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BOARD OF ADMINISTRATORS OF
RAGHUNATHPUR MUNICIPALITY
Tarani Bauri P.O. - Raghunathpur, Dist-Purulia
Chairperson

Ref-RM/Civil/OS/NIT/ 891

Date-24/12/2021

NOTICE INVITING TENDER FOR SUPPLY OF OFFICE STATIONER ITEMS

Raghunathpur Municipality, Raghunathpur: Dist.-Purulia invites tender in single bid systems from OEM/authorized distributors/authorized dealers/Firms for the following:

TECHNICAL SPECIFICATION (Schedule of Requirement as referred in ANNEXURE-A)

The Tender Document can be downloaded from <https://raghunathpurmunicipality.in> or UD&MA Department website <http://www.wburbanservices.gov.in> or Purulia District website or available from the office of the Chairperson, Raghunathpur Municipality, At & PO- Raghunathpur, Dist.-Purulia, Pin-723133.

The bid will be received by dropping in a sealed box kept at the office of the Chairperson, Raghunathpur Municipality, Raghunathpur, Dist.-Purulia from 11.00 am to 2.00 pm on all working days from 24th Dec 2021 to 12th Jan'2022. The tender will be opened on 13th Jan'2022 at 12.00 noon at the office chamber of the Chairperson, Raghunathpur Municipality and at the time of opening the bidders may present. The opening date may be changed due to unforeseen reason if so arises.

Critical Dates of Tender

Sl.no.	Particulars	Date	Time
1	Date & Time of Publication of Tender	24.12.2021	2.00 P.M.
2	Bid Submission Start Date & Time	24.12.2021	After 2.00 P.M.
3	Bid Submission Close Date & Time	03.01.2022	2.00 P.M.
4	Opening of Bids	04.01.2022	12.00 Noon

TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

1. EMD of Rs.2,000/- (Rupees Two thousand Only) in the form of DD from Nationalized/scheduled bank in favour of Chairperson, Raghunathpur Municipality payable at Raghunathpur, should be submitted.
2. EMD of all unsuccessful bidders. (If any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after successful completion of the order.
3. The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to complete the order.
4. No interest will be paid on the EMD (if any) deposited / remitted

ELIGIBILITY CRITERIA

1. Firm Incorporation Certificate/Trade Licence issued by Municipalities or Panchayats, PAN details, GST details, current IT return, P.Tax return are to be provided.
2. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
3. The firm should be neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner / partners anywhere in India .A duly completed certificate to this effect is to be submitted as per Annexure-II
4. The bidder may attach list of Purchase Order / Work Order where the similar type of work executed during the last three years from the date of publication of tender. The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted.

Technical Criteria

1. Bidders should comply the minimum specification of the tendered item in all respect. The bidder is to complete the same in all respect and submit accordingly.

FINANCIAL BID DETAILS

1. Financial bid i.e. BOQ given with tender to be submitted after filling all relevant information. The priced BOQ should be submitted strictly as per the Annexure-A failing which the offer is liable for rejection. Kindly quote your offer on FOR the Raghunathpur Municipality (inclusive of all taxes and charges). Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

AVAILABILITY OF TENDER

The tender document can be downloaded from <https://raghunathpurmunicipality.in> and Departmental Website <https://www.wburbanservices.gov.in> or available from the office of the Chairperson,Raghunathpur Municipality,At & PO- Raghunathpur,Dist.-Purulia ,Pin-723133.

BID EVALUATION

Based on results of the Technical evaluation the Municipality evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial Bid with the lowest price will be the highest evaluated bid.

PAYMENT TERMS

- a) No advance payment will be made in any case. Bills in Triplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of the Municipality and completed the entire work within the stipulated delivery schedule. If any item is found defective, or not of the desired quality etc., the same should be replaced by the bidder(s) immediately for which no extra payment shall be made.

b) No part payment will be made against the part supply. In case of the undelivered items till due date of supply, the penalty of 10% of the cost of undelivered item will be imposed and deducted from the bill of the item supplied or recovered from the EMD.

c) Bill in triplicate along with receipted challan is to be furnished to the office of the Chairperson for payment.

d) Usual Tax will be deducted from payment made as per relevant Rules of Government

WARRANTY OF QUALITY AND QUANTITY

The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery. Upon receipt of notice from the Municipality for defective material, the firm shall within 7days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the Municipality for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, the Municipality may proceed to take such remedial actions as DELIVERY SCHEDULE The successful bidder should execute the order within 30daysat designated locations of the Municipality from the receipt of the purchase order. In case of any damage found, the item(s) should be replaced within 7days at Raghunathpur Municipality. The bidder has to make own arrangement for unloading of the items.

