



NORTHDUMDUM MUNICIPALITY

163, M. B. ROAD, BIRATI, KOLKATA - 700051

(033) 2514-2101 / 2514 - 2494, FAX-(033) 2514-2990

Website: <http://www.northdumdummunicipality.org>

E-mail ID: northdumdum@gmail.com

Memo No. NDDM/PH/444

Date: 28.01.2022

TENDER NOTICE

Sealed Tenders are hereby invited for supply of **Office Stationery & Contingency articles** from bonafide Agencies / Firms / individuals to the NUHM wing of Health Department of the undersigned for one calendar year having sufficient experience and credential for similar nature of work preferably in a Government Department. The rates are required for one year i.e., from 01.01.2022 to 31.12.2022 and it may be extended for further period with same terms and conditions and approved rate there to.

List of required articles –

Serial No	Name of Article (s)	Accounting Unit	Specification	Rate per unit to be quoted by the bidder
1	Computer Paper, Size: A4	Ream	75 / 70 GSM	
2	Computer Paper, Size: Legal	Ream	75 / 70 GSM	
3	Note Book (Ruled) 120 Pages	Dozen	Classmate / Pioneer Brand	
4	Note Book (Ruled) 180 Pages	Dozen	Classmate / Pioneer Brand	
5	Long Exercise Book 120 Pages	Dozen	Classmate / Pioneer Brand	
6	Ruled Register 100 Pages	Dozen	Good Quality	
7	Ruled Register 200 Pages	Dozen	Good Quality	
8	Scissors / Paper Cutter	Each	Good Quality	
9	Stapler Machine Small, Size: 10	Each	Kangaro Brand	
10	Staples, Size: 10	Box	Kangaro Brand	
11	Alpin (100gms)	Box	Good Quality	
12	Punching Machine	Each	Kangaro Brand	
13	Perforator	Each	Good Quality	
14	Tags	Bundle	Good Quality	
15	Cover File	Dozen	Good Quality	
16	Flat File	Dozen	Good Quality	
17	Clip Board	Box	Good Quality	
18	Clip Gems	Box	Good Quality	
19	Gum Liquid, 100ml	Each	Fevi Glue	
20	Glue Stick, 15gm	Each	Fevi Stick	
21	Stamp Pad, 110 x 69mm	Each	Faber Castell	
22	Ink for Stamp Pad, 60ml	Each	Good Quality	
23	Punch Single	Each	Good Quality	
24	Pen Highlighter	Each	Good Quality	
25	Scale – Plastic	Each	Good Quality	
26	Scale – Steel	Each	Good Quality	
27	Pencil Battery	Dozen	Duracell	
28	Pencil, Pack of 10	Box	Apsara	





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Serial No	Name of Article (s)	Accounting Unit	Specification	Rate per unit to be quoted by the bidder
29	Ball Pen, Pack of 10	Box	Cello / Linc	
30	Pencil Sharpener	Dozen	Apsara	
31	Eraser	Dozen	Apsara	
32	Correction Pen	Each	Good Quality	
33	Liquid Soap, Pack of 750ml	Bottle/Pouch	Lifebuoy / Dettol	
34	Mosquito Repellent Machine	Each	Good Knight / All Out	
35	Mosquito Repellent Oil, 45ml	Each	Good Knight / All Out	
36	Calculator, 12 Digit	Each	Casio / Orpat	
37	CD/DVD Marker Pen, Pack of 10	Box	Camlin	
38	Duster (24" x 24")	Each	Good Quality	
39	Naphthalene Balls, Pack of 12	Packet	Good Quality	
40	Paper Weight	Each	Good Quality	
41	Pen Drive (32 GB)	Each	Sandisk / HP	
42	Plastic Adhesive Tape	Roll	Size: 2", Good Quality	
43	Table Cloth (5' x 4½')	Each	Colour: Green, Good Quality	
44	Towel (72 x 148 cms)	Each	Good Quality	
45	Towel (Small Size)	Each	Good Quality	
46	Wall Clock	Each	Ajanta / Oreva	
47	White Board Duster	Each	Good Quality	
48	White Board Marker	Each	Good Quality	
49	Glass for Table Top (4' x 3½')	Each	Good Quality	
50	Lock & Key (7 Lever)	Each	Good Quality	
51	Cup & Plate (Pack of 6)	Set	Borosil	
52	Mug (Plastic)	Each	Good Quality	
53	Office Bag	Each	Skybags	
54	Rubber Stamp (Pre-Ink)	Each	Good Quality	
55	Rubber Stamp	Each	Good Quality	

Terms & Conditions

- 1) Total estimated value of tender – Rs 2,50,000.00
- 2) An earnest money of 2% (two percent) of the total tender value will have to be submitted in favour of CHAIRMAN, NORTH DUM DUM MUNICIPALITY in Bank Draft which is refundable to the unsuccessful tenderers within a short period after selection of the lowest bidder.
- 3) Valid Income Tax Return Receipt, PAN Card, GST Certificate and Trade License must be enclosed along with Tender papers. Credential Paper, if any must be enclosed.
- 4) Rate must be inclusive of all taxes & delivery charges.
- 5) Supply shall be affected as per requisition placed by the authority in the form of work order issued time to time during the validity period of contract. Supply shall be performed within 7 days from the issuance





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of such work order. Non performance of said supply within stipulated time will lead to cancellation of contract and blacklisting.

- 6) The municipal authority is not bound to accept the lowest rate and reserve the right to reject the offer without assigning any reason.
- 7) Tender should be submitted within 5.30 PM on 07.02.2022 at the Office of the Health Officer, North Dum Dum Municipality and it will be opened by the undersigned on 08.02.2022 at 12.00 Noon.

Chairperson
Board of Administrators
North Dum Dum Municipality
CHAIRPERSON
Board of Administrators
North Dum Dum Municipality

Memo No NDDM/PH/444/1 (12)

Date: 28.01.2022

Copy to -

- 1) District Magistrate, North 24 Parganas, Barasat.
- 2) Chief Medical Officer of Health, North 24 Parganas, Barasat.
- 3) Vice Chairperson, Board of Administrators, North Dum Dum Municipality.
- 4) Executive Officer, North Dum Dum Municipality.
- 5) Finance Officer, North Dum Dum Municipality.
- 6) Health Officer, North Dum Dum Municipality.
- 7) Medical Officer (NUHM), UPHC 1 / 2 / 3 / 4 / 5.
- 8) Office Superintendent, North Dum Dum Municipality.
- 9) Accountant, North Dum Dum Municipality.
- 10) IT Co-Ordinator, North Dum Dum Municipality for uploading this in the Municipal Website.
- 11) Notice Board of North Dum Dum Municipality.
- 12) Office File.

Chairperson
Board of Administrators
North Dum Dum Municipality
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