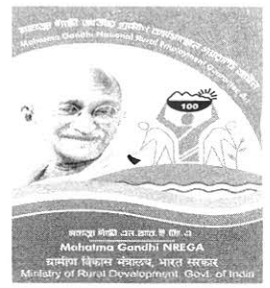


GOVT. OF WEST BENGAL
OFFICE OF THE
D.P.C.,(MGNREGS)
&
DISTRICT MAGISTRATE,
JALPAIGURI
(MGNREGS CELL AT JALPAIGURI ZILLA PARISHAD)
(E-mail: nrega.jal@gmail.com; website: www.nregajalpaiguri.com)



Phone : (03561)224826 Fax : (03561)222334 * Help Line: 1800-345-3215 (Toll Free)

Memo No. 967 /MGNREGS

Date- 8/6/12

NOTICE INVITING QUOTATION – 01/STATIONERY/ MGNREGA / 2012-13

Rate quotations are hereby invited from bonafied suppliers having good credentials of working with Government departments / Undertakings / Agencies for supply of different stationary items as per detailed list attached.

- 1) Offer will have to be dropped in sealed envelope in the earmarked box kept at the MGNREGA Cell, Jalpaiguri office at Jalpaiguri Zilla Parisad Complex.
- 2) Offer must be submitted under office seal and signature of the authorised representative of the firm. Each offer must accompany earnest money of Rs. 5000/-(Rupees five thousand) only in crossed bank draft in favour of District Programme Officer & District Magistrate, Jalpaiguri from any scheduled bank payable at Jalpaiguri.
- 3) Last date of submitting offer is 15/06/2012 up to 3 PM.
- 4) The box will be opened on 15/06/2012 at 4:00 PM in presence of participating tenderers or their authorised representatives.
- 5) The unit price quoted against each item falling under each group must be written or typed neatly. Corrections, if any should be properly authenticated. Comparative rate analysis will be made item-wise and then group-wise. The items for which rates have been invited have been arranged in Four groups (Group A to D).
- 6) All the participant firms must have Permanent Income Tax, Sales Tax / VAT number / registrations and necessary documentary evidence in support of that will have to be submitted along with the offer and copy of the VAT return of the last financial year i.e.2011-2012 also to be enclosed along with the application.
- 7) The quoted rates should be inclusive of all duties, taxes and other levies.
- 8) The quoted rates shall remain valid till May, 2013.
- 9) Incomplete offer will be rejected.
- 10) The lowest rate offered item wise falling under one group will be totalled together. The offer quoting the lowest rate in one group will generally be selected for supplying all the items falling under that group. The authority reserves the right to cub one or more group together for the sake of convenience at the time of awarding supply order.

- 11) Payment will be made after full receipt of the supplied materials in good condition at this office in respect of each individual order which will be mostly on monthly basis.
- 12) This quotation procedure may be cancelled at any stage without assigning any reason thereof.


06/6/2012
Addl. District Programme Coordinator
MGNREGS, Jalpaiguri

&
Addl. Dist. Magistrate (D), Jalpaiguri.

Date- 8/6/12

Memo No. 967/1(8) /MGNREGS

Copy forwarded for information & for wide circulation:

1. The SDO & SDPC, Jalpaiguri Sub-division.
2. The Superintendent of Post Offices, Jalpaiguri.
3. The Secretary, Zilla Parishad, Jalpaiguri.
4. The Officer -in- charge, Kotwali Police Station, Jalpaiguri.
5. The District Nodal Officer, MGNREGA- cell, Jalpaiguri.
6. The DICO, Jalpaiguri.
7. Office notice board.
8. The Programme Assistant (Hq), District MGNREGS Cell, Jalpaiguri.


06/6/2012
Addl. District Programme Coordinator
MGNREGS, Jalpaiguri

&
Addl. Dist. Magistrate (D), Jalpaiguri.

