

## TENDER NOTICE

The Criminal Investigation Department, West Bengal, Bhabani Bhaban, Alipore, Kolkata – 700027 invites sealed Tenders from reputed firms for purchase of yearly office stationery articles for Forms Section of CID, West Bengal.

### **1. SPECIFICATION OF ITEMS:-**

Miscellaneous office stationery articles for FORMS SECTION of CID, West Bengal.

(Detailed List may be collected by the bidders from website of CID, West Bengal).

### **2. SCHEDULE:-**

- A. Closing Date: 7 (Seven) days after publications of the tender in newspaper, Time: 14:00 hrs.
- B. Closing Date: 7 (Seven) days after publications of the tender in newspaper, Time: 14:00 hrs.

### **3. SUBMISSION OF BID:-**

- I. The bidders may remain present at the time of opening of tenders.
- II. Prices quoted, shall be including all taxes & **should not exceed MRP**. The quotations should be submitted in envelopes duly sealed and properly superscribed with name and address of the firms and "Tender No. 02/2018-19/CID/WB and Tenders from reputed firms for purchase of miscellaneous office stationery items". It must be addressed to the ADG, CID, West Bengal Bhabani Bhaban, Alipore, Kolkata – 700027. It must be sent to this office on or before the closing time for submission of tenders. In case the quotations are received without sealed cover, the tender will be liable to be cancelled. No change in quotations are received without sealed cover, the tender will be liable to be cancelled. No change in quotations will be accepted after receipt of the same in this office. If any firm is found on enquiry as black listed, the tender will be cancelled.

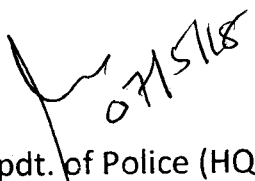
### **4. EARNEST MONEY:-**

Earnest money amounting Rs. 2000/- shall be deposited through Bank draft in favour of ADG, CID, West Bengal and should be enclosed with the tender papers in a separate envelope.

5. **DOCUMENTS:-**

All bidders shall submit along with their tender documents the following:-

- a) Covering letter on the letterhead of the firm clearly indexing the enclosures.
  - b) Original Tender documents duly stamped and signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
  - c) Income Tax returns, PAN Card and duly attested copies of Trade License and other relevant licenses which may be necessary towards making such works.
6. The Head of the Department, CID, West Bengal reserves the right to reject any or all tenders without assigning any reason thereof.
7. Further details may be obtained from this office on any working day, during office hours from the ADG, CID, West Bengal, Bhabani Bhaban, Alipore, Kolkata – 700027 on written request furnished by the firms on the letterhead of the contractors.

  
Spl. Supdt. of Police (HQ )  
CID, West Bengal

Following stationery articles are required as indent for the financial year 2018 - 2019

Sl. No.	Description	Item Details
1	DFC Paper 17x27	500 sheet per ream
2	Duplicating Paper	500 sheet per ream (Diplomat)
3	Carbon (Small)	Kores 100 ps per ream
4	Carbon (Big)	Kores 100 ps per ream
5	Wooden Pencil	HB (Domes)
6	Pencil Sharpner	As per sample
7	Rubber	As per sample (Apsara)
8	Al Pin	80 gm per pkt (King Pins)
9	Synthetic Gum	50 ml tube Fevi gum
10	Jems Clip	20 gm per pkt (Zorex)
11	File Cover with logo	As per sample
12	Spl. File Cover (Four Fold)	As per sample (With Logo)
13	File Flap	As per sample
14	Envelope Brown (Small) 11"x5"	As per sample
15	Envelope White (Small) 10"x4 1/2 "	As per sample
16	Envelope Cloth 12"x6"	As per sample
17	Envelope Cloth (Small) 25"x 20"	As per sample
18	Envelope Cloth (Big) 40' x30"	As per sample
19	Envelope Cloth 14"x 10"	As per sample
20	Note Sheet Pad	100 pgs per pad as per sample
21	Thread Ball 50gm	As per sample
22	Waste paper Basket (12 'x8")	As per sample
23	Plastic Scale (Student Brand)	1 ft.
24	Candle (Medium)	As per sample
25	Stapler Machine 24 /6 (Big) (Kangaroo)	As per sample
26	Stapler Machine No. 10 (Small)(Kangaroo)	As per sample
27	Stapler Pin (Big) 24/6 (Kores)	As per sample
28	Stapler Pin (Small) No. 10 (Kores)	As per sample
29	Punching Machine (Kangaroo)	As per sample
30	Scissor (Best)	Plastic Coated Legal Germany
31	Knife (Best)	Hen Stainless Steel Medium Germany 5 kbp
32	Phorna	As per sample (Kin)
33	Stamp Pad	Violet Colour with Ink (Faber Castle) 88 x 54
34	Stamp Pad Ink (60 ml) (Blue)	As per sample (Faber Castle)
35	Binding Register (White, 8 Quire) With Logo	800 pages per register with page number

**Following stationery articles are required as indent for the financial year 2018 - 2019**

36	Binding Register (White) (6 Quire)With Logo	600 pages per register with page number
37	Binding Register (White)(4 Quire)With Logo	400 pages per register with page number
38	Binding Register (White)(2 Quire)With Logo	200 pages per register with page number
39	Binding Register (White)(1 Quire)With Logo	100 pages per register with page number
40	Binding Register (Rule) (2 Quire)With Logo	200 pages per register with page number
41	Liver Arch File	Raymond as per sample with logo
42	Paper Weight (Square with plastic cover)	As per sample
43	Official Pad with logo	As per sample 16x13 cms
44	Magnetic Pin Cushion	As per sample
45	Sealing Wax	As per sample (National Round)
46	Cotton Tag 9" (Ma Kali Brand)	As per sample (Kolkata. Regd : S.S.I )
47	Signature Pad	As per sample 12 x 07 inches
48	Celotape	As per sample (2 inches)
49	Celotape	As per sample (1/2 inch)

Submitted  
 By *[Signature]*  
 V.D. Asstt. CA  
 on 4/5/18