

## ANNUAL TENDER NOTICE-01/20-21

Annual Sealed Tender are invited from recognized and reputed Firms/Dealers having Registered Trade License for supply of Stationery/Motor Spare Parts/Computer Peripherals / Misc Articles / Printing of Govt. Forms & Registers / Repair of Motor Vehicles & Motor Cycles etc. to the Office of the undersigned for the financial year 2020-21. The terms of contract will be effected from the date of acceptance of this Tender upto March'2021 or until further order.

The tender papers should be superscribed as "SUPPLY OF ARTICLES FOR THE YEAR 2020-21' 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 rates should be withing the MRP of the articles. The Tender should be submitted by 30/06/2020 within 13:00 hrs which will be opened on 30/06/2020 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 payment on 12/06/20 to 29/06/20 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.3000/-
2.	Purchase of Motor Spare Parts	Rs.3000/-
3.	Repair of Motor Vehicles/ Motor Cycles, etc.	Rs.3000/-
4.	Purchase of Miscellaneous Articles	Rs.3000/-
5.	Stitching of Police Uniform/Nylon Mosquito Net / Dungaree	Rs.1000/-
6.	Annual Maintainance of Xerox machines	Rs.1000/-

Xerox(self attested) Clearance Certificates of Sales Tax, Professional Tax, GST, Trade License having validity up to the date of submission of Tender should invariably be furnished alongwith tender papers.

In case of expiry of Trade License during the period of 2019-20, 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. Rates should be within M.R.P.

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

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

Memo No. 321(A)/4/E  
Tender/20-21

Date : 08/06/2020

Copy forwarded to :

1. Notice Board , Siliguri GRP Hqrs.
2. The Inspector General of Police, IPS Cell, West Bengal, Kolkata.  
- request to upload the same in West Bengal Police website.
3. I & CA Department [ [ica.advt@gmail.com](mailto:ica.advt@gmail.com) ] - for publishing of abridged Notice Inviting Tender [NIT] .  
This has reference to Org. No.42-IGP (M&C)/19 dated 08-07-2019 of IGP (M&C), W.B. & Memo No.1475/Pr.S/ICA dt.31/03/2017 of Atri Bhattacharya, Principal Secretary, Govt.of W.B.

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Superintendent of Police  
Govt.Rly.Police, Siliguri.