

SILIGURI MAHAKUMA PARISHAD

HAREN MUKHERJEE ROAD

P.O. SILIGURI Diat. DARJEELING

Phone-0353-2523301/0353-2433175, Fax-0353-2433997

Notice Inviting Quotation

Quotation No. 03-DE /SMP of 2026-27

Selaed Tender for furnishing rates are hereby invited from the bonafied suppliers and Agencies for supply fo STATIONERY MATERIALS & COMPUTER CARTRIDGE for the office of Siliguri Mahakuma Parishad for Tenure of 1 (one) year 2026-2027. The sealed quotation should be submitted to this office on the working days during office hours as per the schedule mentioned below :-

Start for submission of sealed quotation	14.07.2026
Colsing date of submission sealed quotation	27.07.2026 up to 3.00 P.M.
Date of opening of Sealed Tender Box.	27.07.2026
Place where the tender box kept	In front of the 1 st floor meeting Hall

Interested suppliers/Agencies shall submit copies of their Pan Card, I.T. Return(Assessment year 2024-25, 2025-26), GST in(15 Digit No.), Trade Licence, Professional Tax Clearance Certificate etc. And an Earnest Momey of Rs. 2000.00(Two thousand) only in the form of Demand Draft in favour of Siliguri Mahakuma Parishad. The rate should be quoted in rupees against each item (whichever applicable) in clear, unambiguous terms both in figure and in words. List of Stationery Materials and a particular format for quotation will be available in the office Website or SMP receiving section.

Terms & Condition :-

1. The quoted rate should be inclusive of transportation cost to Siliguri Mahakuma Parishad Administrative Building.
2. Successful Agency(ies) may have to produce originals of their GSTIN, P.T. Clearance for verification before issue of engagement order(s).
3. Interested suppliers should be ready at Call to deposit with this office refundable sample of stationery Materials(whatever sought for) when called for producing the same sample deposited will be non refundable.
4. Earnest Money in the form of demand draft should post dated from the date of issue of this tender notice.
5. The stationery Materials shall have to be supplied to the office of Siliguri Mahakuma Parishad on the supplier's own cost in good condition.
6. The Stationery Materials may be returned, if the supplied Materials are found to be damaged/ defective or of below quality.
7. The undersigned reserved every right to accept or reject any tender without assigning any reason whatever.
8. The Materials should be supplied within the stipulated date, falling which penalty @1% of quoted amount will be imposed.

sd/-

District Engineer

Siliguri Mahakuma Parishad

Memo No...1002.../VI-6/SMP

Date.08 /07/ 2026

Copy forwarded for information to :-

1. The Sabhadhipati, Siliguri Mahakuma Parishad
2. The Sahakari Sabhadhipati, Siliguri Mahakuma Parishad.
3. The Executive Officer, Siliguri Mahakuma Parishad
4. The Adhyaksha, Dist. Panchayat Council, Siliguri Mahakuma Parishad
5. Karmadhyaksha / Member (All), Siliguri Mahakuma Parishad
6. The Additional Executive Officer, Siliguri Mahakuma Parishad
7. The Secretary, Siliguri Mahakuma Parishad
8. The FC & CAO, Siliguri Mahakuma Parishad
9. The ADS, Siliguri Mahakuma Parishad
10. The Sub-Divisional Officer, Siliguri, with a request to circulate in the notice board.
11. Dealing Assistant to the concern file.
12. Sahaj Tathya Mitra Kendra, SMP with a request to publish the NIQ in the office website
13. Office Notice Board..

sd/-

District Engineer

Siliguri Mahakuma Parishad