

OFFICE OF
THE DISTRICT MAGISTRATE
& COLLECTOR
NEZARAT SECTION



New Administrative Building
P.O: Berhampore
Dist: Murshidabad
PIN: 742101, West Bengal
Phone: (03482) 252086 (O)
e-mail: ndc.msdc@gmail.com

NOTICE INVITING TENDER

NO. 21 / 2020-21

Notice Inviting Tender for supply of Stationery & Misc. articles.

Urgent Sealed Tender are invited from bonafide & reputed Firms / Contractors for supply of stationery & Misc. articles for use in the Berhampore Circuit House, Murshidabad. Details are shown below.

Sl. No.	Item	Quantity	Rate @ Per	Estimated Cost	Offered Rate inclusive all (In Rs.)
1	Pedal Bin (Steel) (Medium size) good quality	20 Pcs	1128.00	22560.00	
2	Electric Kettle (1.5 ltrs) Philips	09 Pcs	2230.00	20070.00	
3	Double Bed Sheet (White) (6'x7') Super Quality	24 Pcs	2200.00	52800.00	
4	Double Bed Cover (Colour) good quality	10 Pcs	1200.00	12000.00	
5	Pillow (White) good quality cloth	24 Pcs	570.00	13680.00	
6	Side Pillow (White) good quality cloth	12 Pcs	725.00	8700.00	
7	Double bedded comforter for VVIPs (White) Reymonds as per sample.	10 Pcs	6995.00	69950.00	
8	Blanket (Colour) (good quality) double bedded	24 Pcs	1900.00	45600.00	
9	Pillow Cover (White) good quality cloth as per sample.	48 Pcs	340.00	16320.00	
10	Side Pillow Cover (White) good quality cloth as per sample.	24 Pcs	475.00	11400.00	
11	Paposh (Colour/Designed) good quality (small) for bed room & drawing room	24 Pcs	572.00	13728.00	
12	Cord less calling bell (good quality)	20 Pcs	686.00	13720.00	
13	AA Duracell Battery	50 Pcs	35.00	1750.00	
14	AAA Duracell Battery	40 Pcs	22.00	880.00	
15	Pen drive 32 GB (HP)	01 Pc	646.00	646.00	
16	Keyboard (HP)	01 Pc	610.00	610.00	
17	Hand sanitizer (Himalaya) – 500 ml	06 Pcs	249.00	1494.00	
18	Cushion Cover (colour/white) best quality cloth as per specification	30 Pcs	525.00	15750.00	
TOTAL :				321658.00	

Scheduled and Terms & condition:-

1. Quotation to be submitted in Plan paper/ self addressed letter head in a sealed envelope addressed to the District Magistrate, Murshidabad.
2. Rate should be quoted in rupees (in word and figure) inclusive all expenses.
3. Xerox (self attested) copy of valid latest IT return certificate / latest GST return certificate / Valid Trade License . Professional tax and experience certificate / credential only supply related to stationery and misc. articles.
4. For sample, please contact with Berhampore Circuit House on working days from 12.00 Noon to 2.00 P.M.
5. Supply order will be issued to the L1 bidder (L1 in total estimated amount of BOQ).
6. Supply of all items will be made within 7(Seven)days from the date of issue supply order. Payment will be made on satisfactory supply as well as availability of fund.
7. Last date for submission of quotation fixed on **23-12-2020** till **2.00 P.M.** in drop box kept at the Office Chamber of Nezarat Deputy Collector, Murshidabad, New Administrative Building, Berhampore (Room No. 108).
8. Sealed quotation to be opened at the Office Chamber of Nezarat Deputy Collector, Murshidabad (Room no.-108) at the New Administrative Buildings, Berhampore, Murshidabad on **23-12-2020** at **4.00 P.M.** The participant will remain present or their authorized representative along with original documents.
9. Authority have reserved the right to accept any quotation or reject all quotation without assigning any reasons what so ever.

Nezarat Deputy Collector
Murshidabad

Memo. No:1526 / 1 (4) / NT

Dated: 15.12.2020

Copy forwarded to :-

1. The DIO, NIC, Murshidabad for publicity in official website.
2. D.I.C.O., Murshidabad for wide publicity in one daily news papers as per brief tender notice attached.
3. C.A. to the Additional District Magistrate (LR), Murshidabad for kind perusal of the A.D.M. (LR), Murshidabad.
4. Office Notice Board for publicity only.