

**Government of West Bengal**  
**Office of the District Magistrate, Jalpaiguri**  
**Forms & Stationery Cell**

Serial No. \_\_\_\_\_

(Not Transferable)

**TENDER FORM**

[Ref: N.I.T. no. 02/FSC/PE09 Dated 5<sup>th</sup> February, 2009]

Name of the Tenderer/Bidder with full address	Contact Phone No.	Details of Earnest Money Deposit
		Rs.5000/-

**Declaration:**

- A. I do hereby declare that I have carefully gone through the Notice Inviting Tender and the Terms & Conditions detailed therein. If the rates offered by me are accepted, I undertake to abide by all such norms stipulated regarding time-frame & specification.
- B. I would like to offer the price bids as detailed below.

**Stationery Articles in connection with Parliamentary General Election-2009**

Sl No.	Item	Brand, if any	Specification	Quantity / P.S. (Amount/No.)	Total
1	Ordinary Pencil	Natraj / Camlin		4	
2	Ball Pen	Agni icy gel		Per dozen	
3	Self Inking Pad	(Small) Tiger / swan		Per dozen	
4	Pad Ink	Europe	30ml	Per dozen	
5	Gum / Paste	Camel / Big ph	Vial tube	Per dozen	
6	Sponge with container			Per dozen	
7	Cutting Knife			Per dozen	
8	Tape Roll		8 mtrs.	Piece	
9	Sealing wax			Per packet	
10	Tread ball			Per dozen	
11	Sutli			/Kg.	
12	Blade	Topaz		Packet	
13	Metal Rule			Hundred	
14	Nails		2 inch	Per Kg.	
15	Flexible wire		6 inch (pieces)	Per Kg.	
16	Empty Zarda Tin		Big	Per Hundred	
17	Match box	Horse	(small)	Per Packet	
18	Duster cloth		18" X 12"	Per Dozen	
19	Small card board		3.5" X 1"	Per Hundred	
20	Candle		6" X 3 <sup>1</sup> / <sub>4</sub> (diameter)	Per Dozen	
21	pencil Carbon paper	Kores	210 X 330	Per Box	

22	D.F.C. paper white		27" X 17" 26" X 16"	Per Ream	
23	Packing paper	Brown	42" X 30"	Per Hundred	
24	Market bag		22" X 20"	Per Piece	
25	Markin cloth		1.5 mtrs (for EVM)	Per mtr.	
26	Envelop		25cm X 12 cm	Per Hundred	
27	Paper weight		Wooden 2" X 2" X 2"	Per Hundred	
28	Card board	Good quality	21" X 21" X 21" (for voting compartment)	Per unit	
29	Polythene sheet		1.5 mtrs white	Per Piece	
30	Nylon fishing chord (for EVMs)			Per Kg.	
31	Paper holder			Per Dozen	
32	Xerox paper	Power	A4	Per packet	
33	Xerox paper	Power	FS (Legal)	Per packet	
34	Xerox paper	Power	A3	Per packet	
35	Board file		Good quality	Per Hundred	
36	Four folded cover file		Good quality	Per Hundred	
37	Two folded cover file		Good quality	Per Hundred	
38	Tag			Per Hundred	
39	Toner	Modi / Xerox / Canon / HP		Per piece	
40	Envelop	Brown	a. 11" X 5" b. 6" X 3 <sup>1</sup> / <sub>2</sub> " c. 10" X 4 <sup>1</sup> / <sub>2</sub> " d. 3" X 2"	Hundred	
41	Cloth lined envelop		14" X 10"	Per Hundred	
42	Lock & Key (small)			Per piece	
43	Lock & Key (Navtal, 7 lever big)			Per piece	
44	Torch light	Eveready	Plastic (two cell)	Per Piece	
45	Basket		Plastic 9" X 8"	Per Piece	
46	Trunk	Black	30" X 18" X 12" (20 Guage)	Per Piece	
47	Sketch pen	Camel / Link		Per Dozen	
48	Refill	Ordinary Blue, Black, Red		Per Hundred	
49	Stapler	Kangaroo	(small / big)	Piece	
50	Stapler pin		(small / big)	Packet	
51	Eraser			Packet	
52	Alpin	Tiger / Novex		Box	
53	Gems clip			Box	
54	Guarder		(small / big)	Kg	
55	Lock & Key		Medium / Godrej	Dozen	
56	Furani		Medium	Dozen	

