

Asansol Durgapur Development Authority

(A Statutory Body of Government of West Bengal)

Asansol Office: Sahara Apartment, Kumarpur, G.T. Road, Asansol -713 304
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Ph no: (0343) 254-6815, 254- 6716, 254- 6889; Fax: (0343) 254-6665, 254- 5793

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adda.asl@gmail.com, adda.dgpr@gmail.com

Memo No: ADDA/ASL/.....

Date:

QUOTATION

Tender/ Quotation in sealed cover are hereby invited from local supplier/ consumer co-operative society for supplying various office stationeries and materials in this office as per list enclosed with the Notice.

The suppliers will have to submit credential certificate, trade license, co-operative registration certificate (in case of co-operative society), and income tax clearance certificate along with a Bank Draft of Rs. 2,000.00 (Rupees two thousand) only as earnest money in favour of ADDA, payable at Asansol.

The sealed cover of Tender/Quotation will be dropped at the Tender Box of ADDA on or before 07.07.15 up to 2:00 PM and the said quotation will be opened as the same date at 3:30 PM in presence of intending Tender/ Quotation.

Rates should be quoted inclusive all taxes and other charges with details specification and shall be valid for one year from the date of approval, VAT/TCS will be deducted @5% in all supplied items.

The authority reserve the right to reject or accept the quotation without assigning any reasons whatsoever thereto.

Encl.: List of articles.

Sd.

Chief Executive Officer
Asansol Durgapur Development Authority

Memo No: ADDA/ASL/.....

Date:

Copy forwarded with request to display at the Notice Board to :

1. The ADM, Asansol
2. The Commissioner, Asansol Durgapur Police Commissionerate
3. The Commissioner, Asansol Municipal Corporation
4. The Commissioner, Durgapur Municipal Corporation
5. The SDO, Asansol

Chief Executive Officer
Asansol Durgapur Development Authority

Memo No: ADDA/ASL/.....

Date:

Copy forwarded with request to display at the Notice Board to :

1. The AEO, ADDA, Asansol
2. The AEO (Admn.), ADDA, Durgapur
3. The AEO (Land), ADDA, Durgapur
4. Notice Board, ADDA, Asansol/ Durgapur
- ✓ 5. The System Manager, ADDA to upload this Notice to our official Website
6. PA to Hon'ble Chairman, ADDA.

Sd.
Chief Executive Officer
Asansol Durgapur Development Authority

Sd.

ASANSOL - DURGAPUR DEVELOPMENT AUTHORITY

Quotation/tender for stationary articles, drawing materials for the period from 9th June-2015 to 8th June-2016

Sl. No.	★ Description of the Materials	Unit	Rate					Remarks
1	Ammonia Liquor - Fort	Each Bottle						
2	Arch File	Each						
3	Amonia Printing Paper Kilburn	Roll						
4	Ashtray Best Quality	Each						
5								
6	ADD GEL Pen(All Colour),PG-300	Each						
7								
8	ALL OUT LIQUID(60 NIGHTS)	Each						
9	All out machine	Each						
10	Allpin(King) 100 GM	Each Packet						
11	Board Pin Brass (Best Quality)	Box						
12								
13	Broom Coconut(Best quality)	Dozen						
14	Brass for drain Cleaning	Each						
15	Battery(Eveready) Pencil	Each						
16	Battery (Duracell) Pencil	Each						
17								
18	Brass for commode cleaning	Each						
19	Bleaching Power 500 sealed	Each Packet						
20	Box File	Each						
21	Butter Knife	Each						
22	Brush (Batch Room)	Each						
23	Brown Tape 1"	Each						
24	Brown Tape 2"	Each						
25	Bucket (Milton) 16 ltr, 18 Ltr, 20 Ltr	Each						
26								
27								
28								
29	Colour Pencil Full Size Kohinnor	Box						
30	Correcting Fluid White Korex	Each						

