

KURSEONG MUNICIPALITY
KURSEONG

Sealed Tenders / Quotations are hereby invited by the undersigned from the different General Suppliers of Stationeries & Printing Press for supply of Printed Items for Kurseong Municipality for the year 2011 – 2012.

The Tender / Quotations forms can be purchased from the office of Kurseong Municipality on payment of Rs. 100/- as the cost of the Forms within 12th July'2011 from the date of issue of this Notice Inviting Tender.

The rates quoted for supply of assorted items should be inclusive of all taxes admissible and should be free of any cost thereof for delivery upto Municipal Office.

Details of Terms & Conditions of Tender / Quotation Form can be obtained from the Office of Kurseong Municipality during the working hours of office within 12th July'2011.

Chairman,
Board of Administrators,
Kurseong Municipality.

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**KURSEONG MUNICIPALITY**  
**KURSEONG**

Memo No. \_\_\_\_\_

Dated, Kurseong the \_\_\_\_\_

Copy to:-

1. General Orders Suppliers of Stationeries /Printing Press – for their information
2. The Sub-Divisional Magistrate, Kurseong.
3. The Station Master, Railway Station, Kurseong.
4. The Post Master, Kurseong Post Office, Kurseong.
5. The Principal, Darjeeling Polytechnic Institute, Kurseong.
6. The Assistant Engineer, P.W.D. Office, Kurseong.
7. Office Notice Board.

With a request for displaying the notice in the office Notice Board for wide circulation.

Chairman,  
Board of Administrators,  
Kurseong Municipality.

**KURSEONG MUNICIPALITY  
KURSEONG**

Memo No. \_\_\_\_\_

Dated the \_\_\_\_\_

From  
Chairman,  
Board of Administrators,  
Kurseong Municipality,  
Kurseong.

To  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:- Terms & Conditions of Tender for the supply of Stationeries & Printing  
Items of Kurseong Municipality for the year 2011 – 2012.**

1. Sealed Tenders superscribed “Tender for the supply of Stationeries & Printing Items to the Kurseong Municipality for the year 2011 – 2012” are hereby invited in the prescribed Tender Forms which will be received by the undersigned upto 11.30 A.M. on 19<sup>th</sup> July’2011.
2. (a) The Tenderer shall attach with the Tender, the Clearance Certificate of the Trade Tax for the current year’2010-2011 which may be obtained from the Licence Inspector of the Municipality.  
  
(b) The Tenderer shall attach with the Tender a Clearance Certificate of the Municipality Tax in respect of his/her/their holding(s) for the quarter ending 4<sup>th</sup> qtr. 2010-2011 which may be obtained from the Tax Department of this Municipality.
3. The Tenderer shall attach with the Tender, the Professional Tax Certificate and the Registration No. of the Sales Tax of their Firm for the Current year 2011 – 2012.
4. The Tenderer whose tender shall be accepted will be required to supply the articles within the 7 (seven) days from the date of issue of Indents as and when required during the year 2011-2012. The suppliers shall deliver all items of Stationeries & Printed Items instructed as per accepted samples.
5. No changes shall be made in rates quoted in the Tender Form for items and marks/types/measures etc. mentioned in the Tender Form, otherwise the rates shall not be considered.
6. Any corrections in the rates shall be properly initiated.
7. Incase the lowest accepted tenderer is unable to supply the items within 7 (seven) days from the date of issue of Indents, the undersigned shall make the purchase of items from other tenderer or from the open market and the difference of the cost thus incurred shall be deducted from the Security Deposit of the lowest accepted tenderer. In the event of the security Money failing short of such difference the Tenderer shall be liable to bear the balance of difference thereof.
8. The Tenderer whose tender shall be accepted for the said year shall not withdraw his/her/their tender/rates quoted for the said year. Incase of withdrawal of his/her/their tender/rates under unavoidable circumstances, the Tenderer shall have to forego his/her/their Security Deposit and shall be liable to bear the expenditure for the purchase of the Stores to be incurred by the Municipality. Further, the undersigned reserved the right to take action as he deems fit at any time.

9. Prices fixed by the Govt. for the controlled and essential articles should be quoted and the remarks to this effect should be furnished against such items. The suppliers shall be responsible for any omission for not quoting the controlled prices.
10. The Tenderers shall endorsed a Certificate in the forwarding letter of the Tender to the effect 'Certified that the Terms & Conditions as laid down in the Tender Notice are accepted by me/us in total' in the printed letter head of their firm. The Tender without this certificate shall not be accepted.
11. Tenders submitted in the forms other than the prescribed forms obtained from the office shall not be accepted.
12. Rates shall be inclusive of all taxes like sale tax and other permissible taxes etc.
13. The undersigned does not bind himself to accept the lowest or any tender.
14. The undersigned reserves the right to reject this tender at any stage and at any time without any reason thereof.
15. The Tenderer shall deposit a sum of Rs. 1,000/- as a Security and endorsed on the sealed cover of the Tender. "Security of Rs. 1,000/- deposited vide Miscellaneous Receipt No. and date". Otherwise the tender shall be rejected.
16. Incomplete tenders or tenders submitted without the documents mentioned in foregoing paras, will be rejected forthwith.

Encl: Schedule of articles.

Chairman,  
Board of Administrators,  
Kurseong Municipality.