

**Purba Bardhaman Zilla Parishad  
Court Compound, Burdwan-713101**

**Tender Notice-2021-22**

Sealed tenders are hereby invited from responsible and bonafide agencies for supply of under noted materials for Office of the Purba Bardhaman Zilla Parishad mentioning the rate as per list given below:

Sl. No.	Details of Articles	Brand Name	Unit of Articles
1.	Xerox Paper-A4 (75 GSM)	Good Quality	Per Box (5 Rim each box)
2.	Alpin	Gripex/Kissan	Per Box
3.	James Clip	Gripex/Kissan	Per Box
4.	Tag (Big Size) (Nylon)	Good Quality	100 Bundle
5.	Gum (Bottle)	Good Quality	Per Piece
6.	Stamp Pad (Small)	Camel	Per pieces
7.	Stamp Ink	Camel	Per pieces
8.	Dhup	Bharat Darshan	Per Piece
9.	Duster (24" x 24")	Good Quality	Per Dozen
10.	Plastic Folder	File Max	Per Dozen
11.	Signature Pad	Good Quality	Per Piece
12.	Channel File	Good Quality	Per Packet
13.	Cover File (Printing)	Good Quality	Per Piece
14.	Printed Flat File with folder	Good Quality	Per Piece
15.	Board File	Good Quality	Per Piece
16.	Guard File	Good Quality	Per Piece
17.	Envelop (Big Size) (Brown) (6"x12")	Good Quality	Per 100 Pieces Packet
18.	Envelop (Small Size) (Brown) (4"x9")	Good Quality	Per 100 Pieces Packet
19.	Page Marker (Post-IT)	Good Quality	Per Piece
20.	Correction Fluid Pen	COREX	Per Piece
21.	Battery (1050)	Nippo	Per Piece
22.	Towel (Car) (Big Size)	Bombay Dying	Per Pieces
23.	Hand Towel	Bombay Dying	Per Piece
24.	Marker Pen	Good Quality	Per Piece
25.	Bound Register 4, 6, 8, 10, 12 No.	Good Quality	Per Piece
26.	Drinking Water Glass	Good Quality	Per Piece
27.	Spoon (Tea)	Good Quality	Per Piece
28.	Cup & Plate (Bone China)	Good Quality	Per Box
29.	Half Plate (Bone China)	Good Quality	Per Box
30.	Dinner Plate (Bone China)	Good Quality	Per Box
31.	Paper Weight	Good Quality	Per Piece
32.	Pin Cousion	Good Quality	Per Piece
33.	Engagement Pad	Gupta's Engagement Pad	Per Piece
34.	Water Bottle	Milton	Per Piece
35.	Plastic Balti (Medium Size)	Good Quality	Per Piece
36.	Guarder	Good Quality	Per Kg
37.	Table Glass	Good Quality	Per Piece
38.	Odonil (Big Size)	Good Quality	Per Piece
39.	Room Freshener	Good Quality	Per Piece
40.	Navtal Lock (Medium)	Good Quality	Per Piece
41.	Desk Calendar	Good Quality	Per Piece
42.	Wood Pencil	Faber Castle	Per Packet
43.	Eraser (Non Dust)	Faber Castle	Per Packet
44.	Pen Stand (2 Unit)	Good Quality	Per Piece
45.	Pen	Renolds	Per Piece
46.	High lighter pen	Good Quality	Per Piece
47.	Gel Pen (Red, Green, Blue, Black)	Linc	Per Packet
48.	Pen (Blue, Black, Red)	Cello Gel Pen	Per Piece
49.	Hit Sprey (Red & Black)	HIT	Per Piece
50.	National Flag	Khadi	Per Piece
51.	Peon Book	Good Quality	Per Piece
52.	Rubber Mat for Tea Cup	Good Quality	Per Piece
53.	Led for Glass	Good Quality	Per Piece
54.	Table Cloth (White)	Good Quality	Per Meter
55.	Velvet Table Cover	Good Quality	Per Meter
56.	Table Glass (5 mm)	Good Quality	Per Sq. ft.
57.	Green Tea (Tea Bag)	Lipton	Per Packet
58.	Tea Flax (750 ml)	Milton	Per Piece
59.	Umbrella (Big Size)	K.C. Pal	Per Piece
60.	Candle (Medium)	Good Quality	Per Packet
61.	Match Box	Good Quality	Per Packet
62.	Measurement Tape (100 ft. / 50 ft.)	Good Quality	Per Piece

