

Purba Medinipur Zilla Parishad

Ganapatnagar :: Uttar Sonamui :: Purba Medinipur

Memo No. 11/Stationary

Date . 12.06.18

NIT No. 01 of 2018-19

TENDER NOTICE **FOR STATIONARY ARTICLES**

Sealed tenders in prescribed format are invited from bonafide general order suppliers /stockiest/Printers/manufacturers of Articles for rates contract for supply of items of Annexure –A, B & C to the Purba Medinipur Zilla Parishad for the period of 1 (one) year. The details of articles and works for which tenders for rates contract are invited are set-forth in annexure 'A', 'B' & 'C' of the tender notice. The rates of all the items are to be quoted against each items both in figures and words clearly. The tenders will be received **on and from 02.07.18 to 06.07.18 at 11.00 A.M. to 3.00 P.M.** in the specified tender box keep in this office. The tenders shall be **opened on 10.07.18 at 3.00 P.M.** The validity of tender is of one year.

Each tenderer can quote the rates for the items of any Annexure or all the Annexure. The Earnest Money required to be deposited will vary accordingly.

Name of the works

- (1) Annexure A – Supply of Stationary articles.
- (2) Annexure B – Supply of furniture
- (3) Annexure C- Supply of Printing Items

The word "Tender for Annexure – A or B or C must be superscribed on the top of the envelop containing tenders as the case may be separately.

TERMS AND CONDITIONS

- 1) Successful tenderers will have to execute an agreement with the Additional Executive Officer, Purba Medinipur Zilla Parishad on a non –judicial stamp paper value Rs. 10/- (Ten) only within the date specified in the letter of intimation before issuance of supply order.
- 2) The intending tenderers shall have to enclose Xerox copies of upto date clearance certificates i.e. Trade license, P.Tax, GST, documents of Income Tax, Credential from the appropriate authorities for similar nature of supply/Printing work at the time of offering tenders.
- 3) Earnest Money amounting to Rs. 5,000.00 (Rupees five thousand) only, for Annexure –A, and Annexure-C respectively and Rs. 20,000.00 (Rupees twenty thousand) only for the rates for Annexure –B are required to be deposited in the shape of Bank Draft, Banker's Cheque drawn in favour of Financial Controller & Chief Accounts Officer, Purba Medinipur Zilla Parishad on any Nationalized Bank at the time of dropping tenders. The Earnest Money so deposited will be refunded to the unsuccessful bidder after issuing the work order
- 4) Any tender without Earnest Money will be initially rejected.

- 5) The validity of tender for rate contract will remain in force for one year from the date of issuing work order.
- 6) The rate must be quoted clearly both in words and figures inclusive of all charges, GST, Carriage, loading and unloading charges etc. In case of any discrepancy the rates quoted in words only shall be accepted.
- 7) No. extra payment will be made for carriage of materials involving head load , if any.
- 8) Supply is to be completed within specified time when order will be placed.
- 9) If the lowest tender (s) fail (s) to supply the articles as and when required, his name would be brought into book for taking disciplinary action and his Earnest Money will stand forfeited.
- 10) No compromise will be made regarding quality of the articles of approved sample.
- 11) Once the tender is accepted and agreement made, no plea regarding non-availability of articles and rate enhancement than that of the tender rate shall be accepted.
- 12) The undersigned reserves the right to accept or to cancel any or all the tenders without assigning, any reason whatsoever. The selection will not necessarily be confirmed to the lowest tender.
- 13) The undersigned shall not bound to accept the liability on account of any loss or damage suffered by the successful tenderers due to change in the policy of the Govt. or due to any other reasons if the tender is cancelled in whole or any part thereof. The undersigned reserves the right to stop supplying of articles or to cancel the supply order at any stage by a notice in writing without assigning any reason thereof.
- 14) The undersigned does not give any guarantee for purchasing of whole or any part of articles for which supply order will be issued. Therefore, in the event of not purchasing any or whole quantity of articles, no compensation will be paid to the tenderes.
- 15) If the tender is not opened on the date specified above in the tender notice due to some unavoidable circumstances, fresh notice will be hung up on the Office Notice Board specifying date, time of opening of the same.
- 16) No extension of time beyond the date fixed for supply of articles will be allowed under any circumstances.
- 17) In the event of tender being submitted by a firm, it must be signed separately by each member or in the event of absence of any partner, it must be signed on his behalf by a person holding power of attorney authorizing to do so.
- 18) The earnest money will be liable to be forfeited and the contract will be cancelled if the successful tender fails to abide by any of the terms and conditions of the tender notice or in the event of his failure for supply of articles as per specification.

