

**"ANANDADHARA DISTRICT OFFICE"**  
WEST BENGAL STATE RURAL LIVELIHOOD MISSION (WBSRLM)  
DISTRICT MISSION MANAGEMENT UNIT  
DISTRICT RURAL DEVELOPMENT CELL  
COOCH BEHAR ZILLA PARISHAD::COOCHBEHAR

Tel. No: 03582-222478, Fax-03582-229897. Email: pddrdc-cbr@nic.in/pddrdccbr@gmail.com

No. DRDC/COB/06/2020/1-50

Date: 06.07.2020

**QUOTATION**

Sealed quotation are hereby invited from the intending and bonafide suppliers for the supply of **Stationary goods** (Copy enclosed, **Annexure-A**) for the office of D.R.D Cell / DMMU, Cooch Behar for the financial year 2020-21 (July 2020 to March 2021).

Interested Agency/suppliers may submit their sealed rates mentioned separately (including all Taxes) on any working day within 2:00 p.m through speed post or By hand in the drop Box which will be kept in the office of the undersigned.

The last date of receiving the quotation is on 21/07/2020 (2:00 p.m). The quotations will be opened at 03.00 p.m on that day.

The Department reserves the right to accept or reject any quotations without standing the reason whatsoever and the quotations will be kept at the custody of the undersigned.

Intending agency should submit Trade License, the latest IT Return, PAN, GST registration Certificate, and credentials of having performed similar type of works.

**TERMS & CONDITIONS**

- 1) Once rate is accepted there is shall not be any change in the rate through the year 2020-21.
- 2) Supply should be made within (10 days) of requisition.
- 3) There shall be no compromise on the quality specified or approved,
- 4) The undersigned reserve the right to return any item not found as per specifications.
- 5) Taxes & duties contract prises are all inclusive i.e including all Taxes, duties local levies/ Transportation/ Loading/Unloading Break up of GST shall be indicated by the seller while rising invoice/while submitting the /invoice seller shall undertake that the Goods and service Tax(GST)
- 6) Resolution of disputes: The provision dispute Regulation between buyer and seller as given in the GTC shall be applicable here.

No. DRDC/COB/2020/026(7)/1-50

Additional District Mission Director, DMMU &  
Project Director, D.R.D. Cell, Cooch Behar Z.P

Date: 6/7/20

Copy forwarded for information & request for wide publicity to:

- 1) The District Magistrate and District Mission Director, Cooch Behar.
- 2) The Additional Executive Officer, Cooch Behar Zilla Parishad
- 3) The Sub-Divisional Officer, Sadar, Cooch Behar
- 4) District Informatics Officer, Cooch Behar with a request to upload the notice at District Web Portal.
- 5) The Chairman, Cooch Behar Municipality
- 6) Office Notice Board
- 7) Office copy.

Additional District Mission Director, DMMU &  
Project Director, D.R.D. Cell, Cooch Behar Z.P

06/07/20

**List Of Stationary Item**

**Annexure- 'A'**

1	A-4 Size century Star paper	Rate/per Ream	
2	Acid 500 MI Bottle	Rate/per Nos	
3	All Out Refill	Rate/per Nos	
4	All Out Machine	Rate/per Nos	
5	Alpin Packet	Rate/per Nos	
6	Battery (9v) sound system speaker	Rate/per Nos	
7	Arch File	Rate/per No.	
8	Battery(Big) Torch	Rate/per No.	
9	Battery(Pencil) Remot	Rate/per No.	
10	Battery(Small)Clock	Rate/per No.	
11	Bedsheet Double	Rate/per No.	
12	Bedsheet Single	Rate/per No.	
13	Clip Board	Rate/per No.	
14	Blanket Double	Rate/per No.	
15	Blanket Single	Rate/per No.	
16	Bleaching Powder	Rate/per Kg	
17	Blinds (Curtain)	Rate/per Sq mt	
18	Bodkin	Rate/per No.	
19	Broom Nariyal	Rate/per kg.	
20	Broom Phool(Dozen)	Rate/per No.	
21	Calculator Casio 12 Digit	Rate/per No.	
22	Calculator Casio Pocket Size	Rate/per No.	
23	Candle (10 Sticks Packet)	Rate/per No.	
24	Caps (With out printing)	Rate/per No.	
25	Cello Tap (Big)	Rate/per No.	
26	Cello Tap (Small))	Rate/per No.	
27	Coffee Cup	Rate/per No.	
28	Colin (Big )	Rate/per No.	
29	Colin (Small)	Rate/per No.	
30	Correction Fluid	Rate/per No.	
31	Cup	Rate/per No.	
32	Cup set (6Pc)	Rate/per No.	
33	Curtain Holder	Rate/per No.	
34	Dak Dispatch Register	Rate/per No.	
35	Peon Book	Rate/per No.	
36	Dak Received Register	Rate/per No.	
37	Dendrite	Rate/per No.	

