

**OFFICE OF THE COUNCILLORS OF**  
**RAGHUNATHPUR MUNICIPALITY**

Madan Mohan Barat

P.O. – RAGHUNATHPUR, Dist.- PURULIA

Chairperson

Email: - [raghunathpur.ulb@gmail.com](mailto:raghunathpur.ulb@gmail.com)

Memo No. RM/X-24/ 154

Date- 10/07/2020

**NOTICE INVITING QUOTATION (For Stationary Articles)**

Sealed quotations are invited from reputed/bonafide suppliers having legal papers for supply of different stationary articles for official uses of Raghunathpur Municipality.

The last date for receiving quotation is 22/07/2020 upto 1.00pm

The quotation will be opened on 23/07/2020 at 12.00 noon by the Chairperson in his chamber. The participants or their authorised representatives may remain present at the time of opening bids. The authority reserves the right to accept or reject any quotation without causing any reasons thereof. The quotation is received in the following format for the following articles.

**TERMS and CONDITIONS:-**

1. Rate for each item shall be quoted on letter head as prescribed format in both words and figures. Rate must be strictly quoted in terms of unit to reduce the ambiguity of rate, for example unit specified in terms of piece should be rated in terms of piece but not in terms of boxes / any other units.
2. The price quoted in the list of the articles shall be inclusive of all charges including delivery.
3. The bidders shall sign at each page of the quotation documents and all its annexure.
4. Each bidder shall submit only one quotation.
5. The Bid is to be submitted under sealed cover subscribing on the envelope as quotation for Stationary Articles for the year 2020 vide NIQ no. RM/X-24/154 date 11.7.2020 and addressed to the Chairperson, Raghunathpur Municipality, At & PO- Raghunathpur, Dist.-Purulia, Pin-723133
6. Quotation is valid up to 31/07/2021 from the date of work order subject to extension at the direction of the Authority.
7. Earnest money of Rs.2000/- in terms of DD on Nationalised/Commercial Bank required to be submitted in favour of the Chairperson, Raghunathpur Municipality payable at Raghunathpur. The quotation without earnest money deposited will be rejected. Exemption of EMD will be allowed only to eligible organisations/societies i.e., organisations/societies producing valid documents/order in support of the exemption.
8. Procurement in phase shall be made as and when required by the office.. The supply of stationery articles shall have to be delivered within seven days from the date of issue of supply order from time to time as per specification.
9. Bill in duplicate along with receipted challan is to be furnished to the office of the Chairperson for payment. No advance payment shall be made.
10. Invoice shall be raised by the supplier only after supply of items/articles as per specification of the authority. The authority after through scrutiny shall release payment if found appropriate. In case the amount/quantity/specification etc stated in the invoice found to be inappropriate, the authority reserves the right to reject the same and release the payment accordingly.
11. The intending bidders shall furnish copies of current PAN card, Last IT Return, GST Registration certificate, P.Tax registration, Trade Licence issued by Municipality or Panchayats, Bank accounts

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- detail and Earnest Money Deposit amounting Rs.2000/- (rupee Two thousand only) shall be enclosed with the Bid. The EMD shall be released immediately to the unsuccessful Bidders.
12. Usual Tax will be deducted from payment made as per relevant Rules of Government.
  13. The Authority reserves the right to accept or reject any or all bids in full or in parts whatsoever without assigning any reason thereof.

*M. Barat*

Chairperson

Raghunathpur Municipality

Memo no. *RM/X-24/154(1(12))*

Date *11.7.2020*

Copy forwarded for information and necessary action to:

1. The Director , SUDA, ILGUS Bhavan, Salt lake, Kol-71 with a request to arrange to publish in the Departmental website
2. The District Magistrate, Purulia
3. The Joint Secretary to the Government of West Bengal, UD&MA Department, MA Branch, Salt Lake , Kolkata with a request to arrange to publish in the Departmental website
4. The Software Manager, IT Cell, SUDA, ILGUS Bhavan, KOI-71 with a request to arrange to publish in the Departmental website
5. The Sub Divisional Officer, Raghunathpur
6. The Chairperson, Purulia Municipality
7. The B.D.O. (ALL) under Raghunathpur Sub Division.
8. The District Information & Cultural Officer, Purulia
9. The Sub Divisional Information and Cultural Officer, Raghunathpur Sub Division for publication
10. District Informatic Officer, NIC, Purulia with a request to publish in the District website
11. IT Co-ordinator, Raghunathpur Municipality for publishing in the Municipality web site.
12. Office Notice Board

*M. Barat*

Chairperson

Raghunathpur Municipality

## ANNEXURE-I

Memo No.

