



सिलवासानगरपालिकापरिषद  
SILVASSA MUNICIPAL COUNCIL  
दादराएवंनगरहवेली, /DADRA & NAGAR HAVELI,  
सिलवासा /SILVASSA



No. SMC/CO/EDN/20/2018/2599

Date: -14/09/2018

**Subject: -Purchase of Stationery for the Schools and Education  
Office of SMC for the year 2018-19.**

**-: LIMITED TENDER NOTICE: -**

Sealed Limited tenders are hereby invited from the interested suppliers for supply of following item as to reach the undersigned on or before **18/09/2018** up to 14.00 Hrs. by post or by hand delivery.

Sr. No.	Item Description	Qty	Unit	Basic Rate	Total Amount (Including GST)
1	File Cover (with Printing as per sample)	499	One No.		
2	Tag Bundle/ White less (72 tag in one bundle of 24" size), 100% Cotton	57	One Box		
3	U Pin , 26mm, Net wt. 90 gram, Make : Vikram	41	One Box		
4	Stapler (Big) , HP 45, Kangaroo	13	One No.		
5	Stapler Pin (Big) 24X6 Size, One box 20 Pkt.	17	One No.		
6	Stapler (Small) , HD 10D, Kangaroo, 75	37	One No.		
7	Stapler Pin (Small), 10 Size One box 20 Pkt	38	One No.		
8	Stamp Pad, PVC Camlin stamp pad Colour: Violet	30	One No.		
9	Stamp Pad Ink, (Violet Colour), 100 Ml	36	One No.		
10	Whitener Tube/ Correction Pen, One piece Camlin 0007 Ml	31	One No.		
11	Scale 12" (Plastic)	59	One No.		
12	Scale 30" (Wooden)	40	One No.		
13	Gum Pest (Small) Camlin, 150 ml	42	One No.		
14	c-Ruled register 01 quire Pages 72 Anupam	168	One No.		
15	c-Ruled register 02 quire Pages 144 Anupam	182	One No.		
16	c-Ruled register 03 quire Pages 212 Anupam	118	One No.		
17	c-Ruled register 04 quire Pages 280 Anupam	88	One No.		

18	PVC Paper cutter, Size 9 mm	26	One No.		
19	Glue Sticks, Size 8 gm, Make Camlin	64	One No.		
20	Fevicol, Size 100 gm, Make Pidilite	48	One No.		
21	Box File, Steel Clip	47	One No.		
22	Xerox Paper A/4, 70 GSM, Make: JK, 1 pkt in 500 Nos.	82	One Pkt.		
23	Xerox Paper FS 21.5 cm X 34.5 cm, 70 GSM, Make: JK, 1 pkt in 500 Nos.	79	One Pkt.		
24	Colour Note Pad, Size- 50mmX75mmX100 sheet in 1 pkt	15	One Pkt.		
25	Carbon Paper 1 Pkt in 100 sheet make: Camlin, Size: A/4	9	One Pkt.		
26	Duster (for Black/Green board)	242	One No.		
27	Magnetic White board duster Make Zeel Magnetic	7	One No.		
28	White board Marker pen Ink Blue	30	One No.		
29	Kangaroo Punch, Size: DP 52	16	One No.		
30	Water Damper, Make: Wander	23	One No.		
31	Cello Tape 1", Size: 1"X45 LENGTH, Make Wandar	43	One No.		
32	Drawing Pin: 1 pkt in approx. 80/100 Nos.	17	One No.		
33	Sketch Pen Big (Luxar)	39	One Pkt.		
34	CD- Marker Pen	19	One Pkt.		
35	Scissors 8 inch	11	One No.		
36	I' Pin Box	10	One Box		
37	Calculator (Small) Casio	7	One No.		
38	Calculator (Big) Casio	1	One No.		
39	Highlighter Pen (5 Pen in Pkt)	4	One Pkt		
40	A-3 Size plain paper for Printing of question papers	250	One Rim		

**Terms & conditions are as under:**

1. The rates for the above items should be inclusive of all taxes & quoted for the unit shown against each item & FOR at Silvassa.

2. The firms who are able to supply should quote the rates / provide materials from licensed outlets on receipt of the clear supply order by this Department.
3. Sealed envelope should be super scribed word **“Purchase of Stationery for the Schools and Education Office of SMC for the year 2018-19”**.
4. The supply should be completed within prescribed time limit given by the Department.
5. The materials found defective or damaged or otherwise not as per specification given, shall be rejected. The firm should replace the same otherwise payment will not be made.
6. The payment will be made after full satisfaction of the representative of Department.
7. The suppliers should quote their rates in their own letter pad OR on plain paper with their rubber stamp.
8. The rates should be valid up to 31/12/2018.
9. Right to reject or accept any or all limited tenders are reserved with the undersigned.
10. Tender Fees of Rs.500/- should be submitted in favour of the under signed in the form of Demand Draft/Fixed Deposit Receipt.
11. EMD for an amount of Rs. 5,800/- (Rs. Three Thousand Only) should be submitted in favour of the under signed in the form of Demand Draft/Fixed Deposit Receipt.
12. The tenders shall be opened on 18/09/2018 at 15:00 Hrs. in presence of the bidders if any.
13. Limited Tenders received without EMD shall be rejected.

**Sd/-  
Chief Officer  
Silvassa Municipal Council  
Silvassa**

**Copy to:**

1. All Head of Office, D&NH, Silvassa for kind information and vide publicity.
2. The Assistant Director (IT), DNH, Silvassa with request to uploading in DNH Administration Website.
3. Notice Board.