

## OFFICE OF THE COUNCILLORS OF

**RAGHUNATHPUR MUNICIPALITY**

Tarani Bauri P.O. - Raghunathpur, Dist-Purulia  
Chairman

Ref-RM/Civil/X-24/735

Date-31.10.2025

**SUB: INVITING QUOTATION FOR SUPPLY OF COMPUTER PERIPHERALS,**

Quotations in sealed covers are invited from reputed Agency / OEMs and/or Authorized dealers for the ABOVE NOTED PURPOSE at Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin -723133

| Sl No | Item Name                            | Tentative quantity | Sl. | Item Name                         | Tentative quantity |
|-------|--------------------------------------|--------------------|-----|-----------------------------------|--------------------|
| 1.    | 137A toner cartridge (With Chips)    | 10 Nos             | 9.  | Mouse                             | 4 Nos.             |
| 2.    | 12A toner cartridge                  | 15 Nos             | 10. | Monitor (reputed brand Min 15.4") | 2 Nos.             |
| 3.    | 158X toner cartridge                 | 1 Nos              | 11. | UPS (500/600 VA)                  | 5 Nos.             |
| 4.    | HP 110A toner cartridge (With Chips) | 2 Nos              | 12. | Desk Speaker (Min 5W)             | 1 No               |
| 5.    | Canon 825 toner cartridge            | 2 Nos              | 13. | Laptop                            | 2 No               |
| 6.    | Epson 003 ink                        | 1 Set              | 14. | Web Cam                           | 1 No               |
| 7.    | Epson blacj ink 774                  | 1 No               | 15. | A4 Paper                          | 15 Box.            |
| 8.    | Keyboard                             | 4 Nos.             |     |                                   |                    |

The quotations should be sent in Sealed Cover addressed to "THE CHAIRMAN, Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin -723133". The words "QUOTATION FOR SUPPLY OF ELECTRICAL EQUIPMENT" should be prominently written on the envelope containing the quotation. The quotation should reach this office latest by 1:00PM on 8<sup>th</sup> Nov, 2025

The quotations will be opened at 4:00 PM on 8<sup>th</sup> Nov' 2025 at the Chamber of the Chairman, Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin -723133 in the presence of bidders or their representatives, who wish to present on the occasion. If the said Date is declared a public holiday for any reason, the tenders will be opened on next working day.

This invitation for quotations is subject to the terms and conditions appended below:

- Price bid cover shall contain only Schedule of Rates duly filled in as per specimen at **Annexure B**. Price bid cover shall not contain any other document or any conditions.
- All entries should be legible and correction if any should be attested by Bidder's signature over the firm's seal. Over-writing will not be accepted. Incorrect words/figures should be crossed and correct figures rewritten with signature of Bidders.
- Bidders must submit Quotation pertaining to themselves only. Minimum technical documents i.e. **VALID** Trade Licence, PAN, IT Return, P-Tax return, GST Reg., Bank Details for payment should be submit along with the bid rate.
- The Tenderer is expected to offer most competitive prices with highest possible discounts.
- The successful bidder shall commit to supply the stores on receipt of work order and the bid rate will be valid for **one year** and periodical order may issued if required..
- The Chairman, Raghunathpur Municipality does not bind itself to accept the lowest or any other bid and reserves to itself **the authority to reject any or all the bids received without the assignment of any reason.**
- In case of any dispute /difference arising out of interpretation of any of the clauses/ terms/ provisions, decision of The Chairman, Raghunathpur Municipality shall be final and binding.
- Bids that do not satisfy the terms and conditions are liable to be rejected summarily.
- This tender is not transferable.
- The Chairman, Raghunathpur Municipality reserves the right to withdraw/revoke/cancel the whole or any part of the tender at any stage without assigning any reason.

Chairman

Raghunathpur Municipality  
ChairmanRaghunathpur Municipality  
Dist.-Purulia

## Annexure-B

**SUB:** INVITING QUOTATION FOR OF COMPUTER PERIPHERALS Vide MEMO. No.  
Date \_\_\_\_\_

### Format for Financial Bid:

(On letter head)

| Sl No | Item                                    | Tentative quantity | Unit rate per item<br>(Rs.) | Taxes<br>/GST<br><br>(Rs.) | Total Cost per<br>item<br>(Rs.) | Total Cost for<br>tentative<br>quantity of item<br>(Rs.) |
|-------|---|--------------------|-----------------------------|----------------------------|---------------------------------|--|
| 1.    | 137A toner cartridge<br>(With Chips)    | 10 Nos             |                             |                            |                                 |  |
| 2.    | 12A toner cartridge                     | 15 Nos             |                             |                            |                                 |  |
| 3.    | 158X toner cartridge                    | 1 Nos              |                             |                            |                                 |  |
| 4.    | HP 110A toner cartridge<br>(With Chips) | 2 Nos              |                             |                            |                                 |  |
| 5.    | Canon 825 toner<br>cartridge            | 2 Nos              |                             |                            |                                 |  |
| 6.    | Epson 003 ink                           | 1 Set              |                             |                            |                                 |  |
| 7.    | Epson blać ink 774                      | 1 No               |                             |                            |                                 |  |
| 8.    | Keyboard                                | 4 Nos.             |                             |                            |                                 |  |
| 9.    | Mouse                                   | 4 Nos.             |                             |                            |                                 |  |
| 10.   | Monitor (reputed brand<br>Min 15.4")    | 2 Nos.             |                             |                            |                                 |  |
| 11.   | UPS (500/600 VA)                        | 5 Nos.             |                             |                            |                                 |  |
| 12.   | Desk Speaker (Min 5W)                   | 1 No               |                             |                            |                                 |  |
| 13.   | Laptop                                  | 2 No               |                             |                            |                                 |  |
| 14.   | Web Cam                                 | 1 No               |                             |                            |                                 |  |
| 15.   | A4 Paper                                | 15 Box.            |                             |                            |                                 |  |

(Authorized signatory)