



Government of West Bengal  
Office of the Sub-Divisional Land and Land  
Reforms Officer Purulia(Sadar)

Memo. No. 120 /SDL&LRO/PRL/(S)/21

Dated: - 19/02/21

### TENDER NOTICE

Sealed tender is hereby invited as per specification from the bonafide dealers, suppliers for supply of office materials and stationery articles in different items , mentioned below to this office. The last date of submission of tender documents with all necessary documents is 04.03.2021 by 3.00 pm and the tender will be opened on 04.03.2021 at 3.00 pm.

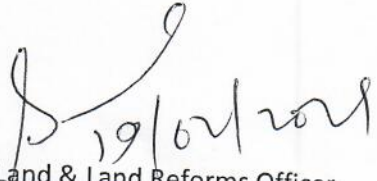
#### Details of specification of the articles to be purchased

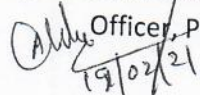
SL.NO.	Name of the item	Specification	Approximate Unit to be purchased
1	A4	B2B	200 Packets
2	Paper Legal	B2B	20 Packets.
3	Stapler (Big)	Hs-45P (24/6-26/6)	50 Nos.
4	Calculator	ORPAT OT 512GT	30 Nos.
5	File with Board	Ambassador (Export Quality Super Folder)	300 Nos.
6	Markin	Sikandar	50 Meters
7	Full set Tube Light	Philips (with tube light 40 watt)	20 Nos.
8	Pen Blue	Goldex Klassy	100 Nos.
9	Pen Black	Goldex Klassy	100 Nos.
10	Pen Red	Agni (Use & Throw)	100 Nos.
11	Pen Blue & Black	Link Meeting	200 Nos.
12	Computer Cartidge	Compatible 78A (ISO Certified)	200 Nos
13	Computer Cartidge	Compatible 12A (ISO Certified)	40 Nos
14	Drinking Bottle	Milton (Office Sample)	200 Nos.
15	Lock & Key	Godrej ( 7 Lever)	30 Nos.
16	Lock & Key	Godrej ( 6 Lever)	30 Nos.
17	Lock & Key	House King	50 Nos.
18	Towel	Office Sample	150 Nos
19	LED Bulb 09 watt	Surya	100 Nos.
20	Alpin	Kishan (100gms)	100 Packets.
21	Gum	Camel 150 ml	50 Philes
22	Flap Sticker	Good Quality	20 Packets
23	Envelope (Brown)	As per office sample	1000 Nos..
24	Envelope	Big size Cloth Binding	100 Nos.
25	Mosquito Oil	Good Night	400 Nos.
26	Phenyle	Cross 500 ml	25 Philes
27	Mosquito Machine with Oil	Good Night	50 Nos.



### Terms and Condition

- I. Rates, inclusive GST should be given as per the format enclosed.
- II. There should be clear mention of the brand against each of the quote items.
- III. Following self attested copies / documents are to be submitted:
  - (a) Trade License.
  - (b) Credential certificate showing supply of similar items to the Government and Government under taking, if any.
  - (c) Dealership Certificate.
  - (d) PAN Card.
  - (e) GST Registration Certificate.
  - (f) Co-operative Registration Certificate in case of Co-operatives Society.
  - (g) SSI Registration Certificate in case of Small Industry.
  - (h) Brouchers for the quoted items.
  - (i) 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 Sub-Divisional Land and Land Reforms Officer, Purulia (S), Purulia.
- IV. Items should be Supplied according to given specification, other wise supply order will be Cancelled.
- V. Tender Selection Committee reserves the right to evaluate and satisfy itself regarding the quality of the items supplied.
- VI. Tender documents should be submitted in sealed cover in a box kept in the office of the Sub-Divisional Land and Land Reforms Officer, ground floor from 22/02/21 (11.00am to 3.00 pm Except Saturday, Sunday and Holiday) and Tender will be opened on 04/03/21 at 3.30 pm.
- VII. Supply to be completed within 10 (ten) days from the date of supply order.
- VIII. During the opening of the tender, participants may remain present.
- IX. Price quoted shall be valid till 31.03.2021.
- X. The decision of the tender selection committee will be final
- XI. The Sub-Divisional Land and Land Reforms Officer reserves the right to accept , reject or Cancel any or whole tender without assigning any cause.
- XII. The tender application forms and format will be supplied from the office of the under signed on and From 11.02.2020 at 11.00 am to 3.00 pm in every working day.

  
Sub\_Divisional Land & Land Reforms Officer,  
Purulia (Sadar)

  
19/02/21



Officer, Purulia (Sadar)

Memo. No. 120/100/SDL&LRO/PRL/(S)/21

Dated: - 19/02/21

Copy forwarded for information and wide circulation to :-

1. The District Magistrate, Purulia.
2. The A.D.M. and D.L.&L.R.O. Purulia.
3. The S.D.O. Purulia (Sadar).
4. The S.D.L. & L.R.O. Raghunathpur / Jhalda / Manbazar.
5. The Chairman, Purulia Municipality.
6. A.E.O. Purulia Zilla Parishad.
7. NIC, Purulia for displaying tender notice in the website.
8. Notice Board of this Office.

Sub\_Divisional Land & Land Reforms Officer,  
Officer, Purulia (Sadar)

19/02/21