

OFFICE OF THE PROJECT DIRECTOR
DISTRICT RURAL DEVELOPMENT CELL
DAKSHIN DINAJPUR ZILLA PARISHAD
&
ANANDADHARA - DISTRICT OFFICE
DISTRICT MISSION MANAGEMENT UNIT



Telephone (03522)255-307, 257-307, E-mail :

Memo no. 318/DRDC/II-1/13Vol.3

Date: 27/03/2017

From: The Project Director
District Rural Development Cell
Dakshin Dinajpur Zilla Parishad

Sub: Intimation for change of date and time for opening of Tender Box.

In ref. to this Office NIT No. 254(A)/DRDC/II-1/13Vol.3 dated 20/03/2017, due to unavoidable circumstances, the date for tender box opening has been extended till 30th March, 2017 at 2 PM.

[Copy encl: NIT No. 254(A)/DRDC/II-1/13Vol.3 dated 20/03/2017

NB: The vendors who have dropped their tender in box need not resubmit application]


Project Director
DRDC:DDZP

NIT No. 318(6)/DRDC/II-1/13Vol.3

Date: 27/03/2017

Copy forwarded for information:

1. The District Magistrate & District Mission Director, Dakshin Dinajpur
2. The Additional Executive Officer, Dakshin Dinajpur Zilla Parishad
3. The Sub-Divisional Officer, Balurghat Sub-Division, Dakshin Dinajpur
4. The DIO, NIC, D/Dinajpur with a request to make an arrangement to upload online the notice for wide publicity.
5. The DICO, Dakshin Dinajpur, Balurghat with a request to make an arrangement to hang the notice at his Office Notice Board for wide publicity.
6. Office Notice Board.


Project Director
DRDC:DDZP

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(03522)255-307, 257-307, Tele/Fax : (03522)255-320, E-mail : [redacted]

TENDER NOTICE

NIT No. **254(A)** DRDC/II-1/13 Vol.3

Dated: 20 /03/2017

Sealed Tenders are invited from Reputed Firms/ Suppliers/other organizations for Stationary articles at the Office of the Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur, on behalf of The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur. Interested vendors and other organizations should send their bids to the Office of Project Director, District Rural Development Cell, DDZP, Balurghat, Dakshin Dinajpur Pin 733101. **The stationary articles shown in Annex-I.**

Conditions:

1.The Bidder should be supplied the articles within 07 days after issuing the supply order from The Project Director, District Rural Development Cell, DDZP Dakshin Dinajpur.

Note: The Bidder should not have been blacklisted by any Central Government/ State Government Office.

2.Due Date: Last date and time for submission of bid is **27/03/2017 at 12-00 pm** at the office of The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur. Offers received after due date and time of submission will not be considered. **The tenders will be opened on 27/03/2017 at 3:00pm.**

3.Submission of tender: Intending firms should submit their tenders in sealed covers and should be addressed to The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur. If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING as well and shall be deposited in the TENDER BOX at Office of The Project Director, District Rural Development Cell, DDZP Dakshin Dinajpur provided for the purpose. If the tenders are sent by post, the same must be sent in double covers INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING AND SEALED while OUTSIDE COVER should only bear address of this office without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAX/Email QUOTATIONS SHALL NOT BE ACCEPTED.**

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4.VAT Clearance Certificate: A copy of latest VAT clearance certificate duly self-attested should be submitted along with the offer.

5.Attending Tender Opening: Only one representative of each bidder, who wishes to attend the tender opening, shall be allowed to attend Tender Opening subject to presentation of authorization letter from the bidder.

6.A). Award Criteria: Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur shall rank/arrive at lowest bidder for each item based on lowest rate quoted (inclusive of all taxes charges) for the item. The decision of The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur in this regard shall be final.

The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur reserves the right to engage more than one supplier to supply the materials at the L-1 rate, if it seems that lowest bidder is not in a position to carry out full task within the stipulated time.

B). The agency shall be responsible to supply the materials at the office of The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur. In case of any discrepancy/ negligence, proper & pecuniary action shall be taken against the agency.

7. Right to Accept any Bid and Reject any or all Bids: The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur reserve the right to accept any bid, and to annul the tender process at any time prior to award of contract or reject any or all affected bidder or bidders or bidders or any obligation to inform the affected bidder or bidders on the ground of the action.

8.Amendment to the Tender: Before the last date for the receipt of tender, The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur may amend any of the tender conditions as may be desired or wherever he finds that such an amendment is absolutely necessary. The Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur at its discretion may or may not extend the due date and time for the submission of tender documents on account of amendments.

