

Page: 1

DAKSHIN DINAJPUR ZILLA PARISHAD  
BALURGHAT DAKSHIN DINAJPUR

Memo No : 61 /ZP

Dated : 17/04/2017

NOTICE INVITING TENDER

1. Sealed Tender are hereby invited from the bonafide suppliers of Stationery Articles as per list for supplying of Stationery Articles to the office of the Dakshin Dinajpur Zilla Parishad, Balurghat as and when required for the period from 1<sup>st</sup> May 2017 to 30<sup>th</sup> April 2017 as per list.
2. The rate of each specific item should be quoted in letter hand of the agency/ supplier and the samples of specimens of materials should be produced before the time of opening of Tender. The rate should be quoted in words and figures inclusive of all taxes and charges of delivery at this office. Specific Brand name/ Size / Quantity etc. where applicable must be mentioned with quoted rate.
3. Valid Income Tax (PAN Card), Sales Tax (VAT registration clearance certificate) and P Tax clearance certificate must be furnished with the Tender papers along with the related credentials (Preference will be given to the tenderers having better credentials ). No incomplete and partial Tender will be entertained. Valid Trade Licence has to be submitted within the tender.
4. Earnest Money of Rs 5000/- (Rupees Five Thousand ) only shall have to be deposited in favour of Additional Executive Officer, Dakshin Dinajpur Zilla Parishad, Balurghat in the shape of Demand Draft issued from any Nationalized Bank. Earnest Money for unsuccessful tenderers will be returned to the tenderers on submission of petition to that effect after completion of Tender process. For successful tenderers the above amount will be kept as **Security Deposit**. In case of failure of disruption of supply of stationery articles or in case of supply of sub - standard materials within the stipulated period the Security Deposit will be forfeited without any prejudice.
5. Sealed cover containing Tenders earnest money and other relevant papers and documents should be superscripted "**TENDER FOR SUPPLY OF STATIONERY ARTICLES FOR THE PERIOD FROM 1<sup>ST</sup> MAY 2017 TO 30<sup>TH</sup> APRIL 2018** " and address to the Additional Executive Officer, Dakshin Dinajpur Zilla Parishad, Balurghat. Sealed Tenders must be dropped in the Box kept in the chamber of Additional Executive Officer, Dakshin Dinajpur Zilla Parishad upto 2.00 PM on 24<sup>th</sup> April 2017. No tender received beyond the scheduled date and time will be entertained under any circumstances. Tenders will be opened at 3.00 PM on 24<sup>th</sup> April 2017 at the chamber of Secretary, Dakshin Dinajpur Zilla Parishad.
6. The successful tenderers will have to make an agreement with undersigned on a non-judicial stamp paper worth Rs 10.00 (Rupees Ten) only.
7. The undersigned reserves the right of rejection of any or all the tenders or the part of the tenders if any without assigning any reason whatsoever as well as reserves the right to distribute the supply of articles amongst more than one tenderers.

## TERMS AND CONDITIONS

- 1) Rate should be quoted for each item separately.
- 2) Supply of articles have to be completed within seven days of receiving the supply order, otherwise the order will be cancelled and the 2<sup>nd</sup> lowest tenderer will be favoured with the order and Security Money will be forfeited and tender will be blacklisted.
- 3) The Quoted rate should be valid for 01 (One) years from the date of acceptance of the rate. However, the undersigned has every right to shorten the validity period without assigning any reasons to anybody else whatsoever.

**LIST OF STATIONERY AND OTHER ARTICLES IN BELOW**

Sl No	Name of Stationery and other articles	Specification and Brand	Quantity	Rate ( In INR)
1	2	3	4	5
1	Calculator (Folding)	Citizen 12 digits	Per piece	
2	Carbon Paper A4	Cores	Per Box	
3	Ball Pen	Linc Trin Gen 0.5	Per Piece	
4	Cloth Duster (Big Size)	Good Quality	Per Piece	
5	Stapler	Kangaroo (Med. 10)	Per Piece	
6	Stapler	Kangaroo (Big 555)	Per Piece	
7	AlPin	King	Per Box	
8	Folder File ( 2 fold)	Meghdut International Poly coated	Per Piece	
9	Folder File ( 4 Fold )	Meghdut International Poly coated	Per Piece	
10	Four Folder File	Ambassador	Per Piece	
11	Harpic – 500 MI	Good Quality	Per Piece	
12	a) Nimayle – 1 Ltr.	Apploo	Per Bottle	
	b) Phenyl – 1 Ltr	Doctor	Per Bottle	
13	Lizal (500 ml)	Good Quality	Per Piece	
14	Naphthalene	Good Quality	Per Piece	
15	Room Freshener – 300 GM	Godrej (Aer)	Per Piece	
16	Envelop ( Cloth 12 x 5 cm)	Good Quality	Per 100 Piece	
17	Envelop (Cloth 14 x 10 cm)	Good Quality	Per 100 Piece	
18	Envelop (Cloth 16 x 12 cm)	Good Quality	Per 100 Piece	
19	Xerox Paper-A4	B2B	Per Ream	
20	Xerox Paper-A3	B2B	Per Ream	
21	Towel (30''x54'')	Good Quality	Per Piece	
22	Towel White (30''x54'')	Bombay Dying	Per Packet	
23	Envelop 25 x 11 cm	Good Quality	Per 100 Piece	
24	Envelop 14 x 10 cm	Good Quality	Per 100 Piece	
25	Envelop 9 x 4 cm	Good Quality	Per 100 Piece	
26	Envelop 10 x 4 ½ cm	Good Quality	Per 100 Piece	

