



Government of West Bengal
Office of the Additional District Magistrate and
District Land & Land Reforms Officer, Purulia.

Memo No:- III / 187 / 1002 /A/ADM&DL&LRO/2018

Dated : Purulia, 26th February, 2019

TENDER NOTICE

Sealed tender is hereby invited as per specification from the bonafide dealers, suppliers for supply of office materials and stationary articles in different items, mentioned below to this office. The last date of submission of tender documents with all necessary documents is **07.03.2019 by 03.00 pm** and the Tender will be opened on **07.03.2019 at 04.00pm**.

Details of specification of the articles to be purchased.

SL. No	Name of the item	Specification	Approximate Unit to be purchased
1.	Eraser Ink	Kores	48 Bottles
2.	Envelope(12"X5")Brown	Best Quality	1000 Packet
3.	Foron	Best Quality	36 pieces
4.	Duster 24"X24"	As per Sample	200 Pieces
5.	White Towal (30"X 60")	HIMTEX	12 Pieces
6.	Channel File	Best Quality	200 Pieces
7.	James Clip	CRIPLEX	100 Packets.
8.	Envelope White (16"X12")	Cloth Binding	50 Pieces.
9.	Coconut Broom	Best Quality	12 Pieces
10.	Dot Pen Blue	Agni 4G	300 Pieces
11.	Dot Pen Black	Agni 4G	150 Pieces
12.	Computer Paper A4(70Gsm)	B2B	300 Packet
13.	Computer Paper Legal(70Gsm)	B2B	100 Packet
14.	Calculator	ORPAT OT-512GT	20 Pieces
15.	Stapler(small)	Kangaro	48 Pieces
16.	Stapler Pin	Kangaro HS-J10	100 Pieces
17.	Knife	Best Quality	36 Pieces
18.	Sunlight (500Gms)		20 Packets.
19.	Markin (white)	Best Quality	50 Meters.
20.	Chair Cushion	Kurl -on (Apsara Cushion)	10 Pieces
21.	Torch Battery (Big Size)	Eveready	48 Pieces
22.	Phenyl (500 ML.)	Citra Fresh	48 Pieces
23.	Scale 12" Plastic	Aacee	36 Pieces
24.	Waste Paper Basket	As per Office sample	24 Pieces
25.	Stamp Pad (95MM X 159MM)	Kores Long Life	10 Pieces.

26.	Pad Ink	Kores 500 ml	18 Pieces.
27.	Pad Ink	Kores 100 ml	24 Pieces.
28.	Cover File With Board	Ambasador Plastic Coated	1500 Pcs.
29.	Four Folder File	Champion (Royal Bird)	300 Pcs.
30.	Scissor(medium)		12 Pieces.
31.	Stamp Pad (110MM X 69MM)	Faber Castel	72 Pieces.
32.	Good Knight Liquied	45 ml.	36 Pieces
33.	Highlights Marker Pen	Luxer	60 Pieces
34.	LED Bulb 9 Watt	Surya	24 pieces
35.	Tube Light 40 Watt	Philips	40 Pieces.
36.	Lock & Key	House King 60 MM Regd.No.256363	24 Pieces.
37.	Single Punching Machine	Kangaroo F P 20	36 Pieces.
38.	DVD With Plastic Jacket	Sony	100 Pieces.
39.	Computer Cartridge	Compatible 88A (ISO Certified)	18 Pieces.
40.	Computer Cartridge	Compatible 12A (ISO Certified)	36 Pieces.
41.	Register 10 (Rule)	SETT'S	48 Piece
42.	Wall Clock	AJANTA(Round Shape)As Per Sample	10 Pieces.

Rates, inclusive GST, should be given as per the format enclosed.


- I. There should be clear mention of the brand against each of the quote items.
- II. Following self attested copies/ documents are to be submitted:
 - (a)
 - (b) Credential certificate showing supply of similar items to the Government and Government Undertakings if any.
 - (c) Dealership Certificate.
 - (d) PAN Card.
 - (e) GST Registration certificate.
 - (f) Co-operative Registration certificate in case of Co-operative Society.
 - (g) SSI Registration Certificate in case of Small Scale Industry.
 - (h) Brochures for the Quoted items.
 - (i) Earnest Money @ 5% on value of articles (except GST) (Refundable) should be deposited in the form of Bank Draft issued from any Nationalized Bank in the name of **Additional District Magistrate & District Land and Land Reforms Officer, Purulia..**
- III. Items should be supplied according to given specification; otherwise Work Order will be cancelled without any notice.
- IV. Tender Selection Committee reserves the right to evaluate and satisfy itself regarding the quality of the items supplied.
- V. Tender documents should be submitted in sealed cover in a box kept in the office of the Sub-Divisional Land and Land Reforms Officer, ground Floor **from 07.03.2019 (11.00 am to 03.00 pm except Saturday, Sunday and Holiday) and Tender will be opened on 07.03.2019 at 04.00 pm.**
- VI. During the opening of the Tender, participants may remain present.
- VII. Supply to be completed within 7 (seven) days from the date of receipt of Work Order.
- VIII. The decision of the Tender Selection Committee will be final.
- IX. The Sub-Divisional Land and Land Reforms Officer reserve the right to accept, reject or cancel any or whole tender without assigning any cause.
- X. The Tender application forms and format will be supplied from the office of the undersigned on and **from 07.03.2019 at 11:00 a.m. to 03:00 p.m. in every working day.**

Additional District Magistrate
&
District Land Land and Land Reforms Officer
Purulia

Memo No:- III / 187 / 1002 /1(13) /A/ADM&DL&LRO/2019 Dated : Purulia, 26th February, 2019

Copy forwarded for information and wide circulation to: -

1. The Sub-Divisional Officer, Purulia Sadar.
2. The Sub-Divisional Officer, Raghunathpur.
3. The Sub-Divisional Officer, Manbazar.
4. The Sub-Divisional Officer, Jhalda.
5. The Chairman, Purulia Municipality.
- 6-7. The Dy. District Land & Land Reforms Officer, Purulia.
- 8-10. The Sub- Divisional Land & Land Reforms Officer, Purulia Sadar/Raghunathpur/Jhalda.
- ✓ 11. NIC, Purulia for displaying tender notice in the website.
12. C.A. to District Magistrate, Purulia.
13. Notice Board of this office.


Additional District Magistrate
&
District Land Land and Land Reforms Officer
Purulia