

OFFICE OF THE KUMARGHAT MUNICIPAL COUNCIL
KUMARGHAT, UNAKOTI, TRIPURA
email: eonpkumarghat@gmail.com, Ph: 03824-359065

No.F.1(7)/CEO/MC/KGT/STORE/2024-25/.....2510

Dated: 26/9/24

Notice Inviting Quotation For Procurement of Office Stationary (2nd Call)

On behalf of the Chairperson, Kumarghat Municipal Council, the undersigned invites sealed quotations from interested experience registered bidder / supplier / citizen / supply agencies for supplying of stationery items for office use of Kumarghat Municipal Council. The sealed quotation should reach to the Office of the Kumarghat Municipal Council latest by 3.00 P.M. of 05/10/2024.

The item and specifications are enclosed in Annexure-A which may also be obtained from the office of the undersigned on any working days during the bidding period. The intending bidder shall quote rates as per the format given below:

Sl. No.	Name of Item	Brand / Model	Unit	Rate per unit (including all taxes & other, if any)
1	2	3	4	5

The earnest money for an amount of ₹. 5,000/- (Rupees – Five thousand) only should be deposited in the State Bank of India or any scheduled Bank of India guaranteed by the RBI in the shape of "Deposit-at-call" or "Demand Draft" on schedule bank only in favour of the Dy. Chief Executive Officer, Kumarghat Municipal Council, Kumarghat, Unakoti, Tripura. The Deposit-at-call or Demand Draft must be submitted along with the quotation.

Quotation documents shall be issued on payment of ₹. 500.00 (Rupees – Five hundred) only in cash (Non-Refundable) from 27/09/2024 to 05/10/2024 from 10.00 A.M. to 3.00 P.M. except Govt. holidays.

Demand drafts furnished towards Earnest Money along with the quotation shall be valid for a period of 3(Three) months from the last date of receipt of quotation or more.

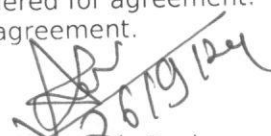
The quotation box under lock & key will be kept open for dropping of tender by the intending bidder in the chamber of the Dy. Chief Executive Officer, Kumarghat Municipal Council from 27/09/2024 to 05/10/2024 during office hours except Govt. holidays and the box will be opened on the last day i.e. on 05/10/2024 at 3.30 P.M. if possible in presence of the interested bidder who have participated in the quotation.

(Abhijit Kumar Das)
Dy. Chief Executive Officer
Kumarghat Municipal Council
Kumarghat, Unakoti, Tripura

The following terms & condition shall apply:

1. The lowest quoted cumulative unit price against all items or for a number of items will be taken into account for selection of the bidder.
2. The sealed quotation should reach to the O/o the Kumarghat Municipal Council on or before 3.00 P.M. of 05/10/2024. The applicant / agency should be a reputed manufacturing company / supplier of the items sought above.
3. The validity of the contract shall remain valid upto 1 (one) year from acceptance.
4. The rate should include supply of materials as per specification including transportation cost, service charges for supply of materials to the O/o the Kumarghat Municipal Council.
5. The rate should be quoted strictly as per given specifications in both figure and words inclusive of all inevitable taxes and other charges, if any.
6. The sealed cover envelope shall be superscripted by the expression "QUOTATION FOR SUPPLY OF STATIONERY ITEMS FOR OFFICE USE OF KUMARGHAT MUNICIPAL COUNCIL".

