



OFFICE OF THE NOTIFIED AREA COUNCIL, REMUNA, BALASORE

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Order No. 297 / Date 25.05.2022

QUOTATION CALL NOTICE FOR SUPPLY OF OFFICE STATIONARY

The Executive Officer, Remuna N.A.C on behalf of Notified Area Council, Remuna is hereby invited from the intending Regd. Supplier/Firms/Distributor for supply of the following office stationary articles to the Remuna N.A.C .The quoted rate will be valid for the financial year-2022-23 so that the order can be placed depending on requirement from time to time as per the indent. The rate should be quoted inclusive with delivery to the office. The details of the item list enclosed in a separate sheet for reference. The terms & conditions of supply along with list of required items is also mentioned in the quotation for reference. The intending firms have to submit the quotation in the scheduled time period i.e. from the date of publication to 10.06.2022 by 10 AM which will be opened on the same day at 11 AM in presence of all participated bidders or their representatives. The intending Firm/Supplier & Distributor shall have to furnish a copy of updated GSTIN clearance certificate PAN/IT clearance certificate along with Rs.2000/- as EMD in shape of DD/BD or, Banker's Cheque favour of the Executive Officer, Remuna N.A.C & the cost of the form **Rs.100/-** in the scheduled format of items of office stationaries to be quoted (**Annexure-A**) will be available in the office. The quotation will be sent through Speed Post/Regd.Post in the address of Executive Officer, Remuna N.A.C. No quotation paper after the aforementioned time period will be entertained. The quotationers can also be seen the details of the quotation of stationaries (item wise) during office hours and the Dist.Office website of Balasore- www.baleswar.nic.in.The Authority reserves the right to reject or cancel all quotations without assigning any reason thereof.


25.05.22

Executive Officer, Remuna N.A.C

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Memo No 298(4)/Date: 25.05.2022

Copy to the Office Notice Board of Remuna NAC/Block Development Officer, Remuna Block/Tahasidar, Remuna/Gen & Misc. Collectorate, Balasore/Project Director, DUDA, Balasore/Dist. I & P.R Office, Balasore for information & they are requested to affix it in their office notice board for wide publication.



Executive Officer, Remuna N.A.C

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LIST OF STATIONARY ARTICLES

Sl. No.	Items Specification	Unit	Rate	GST %	Total Quoted Rate
1.	White paper D/F (JK brand/Emami)	Per Rim			
2.	RoR Paper (500 Sheets)	Per pkt.			
3.	Board file (cloth mounting)	Per pc.			
4.	Cover file (Inside cloth Mounting)	Per pc.			
5.	Guard file (cloth binding 250 pages)	Per pc.			
6.	Single side carbon (kores)	Per pkt.			
7.	Double side Carbon	Per pkt.			
8.	Branded A4 size copier paper	Per pkt.			
9.	Branded A6 size copier paper	Per pkt.			
10.	Short hand note book	Per pc.			
11.	Corton tag	Per Bundle			
12.	Thread Ball	Per pc.			
13.	Stapler (kangaroo)	Per pc.			
14.	Alpin 100 gm	Per pc.			
15.	Stamp Pad (Small)	Per pc.			
16.	Stamp Pad (Big)	Per pc.			
17.	Stamp Pad ink (100ml.)	Per pc.			
18.	Punching machine	Per pc.			
19.	Envelope	Per pkt.			
20.	Tracing paper	Per pc.			
21.	Glass Tumbler (Good quality)	Per pc.			
22.	Liquid Gum (100ml.)	Per pc.			

23.	Liquid Gum (700ml.)	Per pc.			
24.	Lock & key (Medium Size)	Per pc.			
25.	Bodkin	Per pc.			
26.	Measuring Tap (30mtrs/100fts)	Per pc.			
27.	M.B Book (Oxford)	Per pc.			
28.	Ammonia paper	Per each			
29.	Duplicate paper	Per pkt.			
30.	Duplicating ink	Per bottle			
31.	Paper Weight	Per pc.			
32.	Waste Paper basket	Per pc.			
33.	Stapler pin (10 No.)	Per pc.			
34.	Nylon guarder	Per pkt.			
35.	Branded Calculator (Medium)	Per pc.			
36.	Branded Calculator (Big digit/size)	Per pc.			
37.	Display board	Per pc.			
38.	Fevicol (100gm) gum	Per pc.			
39.	Correction fluid	Per pc.			
40.	Sticky note flag	Per pc.			
41.	Rubber	Per pc.			
42.	Pencil & pencil cutter	Per pc.			
43.	Permanent marker pen	Per pc.			
44.	Printed fly leaf (Remuna NAC)	Per pc.			
45.	High lighter	Per pc.			
46.	Pen stand(Designed quality)	Per pc.			
47.	Eraz Ex (Kores)	Per each			
48.	Staff Attendance Register	Per no.			

