



भारत सरकार • Government of India
गृह मंत्रालय • Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal



जनगणना भवन

JANGANANA BHAWAN

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

Phone : (033) 2335 9273/3029 • Tele-Fax : (033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

No. D-15021/2015/Estt./505

Date: 16.06.2017

NOTICE INVITING QUOTATIONS

20

Sealed quotations are invited from reputed Co-Operative Societies /firms for supply of different types of Stores and Stationery items for the year 2017- 2018 as mentioned in Annexure - I & II (enclosed) for office use as per this office requirement strictly maintaining our specification/model of items attached herewith. The same are to be submitted in sealed envelope superscribing :Quotation for stores and Stationery items: so as to reach this office within 3.00 P.M. on 30th June,2017 and will be opened on the same day at 4.00 P.M. in this office in presence of bidders or their representative.

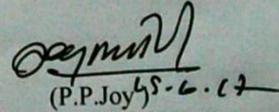
The quotations are to be dropped in the "Tender Box" placed in the right hand side of the office entrance at Ground Floor , of DCO,WB, Janganana Bhawan, IB-199, Sector – III, Salt Lake City, Kolkata-700106 or through speed post to be received on or before due date. If any successful bidder denies supplying as per their offered rate, action will be taken as per Government of India Rules & Regulations. Each page of the rate quotation must have sealed and signed of the bidder. The Tenderers must be accompanied by the photocopies of the following.

1. Registration No. of the Firm
 2. PAN/TIN and VAT No.
 3. A self attested certificate specifying that the firm has not been blacklisted by any Govt. Organisation
- Quotations received after the specified date and time will be entertained.

The Directorate of Census Operations, West Bengal, however, reserves the right to reject any or all quotations without assigning any reason thereof.

Terms and Conditions

- a) The period of quotations and the rates accepted by this office will remain valid and fixed for a period of one year from the date of acceptance of rates.
- b) The prospective bidders are required to quote their best rates inclusive of all taxes and transportation, loading/unloading and delivery charges in Annexure-I for store items (pages 1/2 to 2/2) and in Annexure- II for Stationery items (Pages 1/4 to 4/4).
- c) All tender documents and enclosures are to be signed and stamped.
- d) Purchase will be made as per this office requirement.
- e) Payment will be released on submission of bills in triplicate within one month after satisfactory supply of the items.


(P.P.Joy) 5-6-17

Deputy Director and Chairman Purchase Committee

TO

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Copy to :-

- 1.All the members of Tender Purchase Committee/Dealing Hand.
- 2.ORG website www.censusindia.gov.in/tender - Sri Prashant Kumar,DPA- A for necessary action.
- 3.Office Notice Board(Behala/Badu/Salt Lake).
- 4.JDCO(EDP),Office of the Registrar General,India,DP Division,New Delhi-110011.

Annexure -I (1/2)