7. The supply agency must be registered under GST. Copy of GST registration should be submitted alongwith PAN, Bank Account Passbook preferably Aadhaar Linked.
8. Material must be supply with delivery challan as & when asked to supply.
9. Supply of materials in full quantity should be completed within 7 (Seven) days from the date of receipt of supply order. In case, the quality of supply material is found sub-standard / inferior, the supplier shall be liable to replace such materials at their own cost.
10. The rate once approved shall not be increased for any reason whatsoever or under any circumstances during the contract period.
11. Payment will be made on presentation of bills in triplicate after successful completion of supply within the stipulated date.
12. The undersigned reserve the right to reject or accept part or full quotation including the lowest one without assigning any reason.
13. Any quotation not complying with required terms & conditions as stated above will be treated as informal.
14. Necessary taxes would be deducted as applicable as per Govt. norms.
15. Bidder with maximum no. of items quoting lowest rate will be considered for agreement.
16. Terms & condition incorporated in the SNIQ shall form a part of the agreement.


(Abhijit Kumar Das)
Dy. Chief Executive Officer
Kumarghat Municipal Council
Kumarghat, Unakoti, Tripura

Copy forwarded for kind information & with a request to display a copy of this notice to the notice board of the O/O: -

1. The Sub-Divisional Magistrate, Kumarghat Sub-Division, Kumarghat, Unakoti, Tripura.
2. The Block Development Officer, Kumarghat R.D. Block / Pecharthal RD Block, Unakoti, Tripura.
3. The Executive Engineer, PWD (R & B), Kumarghat Division, Unakoti, Tripura.
4. The Sr. Manager, TSECL, Kumarghat Sub-Division, Kumarghat, Unakoti, Tripura.
5. Office notice board.

Copy also forwarded to,

1. The Chairperson, Kumarghat Municipal Council for kind information.
2. The Vice-Chairperson, Kumarghat Municipal Council for kind information.
3. The Chief Executive Officer, Kumarghat Municipal Council for kind information.

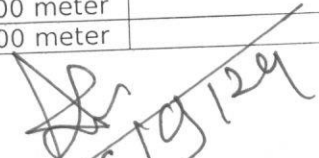

Dy. Chief Executive Officer
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List of stationery Articles: -

Sl. No.	Name of Item	Band / model	Unit	Rate per unit (Including all taxes & other, if any)
1.	Computer Keyboard	Lenovo / Dell / iball	Per Unit	
2.	Computer Mouse	Lenovo / Dell / iball	Per Unit	
3.	Computer Speaker		Per Unit	
4.	Computer UPS (6 VA)	Foxin	Per Unit	
5.	Antivirus (DVD)		Per Unit	
6.	Blank CD		Per Unit	
7.	Black DVD		Per Unit	
8.	D-Link Switch (4 Port)	D-Link	Per Unit	
9.	D-Link Switch (8 Port)	D-Link	Per Unit	
10.	RJ 45 Plug		Per Unit	
11.	Cartridge 337	Canon	Per Unit	
12.	Cartridge PLC337	Prodot	Per Unit	
13.	Cartridge 337	Ordinary	Per Unit	
14.	Cartridge 88A	HP	Per Unit	
15.	Cartridge 88A	Ordinary	Per Unit	
16.	Cartridge 18A	Ordinary	Per Unit	
17.	Cartridge 12A	HP	Per Unit	
18.	Cartridge 12A	Ordinary	Per Unit	
19.	Cartridge 331 BK	Ordinary	Per Unit	
20.	Cartridge 331 C	Ordinary	Per Unit	
21.	Cartridge 331 M	Ordinary	Per Unit	
22.	Cartridge 331 Y	Ordinary	Per Unit	
23.	Monitor LED 18.5"	Lenovo / Dell	Per Unit	
25.	Pen Drive 8 GB	Sony / Sandisk	Per Unit	
26.	Pen Drive 16 GB	Sony / Sandisk	Per Unit	
27.	Pen Drive 32 GB	Sony / Sandisk	Per Unit	
28.	Pen Drive 64 GB	Sony / Sandisk	Per Unit	
29.	Printer HP 1108	HP	Per Unit	
30.	Printer Canon 241 D	Canon	Per Unit	
31.	Scanner	HP / Canon	Per Unit	
32.	LED Bulb 9 Watt	Philips	Per Unit	
33.	LED Bulb 11 Watt	Philips	Per Unit	
34.	LED Bulb 14 Watt	Philips	Per Unit	
35.	LED Bulb 18 Watt	Philips	Per Unit	
36.	Calling Bell (Normal)		Per Unit	
37.	Capacitor (Ceiling Fan)		Per Unit	
38.	Electric Fan (Ceiling)	Bajaj / USHA	Per Unit	
39.	Electric Fan (Stand)	Bajaj / USHA	Per Unit	
40.	Holder for Bulb	Havels	Per Unit	
41.	Tube Light 40 W	Bajaj / Philips	Per Unit	
42.	Tube Light LED 20 W	Bajaj / Philips	Per Unit	
43.	Tube Light LED 28 W	Bajaj / Philips	Per Unit	
44.	A4 Size Paper (75 GSM)	JK/Image	Per Ream	
45.	Legal Size Paper (75 GSM)	JK/Image	Per Ream	
46.	File Note Sheet		Per Pkt.	
47.	Attendance Register (No.-4)	Oxford	Per Unit	
48.	Register Roll No. 4	Oxford	Per Unit	
49.	Register Roll No. 6	Oxford	Per Unit	
50.	Register Roll No. 8	Oxford	Per Unit	
51.	Register Roll No. 12	Oxford	Per Unit	
52.	Register Roll No. 16	Oxford	Per Unit	
53.	Register Roll No. 24	Oxford	Per Unit	
54.	Register Roll No. 28	Oxford	Per Unit	
55.	Register Roll No. 40	Oxford	Per Unit	
56.	Register Roll No. 60	Oxford	Per Unit	
57.	Stock Register - 10	Oxford	Per Unit	
58.	Stock Register - 12	Oxford	Per Unit	
59.	Receive Register No. 8	Oxford	Per Unit	