DELIVERY SCHEDULE

The successful bidder should execute the order within 7day sat designated locations of the Municipality from the receipt of the purchase order. In case of any damage found, the item(s) should be replaced within 7days at Raghunathpur Municipality. The bidder has to make own arrangement for unloading of the items. ay be necessary, at the bidder's risk and expense.

In case of delay in supply /replacement by the stipulated date, the Municipality reserves the right of imposing penalty @0.5% per week on the value of the supplied items subject to maximum 10% of the cost of supplied items.

DELIVERY SCHEDULE

The successful bidder should execute the order within 30 days at designated locations of the Municipality from the receipt of the purchase order. In case of any damage found, the item(s) should be replaced within 7days at the Municipality. The bidder has to make own arrangement for unloading of the items.

Other Conditions

1. The bidder has to submit the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
2. The Municipality reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.

3. The Municipality reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
4. The Municipality reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
5. The Municipality reserves the right to place repeat order upto 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.
6. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money shall be forfeited.
7. Conditional tenders will not be considered in any case.
8. In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
9. The Municipality reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price.
10. Each bidder shall submit only one quotation.
11. The Authority reserves the right to accept or reject any or all bids in full or in parts whatsoever without assigning any reason thereof.

Mh
24/12/21

Bansi 24.12.21

Chairperson
Board of Administrators
Raghunathpur Municipality
Raghunathpur, Dist.-Purulia

Memo No.- RM/Civil/OS/NIT/ 891/1(15)

Date- 24.12.2021

Copy forwarded for information and necessary action to:

1. The Joint Secretary to the Government of West Bengal, UD&MA Department, MA Branch,
2. The Director, SUDA, Illgus Bhaban, HC-Block, Salt Lake, Kol-106
3. The Chief Engineer, M.E.D. Die. Bikash Bhavan, Salt Lake, Kolkata-91
4. **The Add. Chief Engineer(South), M.E.D, Bikash Bhavan, Salt Lake, Kol. - 91.**
5. The Superintending Engineer, **South Circle, M.E.Directorate, Kharagpur.**
6. The Executive Engineer, M.E.D., Purulia Division, Purulia.
7. The District Magistrate, **Purulia District, Purulia.**
8. **S.D.O., Raghunathpur**
9. **The District Engineer, Purulia Zilla Parishad.**
10. The Asstt. Engineer, Raghunathpur Municipality,
11. The Executive Officer, Raghunathpur Municipality.
12. The Councillors, Concerned ward, Raghunathpur Municipality.
13. Head Clerk/ Accountant, Raghunathpur Municipality.
14. **Office Notice Board .**
15. One copy in respective File.

Chairperson
Board of Administrators
Raghunathpur Municipality

Mh
24/12/2021

Bansi

Chairperson
Board of Administrators
Raghunathpur Municipality

ANNEXURE-A

Memo No. RM/Civil/OS/NIT/ Date-24/12/2021

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 GRSS	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	Binding Clip (Big Size)	Box		
14	Binding Clip (Small Size)			
15	Gum Fevical Tube_30 Grams	Tube		
16	Gum of 150 ml in bottle Eureka	Bottle		
17	Gum Tube of 20ml	Tube		
18	Issue Register	Piece		
19	Liquid Handwash 215ml bottle	Bottle		
20	Liquid Handwash refill pack	pack		
21	Liquid Mosquito Replant machine(Goodnight)	Piece		
22	Liquid Mosquito Replant Refill(Goodnight)	Piece		
23	Office pin steel 16mm_BELL 100gm in a box	Box		
24	Padlock(5 lever) 35mm PALAM	Piece		
25	Padlock(6 lever) 35mm PALAM	Piece		
26	Padlock(8 lever) 35mm PALAM	Piece		
27	Carbon Paper_Sapphire 100 piece per box 210mmx330mm Kores	Box		

