



Government of West Bengal
Office of the District Magistrate
&
District Election Officer
North 24-Parganas
(Material Cell)

NIT No.: 03/T - S&C/Material Cell/2011

Date: 10/03/2011

NOTICE INVITING TENDER

Sealed offers are invited on behalf of District Magistrate & District Election Officer, North 24-Parganas by the undersigned only from willing bonafide, competent, reputed & eligible Authorised Dealers / Wholesalers / Reputed Firms / Agencies, having adequate experience in Supply of Stationery Articles & Consumables to Government Offices, in connection with ensuing General Election to West Bengal Legislative Assembly, 2011; for the items required as denoted in the enclosed list mentioned as Annexure - I.

Offers will be received till 17.03.2011 upto 02.00 p.m. at this Office (except Government Holidays in both the cases).

All Agencies Offering Rates (AOR) should submit the following documents (duly attested by any Gazetted Government Officer only) in the name of the Agency:

- 1) Current Trade License for 2010 - 2011.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment Year 2009 - 2010.
- 4) Permanent Account Number (PAN) Card.
- 5) Professional Tax Registration Certificate.
- 6) Professional Tax Challan with current validity.
- 7) Credential (Successful Completion) Certificate of similar nature for order values exceeding Rupees 1.00 (One) Lakh, in a Single Order in the last Financial Year (2009 - 2010) from any Government Department only.

The AOR should quote rates inclusive of all taxes for any volume, also must include cost of delivery charges to any offices within this district & incidental charges (if any).

The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes & the said two envelopes must again be inserted into another sealed envelope.

All AOR must enclose along with the Technical Bid, Demand Draft in favour of "District Magistrate, North 24 Parganas" for an amount of Rs. 30,000.00 (Rupees Thirty Thousand) only, as Earnest Money. The Earnest Money will be refunded back on final completion of the Tender process, only on proper claim by the quotationer. **Non submission of Earnest Money will summarily lead to rejection of the Bid.** Also, proper documents are to be furnished in case of claiming exemption from the same.

Upon receiving the sealed quotations, the Technical Bid only will be taken out & examined on 17.03.2011 at 03.00 p.m. in presence of intending quotationers or their representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on 17.03.2011. immediately thereafter.

The Samples provided by any AOR will be tallied with the rates quoted against each; for comparison of the same with that of the others.

The "Intending AOR" if selected as a supplier, must comply exactly with the same rate quoted for all articles, for supply of any volume until completion of the election process, i.e. nearly July 2011.

Earnest Money submitted by AOR will be converted as Security Deposit for those who will be selected as a Supplier. Again the same will be retained with this office until July 2011.

Details of the Tender will be available on www.north24parganas.nic.in and this Office Notice Board. Print out from Website or photocopy of the Tender document can be used for submission of Bid. However the Bid must be in the Format as specified in the enclosed document marked as Technical Bid Form & Financial Bid Form respectively.

The sealed offers (both Technical Bid & Financial Bid) should only be submitted in the proper Tender Paper alongwith a forwarding letter addressed to the undersigned in the own Letter Head of the AOR. Notice Inviting Tender Number & Date must be written in bold on the sealed envelope.

The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever.


Additional District Magistrate (General)
North 24 Parganas



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Copy forwarded for information to the:

- 1 - 3) District Magistrate - South 24 Parganas, Howrah & Hooghly; with a request for wide publicity.
- 4) Secretary, Zilla Parishad, North 24 Parganas.
- 5 - 9) Sub-Divisional Officer - Barasat, Basirhat, Barrackpore, Bongaon & Bidhannagar.
- 10) Officer - in - Charge, District Election Department, North 24 Parganas
- 11) Nazareth Deputy Collector, North 24 Parganas.
- 12) District Information & Cultural Officer, North 24 Parganas; with a request for wide publicity.
- 13) District Informatics Officer, National Informatics Centre, North 24 Parganas; with a request to put up on web.
- 14) Stock - in - Charge, Paschim Banga Sarva Siksha Mission, District Project Office, North 24 Parganas to monitor the process.
- 15) Office Copy.


Additional District Magistrate (General)
North 24 Parganas

List of Stationery and Consumable Items required by Material Cell, North 24 Parganas
w.r.t. NIT No.: 03/T - SC / Material Cell / 2011 dated 10 / 03 / 2011

