

No. 9/200/14-DMC/17-18/ 434  
Office of the Chief Officer,  
Daman Municipal Council,  
Daman.  
Dated :- 16 /05 /2017.

## Short Quotation Notice

The Daman Municipal Council, Daman invites sealed Quotation for "supply the Stationary Items, for the tender will be valid for the One year as mentioned below:


Sr. No.	Description of Item	Required Mfg. Companies.	Unit	Qty.	Rs.
1	Resident Certificate Portuguese Male	as per the office sample	Per Nos.	1	
2	Resident Certificate Portuguese Female	as per the office sample	Per Nos.	1	
3	Resident Certificate English	as per the office sample	Per Nos.	1	
4	M.A. code 40 Computer paper 8 x 5.5cm of 480 sheets per ream good quality as per the office sample (House tax bill)	as per the office sample	1 Ream.	1	
5	M.A. code 41 Computer paper 12 x 5.5cm of 480 sheets per ream good quality as per the office sample with carbon 1+1 (House Tax Receipt)	as per the office sample	1 Ream.	1	
6	M.A. code 40 Computer paper 8 x 5.5cm of 480 sheets per ream good quality as per the office sample (Demand tax bill)	as per the office sample	1 Ream.	1	
7	M.A. Code 8 (cash book)	as per the office sample.	Per Nos.	1	
8	M.A. Code Form 53 (Rule 91) LICENSE as per the office sample.	as per the office sample.	Per Nos.	1	
9	Pot Folio Single Side	Standard quality / Company.	Per Nos.	1	
10	Binder 2 Flap.	Standard quality / Company.	Per Nos.	1	
11	Tapal Binder 4 Flap.	Standard quality / Company.	Per Nos.	1	
12	Pot Folio Double side	Standard quality / Company.	Per Nos.	1	
13	White Envelope of size 18 x 10cm small size	Standard quality / Company. (50 x 1 Pcs / Box)	Per 100	1	
14	Brown Envelope of Big size	Standard quality / Company. (50 x 1 Pcs / Box)	Per 100	1	
15	White Envelope of Big size	Standard quality / Company. (50 x 1 Pcs / Box)	Per 100	1	
16	Writing Pad Big Size.	Standard quality / Company.	Per Nos.	1	
17	Writing Pad Small Size.	Standard quality / Company.	Per Nos.	1	
18	Spring File (Canvas) with with DMC Logo printing.	Standard quality / Company.	Per Nos.	1	
19	Green Sheet Without Line 480 sheet per ream.	Bilt, Modi, H.P., J.K. Copies or Equivalent.	1 Ream.	1	
20	Box File Big size (steel Slip)	Apsara, Dillip, Vikas, Anupam or Equivalent.	Per Nos.	1	
21	A - 4 Size White Xerox / Computer Paper 75 gsm (500 sheet /Pkt).	Bilt, Modi, H.P., J.K. Copies or Equivalent.	1 Ream.	1	
22	F/s Size White Xerox / Computer Paper 75 gsm (500 sheet /Pkt).	Bilt, Modi, H.P., J.K. Copies or Equivalent.	1 Ream.	1	
23	A - 3 Size White Xerox / Computer Paper 75 gsm (500 sheet /Pkt). (Size 29.7 CM X 42 CM)	Bilt, Modi, H.P., J.K. Copies or Equivalent.	1 Ream.	1	
24	Stamp Pad 110 mm x 69 mm	Camlin Flora, Apsara, natraj or Equivalent Company.	Per Nos.	1	
25	Stapler 10 No.	Standard quality / Company.	Per Nos.	1	
26	Stapler Pin 10 No.	Standard quality / Company.	Per Box.	1	
27	Stapler 45 No.	Standard quality / Company.	Per Nos.	1	
28	Stapler pin 45 No.	Standard quality / Company.	Per Box.	1	
29	Punch Machine - medium - 500	Kangaro, Classic, Max, Munix or Equivalent	Per Nos.	1	
30	Punch Machine Small	Kangaro, Classic, Max, Munix or Equivalent	Per Nos.	1	
31	T/I Pin.	Lions, Gip, Rolex, Regular or Equivalent.	Per Box.	1	
32	U pin (20 Pkt In box) Plastic Coated. (Per Pkt. Of 10 Small Pkt. In One Box)	Standard quality / Company.	Per Box.	1	

33	Flair Correction Pen (White Ink)	Standard quality / Company.	Per Nos.	1	
34	Fevistlk (Super) 22 G.	Standard quality / Company.	Per Nos.	1	
35	Short hand book	Standard quality / Company.	Per Nos.	1	
36	Pen (Red, Blue and Black).	Cello, Montex, Pentex or Equivalent Company.	Per Nos Pkt. Of 5 Nos.	1	
37	Bali Pen HI - Tec Pilot	Standard quality / Company.	Per Nos.	1	
38	Marker Pen.	Camlin, Luxor, Sticks, Kores or Equivalent.	Per Nos.	1	
39	Sketch Pen.	Standard Company	Per Nos.	1	
40	Highlighter Marker Pen.	Standard Company	Per Nos.	1	
41	Pencil (10 x 1 Pcs / Box)	nataraj, Camel, Apsara or Equivalent Company.	Per Box.	1	
42	Rubber Apsara.	Standard Company	Per Box.	1	
43	Pencil Cell Big.	Standard Company	Per Nos.	1	
44	Pencil Cell Small.	Standard Company	Per Nos.	1	
45	Colour Flag (4 colour size 1"x4" (4x100 Sheets).	Post-it, Stick Cello or Equivalent Company.	Per Nos.	1	
46	DVD Disk	Standard Company	Per Nos.	1	
47	C.D. Disk	Standard Company	Per Nos.		
48	Plastic Folder File.	Standard quality / Company.	Per Nos.	1	
49	Plastic File.	Standard quality / Company.	Per Nos.	1	
50	Yalow Duster.	Standard quality / Company.	Per Nos.	1	
51	Calculator 12 Digits	Standard quality / Company.	Per Nos.	1	
52	Air Freshener.	Standard quality / Company.	Per Nos.	1	
53	Rubber Bands.	Standard quality / Company.	Per Box.	1	
54	Electric Bell	Standard quality / Company.	Per Box.	1	
55	Remote Bell.	Standard quality / Company.	Per Nos.	1	
56	Cello Tape.	Standard quality / Company.	Per Nos.	1	
57	Poker.	Standard quality / Company.	Per Nos.	1	
58	Desk Calander.	Standard quality / Company.	Per Nos.	1	
59	Carbon.	Standard quality / Company.	Per Box.	1	
60	Rular Steel.	Standard quality / Company.	Per Nos.	1	
61	Rular Plastic.	Standard quality / Company.	Per Nos.	1	
62	File Tag.	Standard Company	Per Pkt.	1	
63	Tag Red	Standard Company	Per Pkt.	1	
64	White Ink Pen	Standard Company	Per Nos.	1	
65	1 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
66	2 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
67	3 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
68	4 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
69	5 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
70	6 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
71	7 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
72	8 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
73	9 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
74	10 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
75	11 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
76	12 Q Register Lager Paper.	Rajat, Amupam, navnit or Equivalent Company.	Per Nos.	1	
77	Fevicol (100 Gm)	Standard quality / Company.	Per Tube.	1	
78	Fevicol (200 Gm)	Standard quality / Company.	Per Tube.	1	
79	Canvas Envelope Small Size : 11"x5" white (Cotton with Plastic Coated).	Standard quality / Company.	Per 100	1	
80	Canvas Envelope Small Size : 12"x9" white (Cotton with Plastic Coated).	Standard quality / Company.	Per 100	1	
81	Canvas Envelope Small Size : 12"x6" white (Cotton with Plastic Coated).	Standard quality / Company.	Per 100	1	
82	Plastic Sutrl.	Standard quality / Company.	Per Pkt.	1	
83	Cutter	Standard quality / Company.	Per Nos.	1	
84	Pin Box	Standard quality / Company.	Per Nos.	1	

85	Eraser (1x20 Plc/Pkt) Big Size.	Camlin, Flora, Apsara, Natraj or Equivalent Company.	Per No. Box of 10 Eraser.	1	
86	Measure Tape (5m )	Standard quality / Company.	Per Nos.	1	
87	measuring Tape fiberglass (50 m)	Standard quality / Company.	Per Nos.	1	
88	Gras Broom - office	Standard quality / Company.	Per Box.	1	
89	Mops.	Standard quality / Company.	Per Nos.	1	
90	L folder Plastic.	Standard quality / Company.	Per Nos.	1	
91	Umbrella 98cm.	Standard quality / Company.	Per Nos.	1	
92	Plastic Glass. 3 ML. (1x50 plc /pkt)	Standard quality / Company.	Per Box.	1	
93	Dis silver (1x50 plc /pkt)	Standard quality / Company.	Per Box.	1	
94	Pen Stand	Standard quality / Company.	Per Nos.	1	
95	Lock Big. 7- Levers.	Standard quality / Company.	Per Nos.	1	
96	File Cloth.	Standard quality / Company.	Per Nos.	1	

### **Terms and Conditions:**

1. The quotation can be sent on Letterhead paper along with the description of Item.
2. The quotation should be in sealed envelopes super scribed as above.
3. Quotation should be received up to 3.30 p.m. on 23/05/2017 in the office of the Chief Officer, Daman Municipal Council. The quotation will be opened at 4.00 p.m. on the same day if possible.
4. The Income Tax Clearance Certificate Xerox copy of PAN card and should be attached, along with the Quotation.
5. **The rate quoted should be inclusive of all the applicable taxes.**
6. The rates offered will be valid for 1 year from the date of placing the supply order.
7. The Tender should be submitted with EMD, 10,000/- (Ten Thousand Only). The Earnest Money Deposit (EMD) should be in the form of FDR of any Nationalized or any Scheduled Bank in the name of Chief Officer, Daman Municipal Council, Daman. The Tender received without Earnest Money deposit other than prescribed above will be summarily rejected.
8. Right to accept or reject any or all quotations in part or whole without assigning any reasons is reserved with the Chief Officer, Daman Municipal Council, Daman.
9. All the disputes subject to the jurisdiction of court in the UT of Daman & Diu.

  
**(Vaibhav Rikhari)**  
 Chief Officer,  
 Daman Municipal Council  
 Daman.

Copy to :

1. The Accounts Section, Daman Municipal Council, Daman.
2. Notice Board, Daman Municipal Council, Daman.
3. The Guard File, Daman Municipal Council, Daman.