

**Surat Smart City Development Limited**

1<sup>st</sup>Floor, South Zone Office, Surat Municipal Corporation,  
Opp. Satyanagar, Udhna, Surat-394210



SSCDL/Out/No.

Date:

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Quotation for supply of Stationery Items for Surat Smart City Development Limited (SSCDL) for the period of F.Y.2020-21.

Dear Sir,

Quotations are invited for supply of Stationery Items at SSCDL, Udhna Office as per following terms & conditions.

1. Rate should be quoted as per serial number of attached item list and unit rates with GST(%) quoted should be valid throughout the contractual period (F.Y.2020-21).
2. Defective goods will not be accepted. The damaged/ rejected items shall have to be replaced by the supplier at their own cost.
3. Overwriting, erasures or correction in quotations shall not be considered.
4. Quotations are to be sent in sealed envelope through Speed Post/RPAD only to "Chief Executive Office, Surat Smart City Development Limited, 1<sup>st</sup> Floor, South Zone Office, Surat Municipal Corporation, Opp. Satyanagar, Udhna, Surat-394210".
5. Last date of quotation submission is **26-08-2020**. Quotations received after due date will not be considered.
6. Goods shall have to be supplied by supplier at its own cost within **02 days** after order intimation.
7. The successful awardee will be required to place Security Deposit (S.D.) at 5% (Five percent) of the first work order amount by demand draft or Banker's Cheque of any scheduled / nationalized bank payable at Surat drawn in favour of "Surat Smart City Development Limited". Security deposit must be submitted within **15 days** or time limit allowed in work order/Purchase order from the date of notice of award of contract, failing which a delay penalty @ 0.065% of the amount of security deposit will be imposed for each day.
8. The Security Deposit will be returned after the fulfilment of obligation created under the contract awarded.
9. On awarding the contract, the awardee agency will have to enter into a written agreement with CEO, SSCDL using Stamp Paper value of Rs.300/- at awardee agency's own cost.
10. Supplier/successful bidder has to abide by applicable GST norms as prescribed by the Govt. of India from time to time.
11. SSCDL would not consider any price escalation in unit rate during contractual period.

S/d

**GM (Admin/Legal)**

**Surat Smart City Development Limited**

**Price bid for supplying stationery items to SSCDL, Udhna office**

<b>Sr. No.</b>	<b>Particular</b>	<b>Make/ Remark</b>	<b>Unit Packet / Piece</b>	<b>Rate with GST</b>	<b>Percentage of GST (%)</b>
1	A/4 Paper	JK 70 GSM			
2	F.S Paper	JK 70 GSM			
3	L. Folder (A/4)	-			
4	L. Folder (F/S)	-			
5	Expert Colour Paper A4 (Pink)	Expert A4 (Pink) 75 gsm			
6	Plastic Button Folder	Legal			
7	Executive Bond Paper	Royal-85 GSM			
8	FC Report File	MF308T			
9	Envelope Cover	9x4 inch 70GSM			
10	Register (3q)	100 PAGES			
		200 PAGES			
11	Envelope	7 X 4 inch 70GSM			
12	Envelope	11 X 5 inch 70GSM			
13	Envelope with Window	9.5 X 4.5 inch 70GSM			
14	Attendance Register	70 pages			
15	Conference Pad	9 X 5.5 inch, 10 pages			
16	Sticky Notes	(1 X 3 Inch) (Multi Colour) INFINITY -SN33CC			
17	Fevi Stick	(Fevi Stick)-Pidilite-8GM			
18	Pencils	Camlin Supreme			
19	F.S Ledger Paper (green)	High quality 80GSM			
20	Eraser	Camlin Exam			
21	Highlighter pen Camlin	Camlin			
22	Textliner (Whitener)	Camlin			
23	Stapler	(Kangaroo G-10)			
24	Punch	(Kangaroo-480)			
25	Cutter	Big Size			
26	Calculator	(Caltrix-CT-512A)			
27	8 GB Pendrive	Sandisk Plastic			
28	16 GB Pendrive	Sandisk Plastic			
29	8 GB Pendrive	Sandisk Metal			
30	16 GB Pendrive	Sandisk Metal			
31	Binder Clip -	41 mm			
32	Cello Tape - Transparent	3/4 Inch			
		1 Inch			
		2 Inch			
33	Cello Tape -Brown	2 Inch			
34	Double Gum Tape	1 inch			
35	Photo Imagine Paper	A4 Compu Colour 150 gsm			

Sr. No.	Particular	Make/ Remark	Unit Packet / Piece	Rate with GST	Percentage of GST (%)
36	Stapler Pin- 24/6	Kangaroo			
37	Stapler Pin -No.10-1M	Kores/ Kangaroo			
38	Ballpen	Cello Liqued			
		Cello Finegrip			
39	Ballpen Refill	Cello Liqued			
		Cello Finegrip			
40	Steel Scale	1 Ft			
41	Stamp Pad (Blue & Black)	Kores- 69mm X 110 mm			
42	Stamp Pad (Blue & Black)	Kores- 95mm X 159 mm			
43	Sharpener	Camlin Supreme			
44	U-Pin 26 MM	Vishal Brand			
45	U-Pin 35 MM	Vishal Brand			
46	Takni Pin	Tiger Brand			
47	CD Marker Pen (Black, Red, etc.)	Camlin			
48	Stamp Pad Ink (Blue)	-			
49	Box File	Prince Wonder			
50	Sketch Pen-12 Nos	Camlin			
51	White Board	5 ft X 4 ft			
52	White Board Marker	Camlin			
53	Battery	AA Size			
54	Battery	AAA Size			
54	Magnate Box for U-Pin & Takni	Plastic made			
55	ID-Card Cover	-			
56	ID-Card Lanyard	-			
57	Green Courier Cover	For A4 size documents Packing			
		For Legal size documents Packing			

S/d  
**GM (Admin/Legal)**  
**Surat Smart City Development Limited**