

UTTAR DINAJPUR ZILLA PARISHAD
KARNAJORA: RAIGANJ
Notice Inviting Quotation

No. 1588 /UDZP

Dated 24/07/2026

Sealed quotations are invited from the bonafide agencies / suppliers for supply of items as per following specification and format (Annex-I) at **Uttar Dinajpur Zilla Parishad**. The rate will include all taxes etc. Rate should be quoted as per enclosed Specification / format (Annex-I) in their letter head.

The intending quotationers will have to apply in their letter head mentioning NIQ No. & Date with valid Valid Trade License, PT, PAN, GSTN with self attested copy for each documents in a sealed cover to submit to the **Secretary, Uttar Dinajpur Zilla Parishad** on or before 31/07/2026 up to 3.00 p.m. and thereafter it will be opened by the authority on the same date after 4.00 pm. Quotationers may remain present at the time of opening of the quotations.

The bidder will have to submit the following self-attested documents along with the Bidding application and on demand original documents will have to be placed before the authority for verification & scrutiny.

i. Valid Trade License

ii. Valid P Tax

iii. Valid Pan Card

iv. Valid GST Registration

v. Companies/Labour Co-Operative/Partnership firms/Shop/Authorised Dealer, copy of Registration/In-corporation certificate, Trade License, GST, and PAN Card must be provided.

The Tender Evaluation Committee appointed by UDZP will determine the eligibility of each bidder on the basis of the bid documents submitted by the bidder.

Bids are to remain valid for a period not less than 360 days after the last date for bid submission as specified in this NIT. The bidders shall have to furnish a declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.

The amount quoted by a bidder in its Bid shall be include of all rates, levies and taxes as applicable at the time of payment. There shall be no sum payable on any head to the successful bidder by UDZP. GST and other applicable rates and cess, will be claimed by UDZP in its bill/ invoice to the Successful Bidder and will be disbursed accordingly by the Successful Bidder

The successful bidder if fails to comply with the terms and condition stated herein as well as in the agreement will be rejected and the next bidder will be offered the contract on preferential basis.

Joint Ventures will be allowed as per the "MEMORANDUM" vide No. 311-W(C)IM-132/15 dated. 28.03.2018.

There shall be no provision of Arbitration.

No payment shall be made in advance.

Lowest bidder will supply the items within 03 (three) days.

Payment will be made as per availability of fund.

The Tender Selection Committee, Uttar Dinajpur Zilla Parishad reserves the right to accept or reject or cancel any or all prequalification documents without assigning any reasons whatsoever and not bound to accept the lowest rate without assigning any reasons thereof.

One percent cess under W.B. Building and other Construction Workers (Regulation of Employments & condition of Service) Welfare cess Act, 1996 will be deducted from the bill(s).

Memo.No. 1588 1(10) /UDZP

Copy forwarded for information and necessary action:

1. The Sabhadhipati, U/Dinajpur Zilla Parishad.
2. The District Magistrate, U/Dinajpur & Executive Officer, U/Dinajpur Zilla Parishad.
3. The Sahakari Sabhadhipati, U/Dinajpur Zilla Parishad.
4. The Additional Executive Officer, U/Dinajpur Zilla Parishad.
5. The Karmadhakshya, P.K-O-P. Sthayee Samity, U/Dinajpur Zilla Parishad.
6. The Secretary, U/Dinajpur Zilla Parishad.
7. The F.C.& C.A.O, Uttar Dinajpur Zilla Parishad.
8. The Assistant Engineer, U/Dinajpur Zilla Parishad.
9. The DIA, U/Dinajpur Zilla Parishad, is directed to upload the tender documents including NIT in the official website of this Zilla Parishad (i.e. www.udzp.in)
10. Notice Board of Uttar Dinajpur Zilla Parishad.


