


GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HORTICULTURE
DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE
4TH FLOOR, BENFISH TOWER, GN 31, SALT LAKE, KOLKATA – 700 091

NOTICE INVITING QUOTATION

1. Sealed rates are invited from reputed organization or Firm towards supply of Stationery Articles for office use only.
2. The interested eligible participants are requested to submit rates between 06.09.2024 to 12.09.2024. The bids will be opened on 13.09.2024 at 4.00 pm. Bids may be submitted on all Government working days from 11.00 am. to 4.00 pm in the drop box of the Directorate of Horticulture which shall be available at the Benfish Tower (4th Floor), GN-31, Sec- V, Salt Lake, Kolkata-700091.
3. The Stationery items which are to be supplied time to time as per requirement are mentioned in Annexure-I during the Financial Year of 2024-25.
4. The quoted rate will be valid for the entire period during the Financial Year of 2024-25. Rise in any rates will not be accepted during this period.
5. Lowest bidder will be selected for supply of Stationery Articles.
6. Terms and conditions for supply of Stationery Articles are attached in Annexure- II.
7. The credential which are required to be submitted is attached in Annexure- III.
8. The decision of the Authority will be final.
9. The authority reserved the right to accept or reject any bid.


O.S.D.& E.O. Director of Horticulture (Admin)
04-09-2024

Copy forwarded for information with a request to arrange for display of this notice on the office notice board

1. The PS to the Principal Secretary, Department of FPI & Horticulture.
2. The DDO & ADH, Directorate of Horticulture.
3. Office Notice Board.
4. Office copy.


O.S.D.& E.O. Director of Horticulture (Admin)
04-09-2024

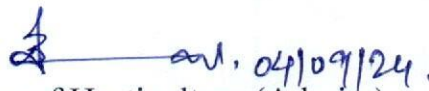
Annexure I**Stationery Articles which are to be Supplied**

Sl. No.	Items	Rate	Sl. No.	Items	Rate
1	A/4 Paper (75 gsm)		27	Brown envelope (28/12.5 cm)	
2	Writing Pad		28	Channel File	
3	Pencil		29	Four folded file	
4	Eraser		30	Plastic bottome file	
5	Sharpner		31	L' Folder	
6	Highlighter Pen		32	Punching Machine	
7	Visiting Card (Printing)		33	Cello tape	
8	Stock Register		34	Stamp Pad	
9	Attendance Register		35	Marker Pen	
10	Issue Register		36	Galla	
11	Letter receive Register		37	Candle	
12	Cash book		38	Whitener	
13	Stapler (No. 10)		39	Room Freshener Spray	
14	Stapler pin (No. 10)		40	Car Freshner	
15	Name Plate (Plastic)		41	Notesheet Pad (Printed)	
16	Presto Stamp		42	Brown Tape	
17	Selfink stamp		43	Duster (Cotton)	
18	Gems Clip		44	Handwash	
19	Post it Flag		45	Dish Washer (Liquid)	
20	Use and throw pen		46	Hand Sanitizer (Liquid)	
21	Good quality ball pen		47	Legal Paper (A5)	
22	Fevi stick		48	Office File with Flap (Printed)	
23	Pencil Battery		49	Thread Ball	
24	Register Khata (4 No.)		50	File Tag	
25	Register Khata (6 No.)		51	Sessor	
26	Printed envelope (28/12.5 cm)				

Annexure II

Terms and conditions for Supply of Stationery Articles by lowest bidder.

1. Faulty item must be exchanged within a period of 7 (Seven) days.
2. Payment shall be released after satisfactory service and approval of the authority.
3. Decision of the Tender Committee is final for selecting/ rejecting of vendors.
4. The authority reserves the right to terminate the contract without assigning any reason.


O.S.D. & E.O. Director of Horticulture (Admin.)

Directorate of Horticulture

Annexure – III

Supply of Stationery Articles	
Ref. No.	Date:-
Name of the Organization / Agency: -	
Address of the Organization / Agency: -	
Contact No.:-	
Items enclosed	Yes / No
GST Registration	
Valid Trade License	
PAN	
IT return of AY 2022-23 and AY 2023-24	
Two years previous experience in providing similar work (Work order from the appropriate authority to be submitted)	
D E C L A R A T I O N	
I hereby declare that, I have read all the terms and conditions mentioned in the tender documents and all statements made in this annexure above are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.	
Authorized Signature with Seal & Date	