

OFFICE OF THE
SAINTHIA MUNICIPALITY
P.O.-SAINTHIA : DIST.-BIRBHUM

From: The Chairman / Executive Officer

Memo No. 75/1/Tax Counter/SM/2025

SAINTHIA MUNICIPALITY

Dated :- 11/03/2025

Sub:- Notice inviting for sealed Quotation for purchase of Office Stationeries of this Municipality for the year 2025-2026.

Sealed quotation is hereby invited by the undersigned from reliable, resourceful outside bonafide suppliers for the purchase of under noted materials and quantity.

Sl. No.	Name of the Products	Min. Qty.	Amount Quoted
1	Register (No. 2)	12 Pcs.	
2	Register (No. 4)	6 Pcs.	
3	Register (No. 6)	6 Pcs.	
4	Register (No. 8)	3 Pcs.	
5	Register (No. 12)	3 Pcs.	
6	A4 Paper (70 GSM)	1 Pkt.	
7	A4 Paper (75 GSM)	1 Pkt.	
8	A4 Paper (100 GSM)	1 Pkt.	
9	FS/ Legal Paper (75 GSM)	1 Pkt.	
10	A3 Paper (75 GSM)	1 Pkt.	
11	Cover File	12 Pcs.	
12	Plastic Button File	12 Pcs.	
13	Board File	12 Pcs.	
14	Cannel File	12 Pcs.	
15	Folder File	12 Pcs.	
16	Cover Khata (80 Pages)	12 Pcs.	
17	Cover Khata (160 Pages)	6 Pcs.	
18	Dista Khata	10 Pcs.	
19	Excise Book (No.4)	6 Pcs.	
20	Excise Book (No.6)	6 Pcs.	
21	Excise Book (No.8)	6 Pcs.	
22	Measurement Book	12 Pcs.	
23	Stapler (No. 10)	1 Pc.	
24	Stapler (24/6)	1 Pc.	
25	Stapler Pin (No. 10)	20 Pcs.	
26	Stapler Pin (24/6)	10 Pcs.	
27	Stamp Pad (Faber Castell)	10 Pcs.	
28	Stamp Ink (60 ml.)	3 Pcs.	
29	Use & Throw Pen	20 Pcs.	
30	Pencil HB (DOMS)	10 Pcs.	
31	Eraser (DOMS)	20 Pcs.	

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Sl. No.	Name of the Products	Min. Qty.	Amount Quoted
32	Sharpener (DOMS)	20 Pcs.	
33	CD Marker Pen (Luxor / Camlin)	10 Pcs.	
34	Marker Pen (Luxor / Camlin)	10 Pcs.	
35	High Lighter Pen	10 Pcs.	
36	Gum (Fevi Gum -200ml)	1 Pcs.	
37	Fevistick	1 Pcs.	
38	Correction Pen	10 Pcs.	
39	Scale (Plastic – 1 Ft.)	10 Pcs.	
40	Alpin	1 Box	
41	Gems Clip (26 No.)	1 Box	
42	Pin Cusan	6 Pcs.	
43	Cello Tape (1 Inch.)	6 Pcs.	
44	Cello Tape (2 Inch.)	6 Pcs.	
45	Sticky Note	6 Pcs.	
46	Water Sponge (Plastic)	3 Pcs.	
47	Calculator	1 Pc.	
48	Cutter	6 Pcs.	
49	Scissors (4.7 Inch)	12 Pcs.	
50	Scissors (7 Inch)	3 Pcs.	
51	Scissors (9 Inch)	1 Pc.	
52	Paper Weight (Plastic)	12 Pcs.	
53	Binder Clips	3 Pcs.	
54	Gurder	1 kg.	
55	Duster (Cotton – 18'/18')	12 Pcs.	
56	Bhor	1 Pc.	
57	Tag (Bhor)	10 Pcs.	
58	Glycerin (30 ml.)	3 Pcs.	
59	Chalk (144 Pcs. per Box)	6 Pcs.	
60	Peon Book (50 Pages)	3 Pcs.	
61	Meeting Resolution Register (50 Pages)	3 Pcs.	
62	Meeting Resolution Register (100 Pages)	3 Pcs.	
63	Staff Attendance Register (100 Pages)	3 Pcs.	

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The intending quotationers are requested to quote their rate including W.B. Govt. all taxes & delivery charge up to office. Last date of submitting seal quotation is 26/03/2025 up to 3.00 pm. No quotation will be received after the stipulated date & time.

The undersigned reserves the right to accept or reject any or all quotation without assigning any reason what so ever.


Chairman
SAINTHIA MUNICIPALITY
Sainthia, Birbhum
Dated :- 11/03/2025

Memo No. 75/1/Tax Counter/SM/2025
Notice forwarded for wide circulation to :-

1. Office Notice Board of Sainthia Municipality Office;
2. Station Manager, Sainthia Railway Station, Sainthia, Birbhum;
3. Officer-in-charge, Sainthia Police Station, Sainthia, Birbhum;
4. Post Master, Sainthia Post Office, Sainthia, Birbhum;
5. Block Development Officer, Sainthia Development Block, Ahmedpur, Birbhum.
6. Tarak Nath Das, IT Co-ordinator, Sainthia Municipality for uploading into Office Website.


Chairman
SAINTHIA MUNICIPALITY
Sainthia, Birbhum