38	Handwash 200ml	Rate/per No.	
39	Lock 6 Lever, 7 Godrej	Rate/per No.	
40	Lock 8 Lever Godrej	Rate/per No.	
41	Marker Pen	Rate/per No.	
42	Marker Pen Cd	Rate/per No.	
43	Matress (Branded) 3 1/2 * 6 1/2	Rate/per No.	
44	Matress Local Made 3 1/2 * 6 1/2	Rate/per No.	
45	Mop	Rate/per No.	
46	My Clear Bag	Rate/per No.	
47	Naphthalene Ball	Rate/per No.	
48	Note Pad	Rate/per No.	
49	Nylon Rope	Rate/per Kg	
50	Odonil	Rate/per No.	
51	Ball pen	Rate/per No.	
52	Paper Cutter	Rate/per No.	
53	Paper Weight	Rate/per No.	
54	Pen Cello Pointec Gel	Rate/per No.	
55	Pen Pilot (0.7m Tip)	Rate/per No.	
56	Pen Pilot V 7RT(0.5m Tip)	Rate/per No.	
57	Pen Stand	Rate/per No.	
58	Pencil	Rate/per No.	
59	Pencil Reporter(Branded) White	Rate/per No.	
60	Phenyl 450ml (branded)Black	Rate/per No.	
61	Phenyl 450ml (branded)	Rate/per No.	
62	pillow	Rate/per No.	
63	Pillow Cover	Rate/per No.	
64	Plastic Bucket	Rate/per No.	
65	Plastic Mug	Rate/per No.	
66	Polymer Stamp	Rate/per No.	
67	Polymer Stamp Self Ink	Rate/per No.	
68	Punch Machine Double	Rate/per No.	
69	Punch machine Single	Rate/per No.	
70	Room Freshner	Rate/per No.	
71	Rope Jute	Rate/per Kg	
72	Rubber Bands Large	Rate/per No.	
73	Rubber Bands Small	Rate/per No.	
74	Rulled Register	Rate/per Quire	
75	Safety Match Box Big	Rate/per No.	
76	Desk Calendar	Rate/per No.	

77	Dairy Meadium Quality	Rate/per No.	
78	Dairy Executive	Rate/per No.	
79	Dairy Good Quality	Rate/per No.	
80	Door Mat	Rate/per No.	
81	Dustbin (Plastic)	Rate/per No.	
82	Duster	Rate/per No.	
83	Envelope 10*4	Rate/per No.	
84	Envelope 10*5	Rate/per No.	
85	Parcel Size Envelope (Big size)	Rate/per No.	
86	Executive Bond paper	Rate/per No.	
87	Exercise book (25 pages)	Rate/per No.	
88	Exercise book (50 pages)	Rate/per No.	
89	Fc Paper Rulled	Rate/per Ream	
90	Fc Paper White	Rate/per Ream	
91	Fevicol	Rate/per No.	
92	Fevistick	Rate/per No.	
93	File Board	Rate/per No.	
94	Channel Fle	Rate/per No.	
95	File Cover	Rate/per No.	
96	File Four Folder	Rate/per No.	
97	Flap	Rate/per No.	
98	Gel Pen	Rate/per No.	
99	Gems Clip (Plastic) Box	Rate/per No.	
100	Gems Clip (Steel) Box	Rate/per No.	
101	Glass	Rate/per No.	
102	Water Glass (Borosil)	Rate/per No.	
103	Gum-700ml	Rate/per No.	
104	GumTube -30ml	Rate/per No.	
105	Harpic 500 ml	Rate/bottle	
106	Harpic700 ml	Rate/per No.	
107	Harpic 5 Ltr jar	Rate/per No.	
108	Highlighter Pen	Rate/per No.	
109	Hit Spray Black	Rate/per No.	
110	Ink Stamp Pad	Rate/per No.	
111	Knife (small size)	Rate/per No.	
112	Legal Paper	Rate/per Ream	
113	Safety Pin	Rate/per No.	
114	Scale (Plastic)	Rate/per No.	
115	Scissor Big	Rate/per No.	

116	Scissor Small	Rate/per No.	
117	Sealing Wax	Rate/per No.	
118	Sharpener	Rate/per No.	
119	Soap Case	Rate/per No.	
120	Stapler No. 10	Rate/per No.	
121	Stapler No. 24	Rate/per No.	
122	Surf (1kg)	Rate/per Kg	
123	Surf (500gm)	Rate/per No.	
124	Table Cloth	Rate/per mt	
125	Table Glass (Per Sq Ft)	Rate/per No.	
126	Tag bundle	Rate/per No.	
127	Thread Ball	Rate/per No.	
128	Tissue Paper Box	Rate/per No.	
129	Tissue Paper Packet	Rate/per No.	
130	Tissue Paper Roll	Rate/per No.	
131	Toilet Brush	Rate/per No.	
132	Towel Big	Rate/per No.	
133	Towel Small	Rate/per No.	
134	Tray Plastic	Rate/per No.	
135	Wall Clock	Rate/per No.	
136	Water Bottles Plastic	Rate/per No.	
137	Water Jug	Rate/per No.	
138	White Board	Rate/per Sq Ft	
139	White Board Duster	Rate/per No.	
140	White Board Marker Pen	Rate/per No.	
141	White Board Stand	Rate/per No.	
142	Register Khata 6no	Rate/per No.	
143	Register Khata 8 no	Rate/per No.	
144	Register Khata 10no	Rate/per No.	
145	Lizol (Big)	Rate/per No.	
146	Handsanitizer (Lifeboy)	Rate/per No.	
147	Handsanitizer (Detrol)	Rate/per No.	

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