23.07.26
District Engineer,
Uttar Dinajpur Zilla Parishad.
Dated 24/07/2026


23.07.26
District Engineer,
Uttar Dinajpur Zilla Parishad.

Annexure-I

Sl no	Item description	Brand	Unit	Rate
1	Arch file- Ordinary	kolan nine	Per Pc	
2	Battery (Eveready)-Pencil size.	Blue	Per Pc	
3	Cello Gel Pen	Cello	Each	
4	Cello Gel Refill	Cello	Each	
5	Cello Tape White -1 Inch width	Cello	Per Pc	
6	Coconut Jharu	coconut	Each	
7	Cover file (Ambassador)	Ambassador	Each	
8	Cover file with board Ambassador	Ambassador	Each	
9	Cover file with Board Ordinary	Ordinary	Each	
10	Clip Board Ordinary	Ordinary	Per Pc	
11	Clip Board Plastic	Plastic	Per Pc	
12	Colin 500 ml	colin	Per Pc	
13	Calling bell (Electric)	Electric	Per Pc	
14	Calling bell(Remote)	Remote	Per Pc	
15	Channel File, plustic	Ordinary	Per Pc	
16	Channel File, plustic (white)	Best Quality	Per Pc	
17	Dak Pad	dak pad	Each	
18	Detol Liquid Soap Pata	200 M/L Pata	Each	
19	Detol Liquid Soap Bottle	Bottle 200 M/L	Each	
20	Duster- Ordinary (Small size)	18" x 18"	Each	
21	Duster- Ordinary (Medium size)	24" x 24"	Each	
22	Envelope-12"x 6"	envelop	Per 100 pcs	
23	Ful Jharu	jharu	Each	
24	Forani	forani	Each	
25	Flag -Big	flag	Per Pc	
26	Flag-Small	flag	Per Pc	
27	Good Night Reffil	Godrej	Each	
28	Gum (Camel Brand)-700 ml bottle.	Gum .	Per Bottle	
29	GoodNight Oil	Good Night	Per Pc	
30	Good Night Machine	Godrej	Per pc	
31	Godrej Air Pocket/Fresher	Godrej	Per Pc	
32	Gel Pen	Rorito Teramay	Per Pc	
33	Gel Reffil	Dolphin	Per Pc	
34	Harpic (500 ml)	Lacket co	Each	

35	High Light Pen Ordinary	Camel	Each	
36	Hand Wash 700 MI	Detal/Lifeboy	Per Pc	
37	Hand Towel (Bombay Dying)	Bombay Dying	Per Pc	
38	Hand towel (Normal)	Normal	Per Pc	
39	Jems Clip	King Renold	Per Box	
40	Jhul Jharu Ordinary	Ordinary	Each	
41	Kham -Big	11 x 5 size	Each	
42	Kham -Medium	10 x 4.5 size	Each	
43	Lifebuoy	125 gms H.L.L	Each	
44	Lifebuoy Soap - 75 Grms	HLL	Each	
45	Lock & Key (Godrej)- 7 Lever	Godrej	Each	
46	Lock and Key (Link 7 Lever)	Link	Each	
47	Long Lever Clip Dakpad	Ordinary	Per pc	
48	Marker Pen	Camlin	Each	
49	Mug -Big	High Plast	Per Pc	
50	NoteSheet with PRINT	NOTESHEET	Per 100 pcs	
51	Phenyl -1 (one) litres jar Dolpin/Cross	Dolphin/Cross	Per Jar	
52	Phenyl -5 (five) litres jar Nimyle	Niemye	Per Jar	
53	Philips Bulb (100 Watt)	Philips	Each	
54	PIN (King brand)	King co	box	
55	Punch Machine (Single)	Kangaroo	Each	
56	Paper cup	OFF	100 Pc	
57	Pen (Use & throwh)	Agni	Per pc	
58	Register (12 No.)	Oxport/Ordinary	Each	
59	Remote Battery Everedy	Everedy	Per Pc	
60	Stamp Pad Ink Camel	50 M/L Camel	Each	
61	Stapler (Big size) Kangaru	Kangaru 55	Each	
62	Stapler (Big size) HP	HP 45	Each	
63	Stapler Pin (Big size)Max Brand	Kangaru	Per Box	
64	Stapler Pin (Small size)Max Brand	Kangaru	Per Box	
65	Scotch Brite	Aristo co	Per pc	
66	Tag	OFF	Bundle	
67	Towel (Bombay Dying)	30 x 60 OFF	Each	
69	Tube Light (Surya)	OFF	Each	
70	Timex Pen	OFF	Per Pc	

See

71	Vim Bar (500 grm)	Bati	Each	
72	Writing Pad 40 page	40 Page	Each	
73	Writing Pad 100 page	100 Page	Each	
74	Wiper Ordinary	Ordinary	Per Pc	
75	Wiper Best Quality	Best Quality	Per Pc	
76	Xerox Paper A4 (Colour) 75 GSM	Copy Power	Per Ream	
77	Xerox Paper A4 (Copy Power) 75/ GSM	Copy Power	Per Ream	
78	Stapler (Small size)	Kangaru No. 10	Each	
79	Tissue	Ordinary	Each	
80	Coconut Rope	Ordinary	Kg	
81	Coconut Broom	Ordinary	Kg	
82	Hand Wash Pouch (Lifebuoy)	Ordinary	Ltr	
83	Pitambar Powder	Ordinary	Kg	
84	Godrej Aer Pocket	Ordinary	Pc	
85	Issue Register	Ordinary	Each	
86	Receive Register	Ordinary	Each	
87	Plain Register	Ordinary	Each	
88	Room Refresher	Ordinary	Set	
89	Measurement Book	Ordinary	Each	
90	VIM Liquid Soap	Ordinary	Each	
91	Stainless Steel Scrubber	Utensils	Each	
92	LED Tube Light 20 Watt	Havells Havells	Nos	
93	White Board different size as required	Ordinary	Each	
94	White Board Duster and Pen	Ordinary	Each	

