



# ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Pin-769012

Mail Id: rourkelamunicipality@gmail.com

Telephone: (0661) 2500388

Letter No: 3916

Date: 30/03/2026

## TENDER CALL NOTICE

Sealed Tenders are invited from intending Supplier/Firm/Agency/Stockiest for supply of Office Stationary items to Rourkela Municipal Corporation. The rates will be valid for two year and procurement will be made in phased manner during the year from time to time as per the requirement.

The details of the tender papers/Technical specifications along with term and conditions etc. may be seen from the Website of Rourkela Municipal Corporation i.e. [www.rmc.nic.in](http://www.rmc.nic.in).

The tender papers to be sent through Speed Post/Registered post/Courier in the Address of **Municipal Commissioner, Rourkela Municipal Corporation, Udit Nagar, Rourkela, pin-769012**, so that it shall be received by this office on or before 11.00 AM on 15-04-2026. THE TENDERS RECEIVED BEYOND THE PRESCRIBED TIME AND DATE SHALL BE SUMMARILY REJECTED. The tender will be opened in RMC on the same day at 12.00 PM in presence of the bidder or their authorized representatives who ever is present. The undersigned reserves the right to accept or reject any of quotations or negotiate with more than one agency without assigning any reason thereof.

  
Commissioner  
Rourkela Municipal Corporation

Memo No. 3917

Date. 30-03-26

Copy to Office Notice Board, Rourkela Municipal Corporation/MIS for wide publish.

  
Commissioner  
Rourkela Municipal Corporation

Memo No. 3918

Date. 30-03-26

Copy to Director, I&PR, Govt of Odisha, Bhubaneswar for information and request to publish the copy of above mentioned notice in one Odiya daily Newspapers in local edition on dt. 01-04-2026. The font size should be 8 points and rate should be as per I & PR.

  
Commissioner  
Rourkela Municipal Corporation

## TENDER DOCUMENT

Award of contract for Supply of various Office Stationary items to RMC for management of Day to Day Office Works.

Last Date and time for submission of tender document	Upto <u>11.00</u> AM on <u>15-04-2026</u>
Date and time for opening of Tender document	At <u>12.00</u> noon on <u>15-04-2026</u>

### **Content of Tender Document**

Sl No	Description of contents	
01	Tender Notice	
02	Scope of Work and	ANNEXURE-I
03	Eligibility Criteria	ANNEXURE-II
04	Technical Bid	ANNEXURE-III
05	Financial Bid	ANNEXURE-IV
06	Tender Acceptance Letter	ANNEXURE-V

**SCOPE OF WORK**

**Tender for "Supply of Office Stationary Items to Rourkela Municipal Corporation for Day to Day Office Works"**

1. The Bidder should have valid PAN Number and GST Number.
2. Each Bidder shall submit only one Quotation as per the enclosed Bid Format in Annexure-II.
3. The Bidders are required to submit paper cost of Rs.7,080/- (non-refundable) in shape of Demand Draft separately in favor of the **"Commissioner, Rourkela Municipal Corporation, Rourkela**. Payable at Rourkela. Bid submitted without paper Cost shall not be accepted.
4. **EMD of Rs.20,000/-** (Rupees twenty thousand) only must be submitted along with the bid in shape of DD from any nationalized/scheduled bank in favor of Municipal Commissioner, Rourkela Municipal Corporation payable at Rourkela.
5. The quoted rate should be inclusive of all taxes.
6. Conditional bids will not be accepted and will be rejected.
7. On the Envelope, it is required to write **Tender for "Supply of Office Stationary Items to Rourkela Municipal Corporation for Day to Day Office work"**.
8. The payment will be made to the bidder subject to deduction of tax as per the Government Rule from time to time.
9. Warranty: Not Less than 24 months on-site replacement warranty from the date of supply against any manufacturing defects.
10. Replacement under warranty clause shall be made by the vendor free on all charges at site including cost of work and other incidental charges.
11. Time Limit : The items should be delivered within 07 days from the date of issue of the purchase order.
12. Payment: 100% payment shall be made within 15 days on the purchase order after completion of successful delivery and on submission of Bills/Vouchers.
13. The accepting authority reserve absolute right to reject any Quotation in full or in part or all quotation received; if no party is found suitable as per the requirement.
14. The authority reserves the right to accept any Quotation, and to cancel/abort the tender process and reject all tenders at any time prior to award or contract, without thereby incurring any liability to the Bidder, or any obligation to inform the affected agency without assigning any reason thereof.
15. Incomplete offers will not be considered and will be rejected.
16. Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract.
17. In case the contractor fails to cope with the workload or does not supply quality goods or dishonors the contract in any way the contract awarded shall be liable for outright cancellations/terminations summarily, without assigning any reason thereof and the security deposit and payment due to the firm, if any, shall also be forfeited.
18. The Earnest Money shall be refunded to the unsuccessful bidder.
19. If it is found that the tenderer has violated these conditions, the contract will be terminated forthwith without any notice.

  
Commissioner  
Rourkela Municipal Corporation

## **ANNEXURE-II**

### **ELIGIBILITY CRITERIA**

The Tenderers shall furnish the following documents attached with tender papers for technical bid failing which the tender will be rejected summarily.

1. Cost of Tender Paper i.e. Rs7,080/-in shape of DD
2. EMD of Rs.20,000/- (Rupees twenty thousand) only must be submitted along with the bid in shape of DD from any nationalized/scheduled bank in favor of Municipal Commissioner, Rourkela Municipal Corporation payable at Rourkela.
3. Should have valid trade license.
4. Self-attested copy of PAN Card.
5. Attested copy of latest IT return by the Agency.
6. Attested copy of GST Registration Certificate.