- 19) The sample of Annexure-A articles must be submitted by tenderer(s) at the tender opening date and time.
- 20) All the articles are to be supplied in good quality as per samples selected.
- 21) Tenderers will be bound to take refund of the articles of inferior quality at their own costs. In this case, the authority is at liberty to cancel his tender.
- 22) Tender will have to be submitted in the format available in the office which may be collected on any working day during office hours.


Additional Executive Officer
Purba Medinipur Zilla Parishad

Sourmynanda
12.06.18

Memo No. *11/1(80)/Stationary*

Date - *12.06.18*

Copy forwarded for information with the request to publish this notice in his office
Notice Board:-

1. The Sabhadhipati, Purba Medinipur Zilla Parishad
2. The Executive Officer, Purba Medinipur Zilla Parishad
3. The Sahakari Sabhadhipati, Purba Medinipur Zilla Parishad
4. The Additional Executive Officer, Purba Medinipur Zilla Parishad
5. The Superintendent of Police, Purba Medinipur
6. The Secretary, Purba Medinipur Zilla Parishad
7. The F.C. & C.A.O., Purba Medinipur Zilla Parishad
8. The Dy, Secretary, Purba Medinipur Zilla Parishad
9. The Karmadhyaksha... (all) Sthayee Samity, Purba Medinipur Zilla Parishad
10. The Sub-Divisional Officer....(all) Sub-Division, Purba Medinipur
11. The Chairman.....(all) Municipality, Purba Medinipur
12. The Sabhapati.....(all) Panchayat Samity, Purba Medinipur
13. The Executive Officer...(all) Panchayat Samity, Purba Medinipur
14. The D.I.O., NIC, Purba Medinipur
15. The D.I.C.O., Purba Medinipur
16. The O.S., Purba Medinipur Zilla Parishad
17. The Notice Board, Purba Medinipur Zilla Parishad

Encl: Annexure A, B & C


Additional Executive Officer
Purba Medinipur Zilla Parishad

12/6/18

Sourmynanda
12.06.18

ANNEXURE -A

List of Stationary Articles

| Sl. No. | Item | Quality (Reputed /Branded) Company | Quantity | Rate |
|---------|--|-------------------------------------|-----------|------|
| 1. | Add Jel Pen (0.05) | Add | Per Piece | |
| 2. | Add Jel Refill (0.05) (Black, Blue, Red & Green) | Add | Per Piece | |
| 3. | Alpin | Kings | Per Box | |
| 4. | Arch File | Good Quality | Per Piece | |
| 5. | Art Paper | Good Quality | Per Piece | |
| 6. | Battery (1050) | Eveready | Per Piece | |
| 7. | Battery (AAA) | Nippo (Gold) | Per Piece | |
| 8. | Binder Clip (1") | Good Quality | Per Piece | |
| 9. | Bleaching Powder (1 Kg/ Packet) | Good Quality | Per Kg | |
| 10. | Blotting Book | Good Quality | Per Piece | |
| 11. | Blank DVD | SONY | Per Piece | |
| 12. | Blank CD | SONY | Per Piece | |
| 13. | Bodkin | Good Quality | Per Piece | |
| 14. | Board Pin | Good Quality | Per Box | |
| 15. | Broom Stick | Good Quality | Per Piece | |
| 16. | Bucket (14 ltr) | Good Quality | Per Piece | |
| 17. | Calculator (12 Digit) | Casio | Per Piece | |
| 18. | Candle (Big) | Good Quality | Per Piece | |
| 19. | Car Cent | Godrej | Per Piece | |
| 20. | Cello Tape (1/2") | Good Quality | Per Piece | |
| 21. | Cello Tape Brown (2") | Good Quality | Per Piece | |
| 22. | Channel File (A4) | Good Quality | Per Piece | |
| 23. | Clip Board | Good Quality | Per Piece | |
| 24. | Cloth Duster (24" x 24") | Good Quality | Per Piece | |
| 25. | Correcting Pen (Oval correction pen) | Faver Castel | Per Piece | |
| 26. | Colin (500 ml) | Good Quality | Per Piece | |
| 27. | Cotton sweep | Good Quality | Per Piece | |
| 28. | Cushion (Chair) (14 x 14) | Kurlon | Per Piece | |
| 29. | Dendrite (20 ml) | Dendrite | Per Piece | |
| 30. | Dettol (Liquid Soap 200 ml) | Dettol | Per Piece | |
| 31. | Dot Pen (One holder Stand Pen) | Linc | Per Piece | |
| 32. | Dot Pen (Blue/Black/Red) | Housej Billi | Per Piece | |
| 33. | Engagement Pad | Good Quality | Per Piece | |
| 34. | Engineering Calculator | Cassio | Per Pcs | |