Sl. No.	Item	Specification	Brand	Unit	Remarks
1	Adhesive	Multi Purpose, High Strength. 20 ml Tube	Dendrite	tube	
2	Badge (Metal)	Size: 3" x 1" 1 mm Stainless Steel Material Matter: Black Engraved	Any	no.	
3	Badge (Plastic)	Size: 3" x 1" 2 mm thick White Colour PVC Material Matter: Black Engraved	Any	no.	
4	Bag Marking Material	1" Brush with wooden handle	Any	no.	Produce Sample
5	Bag Marking Material	Black Japan	Any	liter	
6	Bag Marking Material	Taurpin Oil	Any	liter	
7	Blade	Stainless Steel Material 10 pieces in a box	Bharat	box	
8	Calculator	12 Digit	Citizen, Model Number: CT - 333	no.	
9	Candle stick	10" height, 3/4" diameter, 6 pieces in a packet weighing 200gm	Any	packet	
10	Carbon Paper	FC size. Pigmented Wax backed Carbon Papers, Silvaback, Carboplane, 503 Black, each packet consisting of 100 sheets	Kores	packet	
11	Card Board for Paper Sealing	Size: 3" x 1", 300 gsm Board	Any	no.	Produce Sample
12	Chalk	White Colour, 50 pieces in a box	Any	box	
13	Cloth Line Envelope	a) Paper Quality: 100 gsm unreeved Craft Paper b) Size: 21" x 14" c) Print Matter: Text & Graphics - Single Colour d) To be supplied in a packet containing 100 Envelopes	Brand of Paper to be used: Yash or equivalent make	no.	
14	Coir Rope	100 gm ball	Any	ball	Produce Sample
15	Correction Pen	1.00 mm metal tip	Camlin	no.	
16	Cotton Waste	100% pure cotton waste	Any	kg.	Produce Sample
17	Distinguishing Mark	Polymer Stamp of 2" diameter with Plastic Handle	Any	no.	
18	Duster (Cloth)	12" x 12" (Blue - White Checked pattern)	Any	no.	
19	Duster (Cloth)	24" x 24" (Blue - White Checked pattern)	Any	no.	
20	Empty Container for holding bottle of indelible ink	Size: Height 4" x Diameter 3" Plastic Container with Lid	Any	no.	Produce Sample
21	Envelope Small	a) Paper Quality: 80 GSM, white b) Size: 9 1/2" X 4 1/2" c) Print Matter: Text & Graphics - Single Colour d) Pre Adhesive in the Flap for sticking e) To be supplied in a box of 200	Brand of Paper to be used: Andhra Papers or equivalent make To be prepared & printed by the supplier	no.	
22	Eraser	Non Toxic Plasto Erasers	Nataraj 621	no.	
23	First Aid Box (Equipped)	10" x 8" x 4" Transparent Plastic Box containing: Disinfectant - Savlon 100 ml Absorbent Cotton 20 gms Cotton Bandage 3" x 2 mt. Mercurochrome 25 ml Band Aid (J&J) Rectangular 5 nos. Band Aid (J&J) Round 5 nos. ORS 2 sachets	Combined	set	Produce Sample
24	Flexible Wire	Guna Taar measuring 18 gaze	Any	kg.	Produce Sample
25	Four Folder	a) Board Quality: 26 ounce b) Size: 10" X 14" c) Style: Uppermost left flap full covered d) Colour: As specified e) Printed on cover	To be prepared & printed by the supplier	no.	
26	Glue Stick	15 gm adhesive stick	Fevi Stik	no.	
27	Glycerin	100 ml bottle	Any	bottle	
28	Gum	700 ml	Gripex	bottle	
29	Gum Paste	30 ml Tube	Gripex	tube	
30	Gunny Bag	Size: 27" x 17"	Any	no.	Produce Sample
31	Hata	1 feet, Iron made	Any	no.	Produce Sample
32	Highlighter Pen	Text liner, 48 refill, paper - copy - fax, Colour - Green, Orange & Yellow	Camlin	no.	
33	Hurricane	-	Kishan / Bajaj	no.	Produce Sample
34	James Clip	Size 28 - 33 mm, plastic coated paper clips of different colours, each Packet containing 100 clips	Zen	packet	