**ANNEXURE-III**

**TECHNICAL BID**

**PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY OF VARIOUS OFFICE STATIONARY TO RMC for MANAGEMENT OF DAY TO DAY OFFICE WORKS.**

SL NO	Description	
1	Name & Address of the firm/Agency and E-Mail address	
2	Details of EMD	DD No _____ Date _____ of RS _____ drawn on Bank _____
3	Tender Paper cost in the Name of Commissioner, Rourkela Municipal Corporation from any nationalized Bank.	DD No _____ Date _____ of RS _____ drawn on Bank _____
4	Updated ITR	
5	GST Number	
6	PAN No	
7	Trade License	
8	Self -Declaration stating that the firm has not been black listed from any Govt/Ministry/PSU organization.	

Note:- All Documentary proofs to be enclosed for above items.

Name and Signature of the Tenderer with the Seal

**FINANCIAL BID - ANNEXURE-IV**

**TENDER SCHEDULE FOR OFFICE STATIONARY ARTICLES OF ROURKELA MUNICIPAL CORPORATION, ROURKELA**

Tender Call Notice No.

Date:

Sl No	Specification of Item	Unit	Rate In Figure	Rate in Words	Remarks
1	A-4 size Photocopier Paper 70 GSM	1 pkt			
2	A-3 Photocopier size Paper	1 pkt			
3	Legal Size Paper	1 pkt			
4	A-4 size Navy Blue Paper (Birth)	1 pkt			
5	A-4 size Red Blue Paper (Death)	1 pkt			
6	Register No.30 (540 pages)	per pc			
7	Exercise Note Books(128 Pages)	per pc			
8	Envelope Big A-5 size	per pc			
9	Envelope Small (50 nos. in 1 pkt)	1 pkt			
10	Envelope A-4 size	per pc			
11	Double side Carbon Blue	1 pkt			
12	Pencil Carbon Blue	1 pkt			
13	Alpin	1 pkt			
14	Tag (for 700 pc)	1 Bundle			
15	Gum Bottle 700ml	1 bottle			
16	Gum tube ( 20 ml)	per tube			
17	Flat File (Board File)	per pc			
18	Cover File	per pc			
19	Guard File	per pc			
20	Cobra File	per pc			
21	Folder Foil with Note pad	per pc			
22	Lever File - 407	per pc			
23	Pen Stand (as per sample)	1 no.			
24	Plastic waste bucket with lid (Big)	per pc			
25	Paper weight	per pc			

26	Stappler (Medium)	per pc		
27	Staple (Small)	per pc		
28	Stappler (Big)	per pc		
29	Lock (7 liver)	1 no.		
30	Water Sponge	1 no.		
31	Salu Cloth	per mtr		
32	Calling Bell	1 no.		
33	Torch (3 Battery)	1 no.		
34	Torch Battery (Pencil)	1 no.		
35	Tracing Paper	1 roll		
36	Cello Tape (Big)	per pc		
37	Cello Tape (Small)	1 pkt		
38	Stappler Pin (Small)	1 pkt		
39	Stappler Pin (Big)	1 pkt		
40	Text liner marker	per pc		
41	Peon Book	per pc		
42	Drawing Scale	per pc		
43	Steel Scale	per pc		
44	Plastic Bucket (Big) ( 20 lit)	per pc		
45	Mug	1 no.		
46	Room Spray	1 no.		
47	Executive Turkish Towel (Large)	per bottle		
48	Napkin (Turkish)	per pc		
49	Door Mattress(Per sq ft)	per pc		
50	Cotton Door Mat	per sq. ft		
51	Single Punching Machine	per sq. ft		
52	Calculator	1 no.		
53	Table Cloth Velvet per mtr	1 no.		
54	Lifebuoy soap 125gm	per mtr.		
55	Plastic Round Bucket	1 no.		
56	Umbrella (big size)	per pc		
57	Rubber door mat	per pc		
58	Plastic waste Bucket	per pc		

59	Rubber Band Ring	1 kg	
60	Type Eraser (Liquid)	per pc	
61	Measurement Book	1 no.	
62	Torch Battery (Big)	1 no.	
63	Tracing Cloth	per roll	
64	Double Punching machine	1 no.	
65	Measurement Tape (100mtr)	1 no.	
66	Colin	per bottle	
67	Register No.12 (212 pages)	per pc	
68	Register No.20 (360 pages)	per pc	
69	Register No.8 (140 pages)	per pc	
70	Register No.6 (108 pages)	per pc	
71	Register No.10 (150 pages)	per pc	
72	Envelop Big (50 nos. in 1 pkt)	1 pkt	
73	Stamp Pad ink 100 BUJ Bottle	1 bottle	
74	Stamp Pad ( Big)	1 no.	

No. of Correction in figure:

No. of Correction in Word:

No. of Overwriting in Figure:

No. of Overwriting in Word:

Signature of Tenderer

Date \_\_\_\_\_

**ANNEXURE-V**  
**TENDER ACCEPTANCE LETTER**

To

The Commissioner,  
Rourkela Municipal Corporation  
Rourkela

Sub:- Acceptance of terms and Conditions of Tender **“Supply of Office Stationary Items to Rourkela Municipal Corporation for Day to Day Office Works”**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website: . [www.rmc.nic.in](http://www.rmc.nic.in) as per your advertisement.
2. I/we hereby certify that I/We have read the entire terms and conditions of the tender document including all documents like Annexures and I/We shall abide hereby by the terms/conditions/clauses obtained therein.
3. I/We hereby unconditionally accept the Tender conditions of above mentioned Tender.
4. In case any provisions of this tender are found violated, then your department/organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours faithfully

Name and Signature of the Tenderer with the Seal