



## COOCHBEHAR KRISHI VIGYAN KENDRA

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI- 736165

COOCHBEHAR, WEST BENGAL

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**Dr. Bikash Roy**  
**Senior Scientist & Head**

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Ref No. KVK/COB/2020-2021/379

Date:23/02/2021

### NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from the bonafied firms/supplier/dealers/Co-operatives for rate contract for supply of Office Stationery Items to be supplied to Cooch Behar Krishi Vigyan Kendra at Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar round the year as and when required basis.

#### **Terms and Conditions:**

1. Quotation document to be submitted in the receiving section of the Office of the Coochbehar Krishi Vigyan Kendra, UBKV, Pundibari, Cooch Behar.
2. The proposals must be submitted with a forwarding letter on his/her own official letter pad mentioning NIQ reference number & date in a single sealed envelope containing the followings:
  - a) Financial Proposal as per format given in the Annexure –I.
  - b) Self-attested photocopy of valid Trade License, PAN, GST Registration, IT return of last 2yrs. and the relevant certificates must be submitted along with the bid.
3. The authority reserves the right to reject or accept any tender without showing any reason thereof.
4. The terms and arrangement will initially for a period of one year from the date of contact which however may be renewed/modified on every year subject to satisfactory performance of the vendor and on mutually agreed upon terms and condition.
5. Validity of the quoted rate must be for one year.

Tender Schedule:

Last date of submission of Quotation :08/03/2021, 4 p.m

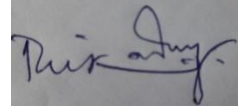
Opening date of Technical Bids :08/03/2021, 5 p.m

Sd/-  
Senior Scientist & Head

Ref. No.KVK/COB/2020-21/379, date-23/02/2021

Copy for information to:

1. Register office, UBKV, Pundibari, Coochbehar
2. Coochbehar KVK Notice board
3. BDO office,PundibariCoochbehar
4. Panchayet Samity Coochbehar II office,PundibariCoochbehar
5. Office copy



Senior Scientist & Head

## Annexure -I

Bidder Name.....date.....

| Sl/No | Stationery Items                         | Units       | Rate(Rs.) |
|-------|--|-------------|-----------|
| 1     | Century A4 photocopy paper               | 1 Rim       |           |
| 2     | Cover file                               | 1 Pc        |           |
| 3     | Stapler Machine-H-45(Kangaroo),HD-45     | 1 Pc        |           |
| 4     | Stapler Machine 10D Kangaroo             | 1 Pc        |           |
| 5     | Stapler Pin 24/6 Kangaroo                | 1 box       |           |
| 6     | Stapler pin 10D Kangaroo                 | 1 box       |           |
| 7     | Gems clip                                | 1 pkt       |           |
| 8     | Cloth Duster                             | 1 Pc        |           |
| 9     | Board Duster                             | 1 Pc        |           |
| 10    | Permanent Marker                         | 1 Pc        |           |
| 11    | Alpine                                   | 1 pkt       |           |
| 12    | Rubber Band                              | 1 pkt(1 kg) |           |
| 13    | Stick File                               | 1 Pc        |           |
| 14    | Poly Packet                              | 1 Kg        |           |
| 15    | Leaf File A4 Size(10 packets/20 Packets) | 1 Pc        |           |
| 16    | Leaf File FS Size(10 packets/20 packets) | 1 pc        |           |
| 17    | Pen Stand                                | 1 pc        |           |
| 18    | White board marker(Reynolds)             | 1 pc        |           |
| 19    | Chalk                                    | 1 pkt       |           |
| 20    | A4 size laminated envelope               | 1 pc        |           |
| 21    | 11/4 size laminated envelope             | 1pc         |           |
| 22    | Gum(Camel) 150ml                         | 1 bottle    |           |
| 23    | Gum (other)                              | 1 bottle    |           |
| 24    | Fevi stick                               | 1 pc        |           |
| 25    | CD RW(Moser bear)                        | 1 pc        |           |
| 26    | DVD RW(Moser bear)                       | 1 Pc        |           |
| 27    | Pencil(apsara)                           | 1 pkt       |           |
| 28    | White board marker                       | 1 Pc        |           |
| 29    | 2" Cello Tape                            | 1 pc        |           |
| 30    | 1" Cello Tape                            | 1 pc        |           |
| 31    | Scissors medium Size (Munix)             | 1 pc        |           |
| 32    | Clip File A4 Size                        | 1 pc        |           |
| 33    | Clip file FS Size                        | 1 pc        |           |
| 34    | Stamp Pad (Faber Castle)                 | 1 pc        |           |
| 35    | Single Hole Puncture Machine             | 1 pc        |           |
| 36    | Double Hole Puncture Machine             | 1 Pc        |           |
| 37    | Highlighter (Faber castle)               | 1 pc        |           |
| 38    | White board duster                       | 1 pc        |           |
| 39    | Scale Plastic                            | 1 pc        |           |
| 40    | Scale Steel                              | 1 pc        |           |
| 41    | Arch File                                | 1 pc        |           |

|    |  |         |  |
|----|--|---------|--|
| 42 | Pen Black ink                                      | 1pkt    |  |
| 43 | Pen Blue ink                                       | 1pkt    |  |
| 44 | Pen Red ink  | 1pkt    |  |
| 45 | Eraser liquid                                      | 1 pc    |  |
| 46 | Harpic (1lt )                                      | 1 dozen |  |
| 47 | Lysol (1lt)  | 1 dozen |  |
| 48 | Phenyl (1lt) (Bengal Chemical)                     | 1 dozen |  |
| 49 | Naphthalene (Bengal Chemical)                      | 1 kg    |  |
| 50 | Liquid handwash soap (Dettol/Lifebuoy) 500ml pouch | 1 dozen |  |

Date-  
Place-

Signature with seal and date