| Sl. No. | Item | Quality (Reputed /Branded) Company | Quantity | Rate |
|---------|--|------------------------------------|--------------|------|
| 35. | Envelop (Brown) with printing (11" x 5") | Good Quality | Per 1000 Pcs | |
| 36. | Envelop Brown with printing (12" x 6") | Good Quality | Per 1000 Pcs | |
| 37. | Envelop 12" x 10" (Cloth) | Good Quality | 100 Pcs | |
| 38. | Envelop 16" x 12" (Cloth) | Good Quality | 100 Pcs | |
| 39. | Erasers | Apsara | Per Piece | |
| 40. | Fax Roll 30 Mtr(Big thick) | Kores | Per Piece | |
| 41. | Fevistick 15 gm | Fevicol | Per Piece | |
| 42. | Flap (as per specimen copy) | Good Quality | 100Pcs | |
| 43. | Flower Jharu | Good Quality | Per Piece | |
| 44. | Four Folder File (with printing) | Best quality | 1000Pcs | |
| 45. | Gala | Good Quality | Per Box | |
| 46. | Gaurder (Nylon) 2" | Good Quality | Per Kg. | |
| 47. | Glass | Good Quality | Per Piece | |
| 48. | Goodknight Machine/ Active | Goodnight | Per Piece | |
| 49. | Goodknight Oil/ Active | Goodnight | Per Piece | |
| 50. | Gum (200 ml) | Good Quality | Per Piece | |
| 51. | Fevi Gum Stick 22.5 ml | Good Quality | Per Piece | |
| 52. | Hitspray | Good Quality | Per Pcs | |
| 53. | Harpic (500 ml) | Harpic | Per Pcs | |
| 54. | James Clip (Steel) | Kings | Per Box | |
| 55. | Jhul Jharu | Good Quality | Per Piece | |
| 56. | Jug | Good Quality | Per Piece | |
| 57. | Knife | Good Quality | Per Piece | |
| 58. | Lock and Key (5 lever) | Palam | Per Piece | |
| 59. | Lock and Key (7 lever) | Palam | Per Piece | |
| 60. | Lock and Key (8 lever) | Godrej | Per Piece | |
| 61. | Log Book (100 page) | Good Quality | Per Piece | |
| 62. | Mirror (Standerd Size) | Belgium Glass | Per Piece | |
| 63. | My clear bag A4 size | Good Quality | Per Piece | |
| 64. | Mug | Good Quality | Per Piece | |
| 65. | Mosquito Coil | Goodknight | Per Box | |
| 66. | Mureatic Acid (500 ml) | Good Quality | Per Piece | |
| 67. | Napthalin (200 gm Pkt) | Good Quality | Per Pkt | |
| 68. | Note Pad (40 Pages) | ITC | Per Piece | |
| 69. | Odonil (50 gm) | Odonil | Per Piece | |
| 70. | Pan Brass | Good Quality | Per Piece | |
| 71. | Paper Weight | Good Quality | Per Piece | |
| 72. | Pen Holder | Good Quality | Per Piece | |
| 73. | Pen Stand | Good Quality | Per Piece | |

