

SILIGURI MAHAKUMA PARISHAD

Haren Mukharjee Road, Hakimpara,
Siliguri

NOTICE INVITING QUOTATION QUOTATION NO.....07...../SMP Dated.....05...../.....01...../2021

Sealed Tender for furnishing rates are hereby invited from the bonafide Suppliers and Agencies for supply of Stationery Materials & Computer Cartridge for the office of Siliguri Mahakuma Parishad for tenure of one year i.e.2020 – 21. The Sealed quotation should be submitted to this office on the working days during office hours as per the schedule mentioned below.

Start for Submission of sealed quotation : 06.01.2021(daily office hrs.)
Closing date for submission to sealed quotation : 15.01.2021 up to 2.30 P.M.
Date of opening of the sealed tender box : 18.01.2021 at 2.00 P.M.
Place where the Tender Box kept : In the Corridor of Engineer Section, SMP
Place for opening of tender : In the 1st floor of Meeting Hall, SMP

Interested supplier /Agencies shall submit copies of their Pan Card, I.T. Return(Assessment Year 2019-20/2020-21), GSTIN(15 digit no.) if applicable, Trade License, Professional Tax Clearance Certificate etc. and on Earnest Money of Rs.2000/- (Rupees two thousand) only in the form of Demand Draft in favour of Siliguri Mahakuma Parishad. The rate should be quoted in rupees against each item(whichever applicable) in clear, unambiguous terms both in figure and in words.

Term & condition:-


1. The rate should be quoted in Annexure – I(enclosed with this notice) and the quoted rate should be inclusive of transportation cost to Siliguri Mahakuma Parishad Administrative Building.
2. Successful Agency(ies) may have to produce original paper in support of their eligibility for verification before issue of engagement order(s).
3. Interested supplier should have its office/place of business within 8 K.M of Siliguri Mahakuma Parishad
4. Interested Suppliers should be ready at call to deposit with this office refundable sample of stationery Materials(whatever sought for) when called for producing the same sample so deposited will be non refundable.
5. Earnest Money in the form of demand draft should post dated from the date of issue of this tender notice.
6. The stationery materials shall have to be supplied to the office of Siliguri Mahakuma Parishad on the supplier's own cost in good condition.
7. The Stationery Materials may be returned, if the supplied Materials are found to be damaged/defective or of below quality.
8. The undersigned reserves every right to accept or reject any tender without assigning any reason what ever.
9. The materials should be supplied within the stipulated date. Failing which penalty @1% of quoted amount will be imposed.


District Engineer
Siliguri Mahakuma Parishad

Memo No. 16/1(10)/SMP
Copy forwarded for information to :

Date. 05.01.2021

1. The Executive Officer, Siliguri Mahakuma Parishad & District Magistrate, Darjeeling
2. The Addl. Executive Officer, Siliguri Mahakuma Parishad
3. The Secretary, Siliguri Mahakuma Parishad
4. The Executive Engineer, Siliguri Mahakuma Parishad
5. The F.C.&C.A.O, Siliguri Mahakuma Parishad
6. The Sub-Divisional Officer, Siliguri, with a request to circulate in the notice board
7. The Assistant Engineer, Siliguri Mahakuma Parishad
8. The ADS, Siliguri Mahakuma Parishad
9. The PAO, Siliguri Mahakuma Parishad
10. Smt. Anghrija Basu Bhattacharya, Sahaj Tathya Mitra Kendra, S.M.P. with a request to circulate in the Siliguri Mahakuma Parishad Website.
11. Office Notice Board.