31	Candle (Six pices in Packet) 250 gram	Dozen						
32	Cello tape ½ "X 72 yards Tisco	Each Roll						
33	Cello tape 1"(5 MTR)	Each Roll						
34	Colour Board Pin	Box						
35	Calculator 12 Digit Scientific Casio best Quality	Each						
36	Calculator 12 Digit Scientific Orpat Best Quality	Each						
37	Calculator 12 Digit Best BISTEC Model BS 100 MS	Each						
38	Calculator Desk 12 digit Citizen	Each						
39	Calling Bell(Spring) Citizen	Each						
40	Calling Bell(Spring)	Each						
41	Carbolic Acid 100 Ml	Each Bottle						
42	Channel File	Each						
43								
44								
45	Colin Spray	Each						
46	Clear File (30 FC)	Each						
47	Click Lock & Key (2 Liver)	Each						
48	Click Lock & Key (7 Liver)	Each						
49	Clip - 1"(Iron)	Each						
50	Clip - 2"(all Colour) Plastic	Each						
51	Clip -2"(Iron)	Each						
52	Clip Binder	Each						
53								
54	Clip Board (13" X 9") Gripex	Each						
55	Cup Dish (Bonchina)	Dozen						
56	Cup Dish (Lawpola)	Dozen						
57	Dustin Polythine Big Size	Each						
58								
59	Duster (Floor) 24" X 24"	Dozen						
60	Duster (Cloth) 24" X 24"	Dozen						
61	Duster Yellow 24" X 24"	Dozen						
62	Drawing pen Rotring brand 01 to 08	Each Pkt						
63								
64								
65	Drawing Pen Rotring (BLK)	Each						
66								

67	Drawing Eraser non dust Steadler	Dozen						
68	Drawing pencil H, HB, 2B, Kohinoor	Dozen						
69	Dot Pen 0.45 fine carbore	Dozen						
70	Dot pen Add Gel Best Quality	Dozen						
71	Dot pen cello Maxwriter(F)	Dozen						
72	Dot pen Refill Add Jel	Dozen						
73	Dot Pen Refill Cell Maxriter(F)	Dozen						
74	Drawing Sheet	Each						
75	Drawing Paper 100 sheet 100 gsm 1-4 Size	Each Box						
76	Dak File Plastic with printed	Each						
77	Detol 100 ml	Each bottle						
78	Dail Dot Pen	Dozen						
79	Detergent Power (Sunlight) 1 KG.	Each Pkt.						
80	Eraser (Ink) Steadler	Each						
81	Envelope 11" X 5" manila	Hundred						
82	★ Envelop 6" X 5" printed manila	Hundred						
83	Envelope 14" X 10" ADDA printed Any Colour with Cloth pasting	Hundred						
84	Envelop with cloth pasted (10" X 12")	Hundred						
85	Envelop with cloth (12" X 16")	Hundred						
86	Envelop with cloth pasted (6" X 16")	Hundred						
87	Envelop 15" X 13" ADDA Printed Cloth pasted	Hundred						
88	Enveloped (Brown) 3" X 6"	Hundred						
89	Enveloped (Brown) 6" X 12"	Hundred						
90	Enveloped (Brown) 9" X 6"	Hundred						
91	Enveloped (Brown) 9" X 4"	Hundred						
92	Enveloped (White Brown) 5" X 12"	Hundred						
93	Enveloped (White) 3" X 6"	Hundred						
94	Enveloped (White) 9" X 12"	Hundred						
95	Enveloped (Brown) 12" X 16"	Hundred						

