

**Government of India / Ministry of Home Affairs
Directorate of Census Operations, West Bengal
20,B Abdul Hamid Street, 10th Floor, Kolkata- 700 069.**

TENDER NOTICE NO. D. 15019/1/2010/Estt./3791

Dated: 03.02.2010

TERMS AND CONDITIONS FOR THE PURCHASE OF STATIONERY ARTICLES

1. Sealed Tenders are invited from the Government Agencies/Reputed Registered Firms / Authorised Suppliers with the tax payment, registration documents and photographs of the bidders.
2. The following Stationery articles are to be supplied:

1. Ball Point Pen (not gel pen)	4,06,000 Pcs.
2. Pencil	4,06,000 Pcs.
3. Eraser	4,06,000 Pcs.
4. Sharpner	2,22,000 Pcs.
5. Coloured Chalk (in Box)	1,85,000 Boxes
6. Ink Pad	1,85,000 Boxes
7. Small Marker Pen	2,22,000 Pcs.
8. Plastic Coated Gems Clip	37,000 Pcs.

Approximate quantity may marginally vary.
3. Each and every stationery items must be of good quality and of reputed brand. Sample of the each item must be submitted at the time of submission of the quotation.
4. 03(Three) percent of the Earnest Money on the quoted amount is to be deposited in the form of Demand Draft/Pay Order drawn in favour of the Director of Census Operations, West Bengal.
5. Tender should be submitted latest up to 17.02.2010 at 3 P.M.
6. The said Tender will be opened on the same day i.e 17.02.2010 at 4 P.M in presence of the representative of the firms.
7. The successful bidders should supply the items in full within 7(seven)days from the date issue of the supply order failing which Director of Census Operations, West Bengal may cancel the work order and reserves the right to forfeit Performance Security deposit.
8. To ensure the performance of contract, Performance Security is to be obtained from the successful bidder awarded this contract. Performance Security will be obtained from every successful bidder irrespective of registration status etc. Performance security will be an amount of 5% of the value of the contract/price of the items for which order will be placed. Performance Security should be furnished in the form of Account Payee Demand Draft in favour of the Director of Census Operations, West Bengal, Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank in favour of the Directorate of Census Operations is also acceptable for safe guarding the purchase in all respect. Performance Security will remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the suppliers. Bid security (EMD) will be refunded to the successful bidder on receipt of Performance Security.
9. Payment for supplies will be released only after supplies made and production of chalan in original duly certified by the competent authority regarding quality and quantity of article supplied.
10. Incomplete offer(s) not conforming to Tender enquiry requirement or with vague replies shall not be considered.
11. Director of Census Operations, West Bengal reserves the right to reject any or all quotations without assigning any reason therefore.

(Dipak Ghosh)
Director