District Engineer
Siliguri Mahakuma Parishad

Stationery Items Annexure - I

Sl. No.	Items	Brand	Unit
1	Alpin (T-Type)	(PC-TP-50G) Oddy	Pkt
2	Arch File (Large)	Ambassador (Marvel)	pc
3	Arch File (Small)	Ambassador (Marvel)	pc
4	Ash Tray	Good Quality	pc
5	Binder Clip (Large Size)	Corporate 25mm	doz
6	Binder Clip (Medium Size)	Corporate 32 mm	doz
7	Blank CD with cover	Moserbeer	box
8	Bleaching Powder	Dolphin	Kg
9	Board File clothed (Thick)	Good Quality	doz
10	Box File	Good Quality	doz
11	Calculator 12 digit (Auto check)	Orpat	pc
12	Calculator 12 digit (Scientific)	Orpat	pc
13	Calculator Battery (12 Digit)	Sony/Maxcell	
14	Candle (Big size) 48 x 60	Good Quality	pkt
15	Carbon Paper	Kores	pkt
16	Cellotape 1"	Corporate	doz
17	Cellotape 1 1/2"	Corporate	doz
18	Cellotape 2"	Corporate	pc
19	Correction Pen	OVAL	doz
20	Cotton Tag 12"	Good Quality	bdl
21	Cover File (Plastic coated)	Ambassador(Executive)	pkt
22	Cup & Saucer (6 pairs set)	Bone China JCPL	set
23	Dak File (Four fold)	Neelgagan	pc
24	Detergent Powder- 500 gm.	Wheel	gm
25	Double Punching Machine - 280	Kangaroo	pc
26	Duster Cloth 24" x 24"	Good Quality	doz
27	Envelope Brown Big size (27 kg)	Good Quality	pkt
28	Envelope Brown Medium size (27 kg)	Good Quality	pkt
29	Envelope Brown Small size (27 kg)	Good Quality	pkt
30	Envelope Laminated 10 X 8	Good Quality	pkt
31	Envelope Laminated 11 x 4.5	Good Quality	pkt
32	Envelope Laminated 12 x 10	Good Quality	pkt
33	Envelope Laminated 14 x 10	Good Quality	pkt
34	Envelope Laminated 16 x 12	Good Quality	pkt
35	Envelope White Big size (36 kg)	Good Quality	pkt
36	Envelope White Medium size (36 kg)	Good Quality	pkt
37	Envelope White Small size (36 kg)	Good Quality	pkt
38	Envelope Window Big size	Good Quality	pkt
39	Flat file (Plastic Coated)	Ambassador(Executive)	pc
40	Flora refill	Flora	doz
41	Fiber Mat for Cup-Plate	Good Quality	pc
42	Guard File	Neelgagan	doz
43	Gum	Ilu	box
44	Hi-Lighter Pen	Faber-Castel	

55	Measurement Book (MB)	Oxford	pc	
56	Measuring Tape - 15 mtr. Long	Good Quality	pkt	
57	Multi colour Page Marker Flap (Large)	Oddy	pkt	
58	Multi colour Page Marker Flap (Small)	Oddy	pkt	
59	Napthalin	Good Quality	kg	
60	Non-breakable fiber ruller	Good Quality	doz	
61	Non-Dust Eraser (Large))	Apsara	pkt	
62	Non-Dust Eraser (Medium)	Apsara	pkt	
63	Paper Basket	Good Quality	pc	
64	Paper Roll - 4"	Good Quality	pc	
65	Paper Weight	Good Quality	doz	
66	Pen (Blue, Black, Red)	Reynolds	pkt	
67	Pen Drive - 4 GB	Transcend/hp	pc	
68	Pen Drive - 8 GB	Transcend/hp	pc	
69	Pen for Pen Stand	Flora	pc	
70	Pen Stand Large (Executive)	Good Quality	pkt	
71	Pencil Battery	Eveready	pc	
72	Peon Book- 200 pages	Eagle	pc	
73	Phenyl	Bengal Chemical	ltr.	
74	Plastic coated Gems Clip (Big) 30mm	Good Quality	pkt	
75	Plastic coated Gems Clip (Small) 22mm	Good Quality	pkt	
76	Plastic Folder(My Clear Bag)A4	Good Quality	doz	
77	Plastic Folder(My Clear Bag)F.S.	Good Quality	doz	
78	Radiants Oxalic Acid (Marble & Tiles Washing powder)	Chamak	ltr.	
79	Room Freshner (Rajanigandha)	Premium	pc	
80	Rubber Band (Poly Guarder)	Good Quality	gm	
81	Rulled Register No. 14 (17 x 27)	Best Quality	pc	
82	Rulled Register No. 4	Best Quality	pc	
83	Rulled Register No. 8	Best Quality	pc	
84	Scissor (Medium) 185mm	Kangaroo	pc	
85	Knife	Best Quality	pc	
86	Sealing Wax	Gripex	box	
87	Short Hand Book - 200 pages	Oxford	pkt	
88	Short Hand Pencil	Kohinoor	pkt	
89	Signature Pen	Reynolds	pkt	
90	Single Punch machine	Kangaroo	pkt	
91	Slip Pad -Big (Note Pad) 80 pages	Times	pkt	
92	Slip Pad -Medium (Note Pad) 80 pages	Times	pkt	
93	Hand Wash (Liquid)	Lifebuoy	pc	
94	Spiral Writing Pad	Neelgagan	pc	
95	Stamp Pad (Large) Blue	Feber Castell	pkt	
96	Stapler- 10D	Kangaroo	box	
97	Stapler-24	Kangaroo	box	