Sl. No.	Name of Store Items	Specification/Brand	Unit	Rate inclusive VAT etc.	
				Rate inclusive VAT etc.	Rate Price (incl. VAT)
1	2	3	4	5	6
1	Acid Carbohc (100 ml bottle)	(100 ml bottle)	Bottle		
2	Bucket - Plastic (10 litres)	As per sample	Pc.		
3	Battery for Calculator/Wall Clock (1015)	Eveready	Pc.		
4	Battery for Fax "AAA" Battery	Eveready	Pc.		
5	Battery for Torch	Eveready	Pc.		
6	Belcha (Hand)-Plastic	VIPIN/6204	Pc.		
7	Bleaching Powder (500 gm pkt.)	Local	Pkt.		
8	Broom Stick (1 kg) pc		pc.		
9	Brush - (Toilet) Chamber Brush)	Bag Plus	pc.		
10	Busket for Waste paper	Deepak WPB (Big)	pc.		
11	Calculator (12 digit)	Citizen	pc.		
12	Calling Bell -(Mannual)	Citizen 555	pc.		
13	Capacitor for fan 250 Volt (3.15 MF)	Philips/Priya	pc.		
14	CD-R (80 MIN 700 MB) with Pouch	Moserbaer (Pro) 4X-10X	pc.		
15	CD-R Blank (80 MIN 700 MB) along with jewel box	Moserbaer (Pro) 4X-10X	pc.		
16	Choke Philips (Electronics 40 watt)	Philips	pc.		
17	Colin (500 ml) bottle	Reckitt Benckiser	pc.		
18	Cup & Plate	Laopala	6 Pcs. Set		
19	Copier Paper	A-4 Size			
20	Copier Paper	Legal Size			
21	Copier Paper	A-3 Size			
22	Door mat (24" X 18')	As per sample	Pc.		
23	Drum Plastic 60 Litre		Pc		
24	Duster (24" X 24")	As per sample	Pc		
25	DVD-R along with pouch	Moserbaer (Pro) 4X-10X	Pc.		
26	DVD-RW along with pouch	Moserbear (Pro) 4X-10X	.PC		
27.	Emergency Light (BPL)	BPL	Pc.		
28	File Folder(Plastic)A-4	KING	Pc.		
29	File Folder(Plastic)A-3	KING	Pc.		
30	Glass Table Top-4'X2' (6 mm)		Sq.ft.		
31	Harpic (650 ml) All in one	Power Plus	Bottle		
32	HUB 4 Port USB 2.0 - (E-4U 2)	Phillips	Pc.		
33	Jug -big	SONAR	Pc.		
34	Knife (Good quality) S. Steel	Prime/Dora	Pc.		
35	Key Board	TVS Gold	Pc		
36	Lock & Key- 6 liver	Link/Godrej	Pc.		
37	Lock & Key- 7 Sliver	Link/Godrej	Pc.		
38	Mouse Pad		Pc.		
39	Mouse-USB	HP	Pc.		
40	Mug (plastic)	Shruty Small	Pc.		

Signature with Date :
Name in Capital Letters)
Name of the Agency:
Tel/Fax/Email ID:
Office Seal:

Annexure - I (2/2)

41	Markin Cloth/ Packing cloth	As per sample	Mtr.		
42	Naphthaline Ball (250 gm. Pkt.)	Bengal's	Pkt.		
43	Nirma 1 kg. pkt	1 kg. pkt	Pkt.		
44	Notesheet pad-block (Stationery)	As per sample	Pc.		
45	Pen Drive -4GB/8GB/16GB		Pc.		
46	Phenyle (5 ltr. Jar)	Phytofresh	Jar		
47	Plug 3 pin (Base) 6 amp.	Anchor/Moduler	Pc.		
48	Plug 5 pin (Base) 15 amp.	Anchor/Moduler	Pc.		
49	Punch		Pc.		
50	Spike buster for PC with 5 mtrs. Wire/cable	Havels	Pc.		
51	Shalu cloth Red		Mtr.		
52	Softwire (Anti-virus) 3 user	Karpersky	Pc.		
53	Starter (Philips)	Philips	Pc.		
54	Switch (Piano types)	15 amp.	Pc.		
55	Tea Pot		Pc.		
56	Thread Ball (Jute)		Ball		
57	Thread Sutli		Ball		
58	Torch 3 Cell (Metal body)	Eveready	Pc.		
59	Towel	Chairman Gold	Pc.		
60	Towel for Officer	VIP	Pc.		
61	Tube light -4 ' (28 watt) (Philips)	Philips	Pc.		
62	Vim Powder (1 Kg. Pkt.)		Pkt.		
63	Wall Clock (Ajanta/Rewa/Orpet)	Ajanta/Rewal/Orpet	Pc.		
64	Wire Cable - 1.5mm		Pc.		
65	Big drum for storing water		Pc.		
66	White Board (2' x 3') for display of Hindi Dainik Sabda		Pc.		

I/We agree to the temrs and conditions as mentioned in the Notice Inviting Quotation No.D-15019/3/2014/Estt/ dt. issued by DCO, WB.

Signature with Date :
Name in (Capital Letters) :
Name of the Agency :
Tel/Fax/Email ID :
Office Seal:

Annexure -II(1/3)
NOTICE INVITING QUOTATION NO.D.15019/3/2014/Estt./ dated-

Sl. No.	Name of Stationery Items	Specification/Brand	Unit	Rate inclusive VAT etc.	Rate Price incl. VAT
1	2	3	4		5
1	Alpin-100gm pkt	100 gm pkt	Pkt.		
2	Bodkin		pc		
3	Belcha (Plastic) big (good quality)		pc		
4	Board Pin	100 gm pkt	Pkt.		
5	Candle(big)	6 pcs pkt.	Pkt.		
6	CD Mailer	As per sample	pc		
7	Cello Tape-1/2" Transparent	Wonder/Miracle	pc		
8	Cello Tape-1"(30 mtrs.)- Transparent	Wonder/Miracle (30 mtrs)	pc		
9	Cello Tape-2"(30 mtrs.)- Transparent	Wonder/Miracle (30 mtrs)	pc		
10	Census Pad Ordinary -24 Sheets	As per sample	pc		
11	Census Pad Special-24 Sheets	As per sample	pc		
12	Cello Tape 3" (60 Mtrs)	As per sample	Pc		
13	Chalk Pencil - white in Box		Box		
14	Cheque Security Sticker (500 pcs pkt)	(500 pcs pkt.)	Pkt.		
15	Clip for Board		pc		
16	Colour Pencil (10 pcs pkt.)	Nataraj	Pkt.		
17	Correction fluid with diluter	Kores	pc		
18	Cotton- 100 gms pkt		Pkt.		
19	Drafting Paper (good quality) 40 GSM		Ream		
20	Envelope SE-4 (printed)	As per sample	1000 pcs.		
21	Envelope SE-5(printed)	As per sample	1000 pcs.		
22	Envelope SE-6(printed)	As per sample	1000 pcs.		
23	Envelope SE-7A(printed)	As per sample	1000 pcs.		
24	Envelope SE-8A(printed)	As per sample	1000 pcs.		
25	Eraz-Ex-Pen	Faber Castell	pc		
26	Fax Roll-Mitsubishi (210 MM/30 mtrs.)	Mitsubishi-30 mtrs.	pc		
27	Feather Duster	As per sample	pc		
28	Fevi stick - super 08 gms.	SUPER	pc		
29	File Band (good quality)	As per sample	pc		
30	File Board	As per sample	pc		
31	File Cover-as per our office sample	As per sample	pc		
32	File Tray (Plastic)-18"x10"		pc		

Signature with Date
Name in (Capital Letters)
Name of the Agency:
Tel/Fax/Email ID :
Office Seal:

Annexure- II (2/3)

33	Flag Colour (For sticking file)	Jinxin (100 sheets pkt.)	Pkt.		
34	Folder-Plastic FS Size (Best Quality)	Button Type	pc		
35	Folder-Plastic A3 Size	Button Type	pc		
36	Gems clip-plastic coated (50 pcs pkt)		pc		
37	Glass- lid	(50 pcs pkt.)	doz.		
38	Glass Mat		doz.		
39	Glass Tumbler Ordinary	Ye ra	doz.		
40	Gule Stick (Spcl.)	Ye ra	pc		
41	Gum Paste big (700 ml)	Print (Office Paste)	Bottle		
42	Gum tube (50 ml)	Kores	Tube		
43	Ink violet for Rubber Stamp	500 ml. bottle	Bottle		
44	Jhul Jharan (Long)	Long Stick	pc		
45	Magnifying Glass		pc		
46	Mosquito Repellent Coil/Mortein				
47	Needle Big Size				
48	Note Sheet Pad - 100 Sheet (Blocked)		Pc.		
49	Nylon Thread 500 gm roll	500 gm. Roll			
50	Odonil (Squire Stick) 50 gms.X4	Orchid Dew	Pkt.		
51	Packing Paper (brown)	100 pcs pkt.	Pkt.		
52	Paper Cutter/Knife	Dora	Pkt.		
53	Pencil (Camlin) 10 Pcs. Pkt.	Camlin	Pkt.		
54	Pencil Lead H.B.	Nataraj/Apsara-Extra dark	Pkt.		
55	Pencil (Drawing)-coloured-10 Pcs. Pkt.	Nataraj	Pkt.		
56	Pen Ordinary (Linc Smart Gel)	Link/Smart Gel	Pc.		
57	Pen Linc Sensor	Linc Sensor/Ball Pen	Pc.		
58	Pen Linc Executive	Link Executive	Pc.		
59	Pen for Officer	Ad Gel Achiver	Pc.		
60	Pen Stand (four pen)	Morison	Pc.		
61	Pen Stand (two pen)	Morison	Pc.		
62	Pen (Sketch Pen) (Spel.)	Luxor/Camlin	Pc.		
63	Pen - CD Marker	Luxor/Fayer Castle	Pc.		
64	Pen - Marker - thick	Thick Marker	Pc.		
65	Pen for Writing on white Board		Pc.		
66	Pen - Highlighter (Spel.)	Luxor/Fayer Castle	Pc.		
67	Pen-Jotter	Jotter	Pc.		
68	Pen Stand/Holder	Morison	Pc.		
69	Phool Jharu	Good quality	Pc.		
70	Pilot Pen ink (Spel.)	Sulekha	Pc.		
71	Pin Clip Contalner	Magnetic	Pc.		
72	Pump Rubber	As per sample	Pc.		
73	Puncher (One hole)	Ma/Kangaroo	Pc.		
74	Red (Shalu cloth)	Mtr.	Mtr.		
75	Room Freshner	Premium/odoniil	Pc.		
76	Register Rulled(1/2 Qr)	As per sample	Pc.		
77	Register Rulled (1 Qr)	As per sample	Pc.		
78	Register Rulled (2 Qr)	As per sample	Pc.		

