

OFFICE OF THE
SAINTHIA MUNICIPALITY
P.O.-SAINTHIA : DIST.-BIRBHUM

From: The Chairman / Executive Officer
SAINTHIA MUNICIPALITY

Memo No. 08 /SM/2023
Dated 18/04/2023

Sub:- Notice inviting for sealed Quotation for purchase of Office Stationeries of this Municipality for the year 2023-2024 (Upto September 2023).

Sealed quotation is hereby invited by the undersigned from reliable, resourceful outside bonafide suppliers for the purchase of under noted materials and quantity.

Sl. No.	Name of the Products	Min. Qty.	Amount Quoted
1	Register (No. 2)	12 Pcs.	
2	Register (No. 4)	6 Pcs.	
3	Register (No. 8)	3 Pcs.	
4	Register (No. 12)	3 Pcs.	
5	Cover Khata (80 Pages)	12 Pcs.	
6	Cover Khata (160 Pages)	6 Pcs.	
7	Dista Khata	10 Pcs.	
8	Cover File	12 Pcs.	
9	Use & Throw Pen (Elcos / Agni)	20 Pcs.	
10	Pencil HB (Apsara)	10 Pcs.	
11	Eraser (DOMS)	20 Pcs.	
12	Sharpener (DOMS)	20 Pcs.	
13	Marker Pen (Luxor / Camlin)	10 Pcs.	
14	Gum (Fevi Gum - Rs. 5/-)	10 Pcs.	
15	Scale (Plastic - 1 Ft.)	10 Pcs.	
16	Stamp Pad (Faber Castell)	10 Pcs.	
17	Stamp Ink (60 ml.)	3 Pcs.	
18	Cello Tape (1 Inch.)	6 Pcs.	
19	Cello Tape (2 Inch.)	6 Pcs.	
20	Stapler (No. 10)	1 Pc.	
21	Stapler (24/6)	1 Pc.	
22	Stapler Pin (No. 10)	20 Pcs.	
23	Stapler Pin (24/6)	10 Pcs.	
24	Scissors (4.7 Inch)	12 Pcs.	
25	Scissors (7 Inch)	3 Pcs.	
26	Scissors (9 Inch)	1 Pc.	
27	Paper Weight (Plastic)	12 Pcs.	
28	Staff Attendance Register (100 Pages)	3 Pcs.	
29	A4 Paper (75 GSM)	1 Pkt.	
30	A4 Paper (100 GSM)	1 Pkt.	


Chairman
SAINTHIA MUNICIPALITY
Sainthia, Birbhum

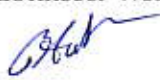
18/04/2023

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Sl. No.	Name of the Products	Min. Qty.	Amount Quoted
31	FS/ Legal Paper (75 GSM)	1 Pkt.	
32	A3 Paper (75 GSM)	1 Pkt.	
33	Gurder	250 gm.	
34	Alpin	1 Box	
35	Calculator	1 Pc.	
36	Duster (Cotton – 18'/18')	12 Pcs.	
37	Board File	12 Pcs.	
38	Bhor	1 Pc.	
39	Tag (Bhor)	10 Pcs.	
40	Glycerine (30 ml.)	3 Pcs.	
41	Plastic Button File	12 Pcs.	
42	Peon Book (50 Pages)	3 Pcs.	
43	Correction Pen (Luxor / Reynolds)	10 Pcs.	
44	Water Sponge (Plastic)	3 Pcs.	
45	Chalk (144 Pcs. per Box)	6 Pcs.	
46	Non-Rechargeable Torch (Single Battery)	12 Pcs.	
47	Gems Clip (26 No.)	1 Box	
48	Meeting Resolution Register (50 Pages)	3 Pcs.	
49	Meeting Resolution Register (100 Pages)	3 Pcs.	
50	A4 Paper (70 GSM)	1 Pkt.	

The intending quotationers are requested to quote their rate including W.B. Govt. all taxes & delivery charge up to office. Last date of submitting seal quotation is 25/04/2023 up to 3.00 pm. No quotation will be received after the stipulated date & time.

The undersigned reserves the right to accept or reject any or all quotation without assigning any reason what so ever.


Chairman
SAINTHIA MUNICIPALITY
Sainthia, Birbhum

Memo No. 08 /1(6)/SM/2023
Notice forwarded for wide circulation to :-

Dated 18/04/2023

1. Office Notice Board of Sainthia Municipality Office;
2. Station Manager, Sainthia Railway Station, Sainthia, Birbhum;
3. Officer-in-charge, Sainthia Police Station, Sainthia, Birbhum;
4. Post Master, Sainthia Post Office, Sainthia, Birbhum;
5. Block Development Officer, Sainthia Development Block, Ahmedpur, Birbhum.
6. Tarak Nath Das, IT Co-ordinator, Sainthia Municipality for uploading into Office Website.


Chairman
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Sainthia, Birbhum
18/04/2023