



GOVERNMENT OF WEST BENGAL

Office of the District Magistrate & District Election Officer, Purba Medinipur  
Material Management Cell  
Tamluk, Purba Medinipur

Memo no. 02/M.Cell/Purba MON/Elec-2019

Date . 14/02/2019

**NOTICE INVITING QUOTATION**

The undersigned is inviting the rates from bonafide agencies /suppliers who are willing to **supply of different stationery articles etc. in connection with the ensuing Lok Sabha General Election – 2019**, to be submitted in sealed envelopes for supply of different stationery articles etc. addressed to the District Magistrate and District Election Officer, Purba Medinipur. The list of different stationery articles with detailed the suppliers must abide by the following terms and conditions : -

1. The intending suppliers must submit their quoted rate the rate (in figures as well as words) in sealed envelope for supply of different stationery articles etc. as mentioned in Annexure-I as per the specification and rate quoted given in **column 5 to 7 of the Annexure-I**, along with the photocopy of valid up-to-date clearance of P.Tax, I.tax, GST papers and PAN Card, trade license and credentials of similar works of at least 5 nos. in a financial year and also to deposit bank draft in favour of the **District Magistrate and District Election Officer, Purba Medinipur** for and amount of **Rs. 40000.00 (Rupees forty thousand only)** at the office chamber of the **Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad** to a separate box **from 10.00 a.m. on 14.02.2019 upto 3.00 p.m. on 28.02.2019**.
2. The sealed quotation will be opened at 4.00 p.m. at the Office Chamber of Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad on 28.02.2019 in presence of participating agencies or their authorized representative, along with the sample of each item.
3. The bidders should submit credentials at least Rs. 5.00 lakh each in a similar nature of job at least 5 nos. in a financial year within last five years.
4. All stationery materials etc. should be supplied in accordance with the specification and quantity mentioned in the supply order at the place of supply within 2 (two) days from the date of the issue of supply order or within time-limit as specified in the order. No extension of time will be allowed.
5. The rates quoted shall remain valid till the completion of the entire election process.
6. The authority reserves the right to :- (a) reject the tender or any part thereof without assigning any reasons, (b) issue the supply order to more than one bidder for the same item without assigning any reason, (c) reduce or increase the quantity of articles without assigning any reason whatever.
7. Violation of the above conditions may cause forfeiture of the deposited Earnest money without any further communication to the agency.
8. The sealed quotation must be captioned by head –line **“Quotations for supply of different stationery articles etc. in connection with Lok Sabha General Election, 2019”** and dropped in the tender box kept in the chamber of the Additional District Magistrate (ZP), Purba Medinipur Zilla Parishad at Purba Medinipur Zilla Parishad Office, 1<sup>st</sup> Floor, Ganapatnagar, Nimgouri, PIN-721648.
9. For any further information, the printing houses/contractors/suppliers may contact Officer-in-Charge, Materials Management Cell, Purba Medinipur during the office hours in any working day in his office chamber, Purba Medinipur Zilla Parishad.

Additional District Magistrate (ZP)  
Purba Medinipur Zilla Parishad

Memo no. 02/1 (20)/M. Cell/ Purba MDN/ Elec-2019

Date . 14/02/2019

Copy for necessary information to :

1. The District Magistrate & District Election Officer, Purba Medinipur,
2. The Superintendent of Police, Purba Medinipur
3. The Additional District Magistrate (Gen./Dev./Try/Land) , Purba Medinipur
4. The SDO (All) , Purba Medinipur
5. The NDC, Purba Medinipur
6. The O/C, Election/Expenditure Monitoring Cell/Nomination Cell/Ballot Paper Cell/ Roll Management Cell/Material Cell, Purba Medinipur
7. The DIO, NIC , Purba Medinipur with a request to upload this notice with annexure in the website of this district.
8. CA to District Magistrate, Purba Medinipur
9. Notice Board.