108	Telephone Index	Good Quality	pc	
109	Toilet Fresher (Hard)	Odonil	pc	
110	Toilet Washer Liquid	Harpic	pc	
111	Torch - 3 cell	Eveready	pc	
112	Torch Battery	Eveready	pc	
113	Towel for Chair	Good Quality	pc	
114	Towel Medium Size	Good Quality	pc	
115	Use & throw Pen (Blue/Black/Red)	Agni Gel	pkt	
116	Wall Clock	Ajanta	pc	
117	Water Glass	Good Quality	box	
118	White Board Marker Pen	Reynolds	pc	
119	White Dista Paper (FS size)	Good Quality	ream	
120	Xerox Paper- A3	JK Copier (Red cover)	ream	
121	Xerox Paper A4	JK Copier (Red cover)	ream	
122	Xerox Paper FS	JK Copier (Red cover)	ream	
123	Yellow Duster	Good Quality	doz	
124	Plastic Mug	Good Quality	pc	
125	Plastic Bucket	Good Quality (10 ltrs.)	pc	
126	Pencil Sharpner	Apsara/Nataraj	box	
127	Plastic Scale	Good Quality (12")	pkt	
128	Damper	Best Quality	doz	
129	Jel Pen (Reynolds)	Reynolds	doz	
130	Signature Pen Refill (Red/Blue/Green)	Reynolds	doz	
131	Use & throw Pen (Esko)	Esko		
132	Lifebuoy Soap (big)	Lifeboy	pc	
133	Stapler Pin-2313	Kangaroo	pkt	
134	Stapler Pin-2315	Kangaroo	pkt	
135	Poker	Best Quality	doz	
136	Wooden Pencil(HB)	Apsara	pkt	
137	Signature File	Ambassador	pc	
138	Measuring Tape - 5 mtr. (Steel)	Good Quality	pc	
139	Pin Cushion	Good Quality	pc	
140	Hand Towel	Good Quality	doz	
141	File Tray	Good Quality	pc	
141	Brother HL-L2320D	Brother	pc	
142	HP Laser Jet 108a	HP	pc	
143	Samsung ML-1640	Sansung	pc	
144	HP Laser Jet 88A	HP	pc	
145	Samsung D707L	Sansung	pc	
146	HP laser jet 110	HP	pc	
147	Hp laser jet 18A	HP	pc	
148	Cannon laser Curtridge NPG 51	Cannon	pc	
149	Laser Toner Cartridge 108S	Sansung	pc	
150	Ricoh-AS1C10-MP 1800	Ricoh	pc	
151	Fax Film Cartridge KX-FA93	Panasonic	pc	
152	Fax Roll KX FA93	Panasonic	pc	
153	Kala Hit		pc	