9.Additional Information: If the bidder needs additional information and clarification apart from information in tender notice, he may seek the same from The Project Director, District Rural Development Cell, DDZP Dakshin Dinajpur in writing. In case of dispute or differences arising between Project Director, District Rural Development Cell, DDZP, Dakshin Dinajpur and bidder to any matter pertaining this tender, related work order any payment, the decision of The Project Director, District Rural Development Cell, DDZP Dakshin Dinajpur.

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10.Pro-forma for Tender: The Tender should contain only the rate of the Products as per the above mentioned prescribed pro-forma for which the bid is being submitted. Rates including all charges like taxes, etc, should be indicated in both FIGURES & WORDS.

11.Enclosure of Tender Bid: Two separate envelopes are required to be attached in the bid for Tender:-

The first envelope shall contain essential certificate required for quality and they are following:

- A). A copy of latest VAT clearance certificate duly self-attested/stamped.
- B). Copy of the Registration Certificate of the Bidder/Firm:
- C). Self Certificate, duly signed by the bidder that the bidder is not current blacklisted by any other Central Government/ State Government Department/Public Sector Undertaking:

The second envelope shall contain the rate of the Products as per above mentioned prescribed pro-forma for which the bid is being submitted. The rate includes all chares like taxes & others and should be indicated in both FIGURES & WORDS.

Note: All documents/ materials enclosed with the Tender should duly be signed by the Bidder with the seal of the firm on each and all pages are serially page numbered. Tender without any of the above mentioned documents/ materials or assembling all papers in a single envelope lead to rejection of the Bid.

12.Special Note:

- a) Any ambiguity in the offer may lead to disqualification.
- b) Conditional offer shall be summarily rejected
- c) After observing necessary formalities, discretion upon PD DRDC for further action.

[Signature] 20/3/2017
Project Director
DRDC:DDZP
Dakshin Dinajpur

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NIT No. 254(A)1/(5)/ DRDC/II-1/13Vol.3

Date: 20/03/2017

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3. Sub-Divisional Officer, Balurghat Sub-Division, Dakshin Dinajpur
4. The DICO, Dakshin Dinajpur, Balurghat with a request to make an arrangement to hang the notice of his Office Notice Board for Publicity.
5. Office Notice Board.

Y. P. S. 20/3/2017
Project Director
DRDC:DDZP
Dakshin Dinajpur

Annex-I

Items to be purchased for this FY'2017-18

Sl. No.	Items	Rate
1.	Board file (Good quality)	
2.	Cover File (4 folder) Polycoated & Ordinary (Ambassador/Executive)	
3.	Cover File (2 folder) Ordinary & Policoated (Eagle/Cello)	
4.	Cello tape (Brown/ & White) 2' breath & ½ ' breath	
5.	Channel File (A4 size)	
6.	Plastic Folder (Button)	
7.	Envelope (Bamboo Paper- Large, Medium, Small)	
8.	Envelope (Cloth & Paper – Large & A4)	
9.	Fevi stick 15g & 8g	
10.	James clip (plastic coted)	
11.	Register (Binding- 4/6/8/10)	
12.	Cash Book (No. 10)	
13.	Photocopy Paper (A4 size)	
14.	Photocopy Paper (Legal size)	
15.	Whitener	
16.	whiteboard marker & permanent marker	
17.	Pencil & Eraser	
18.	Note Pad (Meeting)	
19.	Use & Throw Ball Pen (Agni Gel)	
20.	Stapler Pin (Kangaroo – 10)	
21.	Air Refresher (Odonil)	
22.	Mosquito Killer Machine (Good Night)	
23.	Mosquito Killer Oil (Good Night)	
24.	Hand Wash (Dettol)	
25.	Nepheline (Bengal Comical)	
26.	Room Freshener 200ml (Riya Ragjanigandha)	
27.	Waste Paper Bucket (Plastic)	
28.	Phenyl (Nemyle) 1 ltr	
29.	Harpic 500ml	
30.	Notes A1-3 (Flag)	
31.	LED Bulb (5W/14W/16W/20W)	
32.	Tube Light (Philips) 40 W	
33.	Philips 100W Bulb	
34.	Detergent Powder (Sun Light) 1kg	
35.	Collin	
36.	Dish Wash Liquid (Vim) 500ml	
37.	Suthol 100ml	
38.	Printer Cartridge (HP 88A & 12A)	
39.	Xerox Cartridge (Ricoh -20104D)	
40.	Torch Light Battery (Eveready)	
41.	Pencil Battery (Eveready)	
42.	Broom (Full –Jharu) with Plastic Cover Handle	
43.	Duster Cloth (Good Quality)	