Additional District Magistrate (ZP)  
Purba Medinipur Zilla Parishad

**Annexure I**  
**LIST OF DIFFERENT STATIONERY MATERIALS**

**LIST OF MATERIALS**

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
1	Badge	Plastic	@Rs. /pc			
2	Badge	Metal	@Rs. /pc			
3	Bag Marker (Parmanent Marker)	Good quality	@Rs. /100			
4	Ball pen with refill (black/red/blue/ green)	Agni gel (use & throw)	@Rs. /100			
5	Blade	Good quality	@Rs. /100			
6	Blank CD (700 Mb) with Jacket	Sony	@Rs. /100			
7	Blank DVD with cover	Sony	@Rs. /100			
8	Bodkin	Good quality	@Rs. /doz			
9	Bound register	(4 no.)	@Rs. /per doz			
10	Bound register	(6 no.)	@Rs. /per doz			
11	Bound register	(8 no.)	@Rs. /per doz			
12	Bound register	(10 no.)	@Rs. /per doz			
13	Bowl (Small)	Steel	@Rs. /doz			
14	Brown Paper for packing	28"x44 " (70 gsm)	@Rs /per ream			
15	Calculator	10 digit	@Rs. /pc			
16	Candle	8" Size	@Rs. /100			
17	Candle	10" Size	@Rs. /100			
18	Carbolic Acid	50 ml / per bottol	@Rs /per bottol			
19	Carbon Paper	¼ DFS (100 p/pkt)	@Rs. /pkt			
20	CD Album Box	Plastic	@Rs. /pc			
21	Cello tape	½" medium coil	@Rs. /doz			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
22	Chalk	30 pcs box	@Rs. /box			
23	Clip board	Good quality A-4 size	@Rs. /doz			
24	Cloth Bag with handle	Standard size (24" x 20")	@Rs. /100			
25	Cloth pasted cover	21" X 14"	@Rs. /100			
26	Cup & Plate set	Borocil/La opala	@Rs. /set			
27	Dendrite tube	30ml	@Rs. /doz			
28	Distinguishing Mark (Rubber Stamp)	Good quality (Polymer)	@Rs. /100			
29	Drawing Pin	Steel	@Rs. /box			
30	Drinking Glass	Good quality	@Rs. /set			
31	Duster	1½' X 1½' good quality	@Rs. /100			
32	Envelope (Brown)	11" X 5" Good quality	@Rs. /100			
33	Envelope (White)	11" X 5" Good quality	@Rs. /100			
34	Equipped first aid box	Good quality	@Rs. /-per			
35	Eraser	Good quality	@Rs. /Box			
36	Erazex pen	Good quality	@Rs. /pc			
37	Fevi quick	5ml	@Rs. /doz			
38	Fevi stick	8 gm	@Rs. /doz			
39	File cover with flap	Good quality	@Rs. /pc			
40	Flex printing	Good quality	@Rs. /per sq ft.			
41	Flexible wire	6" Good quality	@Rs. /100			
42	Four fold file cover	Good quality	@Rs. /pc			
43	Galvanized trunk	34"x20"x12" (0.45 mm Gi)	@Rs. /pc			
44	Gems clip (metal)	Good quality	@Rs. /box			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
45	Gems clip (plastic coated)	Good quality	@Rs. /box			
46	Glycerine	100 ml	@Rs. /bottle			
47	Gum	Big bottle	@Rs. /dozen			
48	Gum	60 ml	@Rs. /100			
49	Hard Board	Big	@Rs. /pc			
50	Hard Board	Small	@Rs. /pc			
51	Hata (Big spoon)	Steel	@Rs. /pc			
52	High lighter pen	Good quality	@Rs. /doz			
53	Jerrican	2 litre size	@Rs. /doz			
54	Jute Bag with handle	Standard size (24" x 20")	@Rs. /100			
55	Karai (Big Bowl)	Aluminium	@Rs. /pc			
56	Kerosene oil	Per litre	@Rs. /lit.			
57	Knife	Good quality	@Rs. /100			
58	Knife (ordinary)	6 "	@Rs /per dozen			
59	Lock & Key	Small size (Good	@Rs. /100			
60	Lock & Key	Link 5 levers	@Rs. /100			
61	Lock & Key	Link 7 levers	@Rs. /100			
62	Lock & Key	Godrej 7 levers	@Rs. /100			
63	Lock & Key	Godrej 5 levers	@Rs. /100			
64	Marker pen(black/Blue/Red/ Green)	Good quality	@Rs. /pc			
65	Match box	Good quality	@Rs. /100			
66	Metal badge	Good quality	@Rs. /doz			
67	Metal rule	10"	@Rs. /100			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
68	Metal seal	Half	@Rs. /pc			
69	Metal seal	Full	@Rs. /pc			
70	Morteen coil	Per box	@Rs. /doz			
71	Nails	2 ½	@Rs. /100			
72	Needle	Big	@Rs. /100			
73	Note sheet pad	Good quality (50 pages)	@Rs. /doz			
74	Packing papers	Craft	@Rs. /rim			
75	Paper weight	Glass mads	@Rs. /100			
76	Pen drive (Sandisk)	16 GB	@Rs /per pc			
77	Plastic channel file	A-4 size Good quality	@Rs. /doz			
78	Plastic Container (Small size)	With lid for handling	@Rs. /100			
79	Plastic Container (Box)	36 cm X 25 cm X 13 cm	@Rs. /100			
80	Plastic cover file	A-4 size Good quality	@Rs. /doz			
81	Plastic cup	1 ½ " wide	@Rs. /doz			
82	Plastic jacket	42"x30"	@Rs. /100 pcs			
83	Plastic mug	Good quality	@Rs. /100 pcs			
84	Plastic pouch with lace	4"x2 ½ "	@Rs. /100 pcs			
85	Plastic pouch with lace	6"x4"	@Rs. /100 pcs			
86	Plastic scale	12"	@Rs. /doz			
87	Polythene bag	Big size (40" x 32")	@Rs. /100			
88	Post it (Sticky Pad)	Small	@Rs. /pad			
89	Post it (Sticky Pad)	Big	@Rs. /pad			
90	Punching machine	Good quality	@Rs. /doz			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
91	Rubber band	2" Good quality	@Rs. /Kg			
92	Rubber band	4" Good quality	@Rs. /Kg			
93	Rubber band	6" Good quality	@Rs. /Kg			
94	Rubber Stamp (Polymer)	Good quality	@Rs. /pc			
95	Rubber Stamp (Polymer)	4 lines and above	@Rs. /pc			
96	Rubber Stamp (Polymer) (3 cm x 1.5 cm)	Oval Shaped	@Rs. /pc			
97	Rubber stamp ink	60 ml	@Rs. /100			
98	Rubber stamp with arrow cross mark (Polymer)	Round Shaped	@Rs. /pcs			
99	Safety pin (Steel)	Medium size	@Rs. /1000 pcs			
100	Scissors	Good quality (medium)	@Rs. /doz			
101	Screw driver	10" long	@Rs. /pc			
102	Sealing wax	Good quality, 8 sticks in a	@Rs. /box			
103	Silk ribbon	Different colour (18"	@Rs. /100			
104	Sketch pen	Different colours	@Rs. /doz			
105	Sponge cup	Good quality	@Rs. /100			
106	Spoon (Small)	Steel	@Rs. /doz			
107	Stamp pad (purpel)	Small (Faber Castle)	@Rs. /doz			
108	Stamp pad (purpel)	Big (Faber Castle)	@Rs. /doz			
109	Stapler	Big (Good quality)	@Rs. /pc			
110	Stapler	Small (Good quality)	@Rs. /pc			
111	Stapler pin	Big (Good quality)	@Rs. /box			
112	Stapler pin	Small (Good quality)	@Rs. /box			
113	Steel clip	2"	@Rs. /pc			

Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
114	Steel clip	3"	@Rs. /pc			
115	Steel pin	15 gm pkt.	@Rs. /100			
116	Stove	Janata	@Rs. /pc			
117	Sutli	Jute thread	@Rs. /Kg			
118	Tag	Bundle of 100	@Rs. /100			
119	Tarpine Oil	Per Litre	@Rs. /lt.			
120	Thinner	Per litre	@Rs. /lt.			
121	Thread ball	25 grm	@Rs. /100			
122	Towel	24"	@Rs. /Per Dozon			
123	Towel	72"	@Rs. /Per Dozon			
124	Twine ball	25 grm	@Rs. /100			
125	Two folder file	Good Quality	@Rs. /Per Dozon			
126	Waste paper basket	Good Quality	@Rs. /PC			
127	Waste paper basket open (plastic)	Good Quality	@Rs. /PC			
128	Waste paper basket with Cover (Plastic)	Good Quality	@Rs. /PC			
129	Water bottle (1 litre)	Good Quality	@Rs. /Per Dozon			
130	Water jug	Good Quality	@Rs. /pc			
131	White Paper (Dista paper)	FS	@Rs. /rim			
132	White Paper (Dista paper)	DFS	@Rs. /rim			
133	Wire cutter	Good quality	@Rs. /pc			
134	Wooden pencil (Apsara/Nataraj)	HB Good quality	@Rs. /doz			
135	Writing pad	8" Good quality	@Rs. /doz			
136	Writing pad	10" Good Quality	@Rs. /doz			



Sl	Item	Specification	Rate for Sadar SD	Quoted Rate exclusive TAX (Rs.)	TAX applicable % (Rs.)	Quoted Rate inclusive all taxes (Rs.)
1	2	3	4	5	6	7
136	Xerox copy paper (Copy Power)	A4 (75 gsm)	@Rs. /Rim			
137	Xerox copy paper (Copy Power)	A3 (75 gsm)	@Rs. /Rim			
138	Xerox copy paper (Copy Power)	FS (75 gsm)	@Rs. /Rim			
139	Xerox Paper (Colour)	A4 (75 gsm)	@Rs. /Rim			

**TENDER FORM**

TENDER FORM NO.

Date of Issue :

Tender for supply of stationary articles in connection with the ensuing Parliament General Election – 2019 to be submitted in sealed envelopes for supply of materials addressed to the District Magistrate and District Election Officer, Purba Medinipur.

From .....

.....

.....

To  
The District Magistrate and District Election Officer,  
Purba Medinipur  
West Bengal

- 1) I/We hereby submit sealed tender for supply of rates as quoted in the item-wise annexed sheet.
- 2) I/We have thoroughly examined and understood the terms and conditions and instructions as given in the tender notice and I/We agree to abide by them and accept them in total.

The following copies of documents are enclosed with this tender duly filled in And signed (Tick, as applicable)

- |      |                              |       |      |
|------|------------------------------|-------|------|
| I.   | Income Tax Clearance         | (Yes) | (No) |
| II.  | GST Registration Certificate | (Yes) | (No) |
| III. | Bank Draft for Earnest Money | (Yes) | (No) |
| IV.  | Pan Card                     | (Yes) | (No) |
| V.   | Credentials                  | (Yes) | (No) |
| VI.  | Any other Documents          |       |      |

---

Yours faithfully,

***Signature of tenderer along with seal***

**Date :**

**Place :**

Name :.....

Designation :.....

Address:.....

Contact Details .....