

# NORTH 24 PARGANAS ZILLA PARISHAD

RISHI BANKIM SARANI

BARASAT, NORTH 24 PARGANAS

## STORE

NIT No. 153/N2P

Date : 11/02 /2014

### NOTICE INVITING TENDER

Offers are invited only from competent, reputed & eligible Agencies / Firms / Co-op. Society, having adequate experience in supplying Office Stationery, Printing and Miscellaneous Articles to Government Offices, for the items required by this office as donated in the enclosed Annexure-I.

The Tender Papers (comprising Notice Inviting Tender along with Item Details at Annexure-I, Technical Bid Form & Financial Bid Form) is to be obtained from the Store Keeper, North 24 Parganas Zilla Parishad from 10.30 A.M. on 10/02/2014 till 21/02/2014 upto 4.00 p.m. against payment of Rs.50/- in cash or through Bank draft drawn in favour of North 24 Parganas Zilla Parishad on any Nationalised Bank and payable at Barasat. Offers will have to be submitted in the sealed tender Box kept in the office chamber of Secretary, Zilla Parishad latest by 3.00 p.m. on 24/02/2014.

All Agencies Offering Rate (AOR) should submit the following documents (duly self attested only) in the name of the Agency :

- 1) Current Trade License for 2013-14
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment Year 2012-13
- 4) Permanent Account Number (PAN) Card
- 5) Professional Tax Registration Certificate
- 6) Professional Tax Challan with current validity.
- 7) Credential (Successful Completion) Certificate for order value exceeding Rs.20,000/- in a Single Order in the last Financial Year (2012-2013) from any Government Department only.

The AOR should quote rates quoted rate should include all taxes for any volume, also must include cost of delivery charges to Zilla Parishad / BDO offices/ Municipal offices within this district & incidental charges (if any). Offers are to be submitted in the Tender Box retained with the department. In this case 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 Demand Draft a sum of Rs. 5,000/- (Rupees Five Thousand) only, as Earnest Money along with the Technical Bid, in favour of North 24 Parganas Zilla Parishad as per detail mentioned above. 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 upto 24.02.2014 till 3.00 p.m., only the Technical Bids will be examined on the same date at 4.00 p.m. in the presence of intending bidders 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 24/02/2014 at 5.00 p.m. by the tender selection committee. The physical samples provided by the 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 and quality or brand quoted for all articles, for supply of any volume upto 1 (one) year from the date of acceptance of the rate(s).

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

  
Additional Executive Officer  
North 24 Parganas Zilla Parishad

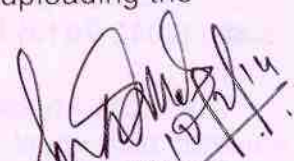
Memo No. 153/1(6)/(N)/Z.P.

Date 11/02/2014

Copy forwarded for information with a request to display for wide publicity

1. Secretary, North 24 Parganas Zilla Parishad, Barasat
2. Project Director, DRDC, North 24 Parganas, Barasat
3. Nazareth Deputy Collector, North 24 Parganas, Barasat
4. The District information & Cultural Officer, Barasat, North 24 Parganas for circulation.
5. District Information Officer, NIC, North 24 Parganas for uploading the notice in website of Zilla Parishad.

6. Notice Board.

  
Additional Executive Officer  
North 24 Parganas Zilla Parishad