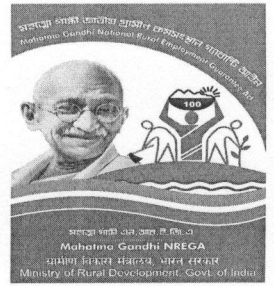




GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C. (MGNREGS)
&
DISTRICT MAGISTRATE, JALPAIGURI
(MGNREGS CELL AT ROOM NO- 05, 2nd FLOOR
COLLECTORATE BUILDING, JALPAIGURI)

(E-mail: nrega.jal@gmail.com; website: www.nregajalpaiguri.com)

Phone : (03561)224826 Fax : (03561)222334



Memo No. 2283 /MGNREGS

Date: - 16.11.2017.

NIQ NO.:- 07/MGNREGA/2017-18

NOTICE INVITING QUOTATION FOR SUPPLY OF STATIONERY ITEMS

Sealed quotations in respective letter head of the firm are invited from bonafide firms / agencies deals with supply of stationery items and having experience or credential with Government departments as per the specifications of the quality noted, and fulfilling of the terms and conditions stated hereunder.

Specifications of the required items:-

Sl No	Name of Stationery Articles	Requirement of quantity	Brand Name
1	Channel File	05 (Five) Dozen	King
2	Cover File (Four Folded)	05 (Five) Dozen	Oxford
3	Scientific Calculator	02 (Two) Pcs	Model Casio fx 100ms
4	Rubber Stamp	03 (Three) Pcs [Technical Assistant, Cashier, Vetted]	Good Quality
5	Fevi Stik Glue	01 (One) Dozen [15gm]	Fevicol Brand
6	Gel Pen	04 (Four) Dozen Cello Pointec	Cello
7	Brown Envelope (Large)	05 (Five) Dozen (Size 11'x5')	Good Quality
8	Pen	01(One) Dozen Cello Butter flow	Cello
9	Board Pin	02 (Two) Dozen	Good Quality
10	White Board Marker	01 (One) Dozen	Camlin
11	Water Bottle	02 (Two) Dozen	Milton
12	Room Freshener	02 Pcs	Ambi Pure
13	Cup plate Set	01 (One) Set	la opala
14	A4 Paper	20 (Twenty) Rim	Copy Power
15	Legal Paper	05 (Five) Rim	Copy Power
16	HP 88A Cartridge	04 (Four) Pcs	HP
17	Highlighter	02 (Two) Dozen	faber castell/ camlin
18	Pencil Battery	10 (Ten) Pcs	Eveready
19	Pencil Battery (Size AAA)	10 (Ten) Pcs	Eveready
20	Phenyl	02 (Two) 500 ml surface cleaner	Dettol
21	Mortein Rat Kill Cake	06 packets Mortein Rat kill cake (25 gm)	Mortein
22	Insect Replant Citronella Oil	02 (Two) Bottle	Citronella

Terms and Conditions

1. The quotation to be submitted by **2.00 pm on 24th November, 2017** & the same will be opened at 4.00 pm on same day.
2. Sealed envelope containing quotation rate should be addressed to **“The Addl. District Programme Coordinator, MGNREGA-WB, Jalpaiguri”** and should be super scribed as **“Quotation for Supply of Stationery Items”**.
3. Sealed quotations are to be dropped in the drop box kept in the office of the District Nodal Officer, MGNREGA-WB, Jalpaiguri on all working days within working hours. Quotation received through any other means will not be accepted.

4. The applicant must have latest **Income Tax return, trade license, PAN card, valid 15-digit Goods and Services Tax Payer Identification Number (GSTIN) under GST Act, 2017, P. Tax. Copy of all the relevant documents must be enclosed with the quotation.**
5. The under signed reserves the right to relax and/or modify any of the aforesaid criteria, on any stage of quotation process on specific ground, without showing any reason thereof.
6. Rate quoted should be inclusive of all duties, taxes and other levies. Tax as per provision will be deducted from the bill.
7. The price quoted against each item must be written or typed neatly. Corrections, if any should be properly authenticated. Comparative rate analysis will be made in total for unit price of all the items. Incomplete offer will be rejected.
8. The offer quoting the lowest rate will generally be selected for supplying the total volume of works.
9. Payment will be made after full receipt of the supplied materials in good condition at the stipulated site.
10. The under signed reserves the right to cancel the application or any or all the applications, without showing any reason thereof.

Pulich
16.11.2017
**Addl. District Programme Coordinator
MGNREGS
&
Addl. Dist. Magistrate (Dev), Jalpaiguri.**

Memo No. 2283/1(7)/MGNREGS

Date: - 16.11.2017.

Copy Forwarded for information & wide circulation to:-

1. The District Programme Coordinator, MGNREGS & District Magistrate, Jalpaiguri
2. The DP & RDO, DM Officer, Jalpaiguri
3. The District Nodal Officer, MGNREGS, Cell
4. The Secretary, Jalpaiguri Zilla Parishad, Jalpaiguri
5. The DICO, Jalpaiguri
6. The Office Notice Board, MGNREGA, Jalpaiguri
7. Sri Rajatava Bandopadhyaya, Website Developer for uploading the same in the Office Web Site (www.nregajalpaiguri.com)

Pulich
16.11.2017
**Addl. District Programme Coordinator
MGNREGS
&
Addl. Dist. Magistrate (Dev), Jalpaiguri.**