



"ANANDA DHARA"-District Office

DMMU, DRDC, Jalpaiguri Zilla Parishad, Unnayan Bhaban, Shibaji Road, Hakim Para, Jalpaiguri

Phone No-03561-230673 Fax No-03561-226989 Mobile No-7797862200 Email-pddrdc-jlp@nin.in

NIT No- 154 /Estt/DMMU

Dated- 20.02.2020

NOTICE INVITING TENDER

Sealed tender is here by invited by the undersigned only from the S. H. G. Sangha and Bona fide Suppliers, Distributors, Venders for supply of stationery article as below mentioned articles, for the period for one year from the date of execution of the tender

Sl No	Particulars	Unit	Rate Rs.
1	Paper – A4 (Copy Power), GSM-74, Size-21cm X 29.7cm, Quantity:500N	1 Piece	
2	Paper – Legal (Copy Power), GSM-75, Size-21.5cm X 34.5cm, Quantity:500N	1 Piece	
3	Writing Pad (6" X 9")	100 Piece	
4	Pen (Use & throw)	100 Piece	
5	Drawing Sheet	1 Dozen	
6	Glue (Fevi Stick)	1 Dozen	
7	Duster (Cloth)	1 Dozen	
8	Stapler (Small)	1 Dozen	
9	Stapler Pin(Small)	1 Dozen	
10	Stapler (Big)	1 Dozen	
11	Stapler Pin(Big)	1 Dozen	
12	Candle (8")	1 Packet	
13	Soap (Lux, Big Size)	1 Dozen	
14	Liquid Hand Wash (Lifebuoy – 500ML / Testa-500ML)	1 Piece .	
15	Exercise Book (1 Dista)	1 Dozen	
16	Mosquito Oil (Goodnight)	1 Piece .	
17	Mosquito Coil (Goodnight)	1 Packet	
18	Sketch Pen (Camel)	1 Dozen	
19	White Board Marker (Cello)	1 Dozen	
20	Art Paper	1 Dozen	
21	Odonil Packet	1 Packet	
22	Phynile (Cross)	1 Bottle	
23	Green Pen(Cello)	1 Dozen	
24	Wooden Pencil (Nataraj)	1 Dozen	
25	Torch Battery (Eveready)	1 Dozen	
26	Correction Pen (Camlin)	1 Dozen	
27	Highlight Pen – Green, Pink & Green) (Luxor)	1 Dozen	
28	Channel File	1 Dozen	
29	4 Folded File	1 Dozen	
30	Cello tap Small (1/2")	1 Dozen	
31	Cello tap Small (1")	1 Dozen	
32	Envelope (11" x 5")	100 Piece	
33	Black / Blue / Red Pen (Cello – Butter flow)	1 Dozen	
34	Room Freshener 500 ml(Odonil - Rose / Jasmen / Rajnigandha)	1 Piece.	
35	Drinking Water (Bisleri – 1Lt)	1 C/S	
36	Drinking Water (Bisleri – ½ Lt)	1 C/S	
37	Plastic Folder File (10" X 14")	1 Dozen	
38	Calculator – (ORPAT- OT-1500T)	1 Piece c.	
39	Tag	1 Packet	
40	File Board	1 Dozen	
41	Ink Pad (Cello)	1 Piece.	
42	Ink (Cello)	1 Piece.	
43	Flag Sticker	1 Piece.	
44	Pencil Battery (Eveready)	1 Piece.	
45	Marker Pen	1 Piece.	

P.T.O

46	0% Mercury & Cadmium Battery 9V 6F22	1 Piece.	
47	Harpik 500ml	1 Bottle	

The tender paper must reach this Office on or before 02.00 P.M. on 20-03-2020 and will be opened on the same day at 03.00P.M.

The price offered should be excluding of all Taxes and including of all others incidental charges.

The interested S. H. G. Sangha should enclose their update Bank Pass Book & Resolution for participating of the Tender.

The accepted quoted rate will remain valid for the period for one year from the date of execution of the tender. During this time the successful bidder should attend Office as and when call for.

The DRDC & DMMU authority dose not bind itself to accept the lowest rate and reserves the right to accept / reject any rate or the entire rate quoted without assigning any reason what so ever.

Terms & Condition

1. The interested agency should deposit Cash for an amount of Rs. 300=00(Rupees Three Hundred)only as tender participating charges & collect prescribe format along with the from the Office of the undersigned on 16/03/2020 & 17/03/2020 at 11.30am to 04.30pm. **No tender participating charges will be applicable for S. H. G. Sangha**
2. The interested agency should deposit earnest money for an amount of Rs.3,000=00(Rupees Three Thousand)only in the shape of Bank Draft, issuing in favour of ADMD, DMMU, Jalpaiguri along with the tender paper and same was release after finalization of tender . **No tender participating charges will be applicable for S.H. G. Sangha**
3. The price offered should be exclusive of all Taxes, Duties, but inclusive of all others incidental charges.
4. While submitting Tender paper the interested Printers should enclose photo copy of Income Tax Return of the last assessment year, GST return of last return, Profession Tax clearance certificate, Trade licence and Credential certificate of similar work, **No Income Tax Return will be applicable for S. H. G. Sangha**
5. **The interested S. H. G. Sangha should submit Resolution copy along with the Tender Paper.**
6. No tender will be accepted after the specified date and time. No further correspondence will be entertained in this matter. The tender delivered in any box other than the one specified will not be considered. The DMMU, Jalpaiguri will not be responsible for any delay in submission of the tender.
7. Rate should be quoted both in figure and in words.
8. The work may have to be done on emergency basis and to be completed within the stipulated time as will be mentioned in the work order.
9. The DMMU authority dose not bind itself to accept the lowest rate and reserves the right to accept / reject any rate or the entire rate quoted without assigning any reason what so ever.

[Handwritten Signature]
 Additional District Mission Director
 &
 Project Director, DRDC, Jalpaiguri
 "ANANDADHARA-District Office"
 DMMU & DRDC, Jalpaiguri Zilla Parishad

Memo No- 1161(21) /DMMU
 Copy forwarded for kind information to

Dated- 20.02.2020

- 1) The Senior Superintendent of Post Office, Jalpaiguri Division, Jalpaiguri
- 2) The B. D.O. _____ Block with request to ensure to inform all sangha under the block and give Tender participating paper through the WDO, for participating the tender, if they interesting.
- 3) The D.I.C.O, Jalpaiguri. with request to arrange to display to the Office Notice Board
- 4) The DIO, NIC, with request to arrange to upload this in the District website
- 5) Member of the procurement committee Smt. / Sri. _____
- 6) **Tag Officer & officials _____ Block, are requested to hand out this Notice to the respective Sanghs of the Block**
- 7) Office file
- 8) Office Notice board.
- 9) C.A. to The District Magistrate, Jalpaiguri

[Handwritten Signature]
 Additional District Mission Director
 &
 Project Director, DRDC, Jalpaiguri
 "ANANDADHARA-District Office"
 DMMU & DRDC, Jalpaiguri Zilla Parishad