57	Safety pin	GKW		Hundred	
58	Card board cover		1m X 1m		
59	Plastic jug			Dozen	
60	Plastic glass			Dozen	
61	Cello tape			Per piece	
62	Board pin			Per Packet	
63	Cutting plus			Per dozen	
64	Board duster			Per dozen	
65	Gummed sticker			Per Hundred	
66	Marking chalk			Per Hundred	
67	Large candle			Per piece	
68	Calculator		12 digit	Per piece	
69	Calculator		10 digit	Per piece	
70	Permanent marker pen				
71	Needle		3"	Packet	
72	Bound Register		a. no. 4 b. no. 6 c. no. 8 d. no. 10 e. no. 12 f. no. 16	Per Hundred	

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**Full Signature with Seal of the Bidder**

**Government of West Bengal**  
**Office of the District Magistrate, Jalpaiguri**  
**Forms & Stationery Cell**  
**NOTICE INVITING TENDER**

[N.I.T. no. 02/FSC/PE09

Dated: 5<sup>th</sup> February, 2009]

Sealed price bids are, invited for supply of stationery in connection with the General Parliamentary Election 2009.

Bonafide agencies having experience of similar nature of work may prefer price bid as per the annexed schedule in sealed covers from 06/02/2009 to 26/02/2009 upto 11:00 a.m.

Dropping of tender	Venue	Earnest money	Opening of price bids
From 6/02/2009 to 26/02/2009 upto 11:00 a.m.	Election Section, Jalpaiguri	Rs.5,000/- in favour of DM, Jalpaiguri in the form of D.D./ Bankers Cheque/ DCR	26 <sup>th</sup> February, 2009 at 12:15 a.m. in the Chamber of the ADM (Election), Jalpaiguri

- The Schedules and specification to be collected from the Election Section beforehand.
- No belated request after the scheduled time and date will be entertained.
- The intending bidders may witness sealing of tender box and remain present at the time of opening of the offers.
- Documents to be attached to pre-qualification application:- Valid I. Tax, S. Tax, P. Tax, Trade permission, Credential of bulk supply in Govt. Offices. Photocopies would be accepted on scrutiny of original ones.

A] Supply strictly adhering to the specification and quantity to be complied with **at three supply points i.e. Mal, Alipurduar, & Sadar Sub-Division H.Q.s.** No extra charge for transportation and delivery with proper stacking would be paid.

B] Samples of the items must be deposited on 25/02/2009 before 3pm. at Material Cell, Election Section, Jalpaiguri

C] The authority shall straightway reject the price-bids which may appear to be absurd in terms of rates and with the male-fide intention of competition only.

D] The rates must be quoted both in figures as well as in words in the prescribed form. The rates must be inclusive of all taxes, transportation charges, delivery with proper way.

**Other norms:**

1. This notice shall form part of terms and conditions of tender and the bidder shall be bound to abide by them.
2. The authority may, by proclamation of Notice, fix subsequent date of price-bid conference under unavoidable circumstances.
3. The authority reserves the right to turn down any bid without assigning any reason.
4. Defective or incomplete or informal price-bids shall summarily be rejected. The authority reserves the right to accept or reject any or all Tender.
5. In case of equal lowest bidding, decision would be taken through draw of lots. Further, this office reserves the right for not to accept the lowest bid and to reject any or all the tenders

without assigning any reason whatsoever and also to split up the tendered work to more than one contractor in the interest of speedy supply.

6. The earnest money will be forfeited if quality of articles which would be found low-grade/ unserviceable condition, when those will be supplied by the accepted Tenderers.
7. The work order will automatically be cancelled and the earnest money would be forfeited in the event of failure to perform the work in due time and inferior quality of materials. In case of supply of any item not commiserating to the schedule, the same are to be replenished with at the own cost of supplier.

District Panchayat Election Officer  
&  
District Magistrate, Jalpaiguri

Memo. No:NIT no.01/(9)FSC/PE09

Dated:05/02/2009

Copy forwarded with a request for publication in the Office Notice Board to:-

1. The S.P., Jalpaiguri
2. The A.E.O., Zilla Parishad, Jalpaiguri.
3. The DL&LRO, Jalpaiguri
4. -6. The Sub-Divisional Officer, Sadar/ Alipurduar/ Mal.
7. The D.P.R.D.O., Jalpaiguri
8. The Dy. Collector -in-Charge, Nezarath Section, Jalpaiguri.
9. The Dy. Collector-in-Charge, Election Section, Jalpaiguri.

District Election Officer  
&  
District Magistrate, Jalpaiguri.