

Government of West Bengal
Office of the District Magistrate, Dakshin Dinajpur
(Forms & Stationery)

Memo no. 32 /F&S

Date 25/04 /2017.

NOTICE INVITING TENDER

Sealed Tender are here invited from the bonafide Government Suppliers and Whole Sale Consumer Co-operatives of the stationery articles as per list annexed in Annexure-I for supplying stationery Articles to the different sections & Deptts. the office of the District Magistrate & District Collector, Dakshin Dinajpur as and when required for the financial year 2017-2018 as per following terms and conditions.

1. Rate of each specific item should be quoted supported by/ along with samples at the time of supply, any deviation will no be entertained. The rate must 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.
2. Valid Income Tax (PAN Card), Sales Tax (VAT Registration), Profession Tax clearance certificate must be furnished with the Tender Papers along with the related Credentials (Rs. 2,00,000/-) (preference will be given to the Tenderers having better credentials).
3. No conditional, incomplete and partial Tender will be entertained.
4. Earnest money of Rs. 10,000.00 (Rupees ten thousand) only must be deposited in favour of the District Magistrate, Dakshin Dinajpur by way of Demand Draft of any Nationalised Bank. Earnest money will be returned to the unsuccessful Tenderers on submission of petition to the effect after completion of Tender process.
5. Successful tenderers will have to submit a token security deposit amounting to Rs. 10,000.00 (Rupees ten thousand) only by way of Demand Draft of any Nationalised Bank/NSI in favour of the District Magistrate, Dakshin Dinajpur. In case of failure of disruption of supply of stationery articles or in case of supply of sub-standard materials within stipulated period, the security deposit will be forfeited without citing any further reason of any prejudice.
6. The successful Tenderers will have to make an agreement with undersigned on Non-Judicial Stamp Paper worth of Rs. 10.00 (Rupees ten) only.
7. Sealed cover containing quotations earnest money & other relevant documents & papers should be superscribed, "**TENDER FOR SUPPLY OF STATIONERY ARTICLES FOR THE YEAR 2017- 2018**" and addressed to the District Magistrate & District Collector, Dakshin Dinajpur.
8. Sealed Tenders must be dropped in the Box kept at chamber of the Addl. District Magistrate, (General) Dakshin Dinajpur in the first floor of the Dakshin Dinajpur Collectorate, till 4=00 P.M. on 12.05.2017. No Tender received beyond the scheduled date & time will entertained under any circumstances. Tenders will be opened at 3=00 P.M. on 15.05.2017 at the chamber of the Addl. District Magistrate, (General) Dakshin Dinajpur in the first floor.
9. Tenderers may remain present at the time of opening of the Tender, if they desire so.
10. 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.

(Contd. 2)

(2)

11. The undersigned reserves the right rejection of any or all 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.
12. Payment will be made as per Govt. rules observing financial formalities as per availability of fund.
13. Supply of articles have to be completed within seven days of receiving the supply order. In case of failure of doing such 2% penalty will be charged on the entire bill for each working day. In case of prolonged delay punishment as per Govt. rules may be imposed upon the faltering Tenderers.
14. Details of the Tender notice is also available at the District Web site at www.ddinajpur.gov.in.
15. List of stationary articles enclosed in separate sheet.

Encl: As stated

**District Magistrate,
Dakshin Dinajpur.**

Memo no. 32/1(14)/F&S

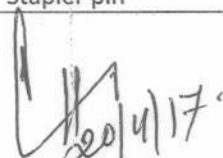
Date 25/4 2017


Copy forwarded for information and with a request to display on his notice board:-

- 1) The Superintendent of Police, Dakshin Dinajpur.
- 2) The Addl. Executive Officer Zilla Parishad, Dakshin Dinajpur.
- 3) The Sub-Divisional Officer, Balurghat, Dakshin Dinajpur.
- 4) The Sub-Divisional Officer, Gangarampur, Dakshin Dinajpur.
- 5) The DIO, D/D NIC with a request to upload the matter in the district web site. The matter of NIT is enclosed herewith for uploading.
- 6) To the DICO, Blg. Dakshin Dinajpur with a request to make a public notice by publishing this tender notice atleast two local News Paper.
- 7) The Post Master, Balurghat Head Post Office, Dakshin Dinajpur.
- 8) The Chairperson, Balurghat Municipality/Gangarampur Municipality, Dakshin Dinajpur.
- 9) C.A. to D.M., Dakshin Dinajpur.
- 10-12) C.A. to ADM(G)/ADM(D)/ADM(LR, Dakshin Dinajpur.
- 13) The Secretary, Babasayee Samity, Dakshin Dinajpur.
- 14) Notice Board, Nezarat Section, Dakshin Dinajpur.

