



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH  
KHARDAH MUNICIPAL OFFICE  
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117

No: KDHM/08/ESIB/19-20

Date: 20-07-2019

**QUOTATION NOTICE**

Quotation in sealed cover is invited from resourceful vendors/stockiest/resellers/retailers of the following stationary items.

Sl.No.	Unit	Name of the item	Brand	Model	Make	Specification
1.	1	Attendance Khata				
2.		Envelop				
3.		Note Sheet book (100Page)				
4.		Stock & Store Register Book(100Page)				
5.		Stock & Store Register Book(200Page)				
6.		Leave Register Book (300 Page)				
7.		Resolution Book (200 Page)				
8.		Office of the Municipality File				
9.		Register of letter Issued (200 Page)				
10.		Cheek Register Book				
11.	2	Paper White				
12.		Paper Rull				
13.		A-4 Computer Paper	Copy Power/ITC			
14.		A-4 Xerox Paper	Xerox India Ltd			
15.		A-3 Computer Paper	Copy Power			
16.		A3Continuation Sheet(60gms)	Saraswati			
17.		A3Continuation Sheet(70gms)	Saraswati			
18.		A4 Continuation Sheet				
19.		A -4 Photo Paper (gsm210)	De Smat			
20.	3	Carbon Paper Pencil	Kores			
21.		Carbon Paper Both sided	Kores			
22.		Exercise Book ( Rull no-8)	Reshma			
23.		ExerciseBook(White no-4)	Reshma			
24.		Exercise Book(White no 8)	Reshma			
25.		Pad ( Big size )				
26.		Pad ( Medium size )				
27.		Pad ( Small size )				
28.		Receiving Letter Register Book (100 Page )				
29.		Receiving Letter Register Book ( 200 Page )				
30.		Rull Register Book (No-4)				
31.		Rull Register Book (No-12)				
32.	4	Battery Torch	Eveready			
33.		Battery Pencil	Panasonic Gold / Everady			
34.		Clip Board				
35.		Cotton Duster				
36.		Calculator	Orpat	OT-1400T		
37.		Cello Tape (1 inch)	Miracle			

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)

Web site: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)

Sm/-



OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH  
KHARDAH MUNICIPAL OFFICE  
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117

38	Pencil Eraser	Nataraj			
39	White Ink	Kores			
40	Flap				
41	Arch file	Black bird			
42	Cobra File	Nataraj			
43	Flat File (Plastic Clip)	Annapurna	Metal clip		
44	Cover File	Beauty			
45	Glass	Year			
46	Glass Cover				
47	Glass Mat				
48	Gum Tube	Camlin			
49	Gum Bottle	Fixtite			
50	Jug	Crystal			
51	Busket				
52	Wall clock				
53	Stapler Pin (big)	Kores			
54	Stapler Pin (small)	Kores			
55	Jem's Clip	Dayal			
56	Lock & Key	Godrej			
57	Soap	Life Buoy			
58	Marker Pen	Reynolds			
59	Magnetic Pen clip Container	Zorex			
60	Pen ( Both sided)	Linc			
61	Pen ( One sided )	„			
62	Punching machine	Kangaroo			
63	Hand :Punching Machine(plus type)	Kangaroo			
64	Peon Book	Bharat Stationers			
65	Paper Weight				
66	Refill ( Small )	Linc			
67	Refill ( Big )	Linc			
68	Stapler ( Small )	Kangaroo			
69	Stapler ( big )	Jumbo			
70	Stamp Pad Ink Bottle	Europa			
71	Stamp Pad ( Small )	swan			
72	Stamp Pad ( Big )	Gripex			
73	Scale steel	Ajanta			
74	Paper cutting knife				
75	Scissor (big)				
76	Type Ribbon	Kores			
77	Tag	Local			
78	Wood Pencil	Nataraj			
79	Alpin	King			
80	Correction Pen	Flair			
81	Pen	Angil Gel			
82	Sponje Water Box	Zorex			
83	Feivcal ( 1 Kg )				
84	A-4 Clear Holder File				
85	Pen (Photo Signature gel black, blue,	Faber Castell			

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)

Web site: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)

Sm/-





OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH  
KHARDAH MUNICIPAL OFFICE  
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117

	green)				
86	Pen (C.D. Marker Red gel)				
87	High light pen	Faber castle			
88	Binder Clip ( 1box)	Chinice			
89	Pen Hi – Tee	Hi – Tee			
90	Guarder ( 1kg)	Local			
91	Sticky pad	Corporate			
92	Room Fresheners				
93	Mosquito Vaporizer				
94	Mosquito Coil	Good knight			
95	Fevicol	100 gm			
96	Phenyle	Branded			
97	Harpic				
98	Fevi-Stick				

**TERMS & CONDITIONS:-**

1. The intended vendors should furnish the quotations on their company letter head, containing authorized signatures and will have to be dropped the same in sealed envelopes, addressed to **The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata** and clearly marked as **“Quotation for Stationary Items of Khardah Municipality”** along with our **Quotation No. and Invitation of Quotation Date** in the **Tender Box at the Chamber of Executive Officer** of the Municipality, **within 30/07/2019 and up to 02.00 p.m. sharp.**
2. The vendors will furnish the latest I.T., P.T. VAT, G.S.T Current Trade License, Clearance Certificate and other relevant Credentials / Certifications of satisfactory completion of similar types of works during the last two / three years from their clients along with their quotations.
3. The rates quoted by the vendors should be inclusive of all sorts of taxes and other incidental charges and will be **valid up to the current financial year (i. e. 31-03-2020) from the date of acceptance of this quotation.**
4. The successful vendors have to be served this municipal office, in terms of supply the stationary items or required re-filling works within the current financial year, as and when required basis. The delivery of the materials / required re-filling works have to be accomplished within the 07 (seven) calendar days from the date of issue of the corresponding work order excepting any sorts of force majeure like Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo.
5. The vendor should confirm the acceptance of all the 'Terms & Conditions' relating to technical specification, comprehensive on-site warranty, delivery, validity etc. furnished in the quotation notice. Offer by vendor not conforming to the tender's terms and conditions explicitly will be rejected.

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)

Web site: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)

Sm/-



**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

---

6. The Authority reserves the exclusive right to further negotiate with the successful vendors. While negotiating, the following aspects may be considered: Further reduction in unit price of the quoted items for undertaking the Work / Advancing the delivery schedule / Any Additional services.
7. The Authority has every right to cancel / reject any or all quotations without assigning any reason thereof. However, in calculating the lowest rate offered by the vendor, parameters including yearly consumption will be considered on unit wise and strictly as per the technical specifications as well as the terms & conditions.

Chairman

Khardah Municipality

Chairman

Khardah Municipality

---

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)

Web site: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)

Sm/-