

Government of West Bengal
Office of the District Magistrate & District Election Officer, Howrah
District Election Section

No. 196 /Elec

Dated : 08/02/2021

NOTICE INVITING QUOTATION

The undersigned, on behalf of the District Magistrate & District Election Officer, Howrah is inviting the rates only from willing, bonafied, competent, reputed and eligible agencies for the work of supplying the following articles at the District Election Go-down, Howrah in order to meet up daily exigency at the District Election Section, Howrah as per directions of the authority.

Sl. No.	Description of the items	Quantity to be purchased	Remarks
1	Two fold file cover with flap	500 pcs	Unprinted
2	Four fold file (Good Quality)	600 pcs	Poly covered
3	Pen (use & throw)	160 pcs	Red colour
4	Pen (use & throw)	400 pcs	Black/Blue colour
5	Gurder (Big)(6")	10 kg.	
6	Gurder (4")	5 kg	
7	Bound Register (per dozen)	12 pcs	12 No
8	Bound Register (per dozen)	24 pcs	6 No.
9	Bound Register (per dozen)	24 pcs	4 No.
10	Lock & Key Godrej (7 Lever)	5 pcs	Brass Body
11	Lock & Key Godrej (5 Lever)	10 pcs	Brass Body
12	Lock & Key Palam (6 Lever)	10 pcs	
13	Knife	24 pcs	
14	Stapler (Small)	20 pcs	Kangaro Brand
15	Stapler (Big)	40 pcs	Kangaro Brand
16	Fevi Stick (15 grm)	20 pcs	
17	Alpin	10 boxes	
18	Stapler Pin (Big)	60 boxes	Kangaro (24/6-1M)
19	Marker Pen (Blue)	20 pcs	Luxur/Artline Brand
20	Jute Rope	25 kgs.	Thick
21	Envelope (Brown Paper)	2500 pcs	25 cm x 10.5 cm
22	Whitener (Correction Pen)	20 pcs	Artline/Fabre-Castle)
23	Note Sheet (containing 100 pages)	40 pcs	Best Quality
24	Calculator (12 digit)	5 pcs	Orpat / Citizen Brand
25	Post – it	10 packet	Good quality
26	Xerox Paper (A4)	160 Rim	J.K. Brand(Red)75 GSM
27	Tag (Each bundle contains 100 pcs)	100 bundle	Best Quality
28	Gems Clip (Steel)	20 boxes	
29	Writing Pad (Big Size) (Best Quality)	60 pcs	(27.5 cm x 22 cm)
30	Jel Pen (Uniball)	60 pcs	Blue
31	Jel Pen (Uniball)	36 pcs	Red
32	Jel Pen Refill (Rorito Racemax Jel)	60 pcs	Blue
33	Jel Pen Refill (Rorito Racemax Jel)	40 pcs	Red

Please see overleaf


Sl. No.	Description of the items	Quantity to be purchased	Remarks
34	Jel Pen (Uniball Eye)	30 pcs	Blue
35	Jel Pen (Uniball Eye)	30 pcs	Black
36	Morocco Folder	500 pcs	A 4 size
37	Mosquito Preventing Liquid	1 file	All out/Good night
38	Hand Sanitizer	1 file	500 ml
39	Stamp Pad (Big size) (Blue)	40 pcs	Faber Castle Brand
40	Stamp Pad (Small size) (Blue)	20 pcs	Faber Castle Brand
41	Wooden Pencil	12 pcs	Apsara 4B
42	Wooden Pencil	12 pcs	Apsara 2B
43	Broom	2 pcs	Made by date palm stick
44	Duster (1 ½ ' x 1 ½ ')	35 dozen	
45	Clip Board (Market Best Quality)	12 pcs	
46	Lux Soap (Big Size)	1 pc	

Time Schedule

Date of Release of the Quotation	Last Date & time of submission	Date, Time and place of opening
10.02.2021	17.02.21	18.02.21 , 3.30 p.m. at the Chamber of the Officer-in-Charge, District Election Section, Howrah

NOTE

1. The authority reserves the right to cancel or reject the quotation in whole or in part or can divide the work /supply between a number of agencies without assigning any reason.
2. Whatsoever the authority is not bound to accept the lowest quotation
3. Delivery should be made within 72 hrs. after placing order on an urgent basis , if required.
4. The authority will enjoy every right to accept and to reject any rate /quotation without any reason and clarification to anyone.
5. Quotation paper should be sealed and signed on each page by the representatives of the agency
6. Price/rates should be offered for pcs.
7. GST and other deduction shall be made from bill at source as per rules.


Additional District Magistrate (Elec.)
Howrah

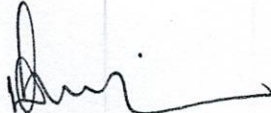
BASUDEV MALLIK

Dated : 08/02/2021

Memo No. 196 / 1(6)/Elec

Copy forwarded for kind information and taking necessary action to :-

1. The NDC, Howrah
2. The D.I.O., N.I.C. with a request for wide publicity
3. The D.I. & C.O., Howrah with a request for wide publicity
4. Notice Board, District Election Section, Howrah
5. CA to DM, Howrah
6. CA to ADM(Election), Howrah


Additional District Magistrate (Elec.)
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BASUDEV MALLIK