magistrate, IT, Communication & SMS Poll Management Cell, Alipurduar.** The bidders may remain present at the time of opening the box of quotation, if they intend to do so.

  
Addl. District Magistrate,  
IT, Communication & SMS Poll Management Cell,  
Alipurduar

Memo No: 44 /1(17)/03/ITCOMM & SMS/ELEC/20

Dated: 05 /03/2021

Copy forwarded for wide publicity by displaying in the notice board:

1. The Sub-Divisional Officer, Alipurduar.
2. The Secretary, Alipurduar Zilla Parishad.
3. The NDC, Alipurduar
- 4-9. All Block Development Officer, Alipurduar
10. DICO, Alipurduar with request to display in his office notice board and also brief referral advertisement in the two daily news papers. One Bengali and One English Newspaper.
11. DIO-NIC, Alipurduar, with request to publish in District website ([www.alipurduar.gov.in](http://www.alipurduar.gov.in)) and Zilla Parishad Website ([www.alipurduarzp.org](http://www.alipurduarzp.org))
12. CA to the DM & DEO, Alipurduar.
13. CA to the ADM (G), Alipurduar.
14. CA to the ADM (Election), Alipurduar.
15. CA to the ADM (ZP ), Alipurduar
16. CA to the ADM (LR) ), Alipurduar
17. Office Notice Board.

  
Addl. District Magistrate,  
IT, Communication & SMS Poll Management Cell,  
Alipurduar