NORTH 24-PARGANAS ZILLA PARISHAD
RISHI BANKIM SARANI, BARASAT

STORE

NIQ No. ..............1.6.7. (N)/Z.P. .................................................. Date 21.02.17.......

NOTICE INVITING QUOTATION

Quotation are invited from competent, reputed & eligible Agencies / Firms / Co-op. Society, having adequate experience in supplying Office Stationery, Printing and Miscellaneous Articles to Government Offices, for the items required by this office as donated in the enclosed Annexure - I.

The Quotation papers (comprising Notice Inviting Quotation along with item details at Annexure-I Technical Bid Form & Financial Bid Form) is to be obtained from the Store Keeper, North 24 Parganas Zilla Parishad on and from 10.00 am of 07.02.17. to 28.02.17. upt to 4.00 pm. against payment of Rs. 50/- (Rupees fifty) only in cash or through Bank draft drawn in favour of North 24 Parganas Zilla parishad on any Nationalised Bank and Payment at Barasat. Offers will have to be submitted in the sealed Quotation box kept in the office Chamber of the Secretary. Zilla Parishad latest by 3.00 pm. on 13.03.17.

All Agencies Offering Rates (AOR) should submit the following documents (duly self attested only) in the name of the Agency.

2. Value Added Tax (VAT) Registration Certificate.
4. Permanent Account Number (PAN) Card.
5. Professional Tax Registration Certificate.
6. Professional Tax Challan with current validity.
7. Credential (Successful completion) certificate for supply order value exceeding Rs. 20,000/- in a single order in the last Financial Year (2015-16) from any Government Department only.

The AOR should quote rates inclusive of all taxes for any volume, also must include cost of delivery charges to any BDO / Municipal officers within the district & incidental charges (if any).

All AOR must enclose Demand Draft of sum of Rs. 5,000.00 (Five thousand) only as Earnest Money, in favour of the North 24 Parganas Zilla Parishad as per detail mentioned above. The Earnest Money will be refunded back on final completion of the Quotation process, only on proper claim by the quotationer. Non submission of Earnest Money will / summarily lead to rejection of Bid. Also Proper documents are to be furnished in case of claiming exemption from the same.

The bid for the selected AOR only, will be opened on 17.03.17. at 12:00 noon by the Tender selection committee. The Physical samples provided by the AOR will be tallied with the rates quoted against each; for comparison of the same with that of the others.
The "Intending AOR" if selected as a supplier, must comply exactly with the same rate and quality or brand quoted for all articles, for supply of any volume up to 1 (one) year from the date of acceptance of the rate(s). The selected agency shall have to supply one unit of all items (except certain costly ones) as samples for preservation of our end. So that the same may be failed in the event of any confusion.

The undersigned reserves the right to reject any or all of the offers within assigning any reason whatsoever.

Additional Executive Officer,
North 24 Parganas Zilla Parishad

Memo No. .....l.G.F. ] 4 (A) ... (N)/Z.P.

Date 21.9.21

Copy forwarded for information and with a request to display for wide publicity to the :

1. Secretary, North 24 Parganas Zilla Parishad, Barasat.
2. Project Director, DRDC, North 24 Parganas District.
3. Nazareth Deputy Collector, North 24 Parganas, Barasat.
4. District Information & Culture Officer, North 24 Parganas, Barasat.

Additional Executive Officer,
North 24 Parganas Zilla Parishad
TENDER FOR SUPPLY OF OFFICE STATIONARY PRINTED MATERIALS
AND MISCELLANEOUS ARTICLES TO NORTH 24 PARGANAS ZILLA
PARISHAD FOR THE YEAR 2012 - 2013

To
The Additional Executive Officer
North 24 Parganas Zilla Parishad

Sir,

In response to your NIT No. .......................... dated ....................... I / we
Sri/Smt./M/s. ..................................................... hereby submit the particulars as re-
quired by you in Annexures 1 & 2 attached.

Yours faithfully,
NOTICE INVITING TENDER NUMBER ........................................... DATED ........................................
FOR SUPPLYING OF OFFICE STATIONERY, PRINTING AND
MISCELLANEOUS ARTICLES

Name of the Firm .................................................................

Address ..............................................................................

......................................................................................

Name of Contact Person .................................................

Contact Number .............................................................

Arrached along with this paper Attested Photocopy of following documents
(declare in Yes / No where applicable):

1) Current Trade License renewed for 2016 - 17

2) Value Added Tax (VAT) Registration Certificate

3) Income Tax Return for the year 2016-17

4) Permanent Account Number (PAN) Card

5) Professional Tax Registration Certificate

6) Professional Tax Challan with current validity

7) Credential (Successful Completion) certificate where in the value.

Exceeding Rs. 20,000/- is Single Supply Order

Details of Earnest Money deposited for an amount of Rs. 5,000.00 (Rupees Five Thousand) only.

Details of DD : Drawee Bank ............................................ Drawee Branch .................................

Draft Number ................................................................. Date ......................................................

Date : ...........................................................................

Place : .........................................................................

Signature of the
Authorised Representative
With Seal
### North 24 Parganas Zilla Parishad

**Address:** Executive Officer

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<thead>
<tr>
<th><strong>No.</strong></th>
<th><strong>Particulars</strong></th>
<th><strong>Details</strong></th>
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**Notes:**
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- [Note 2 Field]
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**District:** [District Name]

**Division:** [Division Name]

**Sub-Division:** [Sub-Division Name]

**Panchayat:** [Panchayat Name]

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**Clerical Officer:** [Clerical Officer Name]

**Executive Officer:** [Executive Officer Name]

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**Directions:**
- [Direction 1 Field]
- [Direction 2 Field]
- [Direction 3 Field]