96	Excise Book 8 No.	Each						
97	Excise Book 6 No.	Each						
98	Engagement Pad	Each						
99	Fevi - Stick Gum	Each Tube						
100								
101	File cover Ex. Thick Best	Hundred						
102	File Cover with Clip Printed	Hundred						
103	File cover (Transparent Plastic)	Hundred						
104	File Cover (Four Folder) Heading	Hundred						
105	★ File (Two Fold)	Hundred						
106								
107	Field Book	Dozen						
108	Full Jharu Best Quality	Dozen						
109	File Cover Plastic with printing	Each						
110	Flush Cleaner	Each						
111	Fax Roll	Each						
112	Fax Cartridge HP 56	Each						
113	Four Folder File							
114	Gum Tub	Each tube						
115	Glass (Ord) Year	Dozen						
116	Glass (Spl)	Dozen						
117	Guarder Rubber 1 KG	Pkt.						
118	Guarder Nylon all colour 1 KG.	Pkt.						
119	Glass Lid best Quality	Each						
120	Galla Stick(Read 8 piece in a packet)	Each						
121	Good Knight liquid machine	Each						
123	Good Knight Liquid (60 Nights)	Each						
124	Guard File 14" X 10" 200 leaf Leather Binding	Dozen						
125	Herpic Liquid Large Size	Each						
126	Hi-Tech Pen(All Colour)	PKT.						
127	Highlighter Pen							
128	Ink Hi-Tech(All Colour)	PKT.						
129	James Clip (Ordinary) King	Box						
130	James Clip Plastic (All Colour)	Box						
131	Jhul AJharu	Each						
132								
133	Key Case -5' X4'	Each						

134	Knife with plastic Handle	Each						
135								
136								
137	Lifebuoy Soap Small Size 50 gm	Dozen						
138	Lux Soap Big Size 100 gm	Dozen						
139	Lock Novtal -7 Livers Godrej	Each						
140	Lock Novtal 5 Livers Godrej	Each						
141	Lizol	Each						
142	Lunch Plate (Bonchaina)	Dozen						
143								
144	Mortein Coil	Each						
145	Mortein Rat Killer	Each						
146	Metallic Tape 100' - 0" with meter Freeman	Each						
147	Metallic Tape 50' - 0 with meter Freeman	Each						
148	Measurement Book Eagle Best	Dozen						
149	Mercuric Acid 500	Each						
150	Mug (Plasic) 1 Lits	Each						
151								
152	Magnifying Glass (Big Size)	Each						
153	Nylon Tape 100'-0" & meter freeman	Each						
154	Note sheet pad printed 100 sheets	Each Pad						
155								
156	Naphthalene 500 g pkt	Pkt						
157	National Flag(Silk) 6" X 4"	Each						
158	Odonil Big	Each						
159	Pen Reynolds(Jotter Ball)	Each						
160								
161	Pen Stand (Fiver Body - 4 socket) Morison	Each						
162								
163	Pen Table Handle(Morison)	Each						

164	Pen Use and Throw (All colour) link	Each						
165	Pencil Wooden (Hard) HB, 2BH(Natraj)	Each Pkt						
166	Plastic Jug Wather 2 & ½ Lits/2Lit	Each						
167								
168	Plate Big Size (Bonchania)	Doz						
169	Plate Medium Size(Bonchania)	Doz						
170	Plastic Folder Printer A-4 Size	Doz						
171	Plastic Folder Printed Full Size	Doz						
172	Pin Small Size	Box						
173	Pin Cushion(ordinary)	Each						
174	Pin Cushion(Magnetic)	Each						
175								
176	Paper Weight	Each						
177								
178	Punching Machine (Mazx) Double	Each						
179	Punching Machine Single, Kangro	Each						
180	Peon Book 50 sheets in each	Each						
181	Phenol 5 Lit, Tin Scented Ben Chemical	Each Tin						
182	Phenol 5 lits, Tin B. Chemical	Each Tin						
183	Pencil Pen	Each						
184	Plastic File with clip Best Quality Printed	Each						
185	Phore	Each						
186	Pencil Lid	Each						
187	Page Maker							
188	Quartz Ajanta Wall Clock	Each						
189								
190	Room Fresher Best Quality Brand	Each						
191	Room Fresher (Lavender) Brand	Each						
192	Room Fresher(Premium)Brand	Each						
193	Rexene Bind Register 2 No.	Dozen						
194	Rexene Bind Register 4 No.	Dozen						

