

NORTH 24-PARGANAS ZILLA PARISHAD
RISHI BANKIM SARANI, BARASAT

STORE

NIQ No.167.... (N)/Z.P.

Date 21.02.17.....

NOTICE INVITING QUOTATION

Quotation are invited 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 Quotation papers (comprising Notice Inviting Quotation 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 on and from 10.00 am. of07.02.17... to 28.02.17 upto 4.00 pm. against payment of Rs. 50/- (Rupees fifty) only in cash or through Bank draft drawn in favour of North 24 Parganas Zilla parishad on any Nationalised Bank and Payment at Barasat. Offers will have to be submitted in the sealed Quotation box kept in the office Chamber of the Secretary, Zilla Parishad latest by 3.00 pm. on01.03.17

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

1. Current Trade License for 2016 - 2017.
2. Value Added Tax (VAT) Registration Certificate.
3. Income Tax Return for the Assessment Year 2016 - 2017.
4. Permanent Account Number (PAN) Card.
5. Professional Tax Registration Certificate.
6. Professional Tax Challan with current validity.
7. Credential (Successful completion) certificate for supply order value exceeding Rs. 20,000/- in a single order in the last Financial Year (2015-16) 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 BDO / Municipal officers within the district & incidental charges (if any).

All AOR must enclose Demand Draft of sum of Rs. 5,000.00 (Five thousand) only as Earnest Money, in favour of the North 24 Parganas Zilla Parishad as per detail mentioned above. The Earnest Money will be refunded back on final completion of the Quotation process, only on proper claim by the quotationer. Non submission of Earnest Money will / summarily lead to rejection of Bid. Also Proper documents are to be furnished in case of claiming exemption from the same.

The Bid for the selected AOR only, will be opened on01.03.17 at 4 p.m. noon 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 selected agency shall have to supply one unit of all items (except certain costly ones) as samples for preservation of our end. So that the same may be failed in the event of any confusion.

The undersigned reserves the right to reject any or all of the offers within assigning any reason whatsoever.



Additional Executive Officer,
North 24 Parganas Zilla Parishad

Date 21.02.17

Memo No.1671+(4)... (N)/Z.P.

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

1. Secretary, North 24 Parganas Zilla Parishad, Barasat.
2. Project Director, DRDC, North 24 Parganas District.
3. Nazareth Deputy Collector, North 24 Parganas, Barasat.
4. District Information & Culture Officer, North 24 Parganas, Barasat.


Additional Executive Officer,
North 24 Parganas Zilla Parishad

Issued to : _____

TENDER FOR SUPPLY OF OFFICE STATIONARY PRINTED MATERIALS
AND MISCELLANEOUS ARTICLES TO NORTH 24 PARGANAS ZILLA
PARISHAD FOR THE YEAR 2012 - 2013

To
The Additional Executive Officer
North 24 Parganas Zilla Parishad

Sir,

In response to your NIT No. dated I / we
Sri/Smt./M/s. hereby submit the particulars as re-
quired by you in Annexures 1 & 2 attached.

Yours faithfully,

NOTICE INVITING TENDER NUMBER DATED
FOR SUPPLYING OF OFFICE STATIONERY, PRINTING AND
MISCELLANEOUS ARTICLES

Name of the Firm

Address

.....

.....

Name of Contact Person

Contact Number

Arrached along with this paper Attested Photocopy of following documents
(declare in Yes / No where applicable) :

1) Current Trade License renewed for 2016 - 17

2) Value Added Tax (VAT) Registration Certificate

3) Income Tax Return for the year 2016-17

4) Permanent Account Number (PAN) Card

5) Professional Tax Registration Certificate

6) Professional Tax Challan with current validity

7) Credential (Successful Completion) certificate where in the value.

Exceeding Rs. 20,000/- is Single Supply Order

Details of Earnest Money deposited for an amount of Rs. 5,000.00 (Rupees Five Thousand)
only.

Details of DD : Drawee Bank Drawee Branch

Draft Number Date

Date :

Place :

