



# NORTH DUM DUM 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](mailto:northdumdum@gmail.com)

Memo No. NDDM/PH/ 4859

Date: 08/08/23

## QUOTATION NOTICE

Sealed Quotations are hereby invited for supply of **Office Stationery & Contingency articles** from bonafide Agencies / Firms / individuals to the NUHM & UHWC (XV-FCHG) wing of Health Department of the undersigned, having sufficient experience and credential for similar nature of work preferably in a Government Department. The rates should be valid till 30.04.2024 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 GSM	
2	Computer Paper, Size: Legal	Ream	75 GSM	
3	Alpin (100gms)	Box	Good Quality	
4	Ball Pen	Box	Cello	
5	Battery, Size: AA	Each	Duracell	
6	Board Clip	Box	Good Quality	
7	Calculator, 12 Digit	Each	Casio / Orpat	
8	CD/DVD Marker Pen, Pack of 10	Box	Camlin	
9	Correction Pen	Each	Good Quality	
10	Exercise Book: Long 120 Pages	Each	Pioneer Brand	
11	Exercise Book: Small 120 Pages	Each	Pioneer Brand	
12	Gems Clip	Box	Good Quality	
13	Glue Stick, 15gm	Each	Fevi Stick	
14	Gum Liquid, 100ml	Each	Fevi Glue	
15	Liquid Soap, Pack of 750ml	Bottle/Pouch	Lifebuoy	
16	Lock & Key (7 Lever)	Each	Good Quality	
17	Mosquito Repellent Machine	Each	Good Knight	
18	Mosquito Repellent Oil, 45ml	Each	Good Knight	
19	Muratic Acid, 500ml Pack	Each	Good Quality	
20	Naphthalene Balls, Pack of 12 Balls	Packet	Good Quality	
21	Paper Weight	Each	Good Quality	
22	Pen Highlighter	Each	Good Quality	
23	Pencil Sharpener	Each	Apsara	
24	Pencil, Pack of 10	Box	Apsara	
25	Scale – Steel	Each	Good Quality	
26	Scissors / Paper Cutter	Each	Good Quality	
27	Stamp Pad Ink, 60ml	Each	Good Quality	
28	Stamp Pad, 110 x 69mm	Each	Faber Castell	
29	Stapler Machine Small, Size: 10	Each	Kangaro Brand	
30	Tags	Bundle	Good Quality	
31	Toilet Brush	Each	Good Quality	
32	Toilet Cleaner, 1 Litre Pack	Each	Harpic	





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Date: 08/08/23

Serial No	Name of Article (s)	Accounting Unit	Specification	Rate per unit to be quoted by the bidder
33	Wall Clock	Each	Ajanta	
34	White Board Duster	Each	Good Quality	
35	White Board Marker	Each	Good Quality	
36	Stapler Machine Big	Each	Kangaro Brand	
37	Staples (Big)	Box	Kangaro Brand	
38	Detergent Powder, 1 Kg Pack	Each	Good Quality	

### Terms & Conditions

- 1) Quotations will be opened on 18.08.2023 at 12.00 Noon in the Office Chamber of the undersigned.
- 2) Valid Income Tax Return Receipt, PAN Card, GST Registration Certificate, Trade Licence must be submitted with credential, if any.
- 3) Rate must be inclusive of all taxes & delivery charges to deliver at North Dum Dum UPHC 1 Municipal Old Hospital building.
- 4) The supply is to be completed within 7 (seven) days of issue of supply order. Time is to be treated as an essence of the Contract.
- 5) The municipal authority is not bound to accept the lowest rate and reserve the right to reject the offer without assigning any reason.

Chairman  
North Dum Dum Municipality  
Chairman  
North Dum Dum Municipality

Memo No: NDDM/PH/ 4359 /1 (13)

Date: 08/08/23

Copy to –

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



Chairman  
North Dum Dum Municipality  
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North Dum Dum Municipality