Sl. No.	Description of items	Accounting Unit	Rate per unit including GST & etc.	
			Figure	Words
28	Paper Flap for File _4 colour paper(2" height)	pack		
29	Paper white A4 500 sheets /Ream/70GSM Bilt Image power	Ream		
30	Paper white A3 500 sheets /Ream/67 GSM Bilt Image power	Ream		
31	Paper white A3 500 sheets /Ream/70GSM Bilt Image power	Ream		
32	Paper white A4 500 sheets /Ream/75 GSM Bilt Image power	Ream		
33	Measurement Book _Form no.2900	Piece		
34	Attendance Register	Piece		
35	Pen Ball Point Use & Throw Type_Agni Icy Gel/Speed Selfi	Piece		
36	Pen Dot both side _Express pen _B. Dayal	Piece		
37	Pen Drive 16 GB HP V-210	Piece		
38	Pen Drive 8 GB HP V-220	Piece		
39	pen Jel for Sign	Piece		
40	Pen Highlighter Textliner Faber Castell	Piece		
41	Pen permanent Marker Marcador Faber Castell Pack of Four	pack		
42	pen Stand with pen ,Date Calendar & Roll paper	Piece		
43	Punching Machine Double Hole Kangaroo DP-500	Piece		
44	Punching Machine single Hole Kangaroo no.376224	Piece		
45	Punching Machine_Kangaroo _DP 280	Piece		
46	Quick Heal Total Security 10 users 1 year	Piece		
47	Quick Heal Total Security 10 users 2 year	Piece		
48	Quick Heal Total Security 3 users 1 year	Piece		
49	Quick Heal Total Security 3 users 2 year	Piece		
50	Register Hard Bound Rulled 4 No.72 pages or 36 leafs Paper _ 58 GSM 12.5"x8"	per Register		
51	Register Hard Bound Rulled 10 No.200 pages or 100 leafs Paper _ 58 GSM 12.5"x8"	per Register		

Sl. No.	Description of items	Accounting Unit	Rate per unit including GST & etc.	
			Figure	Words
52	Register Hard Bound Ruled 20 No.400 pages or 200 leafs Paper _ 58 GSM 12.5"x8"	per Register		
53	Room Freshner _Good Home_160gm	bottle		
54	Rubber Stamp Polymer	per sq. Inch		
55	Rubber Stamp self Inking	Piece		
56	Scale Metal 12" Apex	Piece		
57	Scale Metal 18" Apex	Piece		
58	Scale Plastic 12" Camlin	Piece		
59	Scissor Tailor _Brush Handle 9"	Piece		
60	Scissor Tailor _Brush Handle	Piece		
61	Scissor _Paper cutting_Plastic Handle	Piece		
62	Spray Cleaning 500ml Colin	Bottle		
63	stamp Inkpad Fabre Castle	Piece		
64	Stamp Pad 110cmx85cm Fabre Castle	Piece		
65	Stamp Pad 88 cmx54cm Fabre Castle	Piece		
66	Stamp Pad INK _60ml Gripex	Piece		
67	Stapler Machine (Medium) Kangaroo HP-10	Piece		
68	Stapler Machine (Small) Kangaroo HP-45	Piece		
69	Stapler Pin 24/6 _Kangaroo	box		
70	Stapler Pin 10 _Kangaroo	box		
71	Stapler Pin 10 _Kangaroo HS-10P	Box(1000 staples per box)		
72	Stapler Pin 10 _Kangaroo HS- 45 P	Box(1000 staples per box)		
73	Table Cloth Plastic per sq. Meter	per sq. Meter		
74	Table Cloth Velvet per sq. Ft	per sq. Feet		
75	Tag Cotton (100 pcs / bundle)	bundle		
76	Towel Bath Tarkish 60"x30"Trident	Piece		
77	Two side pen _Blue & Red	Piece		
78	Knife Steel	Piece		

Sl. No.	Description of items	Accounting Unit	Rate per unit including GST & etc.	
			Figure	Words
79	Highway Plastic Moulded Chair - Without arms - Without Cushion - Single Moulded Piece - Stackable, Waterproof, Weatherproof - Seats 1 Person - PVC (Polyvinyl Chloride)	Piece		
80	Supreme Ornate Lacquered Finish Plastic Chairs with Cushion (Red/Black, Set of 4)	Set		
81	Phenol (Mahisur Sandle)	Ltr.		
82	Odonil Bar (For Bathroom Use)	Grm.		

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. date
..... .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

ANNEXURE – I

Undertaking

To
The Chairperson,
Raghunathpur Municipality

Ref : -NIT No. RM/Civil/OS/NIT/ , Dated- 24.12.2021
(Notice Inviting Tender for Supply of Office Stationery Items)

Sir,

1. I /we hereby submit our bid for Supply of Office Stationery Items.
2. I/ We are enclosed herewith the following in favour of Raghunathpur Municipality towards EMD.
3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities, Penalty clause and all the contents stated therein.
4. I /we shall abide by all conditions set forth therein.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

ANNEXURE –II

CERTIFICATE

(To be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory

Name: Place:

Designation:

Contact No