

## North 24 Parganas Zilla Parishad

Rishi Bankim Sarani  
Barasat, North 24 Parganas

STORE

NIT No. 876

Dated 11/08/2014

### NOTICE INVITING QUOTATION

Quotations are invited only from bonafide, reputed and eligible Agencies/Firms/Co-operative Societies having adequate experience in supplying Office stationery, printing and other miscellaneous articles to Government Offices, for supplying of the items required by this Office as mentioned in Annexure-I of this notice.

The Tender papers (comprising Notice Inviting Quotations along with item details in Annexure-I and form) is to be obtained from the Store Keeper, North 24 Parganas Zilla Parishad on each working day on and from 11/08/2014 till 25/08/2014 from 11:00 AM to 04:00 PM against payment of Rs.50/- (Rupees fifty) only in cash. Offers will have to be submitted in the sealed tender box kept in the Office Chamber of the Secretary, Zilla Parishad during office hours on any working day from 11/08/2014 and latest by 03:00 PM on 26.08.2014. The sealed tender box will be opened at 03:30 PM at the office chamber of the Secretary Zilla Parishad.

#### Terms & Conditions :

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

- 1) Current Trade License for 2014-15
- 2) Value Added Tax (VAT) Registration Certificate
- 3) Income Tax Return for the Assessment Year 2014-15
- 4) Permanent Account Number (PAN) Card
- 5) Credential (Successful completion) certificate for supply order value exceeding Rs. 20000/- in a single order in the last Financial Year (2013-14) from any Government Office only.

The AORs should submit quotations for minimum 10(ten) items.

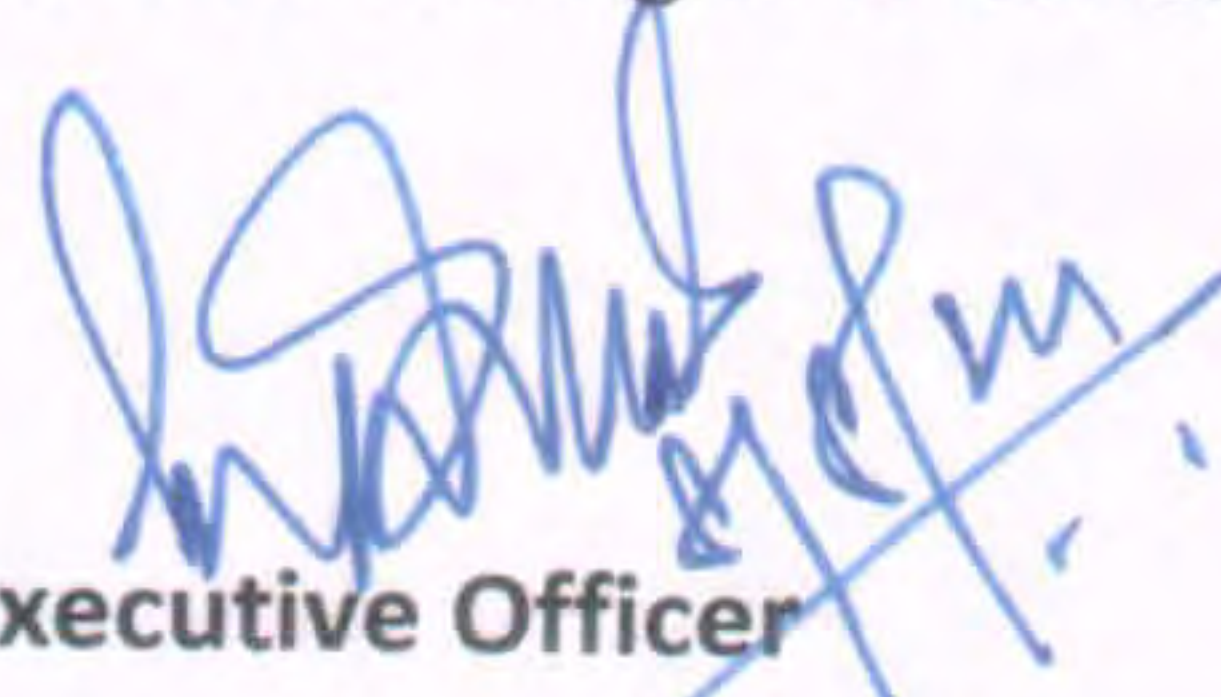
The AOR should quote rates in figure and in words and such quoted rate should include all taxes for any volume and also must include cost of delivery charges to Zilla Parishad/G.R.H. within this District and incidental charges, if any.

