



Government of West Bengal
Office of the Additional District Magistrate and
District Land & Land Reforms Officer, Purulia.

Memo No:- III / 297/ 587

/N/ADM&DL&LRO/20-21

Dated :- 03/03/2021

TENDER NOTICE

Sealed tender is hereby invited as per specification from the bonafide dealers, suppliers for supply of office materials and stationary articles in different items, mentioned below to this office. The last date of submission of tender documents with all necessary documents is **12.3.2021 by 03.00 pm** and the Tender will be opened on **12.3.21. at 04.00pm.**

Details of specification of the articles to be purchased.

SI No	Name of the Items	Quantity
1	12 A Cartridge (Compatible)	48 PCs
2	88 A Tonner Cartridge (Compatible)	18 Pcs
3	Canon NPG 28 Tonner Black (original)	06 pcs
4	Cannon NPG 59 Tonner (Original)	03 pcs
5	Sandick Pen Drive , 16 GB	10 pcs

- I. There should be clear mention of the brand against each of the quote items.
- II. Following self attested copies/ documents are to be submitted:
 - (a) Credential certificate showing supply of similar items to the Government and Government Undertakings if any.
 - (b) Dealership Certificate.
 - (c) PAN Card.
 - (d) GST Registration certificate.
 - (e) Co-operative Registration certificate in case of Co-operative Society.
 - (f) SSI Registration Certificate in case of Small Scale Industry.
 - (g) Brochures for the Quoted items.
 - (h) Earnest Money @ 5% on value of articles (except GST) (Refundable) should be deposited in the form of Bank Draft issued from any Nationalized Bank in the name of **Additional District Magistrate & District Land and Land Reforms Officer, Purulia.**
- III. Items should be supplied according to given specification; otherwise Work Order will be cancelled without any notice.
- IV. Tender Selection Committee reserves the right to evaluate and satisfy itself regarding the quality of the items supplied.
- V. Tender documents should be submitted in sealed cover in a box kept in the office of the Additional District Magistrate and DL&LRO **from 03.03.201 (11.00 am to 03.00 pm except Saturday, Sunday and Holiday) and Tender will be opened on 12. 3.2021 at 04.00 pm.**
- VI. During the opening of the Tender, participants may remain present.
- VII. Supply to be completed within 7 (seven) days from the date of receipt of Work Order.
- VIII. The decision of the Tender Selection Committee will be final.
- IX. The Sub-Divisional Land and Land Reforms Officer reserve the right to accept, reject or cancel any or whole tender without assigning any cause.
- X. The Tender application forms and format will be supplied from the office of the undersigned on and **from 03.03.2021 at 11:00 a.m. to 03:00 p.m. in every working day.**

Sd/
Additional District Magistrate
&
District Land Land and Land Reforms Officer, Purulia.

5/3/21

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Memo No:- III / 297/ 587/1 (13) /N/ADM&DL&LRO/20-21

Dated :- 03/03/2021

Copy forwarded for information and wide circulation to: -

1. The Sub-Divisional Officer, Purulia Sadar.
2. The Sub-Divisional Officer, Raghunathpur.
3. The Sub-Divisional Officer, Manbazar.
4. The Sub-Divisional Officer, Jhalda.
5. The Chairman, Purulia Municipality.
- 6-7. The Dy. District Land & Land Reforms Officer, Purulia.
- 8-10. The Sub- Divisional Land & Land Reforms Officer, Purulia Sadar/Raghunathpur/Jhalda/Manbazar.
11. NIC, Purulia for displaying tender notice in the website.
- 12.. C.A. to District Magistrate, Purulia.
- 13.. Notice Board of this office.


Additional District Magistrate
&
District Land Land and Land Reforms Officer, Purulia.


03/03/21