NORTH 24 PARGANAS ZILLA PARISHAD  
RISHI BANKIM SARANI, BARASAT  
STORE

NIO NO .......................................................... 760(N)/Z.P. .........................................................  
Date ............................................................... 2.5.17 ...............................................................  

NOTICE INVITING QUOTATION

Quotation are invited from competent, reputed & eligible Agencies / Firm / 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 Quotations along with item details at Annexure-I, Technical Bid from & Financial Bid From) is to be obtained from the Store Keeper, North 24 Parganas Zilla Parishad on and from 10.00 am. Of ......................................................... to ......................................................... up to 4.00pm. against payment of Rs. 50/- (Rupees Fifty) only in cash of 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 3.00pm. on .........................................................

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

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 (Successfully 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 offices within this 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 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 ......................................................... 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 for 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 verified in the event of any confusion.

The undersigned reserves the right to reject any or of the offers without assigning any reason whatsoever.

[Signature]
Additional Executive Officer,
North 24 Parganas Zilla Parishad

Memo No.: 460/1(C)(N)/Z.P. Date: 2.5.17

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

1. Project Director, DRDC, North 24 Parganas, Barasat.
2. Nazareth Deputy Collector, North 24 Parganas, Barasat.
3. District Information & Culture Officer, North 24 Parganas, Barasat.
4. DIA, NZP for uploading in website.
5. C.A to Secretary, North 24 Parganas Zilla Parishad.

[Signature]
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 required 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 .........................................................................................................................................................
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Name of Contact Person ...................................................................................................................................
Contact Number ...................................................................................................................................................
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**Plastic Pallet Filing**

**Dura Cell Pallet Filing**

**Map Book**

**Details:**

- Name: [Insert Name]
- Age: [Insert Age]
- Place: [Insert Place]
- Date: [Insert Date]
- Gender: [Insert Gender]
- H.O.: [Insert H.O.]
- Father: [Insert Father]
- Mother: [Insert Mother]
- Wife: [Insert Wife]
- Son: [Insert Son]
- Daughter: [Insert Daughter]
- Other: [Insert Other]
- Total: [Insert Total]
- Remarks: [Insert Remarks]
- Notes: [Insert Notes]