

Government of West Bengal
Office of the District Election Officer & District Magistrate
Dakshin Dinajpur: Balurghat
(Election Section)

NOTICE INVITING TENDER NO- 01/17-18

No. 210 /Elec

Dated: 03 / 04/2017

Sealed Tenders are hereby invited from Agencies/Suppliers for the Supply of **"Stationary Articles"** at the District Election Officer & District Magistrate, Dakshin Dinajpur, Balurghat for the one year from the date of agreement.

The rates shall be quoted inclusive of cost of different stationary articles per piece basis and sample or specimen of stationary articles should be produced at the time of opening of tenders. The rate should be quoted on their office pad in words and figure. Along with that earnest money deposit of **Rs.10,000/- (Rupees ten thousand)** only in the form of Bank draft drawn in favour of "The District Magistrate Dakshin Dinajpur" will have to be submitted at the time of dropping tender. Self attested Xerox copies of PAN card, trade licence, Income tax return of last year; VAT registration certificate and P, Tax clearance certificate must be furnished along with tender documents. The agency must also provide past experience certificate in Govt. offices. The rate should not be exceed, the approved rate of Forms and Stationary Section of the District Magistrate, Dakshin Dinajpur. Remember that local Agencies/Suppliers will be given 1st preference. The sealed envelope containing the tender should be marked as follows:-

- A. "NIT No.:"
B. "Name of the work" and addressed to the District Magistrate & District Election Officer, D/Dinajpur.

The tenders should be dropped in the tender box to be kept in the chamber of the Officer-in-Charge, Election Section, Collectorate (2nd Floor), Dakshin Dinajpur, Balurghat w.e.f. **03.04.2017 to 10.04.2017** from **11 a.m. to 2 p.m.** and it will be opened at **3 p.m. on the same day i.e. on 10.04.2017** in the chamber of the Officer-in-Charge, Election Section, Collectorate, Dakshin Dinajpur. Any tender received beyond the schedule date and time shall not be entertained under any circumstances.

Tenderers may remain present at the time of opening of tenders if they so desire. The undersigned reserves the right to accept or reject any tender at any stage of the process without assigning any reason what so ever as well as right to distribute the supply work amongst more than one parties. The Stationary articles in required will have to be supplied within 7(seven) days of issuance of work order.

Any sub-standard materials if supplied, shall be rejected by the authority and the supplier shall have to lift the sub-standard materials within stipulated time at their own cost.

Successful tenderers shall have to execute an agreement with the undersigned immediately on Non-Judicial Stamp Paper worth Rs.10/- (Rupees ten) only, cost of which is to be borne by the tenderers.

Payment will be made as per Govt. Rules observing financial formalities as per availability of fund.

List of stationary articles enclosed in separate sheet.


Addl. District Magistrate (Genl)
Dakshin Dinajpur

Copy forwarded for information and taking necessary action with a request to publish the same in the Office Notice Board for wide circulation.

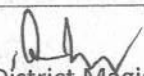
1. The Superintendent of Police, Dakshin Dinajpur.
2. The Addl. Executive Officer, Dakshin Dinajpur Zilla Parishad.
3. The District Land & land Reforms Officer, Dakshin Dinajpur.
4. The Chairman Balurghat / Gangarampur Municipality.
5. The D.I.C.O, Dakshin Dinajpur with a request to publish the NIT atleast two daily local News Paper.
- ✓ 6. The D.I.O, NIC with a request to upload the NIT in the website of the District Magistrate, Dakshin Dinajpur.
7. The C.A. to the District Magistrate, Dakshin Dinajpur.
8. The C.A. to the Addl. District Magistrate (Elec), Dakshin Dinajpur.
9. The _____.


Addl. District Magistrate(Genl)
Dakshin Dinajpur



**of Stationery & Others Articles for the Election Section of Office of the District
Magistrate, Dakshin Dinajpur, Balurghat for the Year, 2017-18**

