

**DAKSHIN DINAJPUR ZILLA PARISHAD
BALURGHAT DAKSHIN DINAJPUR**

Memo No : 513 /ZP

Dated : 01.06.2022

NOTICE INVITING TENDER

1. For and on behalf of the Dakshin Dinajpur Zilla Parishad, the Additional Executive Officer, Dakshin Dinajpur Zilla Parishad, invites sealed item rate tenders for each of the following items by two cover system for the period FY 2022-2023. Pre-qualification documents in a separate cover and bid documents with schedule rate in another cover are to be submitted by the qualified bonafide suppliers who satisfy the terms and conditions set out in pre- qualification document.
2. Intending suppliers may view & download tender documents from **e-procurement portal of Zilla Parishad of P&RD Deptt.**'s website www.wbtenders.gov.in from. **17-00 Hours on 02.06.2022 to 16-00 Hours On 15.06.2022** . The pre-qualification and bid documents duly filled in all respect should be submitted on-line through our **e-portal** before **16-00 Hours (as per server clock) on 15.06.2022**. Dakshin Dinajpur Zilla Parishad does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for **on-line** bids. The pre-qualification documents alone will be opened at **16-00 Hours on 17.06.2022**, by the Dakshin Dinajpur Zilla Parishad in presence of available suppliers present. The financial bid document of the technically qualified suppliers will be opened only after evaluation and selection of qualified suppliers, the date and time of which will be circulated later on. If the dates are changed due to un-avoidable circumstances intimation will be given in website and office notice board. No individual intimation will be issued in this connection
3. Valid Trade licence, Income Tax (PAN Card), GSTIN and P Tax clearance certificate must be furnished with the Tender papers along with the related credentials (Preference will be given to the tenderers having better credentials). No incomplete and partial Tender shall be entertained. Valid Trade Licence has to be submitted with the tender paper.
4. **Intending bidders have to submit their bid on-line through e-procurement(two cover system) portal of Zilla Parishad of P & RD Deptt www.wbtenders.gov.in. The participation charge and the earnest money of Rs. 5000/- should be deposited as follows-**
EMD payment procedure-
 - A) Payment by Net Banking(any listed bank) through ICICI Bank Payment Gateway,
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage(along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transition.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Local

point branch of ICICI bank at RN Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.

- v. IF the transaction is failure, the bidder will again try for payment by going back to the first step.

B) Payment through RTGS/NEFT-

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an **“UTR remittance number”** for successful transaction with which the bidder will come back to the e-procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund get credited to the respective pooling account of the State Government maintained with the local point branch of ICICI bank at RN Mukherjee Road, Kolkata for collection of EMD.
- v. Hereafter, then bidder will go to e-procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-tender.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

C) The Earnest Money may be forfeited

a) If the Bidder withdraws the Bid after Bid opening (technical bid) during the period of Bid validity.

b) In the case of a successful Bidder, if the Bidder fails within the specified time limit to-

i) Sign the Agreement and/or

ii) Furnish the required Performance Security.

5. The successful tenderers will have to make an agreement with the undersigned on a non-judicial stamp paper worth Rs 10.00 (Rupees Ten) only.
6. The undersigned reserves the right of rejection of any or all the tenders or the part of the tenders without assigning any reason/s whatsoever.
7. Preference shall be given to local supplier for administrative convenience.

TERMS AND CONDITIONS

(a) Rate should be quoted for each item separately.

(b) Supply of articles have to be completed within Three days of receiving the supply order, otherwise the order will be cancelled and the 2nd lowest tenderer will be favoured with the order. In such occasions, Security Money of the defaulter tenderer will be forfeited and tenderer will be blacklisted.

(c) The Quoted rate should be valid for 1 (One) year from the date of acceptance of the rate or the next supply order issued by the authority ,whatever earlier which may be extended in another one year. However, the undersigned has every right to shorten the validity period without assigning any reasons to anybody else whatsoever.

Contd.....

