

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା: ସୁନ୍ଦରଗଡ଼
DISTRICT RURAL DEVELOPMENT AGENCY: SUNDARGARH



District Rural Development Agency,
Sundargarh – 770001
Tel / Fax No. 06622-273873
E-mail – ori-dsundargarh@nic.in

Notice No. 2941 / DRDA. Dated. 27/11/2019

SHORT QUOTATION CALL NOTICE

Sealed quotations in plain paper / letter pad are hereby invited from the intending registered firms/ Authorized license Suppliers/ Co-Operative outlets for supply of office Stationary articles & other items as per the list attached in **Annexure-I** for the office of the Project Director, DRDA, Sundargarh for one year from the date of approval with the following terms and conditions.

Terms & Conditions:

1. The sealed quotation should reach in this office by 3.00 P.M on or before 17/12/2019 and it will be opened in the presence of the members of Purchase Committee at 4.00 P.M on 18/12/2019 in the Office chamber of Project Director, DRDA, Sundargarh. The quotationers or their representative may remain present at the time of opening of quotation failing which no complain/dispute in future shall be entertained.
2. The quotations must be accompanied with all Tax clearance certificate (GSTN), PAN, and the registration Certificate of the competent authority (GSTN). The GST and other taxes of the items should be mentioned clearly in the quotation against the item failing which their quotation shall not be taken into consideration.
3. Materials should be supplied within seven days from the date of placement of order by the undersigned. The materials should be delivered in full and good condition in the office of the undersigned.
4. If the supplier fails to supply the materials within the stipulated period the order shall stand automatically cancelled.
5. The authority reserves the right to reject any or all quotations without assigning any reason thereof.
6. The quotation should be accompanied of Rs. 5,000/- as EMD in shape of DD/Bank Draft in favour of Project Director, DRDA, Sundargarh payable at Sundargarh, which will be refunded to unsuccessful bidder after completion of the quotation process.
7. The quotations received incomplete in any shape or after the scheduled date and time shall be summarily rejected.

Encl: ANNEXURE-I

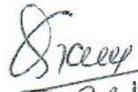
Sicay
26/11/2019
Project Director,
DRDA, Sundargarh

Memo No 2942 / DRDA. Dated. 27/11/2019

Copy to the Notice Board of DRDA, Sundargarh/ Collectorate, Sundargarh/ Sub-Collector Office, Sadar, Sundargarh/ Tehsildar's office, Sundargarh/ Sundargarh Municipality office for wide publicity.

Copy to the DIO, NIC, Sundargarh with a request to uploaded in the District Website for wide publicity. ✓

Copy submitted to the Collector & District Magistrate, Sundargarh for favour of kind information.


26/11/2019
Project Director,
DRDA, Sundargarh

LIST OF THE OFFICE STATIONAARY ARTICLES TO BE SUPPLIED TO THE DRDA,SUNDARGARH

Supplier/Quotationer: _____

Name Supplier/Quotationer:- _____

Number of the Supplier/Quotationer:- _____

Contact Mobile Number:- _____

Sl No.	Name of the items to be supplied	Specification/ Brand	UNIT	RATE		
				Price	GST	Total
1	A-4 size Xerox Paper	JK(4) Red	Packet			
2	A-4 size Xerox Paper	JK(4) Green	Packet			
3	Xerox paper(legal size)F/S)	JK-Red	Packet			
4	Computre printer catridge 78-A	HP Laserjet	Piece			
5	Computre printer catridge 12A	HP Laserjet	Piece			
6	Computre printer catridge 88A	HP Laserjet	Piece			
7	Cartridge T-5070P for Xerox Machine(e-Studio-457)	SONY	Piece			
8	Pendrive 8GB(Sony)	SONY	Piece			
9	Pendrive 16 GB (Sony)	SONY	Piece			
10	Antivirous(5 User)	Quick heal total security	1 pkts			
11	Antivirous (7 user) (Quick heal)	Quick heal total security	1 pkts			
12	Register No.16	LION Deluxe Printed Register	Piece			
13	Register No.12	LION Deluxe Printed Register	Piece			
14	Register No.10	LION Deluxe Printed Register	Piece			
15	Register No.8	LION Deluxe Printed Register	Piece			
16	Register No.6	LION Deluxe Printed Register	Piece			
17	Register No.4	LION Deluxe Printed Register	Piece			
18	Issue Register (200 pages) inGovt. Prescribed format	Hard binding	Piece			
19	Receipt Register (200 pages) inGovt. Prescribed format	Hard binding	Piece			
20	Peon Bookr (2100 pages) inGovt. Prescribed format	Hard binding	Piece			
21	Index Register (20 pages) inGovt. Prescribed format	Hard binding with brown paper cover	Piece			
22	Short hand Book	OXFORD	Piece			
23	Calculator	CASIO-MJ-1200	Piece			
24	Stepler No-45	KANGARO	Piece			
25	Stepler Pin (NO-45)	KANGARO	1 pkts			
26	Stepler No-10	KANGARO	Puiece			
27	Stepler Pin (No-10)	KANGARO	1 pkts			
28	Stamp Pad (70x111) mm	Kores long life	Piece			
29	Stamp Pad (90x159) mm	Kores long life	Piece			
30	LED Bulb 15 Watts	Bajaj/Philips	Piece			
31	LED Bulb 9 watts	Bajaj/Philips	Piece			
32	LED Tube lite 20 Watts	Bajaj/Philips	1 Set			
33	Guard File		Piece			
34	Spring File		Piece			
35	Stick File		Piece			