	Name of Stationery and other Articles	Specification and Brand	Quantity	Rate
	DFC Paper (27' X17")	Andhra Quality	Per Ream	
2	F.C Paper	-do-	Per Ream	
3	Photo Copy Paper A4	Copy Power		
4	Photo Copy Paper FS (legal)	Copy Power		
5	Photo copy paper A3	Copy Power		
6	Computer paper (single part 80GSM)	15" X 12" (80 col) Good Quality		
7	Computer paper (single part 80GSM)	12" X 10" (80 col) Good Quality		
8	Bound Register	Ruled & White (according to no.)		
9	Brown Paper	Good Quality		
10	Signature Pad 20 pages	Good Quality		
11	Carbon Paper (Kores)	T.W. Blue 210 mm X 330 mm		
12	Double Size Carbon Paper (Kores)	T.W. Blue 210 mm X 330 mm		
13	Ball Pen (Good Quality)	Linc		
14	Jetter Ball Pen With Refill	Reynolds		
15	Use & Throw Ball Pen	Linc		
16	Gel Pen	Cello Pointech Gel .5		
17	Hi-tech Pen	Pilot (luxor)		
18	Refill for Jetter Pen	Reynolds		
19	Refill for Gel Pen	Cello Pointech Gel 0.5		
20	Envelop (clothline) Large Size	43 cm X 32 cm		
21	Envelop (brown)	28 cm X 11 cm		
22	Envelop (brown)	25 cm X 11 cm		
23	Envelop (brown)	14 cm X 8.5 cm		
24	Cover file (Eagle) good quality	2 Folder Good Quality		
25	Cover file	4 Folder Good Quality		
26	Cover file poly coated	4 Folder Good Quality		
27	Board file with Cloth Line Flap	Good Quality		
28	Gurard File 25 Flaps	Good Quality		
29	Towel	Big Size Good Quality		
30	Duster	Good Quality		
31	Rexene	Good Quality		
32	Gum Tube	30 ml (pidlite)		
33	Gum Bottle	700 ml. tiger		
34	Dendrite Tube	Adhesive 20 ml		
35	Self Adhesive Tape	Big 1.5 feet		
36	Stapler	Cangaroo medium 10		
37	Stapler	Cangaroo big 555		
38	Stapler Pin	Max Medium 10		
39	Stapler Pin	Max big 24/6-3M		
40	Pin	Bell		
41	James Clip	Ordinary		
42	Perforator	Good Quality		
43	Stainless Steel Knife	Good Quality		
44	Battery for Torch	Eveready		
45	Pencil Battery for Clock	BPL/Eveready		
46	Drinking Glass	Good Quality		
47	Plastic jug	Good Quality		
48	Xerox Machine Competent Cartridge	Ricoh MP2001L		
49	Water Bottle	Pearl Pet		
50	Water Filter Candle	Puro		
51	Table Glass	Good quality 5mm		


 Additional District Magistrate (Gen),
 Dakshin Dinajpur

	Name of Stationery and other Articles	Specification and Brand	Quantity	Rate
	Paper Weight	Glass		
3	Pen Stand Four folder with Pens	Good Quality		
4	Clip Board	Plastic		
5	Waste Paper Basket	Small 12 inc		
6	Stamp Pad Fever Castle	Medium		
7	Stamp Pad Fever Castle	Big		
8	Ink for Stamp Pad (Fever Castle)	60 ml		
9	Correction Fluid (White)	Eraz-x (Kores)		
10	Correction Fluid Pen	Good Quality		
11	Marker Pen (Black)	Good Quality		
12	Spoge with Case	Good Quality		
13	Tag-9 inc.	Good Quality		
14	Thread Ball	Twinge		
15	Sutil	Jute		
16	Garder (Rubber)	Small Black		
17	Garder (Rubber)	(Medium) coloured		
18	Garder Fubber	Big Coloured		
19	High Lighter Pen	Good Quality		
20	Sticky Flag	3Part		
1	Candle	Wax		
2	Chair Cushion	Fome		
3	Soap Lifeboy	100 grm.		
4	Soap Powder	Vim 500 grm		
5	Bleaching Powder	Good Quality		
6	Naphthalene	Good Quality		
7	Phenyl Good Quality	5 ltr. Container		
8	Key Bag 5 Inch	Lather Good Quality		
9	Plastic Scale	18 inch-camel/Nataraj		
0	Channel File	A4 Size		
1	Channel File	F S Size		
2	Handwash	Detol (250 ml)		
3	Fevistick	Glue Stick		
4	Pin/Clip Countener	Magnetic		
5	All Out Mosquito Liquid with Machine	Good Quality		
6	Hit (Mosquito Killer)	Good Quality		
7	Room Spray	Good Quality		
8	Marker Pen (Good Quality)	Per Doz.		
9	Calculator-12 Digits (Citizen/Casio Brand)	(Citizen/Casio Brand) Per Pcs.		
0	Clip board	Plastic Per Doz.		
	Rubber Guarder	(3" & 2") Per Kg		
	Scissors (Stainless Steel)	6.5" Per Pcs.		
	Punch Machine	Kangaroo Per Pcs		
	Printer Cartridge (Original/Competent)	HP Jet pro MFPM128fn		
	Printer Cartridge	HP P2055dn		
	Printer Cartridge	HP 1536		
	Printer Cartridge	Canon Jet P160dn		
	Printer Cartridge	Canon LBP 2900B		
	Printer Cartridge	Brother DCPT300		
1	Printer Cartridge (Starter 337) (Original/Competent)	Canon Image Class MF244dw		

Additional District Magistrate(Gen),
Dakshin Dinajpur