| Sl. No. | Item | Quality (Reputed /Branded) Company | Quantity | Rate |
|---------|--------------------------------------|------------------------------------|------------|------|
| 74. | Pen (use & through) | Agni 4G/ Good Quality | Per Piece | |
| 75. | Pencil | Apsara | Per Piece | |
| 76. | Pencil Carbon | Camel | Per Box | |
| 77. | Pencil Cutter | Nataraj | Per Piece | |
| 78. | Phenyl (500 mg) | Good Quality | Per Piece | |
| 79. | Phenyl (White 500 ml) | Good Quality | Per Piece | |
| 80. | Pin Cushion | Good Quality | Per Piece | |
| 81. | Pointed Refill (Blue & Red) | Linc | Per Piece | |
| 82. | Plasitc Belcha | Good Quality | Per Piece | |
| 83. | Punching Maschine (Single) | Good Quality | Per Piece | |
| 84. | Punching Maschine (Double) | Good Quality | Per Piece | |
| 85. | Rat Killer Spray | Mortin | Per Piece | |
| 86. | Register No. 20 | Good Quality | Per Piece | |
| 87. | Register No. - 10 | Good Quality | Per Piece | |
| 88. | Register No. - 2 | Good Quality | Per Piece | |
| 89. | Register No. - 4 | Good Quality | Per Piece | |
| 90. | Register No. - 6 | Good Quality | Per Piece | |
| 91. | Register No. - 8 | Good Quality | Per Piece | |
| 92. | Room Freshener | Good Quality | Per Piece | |
| 93. | Rope (Sutli) | Good Quality | Per Kg | |
| 94. | Scale (Metal) | Camel | Per Piece | |
| 95. | Scale (Plastic) | Camel | Per Piece | |
| 96. | Scissors | Good Quality | Per Piece | |
| 97. | Short Hand Book | Good Quality | Per Piece | |
| 98. | Sketch Pen (Bingo) | Linc | Per Pkt. | |
| 99. | Slip Paper (Sticky) 3 colour | Good Quality | Per Piece | |
| 100. | Stamp (Pre Ink Stamp) | Good Quality | Per Piece | |
| 101. | Stamp (Polymar) per line | Good Quality | Per line | |
| 102. | Smart Jel Pen | Linc | Per Piece | |
| 103. | Smart Jel Refill (Black, Blue & Red) | Linc | Per Piece | |
| 104. | Soap 100 gm | Lifebuoy + | Per Piece | |
| 105. | Spiral Pad (Plastic Cover 1/6) | Times | Per Piece | |
| 106. | Sponge | Good Quality | Per Piece | |
| 107. | Stamp Pad (110 mm x 69 mm) | Faber Castell | Per Piece | |
| 108. | Stamp Pad (Ink) 60 ml | Gripex | Per Bottle | |
| 109. | Stapler 10" (Small) | Kangaroo | Per Piece | |
| 110. | Stapler 24/6" (Jambo) | Kangaroo | Per Piece | |
| 111. | Stapler Pin 10 No. | Kangaroo | 20 Pcs Box | |
| 112. | Stapler Pin 24/6 No. | Kangaroo | 20 Pcs Box | |
| 113. | Stapler Pin 23x17 | Kangaroo | Per Box | |

| Sl. No. | Item | Quality (Reputed /Branded) Company | Quantity | Rate |
|---------|--|-------------------------------------|-------------|------|
| 114. | Tag | Good Quality | Per Bundle | |
| 115. | Threat Ball | Good Quality | Per Ball | |
| 116. | Torch (3 Cell Battery) Brass body | Eveready | Per Piece | |
| 117. | Towel (Big) (white & Coloured) 36" x 72" | A-Tex | Per Piece | |
| 118. | Towel (Hand) White & Coloured | Good Quality | Per Piece | |
| 119. | Towel (Middle) 30" x 60" | A-Tex | Per Piece | |
| 120. | Two Folder File (with printing) | Good Quality | 1000 Pieces | |
| 121. | Umbrella (Big) | M. D. & Sons | Per Piece | |
| 122. | Umbrella (Folding) | K.C.Pal | Per Piece | |
| 123. | Vim Powder (1 kg) | Vim | Per Kg | |
| 124. | Vim Bar (300 gm) | Vim | Per Piece | |
| 125. | Wastage Busket | Good Quality | Per Pcs | |
| 126. | Wall Clock | Ajanta | Per Pcs | |
| 127. | Water Bottle (Blank) | Standard | Per Piece | |
| 128. | Xerox Paper (A3) | Copy power | Per Rim | |
| 129. | Xerox Paper (A4) (White) | Copy power | Per Rim | |
| 130. | Xerox Paper (A4) (Yellow) | Copy power | Per Rim | |
| 131. | Xerox Paper (A4) (Pink) | Copy power | Per Rim | |
| 132. | Xerox Paper (FS) | Copy power | Per Rim | |
| 133. | Highlighter | Faber Castell | Per Piece | |
| 134. | Permanent Murcur | Camel/ Faber Castell | Per Piece | |


