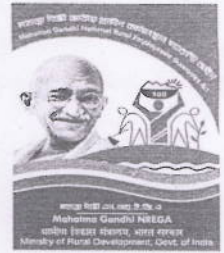




**GOVT. OF WEST BENGAL**  
**OFFICE OF THE D.P.C.(MGNREGS)**  
**&**  
**DISTRICT MAGISTRATE, JALPAIGURI**  
**(MGNREGS CELL AT ROOM NO- 05, 2<sup>nd</sup> FLOOR**  
**COLLECTORATE BUILDING, JALPAIGURI)**

(E-mail: [nrega.jal@gmail.com](mailto:nrega.jal@gmail.com); website: [www.nregajalpaiguri.com](http://www.nregajalpaiguri.com))

Phone : (03561)224826 Fax : (03561)222334 \* Help Line: 1800-345-3215 (Toll Free)



Memo No. 1953/III/03 / MGNREGS

Date:- 16-11-2016

**NOTICE INVITING QUOTATION – 04/STATIONERY/ MGNREGA / 2016-17.**

Rate quotations are hereby invited from bonafied suppliers for supply of different stationary items as per detailed list attached.

- 1) Offer will have to be dropped in sealed envelope in the earmarked box kept at the MGNREGA Cell, Room No. 05, 2<sup>nd</sup> Floor, DM Office, Jalpaiguri.
- 2) Offer must be submitted under office seal and signature of the authorised representative of the firm. Last date of submitting offer is **25/11/2016 up to 2:00 PM.**
- 3) The box will be opened on same date at 3:00 PM .The quotationers or their authorised representative may remain present during opening at the above mentioned date, time & venue.
- 4) The unit price quoted against each item falling under each group must be written or typed neatly. Corrections, if any should be properly authenticated. Comparative rate analysis will be made item-wise and then group-wise.
- 5) All the participant firms must have Permanent Income Tax, Sales Tax / VAT number / registrations and necessary documentary evidence in support of that will have to be submitted along with the offer.
- 6) The quoted rates should be inclusive of all duties, taxes and other levies.
- 7) The quoted rates shall remain valid up to one year from the date of agreement.
- 8) Incomplete offer will be rejected.
- 9) The lowest rate offered item wise falling under one group will be totalled together. The offer quoting the lowest rate in one group will be selected for supplying all the items falling under that group.
- 10) Payment will be made after full receipt of the supplied materials in good condition at this office in respect of each individual order which will be mostly on monthly basis.
- 11) This quotation procedure may be cancelled at any stage without assigning any reason thereof.

  
16/11/16

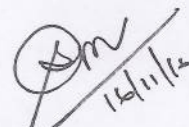
**District Nodal Officer**  
MGNREGS Cell  
Jalpaiguri.

Date- 16-11-16

Memo No. 1953/1(s)/III/03 / MGNREGS

Copy forwarded for information & for wide circulation to:

- ✓ 1. The DIO, NIC, Jalpaiguri with a request to upload the same in the District website.
2. The Secretary, Zilla Parishad, Jalpaiguri.
3. The CA to ADPC, MGNREGS & ADM, Jalpaiguri.
4. Office notice board.
5. The Programme Assistant, MGNREGS Cell, Jalpaiguri.

  
16/11/16

**District Nodal Officer**  
MGNREGS Cell  
Jalpaiguri.

**NOTICE INVITING QUOTATION – 04/STATIONERY/ MGNREGA / 2016-17**

**LIST OF STATIONERY ITEMS**

**Group-A**

SL No	Name of the Articles	Brand Name	Required Quality	Price Quoted inclusive of all taxes
1	Xerox Paper A4	Copy Power	40 Ream	
2	Stationery Stock Register	Oxford	04 Piece	
3	Cover File (Four Folded)	Oxford	05 Dozen	

**Group-B**

SL No	Name of the Articles	Brand Name	Unit	Price Quoted inclusive of all taxes
1	Laser Cartridge (12 A)	HP	04 Piece	
2	Laser Cartridge (88 A)	HP	04 Piece	
3	HP CB540A Clolor Laser Jet	HP	One Piece	
4	HP CB541A Clolor Laser Jet	HP	One Piece	
5	HP CB542A Clolor Laser Jet	HP	One Piece	
6	HP CB543A Clolor Laser Jet	HP	One Piece	
7	Drum Cartidge for Xerox Work Centre-5330	Xerox	02 Piece	
8	Tonner Cartidge for Xerox Work Centre-5330	Xerox	02 Piece	

  
16/11/16

District Nodal Officer  
MGNREGS Cell  
Jalpaiguri.