All AOR must enclose Demand Draft of a sum of Rs. 5,000.00 (Rupees Five thousand) only as Earnest Money along with the Technical Bid in favour of the North 24 Parganas Zilla Parishad, drawn on any nationalised Bank

and payable at Barasat. The earnest money will be refunded on completion of the Tender Process and only after receiving proper claim by the quotationer. Non submission of the Earnest Money as stated above will lead to summary rejection of the concerned Bid. Proper documents are also to be furnished in case of claiming exemption from submission of the same. Upon receiving the sealed quotations up to 26 /08 /2014 till 03:00 PM quotations will be examined on the same date at 04:00 PM in the presence of the bidders or their representatives. The physical samples provided by the AOR will be tallied with the rates quoted against each and for comparison of the same provided by other AOR(s).

The 'intending AOR' if selected as a supplier, must comply exactly with the same rate and quality and/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 and also the right to cancel the process of tender at sny stage without assigning any reason whatsoever.



Additional Executive Officer  
North 24 Parganas Zilla Parishad

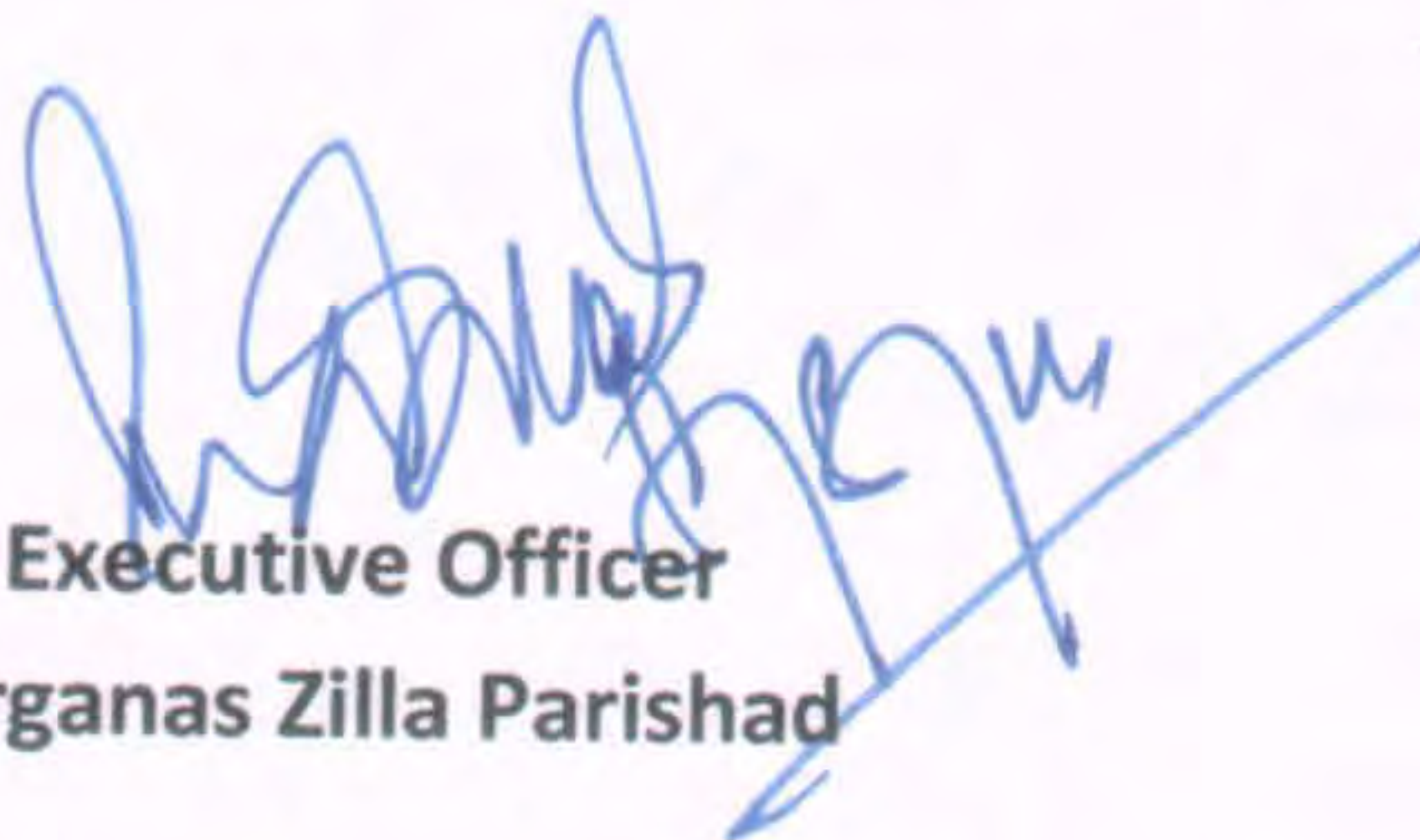
Memo. No. 876(7)/(N)/ZP

Dated 08/08/2014

Copy forwarded for information and with a request to display for wide publicity to the :

11-8-14

1. Secretary, North 24 Parganas Zilla Parishad.
2. Project Director, DRDC, North 24 Parganas.
3. Nazareth Deputy Collector, North 24 Parganas.
4. District Information & Cultural Officer, North 24 Parganas.
5. District Information Officer, NIC, North 24 Parganas –for uploading the notice in the website of the Zilla Parishad.
