

TENDER NOTICE

Sealed tenders affixing non-refundable court fee stamp of Rs. 8'25p only are hereby invited from the local registered firms / suppliers for supply of the following articles during the financial year 2017-2018 under the terms and conditions stated below. The tenders will be received in the office of the undersigned up to 2 P.M. of 13/04/ 2017. The tenders will be opened at 3 P.M. on the same day in presence of tenderers or authorized representatives who may like to be present. In case the office remains closed, the tenders will be opened on the next working day at the same time and venue. The list of items may be collected from the office of the undersigned on any working day during office hours by submitting requisition in writing under seal & signature.

GROUP – A	Stationery articles (as per list enclosed herewith)
GROUP – B	Misc. articles (as per list enclosed herewith)
GROUP – C	Electrical articles (as per list enclosed herewith)
GROUP – D	Building materials (as per list enclosed herewith)

TERMS & CONDITIONS

- Tenders without court fee stamp will not be accepted.
- No tender will be received after the above scheduled date and time.
- The rates against each item should be quoted in figure and words inclusive of all taxes.
- Taxes will be deducted at source as per rule and will be deposited in to the Govt. Treasury.
- The tenders will have to submit the following documents along with the tender, failing which no tender will be accepted.
 - Attested copy of firm registration certificate.
 - Attested copy of VAT clearance certificate.
 - Attested copy of Income Tax clearance certificate.
 - Attested copy of PAN card.
 - Attested copy of Trade Licence.
- Tenders must deposit Rs. 2,000.00 (Rupees two thousand) only as earnest money in the form of call deposit pledged in favour of the undersigned for each group of tender.
- The earnest money of un-successful tenderers will be released after acceptance of rates and earnest money of the successful tenderers will be retained as security money. The security money will be forfeited to the Govt. in case the selected supplier / firm fail to supply as per indent.
- The successful tenderers will have to sign agreement with the undersigned .
- The selected tenderers will be required to deliver the articles in the office of the undersigned on receipt of the proper indent immediately. No delivery charge will be paid to the supplier / firm by the undersigned for delivery of the articles in this office.
- The selected tenderer will be bound to supply the articles at his quoted rates throughout the year and no representation whatsoever will be entertained for enhancement of rate subsequently.
- Only the best quality articles / materials will be accepted. The approved supplier will be required to take back the rejected articles at his own cost.
- Payment of the bills will be made depending upon the availability of fund. No extra charges will be entertained if the payment is delayed due to non-availability of fund.
- Earnest of the successful tenderer who will refuse to supply after final selection by the undersigned will be forfeited to the Govt.
- The undersigned is not bound to accept the lowest rate and reserves the right to reject any or all the tenderers without assigning any reason thereof.