LIST OF STATIONERY AND OTHER ARTICLES IN BELOW

SI No	Name of Stationery and other articles	Specification and Brand	Quantity
1	2	3	4
1	Anti Virus with Fire wall(Quick heal Total Security 5 user 1 year)	Quick Heal Total security	Per piece
2	Anti Virus with Fire wall(Quick heal Total Security 3 user 1 year)	Quick Heal Total security	Per piece
3	Anti Virus with Fire wall(Quick heal Total Security 1 user 1 year)	Quick Heal Total security	Per piece
4.	Alpin	King	Per Box
5.	Bound Register (10 nos)	OXFORD	Per piece
6.	Bound Register (12 nos)	OXFORD	Per piece
7.	Bhour	Good quality	Per Piece
8.	Board File	Good file	Per Piece
9.	Borosil water glass set(6 glass)	BOROSIL	Per set
10.	Citizen 14 Digit	CASIO	Per Piece
11.	Carbon paper A4 Cores	Cores/pkt	Per pkt
12.	Correction pen	Camline	Per Piece
13.	Cello tape(1 inch)	Cello	Per Piece
14.	Cross Bite	Good Quality	Per Piece
15.	Coconut broom(400gm pc)	Good quality	Per piece
16.	Colline(500ml)	Colline	Per bottle
17.	Cup Plate set(6 cup & 6 plate)	BOROSIL	Per set
18.	Laser jet Toner 88A(original)	HP	Per piece
19.	Laser jet Toner 12A(original)	HP	Per piece
20.	Laser jet Toner 18A(original)	HP	Per piece
21.	Laser jet Toner 19A(original)	HP	Per piece
22.	Laser jet Toner 88A(Compatible)	Any	Per piece
23.	Laser jet Toner 12A(Compatible)	Any	Per piece
24.	Laser jet Toner 18A(Compatible)	Any	Per piece
25.	Laser jet Toner 19A(Compatible)	Any	Per piece
26.	Duster Cloth(Big size)	Good quality	Per Piece
27.	Duster soft(computer)	Good quality	Per Piece
28.	Dettol Hand Wash 60ml pump bottle	Dettol	Per Piece
29.	Dust bin(Medium)	Milton	Per Piece
30.	Dish Washer Sparkle 500 gm	Sparkle	Per Piece
31.	Envelope(A4 size cloth)(50 nos pkt)	Good Quality	Per pkt
32.	Envelope (11x5 cm)(50 nos pkt)	Good Quality	Per pkt
33.	Envelope(14x10 cm cloth)(50nos pkt)	Good Quality	Per Pkt
34.	Folder file 2 Folder with skin printing	Eagle Export Quality (Badri Lal Dey & Co) Kolkata	Per Piece
35.	Folder file 4 Folder with skin printing	Eagle Export Quality (Badri Lal Dey & Co) Kolkata	Per Piece

Contd.....

SI No	Name of Stationery and other articles	Specification and Brand	Quantity
36.	Fevi Stick (15gm)	Fevi Stick	Per Piece
37.	Flab with cloth(100pc pkt)	Good quality	Per pkt
38.	Full Jharu	Good quality	Per piece
39.	Gum Tube fevi gum lime 22.5ml	Fevi Gum	Per Piece
40.	Gun bottle(700ml)	Good quality	Per Piece
41.	Good night oil	Good night	Per Piece
42.	Good night oil with machine	Good night	Per Piece
43.	Hi Tech Pen(0.5)	Luxer	Per piece
44.	Harpic 500ml	Harpic	Per Piece
45.	Jhul Jharu	Good quality	Per Piece
46.	James clip(plastic)	Good quality	Per pkt
47.	Jug plastic	MILTON	Per piece
48.	Knife steel	Good quality	Per Piece
49.	Kala Hit(black 200ml)	HIT	Per piece
50.	Lizal(500ml)	Lizol	Per bottle
51.	Latrine brass	Good quality	Per piece
52.	Lock & Key 7 leaver	Godrej (Naptol)	Per piece
53.	Measurement tape steel(5mt)	Good Quality	Per Piece
54.	Marker pen	Good quality	Per piece
55.	Measurement tape(10m)	Fibre glass	Per Piece
56.	Measurement Book(200pgs)	OXFORD	Per piece
57.	Note Pad(3" x3")	Aerotix	Per pkt
58.	Nimayle 1 ltr	Nimayle	Per bottle
59.	Naphthalene(1/2kg pkt)	Good Quality	Per pkt
60.	Odonil	Odinil	Per piece
61.	Paper A4 75 GSM	COPY POWER	Per Ream
62.	Paper A4 70 GSM	B2B	Per Ream
63.	Pen AGNI(Use & throw)	AGNI	Per piece
64.	Pen Uniball	Uniball	Per piece
65.	Plastic chair with handle	Nilkomal	Per Piece
66.	Punch machine 1 face	Kangaroo	Per piece
67.	Punch machine 2 face	Kangaroo	Per piece
68.	Plastic Mug big (Milton)	Milton	Per piece
69.	Plastic cover file	Good quality	Per Piece
70.	Pen Parker fountain	Parker	Per Piece
71.	Plastic Bucket(16 ltr)	Milton	Per Piece
72.	Pencil Cell	Eveready	Per piece
73.	Pen drive 32 GB steel body	HP	Per piece
74.	Pen drive 64 GB steel body	HP	Per Piece
75.	Red Hit(200ml)	HIT	Per piece
76.	Room Freshener (300ml)	Godrej(Aer)	Per piece
77.	Soap Dettol 75 gm	Dettol	Per piece
78.	Stapler 10 nos	Kangaroo	Per Piece

