



**GOVT. OF WEST BENGAL  
OFFICE OF THE D.P.C. (MGNREGA)  
&  
DISTRICT MAGISTRATE, ALIPURDUAR**

(E-mail: mgnrega.apd@gmail.com)

Memo No. 245 / MGNREGA

Date: - 03/05/2018

**NIQ NO.:- 01/MGNREGA/2018-19**

**NOTICE INVITING QUOTATION FOR SUPPLY OF STATIONERY ITEMS**

Sealed quotations in respective letter head of the form are invited from bonafide firms / agencies having experience or credential of working with Government departments / Undertakings / Agencies as per the specifications of the quality displayed, and fulfilling of the terms and conditions stated hereunder.

**Specifications of the required items:-**

**A. STATIONERY ITEMS:**

Sl No	Name of the Articles	Unit	Specification
1	XEROX PAPER (Size -A4)	per packet	Bilt COPYPOWER - 75 GSM
2	XEROX PAPER (Size - Legal)	per packet	Bilt COPYPOWER - 75 GSM
3	Signature Pad	per piece	Size- A4, 110 gsm, Best quality
4	Dak Box	per piece	Good quality box of blue colour
5	Issue Register	per piece	W.B. FORM NO. 19, Size- Legal, 75 gsm paper, 200 pages
6	Receipt Register	per piece	W.B. FORM NO. 15, Size- Legal, 75 gsm paper, 200 pages
7	Attendance Register	per piece	Size- A3, 90 gsm paper, Best quality, Hard Binding
8	Binding Register	per no.	Oxford registers, legal size, Hard Binding
9	Vehicle Log Book	per piece	Hard Binding, Size- A5, 100 PAGES, 90 gsm paper
10	Peon Book	per piece	Hard Binding, Size- A5, 100 PAGES, 90 gsm paper
11	Cotton Cloth Duster (Big Size)	per dozen	Cotton duster of best quality
12	Cover File	per piece	Ambassador, Best Quality
13	Folder File	per piece	As per specification from the department.
14	Guard File	per piece	Aerotix
15	Channel file	per piece	A4 size, Best Quality
16	Channel file	per piece	Legal size, Best Quality
17	Clear bag	per piece	White colour non-printed bag.
18	2-D Ring Binder File	per piece	Aerotix
19	Board Files Flap	per piece	Hard body file
20	Gel Pen (Blue and Black)	per piece	Cello Pointec Gel
21	Ball Point Pen (Blue, Black and Red)	per piece	Agni gel, Use & throw
22	Correctional Fluid Pen	per piece	Camlin/ Kores
23	Cloth Lining Envelope (Legal Size)	per piece	Light Green colour, Best Quality
24	Envelope (10x4)	per piece	Brown colour, Best Quality
25	Stapler (24/6)	per piece	Kangaro
26	Stapler (10)	per piece	Kangaro
27	Stapler Pin (24/6)	per packet	Kangaro
28	Stapler Pin (10)	per packet	Kangaro
29	Double point Punching Machine Bir	per piece	Kangaro

	Single point Punching Machine	per piece	Kangaro
	Tag	per bundle	Best Quality
33	Stick note pad (flap)	per packet	Aerotix
34	Gum Stick (Big)	per piece	Fevi Stick
35	Gems clip (Big)	per packet	Gripex Nickel Plated
36	Paper weight	per piece	Anak
37	Scissor	per piece	Kangaro
38	Ink Stamp Pad	per piece	Faber-Castell
39	Permanent Marker	per piece	Kores
40	White board marker	per piece	Kores
41	CD Marker	per piece	Kores
42	Pen Stand	per piece	Best Quality
43	Commercial Calculator (Big Size)	per piece	Orpat
44	Scientific Calculator	per piece	Casio
45	Binder Clip (51 mm)	per box	Best Quality
46	Pencil	per piece	Apsara Absolute
47	Scale (30cm)	per piece	Camlin
48	Eraser	per piece	Faber-Castell
49	Cello Tape (1 Inch)	per piece	Blue and Transparent colour
50	Cabin Dustbin	per piece	Open dustbin, Best Quality
51	Highlighter (Yellow colour)	per piece	Faber-Castell
52	Collin Spray	per piece	Collin
53	Perforator	per piece	Best Quality
54	Writing clip board	per piece	Single colour plastic clipboard
55	Meeting Note pad	per piece	Gripex, Thin notepad of 40 pages

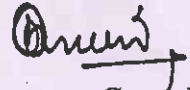
#### **B. COMPUTER & PRINTER RELATED ITEMS:**

Sl No	Name of the Articles	Unit	Specification
1	Printer Cartridge - Canon MF 3010	per piece	Original cartridge of Canon
2	Printer Cartridge-HP MFP M225 M226	per piece	Original cartridge of HP
3	Printer Cartridge-HP M1136 MFP	per piece	Original cartridge of HP
4	DVD	per piece	Moserbaer
5	Pendrive 32 GB (USB 3.0)	per piece	Sandisk

#### **Terms and Conditions**

1. The quotation to be submitted by 1.00 pm on 17th May, 2018 & the same will be opened at 4.00 pm on same day.
2. One sealed envelopes containing the "Technical & Financial Bid" should be addressed to "The District Programme Co-ordinator, MGNREGA-WB, Alipurduar" 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, MGNREGA Cell, Alipurduar on all working days within working hours. Quotation received through any other means will not be accepted.
4. The applicants should provide Earnest Money of `Rs. 20,000.00 (Rupees Twenty Thousand Only) in the form of Bank Draft made after the date of the notice from any centralized bank in favour of the District Programme Co-ordinator, MGNREGA, Alipurduar.
5. The applicant must have agency for supplying Govt. goods of at least an amount of 1.00 lakh (single work) within last 03 years and must have valid GSTIN certificate, latest Income Tax return, trade license, PAN card on the date of issue of this notice. Copy of all the relevant documents must be enclosed with the quotation.

6. The under signed reserves the right to relax any of the aforesaid criteria, on any stage of tender process on specific ground.
7. Rate quoted should be inclusive of all duties, taxes and other levies. Tax as per provision will be deducted from the bill.
8. The unit 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.
9. The offer quoting the lowest rate will generally be selected for supplying the total items.
10. The work shall have to be completed within 15 days from the date of issue of work order.
11. Payment will be made after full receipt of the supplied materials in good condition at the stipulated site.
12. The under signed reserves the right to cancel any or all the applications, without showing any reason thereof.



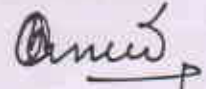
District Programme Co-ordinator  
MGNREGA, Alipurduar  
&  
District Magistrate  
Alipurduar

**Memo No. 245/1(7)/MGNREGA**

**Date: - 03/05/2018**

**Copy Forwarded for information & wide circulation:-**

1. The Savadhipati, Zilla Parishad, Alipurduar
2. CA to District Programme Coordinator, Alipurduar
3. PA to Addl. District Programme Coordinator, Alipurduar
4. CA to Sub-Divisional Officer, Alipurduar (Sadar)
5. Office Notice Board, MGNREGA-WB, Alipurduar
6. Office Web Site ([www.mgnregaalipurduar.org](http://www.mgnregaalipurduar.org))
7. The District Project Manager, DEGS, with the request to upload the same in official Website of the District.



District Programme Co-ordinator  
MGNREGA, Alipurduar  
&  
District Magistrate  
Alipurduar