Signature of the
Authorised Representative
With Seal

LIST OF ARTICLES IN CONNECTION WITH NOTICE INVITING TENDER

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	Carnel/ Faber Castle	1 piece
6 Double Colour Pen	Linc	1 piece
7 James Clip	Bell	1 Box
8 James Clip Rust Proof (Plastic coated)	Zorax/ Max	1 Box (100 g)
9 Alpha	Bell	1 Box
10 Stapler Machine (No. 10)	Bell	1 Box
11 Stapler Pins (No. 10)	Kangaro	1 piece
12 Stapler Machine (No. 24/5)	Kangaro	1 BOX
13 Sticky Note (Multi Colour)	Kangaro	1 piece
14 Gum Stick Pad (2 x 3)	Best Quality	1 Box
15 Channel File (A4 Size)	Best Quality	1 Packet
16 Cloth Duster	Premium Quality	10 Pieces
17 Glue Stick	Fevistick	1 piece
18 Gum	Fevigum	1 piece
19 Correction Fluid	Kores	1 piece
20 Bound Register (sizes 4, 6, 8, 10, 12, 16, 20) [Rates for each size to be quoted separately]	Pioneer/ Best Quality	1 piece
21 Peon Book (Sizes 4, 6) [Rates for each size to be quoted separately]	Best Quality	1 piece
22 Vehicle Log Book (Sizes 4, 6) [Rates for each size to be quoted separately]	Best Quality	1 piece
23 Measurement Book (Big)	Best Quality	1 piece
24 Four Folder Cover File	Tiger	1 Piece
25 Pencil Battery	Best Quality	1 Piece
26 9 volt Cordless Battery	Eveready/ Mowro	1 Piece
27 A4 size paper for print/photocopy	Eveready	1 piece
28 A5 S. Photocopy paper	Copypower / Bilt	1000
29 Blank C.O	Copypower / Bilt	1000
30 Sony/ Frontech	Sony/ Frontech	50 pieces

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	Nataraj/ Camel	1 Piece
5 Stamp Pad (Big, Medium) [Rates for each size to be quoted separately]	Faber Castle/ Camel	1 Piece
6 Stamp Pad [Ink]	Faber Castle/ Camel	1 Piece
7 Torch Battery 1050	Faber Castle/ Camel	1 Bottle (500 ml.)
8 One hole punching machine	Eveready	1 Piece
9 7 liver Lock & Key	Kangaroo / Max	1 Piece
10 Drinking Glass	Palam	1 Piece
11 Pen Stand	Yera	1 Piece
12 Cello Tape, Big, small [Rates for each size to be quoted separately]	Best Quality	1 Piece
13 Liquid Gum	Wonder 555	1 Piece
14 Plastic Jug	Perfect/Gripex	1 Bottle (700 ml.)
15 Plastic Mug	Cello	1 Piece
16 Plastic Bucket 16 litres	Cello	1 Piece
17 Plastic waste paper bucket	Cello	1 Piece
18 Carton Paper	Best Quality	1 Piece
19 Paper weight	Kores	100 Pieces Packet
20 Cotton Thread	Max	1 Piece
21 Pin Container	Best Quality	1 Bundle
22 Writing Pad- Big, Small [Rates for each size to be quoted separately]	Bell	1 Piece
23 Short Hand Book	Best Quality	1 Piece
24 A3 size photocopy paper	Best Quality	1 Piece
25 Issue & Receipt Register	Copypower / Bih	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	Kangaroo/ Max	1 Piece
30 Stapler - Jumbo - Jumbo	Kangaroo/ Max	1 Piece
31 Stapler - Jumbo - Jumbo	Kangaroo/ Max	1 Piece
32 Pest Control Spray	Kangaroo/ Max	1 Piece
33 Battery Torch 3 Cell	Morthy/Hit	1 Piece
34 Mosquito repellent machine	Eveready	1 Piece
35 Mosquito repellent machine refill	Goodnight Advanced	1 Piece
36 Permanent Marker	Reynolds / Fabre Castle	1 Piece
37 Paper Marker	Faber Castle/ Eveready	1 Piece
38. Detergent	Best Quality	1 Dozen Kg
39. Phool Jhara	Best Quality	1 Dozen
40. Broom	Best Quality	1 Dozen

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 Driver (16 GB)	Kingstun/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]	Harpe	1 Bottle
4. Liquid Cleaner (Big, Medium) [Rates for each size to be quoted separately]	Colin	1 Bottle
5. Odonite - Big/Medium [Rates for each size to be quoted separately]	O donite	1 Packet (100/ 200 gr pack)
6. Naphthalene	Bengal Chemical	500 g container
7. Bleaching Powder	Dvize	1 kg
8. Detergent Powder	Sunlight/ Surt Excel	1 bottle
9. Room Freshner	Ambipur	1 bottle
10. Liquid Handwash	Lifebuoy/Dettol	1 bottle
11. Soap Cake	Lifebuoy/Dettol	1 piece
12. MOP BRASH	Best quality	1 piece
13. @ar kolie Acid	Bengal chemical/ everudent	1 piece
14. scotch Brite	Goodret/ everudent	1 piece
15. @arsent	Goodret	1 piece
16. VIM BAR	Best quality	1 piece

Addl. Executive Officer
North 24 Parganas Zilla Parishad