

OFFICE OF THE BONGAIGAON MUNICIPALITY
BONGAIGAON

website: www.bongaigaonmb.in

e-mail: municipality.bngn@gmail.com

No.BM/P&S-148/20/195

Dated Bongaigaon the 14th March, 2023

QUOTATION NOTICE



Sealed quotation affixing court fee of Rs 8.25 (rupees Eight and paisa twenty five) only in plain paper are invited from the reputed local supplier/trader for supply of the office stationary and miscellaneous article (List enclosed) for the year 2023-2024 and will be received by the undersigned up to 2.00PM on 22/03/2023 and will be opened on the same date and place in presence of the quotationers who desire to be present.

Terms and Condition:

1. Quotationer should have valid PAN, GST Reg. No and Trade License from the Municipality.
2. The rate should be quoted in both figure and words inclusive of all taxes, freight etc. complete.
3. No inferior quality of materials will be accepted.
4. Selected Quotationers will have to supply the articles within 24 hours from the date and time receipt of official order.
5. The undersigned reserved the right to accept or reject any or all quotation without assigning any reason thereof.
6. If the supplier fails to supply the articles as per workorder within the stipulated time, the contract may be liable for cancellation at his own cost.

(Subodh Ch. Das)
Chairman
Bongaigaon Municipality
Bongaigaon

(B. Kalita, ACS)
Executive Officer
Bongaigaon Municipality
Bongaigaon

Encl:- As State above

Memo No.BM/P&S-148/20

Dated Bongaigaon the 14th March, 2023

Copy Forwarded for favour of information and wide circulation to:

1. PA to DC, for kind appraisal of Deputy Commissioner, Bongaigaon.
2. The Executive Engineer, P.W.D (Road division) Bongaigaon for kind information.
3. The DIPRO, Bongaigaon. She is requested give publicity through FLS.
4. Office Notice Board.
5. Local Supplier/Traders.

(Subodh Ch. Das)
Chairman

Bongaigaon Municipality
Bongaigaon

(B. Kalita, ACS)
Executive Officer
Bongaigaon Municipality
Bongaigaon

LIST OF STATIONARY & MISCELLANEOUS ARTICLES(2023-24)

GROUP -A

Sl.No	Name of articles	Specification	Rate
1	F.C. Paper	Best	per/ream
2	D.F.C. Paper	Best	per pkt.
3	Demai Paper	Best	per pkt.
4	Note Paper	Best	per pkt
5	Carbon Paper (type)		per pkt
6	Carbon Paper (pencil)	Kores/Fuji	per pkt
7	File cover & Board	spl/Std.	per pair
8	Tracing Paper	Best	per mtr.
9	Envelop(28x12cm)	Best	per 100
10	envelop(23x10cm)	Best	per101
11	Cover file	Best/std	per each
12	flate file	Best/std	per each
13	Voucher file		per each
14	Auto clip file		per each
15	peon book		per each
16	binding register		per No each
17	binding register	Azruli paper	per No each
18	exercise book		per No each
19	Diary	oxford/gupta's	per each
20	ledger register		per No each
21	Attendance register	cloth binding	per 50 pages
22	note pad	Plain/ruler	per book
23	Enagement pad		per each
24	Xerox paper	A4,FS	per pkt
25	Xerox paper(Executive)	A4,FS	per pkt
26	Xerox -Toner	NPG-28	per each
27	Printing Cartridge LaserJet	12A	per each
28	HP DeskjetF2120	21,22	per each
29	Cannon LB3200	EP-26	per each
30	Blank C.D		per piece
31	Pan Drive	4GB& 8GB	per each
32	Cello Tap		per each
33	Duplicating ink/liquid		per each
34	Tag	Cotton/nylon	per bundle
35	Stamp Pad	Big/small	per each
36	Stamp Pad Ink	500ml/100ml	per each
37	Ball pen(both side refill)	Best	per each
38	Ball pen	Best	per each
39	Pen stand with pen	2 holder/4 holder	per each
40	ball pen refill		per pkt
41	Hi-tech pen	Luxer	per each
42	Sketch pen		per each
43	Marking pen		per each
44	Corecting fluid/pen	Black/rad	per each
45	Alpin	Best	per pkt
46	stapler(kangaru)	Big/small	per each
47	staple pin	Big/small	perv pkt
48	Clip pin		per box
49	punching		per each
50	office knife	Big/small	per each
51	calling bell-spring electrical	Best	per each
52	file tray	Plastic	per each
53	bucket(plastic)	14",12"	per each
54	plastic mug		per each
55	Plastiv Jug		per each

56	Measuring Scale (plastic)		
57	Measuring tap	30 mt and above	per each
58	pin pot		per each
59	paper weight		per each
60	writing Board		per each
61	wooden Pencil	2HB,Hb	per each
62	chalk pencil		per dozen
63	waste paper basket(plastic)		per box
64	Dark receipt register(no 18)		per each
65	Dark dispatch register(no 18)		per each
66	Measurement book(Oxford)		per each
67	T.Square		per each
68	set square		per each
69	Earser		per each
70	Pencil Sharpner	Std.	per dozen
71	Dak pad		per each
72	Gum,glue Stick-best	500ml,200ml,stick	bottle/stick
73	Sealing wax		per box
74	Curder	best	per kg
75	Clip board		per each
76	Gems clip		per pkt

GROUP-B

Sl.No	Name of articles	Specification	Rate
1	washing powder	500g	per pkt
2	detergent powder(surf)	500g	per pkt
3	toilet soap(vim washing soap)	500g	per pkt
4	candle	Big	per pkt
5	Mosquito coil		per pkt
6	insect killer spary		per bottle
7	nephtholine	500g	per pkt
8	Niddle		per dozen
9	Theard ball		per ball
10	lock& key	Small/medium/big	per each
11	water filter(best quality)	20 ltrs	per each
12	Filter candle(best quality)	Std.	per each
13	torch light-3 cell/charging	Evereday	per each
14	Torch light battry	Evereday	per each
15	pencil battery	Evereday	per each
16	calculator-12 digits	best	per each
17	thermo flax(1 Ltr)	Hummer/milton	per each
18	thermo flax refill(1 Ltr)	Hummer/milton	per each
19	tea set		per set
20	up plate (bone chira/bengal potteries)		per pair
21	water glass(Yera)		per dozen
22	Stainless steel glass		per dozen
23	tea spoon(best)		per dozen
24	table cloth (best)		per each
25	table cloth Rexine (best)		per each
26	Tea tray		per each
27	Towal(4'x2')		per each
28	towal(small)		per each
29	chair cushion	Dunlop/karlon	per each
30	Folio bag(15"x10")leather/nylon		per each
31	Folio bag(8"x10")leather/nylon		per each
32	Folio bag(6"x10" leather/Nylon)		per each
33	folio bag(12"x8") leather/Nylon		per each
34	Scissor		per each
35	Phenyl Black	Container	per bottle

36	Phenyl white	450ml	per bottle
37	Bleaching power	500g	per pkt
38	Bleaching power	Bag	per kg
39	harpic	450ml	
40	Minaral water	1 lt.	
41	Minaral water	500ml	

GROUP-C

Sl.No	Name of articles	Specification	Rate
1	Phool jharu	matured	per each
2	Bamboo jharu	30 inch	per each
3	Bamboo basket		per each
4	Bamboo basket	Conical shape 3ft height	per basket


 (B. Kalita)
 Executive Officer
 Bongaigaon Municipality
 Bongaigaon