



Office of the
Asansol Municipal Corporation
Asansol :: Paschim Bardhaman

NOTICE INVITING QUOTATION.

Memo No. :- _____ /PWI/Eng/2018

Date. : _____

Quotation Notice No.:- Q- 195 /PWI/Eng/2018

Date : 06.03.18

Sealed quotations are invited by the Secretary for supply of Stationary & printing Items at Asansol Municipal Corporation, from reliable and resourceful agencies, supplier, and manufacturer in the particular type of work.

Sl. No.	Description of work	Quantity	Rate to be Quoted	Period of Completion
1	Full scape white paper (7kg per reem)	Per Rim		1 (One) Year
2	Full scape rulled paper (7kg per reem)			
3	Special quality of white paper (size:- 17"x 27")			
4	Special quality of white paper (size: 9"x14")	Per 10 Pic Box		
5	(a) Both side ball pen			
	(b) Single refill ball pen			
	(c) Jotter refill ball pen			
	(d) Gel Pen (specimen to be produced)			
	(e) Use & throw Gel Pen			
	(f) Sketch Pen			
	(g) Marker pen			
	(h) Highlighter pen			
6	Pencil Carbon paper	Per Box		
7	Double sided Carbon Paper			
8	Double sized Carbon paper (type)			
9	Machine Oil (50 ml)	Per Bottle		
10	EXERCISE BOOK	Per Doz		
	(a) No.-4			
	(b) No-6			
	(c) No-8			
	(d) No-10			
11	Board Bound Registrar with conquest paper	Per Doz		
	(a) Vol-4 (10 sheeted)			
	(b) Vol-6 (10 sheeted)			
	(c) Vol-8 (10 sheeted)			
	(d) Vol-10 (10 sheeted)			
	(e) Vol-12 (10 sheeted)			
	(f) Vol-16 (10 sheeted)			
	(g) Vol-20 (10 sheeted)			

12	Board Bound Ledger Registrar with conquest paper (a) Vol-22 (b) Vol-24	Per Doz		
13	Computer Paper (60 gsm) (a) size- 10"x12" (b) size-12"x15" (c) size- 10"x12"(two part) (d) size-10"x12"(three part)	Per 1000 Nos.		
14	Computer Paper (80 gsm) (e) size 10"x12" (f) size 10"x15" (g) size 10"x12"(two part) (h) size 10"x12" (three part)	Per 1000 Nos.		
15	Xerox paper (75 gsm) (a) size-A4 (b) size-A3 (c) Size-Legal	Per Rim		
16	Fax Roll (30 mtrs.)	Per Box		
17	Stapler Machine (HD-10)	Per Box		
18	Stapler Machine (HD-45N)	Per Box		
19	Stapler Pin (HD-10)	Per Box		
20	Stapler Pin (24/6) (HD-45N)	Per Box		
21	Pin (pointed)	Per Box		
22	James Clip (Ordinary)	Per Box		
23	Vinyl Coated James Clip	Per Box		
24	Wooden Pencil	Per Box		
25	Cartridge of Laser Jet Computer Printer	Per Pic		
26	Eraser (two-in-one)	Per Box		
27	Self Inking Stamp Pad (Tin) (a) Big size (b) Medium size	Per Box		
28	Stamp Pad Ink (60 ml)	Per Bottle		
29	Magnetic Pin Up	Per Pic		
30	Paper Weight (Round shape)	Per Pic		
31	Knife with wooden handle	Per Box		
32	Paper cutting knife	Per Box		
33	Boarer with handle	Per Box		
34	Gum (150 ml)	Per Bottle		
35	Gum Tube (30 ml)	Per 100 No.pic		
36	Fevi-Stick (8 gm)	Per Box		
37	12" Long Plastic Scale	Per 10 Pic Box		
38	Twine Thread Tag (Red colour) (size-9")	Per bundle		
39	Water Sponge Pad	Per 10 Pic Pad		
40	Tonner for Xerox (RICOH)	Per Pic		
41	(a) Eraz-X (b) Correction pen	Per 10 Pic Box		
42	Cloth Duster (white glass cloth) (24"x24")	Per 10 Pic bundle		
43	Tumbler (standard size)	Per Pic		

