

**DAKSHIN DINAJPUR ZILLA PARISHAD
BALURGHAT DAKSHIN DINAJPUR**

Memo No: 760/ZP

Dated: 25.09.2026

NOTICE INVITING QUOTATION

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 from 01 October 2026 to 31 December 2026**. 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.tenders.wb.gov.in from. **17-00 Hours on 25.09.2026 to 16-00 Hours on 01.10.2026**. 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 01.10.2026**. 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 05.10.2026**, 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 unavoidable 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. **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.

LIST OF STATIONERY AND OTHER ARTICLES IN BELOW

Sl No	Name of Stationery and other articles	Specification and Brand	Quantity
1	2	3	4
1	Paper A4(75GSM)	Good quality	Per Ream
2	Two folder file classic	Classic	Per piece
3	Four folder file	Classic	Per piece
4.	Duster	Good quality	Per piece
5.	Pilot hi-tech pen(0.5)	Pilot	Per piece
6.	Pen use & throw	Agni 20/20	Per piece
7.	Plastic folder white	Good quality	Per Piece
8.	Stapler 10 nos	Kangaro	Per Piece
9.	Stapler pin	Kangaro	Per set
10.	Color flag	Good quality	Per Pkt
11.	Highlighter	Good quality	Per pkt

12.	Permanent marker	Good quality	Per Piece
13.	Mop	Good quality	Per Piece
14.	Tag	Good quality	Per Piece
15.	Measurement book	Oxford	Per piece
16.	Envelop	Good quality	Per bottle
17.	Register 10 nos	Good quality	Per set
18.	Nimyle(1ltr)	Citro	Per piece
19.	Harpic	Harpic	Per piece
20.	Hand wash(200ml)	Dettol	Per piece
21.	Good night oil	Good night	Per piece
22.	Full Jharu	Good quality	Per piece
23.	Coconut broom	Good quality	Per piece
24.	Room freshner	Good quality	Per piece
25.	Napthaline	Good quality	Per kg
26.	Bleaching powder	Good quality	Per piece
27.	Black HIT	HIT	Per piece
28.	Red HIT	HIT	Per piece
29.	Cartridge 2365 compatible	Brother	Per piece
30.	Drum unit 2365	Brother	Per piece
31.	Cartridge 88A compatible	Good quality	Per piece
32.	Cartridge 12A compatible	Good quality	Per piece
33.	Cartridge 18A compatible	Good quality	Per piece
34.	Drum unit 18A	Good quality	Per piece
35.	Brother ink T 530 & 230	Brother	Per piece
36.	Pen drive 128GB	HP	Per piece
37.	DVD with cover	Good quality	Per piece

Mamun Akter

Secretary

Dakshin Dinajpur Zilla Parishad.

25/9

Date : 25.09.2026

Memo no: 760 /ZP

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.tenders.wb.gov.in portal and the official website www.dakshindinajpurzp.org.
10. Notice Board.
11. Guard file.

Mamun Akter

Secretary

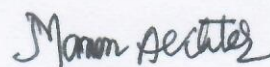
Dakshin Dinajpur Zilla Parishad.

25/9

**DAKSHIN DINAJPUR ZILLA PARISHADB
ALURGHAT DAKSHIN DINAJPUR**

List of Important Dates of Bids

Sl No.	Particulars	Date & Time
1.	Date of uploading of NIT and Other documents.	25.09.2026
2.	Date of Start of downloading the documents, etc.	25.09.2026 at 5.00 PM
3.	Date of start of submission of Technical Bid and Financial Bid.	25.09.2026 at 5.00 PM
4.	Time, Date and Place of Pre-bid Meeting	29.09.2026 at 11.00 AM, Zilla Parishad Office
5.	Date of closing of downloading the documents., etc.	01.10.2026 at 4.00 PM
6.	Date of Closing of submission of Technical Bid and Financial Bid	01.10.2026 at 4.00 PM
7.	Date of Opening of Technical Bid	05.10.2026 at 4.00 PM
8.	Date of Opening of Financial Bid	After evaluation and selection of qualified e-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
4/5/9