



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

Memo No:- III / 2047 /N/ADM&DL&LRO/20-21

Dated :- 26/11/20

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 **07.12.2020 by 03.00 pm** and the Tender will be opened on **08.12.2020 at 04.00pm**.

Details of specification of the articles to be purchased.

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

SI No	Name of the Items	Quantity
1	Envelop (Brown)12"X5"	500 pcs
2	Duster 24"X24" (as per sample)	200 pcs
3	Full Jharu	24 pcs
4	Envelop (White 16"X12") Cloth Binding	200 pcs
5	Coconut Broom (3 doz
6	Dot Pen Blue (Agni 4G)	200 pc
7	Dot Pen Red (Agni 4G)	50 pc
8	Dot Pen Black (Agni 4G)	100 pc
9	Computer Paper A4 (70Gsm) B2B	200 pcs
10	Computer Paper Legal (70Gsm) B2B	100 pcs
11	Calculator (ORPAT OT 512 GT)	10 pcs
12	Stapler(Small) Kangaroo	3 doz
13	Stapler Pin Kangaroo HS-J10	100 pcs
14	Knife	2 doz
15	Sunlight (500 Gm)	24 pkt
16	Torch Battery(Big Size) Eveready Red	24 pc
17	Phenyl (500 ml.) Citra Fresh	24 pc
18	Waste Paper Basket	24 pc
19	Stamp Pad (110 x 69mm Kores Life Long	60 pcs
20	Cover File With Board Ambassador Plastic Coated	500 pcs
21	Febi Stick Gum	4 doz
22	Scissor(medium)	12 pcs
23	Good Knight Liquid 45ml	48 pcs
24	Highlights Marker Pen (Luxer)	3 doz
25	Thread Ball (Red and White)	500 pcs
26	Hit Spray 225 ml	36 pcs
27	Register 08 (Rule) (SETT'S)	4 doz
28	Register 12 (Rule) (SETT'S)	8 doz
29	Wall Clock (AS PER SAMPLE)	6 pcs

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:
- Credential certificate showing supply of similar items to the Government and Government Undertakings if any.
 - Dealership Certificate.
 - PAN Card.
 - GST Registration certificate.
 - Co-operative Registration certificate in case of Co-operative Society.
 - SSI Registration Certificate in case of Small Scale Industry.
 - Brochures for the Quoted items.
 - 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 Magistrate and DL&LRO **from 26.11.2020 (11.00 am to 03.00 pm except Saturday, Sunday and Holiday) and Tender will be opened on 08.12.2020 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 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 26.11.2020 at 11:00 a.m. to 03:00 p.m. in every working day.**

S
26/11/2020
Additional District Magistrate
&

Ca District Land Land and Land Reforms Officer, Purulia.

Memo No:- III / 2047/13

/N/ADM&DL&LRO/20-21

Dated :- 26/11/2020

Copy forwarded for information and wide circulation to: -

- The Sub-Divisional Officer, Purulia Sadar.
- The Sub-Divisional Officer, Raghunathpur.
- The Sub-Divisional Officer, Manbazar.
- The Sub-Divisional Officer, Jhalda.
- 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.

S
26/11/2020
Additional District Magistrate
&

Ca District Land Land and Land Reforms Officer, Purulia.