



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

Memo No:- III / 187 / 693 /A/ADM&DL&LRO/2020

Dated : Purulia, 04th March, 2020

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 13.03.2020 by 02.00 pm and the Tender will be opened on 13.03.2020 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	150 Bottles
2.	Envelope(12"X5")Brown	Best Quality	5000 Packet
3.	Foron	Best Quality	150 pieces
4.	Duster 24"X24"	As per Sample	1000 Pieces
5.	White Towal (30"X 60")	HIMTEX	72 Pieces
6.	Channel File	Best Quality	800 Pieces
7.	James Clip	CRIPLEX	600 Packets.
8.	Envelope White (16"X12")	Cloth Binding	400 Pieces.
9.	Coconut Broom	Best Quality	120 Pieces
10.	Dot Pen Blue	Agni 4G	1500 Pieces
11.	Dot Pen Black	Agni 4G	1000 Pieces
12.	Computer Paper A4(70Gsm)	B2B	1000 Packet
13.	Computer Paper Legal(70Gsm)	B2B	500 Packet
14.	Calculator	ORPAT OT-512GT	70 Pieces
15.	Stapler(small)	Kangaro	150 Pieces
16.	Stapler Pin	Kangaro HS-J10	500 Pieces
17.	Knife	Best Quality	100 Pieces
18.	Sunlight (500Gms)		20 Packets.
19.	Markin (white)	Best Quality	400 Meters.
20.	Chair Cushion	Kurl -on (Apsara Cushion)	60 Pieces
21.	Torch Battery (Big Size)	Eveready(1050)	200 Pieces
22.	Phenyl (500 ML.)	Citra Fresh	200 Pieces
23.	Scale 12" Plastic	Aacee	100 Pieces
24.	Waste Paper Basket	As per Office sample	80 Pieces
25.	Stamp Pad (95MM X 159MM)	Kores Long Life	20 Pieces.
26.	Pad Ink	Kores 500 ml	36 Pieces.
27.	Pad Ink	Kores 100 ml	60 Pieces.

28.	Cover File With Board	Ambasador Plastic Coated	4000 Pieces
29.	Four Folder File	Champion (Royal Bird)	300 Pieces.
30.	Scissor (medium)		60 Pieces.
31.	Stamp Pad (110MM X 69MM)	Faber Castel	200 Pieces.
32.	Good Knight Liquied	45 ml.	150 Pieces
33.	Highlights Marker Pen	Luxer	100 Pieces
34.	LED Bulb 9 Watt	Surya/Philips	100 pieces
35.	Tube Light 40 Watt	Philips	100 Pieces.
36.	Lock & Key	House King 60 MM Regd.No.256363	72 Pieces.
37.	Single Punching Machine	Kangaroo F P 20	80 Pieces.
38.	DVD With Plastic Jacket	Sony	400 Pieces.
39.	Computer Cartridge	Compatible 88A (ISO Certified)	60 Pieces.
40.	Computer Cartridge	Compatible 12A (ISO Certified)	250 Pieces.
41.	Wall Clock	AJANTA (Round Shape) As Per Sample	50 Pieces.
42.	Dot Pen Violate	Agni 4G	400 Pieces
43.	Pen Drive 16 G.B.	Sundisk	50 Piece.
44.	Pen Drive 32 G.B.	Sundisk	50 Piece.
45.	Tag	Best Quality	1000 Bundle.
46.	Fevi Stick	Fevicol	300 Pieces.
47.	Carbolic Acid 200ML.	Best Quality	100 Pieces.
48.	Hand Wash	Savlon 200ml.	36 Pieces.
49.	Hand Wash	Lizol 500ml.	48 Pieces.
50..	Eassy 500ml.	Godrej	36 Pieces.
51	Bleaching Powder.	Shiksha 500gr.	48 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. Credential certificate showing supply of similar items to the Government and Government Undertakings if any.
 - b. Dealership Certificate.
 - c. PAN Card.
 - d. GST Registration certificate.
 - e. Co-operative Registration certificate in case of Co-operative Society.
 - f. SSI Registration Certificate in case of Small Scale Industry.
 - g. Brochures for the Quoted items.
 - h. 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 Additional District Land and Land Reforms Officer, from 13.03.2020 02.00 pm and Tender will be opened on 13.03.2020 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 Additional District Land and Land Reforms Officer reserve the right to accept, reject or cancel any or whole tender without assigning any cause.

Sd/-

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

Memo No:- III / 187 / 693 / 1(13) / A / ADM&DL&LRO/2019 Dated : Purulia, 04th March, 2020

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. The Dy. District Land & Land Reforms Officer, Purulia.
- 7-9 The Sub- Divisional Land & Land Reforms Officer, Purulia Sadar/Raghunathpur/Jhalda.
10. NIC, Purulia for displaying tender notice in the website.
11. C.A. to District Magistrate, Purulia.
12. Notice Board of this office.

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

G.E.
2/8/20