



“ANANDADHARA” DISTRICT OFFICE, SOUTH 24-PARGANAS
DISTRICT MISSION MANAGEMENT UNIT / D.R.D. CELL
NEW TREASURY BUILDING, 7TH FLOOR, * ALIPORE, * KOLKATA - 700 027, * WEST
BENGAL



Ph: - (033)-2479-0201[fax] , (033)- 2479-2242[off.] , email id:- pddrdc.24pgs@gmail.com

NOTICE INVITING QUOTATION NO- 6/2021-22

Name of The Work ; Purchasing of Different Stationery Items as per Schedule from SHG Co-operatives under Anandadhara .

This office invites offline quoted rate (NIQ) from registered Anandadhara SHG Co-operatives in their own letterhead for supplying of different Stationery Items (schedule – A) ,attached with this NIQ for the period of 01(one) year .

SCOPE OF WORK ;

Location	Work Name	Work Details
District Rural Development Cell 7 th floor & District Mission Management unit	Supplying of different Stationery Item	As per attached Annexure Schedule

TIME LINE OF NIQ;

PARTICULAR	DATE & TIME
Date of publication of NIQ	08.11.2021
NIQ Start date	08.11.2021
Last date & time of submission of NIQ in the drop box at DRDC, South 24 Parganas	26.11.2021 at 03:00 P.M
Date & time of opening of NIQ in the chamber of the PD , DRDC , Alipore , South 24 Paraganas under office of the District Magistrate , South 24 pargans .	26.11.2021 at 03:30 P.M

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

Sangha Samabay Samity of Anandhara (NRLM) are only eligible to participate in this bid .

OTHER DOCUMENTS REQUIRED: Bidder shall submit

1. Registration Certification.
2. Valid Trade License.
3. Internal Audit Report for the last financial year.
4. Resolution copy of the Sangha Sangha Samity regarding willingness of the board for the said work .

5. Utilization of CIF fund: Lending should be more than 90 % & Recovery should be more than 80 % as per last month report.

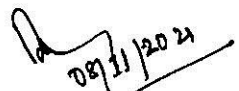
ALL THE ABOVE MENTIONED CRITERIA ARE MANDATORY AND IF THE BIDDER FAILS TO SUBMIT, THEIR BID WILL SUMMARILY BE REJECTED .

Submission of BID : The bids will be submitted in offline mode .

Bid shall be placed in a sealed cover having written on top NIQ NO-6/2021-22 for supplying Stationery Items as scheduled at DMMU & DRDC, south 24 – parganas .

Work Completion period:

1. No cost escalation will be entertained within one year period .
2. Intending bidders are requested to inspect the work site before quoting their rates .
3. Subletting of work is not allowed .



Additional District Mission Director,
DMMU, South 24 Pargans

Meme No---K-13018/4/2013/2446 DMMU/2021-22

Date: 08/11/2021

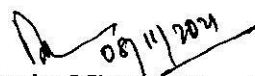
Copy forwarded for information to :

1. Nezarath Deputy Collector, Alipore , South 24 Pargans .
2. BDO 's (All), South 24 Parganas.
3. DIO NIC, South 24 Pargans.
4. CA to District Magistrate, South 24 Pargans for kind appraisal of the authority.


Additional District Mission Director,
DMMU, South 24 Pargans

Sl. No	Item	Unit	Rate offered
1	Attendance Register 240 no		
2	A4 Size White Paper		
3	Alpin		
4	Attendance register 240 no		
5	Battery (pencil)		
6	Board Marker pen		
7	Calclater		
8	Car Frshner		
9	Clip (plastic)		
10	Dispatch Register 320 no		
11	Docket Register 320 no		
12	Dak file		
13	Drinking water bottle (1 ltr)		
14	Dustbin Big & Small		
15	Drinking Water Bottle		
16	(Duster)		
17	Duster (good quality)		
18	Envelop (big ,small,medium) size		
19	Eraser		
20	Flower Broom		
21	Floor wiper		
22	Fevi stick		
23	File cover (2 & 4) folding		
24	Flap		
25	Gum Bottle		
26	Garder (colour) big, small size		
27	Gel pen (Agani)		
28	Hand Wash		
29	Harpic		
30	Hi- Light Pen		
31	Hand Wash		
32	Harpic		
33	James Clip		
34	Key bag with Ring (good quality)		
35	Log book		
36	Name Plate		
37	Phenayal		
38	Paper weight		
39	Parker pen		
40	Pencil		
41	Peon book no. 6		
42	Phenayal		
43	Pencil battery		

Sl. No	Item	Unit	Rate offered
44	Punchin Machiune (2 hole)		
45	Plastic Folder		
46	Register 6 No.		
47	Room Fresher		
48	Receiving date stamp (Rounded)		
49	Rubber		
50	Rubber stamp		
51	Single Hole Punch		
52	Scissors		
53	Stamp Pad		
54	Stapler (kangaro-10)		
55	Stapler pin		
56	Stock Register		
57	Tag (long size) best quality- 24"		
58	Toilet Soap		
59	Toilet Cleaning Brush		
60	Tea Coaster		
61	Towel big size		
62	Umbrella (Big Size) (K.C.Paul)		
63	Water Glass		
64	Xerox Paper FS		


 Additional District Mission Director
 DMMU, South 24 Parganas