

NORTH 24 PARGANAS ZILLA PARISHAD
RISHI BANKIM SARANI, BARASAT
STORE

NIQ NO.....460.....(N)/Z.P.

Date.....2.5.17.....

NOTICE INVITING QUOTATION

Quotation are invited from competent, reputed & eligible Agencies / Firm / 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 Quotations along with item details at Annexure-I, Technical Bid from & Financial Bid From) is to be obtained from the Store Keeper, North 24 Parganas Zilla Parishad on and from 10.00 am. Of 28/4/17 to 11/5/17 upto 4.00pm. 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 3.00pm. on 12/5/17

All Agencies Offering Rates (AOR) should submit the following documents(daily self attested 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 (Successfully 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 tom any BDO / Municipal iffices within this 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 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 on 12/5/17 at 4 P.m noon by the Tender selection committe . The Physical samples provided by the AOR will be tallied wit h 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 for 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 verified in the event of any confusion.

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



Additional Executive Officer,
North 24 Parganas Zilla Parishad

Memo No. 460/1(6) (N)/Z.P.

Date 2.5.17

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

1. Project Director, DRDC, North 24 Parganas, Barasat.
2. Nazareth Deputy Collector, North 24 Parganas, Barasat.
3. District Information & Culture Officer, North 24 Parganas, Barasat.
4. DIA, NZP for uploading in website.
5. C.A to Secretary, North 24 Parganas Zilla Parishad.
6. Zilla Parishad Notice Board, North 24 Parganas Zilla Parishad.



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

Regular Basic Usage

Article	Brand/ Quality	Unit
1 Ball Pen (Use & Throw) - Ink colour Blue/Black/Red/Green	Unc/ 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-Castell	1 piece
6 Double Colour Pen	Linc	1 piece
7 James Clip	Bell	1 Box
8 James Clip Burst Proof (Plastic coated)	Zorex/ Max	1 Box (100 #)
9 Alpin	Bell	1 Box
10 Stapler Machine (No. 10)	Kangaro	1 Box
11 Stapler Pins (No. 10)	Kangaro	1 Box
12 Stapler Machine (No. 24/5)	Kangaro	1 Box
13 Stapler pins (No. 24/5)	Kangaro	1 Box
14 Sticky Note (Multi Colour)	Kangaro	1 Box
15 Gum Stick Pad (2 x 3)	Best Quality	1 Packet
16 Charnel File (A4 Size)	Best Quality	1 Pad
17 Cloth Duster	Best Quality	10 Pieces
18 Glue Stick	Premium Quality	1 Piece
19 Gum	Feuistick	1 Piece
20 Correction Fluid	Feuigum	1 Piece
21 Round Register (Sizes 4, 6, 8, 10, 12, 16, 20) Rates for each size to be quoted separately]	Kores	1 Piece
22 Peom Book (Sizes 4, 5) Rates for each size to be quoted separately]	Pioneer/ Best Quality	1 Piece
23 Vehicle Log Book (Sizes 4, 5) Rates for each size to be quoted separately]	Best Quality	1 Piece
24 Measurement Book (81#)	Best Quality	1 Piece
25 Four Folder Cover File	Tiger	1 Piece
26 Penril Battery	Best Quality	1 Piece
27 9 vol. Cordless Battery	Eveready/ Nipano	1 Piece
28 A4 size paper for print/photocopy	Eveready	1 Piece
29 F. S. Photocopy paper	Copypower / Birt	1 Box
30 Blank CD	Sony/ Frontech	1 Box

NO. 10

8. 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 Bottle (500 ml)
7 Torch Battery 1050	Eveready	1 Piece
8 One hole punching machine	Kangaro / Max	1 Piece
9 7 liver Lock & Key	Palam	1 Piece
10 Drinking Glass	Yera	1 Piece
11 Pen Stand	Best Quality	1 Piece
12 Cello Tape, Big, small [Rates for each size to be quoted separately]	Wonder 555	1 Piece
13 Liquid Gum	Perfect/Gripex	1 Bottle (700 ml.)
14 Plastic Jug	Cello	1 Piece
15 Plastic Mug	Cello	1 Piece
16 Plastic Bucket 16 litres	Cello	1 Piece
17 Plastic waste paper basket	Best Quality	100 Pieces Packet
18 Carbon Paper	Kores	1 Piece
19 Paper weight	Max	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	Copypower / Bilt	1 Rim
25 Issue & Receipt Register	Best Quality	1 Piece
26 Towel - 36x72, 30x60 [Rates for each size to be quoted separately]	Best Quality	1 Piece
27 Hand Towel	Best Quality	1 Piece
28 Stapler Machine small	Kangaro/ Max	1 Piece
29 Stapler small pin	Kangaro/ Max	1 Piece
30 Stapler 2 hole punch	Kangaro/ Max	1 Piece
31 Stapler 3 hole punch	Kangaro/ Max	1 Piece
32 pest Control Spray	Martin/Hit	1 Piece
33 Battery Torch 3 Cell	Eveready	1 Piece
34 Mosquito repellent machine	Goodnight Advanced	1 Piece
35 Mosquito repellent machine refill	Goodnight Advanced	1 Piece
36 Permanent Marker	Reynolds / Fabre Castle	1 Piece

37. pen & Ink
 38. D'ream Stick
 39. Phool Sharu
 40. Broom

Faber Castle/Equie Value
 Best Quality
 Best Quality
 Best Quality

1 PC
 1 Dozen
 1 Dozen
 1 Dozen

C. Electronic/Computer related items

Article	Brand/Quality	Unit
1. Calculator (Big 12 digit)	Casio/Citizen	1 piece
2. Wall Clock	Alanta	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 liter
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	Colin	1 bottle
5. O'donile - Big/Medium [Rates for each size to be quoted separately]	O'donile	1 packet (250/200 gr pack)
6. Rapphiline	Bengal Chemical	1/2 liter container
7. Bleaching Powder	D'vize	1 kg
8. Detergent powder	Sunlight/Surf Excel	1 bucket
9. Room Freshner	Ambipur	1 bottle
10. Liquid Handwash	Lifebuy/Dettol	1 bottle
11. Soap Cake	Lifebuy/Dettol	1 piece
12. MOP BRASH	Best quality	1 piece
13. @APKOLIE ACID	Bengol chemist/evervalent	1 piece
14. scotch Bite	Godref/evervalent	1 piece
15. @arsent	Godref	1 piece
16. NIMBAR	Best quality	1 piece
17. Dura cell Battery	Eveready	1pc
18. Plastic Folder File	Best quality	1pc

Addl. Executive Officer
North 24 Parganas Zilla Parishad