60	Arch File (Ring)		Per Unit	
61	File Board & Cover	Rajdoot	Per Unit	
62	File folder (Plastic)		Per Unit	
63	Guard File		Per Unit	
64	Stick file		Per Pkt	
65	Alpin-T		Per Pkt.	
66	Drawing Pin		Per Pkt.	
67	Jems Clip (Plastic)		Per Unit	
68	Calculator - 12 digit	BISTEC / CASIO	Per Unit	
69	Clip Board Plastic		Per Pkt	
70	Carbon A4		Per Unit	
71	Cello Tape-1		Per Unit	
72	Cello Tape -3		Per Unit	
73	Packaging Tape		Per Unit	
74	Correction Pen		Per Pkt	
75	Envelop - 12x4 Yellow (Pkt. Of 50)		Per Pkt.	
76	Envelop - 12x8 Yellow (Pkt. Of 50)		Per Unit	
77	Envelop A4 size Yellow		Per Unit	
78	Envelop FS size Yellow		Per Unit	
79	Eraser	Camlin	Per Unit	
80	Sharpener	Camlin	Per Unit	
81	Wooden Pencil	Ajanta / Nataraj	Per Unit	
82	Spiral writing Pad (14 x 16 cm)	Luxor	Per Unit	
83	Writing Pad Normal		Per Unit	
84	Executive Diary		Per Unit	
85	Fevicol (100 gm)		Per Unit	
86	Fevicol (50 gm)		Per Unit	
87	Fevi stick		Per Unit	
88	Gum Pot 100 ml	Camlin	Per Unit	
89	Gum Tube	Camlin	Per Unit	
90	Glue Stick		Per Unit	
91	Gel Pen (VIP) 0.5 hi-tech		Per Unit	
92	Gel Pen - Octane		Per Unit	
93	Ball Pen (Blue / Black / Red)	Link	Per Unit	
94	Pen Stand VIP Double		Per Unit	
95	Pen stand Single		Per Unit	
96	Highlighting Pen		Per Unit	
97	Marker Pen (Slim) Permanent	Camlin	Per Unit	
98	Marker Pen (Normal)	Camlin	Per Unit	
99	White Board marker		Per Unit	
100	Sketch Pen		Per Unit	
101	Paper Weight		Per Unit	
102	Punch Machine (Single)		Per Unit	
103	Punch Machine (Double)		Per Unit	
104	Stapler 24/6	Kangaroo	Per Unit	
105	Stapler 10	Kangaroo	Per Pkt.	
106	Staples 24/6	Kangaroo	Per Pkt.	
107	Staples 10	Kangaroo	Per Pkt.	
108	Sticky slip (Single)		Per Pkt.	
109	Sticky slip (Double)		Per Unit	
110	Sujan (Bodkin)		Per Unit	
111	Stamp Pad (11.5 x 6.5)	Camlin	Per Unit	
112	Stamp Pad ink 500 ml	Camlin	Per Unit	
113	Scissor (Medium)		Per Unit	
114	Scale (Plastic) (12 inch)		Per Pkt.	
115	Tag (Cotton)		Per Unit	
116	Key Bag		Per Unit	
117	Water Sponge		Per Unit	
118	Knife		Per Unit	
119	Measurement Tap 30 Mtr		Per Unit	