6. Notice Board of the Zilla Parishad.
7. Cashier, North 24 Parganas Zilla Parishad.



Additional Executive Officer  
North 24 Parganas Zilla Parishad

A. Regular Basic Usage

Article	Brand/ Quality	Unit
1 Ball Pen (Use & Throw) -Ink colour Blue/Black/Red/Green	Linc/ Agni	1 piece
2 Jell Pen	Add/Linc/Reynolds/Cello	1 piece
3 Ordinary ball pen refill	Linc	10 pieces
4 Jell Pen Refill	Add/Linc/Reynolds/Cello	10 pieces
5 High Lighter Pen	Camel/ Faber Castle	1 piece
6 Double Colour Pen	Linc	1 piece
7 James Clip	Bell	1 Box
8 James Clip Rust Proof (Plastic coated)	Zorex/ Max	1 Box (100 g)
9 Alpin	Bell	1 Box
10 Stapler Machine (No. 10)	Kangaro	1 piece
11 Stapler Pins (No. 10)	Kangaro	1 Box
12 Stapler Machine (No. 24/6)	Kangaro	1 piece
13 Stapler Pins (No. 24/6)	Kangaro	1 Box
14 Sticky Note ( Multi Colour )	Best Quality	1 Packet
15 Gum Stick Pad ( 2 x 3 )	Best Quality	1 Pad
16 Channel File ( A4 Size )	Best Quality	10 Pieces
17 Cloth Duster	Premium Quality	1 Piece
18 Glue Stick	Fevistick	1 Piece
19 Gum	Fevigum	1 Piece
20 Correction Fluid	Kores	1 Piece
21 Bound Register (sizes 4,6,8,10,12,16,20)[ Rates for each size to be quoted separately ]	Pioneer/ Best Quality	1 Piece
22 Peon Book (Sizes 4,6)[ Rates for each size to be quoted separately ]	Best Quality	1 Piece
23 Vehicle Log Book (Sizes 4,6)[ Rates for each size to be quoted separately ]	Best Quality	1 Piece
24 Measurement Book (Big)	Tiger	1 Piece
25 Four Folder Cover File	Best Quality	1 Piece
26 Pencil Battery	Eveready/ Novino	1 Piece
27 9 vol. Cordless Battery	Eveready	1 Piece
28 A4 size paper for print/photocopy	Copypower / Bilt	1 Rim
29 F.S. Photocopy paper	Copypower / Bilt	1 Rim
30 Blank C.D.	Sony/ Frontech	50 pieces