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LONG BINDING REGISTER

1	Long binding Register No.- 4(Leather Bound)	Per pc.			
2	Long binding Register No.-6 -do-	Per pc.			
3	Long binding Register No.-8 -do-	Per pc.			
4	Long binding Register No.-10 -do-	Per pc.			
5	Long binding Register No.-12 -do-	Per pc.			
6	Long binding Register No.-14 -do-	Per pc.			
7	Long binding Register No.-16 -do-	Per pc.			
8	Long binding Register No.-18 -do-	Per pc.			
9	Long binding Register No.-20 -do-	Per pc.			
10	Long binding Register No.-22 -do-	Per pc.			
11	Long binding Register No.-24 -do-	Per pc.			
12	Long binding Register No.-34 -do-	Per pc.			
13	Long binding Register No.-40 -do-	Per pc.			
14	Short binding Register (Pages-128)	Per pc.			
15	Short binding Register (Pages-192)	Per pc.			

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TERMS & CONDITIONS

1. Reputed Regd. Supplier / AGENCY / Book Store/ Firms for supplying Stationeries Materials for (Annexure-A) Can participate in Quotation.
2. GST and other taxes and duties (In %) if any should be mentioned separately. The quotationer should attach attested true copies of valid GST Regd. Certificate & PAN card will be rejected out rightly.
3. Any other Govt. Tax as applicable from time to time will be borne by the Quotationer.
4. The Quotationer should quote single rate for each item according to the quotation wherever mentioned. More than one rate for a particular item will be summarily rejected. The schedule appended to Quotation Call Notice (Annexure-A) should be filled up and signed.
5. The rate of quoted by the successful quotationer shall be valid for a period of one year from date of issue of supply order.
6. The rate should be mentioned in figures only.
7. **EMD** in shape of Demand Draft/Bankers cheque duly pledged in favour of the **Executive Officer, Remuna NAC, Balasore** shall be attached with the offers, which shall be refunded to unsuccessful quotationers in due course. No other mode of payment of EMD shall be accepted. Offers received without EMD shall be rejected out rightly. Request for Exemption of **EMD** by any firm and adjustment for any previous deposits will not be entertained.
8. The EMD & Paper cost (non-refundable) should be submitted separately in shape of Demand Draft/ Bankers cheque & the money receipt etc. along with the Quotation bid documents. The Details Quotation Call Notice will be downloaded from the Dist. NIC website of Balasore, www.baleswar.nic.in. There is no prevision of selling of bid documents in Remuna NAC Office Counter.
9. Paper Cost Rs.100/-which is non-refundable .Offers received without Paper cost shall be rejected out rightly.
10. The stationeries item should be supplied within 07 (seven) days from the date of issue of the supply order.
11. If the suppliers fails to supply any items in time as per the supply order , Remuna NAC will be liberty to purchase the required quantities from the open market at the cost and risk of supplier i.e. differential cost will be recovered from the supplier. In such cases the decision of Executive Officer will be treated as final & binding on supplier.

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12. Time is the essence of this contract. The supplier will adhere to supply as per scheduled time period strictly.
13. Any materials found defective/ damaged is to be replaced immediately in free of cost.
14. Offer received incomplete in any manner will be summarily rejected.
15. Any correction or overwriting in offer should be attested by the quotationer or else offer is liable for rejection.
16. All the documents furnished by the bidders are subject to verification by the issuing authority. In case of manipulation is found, the EMD will be forfeited and steps shall be taken in to the consideration of blacklisted to the bidder from Remuna NAC.
17. Any other information can be had from the office of the Executive Officer, Remuna NAC during the office hours(Except Govt. Holidays).
18. The Cover containing the quotation shall be super scribed with **Quotation Call Notice No. & date.**
19. The Authority reserves the rights to reject any or all the quotation without assigning any reason thereof.
20. In case of any legal dispute arises , the matter will be taken in court of law at Balasore jurisdiction only.

 25/05/22

Executive Officer Remuna NAC