

Memo No: 644/ZP

Dated : 18.06.2024

NOTICE INVITING TENDER

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 FY 2024-2025. 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.wbtenders.gov.in** from **17-00 Hours on 19.06.2024 to 16-00 Hours On 02.07.2024** . 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 02.07.2024**. 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 04.07.2024**, 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. **Intending bidders have to submit their bid on-line through e-procurement(two cover system) portal of Zilla Parishad of P & RD Deptt www.wbtenders.gov.in. The participation charge and the earnest money Rs 5000/- (Five thousand only) should be deposited as follows- EMD payment procedure-**
 - A) Payment by Net Banking(any listed bank) through ICICI Bank Payment Gateway,
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage(along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transition.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Local

point branch of ICICI bank at RN Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.
 - v. IF the transaction is failure, the bidder will again try for payment by going back to the first step.
- B) Payment through RTGS/NEFT-
 - i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
 - ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
 - iii. Once payment is made, the bank would provide an **"UTR remittance number"** for successful transaction with which the bidder will come back to the e-procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
 - iv. If verification is successful, the fund get credited to the respective pooling account of the State Government maintained with the local point branch of ICICI bank at RN Mukherjee Road, Kolkata for collection of EMD.
 - v. Hereafter, then bidder will go to e-procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-tender.



vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

The Earnest Money may be forfeited

- a) If the Bidder withdraws the Bid after Bid opening (technical bid) during the period of Bid validity.
- b) In the case of a successful Bidder, if the Bidder fails within the specified time limit to-
- i) Sign the Agreement and/or
- ii) Furnish the required Performance Security.
5. The successful tenderers will have to make an agreement with the undersigned on a non-judicial stamp paper worth Rs 10.00 (Rupees Ten) only.
6. The undersigned reserves the right of rejection of any or all the tenders or the part of the tenders without assigning any reason/s whatsoever.
7. **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

SI No	Name of Stationery and other articles	Specification and Brand	Quantity
1	2	3	4
1	Anti Virus with Fire wall(Quick heal Total Security 5 user 1 year)	Quick Heal Total security	Per piece
2	Anti Virus with Fire wall(Quick heal Total Security 3 user 1 year)	Quick Heal Total security	Per piece
3	Anti Virus with Fire wall(Quick heal Total Security 1 user 1 year)	Quick Heal Total security	Per piece
4.	Alpin	King	Per Box
5.	Bound Register (10 nos)	OXFORD	Per piece
6.	Bound Register (12 nos)	OXFORD	Per piece
7.	Bhour	Good quality	Per Piece
8.	Board File	Good file	Per Piece
9.	Borosil water glass set(6 glass)	BOROSIL	Per set
10.	Citizen 14 Digit	CASIO	Per Piece
11.	Carbon paper A4 Cores	Cores/pkt	Per pkt
12.	Correction pen	Camline	Per Piece
13.	Cello tape(1 inch)	Cello	Per Piece
14.	Cross Bite	Good Quality	Per Piece
15.	Coconut broom(400gm pc)	Good quality	Per piece
16.	Colline(500ml)	Colline	Per bottle
17.	Cup Plate set(6 cup & 6 plate)	BOROSIL	Per set
18.	Laser jet Toner 88A(original)	HP	Per piece
19.	Laser jet Toner 12A(original)	HP	Per piece