27	Envelop 11 x 5 cm	Good Quality	Per 100 Piece	
28	Envelop 12 x 5 cm	Good Quality	Per 100 Piece	
29	Gum Tube 30 ml	Good Quality	Per piece	
30	Fevi Stick – 15 Gram	Good Quality	Per piece	
31	Stapler Pin (10 Size)	Kangaroo – Mid – 10	Per Box	
32	Stapler Pin (Big) (24 /6-3 LM)	Kangaroo	Per Box	
33	Scale (Plastic)	18 Inch APEX	Per piece	
34	James Clip ( Plastic )	Good Quality	Per piece	
35	Bound Register – 06,08,10,12,16,18,20,30 No	Eagle	Per No	
36	Knife	Stainless Steel	Per Piece	
37	Pencil Battery	NIPPO	Per Piece	
38	Torch Light with Three Cell	Eveready	Per Piece	
39	Torch Light with Two Cell	Eveready	Per Piece	
40	Stick Binding	Good Quality	Per No	
41	Latrin Brass	Good Quality	Per piece	
42	Sponge with case	Good Quality	Per piece	
43	Tag – 9 Inch (Nailon)	Good Quality	Per piece	
44	Clip Board	Plastic	Per piece	
45	Pen (Use and Throw)	Agni 4G	Per KG	
46	Sketch Pen	Cello	Per piece	
47	High Light Pen (Pink/Yellow/Blue/Green)	Cello	Per piece	
48	Kores Eraz – ex	Good Quality	Per piece	
49	Correction Pen	Camlin	Per piece	
50	Marker Pen	Good Quality	Per piece	
51	Cello Tape- 2 Inch	Good Quality	Per piece	
52	Fevi Stick Gum – 8 GM	Cello	Per piece	
53	Gum Bottle 700 ml	Gripex	Per piece	
54	Channel File (Big Size)	Good Quality	Per piece	
55	Channel file (Small size)	Good Quality	Per piece	
56	Tape (10 metre)		Per piece	
57	Measurement Book (200 Page)	Oxford	Per piece	
58	Lock & Key 8 Levers	Godrej	Per piece	
59	Lock & Key 7 Levers	Godrej	Per piece	
60	Flab with cloths	Good Quality	Per 100 piece	
61	Boom Stick (per Kg)	Good Quality	Per piece	
62	Full Jharu	Good Quality	Per piece	
63	Plastic Mug (Big size)		Per piece	
64	Plastic Mug (Small size)		Per piece	
65	Beygon Spray Hit (Black)	Good Quality	Per piece	
66	Good Night Machine (Active Plus)	Good Quality	Per piece	

67	Good Night Oil	Good Quality	Per piece	
68	Stamp Pad (Big size)	Camel	Per piece	
69	Stamp Pad (Small size)	Camel	Per piece	
70	Stamp Pad Ink.60 ml	Gripex	Per piece	
71	Furuni	HEW	Per piece	
72	Hand Wash 250 ml	Dettol	Per piece	
73	Board File	Good Quality	Per piece	
74	Croch Bite	Good Quality	Per piece	
75	Lock & Key (Small)	Good Quality	Per piece	
76	Chit pad (Marker Page)	Good Quality	Per piece	
77	Hand Towel White	Good Quality	Per piece	
78	Punch Machine 1 Face	Kangaroo	Per piece	
79	Punch Machine 2 Face	Kangaroo	Per piece	
80	Odonil	Good Quality	Per piece	
81	Wood Pencil	Apsara	Per Box	
82	Calculator without folding 12 digit	Citizen	Per piece	
83	Collins (500ml)	Good Quality	Per piece	
84	Plastic Chair	Nilkamal	Per Piece	


  
Additional Executive Officer  
Dakshin Dinajpur Zilla Parishad

Memo No : 61/1(3)/ZP

Dated : 17/04/2017

Copy forwarded for information and taking necessary action with also to request to display the same to your notice board to :

- 1) The Sabhadhipati, Dakshin Dinajpur Zilla Parishad.
- 2) The District Magistrate, Dakshin Dinajpur & Executive Officer, DDZP.
- 3) The Superintendent of Police, Dakshin Dinajpur.
- 4) The Project Director, DRDC, Dakshin Dinajpur Zilla Parishad.
- 5) The Secretary, Dakshin Dinajpur Zilla Parishad.
- 6) The Sub-Divisional Officer, Balurghat (Sadar)/ Gangarampur at Buniadpur, Dakshin Dinajpur.
- 7) The Chairman/ Vice Chairman, Gangarampur/ Balurghat Municipality,.
- 8) The Executive Engineer (P&RD), Dakshin Dinajpur Zilla Parishad.
- 9) The District Information & Cultural Officer, Dakshin Dinajpur with the request to arrange for publishing this tender in two daily news paper.
- 10) The DIO, NIC, Dakshin Dinajpur with the request to upload this notice to the District Website.
- 11) The Dealing Assistant, Stationery, Dakshin Dinajpur Zilla Parishad.
- 12) Notice Board.
- 13) Guard File.

  
Additional Executive Officer  
Dakshin Dinajpur Zilla Parishad