

**North 24 Parganas Zilla Parishad**  
**Rishi Bankim Sarani**  
**Barasat, North 24 Parganas**

Memo No.: -15013(12)/60/2013-ZP/DFA/163640/I/122254/2019

Date: 01/08/2019

**QUOTATION NOTICE**

North 24 Parganas Zilla Parishad is going to purchase office materials for smooth operation of day to day administrative work of District Water & Sanitation Cell under Mission Nirmal Bangla.

In this connection Offers are invited on urgent basis only from competent, reputed Agencies/Firms/Co-op. Society having adequate experience in supply of office materials in Government Departments, as per items mentioned below:

Sl. No.	Particulars	Quantity	Rate to Quoted (Rs.) Per Pcs.
1.	53A Tonner (Black)	2 Nos.	
2.	16GB Memory Card (for camera)	1Nos.	
3.	Calculator	2 Nos.	
4.	Stapler (24/6)	4 Nos.	
5.	Copy Power Paper (A4 Size bilt) in	20 Rims	
6.	Cover File	24 Nos.	
7.	Channel File	24 Nos.	
8.	Page Marker	6 Pkts.	
9.	Wood Pencil	12 Nos.	
10.	Sharpener	6 Nos.	
11.	Eraser	6 Nos.	
12.	Highlighter	6 Nos.	
13.	Room Freshener	2 Nos.	
14.	Permanent Marker Pen	6 Nos.	
15.	Whitener	4 Nos.	
16.	Single Puncher	2 Nos.	

The Quotation Papers (comprising of Notice Inviting Expression of Interest along with Item Detail, Technical Bid Form & Financial Bid Form) is to be obtained from The District Water & Sanitation Cell, North 24 Parganas Zilla Parishad till **09.08.2019 up to 3.00 p.m.**

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

- 1) **Current Trade License.**
- 2) **GST Registration Certificate.**
- 3) **Income Tax Return for the last Assessment Year.**
- 4) **Permanent Account Number (PAN) Card.**
- 5) **Professional Tax Registration Certificate.**
- 6) **Engagement order/ Certificate for supply of office materials in Government Departments work values exceeding Rs.25 (Twenty five) Thousands, in a Single Order in the last Three Year (2017– 2019)**

The AOR should quote rates inclusive of all taxes & duties and also must include cost of other incidental charges. The AOR should quote rates in figures and in words. 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 mention the name of the work "Quotation for Supply of Office materials"

Upon receiving the sealed quotations up to 3.00 p.m. on 09.08.2019, the Technical Bid only will be examined first on 09.08.2019 at 04.00 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 09.08.2019 at 05.00 p.m.

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

  
1/8/19  
Secretary

North24 Parganas Zilla Parishad



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Date: 01/08/2019

Copy forwarded for kind information and necessary action to:

1. Karmadhyaksha, Janaswasthya Swasthya- O-Paribesh Sthayee Samity, North 24 Parganas Zilla Parishad.
2. F.C. &C.A.O., North 24 Parganas Zilla Parishad.
3. PD, DRDC, North 24 Parganas Zilla Parishad-with request to arrange for publishing at the office notice board.
4. Deputy Secretary, North 24 Parganas Zilla Parishad.
5. N.D.C., North 24 Parganas Collectorate - with request to arrange for publishing at the office notice board.
6. District Informatics Officer, National Informatics Center, North 24 Parganas for publishing the notice in North 24 Parganas official website..
7. District Co-Ordinator SBM (G) -with request to arrange for publishing at the office notice board and for other necessary arrangements.

  
1/8/19  
Secretary

North24 Parganas Zilla Parishad



**Technical Bid**

**LIST OF WORK IN CONNECTION WITH  
Quotation for supply of office materials**

**Vide Memo No.: -15013(12)/60/2013-ZP/DFA/163640/I/122254/2019**

**Date: 01/08/2019**

Name of the Firm:.....

Address: .....

.....

Name of Contact Person: .....

Contact Number: .....

Attached along with this paper Self Attested photocopy of following documents  
(Declare in Yes / No where applicable):

- 1) Current Trade License : .....
- 2) GST Registration Certificate : .....
- 3) Income Tax Return for the last Assessment Year : .....
- 4) Permanent Account Number (PAN) Card : .....
- 5) Professional Tax Registration Certificate : .....
- 6) Engagement order/ Certificate for for supply of office materials : .....

in Government Departments  
work values exceeding Rs.25 (Twenty five) Thousands, in a Single Order  
in the last Three Year (2017 – 2019)

Date:

Place:

\_\_\_\_\_  
Signature of the  
Authorized Representative  
With Seal

Financial Bid

LIST OF WORK IN CONNECTION WITH  
Quotation for supply of office materials

Vide Memo No.: -15013(12)/60/2013-ZP/DFA/163640/I/122254/2019

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14.	Permanent Marker Pen	6 Nos.	
15.	Whitener	4 Nos.	
16.	Single Puncher	2 Nos.	

Date:

Place:

\_\_\_\_\_  
Signature of the  
Authorized Representative  
With Seal