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B. Irregular Basic usage

Article	Brand/ Quality	Unit
1 Plastic Ruler/Scale	Faber Castle	1 Piece
2 Wooden Pencil	Nataraj/ Camel	10 Pieces
3 Pencil Sharpener	Nataraj/ Camel	1 Piece
4 Eraser	Faber Castle/ Camel	1 Piece
5 Stamp Pad (Big, Medium) [ Rates for each size to be quoted separately ]	Eveready	1 Bottle ( 500 ml. )
6 Stamp Pad Ink	Kangaro / Max	1 Piece
7 Torch Battery 1050	Palam	1 Piece
8 One hole punching machine	Yera	1 Piece
9 7 liver lock & Key	Best Quality	1 Piece
10 Drinking Glass	Wonder 555	1 Piece
11 Pen Stand	Perfect/Gripex	1 Piece
12 Cello Tape, Big, small [ Rates for each size to be quoted separately ]	Cello	1 Bottle (700 ml.)
13 Liquid Gum	Cello	1 Piece
14 Plastic Jug	Cello	1 Piece
15 Plastic Mug	Best Quality	1 Piece
16 Plastic Bucket 16 litres	Kores	1 Piece
17 Plastic waste paper busket	Max	100 Pieces Packet
18 Carbon Paper	Best Quality	1 Piece
19 Paper weight	Best Quality	1 Piece
20 Cotton Thread	Best Quality	1 Bundle
21 Pin Container	Bell	1 Piece
22 Writing Pad- Big, Small [ Rates for each size to be quoted separately ]	Best Quality	1 Piece
23 Short Hand Book	Best Quality	1 Piece
24 A3 size photocopy paper	Best Quality	1 Piece
25 Issue & Receipt Register	Copypower / Bilt	1 Piece
26 Towel - 36x72, 30x60 [ Rates for each size to be quoted separately ]	Best Quality	1 Rim
27 Hand Towel	Best Quality	1 Piece
28 Stapler Machine small	Best Quality	1 Piece
29 Stapler small pin	Best Quality	1 Piece
30 Stapler machine -Jumbo	Kangaro/ Max	1 Piece
31 Stapler -Jumbo Pins	Kangaro/ Max	1 Piece
32 Pest Contol Spray	Kangaro/ Max	1 Piece
33 Battery Torch 3 Cell	Mortin/Hit	1 Piece
34 Mosquito repelliant machine	Eveready	1 Piece
35 Mosquito repelliant machine refill	Goodnight Advanced	1 Piece
36 Permanent Marker	Goodnight Advanced	1 Piece
	Reynolds / Fabre Castle	1 Piece

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C. Electronic /Computer related items

Article	Brand/ Quality	Unit
1 Calculator (Big 12 digit)	Casio/ Citizen	1 Piece
2 Wall Clock	Ajanta	1 Piece
3 Laser Printer Cartridges	HP/Canon	1 Piece
4 Photocopy machine cartridges	HP/Canon	1 Piece
5 Pen Drives ( 16 GB )	Kingston/Sony	1 Piece

D. Toiletries

Article	Brand/ Quality	Unit
1 Phenyle (Black, White)[ Rates for each size to be quoted separately ]	Hammer, Nimyle	1 litre
2 Muric Acid	Bengal Chemical	1 litre
3 Toilet Cleaner (Big, Medium)[ Rates for each size to be quoted separately ]	Harpic	1 Bottle
4 Liquid Cleaner (Big, Medium)[ Rates for each size to be quoted separately ]	Collin	1 Bottle
5 O'donile - Big/Medium [ Rates for each size to be quoted separately ]	O'donile	1 Bottle
6 Naphthaline	Bengal Chemical	1 Packet
7 Bleaching Powder	D'vize	(100 / 200 gr pack)
8 Detergent powder	Sunlight/ Surf Excel	500 g container
9 Room Freshner	Ambipur	1 kg
10 Liquid Handwash	Lifebuoy/Dettol	1 Bottle
11 Soap Cake	Lifebuoy/Dettol	1 Bottle

*Mr.*