



**OFFICE OF THE TAHASILDAR, KARANJIA.
DIST-MAYURBHANJ**

Email ID:- tah.karan-od@nic.in

(QUOTATION CALL NOTICE)

No.3225/Niz.

Dated the 22nd September, 2021

Sealed Quotation is invited from Registered Farms/Suppliers/Distributors having GST Registration Number and Clearance Certificate for supply of Stationary/Office Materials (Godrej Almirah)/ Computer and Computer periphery/Materials for use in Revenue Inspector Circles. The rate shall be inclusive of all taxes. The tax component should be mentioned separately in the Quotation. Interested parties may submit their Quotation in a sealed cover super scribing Quotation for supply of office stationeries/office materials to the undersigned through speed post/Registered post only which should be reached on before 3 P.M. of 26.10.2021.

Last date of submission of quotation is 26.10.2021 by 3 P.M. The Quotation will be opened on 27.10.2021 at 11 A.M.

The Authority reserves the right to accept or reject any or all the quotation at any stage without assigning any reason thereof. The detail of term and condition in this matter may be ascertained from Mayurbhanj Website – www.mayurbhanj.nic.in


22.9.21
Tahasildar, Karanjia.



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Sealed Quotation in Plain Paper/Business Letter Pad with date, signature and seal are invited from intending registered firms/suppliers/distributors (herein after referred as Supplier) for supply of Office Stationary Articles/Office Materials (Godrej) Almiraha/ Computer/Computer periphery for official use on yearly rate contract.

The Supplier should indicate the above mentioned "Notice Number and date of the Quotation Call Notice on the top of their quotation letter as well as on the sealed cover super scribing "Quotation for supply of Office Stationary Articles/Office Materials (Godrej) Almiraha/ Computer/Computer periphery along with copy of GST Registration Certificate. The quotations are to be received by 26.10.2021 up to 3 P.M. and will be opened on 27.10.2021 at 11 A.M. The supplier or his/their authorized representatives should be present along with the samples at the time of opening of the quotations.

The Authority reserves the right to accept or reject any or all the quotation at any stage without assigning any reason thereof. The suppliers are requested to abide by the terms and conditions of the Quotation Call Notice as indicated below:-

TERMS AND CONDITIONS OF THE QUOTATION CALL NOTICE.

1. The firm should quote the unit price and GST separately.
2. The cost offered against each item will remain valid for one year from the date of finalization of the Quotation. The Supplier should submit an undertaking to supply the required articles as per the quoted rate of each article during the above time period.
3. The quantity may increase or decrease as per the requirement of the Office.
4. The selected supplier are requested to supply articles in a good condition within 07 days of issue of purchase order and submit the bills in triplicate along with Bank details for payment through Bank Account.
5. A sum of Rs.2,000/- (Rupees Two thousand) only shall be deposited by the quotationer in shape of Bank Draft drawn in favour of Tahasildar, Karanjia and submitted along with the quotation as security deposit. After completion of quotation process the amount will be refunded to unsuccessful quotationer.
6. The quotation must be accompanied with self attested copy of GST registration No, PAN Card and Authorization Letter of the Manufacturer if any.


Tahasildar
Karanjia



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**ANNEXURE-A
LIST OF STATIONARY ARTICLES.**

1. Xerox Paper (A-4 size)
2. White Paper (Per Ream)
3. Tag
4. Alpin
5. Stapler (Big)
6. Stapler Medium)
7. Stapler Pin (Big)
8. Stapler Pin (Small)
9. Gum Bottle (50 gm./Big)
10. Fevi Stick
11. Phul Jhadu
12. Jhadu
13. Phenyl
14. Brush for cleaning of floor.
15. Brush for cleaning of toilets
16. Pen with stand.
17. Cup with saucer set.
18. Glass.
19. Budkin
20. Stamp Pad(Big)
21. Stamp Ink (Violet).
22. Sealing Wax.
23. Scissors(Big size)
24. Pencil HB
25. High lighter Pen.
26. Calculator
27. Flat file
28. Guard File
29. Jute sutuli.
30. Room fresher.
31. Sketch Pen.
32. Thermo Flask Steel (01 Litres.)
33. Use and throw pen(Red,Black,Blue & Green)
34. Dust Bin(Nilkamal-Big size)
35. JK Laser FS Size Green Colour.
36. Scale.
37. Marker Pen.
- 38- Carbon(Both side)
39. Tracing Paper
40. Carban Plane
41. Hand Sanitiser
42. Table Cloth.
43. Salu cloth.
44. Clour Tape(Big0
45. Cello Tape(Small)
46. Cash Book(Rolling) No.20 & No.10
47. Iron Self(Good Quality)
48. Binding Register(Rolling) No.10

OFFICE MATERIAL

01. Steel Almira(Godrej)(Stor-wel.plane)(Height 6'6" x 3" wide)
02. Computer Set(HP)
03. Printer Cartridge(HP-12A/88A/CF283A/CRG337)
04. Printer Cartridge Rifling.
05. Revolving Computer Chair (Godrej).
06. Computer Table (Godrej).

Rd
22.9.20
Tahasildar
Karanjia
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