



GOVT. OF WEST BENGAL  
OFFICE OF THE D.P.C.(MGNREGS)  
&

DISTRICT MAGISTRATE, JALPAIGURI  
(MGNREGS CELL AT ROOM NO-05, 2<sup>nd</sup> FLOOR  
COLLECTORATE BUILDING, JALPAIGURI)

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Memo No. 1020-D /MGNREGS

Date: - 01.08.2014

**NOTICE INVITING QUOTATION – 4/MGNREGA / 2014-15**

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) Quotation will have to be dropped in sealed envelope in the earmarked box kept at the MGREGA Cell, Jalpaiguri office at Collectorate Building, 2<sup>nd</sup> Floor, Room No. 5, Jalpaiguri.
- 2) Quotation must be submitted under office seal and signature of the authorised representative of the firm.
- 3) Last date of submitting quotation is **25/08/2014 up to 2:30 PM**.
- 4) The quotations will be opened on the same day at **2:30 PM** in presence of participating quotationers 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.
- 7) The quoted rates should be inclusive of all duties, taxes and other levies.
- 8) The quoted rates shall remain valid till **31<sup>st</sup> August 2015**.
- 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 club or break 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.

  
Addl. District Programme Co-ordinator,  
MGNREGA, Jalpaiguri

&  
Addl. District Magistrate (G), Jalpaiguri.

Date: - 01.08.2014

Memo No. 1020-D(19) /MGNREGS

Copy forwarded for information and for wide circulation to :

1. The DPC, MGNREGA & District Magistrate, Jalpaiguri.
2. The SDPC&SDO, Sadar Sub-division.
3. The Superintendent of Post Offices, Jalpaiguri.
4. The Officer-in-Charge, Kotowali Police Station, Jalpaiguri.
5. The District Nodal Officer, MGNREGA Cell, Jalpaiguri.
6. The DICO, Jalpaiguri.
7. Office Notice Board.
8. The Programme Assistant, MGNREGA Cell, Jalpaiguri.
9. Sri. Rajatava Bandyopadhyay for uploading the notice in official website.

  
Addl. District Programme Co-ordinator,  
MGNREGA, Jalpaiguri

&  
Addl. District Magistrate (G), Jalpaiguri

**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	HP CB540A Clolor Laser Jet	HP	One Piece	
6	HP CB541A Clolor Laser Jet	HP	One Piece	
7	HP CB542A Clolor Laser Jet	HP	One Piece	
8	HP CB543A Clolor Laser Jet	HP	One Piece	

**Group-B**

1	Conference Pad with Printing (spiral binding)	Times (60 Pages)	Per Dozen	
2	Calculator	Casio (14 DIGITS)	One Piece	
3	Scientific calculator	Casio (fx 991 MS)	One Piece	
4	Red Pen	Linc (Glycer)	Per Piece	
5	Blue Pen	Linc (Glycer)	Per Piece	
6	Black Pen	Linc (Glycer)	Per Piece	
7	Blue Gel Pen	Cello (Pointec gel 0.5)	Per Piece	
8	Red Gel Pen	Cello (Pointec gel 0.5)	Per Piece	
9	Black Gel Pen	Cello (Pointec gel 0.5)	Per Piece	
10	Riffl	Cello (Pointec gel 0.5)	Per Dozen	
11	Correction Pen	Camlin	Per Piece	
12	Scale	Camlin	Per Piece	
13	Sharpner	Nataraj	Per Piece	
14	Pencil	Nataraj	Per Piece	
15	Eraser	Nataraj	Per Piece	
16	Stick Notes (Page Markers)	Oddy Re-Stick Notes	Per Packet	
17	White Board Marker	Camlin	Per Piece	
18	Register no-6 (Ruled)	Oxford	Per Piece	
19	Register no-12 (Ruled)	Oxford	Per Piece	
20	Register no-4 (Ruled)	Oxford	Per Piece	
21	Register no-8 (Ruled)	Oxford	Per Piece	

