

## ANNUAL TENDER NOTICE-08/2019-2020

Annual Sealed Tender are invited from recognized and reputed Firms/Dealers having Registered Trade License for supply of Stationery/Motor Spare Parts/Computer/Xerox Maintenance/ Misc Articles / / Repair of Motor Vehicles & Motor Cycles etc. to the Office of the undersigned for the financial year 2019-2020. The terms of contract will be effected from the date of acceptance of this Tender upto March'2020 or until further order.

The tender papers should be superscribed as "SUPPLY OF ARTICLES FOR THE YEAR 2019-2020 - " in sealed cover and be placed to the undersigned. The Rate of each Item should be furnished item-wise on the schedule available from the office of the undersigned. The rate for supply of each item shall be inclusive of all charges and taxes, if any, Trade Mark/ Brand should be mentioned on each of the items. The Tender should be submitted by 26/08/2019 within 13:00 hrs which will be opened on 26/08/2019 at 16:00 hrs. The tenderer's may remain present at the time opening of tender.

The undersigned preserves the sole right to accept or cancel any/part/whole Tender without showing reason thereof.

The schedule should be obtained from the office of the undersigned on 14/08/19 to 25/08/19 by 14:00 hrs. If the office remains closed for any unavoidable reasons on the dates fixed for Supply of Schedule or Dropping of Tender, next working day shall be treated for supply of schedule or dropping of tender, as the case may be. Time will remain unchanged.

Each Head f A/c as mentioned below :

Sl.No.	Name of Tender Articles	Earnest/Security Money.
1.	Purchase of Stationery Articles	Rs.5000/-
2.	Purchase of Motor Spare Parts	Rs.2000/-
3.	Repair of Motor Vehicles/ Motor Cycles, etc.	Rs.2000/-
4.	Purchase of Miscellaneous Articles	Rs.2000/-
5.	Stitching of Police Uniform/Nylon Mosquito Net / Dungaree	Rs.500/-
6.	Annual Maintenance of Computer & Printers of PS's and Hqrs.	Rs.1000/-
7.	Annual Maintenance of Xerox machines	Rs.1000/-

Original Clearance Certificates of Sales Tax, Professional Tax, VAT, Trade License having validity up to the date of submission of Tender should invariably be furnished at the time of purchase of schedule, failing which the schedule will not be supplied. Attested Xerox copy of the above certificates shall have to be furnished along with tender papers otherwise their tender will not be entertained. Xerox copy of PAN card should invariable be submitted at the time of purchase of schedule.

In case of expiry of Trade License during the period of 2019-2020, the renewed copy of the same should be produced at the time of supply of materials.

The successful Tenderers shall have to complete delivery of the articles within 3(three) days from the date of receipt of supply order, failing which the security deposit will be liable to be forfeited to Government and the suppliers concerned will not be considered for further supply whatsoever in future and legal action will be initiated.

Penalty Clauses :

**PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT / MISLEADING DOCUMENTS:**

If during the quotation process or at any state during the validity of the tender period, it is found that a Quotationer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenders who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

Corrections of the rate on the schedule, if any, should be authenticated by the Full signature of the Tenderer.

Right of acceptance of the Tender will rest with the undersigned that also reserves the right to reject or review or divide amongst the Tenderers without assigning any reasons thereof.

Single price of an item should be furnished. Under no circumstances a range of rates for a single item will take into consideration.

Samples of each items shall have to be produced by the Tenderers at the time of selection of agency and articles.

*Aruls*  
Superintendent of Police  
Govt.Rly.Police, Siliguri.

101030/19  
Memo No. 586(4)/E  
Tender/19/

Date : 14/08/2019