



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
DISTRICT CHILD PROTECTION UNIT, ALIPURDUAR

"DOOARS KANYA" – Integrated Administrative Building
Po – Alipurduar Court, Dist – Alipurduar, Pin – 736122
Email Id: - dmapd.dcpu@gmail.com

Memo no. 4408/XXIV-DCPU/IX/16/02/22-23

Date: 01.02.2023

Notice Inviting Item Wise Quotation/Tender

Quotations are invited from the competent supplier for the items noted as -

Sl. No.	Items	Specification	Brand	Rate per rim / per small box / per dozen / per pcs
1.	A4 Size (21.0 X 29.7 cm) Paper	Per Rim with 75GSM with 500 paper sheets	Good Quality	
2.	Two fold file with Back Board	<ul style="list-style-type: none">Two fold file shall be Thick cardboard Office Cover File with customized print on front side.Back Board shall be Hard Back Board with cloth strip & Spiral Binding Rope.	Good Quality	
3.	Cloth Duster	Cotton Glass Cleaning White Duster, Wet and Dry Cotton Cleaning Cloth, Table Duster (Beige, White, 15x15 inch)	Good Quality	
4.	Dak Pad	Dak pad (26.50cm x 37.00cm)	Good Quality	
5.	Envelop	Size 10X4.5 inch, White Letter Size Envelopes Ideal For Office Use	Good Quality	
6.	Envelop	Size 10X4.5 inch, Brown Letter Size Envelopes Ideal For Office Use	Good Quality	
7.	Envelop	Size 10X4.5 inch, Brown Letter Size Laminated Envelopes Ideal For Office Use	Good Quality	
8.	A4 Size Envelop	A4 Size Polynet Clothline Envelope	Good Quality	
9.	A4 Size Envelop	A4 Size Brown Laminated Envelope	Good Quality	
10.	Paper cutting knife	Heavy Duty 18mm Paper Cutter Utility Knife Retractable, Cutter for craft, Compact For Carving and Paper.	Good Quality	
11.	Plastic Scale	Transparent Virgin Plastic. Smooth & round edges resists chipping. Centre grip for better handling. Special mm markings for better accuracy. Bold Markings for accurate measurements	Good Quality	
12.	Bleaching Powder	For Cleaning Urinal ad Toilet	Good Quality	

The Interested agencies should attach the following documents along with the rate in the sealed envelope with the heading "Quotation, No. 4408/XXIV-DEPU/IX/16/02/22-23 dt. 01.02.2023" (in capital letter) addressed to the District Magistrate and Collector, Alipurduar:

- a) Copy of Trade License.
- b) Copy of IT return of the last year.
- c) Copy of recent professional tax challan.
- d) Copy of GST Registration Certificate.

The sealed "Quotation" should have to be dropped in the Box kept at the District Child Protection Unit, Room No. 114, Dooars Kanya – Integrated Administrative Building, Alipurduar by 03:00pm on 10.02.2023, no quotation will be received by post or by hand and the same may open on same day at 03:30pm. The authority reserves the exclusive right to accept or reject any or all tenders without assigning any reason thereof.



District Social Welfare Officer
Alipurduar

Memo no. 4408/1(8)/XXIV-DEPU/IX/16/02/22-23

Date: 01.02.2023

Copy forwarded for information and wide circulation to:

1. The Additional District Magistrate (General), Alipurduar.
2. The Additional District Magistrate and AEO, Zilla Parisad, Alipurduar.
3. The Sub-Divisional Officer, Alipurduar.
4. The Block Development Officer, Alipurduar – I / Alipurduar – II / Falakata / Kalchini / Kumargram / Madarihat – Birpara Development Block.
5. The DIO, NIC, Alipurduar with request to upload this to the District Website.
6. PA to the District Magistrate, Alipurduar.
7. PA to the Additional District Magistrate, Social Welfare, Alipurduar.
8. Office file.



District Social Welfare Officer
Alipurduar