Date

## Specification : OFFICE STATIONERIES AND OTHER CONSUMABLES

Sl. No.	Description of items	Accounting Unit	Rate per unit including GST & etc.	
			Figure	Words
1	Calculator 12 Digit	Piece		
2	cartridge 12A for HP laserjet 1020 plus	Piece		
3	Refill cartridge 12A for HP laserjet 1020 plus	Piece		
4	Cash Book(W.B. Form no.376A)	Piece		
5	Duster(Cleaning Cloth)	Piece		
6	Envelope 10"x4.5" Brown_100GSM	100 piece		
7	File ( two fold Folder file)	Dozen		
8	File(Lever Arch File polycoated) Mahabir Code FM 308	Piece		
9	File Cover File(4 Fold) Semi Coated Capacity 400 A4 pages GRSR	Dozen		
10	File Tag Bundle	bundle		
11	Gala stick 6" long_100 grams Royal Round Sealing Wax 8 sticks in a box	Box		
12	Gems clips (Metal) 50 Gram Novex	Box		
13	Gum Fevical Tube_30 Grams	Tube		
14	Gum of 150 ml in bottle Eureka	Bottle		
15	Gum Tube of 20ml	Tube		
16	Issue Register	Piece		
17	Liquid Handwash 215ml bottle	Bottle		
18	Liquid Handwash refill pack	pack		
19	Liquid Mosquito Replant machine(Goodnight)	Piece		
20	Liquid Mosquito Replant Refill(Goodnight)	Piece		
21	Office pin steel 16mm_BELL 100gm in a box	Box		
22	Padlock(5 lever) 35mm PALAM	Piece		
23	Padlock(6 lever) 35mm PALAM	Piece		
24	Padlock(8 lever) 35mm PALAM	Piece		
25	Carbon Paper_Sapphire 100 piece per box 210mmx330mm Kores	Box		
26	Paper Flap for File_4 colour paper(2" height)	pack		

27	Paper white A4 500 sheets /Ream/70GSM Bilt Image power	Ream		
28	Paper white A3 500 sheets /Ream/67 GSM Bilt Image power	Ream		
29	Paper white A3 500 sheets /Ream/70GSM Bilt Image power	Ream		
30	Paper white A4 500 sheets /Ream/75 GSM Bilt Image power	Ream		
31	Measurement Book _Form no.2900	Piece		
32	Attendance Register	Piece		
33	Pen Ball Point Use & Throw Type_Agni Icy Gel	Piece		
34	Pen Dot both side _Express pen_B. Dayal	Piece		
35	Pen Drive 16 GB HP V-210	Piece		
36	Pen Drive 8 GB HP V-220	Piece		
37	pen Jel for Sign	Piece		
38	Pen Highlighter Textliner Faber Castell	Piece		
39	Pen permanent Marker Marcador Faber Castell Pack of Four	pack		
40	pen Stand with pen ,Date Calendar & Roll paper	Piece		
41	Punching Machine Double Hole Kangaroo DP-500	Piece		
42	Punching Machine single Hole Kangaroo no.376224	Piece		
43	Punching Machine_Kangaroo_DP 280	Piece		
44	Quick Heal Total Security 10 users 1 year	Piece		
45	Quick Heal Total Security 10 users 2 year	Piece		
46	Quick Heal Total Security 3 users 1 year	Piece		
47	Quick Heal Total Security 3 users 2 year	Piece		
48	Measurement Book _Form no.2900	per Book		
49	Register Hard Bound Rulled 4 No.72 pages or 36 leafs Paper _ 58 GSM 12.5"x8"	per Register		
50	Register Hard Bound Rulled 10 No.200 pages or 100 leafs Paper _ 58 GSM 12.5"x8"	per Register		
51	Register Hard Bound Rulled 20 No.400 pages or 200 leafs Paper _ 58 GSM 12.5"x8"	per Register		

52	Room Freshner_Good Home_160gm	bottle		
53	Rubber Stamp Polymer	per sq. Inch		
54	Rubber Stamp self Inking	Piece		
55	Scale Metal 12" Apex	Piece		
56	Scale Metal 18" Apex	Piece		
57	Scale Plastic 12" Camlin	Piece		
58	Scissor Tailor_Brush Handle 9"	Piece		
59	Scissor Tailor_Brush Handle	Piece		
60	Scissor_Paper cutting_Plastic Handle	Piece		
61	Spray Cleaning 500ml Colin	Bottle		
62	stamp Inkpad Fabre Castle	Piece		
63	Stamp Pad 110cmx85cm Fabre Castle	Piece		
64	Stamp Pad 88 cmx54cm Fabre Castle	Piece		
65	Stamp Pad INK_60ml Gripex	Piece		
66	Stapler Machine (Medium) Kangaroo HP-10	Piece		
67	Stapler Machine (Small ) Kangaroo HP-45	Piece		
68	Stapler Pin 24/6_Kangaroo	box		
69	Stapler Pin 10_Kangaroo	box		
70	Stapler Pin 10_Kangaroo HS-10P	Box(1000 staples per box)		
71	Stapler Pin 10_Kangaroo HS- 45 P	Box(1000 staples per box)		
72	Table Cloth Plastic per sq. Meter	per sq. Meter		
73	Table Cloth Velvet per sq. Ft	per sq. Feet		
74	Tag Cotton (100 pcs / bundle)	bundle		
75	Towel Bath Tarkish 60"x30"Trident	Piece		
76	Two side pen_Blue & Red	Piece		
77	Knife Steel	Piece		
88	cartridge RICHO 2501L	Piece		

Declaration: I/we declare that the above mentioned information is correct in all aspect and I/we abide by the terms and conditions of the quotation vide memo no. RM/X-24/154..... date 11.7.2020 ..... .If the information is found incorrect or false at any stage of the bid ,my bid/candidature may be liable for rejection.

Date:

Signature of Bidder