	er (Plastic)		Piece		
	ad (Cloth binding)	LION	Piece		
	velope (25x11) cm Brown colour		1 Pkts		
	minated Envelope (30x15) cm Yellow colour		1 Pkts		
40	Laminated Envelope (30x25) cm Yellow colour		1 Pkts		
41	Cello Tap.(2" width)		Piece		
42	Gum Bottle (700ML)	KORES	1 bottle		
43	Gum Bottle (150 ML)	KORES	1 bottle		
44	Fevstick gum (18 ML)	Fevi Stick (Super)	Piece		
45	Phenyle (white) 1 Ltr	KONARK	1 bottle		
46	Harpic (1 Ltr)		1 bottle		
47	Odonil Air Freshner 50 MG		Piece		
48	Napththalene ball		1 pkts		
49	Hand wash	Dettol/Life Buoy	1 pkts		
50	Room Freshner (200 ML)	RAJANIGANDHA/LAVENDER	1 bottle		
51	Mosquito liquid	Good night/Mortin	Piece		
52	Flag (7,5mm Length appx.)	Oddy	1 pkts		
53	Tag (Small Bundle(Good quality (9'10"))	1 bundle	1 pkts		
54	Permanent Marker Pen	Luxor-1222	Piece		
55	White Board Marker Pen	Luxor-1223 Black	Piece		
56	Salu Cloth (appx.90cm width)	Red	1 mtr		
57	Penci Battery (Big)	NIPPO	Piece		
58	Pencil Battery (small)for AC Remote.	NIPPO	Piece		
59	Dustbin (Plastic)	POOJA	Piece		
60	Thermoflask (1 Ltr)	MILTON (Steel Cover)	Piece		
61	Distilled Water (1 ltrs)	For use in battery	1 bottle		
62	Mosquito liquid with Machine	Mortein	1 Set		
63	High Lighter Pen	Luxor	Piece		
64	Sketch Pen (12 cm.appx.length)	(1 packet-10 pcs)	1 Packet)		
65	Scale 30 cm.(Plastic)	NATARAJ)	Piece		
66	Rubber Eraser (White)	NATARAJ)	Piece		
67	Cup+Plate	OASIS	Oasis		
68	Glass Trumbler	YEAR	1 Set		
69	Glass Trumbler	POOJA	1 Set		
70	Bucket (20 ltr)(Branded)	POOJA	Piece		

	anded)	POOJA	Piece		
	appx.8" length)	Munix	Piece		
	Link	Link-6 Lever	Piece		
	Electric Extension Cord (8.mtrs)	CONA	Piece		
	Rubber Eraser (White)	Appx. (35X70)"	Piece		
76	Towel for Vehicle (White)	Appx.30X60)"	Piece		
77	Turkish Towel	Appx. (20X12)"	Piece		
78	Pen (Use & Throw)	1 pkts X5 pcs	1 pkts		
79	Almirah (7" height)	POOJA	Piece		
80	Cash Book No.12	LION Deluxe Printed Register	Piece		
81	Cover Folder (Plastic)		Piece		
82	Fly leaf (Red/Green/Yellow)		Piece		
83	Flat File (Board File)		Piece		
84	Tube Light Bar	(Bajaj/Philips)	Piece		
85	Index Register (20 pages) in Govt. Prescribed format	50 Pages	Piece		
86	Log Book	100 Pages	Piece		
87	Plain Paper Log Book	50 Pages	Piece		

Signature of the Quotationer.

