



# COOCHBEHAR KRISHI VIGYAN KENDRA

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI- 736165

COOCHBEHAR, WEST BENGAL

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Ref No. KVK/COB/2022-2023/ 584

Date: 01/12/2022

## NOTICE INVITING TENDER

Sealed tenders are hereby invited from the bonafied firms/supplier/dealers/Co-operatives for rate contact 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. Tender 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 NIT 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 tender :15/12/2022, 4 p.m

Opening date of Technical Bids :16/12/2022, 2 p.m

Sd/-  
Senior Scientist & Head

Ref. No. KVK/COB/2022-23/ , date-01/12/2022

### **Copy for information to:**

1. ADA Office, Pundibari, Coochbehar
2. Coochbehar KVK Notice Board
3. BDO Office, Pundibari Coochbehar
4. SBI, Pundibari Coochbehar
5. Office copy

  
Senior Scientist & Head

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Cooch Behar Krishi Vigyan Kendra  
Uttar Banga Krishi Viswavidyalaya  
Pundibari, Cooch Behar-736165

## Annexure -I

Bidder Name.....

Sl/No	Stationery Items	Units	Rate(Rs.) with out GST
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	

Signature with seal and date

Date-  
Place-