

**DAKSHIN DINAJPUR ZILLA PARISHAD  
BALURGHAT, DAKSHIN DINAJPUR  
PANCHAYAT PRESS**

**NOTICE INVITING QUOTATION**

Memo No.- 588/21

Dated: 28/06/22

1. Sealed Rate Quotation are hereby invited from the bonafide suppliers of Paper to the office of the Dakshin Dinajpur Zilla Parishad, Balurghat as and when required for the period starting from 1<sup>st</sup> June, 2022 to 31<sup>st</sup> May, 2023. The list of items is enclosed with this.
2. The rate of each specific item should be quoted in letter head of the agency / supplier. The rate should be quoted in words and figures inclusive of all taxes and charges of delivery at this office. Specific Brand name / Size / Quantity etc. where applicable must be mentioned with quoted rate.
3. Valid Income Tax (PAN Card), GSTIN and P Tax clearance certificate must be furnished with the Quotation papers along with the related credentials (Preference will be given to the bidders having better credentials). No incomplete and partial Quotation will be entertained. Valid Trade Licence has to be submitted with the Quotation papers and other relevant documents.
4. Earnest Money of Rs. 1000/- (**Rupees One thousand**) only should be deposited through *Cheque* in savings account no. : 11273428104 (SBI, Balurghat) in the favour of **Panchayat Press, DDZP**, and Cheque No. along with date must be entered in the form. The counter foil (subscribing the NIT No. DDPP / N-01 / 2022-23 and duly signed by the Agency / his representative over it) must be submitted at the time of Tender dropping. Earnest Money for unsuccessful bidders will be returned to the concerned bidders on submission of petition to that effect after completion of Quotation process. For successful bidders, the above amount will be kept as **Security Deposit**. In case of failure of supply of Paper or in case of supply of sub-standard material within the stipulated period the Security Deposit will be forfeited without any prejudice.
5. Sealed cover containing earnest money and other relevant papers and documents should be superscripted "**QUOTATION FOR SUPPLY OF PAPER**" and to be addressed to **The Additional Executive Officer, Dakshin Dinajpur Zilla Parishad, Balurghat. Sealed Quotations must be dropped in the Box kept in the chamber of Secretary, Dakshin Dinajpur Zilla Parishad upto 2.00 PM on 28.6.22. No Quotation received after the scheduled date and time will be entertained under any circumstances. Quotation will be opened at 3.00 PM on 28.06.2022 at the chamber of Secretary, Dakshin Dinajpur Zilla Parishad.**
6. The undersigned reserves the right of rejection of any or all the Quotations or the part of the Quotations if any, without assigning any reason whatsoever.



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**TERMS AND CONDITIONS**

1. Rate should be quoted for each item separately.
2. Supply of articles have to be completed within 7 (seven) days of receiving the supply order, otherwise the order will be cancelled and the 2<sup>nd</sup> lowest bidder will be favoured with the order and Security Money will be forfeited and the bidder will be blacklisted.
3. The Quoted rate should be valid for the period mentioned earlier and from the date of acceptance of the rate. However, the undersigned has every right to shorten the validity period without assigning any reasons to anybody else whatsoever.

**List of Articles in below**

Sl. No.	Name of the Paper	Specification	Description	Rate (in Rs.) Per Ream
1	2	3	4	5
1	DFC Paper 17" x 27		8 Kg (Supreme)	
			8.6 Kg (Supreme)	
			8.9 Kg (Supreme)	
			8 Kg (Others)	
			Below 8 Kg	
		Mapliitho	8 Kg	
			8.5 Kg	
10.1 Kg				
2	Demy		6.8 Kg (Supreme)	
			7.3 Kg (Emami)	
			6.8 Kg (Emami)	
			6.3 Kg (Others)	
		Mapliitho	8 Kg	
			7.2 Kg	
		Colour	6 Kg (Sirpur)	
			7.3 Kg (ABC)	
			6 Kg (Satia)	
3	Conquest Paper 17" x 27		8 Kg (Star)	
			10.1 Kg (Star)	
			11.9 Kg (Star)	
			10.4 Kg (Sirpur)	
			Above 12 Kg	
4	Double Crown		10 Kg	
			11.2 Kg	
			13.2 Kg	
			13.6 Kg	
5	Art Paper		4.6 Kg (144 Sheet)	
			8 Kg (144 Sheet)	
			9.7 Kg (144 Sheet)	
6	Ink (Model: CK0001-O/S C/F MAGIC BLACK DIC India Limited)		1 Kg	

*(Signature)*  
Secretary,

Dakshin Dinajpur Zilla Parishad

Memo. No. 588/1/6/2P

Date: 20.06.22

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

1. The Sabhadhipati, Dakshin Dinajpur Zilla Parishad.
2. The District Magistrate, Dakshin Dinajpur & Executive Officer, D.D. Zilla Parishad.
3. The Additional Executive Officer, Dakshin Dinajpur Zilla Parishad.
4. The FC & CAO, Dakshin Dinajpur Zilla Parishad.
5. The DICO, Dakshin Dinajpur, with a request to publish in 2 News Papers.
6. Notice Board.

*(Signature)*  
Secretary,

Dakshin Dinajpur Zilla Parishad

*(Handwritten mark)*