**District Magistrate,
Dakshin Dinajpur.**

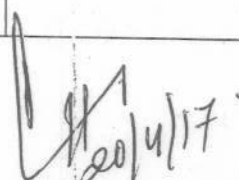
Sl. No.	Name of Stationery and other articles	Specification and brand	Quantity	Rate
1.	DFC Paper (27'X17")	Andhra quality	Per ream	
2.	F.P. Paper	-do-	Per ream	
3.	Photo copy paper A4	Copy power	Per ream	
4.	Photo copy paper FS (Legal)	Copy power	Per ream	
5.	Photo copy paper A3	Copy power	Per ream	
6.	Computer paper (single part 80GSM)	15"X12"(80col)good quality	Per 1000 sheets	
7.	Computer paper (single part 80GSM)	12"X10"(80col)good quality	Per 1000 sheets	
8.	Bound Register	Ruled & White(according to no.	Per number	
9.	Brown Paper	Good quality	Per sheet	
10.	Signature Pad 20pages	Good quality	Per pad	
11.	Carbon paper (Kores)	T.W. Blue 210mmX330mm	Per 100 sheets	
12.	Double size carbon paper (kores)	T.W. Blue 210mmX330mm	Per 100 sheets	
13.	Ball pen(good quality)	Line	Per pc.	
14.	Jetter ball pen with refill	Reynolds	Per pc.	
15.	Use & throw ball pen	Line	Per pc.	
16.	Gel pen	Cello pointech gel .5	Per pc.	
17.	Hi-tech pen	Pilo. (luxor)	Per pc.	
18.	Refill for Jetter pen	Reynolds	Per pc.	
19.	Refill for Gel pen	Cello Pointech gel 0.5	Per pc.	
20.	Envelope(clothline)large size	43cmX32cm	Per pc.	
21.	Envelope (brown)	28cm x11cm	Per 100 pc.	
22.	Envelope (Brown)	25cmx11cm	Per 100 pc.	
23.	Envelope (brown)	14cmx8.5cm	Per 100 pc.	
24.	Cover file (Eagle)	2 folder good quality	Per pc.	
25.	Cover file	4 folder good quality	Per pc.	
26.	Cover file poly coated	4 folder good quality	Per pc.	
27.	Board file with cloth line flap	Good quality	Per pc.	
28.	Guard file 25 flaps	Good quality	Per pc.	
29.	Towel	Big size good quality	Per pc.	
30.	Duster	Good quality	Per pc.	
31.	Rexer.e	Good quality	Per mtr.	
32.	Gum tube	30ml(pidilite)	Per pc.	
33.	Gum bottle	700ml. tiger	Per bottle	
34.	Dendrite tube	Adhesive 20ml	Per pc.	
35.	Self Adhesive tape	Big 1.5feet	Per pc.	
36.	Stapler	Canjaroo medium 10	Per pc.	
37.	Stapler	Canjaroo big 555	Per pc.	
38.	Stapler pin	Max medium 10	Per box	