Sl. No.	Details of Articles	Brand Name	Unit of Articles
63.	Basket (Medium)	Good Quality	Per Piece
64.	Thread Ball (Red & White)	Good Quality	Per Piece
65.	Mosquito repellent oil (45 Nights)	All out	Per Piece
66.	Phynile	Bengal Chemical	Per Bottle
67.	Toilet Cleaner	Harpic	Per Piece
68.	Waste Paper Basket	Good Quality	Per Piece
69.	Page Marker	Good Quality	Per Piece
70.	Desk Calendar	Good Quality	Per Piece
71.	Brown Tape (1" & 2")	Good Quality	Per Piece
72.	Paper Cutting Knives	Good Quality	Per Piece
73.	Colin spray	Colin	Per Piece
74.	Measurement Book (200 Pages)	Good Quality	Per Piece
75.	Quartz Wall Clock	Ajanta	Per Piece
76.	Paper Weight	Good Quality	Per Piece
77.	Carten	Good Quality	Per Meter
78.	Mineral Water	Bislery	Per Liter
79.	Box File	Good Quality	Per Piece
80.	Honey (500 ML)	Daubar	Per Bottle
81.	Date Stamp	Good Quality	Per Piece
82.	Rubber Stamp (Facsimile)	Good Quality	Per Piece
83.	Rubber Stamp (Per Line)	Good Quality	Per Piece
84.	Wood Pencil	Apsara	Per Box
85.	Stapler (Big & Small)	Cangaro	Per Piece
86.	Stapler Pin (Big & Small)	Cangaro	Per Box
87.	Stationery Stock Register (Form No.-26 Rule-58)	Good Quality	Per Piece

#### Terms and condition

The intending Tenderers shall have to deposit an amount of Rs. 5,000/- (Rupees five thousand) only as Earnest Money Deposit (EMD) in the form of **Demand Draft drawn in favour of Purba Bardhaman Zilla Parishad** payable at Burdwan along with the following documents :

- a) Rate should be quoted including GST, Delivery Charges etc. The intending suppliers should submit Xerox copies of Trade License, GST and PAN. The rate accepted will remain valid for 1(One) year from the date of acceptance. Deduction will be made as per Government norms.
- b) **sample of stationery articles (non branded) must be produced & submitted at the time of opening of tender.**
- c) The supply order will be issued in phased manner as per requirement.
- d) **The undersigned reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and forfeit the Earnest money in the event of any sort of breach of contract.**

The date of submission of Sealed Tender **04.02.2021** upto **2.00 p.m.** and the same will be opened on the same date at **4 p.m.** at the Office Chamber of Secretary, Purba Bardhaman Zilla Parishad.

Secretary  
Purba Bardhaman Zilla Parishad

Memo No : 252/10 /PBZP

Date : 25.01.2021

Copy forwarded for information & necessary action regarding display in the official notice Board to :

1. The SDO, (North & South), Purba Bardhaman
2. EC&CAO, Purba Bardhaman Zilla Parishad
3.  DIA, Purba Bardhaman Zilla Parishad. He is requested to published in the ZP Office website.
4. Z.P. Notice Board
5. D.E's Notice Board
6. District Judge Notice Board
7. S.P. Notice Board
8. Head Assistant, Purba Bardhaman Zilla Parishad
9. C.A. to District Magistrate, Purba Bardhaman
10. C.A. to AEO, Purba Bardhaman Zilla Parishad

Secretary  
Purba Bardhaman Zilla Parishad