Additional Executive Officer
Purba Medinipur Zilla Parishad

Somayendra
12.06.18

**ANNEXURE – B
List of Furniture**

| Sl No | Item | Quality/Size | Quantity | Rate |
|-------|--------------------------------|---|----------|------|
| 1. | Revolving Chair (High Back) | Standard | Per Pc | |
| 2. | Revolving Chair (High Back) | Godrej | Per Pc | |
| 3. | Wooden Rack (3 self) | 30" x 30" x 12" | Per Pc | |
| 4. | Office table (met finish top) | 4.6" x 2.6" (18/20) | Per Pc | |
| 5. | Taktoposh (Nim/Sal) | 6.5' x 5' | Per Pc | |
| 6. | Wooden Khat (Nim/Sal) | 6.6' x 3' | Per Pc | |
| 7. | Wooden Khat (Nim/Sal) | 6.6' x 5' | Per Pc | |
| 8. | Table (wooden) (Nim/Sal) | 3' x 5' Standard | Per Pc | |
| 9. | Table (wooden) (Nim/Sal) | 4' x 2.6' Standard | Per Pc | |
| 10. | Fiber Chair with arms (Big) | Supreme/Nilkamal | Per Pc | |
| 11. | Fiber Chair without arms (Big) | Supreme/Nilkamal | Per Pc | |
| 12. | Steel Almirah | 78"x34"x19" (CRC Sheet Locker/inside locker,/Standard Guage 18/20) | Per Pc | |
| 13. | Steel Almirah | 72"x34"x19" (CRC Sheet Locker/inside locker Standard Guage 20/22) | Per Pc | |
| 14. | Steel Almirah | 66"x30"x17" (CRC Sheet Locker/inside locker, Standard Guage 20/22) | Per Pc | |
| 15. | Steel Almirah | 50"x30"x15" (CRC Sheet Locker/inside locker Standard Guage 20/22) | Per Pc | |
| 16. | Steel file cabinet | 54"x18"x27" (4 drawer CRC Sheet Standard Guage 20/22) | Per Pc | |
| 17. | Steel table met finish top | 4' x 2 ¹ / ₂ ' (three drawer) CRC Sheet Standard Guage 22 | Per Pc | |
| 18. | Steel Book Self | 60"x30"x15" (4 compartment) CRC Sheet Standard Guage 20) | Per Pc | |
| 19. | Steel Rack | 72"x42"x15" (6 Self CRC Sheet Standard guage 18/22) | Per Pc | |

