



GOVERNMENT OF SIKKIM  
WATER RESOURCES & RIVER DEVELOPMENT DEPARTMENT,  
STATE PROJECT MONITORING UNIT,  
SOKEYTHANG, EAST SIKKIM-737102.

F. No: 10/GOS/WR&RDD/SPMU-Sikkim/NHP.2017-18/161.

Date: 28/02/2019

**E 5 PROCUREMENT OF GOODS UNDER NATIONAL SHOPPING PROCEDURE**

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES

To

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Dear Sir or Madam,

**Subject : Invitation for Quotation for Supply of Office Stationary and miscellaneous Office Items.**

1. You are invited to submit your most competitive quotation for the following goods:

**A. Home / Office Electrical Items#**

Sl	Item	Specification	Quantity	Unit
1	Extension Cord	ISI extension cord of 15 A, with one 15A socket two 5 pin Indian type 5 A socket, on off switch with indicator and 5 mtr cord length with plug.	4	no
<b>B. FURNISHING</b>				
1	Dustbin	10 litre PVC/acrylic non perforated bucket type without handle	6	no

2	Table Glass	Clear glass 8 mm thick of size 3' x 2' with moulded edges and rounded corners	4	no
3	Cushion	Chair Cushion HD Foam of 4 inch thick with cotton cover	5	no
4	Toilet Paper	Soft type, 2 ply recycled or bamboo pulp white coloured roll of 10 cm width and 20 mtr roll length.	25	no
5	Wall Clock	Standard battery operated Quartz driven wall clock of face size 30 cm or more including batteries.	3	no
<b>C. STATIONARIES ETC</b>				
1	A4 Paper	Copy Paper for office printers /photocopier 75 gsm packaged in 500 sheet per packet	40	pkt
2	Legal Paper	Copy Paper for office printers /photocopier 75 gsm packaged in 500 sheet per packet	30	pkt
3	Pen Stand	Multi purpose PVC body size 20cm x 15 cm including two coloured ball point pens, cellotape stand and cellotape etc	4	no
4	Stapler [Big]	Size 24/6	4	no
5	Stapler Pin	24 x 6	6	pkt
6	Note Sheet	Writing Paper for office file use in legal size with printed margins and light olive colour 75 gsm packaged in 100 sheet per packet	20	pkt
7	Tag	15 cm length cotton lace paper tag with both side metal tips	100	no
8	File Board and cover	14"x10" board and cover with card strip duly cloth pasting (7.5 cm width)lace 81 cm with half cm thickness for Government Office use.	24	set
9	Register	Size 6, 18.5 x 30.5cm, Ordinary binding with card board, 96 ruled pages 70 GSM	20	no
10	Carbon Paper	Blue colour single side, full scape size with 100 sheets per packet.	1	pkt
11	Pins	Solid Head, Sharp point, Nickel Plated 26mm, length, packet of net weight 70 gms	2	pkt
12	Gems Clips	U clip PVC coated coloured type of size 35 mm x 10mm.	2	pkt
13	Pen	Permanent Marker Pen with Standard thin tip	5	no
14	Pen	White Board Marker pen with Standard thick tip	5	no
15	File Flag	Sticky type coloured	10	pkt
16	Gel Pen	Standard	10	doz
17	Ball Pen	Standard	15	doz
18	Pencil	(HB / 2B) (pack of 10)	5	pkt
19	Tracing Paper	90 cm width, 10 mtr roll	1	roll
21	Graph Paper	A3 size ( millimeter)	10	no

22	Calculator	Scientific / Engineering calculator with trigonometric and mathematical functions and 10 digit display	4	no
23	Calculator	Standard desktop financial calculator, 12 digit, 150 step check	2	no
24	Cellotape	10 mm width medium size	6	no
25	Ink –Pad	Blue, 110mm x 70 mm size	2	no
26	Note Pad	50 leaf, plain size 10cm x 15 cm	6	book
27	Folder	PVC folder with Stick of A4 size	24	no
28	Folder	PVC folder with Stick of Legal size	24	no
29	Metal Ruler,	Metal alloy with both inch and mm marking, 30 cm length	4	no
30	Measuring Tape 30 m	Engineers windable measuring tape of non expansive PVC material, printed with permanent markings with one side in inch /feet and other side in cm /metre, indicating every feet and every metre progressively.	2	no
31	Measuring Tape 15 m	Engineers windable measuring tape of non expansive PVC material, printed with permanent markings with one side in inch /feet and other side in cm /metre, indicating every feet and every metre.	2	no
32	Envelope	Brown / White 10 inch x 4.5 inch	10	pkt
33	Envelope	Big size off white (inside laminated for legal size)	50	no
34	Pen Drive	32 GB USB drive compatible with USB 2.0 and 3.0, upto 100mbps data transfer rate.	20	no
35	Folder	Card Board Folder, two pin folder for storing vouchers of size 12'' x 18'' with metal interlocking clip mechanism	12	no
36	Scissors	Stainless steel light weight, blade length 10 cm and PVC cased handles	2	no
37	Cartridge	Laser jet pro MFP HP 19 A, suitable for HP 132 nw multi function printer	10	no
38	Coffee pouch	500g for Tea Coffee Maker 2000W	45	pckt
39	Tea leaves	1 kg	25	pckt
40	Sugar cubes	500 gram white sugar cube	30	pckt
41	Toilet cleaner	Disinfectant toilet cleaner 500 ml	5	No

42	Ink pen	Vector Matte Black CT Fountain Pen with Black Quink Ink Bottle	5	No
43	Ink pen	Vector Matte Black CT Fountain Pen with Black Quink Ink Bottle	5	No
44	LED bulb	5 Watt	10	No
45	BATTERY	AA Size	5	pckt
46	BATTERY	AAASize	5	pckt
46	Hard Disk Drive	1 TB	5	no
47	Hand wash	500 ml	10	no
48	Glass cleaner	Spray 500 ml	2	no

**#All electrical equipments shall conform to relevant IS standards for safety, emissions etc and for use in home office environment in 220 volts, 50Hz. single phase electricity supply.**

Delivery Period : Within Five Days after receipt of Purchase Order

Place of Delivery: At SPMU Office, Sokeythang, East Sikkim.

2. Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) in various currencies equivalent to **US\$ 175 million** towards the cost of **National Hydrology Project** and intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. Bid Price
  - a) The contract shall be for the full quantity or partial quantity at the discretion of the Purchaser, the quantities shown are only indicative. Corrections if any, shall be made by crossing out, initialing, dating and re writing.
  - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
  - c) The rates quoted by the bidder shall be valid for a period of one year (as in annual rate contract) and shall not be subject to adjustment on any account.

- d) The Prices should be quoted in Indian Rupees only.
4. Each Bidder shall submit only one quotation.
  5. Validity of Quotation  
Quotations shall remain valid for a period not less than 15 days after the deadline date specified for submission.
  6. Evaluation of Quotations  
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
    - a) Substantially responsive; and
    - b) Conform to the terms and conditions, and specification.

The Quotations would be evaluated for all the item together/~~would be evaluated separately for each item.~~

7. Award of Contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
  - 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payments shall be made promptly by the Purchaser but in no case later than Thirty (30) days after submission of the invoice or claim by the Supplier.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
10. You are requested to provide your offer latest by 11.30 hours on 6.03.2019.(date).
11. We look forward to receiving your quotations and thank you for your interest in this project.

Name: **SUPERINTENDENT OFFICER**  
Purchaser: **STATE PROJECT MONITORING UNIT, NATIONAL HYDROLOGY PROJECT,  
W.R. & R.D. DEPARTMENT, GOVT OF SIKKIM.  
BELOW ICAR, SOKEYTHANG, EAST SIKKIM- 737102.**

**FORMAT OF QUOTATION #**

Sl No	Description of Goods	Specifications	Quantity	unit	Quoted Unit Rate in Rupees(Inclusive of taxes)	Amount in Rupees and Words
1	Extension Cord		4	no		
2	Dustbin		6	no		
3	Table Glass		4	no		
4	Cushion		5	no		
5	Toilet Paper		60	no		
6	Wall Clock		3	no		
7	A4 Paper		40	pkt		
8	Legal Paper		30	pkt		
9	Pen Stand		4	no		
10	Stapler [Big]		4	no		
11	Stapler Pin		6	pkt		
12	Note Sheet		20	pkt		
13	Tag		100	no		
14	File Board and cover		24	set		
15	Register		20	no		
16	Carbon Paper		1	pkt		
17	Pins		2	pkt		
18	Gems Clips		5	pkt		
19	Pen		5	no		

<b>20</b>	Pen		10	no		
<b>21</b>	File Flag		10	pkt		
<b>22</b>	Gel Pen		15	doz		
<b>23</b>	Ball Pen		5	doz		
<b>24</b>	Pencil		1	pkt		
<b>25</b>	Tracing Paper		10	roll		
<b>26</b>	Graph Paper		4	no		
<b>27</b>	Calculator		2	no		
<b>28</b>	Calculator		6	no		
<b>29</b>	Cellotape		2	no		
<b>30</b>	Ink –Pad		6	no		
<b>31</b>	Note Pad		24	book		
<b>32</b>	Folder		24	no		
<b>33</b>	Folder		4	no		
<b>34</b>	Metal Ruler,		2	no		
<b>35</b>	Measuring Tape 30 m		2	no		
<b>36</b>	Measuring Tape 15 m		10	no		
<b>37</b>	Envelope		50	pkt		
<b>38</b>	Envelope		20	no		
<b>39</b>	Pen Drive		12	no		
<b>40</b>	Folder		2	no		
<b>41</b>	Scissors		10	no		

<b>42</b>	Cartridge		45	no		
<b>43</b>	Coffee pouch		25	pckt		
<b>44</b>	Tea leaves		30	pckt		
<b>45</b>	Sugar cubes		5	pckt		
<b>46</b>	Toilet cleaner		10	No		
<b>47</b>	Ink pen		5	No		
<b>48</b>	Ink pen		5	No		
<b>49</b>	LED bulb		10	No		
<b>50</b>	BATTERY		5	pckt		
<b>51</b>	BATTERY		5	pckt		
<b>52</b>	Hard Disk Drive		5	no		
<b>53</b>	Hand wash		10	no		
<b>54</b>	Glass cleaner		2	no		
	Taxes as applicable (specify)					
Gross Total Rs ..... Rupees.....						

*#Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*

We agree to supply the above goods in accordance with the technical specifications, as per the Purchase Order issued by the Purchaser from time to time. The basic Rates shall be valid for the period specified in the Invitation for Quotations. Taxes shall be as applicable at the time of Delivery/ Billing.

We also confirm that the normal commercial warranty/guarantee of ..... months shall apply to the offered goods.

We clarify/confirm that we are eligible to trade in the goods as indicated in the quotation document as per law.

We understand that you are not bound to accept the lowest or any quotation you may receive.

Signature of Supplier

Contact Number:

E mail: