



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

Tele. – 0661 – 2500388, e-mail ID: rourkelamunicipality@gmail.com

No 1288

Date 22/01/2025

**TENDER CALL NOTICE**

Sealed Tenders are invited from intending Supplier/Firm/Agency/Stockiest for supply of Office Stationary to Rourkela Municipal Corporation. The rates will be valid for one 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 or may be deposited in Tender Box 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 1.00 PM on 04.02.2025 **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 4.00PM in presence of the bidder or their authorized representatives who ever 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. 1289 Date. 22/01/2025

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

Commissioner

Rourkela Municipal Corporation

Memo No. 1290 Date. 22/01/2025

Copy to Director, I&PR, Govt of Odisha, Bhubaneswar for information and request to publish the copy of above mentioned notice in two Odiya daily Newspapers on dt. 23/01/2025 The font size should be 8 points and rate should be as per I &PR.

Commissioner

Rourkela Municipal Corporation

## SCOPE OF WORK

Supply of various Office Stationary items to RMC for management of day-to-day Office work

## Terms & Condition

### Tender for "Supply of Office stationary Items to Rourkela Municipal Corporation for Day to day Office work"

1. The Bidder should have valid PAN Number and GST Number.
2. The Bidder should be an authorized Dealer/Supplier/Distributor.
3. Each Bidder shall submit only one Quotation as per the enclosed Bid Format in Annexure-II.
4. The Bidders are required to submit paper cost of Rs.6720/- (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.
5. EMD of Rs.10,000/- (Rupees Ten 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.
6. The quoted rate should be inclusive of all taxes.
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 are 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 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 be 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

## TENDER DOCUMENT

Award of contract for Supply of Office Stationary items to RMC for management of day-to-day Office work

Last Date and time for submission of tender document	Upto <u>1.00</u> PM on <u>04.02.2025</u>
Date and time for opening of Tender document	At <u>4.00</u> PM on <u>04.02.2025</u>

### **Content of Tender Document**

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

## 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. Rs.6720/-in shape of DD
2. EMD of Rs.10,000/- (Rupees Ten 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. Authorization letter in support of dealership/Registration certificate.
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 ITEMS TO RMC FOR MANAGEMENT OF DAY TO DAY OFFICE WORK**

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 Number	
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

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

Tender Call Notice No. \_\_\_\_\_ Dt. \_\_\_\_\_

Paper Issued To \_\_\_\_\_ M.R.No. \_\_\_\_\_ Dt. \_\_\_\_\_

Sl.No.	Specification of Item	Unit	Rate in Figure	Rate in Words	Remarks
1	2	3	4	5	6
1	A-3 size Paper (J.K Brand)	1Pkt			
2	A-4 size Paper (J.K Brand) 70 G.S.M	1Pkt			
3	Legal Size Paper (J.K Brand)	1Pkt			
4	A-4 size Navy Blue Paper (Birth) as per sample	1Pkt			
5	A-4 Size Red Paper(Death) as per sample	1Pkt			
6	Register No.30 (540 pages)	per pc			
7	Register No.12(212pages)	per pc			

8	Register No.20,(360 pages)	per pc				
9	Register No.8(140 pages)	per pc				
10	Register No.6(108pages)	per pc				
11	Register No.10(150pages)	per pc				
12	Exercise Note Books (128 Pages)	per pc				
13	Fly Leaf as per your sample with eye lighting with century board, Green colour	per pc				
14	Fly Leaf as per your sample with eye lighting with century board, Yellow colour	per pc				
15	Envelop Big-A-5 size	per pc				
16	Envelop Big (50 nos in 1pkt)	1pkt				
17	Envelop Small(50 nos in 1pkt)	1pkt				
18	Envelop A-4 size	per pc				



19	Double side Carbon (Kores )	1 pkt				
20	Type carbon Black (Kores)	1 pkt				
21	Pencil Carbon Blue (Kores)	1 pkt				
22	Stamp Pad Ink 100 BUI Bottle	1bottle				
23	stamp pad fever castle	1 no				
24	Alpin(Bell)	1 pkt				
25	Tag(Best quality)	one bundle				
26	Gum Battle 700ml camel	1 bottle				
27	Gum Tube	per tube				
28	Flat File(Board File) Oxford	per pc				
29	Cover File	per pc				
30	Guard File	per pc				

31	Cobra File	per pc				
32	Folder Foil with Note pad	per pc				
33	Pen Stand (as per sample)	1 no				
34	Plastic Waste Bucket	per pc				
35	Plastic waste bucket with cover	per pc				
36	Paper weight	per pc				
37	Stappler (Big) Kangaro make	per pc				
38	Stappler (Medium) Kangaro make	per pc				
39	Stappler (small) Kangaro make	per pc				
40	Rubber Band Ring	1 kg				
41	Type Eraser (Liquid) Kores	1 pc				
42	Godrej Lock(7 liver)	1 no				

43	Godrej Lock (6 liver)	1 no				
44	Water Sponge	1 no				
45	Salu Cloth	1 mtr				
46	Calling Bell	1 no				
47	Mesurement Book ( Oxford Brand)	1 no				
48	Torch ( 3 Battery) (Ever ready)	1 no				
49	Torch Battery (Big)	1 no				
50	Torch Battery (Pencil)	1 no				
51	Tracing Paper (Best quality)	1 roll				
52	TracingCloth (Best quality)	per roll				
53	Cellow Tap (Big)	1 pc				
54	Cellow Tap(Small)	1 pc				

55	Stapler Pin(Big)		per pkt			
56	Stapler Pin(Small)		1 pkt			
57	Text Liner marker (Faber castle)		per pc			
58	Peon Book		1 pc			
59	Rotaring Pen(Germany Make Size 0.2)		per pc			
60	Roatring ink		per bottle			
61	Drawing Scale		1 no			
62	Rotating Pen 0.3		1 no			
63	Plastic Bucket (Big) ( 20 lit)		per pc			
64	Mug		per pc			
65	Room Spray		per bottle			
66	Executive Turkish Towel (large) best quality		per pc			

67	Napkin (Turkish)	1 pc				
68	Door Mattress ( per sq.ft)	per sqft				
69	Cotton Door Mat	per sq.ft				
70	Single Puncing Machine	1 no				
71	Double punching Machine	1 no				
72	Calculator (citizen)	1 no				
73	Wall clock (Ajanta)	1 no				
74	Measurement Tape(100 mtr)	1 no				
75	Thermo flask (Milton stainless steel) 1/2 lit	1 mtr				
76	Thermo flask (Milton stainless steel) 1 lit	1 no				
77	Cup with Plate (Bone china Executive cup)	per set				
78	Drinking Glass (Year)	per pcs				

79	Tea Costar (set)	per set				
80	Table Glass (8mm) with polish	per sqft				
81	Table Cloth Valvate per mtr	Per mtr				
82	Office Executive Table ( 3 draw with 1 cubord with locking system & front	1 no				
83	Steel Cromo Chair (S-Type ) with arm & back cushion	1 no				
84	Colin	per bottle				
85	Lifebuoy soap 125 g.m	1 pc				
86	Computer Chair	1 no				
87	Revolving chair Hydraulic Hi-back	1 no				
88	Computer table, 3x2.5, 4x3	1 no				
89	Steel Almirah 6.3 ft. Big size (one secret locker)	1 no				

90	Steel Rack, (4 rack)	1 no					
91	Steel Rack with 6 salves 6.5 ft x22'x13'	1 no					
92	Wooden Rack, (4 rack)	1 no					
93	Wooden Rack with 6 salves 6.5 ft x22'x13'	1 no					
94	Plastic Chair(Supreme)	1 no					
95	Chokod	per kg					
96	Kutti	per kg					
97	Straw	per kg					
98	Lilon Rope(Plastic)	per kg					
99	Plastic pipe 3/4 size( 30 mtr)	per roll					
100	Plastic pipe 1" size( 30 mtr)	one roll					
101	Plastic Round Bucket	per pc					

102	Gadi	per pc				
103	Single Bedsheet	per pc				
104	Pilow with cover	per pc				
105	Umbrella(big size)	per pc				
106	Umbrella(big size)	per pc				
107	Rubber door mat	per pc				

No. of Correction in figure

No of correction in word

No of overwrite in figure

No of overwrite in word

Certificate enclosed

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 to Rourkela Municipal Corporation for Day to Day Office work”**

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