Handwritten signature/initials

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SI No	Name of Stationery and other articles	Specification and Brand	Quantity
	2	3	4
20.	Laser jet Toner 18A(original)	HP	Per piece
21.	Laser jet Toner 19A(original)	HP	Per piece
22.	Laser jet Toner 88A(original)	HP	Per piece.
23.	Laser jet Toner 88A(Compatible)	Any	Per piece
24.	Laser jet Toner 12A(Compatible)	Any	Per piece
25.	Laser jet Toner 18A(Compatible)	Any	Per piece
26.	Laser jet Toner 19A(Compatible)	Any	Per piece
27.	Laser jet Toner 2365(Compatible)	Any	Per piece
28.	Laser jet Toner B021(Compatible)	Any	Per piece
29.	Laser jet Toner 110A(Compatible)	Any	Per piece
30.	Duster Cloth(Big size)	Good quality	Per Piece
31.	Duster soft(computer)	Good quality	Per Piece
32.	Dettol Hand Wash 60ml pump bottle	Dettol	Per Piece
33.	Dust bin(Medium)	Milton	Per Piece
34.	Dish Washer Sparkle 500 gm	Sparkle	Per Piece
35.	Envelope(A4 size cloth)(50 nos pkt)	Good Quality	Per pkt
36.	Envelope (11x5 cm)(50 nos pkt)	Good Quality	Per pkt
37.	Envelope(14x10 cm cloth)(50nos pkt)	Good Quality	Per Pkt
38.	Folder file 2 Folder with skin printing	Eagle Export Quality (Badri Lal Dey & Co) Kolkata	Per Piece
39.	Folder file 4 Folder with skin printing	Eagle Export Quality (Badri Lal Dey & Co) Kolkata	Per Piece
40.	Fevi Stick (15gm)	Fevi Stick	Per Piece
41.	Flab with cloth(100pc pkt)	Good quality	Per pkt
42.	Full Jharu	Good quality	Per piece
43.	Gum Tube fevi gum lime 22.5ml	Fevi Gum	Per Piece
44.	Gun bottle(700ml)	Good quality	Per Piece
45.	Good night oil	Good night	Per Piece
46.	Good night oil with machine	Good night	Per Piece
47.	Hi Tech Pen(0.5)	Luxer	Per piece
48.	Harpic 500ml	Harpic	Per Piece
49.	JhulJharu	Good quality	Per Piece
50.	James clip(plastic)	Good quality	Per pkt
51.	Jug plastic	MILTON	Per piece
52.	Knife steel	Good quality	Per Piece
53.	Kala Hit(black 200ml)	HIT	Per piece
54.	Lizal(500ml)	Lizol	Per bottle
55.	Latrine brass	Good quality	Per piece
56.	Lock & Key 7 leaver	Godrej (Naptol)	Per piece
57.	Measurement tape steel(5mt)	Good Quality	Per Piece
58.	Marker pen	Good quality	Per piece
59.	Measurement tape(10m)	Fibre glass	Per Piece
60.	Measurement Book(200pgs)	OXFORD	Per piece
61.	Note Pad(3" x3")	Aerotix	Per pkt
62.	Nimayle 1 ltr(Citro)	Nimayle	Per bottle
63.	Naphthalene(1/2kg pkt)	Good Quality	Per pkt
64.	Odonil	Odonil	Per piece
65.	Paper A4 75 GSM	Good quality	Per Ream
68.	Pen Uniball	Uniball	Per piece
71.	Punch machine 2 face	Kangaroo	Per piece

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SI No	Name of Stationery and other articles	Specification and Brand	Quantity
2		3	4
72.	Plastic Mug big (Milton)	Milton	Per piece
73.	Plastic cover file	Good quality	Per Piece
74.	Pen Parker fountain	Parker	Per Piece
75.	Plastic Bucket(16 ltr)	Milton	Per Piece
76.	Pencil Cell	Eveready	Per piece
77.	Pen drive 32 GB steel body	HP	Per piece
78.	Pen drive 64 GB steel body	HP	Per Piece
79.	Red Hit(200ml)	HIT	Per piece
80.	Room Freshener (300ml)	Godrej(Aer)	Per piece
81.	Soap Dettol 75 gm	Dettol	Per piece
82.	Stapler 10 nos	Kangaroo	Per Piece
83.	Stapler pin (10 nos)	Kangaroo	Per Box
84.	Stapler big(555)	Kangaroo	Per Piece
85.	Stapler Pin(big)(555)	Kangaroo	Per Box
86.	Salt Acid	Good quality	Per Pkt
87.	Scale steel(12 cm)	Good Quality	Per Piece
88.	Sketch pen	Cello	Per Piece
89.	Stamp Pad(big size)	Good quality	Per Piece
90.	Scissor Medium size	Good Quality	Per Piece
91.	Stamp Pad ink 60ml	Good quality	Per Piece
92.	Tag(100 nos pkt)	Good quality	Per pkt
93.	White towel(36 ' x72')	Bombay dying	Per Piece
94.	White hand towel (40 cm x 60 cm)	Bombay Dying	Per Piece
95.	Wood Pencil	Natraj	Per pkt
96.	Non dust eraser	Apsara	Per Piece
97.	Godrej aer(pocket)	Godrej	Per pkt


 Secretary
 Dakshin Dinajpur Zilla Parishad.
 Date : 18.06.2022

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


 Secretary
 Dakshin Dinajpur Zilla Parishad.


List of Important Dates of Bids

Sl No.	Particulars	Date & Time
1.	Date of uploading of NIT and Other documents.	19-06-2024
2.	Date of Start of downloading the documents, etc.	19-06-2024 at 5.00 PM
3.	Date of start of submission of Technical Bid and Financial Bid.	19-06-2024 at 5.00 PM
4.	Time, Date and Place of Pre-bid Meeting	28-06-2024 at 11.00 AM, Zilla Parishad Office
5.	Date of closing of downloading the documents., etc.	02-07-2024 at 4.00 PM
6.	Date of Closing of submission of Technical Bid and Financial Bid	02-07-2024 at 4.00 PM
7.	Date of Opening of Technical Bid	04-07-2024 at 4.00 PM
8.	Date of Opening of Financial Bid	After evaluation and selection of qualified 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