NOTICE INVITING QUOTATION – 01/STATIONERY/ MGNREGA / 2012-13
LIST OF STATIONERY ITEMS

Group :-A

SL No	Name of the Articles	Brand Name	Unit	Price Quoted inclusive of all taxes
1	Xerox Paper A4	Copy Power	One Ream	
2	Xerox Paper Legal	Copy Power	One Ream	
3	Laser Cartridge (12 A)	HP	One Piece	
4	Laser Cartridge (88 A)	HP	One Piece	
5	Laser Cartridge KX-FAT 92	Panasonic	One Piece	
6	Color Laser jet (CB540A,CB541A,CB542A,CB543A)	HP	One Piece	

Group-B

1	Conference Pad with Printing	Times	Per Dozen	
2	Calculator	Citizen	One Piece	
3	Scientific calculator	Citizen	One Piece	
4	Red Pen	Linc	Per Dozen	
5	Blue Pen	Linc	Per Dozen	
6	Black Pen	Linc	Per Dozen	
7	Blue Gel Pen	Cello	Per Dozen	
8	Correction Pen	Kores	Per Dozen	
9	Scale	Camlin	Per Dozen	
10	Sharpner	Nataraj	Per Dozen	
11	Pencil	Nataraj	Per Dozen	
12	Eraser	Nataraj	Per Dozen	
13	Stick Notes	Good Quality	Per Box	
14	White Board Marker	Luxor	Per Dozen	
15	Register no-6	Oxford	Per Dozen	
16	Register no-12	Oxford	Per Dozen	
17	Cash Book No-6	Oxford	Per Dozen	
18	Ledger Book No-6	Oxford	Per Dozen	
19	Quick Fix Glue	Good Quality	Per Dozen	
20	Notepad	Good Quality	Per Dozen	
21	Duster	Good Quality	Per Dozen	
22	Envelope (9x5) With Printing	Good Quality	100 piece	
23	Envelope (10x5) With Printing	Good Quality	100 piece	
24	Envelope (11x5) With Printing	Good Quality	100 piece	
25	Cloth Envelope	Good Quality	100 piece	
26	A4 Size Envelope With Printing	Good Quality	100 piece	

Group:-C				
1	Plastic Folder	Meghdoot	Per Dozen	
2	Cover File	Ambassador	Per Dozen	
3	Arch File	Ambassador	Per Dozen	
4	Channel File A4	Profile	Per Dozen	
5	D-Clip File	D-Clip File	Per Dozen	
6	Flap	Good Quality	Per Box	
7	Tag	Good Quality	Per 100	

Group-D				
1	Paper Weight	Good Quality	Per Dozen	
2	Gum 700 mg	Camel	1 piece	
3	CD	Moserber	Per Dozen	
4	CD Marker	Reynolds	Per Dozen	
5	Stamp pad	Kores	Per Dozen	
6	Cellotape	Camel	Per Dozen	
7	Stapler No-10	Kangaroo	Per Dozen	
8	Stapler No-24/6	Kangaroo	Per Dozen	
9	Stapler Pin No-10	Kangaroo	Per Dozen	
10	Stapler Pin No-24/6	Kangaroo	Per Dozen	
11	High Lighter pen	Faber Castell	Per Dozen	
12	James Pin	Good Quality	per box	
13	Needle Point Pin	Good Quality	per box	
14	Mosquito Repellant	Good Knight	Per Dozen	
15	Pencil Battery	Eveready	Per Dozen	
16	First Aid Box	Good Quality	1 piece	
17	Room Freshner	Airwick	Per piece	
18	HIT Spray	Hit	Per piece	
19	Bleaching Powder	Doctor	Per Kg.	
20	Phynol	Ayna	Per bottle	
21	Scissor	Good Quality	Per piece	
22	Plastic Sutli	Good Quality	Per Kg.	

 10/6/2020
 Addl. District Programme Coordinator
 MGNREGS, Jalpaiguri
 &
 Addl. Dist. Magistrate (D), Jalpaiguri.