	Waste Tray with Clip		
	Waste paper Basket		
	Water Jug (Plastic)	Per Pic	
47	Metal Clip (small size)	Per Doz	
48	Cloth pasted Red File Flap	Per Pic	
49	Board File with Flap	Per 10 Pic Box	
50	Peon Book (100 pages)	Per bundle	
51	Log Book for vehicle (100 pages)	Per 10 Pic bundle	
52	Poly coated cover file with office monogram	Per 10 Pic	
53	Ordinary Cover File (thick quality)	Per Pic	
54	Note sheet File with office monogram Printing matters (as per office specimen)	Per Pic	
55	Full rexine Auto Clip File (U-I size)	Per Pic	
56	Laminated Flat File with Clip	Per Pic	
	Channel File	Per Pic	
57	(a) A4 Size	Per 10 Pic	
	(b) Full Scape size		
	Paste-It Pad (Write-on pad)	Per Pad	
58	(a) Size-2"x3"		
	(b) Size-3"x4"		
	(c) Size-3"x0.75"		
	Printing of pad insunlit bond paper containing 100 pages in each pad	Per Pad	
59	(a) Size-5.75"x9"		
	(b) Size-8.5"x13.5"		
	(c) Size-7.5"x9"		
	Printing of different types of forms on Andhra Maplitho 8 Kg. 60 GSM paper with supply of paper and pad binding	Per Pad	
60	(a) Size-A4		
	(b) Size-U1		
61	Printing of Note sheet pad containing 100 pages on conquest paper (75 GSM) of size 8.5"x13.5"	Per Pad	
	Envelope with office monogram & Printing matters in brown paper	Per 1000 Nos.	
62	(a) Size-4.5"x10.5"		
	(b) Size-4"x9"		
	Printer Ribon for Dot Matrix Printer	Per 10 Pic	
63	(a) Size-15 Mt.		
	(b) Size-30Mt.		
64	Renco System File (Guard File)	Per Pic	
65	Arch File	Per Pic	
	Adhesive Tape (Cello-tape)	Per 10 Pic	
66	(a) 12mmx9mtrs.		
	(b) 50mmx65mtrs (Brown colour)		
	Cotton Based envelope printing with office monogram	Per 1000 Nos.	
67	(a) 12"x16"		
	(b) 10"x8"		
68	Punching Machine	Per Pic	
69	Signature Board	Per Pic	

70	Window Envelope with print of Office name	Per 1000 Nos.	
71	Dendrite 20 MI Tube	Per 10 Pic	
72	Printing of Councillors Pad	Per Pad	
73	Printing of office Pad/MIC/Mayor/Chairman/Dy. Mayor pad	Per Pad	
74	Zonal Attendance Registrar	Per 10 Pic	
75	General Attendance Registrar	Per Pic	
76	Leave Application Form	Per Pad	
77	Water Glass	Per 10 Pic	
78	Sticker sheet A4 size	Per 100 Nos.	
79	Sub-Voucher Form (each containing 100 page)	Per Pad	
80	(a) Pointed Ball Pen Refil (Blue,Black,Red in small size)	Per Box	
	(b) Jotter Refil (specimen to be produced)		
	(c) Gel Pen Refil		
81	Clear File (Green)	Per 10 Pic	
82	Calculator (Commercial)	Per Pic	
83	Pen drive (16 GB)	Per Pic	

1. The Quotation should be in sealed cover with mention of quotation Notice no. and item No. date of this notice on the front side of the sealed covers. The quotation should be dropped in the quotation box kept in the engineering department as scheduled date and time given bellow.
2. The Contractor shall submit Xerox copy of Valid Trade License, GST & credential at 40% of the total value of quoted amount in a single work order within 3 years at the time of application.
3. 2 % of the earnest money must accompany of the quoted rate with the quotation paper.
4. Date of receiving of Quotation on 14.03.18 Upto 2.00 p.m.
5. Date of opening of quotation on 14.03.18 at 3.00 p.m.
6. The authority reserves the right to accept/or reject any or all quotation without assigning any reason whatsoever.

Sd/-
Secretary,
Asansol Municipal Corporation.

Memo No:- 1347/8 /PW/Eng/2018

Date. 06.03.18

Copy to:-

1. Mayor, Asansol Municipal Corporation
2. Commissioner, Asansol Municipal Corporation
3. S.E. Asansol Municipal Corporation
4. R.O / T.C., Asansol Municipal Corporation
5. Member, T.C., Asansol Municipal Corporation
6. O.S., A.M.C., for publication in one daily newspaper for a day only.
7. Sri. B.N. Gupta, Co-ordinator, for displaying in A.M.C. Website.
8. Notice Board.

Sd/-
Secretary,
Asansol Municipal Corporation.