Signature with date
Name in capital letters
Name of the agency
Tel/Fax/Email ID

Annexure - II (3/3)

79	Register Rulled (5 Qr)	As per sample	Pc.	
80	Register Rulled (6 Qr)	As per sample	Pc.	
81	Refill Big Black (100 Pcs. Pkt.)	Linc/Luxer	Pc.	
82	Refill Big Blue (100 Pcs. Pkt.)	Linc/Luxer	Pc.	
83	Refill Small Black (100 Pcs. Pkt.)	Linc	Pkt.	
84	Refill Small Blue (100 Pcs. Pkt.)	Linc	Pkt.	
85	Refill Small Red (100 Pcs. Pkt.)	Linc	Pkt.	
86	Refill Big-Red (Pointed)	Linc	Pkt.	
87	Refill - Gel Black (100 Pcs. Pkt.)	Linc Ocean Gel	Pkt.	
88	Refill - Gel Blue (100 Pcs. Pkt.)	Linc Ocean Gel	Pkt.	
89	Refill - Gel Green (100 Pcs. Pkt.)	Linc Ocean Gel	Pkt.	
90	Refill Jotter (Blue)	Linc	Pc.	
91	Refill Jotter (Black)	Linc	Pc.	
92	Room Freshner	Premium		
93	Scale 12"-(Plastic)	Nataraj	Pc.	
94	Scale 12"-(Wooden)	Nataraj	Pc.	
95	Scissor (Metal) 8"	Titas brand	Pc.	
96	Shapener Pencil (Nataraj)	Nataraj	Pc.	
97	Signature Pad (9"X12")		Pc.	
98	Sketch Pen	Luxer	Pc.	
99	Soap-50 Gm	Lifebuoy	Pc.	
100	Sponge water		Pc.	
101	Stamp Pad ink 500 ml		Bottle	
102	Stamp Pad Self ink	Gripex	Pc.	
103	Stamp Pad-Big (157X96mm)	Gripex	Pc.	
104	Stapling Machine - 10 Nos.	Kangaroo No.10	Pkt.	
105	Stapling Machine - 24/6 Nos.	Kangaroo HD-45N	Pc.	
106	Stapler Pin (10 Nos.)	Max/Kangaroo	Pkt.	
107	Stapler Pin (24/6 Nos.)	Kangaroo/Nover	Bundle	
108	Sutli in Kg		Kg	
109	Table Glass 8 mm (3'X2')		Pc.	
110	Tag (Cotton)-100 pcs bunch	As per sample	Bunch	
111	Thread Jute - Ball			
112	Thread (Nylon)			
113	Tota cotton tread 400 mt. per roll	HP Thread		
114	Tube Light (2'-0")	Philips	Pc	
115	Vim Powder (1 Kg. Pkt)	KG		
116	Waste Paper Basket	As per sample	Pc.	
117	Wiper with sponge duster - Metal handle	As per sample	Pc.	
118	Wiper with rubber - Metal handle (2'-0")	As per sample	Pc.	
119	Wiper with Duster - Metal handle	As per sample	Pkt.	
119	Wrapping paper - 100 sheets Pkts.	100 sheets Pkt.	Pkt.	
120	Writing Pad (6"X8") - good quality 24 sheets	As per sample	Pc.	
121	Writing Pad (8"X10") - good quality 24 sheets	As per sample	Pc.	

Signature with date
Name in capital letters
Name of the Agency
Tel/Fax/Email ID