22	Cash Book No-6	Oxford	Per Piece	
23	Ledger Book No-6	Oxford	Per Piece	
24	Peon Book (50 sheet)	Oxford	Per Piece	
25	Attendance Register (50 Pages)	Steno	Per Piece	
26	Pin Cushion (Magnetic)	Good Quality	Per Piece	
27	Quick Fix Glue (Fevi Stik)	Fevicol (15 gm)	Per Piece	
28	Notepad (50 pages with printing)	Good Quality	Per Dozen	
29	Duster	Good Quality	Per Dozen	
30	Envelope (9x5) With Printing	Galaxy (Special)	Per 100 piece	
31	Envelope (10x5) With Printing	Galaxy (Special)	Per 100 piece	
32	Envelope (11x5) With Printing	Galaxy (Special)	Per 100 piece	
33	Cloth Envelope (12"x10")	Quality Envelopes	Per 100 piece	
34	A4 Size Envelope With Printing	Galaxy (Special)	Per 100 piece	

**Group:-C**

1	Plastic Folder with button	Kiing Stationery	Per Dozen	
2	Plastic Folder transparent (with printing)	Kiing Stationery	Per Dozen	
3	Cover File	Oxford	Per piece	
4	Arch File	Ambassador	Per Dozen	
5	Channel File A4	Kiing Stationery	Per Dozen	
6	D-Clip File	Kiing Stationery	Per Dozen	
7	Flap	Office Plus	Per Packet	
8	Tag	Good Quality	Per 100 piece	
9	Paper Weight (Round)	Good Quality	Per Dozen	
10	Gum 700 mg	Camel	Per Bottle	
11	CD	Moserber	Per 100 piece	
12	CD/DVD Cover (Pouch)	Good Quality	Per 100 piece	
13	CD Marker	Luxor	Per Piece	
14	Stamp pad	Kores	Per Dozen	
15	Cellotape 1/2" thick (Transparent)	Camel	Per Piece	
16	Cellotape 1" thick (Brown)	Camel	Per Piece	
17	Cellotape 2" thick (Brown)	Camel	Per Piece	

18	Stapler No-10	Kangaroo	Per Dozen	
19	Stapler No-24/6	Kangaroo	Per Dozen	
20	Stapler Pin No-10	Kangaroo	Per Dozen	
21	Stapler Pin No-24/6	Kangaroo	Per Dozen	
22	Punching Machine (Black Coated)	Kangaroo SHP 20	Per Piece	
23	High Lighter pen	Faber Castell	Per Dozen	
24	James Pin (Plastic Coated)	Novex	Per packet	
25	Binder Clips (32 mm)	Kings	Per Dozen	

<b>Group-D</b>				
1	Needle Point Pin	Kings	per box	
2	Mosquito Repellant	Good Knight	Per piece	
3	Pencil Battery	Eveready	Per Dozen	
4	Broom Stick	Good Quality	Per Piece	
5	Room Freshner	Odonil	Per piece	
6	HIT Spray	Hit	Per piece	
7	Phynol	Nimyle	Per bottle	
8	Scissor	Good Quality	Per piece	
9	Knife(Plastic Handle)	Good Quality	Per piece	
10	Botkin (Phorani)	Good Quality	Per piece	
11	Plastic Backet (16 Ltr)	Good Quality	Per piece	
12	Towel (White)	Bombay Dying	Per Piece	
13	Cup Dish Set (6+6)	La-o-Pala	Per Set	
14	Desktop Calender (With Printing)	Good Quality	Per Piece	
15	Exeutive Diary	Good Quality	Per Piece	
16	Diary (With Printing)	Good Quality	Per Piece	
17	Napholene Balls (200 gm)	Bengal Chemicals	Per packet	
18	Liquid Soap	Dettol	Per piece	
19	Plastic Dustbin	Good Quality	Per Piece	
20	Signature Pad	Good Quality	Per Piece	
21	Wall Clock	Ajanta	Per Piece	
22	CFL Lamp (22 watt.)	Havells	Per Piece	
23	Plastic Tray	Good Quality	Per Piece	
24	Plastic Sutti	Good Quality	Per Kg.	