



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR
Odisha - 768001

Phone No. 0663-2411316 / E Mail : sambalpurm.hud@nic.in

Notice No: 9068 /SMC Date: 13/10/2023

TENDER CALL NOTICE

Sealed quotations are invited from interested/reputed firms/ registered dealer / suppliers for supply of **Office Stationeries and other accessories** for use of office of the Sambalpur Municipal Corporation. The tender documents shall be received through registered post or speed post only address to the Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur, Pin-768006 on or before 25.10.2023 by 5.30pm. The envelope containing the tender document should be super scribed by "**TENDER FOR SUPPLY OF OFFICE STATIONERIES AND OTHER ACCESSORIES**". The authority will not be held responsible for any postal delay. The tender shall be opened at 5.00 pm on 26.10.2023. All the bidders are requested to remain present at the time of opening of the tender. The tender document along the items list can be downloaded from SMC official website www.smcsambalpur.nic.in.

The following documents to be submitted along with the tender document:-

1. Self attested copy of valid trade license
2. Self attested copy of up to date GST registration certificate
3. Self attested copy of PAN
4. Tender Paper Cost of Rs.2000/- (two thousand only) in shape of Demand draft from any nationalized bank in favour of the Commissioner, Sambalpur Municipal Corporation payable at Sambalpur. Which is non-refundable.
5. Financial proposal as per Annexure-I.

Terms and conditions

The bidder/supplier shall abide with the following terms and conditions:-

1. The supply is to be made within 30 days from the date of issue of the order otherwise the order will be automatically cancelled.
2. The financial proposal is along with all taxes and transportation charges.
3. The rate quoted by the bidder should be valid for one year. SMC have right to procure in phase manner as and when required.
4. The quality analysis report of the stock is to be submitted along with stock.
5. The items should be of reputed brand.
6. The bidders shall have to show sample of the items (which ever is possible) during opening of bids.

The authority reserves the right to reject any or all tender without assigning reason thereof.


Commissioner

Sambalpur Municipal Corporation

Memo no 9069 / SMC date. 13.10.23

Copy to office notice board of SMC/MIS-SMC for publication in SMC website (www.smcsambalpur.nic.in) for publication.


Commissioner

Sambalpur Municipal Corporation

DETAILS OF THE BIDDER			
1	Name of the Bidder		
2	Address		
3	Contact No.		
4	Pan No.		
5	GST Regd No.		
FINANCIAL PROPOSAL			
Sl no.	Name of Item	Unit	Rate to be quoted
1	Tag	Per bundle	
2	Gum bottlet	per bottle	
3	Stamp pad (11.6cm x 6.5cm)	per pad	
4	Stamp Ink	per bottle	
5	Stapler (preferably Kangaroo)	Big (HS-45P)	per pic
		medium (No.10)	per pic
6	stapler pin	Big (24/6-1M)	per pkt
		small (No.10-1M)	per pkt
7	Calculator	per pic	
8	Carbon Paper	per pkt	
9	Page Marker Stick/sticky note	per pic	
10	Paper weight	plastic	per pic
		glass	per pic
11	Scale (Aluminium) 30 cm	per pic	
12	Note binding rubber	per pkt	
13	White board (2' x 3')	per pic	
14	White board marker	per pic	
15	White board eraser	per pic	
16	Guard file	per pic	
17	Pen	Ball	per pic
		Gel	per pic
18	Pen stand	per pic	
19	Note counting sponge	per pic	
20	Libistick gum	per pic	
21	Acrylic Board for desk	per pic	

22	Fodani (puncher)		per pic	
23	Room freshener		per pic	
24	Toilet freshner		per pic	
25	Hand wash (200ml)	Per Bottle	per bottle	
		Per refill pack		
26	Correction pen (whitener)		per pic	
27	MB book		per pic	
28	Highlighter pen		per pic	
29	Note ped (only for meeting purpose)		per pic	
30	Flat file		per pic	
31	Bucket		per pic	
32	Mug		per pic	
33	Glass (big size)		per pic	
34	Glass lid		per pic	
35	Karpoor goli/campher		per pkt	
36	Envelope	small	per pic	
		medium	per pic	
		big	per pic	
37	Floor washing broom		per pic	
38	Phenyle		per pic	
39	Detergent powder		per pic	
40	Colin		per pic	
41	Harpic		per pic	
42	Mop (washing spong)		per pic	
43	Deo n freshner		per pic	
44	Floor wiper		per pic	
45	Toilet brush		per pic	
46	Desi Broom		per pic	
47	Thermo flask (500 ltr)		per pic	
48	Red cloth		per sqmt	
49	Tea tray		per pic	
50	Tiffin plate		per pic	

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51	Tea cup & plate (each set containing six number of cup plate) good brand		per set	
52	Battary for clock/remote/AC/TV/Projector etc		per pic	
53	Cordless bell		per pic	
54	Cello tape	big	per pic	
		medium	per pic	
		small	per pic	
55	Folder Dak pad		per pic	
56	Transparent plastic folder for meeting purpose		per pic	
57	Wall clock		per pic	
58	Tracing paper		per pic	
59	Tracing cloth		per pic	
60	Tracing pen	blue	per pic	
		black	per pic	
		red	per pic	
61	A4 size 100 GSM copier		per pkt	
62	Tranparent board for incumbancy of officer		per sqft	
63	Name palte on Acryl board		per pic	
64	Official stamps		per pic	
65	Measuring Tape	100ft	per pic	
		50 ft	per pic	
66	Lock with key (Mobaj / Godrej)	big	per pic	
		medium	per pic	
		small	per pic	
67	Tender box (Height 1 feet to 1.5 ft, width 1.5feet and Length 2 feet)		per pic	
68	first aid box		per pic	
69	Lac		per pic	
70	Glass bottle		per pic	

Signature of the bidder with seal

Handwritten signature