1/6

Contd.....

SI No	Name of Stationery and other articles	Specification and Brand	Quantity
1	2	3	4
79.	Stapler pin (10 nos)	Kangaroo	Per Box
80.	Stapler big(555)	Kangaroo	Per Piece
81.	Stapler Pin(big)(555)	Kangaroo	Per Box
82.	Salt Acid	Good quality	Per Pkt
83.	Scale steel(12 cm)	Good Quality	Per Piece
84.	Sketch pen	Cello	Per Piece
85.	Stamp Pad(big size)	Good quality	Per Piece
86.	Scissor Medium size	Good Quality	Per Piece
87.	Stamp Pad ink 60ml	Good quality	Per Piece
88.	Tag(100 nos pkt)	Good quality	Per pkt
89.	White towel(36 ' x72')	JJ Towel	Per Piece
90.	White hand towel (40 cm x 60 cm)	Bombay Deying	Per Piece
91.	Wood Pencil	Natraj	Per pkt
92.	Non dust eraser	Apsara	Per Piece

Handwritten signature
01/06/22
Secretary

Dakshin Dinajpur Zilla Parishad.

Memo no: 513 /ZP

Date : 01.06.2022

Copy forwarded for information and taking necessary action with also to request to display the same to your notice board to :

1. Sabhadhipati, Dakshin Dinajpur Zilla Parishad.
2. The District Magistrate, Dakshin Dinajpur & Executive Officer, DDZP.
3. The Additional Executive Officer, Dakshin Dinajpur Zilla Parishad.
4. The F C & C A O, Dakshin Dinajpur Zilla Parishad.
5. The Executive engineer (P&RD), Dakshin Dinajpur Zilla Parishad.
6. The District Information & Cultural Officer , Dakshin Dinajpur With the request to arrange for publishing this tender in two daily news paper. Specimen is attached.
7. The DIO,NIC ,Dakshin Dinajpur with the requested to upload this notice to the District Website.
8. The Dealing Assistant , Stationary, Dakshin Dinajpur Zilla Parishad.
9. D.I.A, DDZP, with a request to upload the tender in www.wbtenders.gov.in portal and the official website www.dakshindinajpurzp.org.
10. Notice Board.
11. Guard file.

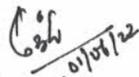
Handwritten signature
01/06/22
Secretary

Dakshin Dinajpur Zilla Parishad.

**DAKSHIN DINAJPUR ZILLA PARISHAD
BALURGHAT DAKSHIN DINAJPUR**

List of Important Dates of Bids

Sl No.	Particulars	Date & Time
1.	Date of uploading of NIT and Other documents.	02-06-2022
2.	Date of Start of downloading the documents, etc.	02-06-2022 at 5.00 PM
3.	Date of start of submission of Technical Bid and Financial Bid.	02-06-2022 at 5.00 PM
4.	Time, Date and Place of Pre-bid Meeting	10-06-2022 at 11.00 AM, Zilla Parishad Office
5.	Date of closing of downloading the documents., etc.	15-06-2022 at 4.00 PM
6.	Date of Closing of submission of Technical Bid and Financial Bid	15-06-2022 at 4.00 PM
7.	Date of Opening of Technical Bid	17-06-2022 at 4.00 PM
8.	Date of Opening of Financial Bid	After evaluation and selection of qualified tenderers, the date and time of which will be circulated later on
09.	Place of opening Bids.	Dakshin Dinajpur Zilla Parishad, Balurghat, Dakshin Dinajpur.
10.	Officer Inviting Bids.	Additional Executive Officer, Dakshin Dinajpur Zilla Parishad


Secretary
Dakshin Dinajpur Zilla Parishad
116