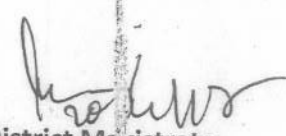

Officer- in-Charge,
Forms & Stationery,
Dakshin Dinajpur



Add. District Magistrate,
Dakshin Dinajpur


District Magistrate,
Dakshin Dinajpur

39.	Stapler pin	Max big 24/6-3M	Per box
40.	Pin	Bell	Per box
41.	James clip	Ordinary	Per box
42.	Perforator	Good quality	Per pc.
43.	Stainless steel knife	Good quality	Per pc.
44.	Battery for torch	Eveready	Per cell
45.	Pencil battery for clock	3PL/Eveready	Per cell
46.	Drinking glass	Good quality	Per pc.
47.	Plastic jug	Good quality	Per pc.
48.	Water bottle	Pearl pet	Per pc.
49.	Water filter candle	Puro	Per pc.
50.	Table glass	Good quality 5mm	Per sq. feet
51.	Paper weight	Goass	Per pc.
52.	Pen stand four folder with pens	Good quality	Per pc.
53.	Clip board	Plastic	Per pc.
54.	Waste paper basket	Small 12inc.	Per pc.
55.	Stamp pad fever castle	Medium	Per pc
56.	Stamp pad fever castle	Eig	Per pc.
57.	Ink for stamp pad (fever castle)	60ml	Per pc
58.	Correction fluid (white)	Eraz-x (kores)	Per pc.
59.	Correction fluid pen	Good quality	Per pc.
60.	Marker pen (black)	Good quality	Per pc.
61.	Sponge with case	Good quality	Per pc.
62.	Tag -9inc.	Good quality	Per 100 pc.
63.	Thread ball	Tvinge	Per 50 grm.
64.	Suti	Jute	Per kg.
65.	Garder (rubber)	Small black	Per kg.
66.	Garder rubber)	Medium coloured	Per kg.
67.	Garder fubber	Big coloured	Per kg.
68.	High lighter pen	Good quality	Per pc.
69.	Sticky flag	3 part	Per packet
70.	Candle	Wax	Per pc.
71.	Chair cushion	Foam	Per pc.
72.	Soap lifeboy	100 grm.	Per pc.
73.	Soap powder	Vin 500 grm.	Per packet
74.	Bleaching powder	Good quality	Per kg.
75.	Naphthalene	Good quality	Per kg.
76.	Phenyl good quality	5 ltr. Container	Per 5 ltrs.
77.	Key bag 5 inch.	Leather good quality	Per pc.
78.	Plastic scale	18 inch-camel/nataraj	Per pc.
79.	Channel file	A4 size	Per pc
80.	Channel file	F5 size	Per pc.
81.	Hand wash	Detol (250 ML)	Per pc.
82.	Fevi Stik	Glue Stick	Per Pc.
83.	Pin-clip container	Magnetic	Per Pc.
84.	All out ((Mosquito liquid) with Machine	Good Quality	Per pc.
85.	Hit (Mosuito Killer)	Hit	Per pc.
86.	Room Spray	Good quality	Per pc.


 Officer-in-Charge,
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 Dakshin Dinajpur


 Add. District Magistrate,
 Dakshin Dinajpur


 District Magistrate,
 Dakshin Dinajpur

87.	Computer cardige	88A	Per pc.
	a) Computer cardige	12A	Per pc.
	b) Computer cardige	28A	Per pc.
	c) Computer cardige	36A	Per pc.
	d) Computer cardige	Canon-303	Per pc.
	e) Computer cardige	FX-9	Per pc.
88.	Computer Cardige (rifil)	Good quality	Per pc.
89.	Pen drive	8GB,	Per pc.
90.	Pen drive	16GB,	Per pc.
91.	Pen drive	32GB	Per pc.
92.	Hardise (ITB)	Good quality	Per pc.
93.	Table cover (Rexine) <i>Velvet</i>	Good quality	Per pc.
94.	Table cover (Rexine) <i>Velvet</i>	Good quality	Per pc.
95.	Table glass (6mm)	(6mm)	Per pc.
96.	Table glass (12mm)	(12mm)	Per pc.
97.	Toner	Good quality	Per pc.
98.	Writing stand	Good quality	Per pc.
99.	Lock & key	(small)	Per pc.
100.	Lock & key (navtal)	(Big size, 7 lever)	Per pc.

[Signature]
29/4/17

Officer-in-Charge,
Forms & Stationary,
Dakshin Dinajpur

[Signature]
Add. District Magistrate,
Dakshin Dinajpur

[Signature]
District Magistrate,
Dakshin Dinajpur