120	Measurement Tap 50 Mtr		Per Unit
121	Duster Towel		Per Unit
122	Bucket Plastic 10 Ltr		Per Unit
123	Bucket Plastic 20 Ltr		Per Unit
124	Chair Plastic with arm	RFL / Neelkamal	Per Unit
125	Door mat (Plastic) 3 ft x 2 ft		Per Unit
126	Mug (Plastic)		Per Unit
127	Plastic Dustbin (Jhuri)	RFL / Neelkamal	Per Unit
128	Seat Cushion 16 x 16		Per Unit
129	Steel trunk (Medium)		Per Sq. Foot
130	Table Glass		Per Sq. Meter
131	Table Cloth		Per Unit
132	Web cleaner (Plastic)		Per Unit
133	Toilet Brush		Per Unit
134	Broom (Flower) Jharu		Per Unit
135	Broom (Coconut) Jharu		Per Unit
136	Battery Pencil	Everyday	Per Unit
137	Battery for calling bell	Everyday	Per Unit
138	Colin		Per Unit
139	Harpic		Per Unit
140	Lizol		Per Unit
141	Liquid Hand wash 500 ml	Dettol	Per Unit
142	Mosquito Liquid Vaporised Machine	Good Knight	Per Unit
143	Mosquito repellent Refill	Good Knight	Per Unit
144	Mosquito Coil	Good Knight	Per Pkt.
145	Naphthalene		Per Unit
146	Odonil		Per Unit
147	Phenyle (Black) 1 Ltr.		Per Unit
148	Phenyle (White lemon Flav) 1 Ltr.		Per Unit
149	Room Freshener		Per Unit
150	Soap 100 gm	Dettol	Per Unit
151	Cup Plate Set		Per Set
152	Water Glass (Ordinary)		Per Set
153	Water Glass	Borosil	Per Unit
154	Water Jug (Plastic)		Per Unit
155	Lock & Key TOOT-50	Link	Per Unit
156	Lock & Key TOOT-60	Link	Per Unit
157	Towel (Big)		Per Unit
158	Towel (Medium)		Per Unit
159	Wall Clock (Big)	Ajanta	Per Unit
160	Water Bottle (500 ml)	Bailey / Bisleri	Per Unit
161	Poly cotton Hand bag with zip for document carry		Per 100 meter
162	Electric wire 1.5 (Copper wire)		Per 100 meter
163	Electric wire 1.5 (Aluminum wire)		Per 100 meter
164	Electric wire 2.5 (Copper wire)		Per 100 meter
165	Electric wire 2.5 (Aluminum wire)		Per 100 meter
166	Electric wire 4.0 (Copper wire)		Per 100 meter
167	Electric wire 4.0 (Aluminum wire)		Per 100 meter


 Dy. Chief Executive Officer
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 Kumarghat, Unakoti, Tripura