195	Rexene Bind Register 6 No.	Dozen						
196	Rexene Bind Register 8 No.	Dozen						
197	Rexene Bind Register 12 No.	Dozen						
198	Rexene Bind Register 13 No.	Dozen						
199	Rexene Bind Register 14 No.	Dozen						
200	Rexene Bind Register 16 No.	Dozen						
201	Rexene Bind Register 18 No.	Dozen						
202	Rexene Bind Register 20 No.	Dozen						
203	Rexene Bind Register 30 No.	Dozen						
204	Register leather Blinded 200 folios with index and numbering	Each						
205	Register leather Blinded 300 folios with index and numbering	Each						
206	Register leather Blinded 500 folios with index and numbering	Each						
207	Red Blue Pencil	Each						
208	Ruled paper 13 1/2 " X 18 1/2 " orient	Each						
209	Royal Executive Bond a-4 Size, Ex. Thick 100 GSM, Drawing purpose	Ream						
210								
211	Refill Add Gel (All Colour) PG 300	Each						
212	Refill Reyonld Jetter Ball	Each						
213	Rubber Mat for Tea Cup	Each						
214	Rubber Stamp (Facsimile)	Each						
215	Rubber stamp(per line)	Each						
216	Savlon 100 ML	Each						
217	Scissor (Medium)	Each						
218	Signature Pad (White Paper)	Each						
219	Steno Book Capital	Dozen						
220	Steno Pencil Kohinoor	Dozen						
221	Stamp Pad Large Size Gripex	Dozen						
222	Stamp Pad Small Size Gripex	Dozen						
223	Stamp Metal Rubber with changeable	Each						
224	Steel Tape 100'-00" meter Freeman	Each						
225	Steel Tape 100'-0" do	Each						

226	Stapler Machine Large Diamond Tournch	Each						
227	Stapler Machine Small Kangro Best	Each						
228								
229	Stapler Pin Large Kores	Box						
230	Stapler Pin Samll Kores	Box						
231	Scale Plastic 12" best	Dozen						
232	Scale Plastic 6" Best	Dozen						
233	Scale Plastic 18" Best	Dozen						
234	Sets Square Large Size	Set						
235	Signature Pen Luxor	Each						
236	Stamp pad Ink 700 ml	Each						
237	Steel tape 3 meters	Each						
238	Soap Case							
239	(Big Size)	Each						
240	Table Glass (5 MM)	Sft.						
241	Towel 60" X 30 " Colour (Bombay Dying)	Each						
242	Towel 60" X 30 " White (Bombay Dying)	Each						
243	Towel 17" X 27" Colour (Bombay Dying)	Each						
244	Tag(12") Best Quality	Bundle						
245	Tag(9") Best Quality	Bundle						
246	Tracing paper A-4 Size	Roll						
247	Tracing paper 85 X 90 Gateway	Roll						
248	Tracing Roll A-1	Roll						
249	Tracing Cloth - Archit Brand	Roll						
250	Thread Ball(50 GM)	Roll						
251	Torch Light 3 Cell Eveready	Each						
252	Torch Light 4 Cells Eveready	Each						
253	Torch Light 2 Cells (Brass)	Each						
254	Tea Flash (Hammer Master 1 Lit.)	Each						
255	Tea Pot 1 Lit.	Each						
256	Umbrella Full Stick (K. C. Paul)	Each						
257	Vim 1 KG Sealed pkt	Each						
258	White paper 13 ½ " X 18 ½" Orient	Ream						
259	Waster Paper Basket	Each						
260	Water sponge	Each						
261	White paper Bengal (FC)	Dozen						
262	Window Envelop (White) 6" X 12"	Dozen						
263	Xerox paper A-4	Ream						
264	Xerox paper Medium Power full size	Ream						

265	Xerox paper Legal size	Ream						
266	Xerox paper Big Power A-4	Ream						
267	Xerox paper A-4 (Modi)	Ream						
268	Xerox paper FS (Modi)	Ream						
269	Xerox paper A-03	Ream						
270	A-1 Size sheet 100 gsm	Ream						
271	A-1 size roll Paper	Roll						
272	Rotating Zeichentuche drawing Ink Black/Red (Made in Germany)	Each						
273	Log Book							

★ (Sample to be produce with Quotation, not refundable)

- Materials must be supplied as per sample/Brand, interior quality of materials will be rejected and supply of statonary materials will be automatically cancelled for that particular item and the same may be purchased from market.