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Sl. No.	Item	Specification	Brand	Unit	Remarks
35	Jar	Size: 2 Liter, White Colour PVC material	Any	no.	Produce Sample
36	Jug	PVC material	Milan	no.	Produce Sample
37	Jute Rag	25 gm ball of Jute	Any	ball	Produce Sample
38	Karai	10" diameter, Iron made	Any	no.	Produce Sample
39	Knife	8" Stainless Steel Body with Plastic Handle	Any	no.	Produce Sample
40	Lock & Key	5 Lever	Godrej Navtal	no.	
41	Lock & Key	5 Lever	Palam / Link	no.	
42	Lock & Key	7 lever	Godrej Navtal	no.	
43	Markin Cloth	1 meter x 1 meter	Any	no.	Produce Sample
44	Match Box	50 wooden sticks	Ship	box	
45	Metal rule	Size: 6" x 1/2" made of Iron	any	no.	Produce Sample
46	Metal Seal	1" diameter made of Brass	Any	no.	Produce Sample
47	Nails	Length 2" made of Iron	Any	kg.	Produce Sample
48	Needle	Length 3" made of Steel	Any	no.	Produce Sample
49	Packing Papers (Brown)	Size: 20" x 30" 100 gsm uncreased Craft Paper	Yash or equivalent make	ream	
50	Paper A4	Size A4, 297 mm X 210 mm, 75 gsm White Paper	Copy Power	ream	
51	Paper Clip (Steel)	Size: 3"	Any	no.	Produce Sample
52	Paper Double Fools' Cap	a) Paper Quality: 70 gsm White Paper b) Page Size: 17" x 27"	Any	dista	Produce Sample
53	Paper Fools' Cap	a) Paper Quality: 70 gsm White Paper b) Page Size: 17" x 13 1/2"	Any	dista	Produce Sample
54	Paper Legal	Size 8 1/2" X 14", 80 GSM white paper	Copy Power	ream	
55	Paper Weight	Round Shaped, Crystal, Transparent	Any	no.	Produce Sample
56	Pen (Black / Blue / Green / Red)	Non - reusable Gel / Ball point Pen	Agni Gel	no.	
57	Pencil	Bonded Lead HB	Nataraj 621	no.	
58	Permanent Marker	CD - OHP Marker, Colour - Black, Blue, Green, & Red	Camlin	no.	
59	Pin	Silver Plated, Needle Point, 100 gms. Box	King	box	
60	Pin File (Paper Stacker)	8" metal stand with round wooden block base	Any	no.	Produce Sample
61	Punching Machine (Single Hole)	4.5 mm hole	Kangaro	no.	
62	Punching Machine (Two Hole)	8 cm width	Kangaro DP 500	no.	
63	Register (No. 6)	a) Paper Quality: 80 gsm Ledger Paper b) Board Quality: 26 ounce Board c) Page Size: 13" X 8" d) No. of Pages: 144 e) Binding: Hard Board bound with Cloth & Marble paper cover, paper stitched within f) Sticker on cover	To be prepared & printed by the supplier	book	
64	Register (No. 8)	a) Paper Quality: 80 gsm Ledger Paper b) Board Quality: 26 ounce Board c) Page Size: 13" X 8" d) No. of Pages: 192 e) Binding: Hard Board bound with Cloth & Marble paper cover, paper stitched within f) Sticker on cover	To be prepared & printed by the supplier	book	
65	Rubber Band (Big)	2" size	Any	kg.	Produce Sample
66	Rubber Band (Small)	4" size	Any	kg.	Produce Sample
67	Rubber Stamp	Round shaped 2" diameter Rubber pasted on Wooden Block with Plastic handle	Any	no.	Produce Sample
68	Scale / Ruler	30 cm / 12" ruler, thin	Camlin	no.	
69	Scissor	Size 210 mm / 8.25", Stainless Steel Plate & PVC Grip	Dolphin	no.	Produce Sample
70	Sketch Pen	12 colours felt pen	Camlin	packet	
71	Slip pad	Size: 4" x 6" 50 sheet in each pad Quality of Paper : 65 gsm Map Litho White Colour Paper Cover: 200 gsm Grey Back Duplex Board Pad Binding	To be prepared by the Supplier	no.	
72	Sponge Cup	Fibre cup with 1" thick sponge within	Gripex	no.	Produce Sample
73	Stamp Pad (Violet) Big	Size 157 mm X 96 mm	Gripex	no.	
74	Stamp Pad (Violet) Small	Size 110 mm X 69 mm	Gripex	no.	
75	Stamp Pad Ink	60 ml	Gripex	no.	

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Sl. No.	Item	Specification	Brand	Unit	Remarks
76	Stapler (Big)	Size: 24/6	Kangaro, Model Number: HS 45P	no.	
77	Stapler (Small)	Size: 10	Kangaro, Model Number: HS 10H	no.	
78	Staples (Big)	Number: 24/6	Kangaro	box	
79	Staples (Small)	Number: 10 - 1M	Kangaro	box	
80	Stick - it - Notes Big	2" X 3" Indicator Tags, Yellow colour, each bunch containing 100 such tags	Eagle, Product Code Number: 659 - 5B / Other	bunch	
81	Stick - it - Notes Small	1" X 2" Indicator Tags, Yellow colour, each bunch containing 100 such tags	Eagle, Product Code Number: 656 / Other	bunch	
82	Stove	2 liter oil tank	Janata	no.	Produce Sample
83	Sutli	Jute	Any	kg.	Produce Sample
84	Tag (Short)	7" length, red & white string with metal heads on both end	Any	bunch	Produce Sample
85	Thread Ball	25 gm.	Any	ball	Produce Sample
86	Trunk	Dimension: 36" x 22" x 12" Galvanized on 26 gaze Tin	Any	no.	Produce Sample
87	Twine Thread Ball	25 grm.	Any	ball	Produce Sample
88	Voting compartment	Size: 6' x 2' folded in 3 parts, joints on outer surface pasted with Red Shaloo made out of 18 Ounce Mill Board	Any	no.	Produce Sample
89	Voting compartment	Size: 7' x 5' made out of opaque Hessian (Jute)	Any	no.	Produce Sample
90	White Ink	Correction Fluid 15 ml, Diluter Fluid 15 ml	Kores	no.	
91	Wire Cutter (Katuri)	8" Length, Iron made	Any	no.	Produce Sample


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