

Government of West Bengal
Office of the Sub-Divisional Officer, Kalyani, Nadia
Nazareth Section

Notice Inviting Tender - 2 dated 14-10-2015

Tenders are invited in sealed envelope for Printing of the following items for Updation of NPR through house enumeration from 02-11-2015 onwards under Sub-Division Office, Kalyani, District Nadia.

Sl. No.	Items	Quantity	Remarks
1.	Stapler	1700 nos.	Samples to be produced before the authority.
2.	Stapler Pin	1700 boxes	
3.	Pencil	1700 nos.	
4.	Eraser	1700 nos.	
5.	Ball Pen (RED)	1700 nos.	
6.	Ball Pen (BLUE)	1700 nos.	
7.	Ink Pad	1700 nos.	
8.	Bag for Carrying all Items with Logo	1700 nos.	

The last date & time of receipt of tenders is 20-10-2015 at 12 noon.

The tenders will be opened on same day i.e. 20-10-2015 at 2.00 pm at chamber of Sub-Divisional Office, Kalyani, Nadia.

Representative of the firm(s) may be present at the time of opening the tenders if they so desire. The tenders should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the tenders failing which the tenders shall be liable for rejection.

15. The tenders should be submitted on printed pad preferably with seal, TAX and PAN number of the firm.
16. The rates must be quoted both figures and words and over writing should be avoided. However all cuttings /corrections must be duly authenticated.
17. The rates quoted should include Transportation cost, labour charges and Installation charges upto BDO, Chakdaha & Haringhata and Executive Officer, Kalyani, Chakdaha & Gayeshpur Municipalities and the percentage / rate of sales TAX / VAT or all other Taxes and duties. The rates quoted should be valid for at-least one month from the date of opening of the

tenders. Requisite Challans to be obtained from the authorities at the time of supplying the above materials at the specified points (BDO, Chakdaha & Haringhata and Executive Officer, Kalyani, Chakdaha & Gayeshpur Municipalities).

18. The tenders shall be submitted at chamber of **Dy. Magistrate & Dy. Collector, Kalyani, Nadia** duly marked "**Tenders No. 01 dated 14-10-2015**" on the envelope.
19. Tenders received after closing date / time will not be considered.
20. The supply of ordered articles will have to completed within 10 (ten) days from the date of issue of supply order.
21. Bill generated by photocopying and in improper format shall not be accepted. Rates of each item must be quoted in proper company's / Supplier's letter head by typing each item strictly according to serial no. of tenders no. deviation in sl. No. is allowed.
22. The quationer will have to submit the security deposit money Rs. 5000.00 (Rupees Five thousand) only in form of Bank Draft / Banker's Cheque drawn on any Nationalised Bank in favour of "**Sub-Divisional Officer, Kalyani**". N.S.C. / K.V.P. will not be entertained as security Deposit.
23. The said Bank Draft / Banker's Cheque will be refunded (Except successful tenderers) to all tenderers within a month from the date of opening the said tender.
24. Normally, payment will be made on receipt of all materials and check with regard to quality and quantity of the materials.
25. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the supply order.
26. **Validity of Tenders: Tenders shall remain valid upto 31st March 2016.**

27. FORMAT OF TENDERS :

Sl. No.	Description Goods	Specifications	Qty.	Quoted Rate in Rs.	Total Amount	
					In Figures	In Words

Gross Total Cost : Rs. (in figure)

(in words)

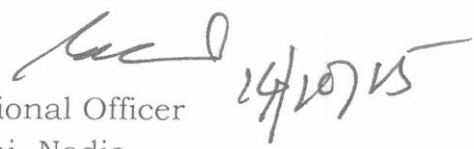
I/We agree to supply the above goods in accordance with the technical specified in the Invitation for Tenders.

I/We also confirm that the normal commercial warrantee of years shall apply to the offered goods.

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

28. The Sub-Divisional Officer, Kalyani, Nadia reserves the right to reject any tenders wholly or partly without assigning any reason.


Sub-Divisional Officer
Kalyani, Nadia

Memo. No. 2482(23)/NIT-1/Census, 15-16/Nez/Kly. Dated 14/10/2015

Copy forwarded with a request for displaying the notice through his Office Notice Board for wide circulation please to :

24. CA to District Magistrate, Nadia with request to please place it before the District Magistrate, Nadia
25. PA to Addl. District Magistrate (General), Nadia with request to please place it before the Addl. District Magistrate (General), Nadia
26. PA to Addl. District Magistrate (Dev.), Nadia with request to please place it before the Addl. District Magistrate (Dev.), Nadia
27. PA to Addl. District Magistrate (LR), Nadia with request to please place it before the Addl. District Magistrate (LR), Nadia
28. PA to Addl. District Magistrate (ZP), Nadia with request to please place it before the Addl. District Magistrate (ZP), Nadia
29. The Sub - Divisional Officer, Sadar, Nadia
30. The Sub - Divisional Officer, Tehatta, Nadia
31. The Sub - Divisional Officer, Ranaghat, Nadia
32. The District Nodal Officer, NREGA, Nadia
33. The District Planning Officer, Nadia
34. The District Panchayat Officer, Nadia
35. The Regional Transport officer, Nadia
- ✓ 36. The District Informatics Officer, NIC Nadia. **He is request to publish it in the district website.**
37. The Treasury Officer, Kalyani
38. The Sub-Divisional Information & Cultural Officer, Nadia.
39. The Block Development Officer, Chakdaha
40. The Block Development Officer, Haringhata
41. The Chairman, Kalyani
42. The Chairman, Gayeshpur
43. The Chairman, Chakdaha
44. The Station Manager, Kalyani Rail Way Station, Kalyani
45. CA to S.D.O., Kalyani, Nadia
46. Notice Board of S.D.O., Kalyani, Nadia


Sub-Divisional Officer
Kalyani, Nadia