| Sl No | Item | Quality/Size | Quantity | Rate |
|-------|---|---|-----------|------|
| 20. | Steel Rack | 78"x40"x15" (6 Self CRC Sheet Standard guage 18/22 | Per Pc | |
| 21. | Steel Rack | 36"x24"x12" (3Self CRC Sheet Standard guage 16/20 | Per Pc | |
| 22. | Steel Rack | 36"x36"x15" (3Self CRC Sheet Standard guage 16/20 | Per Pc | |
| 23. | Computer Table | Standard | Per Pc | |
| 24. | Wooden Chair (with arms) Nim, Sal | Standard | Per Pc | |
| 25. | Ornate Chair with arms | Nilkamal / Cello | Per Pc | |
| 26. | Full Secretariat Table | 5'x 3' Guage 22 CRC Sheet three drawer one side box | Per Pc | |
| 27. | Steel Table | 4' x 2.6' 3 Drawer guage 22 Bhutan top | Per Pc | |
| 28. | Steel Table | 4' x 2.6' 3 Drawer & Box guage 22 Bhutan top | Per Pc | |
| 29. | Table Glass (Smoke Colour | 8mm | Per Sqf | |
| 30. | Table Glass (White Colour) | 6mm | Per Sqf | |
| 31. | Table Cloth (with velvet) | (Standard) | Per metre | |
| 32. | Visitor Chair with arms and velvet Gadi | Standard | Per Pc | |
| 33. | Writing of name plate (15" x 9") | Standard | Per Pc | |
| 34. | Writing of name plate (12" x 4") | Standard | Per Pc | |
| 35. | Writing of name plate (6" x 4") | Standard | Per Pc | |


Additional Executive Officer
Purba Medinipur Zilla Parishad

Soumyendra
12.06.18

Annexure - C
List of Printing Items

| Sl. No. | Particulars | Rate for following sizes | | | | | | | |
|---------|--|--------------------------|------|------|------|------|------|-------|--|
| | | Full | 1/2" | 1/4" | 1/5" | 1/6" | 1/8" | 1/10" | |
| 1 | Cash Book & other Register : | | | | | | | | |
| | a) 20" x 30", 15.5 kg (West Coast) Ledger Paper, both side printing, Hard Board & Canvas paper Rexine binding 100 folios each book | | | | | | | | |
| | b) D/Demy, 25.3 kg (West Coast) Ledger paper, both side printing, Hard Board & Canvas paper, Rexine binding 100 folios each book | | | | | | | | |
| | c) DFC 14.2 kg Andhra Ledger Paper, both side printing, Hard Board & Canvas paper Rexine binding 100 folios each book | | | | | | | | |
| 2 | Forms : | | | | | | | | |
| | a) Demy Executive Bond white, printing paper, one side printing, 100 pages each pad (By colour) | | | | | | | | |
| | b) Note Sheet 1/4 D.F.C. Executive Bond one side printing 100 pages each | | | | | | | | |
| | c) Demy 7.4 kg Andhra white printing paper, both side printing, 100 pages each pad | | | | | | | | |
| | d) Demy Sirpur color paper, one side printing 100 pages each pad | | | | | | | | |
| | e) Demy Sirpur color paper, both side printing 100 pages each pad | | | | | | | | |
| | f) DFC 8.6 kg Andhra paper, one side printing, 100 pages each pad | | | | | | | | |
| | g) DFC 8.6 kg Andhra paper, both side printing, 100 pages each pad | | | | | | | | |
| | h) 1/2 F/C size Sirpur color paper, one side printing 100 pages each pad | | | | | | | | |

| Sl. No. | Particulars | Rate for following sizes | | | | | | | |
|----------|--|--------------------------|------|------|------|------|------|-------|-------|
| | | Full | 1/2" | 1/4" | 1/5" | 1/6" | 1/8" | 1/10" | 1/12" |
| | i) 1/2 F/C size Sirpur color paper, both side printing 100 pages each pad | | | | | | | | |
| 3 | Cheque Binding Books (Side or Top Binding) | | | | | | | | |
| | a) Demy size (one copy 7.4 kg Andhra white printing paper +One copy Sirpur color printing paper), one side printing 50 x 2 sets each book with numbering | | | | | | | | |
| | b) Demy size (one copy 7.4 kg Andhra paper + two copy Sirpur color paper), one side printing, 50 x 3 sets each Book with numbering | | | | | | | | |
| | c) Demy size (one copy 7.4 kg Andhra white paper + three copy Sirpur color paper), one side printing, 50 x 4 sets each Book with numbering | | | | | | | | |
| 4 | Tender Form : | | | | | | | | |
| | 8 (eight) sheets, 1/2 F/C Size 7.4kg Andhra white printing paper both side printing, two side stitching & binding and Top one numbering each form. 100 Pcs Form | | | | | | | | |


Additional Executive Officer
Purba Medinipur Zilla Parishad

Soamyendu
12.06.18