

**OFFICE OF THE  
KUMARGHAT MUNICIPAL COUNCIL  
KUMARGHAT UNAKOTI TRIPURA**

No.F.1(7)/CEO/MC/KGT/STORE/2018-2019-~~237~~-~~252~~-----4<sup>th</sup> May 2018

**SHORT NOTICE INVITING QUOTATION**

On behalf of the Chairperson , Kumarghat Municipal Council , Kumarghat Unakoti Tripura , the undersigned invited short Notice Inviting Quotation ( SNIQ) for supply of office stationary materials for the Financial Year (2018-2019 ) from the Authorized person/dealer, registered Co-Operative Societies / registered Pacs dealing in the items listed in Annexure-A


The rate should be quoted both in figures and words as per prescribed pro- forma enclosed . The bidder has attach to D-Call amounting Rs. 10,000/- ( Rupees-Ten thousand) in favour of the Chief Executive Officer, Kumarghat Municipal Council, Kumarghat Unakoti Tripura, from any Nationalized Bank at Kumarghat.

The sated scaled quotation should be dropped in the Tender Box kept in the chamber of the Chief Executive Officer, Kumarghat Municipal Council on 14<sup>th</sup> May 2018 up to 3.00 PM ( Working Days)

The quotation will be opened in 14<sup>th</sup> May 2018 at 4.PM, if possible, in the presence of the bidders/authorized representatives who are willing to remain present at the time of opening of the quotation.

**TERMS & CONDITIONS**

1. The rate should be quoted in figure and words inclusive of all taxes and charges including transportation cost and other charges, if applicable.
2. The quotation may be dropped in the specific tender drop- box kept in the chamber of Chief Executive Officer , Kumarghat Municipal Council, Unakoti Tripura.
3. The materials should be supplied as per specification of the Tender/ Quotation and within 7 days from the date of issuance of supply Order directly to the store section of this office.
4. Necessary taxes as applicable as per norms will be deducted at source.
5. Quotationer should be bona fide registered supplier / manufacturer and the quotations should accompanied by valid attested copy of ( Not less then one month old ) Registration /Trade License, Income Tax.
6. The undersigned reserves the right to accept or reject any quotation or the whole process without assigning any reason.

  
Chief Executive Officer  
Kumarghat Municipal Council  
Kumarghat Unakoti Tripura.

To,  
The Chief Executive Officer  
Kumarghat Municipal Council  
Kumarghat Unakoti Tripura.

Subject:- Submission of Tender for the supply of Office Stationary materials along with necessary enclosures, and Earnest Money Deposit and Annexure-A

NO.F.1(7)/CEO/MC/KGT/STORE/2018-2019

Dated-        /        /2018

Sir,

In Response to above , I am submitting the rates for the items as per Terms & condition of the DNIT, mentioned above in your prescribed performa.

Following particulars are also furnished below for your perusal and necessary action.

1. Bidders detailed mailing / postal address including phone No:-
2. Address of sailing Unit :-
- 3.
- 4 .Detail of Earnest Money deposit :-
5. List of Enclosures:-

DECLARATION:- I do hereby declare that I have personally gone through the relevant DNIT in details and understood all the clauses, terms & condition and agreed to abide by them to.

Dated:

Enclo:- As stated


Yours faithfully,

( Full Signature of bidder with date & seal if any)

**List of Items/ Materials ( Office Stationery)**

**ANNEXURE-A**

SL NO	Name of Item	Unit	MRP Rs.( Per unit)
1	File Cover with board , Made- Rajdoot		
2	Flat file (Executive)		
3	Tag (Best quality)		
4	Stamp Pad ( Made- Camlin/ Kores)		
5	Xerox Paper (A4 Size) , made- J.K. Copier		
6	T- pin ( Good Quality)		
7	Correction pen (7ml) Kores		
8	Carbon ,made- Camel		
9	Stapler( Medium)		
10	Stapler Pin		
11	Fevi Gum 100 ml		
12	Envelop ( Yellow colour) , Size- Medium& Small		
13	Stock Register ( Made- Rajdoot)		
14	Calculator 12 step check & correct Auto reply 12 Digit, Made- Citizen/Casio/ ORPAT		
15	Calling Bell		
16	Sujan ( Good quality)		
17	R.O.R Register No-40 made- Rajdoot.		
18	Peon Book ( Made- Rajdoot)		
19	Black Phenyl ( Good quality) 5 Ltr. , 500ml.		
20	Rema Jharu		
21	Shala Jharu		
22	Punching Machine- Single & Double , Made- Kangaro		
23	Cross Citra Fress( Hygienic Cleaner) Phenyl		
24	Register No-8, Register No-9, Register No-10 ,Register No-12 ,( Made- Rajdoot)		
25	Harpic ( 500 ml)		
26	Xerox		

  
 Chief Executive Officer  
 Kumarghat Municipal Council  
 Kumarghat Unakoti Tripura