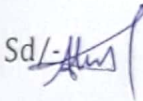


TENDER NOTICE

Sealed quotations are invited from recognized and reputed firms/dealers having registered trade licence for **Supply of DIGITAL PHOTOCOPIER MACHINE (minimum 35 CPM)** for use in various offices of this unit for the financial year 2018-2019. The terms of contract will be effected from Date of Acceptance up to March 31, 2019, or until further order. Quotation for tender and supply of items by selected firm should be as per following terms:

- Quotation should be submitted in sealed envelope superscribed **"QUOTATION FOR SUPPLY OF DIGITAL PHOTOCOPIER MACHINE (minimum 35 CPM) FOR THE YEAR 2018-2019"** and submitted to the office of the undersigned.
- The rates should be furnished item-wise on the broadsheet available at the office of the undersigned. The rate should not exceed MRP and shall be inclusive of all charges and taxes, if any. Corrections should be authenticated by full signature.
- The quotation should be submitted by **11 AM on Dec 14, 2018**. Opening and selection of tender will be done on same day at **3 PM** in the office of the undersigned.
- An **Earnest Money Deposit** of Rs 10,000 (Rupees Ten Thousand only) should be furnished in the shape of DCR/NSC in favour of the **Superintendent of Police, Kalimpong**, along with the quotation. Earnest money deposited by firms selected during the tender process will be retained till expiry of three months from 31.3.2019. The earnest money deposited by firms not selected during the process will be returnable on 15.12.2018.
- Self-attested photocopy of GST documents, Professional Tax documents and Trade License having validity on date of submission of quotation should be furnished along with tender papers. In case of expiry of Trade License during the period 2018-2019, the attested copy of renewed licence should be produced at the time of supply of materials.
- The successful firms shall complete delivery of articles within seven days of the date of receipt of Supply Order, failing which Earnest Money Deposit is liable to be forfeited. The supplier concerned will not be considered for further contract and legal action will be initiated.
- Bidders shall arrange for their own transport to and from the office of undersigned on day of submission and opening of quotations, without claiming any extra payment from this department.
- Right of acceptance of tender will rest with the undersigned along with the right to reject or review or divide amongst tenderers without assigning any reasons thereof.
- Samples of items to be supplied shall have to be produced before the undersigned at the time of receiving supply order.
- Brand and other specifications mentioned in broadsheet are illustrative of quality of the product expected. Similar quality with different specifications may also be considered.
- The Superintendent of Police, Kalimpong, reserves the right to forfeit Earnest Money Deposit tendered by bidders or part thereof in the event of failure to fulfill conditions of the contract.

- The Superintendent of Police, Kalimpong, reserves the right to reject lowest quotation or any other quotation, if required, without assigning any reason thereof.
- The payment of final bill for any work will be made according to the availability of funds and no claim to delay in payment will be entertained.
- In the event of any dispute, the decision of Superintendent of Police, Kalimpong, shall be final and binding.
- Non-adherence to any of the conditions mentioned in this notice may result in the quotation being treated as rejected.

Sd/- 

Superintendent of Police
Kalimpong.

Memo No /E/ PO/HC

Dated : ____/____/2018.

Copy forwarded for wide publicity:-

1. The Commissioner of Police of all Commissionerate under West Bengal
2. The Superintendent of Police of All districts of West Bengal .
3. The District Magistrate, Kalimpong
4. The Chairman, Kalimpong Municipality,
5. The Sub Divisional Officer, Kalimpong
6. The Treasury officer, Kalimpong.
7. The District Information & Cultural Officer, Kalimpong for wide publicity by displaying in their Office Notice Board.
8. OC DCRB Kalimpong for uploading to Kalimpong Police website.
9. The Head Clerk Police Office for displayed in office Notice Board, Police Office, Kalimpong.
10. The Public Relation officer West Bengal police directorate, Bhawani Bhawan, Alipore, Kolkata-27 for uploading in West Bengal Police website.
11. The Director, Information & Cultural affairs, Writers Building, Kolkata with the request to take measure for early publication of the above stated Tender notice in the leading News paper



Sd/-
Superintendent of Police
Kalimpong

ORDER


D.O.No _____

Dated _____

Articles Acceptance Committee for Purchase of DIGITAL PHOTOCOPIER MACHINE (minimum 35 CPM) has been formed for financial year 2018-2019. Following officers will hold portfolio as mentioned below:

- | | |
|---|----------|
| 1. Additional Superintendent of Police, Kalimpong | Chairman |
| 2. Deputy Superintendent of Police (DEB), Kalimpong | Member |
| 3. Head Clerk, Police Office, Kalimpong | Member |

The committee will take necessary steps to verify the quantity and quality of the items along with necessary certificate in the body of the Bills as well as Stock Register for the financial year 2018-2019


— Superintendent of Police
Kalimpong.

Memo No _____/PO(KPG)

Dated _____

- 1) Additional Superintendent of Police, Kalimpong
- 2) Deputy Superintendent of Police (DEB) ,Kalimpong
- 3) Head Clerk, Police office, Kalimpong.

ORDER

D.O. No. _____

Dated _____

Tender selection committee for purchase of **Digital Photocopier Machine** (minimum 35 CPM) articles has been formed for the financial year 2018-2019.

The following officers will hold their portfolio as mentioned below:-


1. Addl. Superintendent of Police, Kalimpong
2. Dy. S.P. DEB, Kalimpong.
3. Reserve Inspector, Kalimpong.

Chairman

Member

Member

The committee will take necessary steps for issue of tender notice, selection of the agencies for supply of the requisite items to this department, verification of tender papers and rates of the items etc. submitted for the financial year 2018-2019.


-Superintendent of Police
Kalimpong.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT OF POLICE
KALIMPONG.

Memo No. _____/PO (KPG)


Dated : / /2018

To
The Director
Information & Cultural Affairs
West Bengal, Nabanna
Howrah -711102

Sub : Publication of tender notice.

Please find enclosed herewith the tender notice to supply of Supply of **Digital Photocopier Machine (minimum 35 CPM)** for the use of police department ,Kalimpong district. You are requested to publish this notice in the leading news paper for one day. The date of publication and name of newspaper may please be intimated to this office accordingly, so that we can collect the same for documentation.

Enclo : As stated .


-Superintendent of Police
Kalimpong.