

Surat Smart City Development Limited

1stFloor, 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).

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 quoted should be valid throughout the contractual period.
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 "CEO, Surat Smart City Development Limited, 1st Floor, South Zone Office, Surat Municipal Corporation, Opp. Satyanagar, Udhna, Surat-394210".
5. Last date of quotation submission is 19/05/2018. 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 2% (Two 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.100/- 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.

Sd/-
GM (Admin/Legal)
Surat Smart City Development Limited

Price bid for supplying stationery items to SSCDL, Udhna office

Sr. No.	Particular	Make/ Remark	Unit (Qty./Box)	Rate (Rs.)	Rate per unit (Rs./Unit)
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	Plastic Button Folder	A4			
8	Executive Bond Paper	Royal-85 GSM			
9	FC Report File	MF308T			
10	Envelope Cover	9x4 inch			
11	Register (3q)	-			
12	Envelope	7 X 4 inch			
13	Envelope	11 X 5 inch			
14	Envelope with Window	5 X 10 inch			
15	Attendance Register	70 pages			
16	Conference Pad	9 X 5.5 inch, 10 pages			
17	Post on Stick note	(1 X 3 Inch) (Multi Colour)			
18	Fevi Stick	(Fevi Stick)-Pidilite			
19	Pencils	Camlin Supreme			
20	F.S Ledger Paper (green)	High quality			
21	Eraser	Camlin Exam			
22	Highlighter pen Camlin	Camlin			
23	Textliner (Whitener)	Camlin			
24	Stapler	(Kangaroo G-10)			
25	Punch	(Kangaroo-480)			
26	Cutter	Big Size			
27	Calculator	(Caltrix-CT-514)			
28	8 GB Pendrive	Sandisk Plastic			
29	16 GB Pendrive	Sandisk Plastic			
30	8 GB Pendrive	Sandisk Metal			
31	16 GB Pendrive	Sandisk Metal			
32	Binder Clip -	41 mm			
33	Cello Tape -Transpert	3/4 & 1 Inch & 2 Inch			
34	Cello Tape -Brown	2 Inch			
35	Double Gum Tape	1 inch			
36	Photo Imagine Paper	A4 Compu Colour 150 gsm			
37	Stapler Pin- 24/6	Kangaro			
38	Stapler Pin -No.10-1M	Kores			
39	Ballpen	(Cello Liqued & Finegrip)			
40	Ballpen Refill	(Cello Liqued & Finegrip)			
41	Steel Scale	1 Ft			
42	Stamp Pad (Blue & Black)	Kores- 69mm X 110 mm			
43	Stamp Pad (Blue & Black)	Kores- 95mm X 159 mm			
44	Sharpener	Camlin Supreme			
45	U-Pin 26 MM	Vishal Brand			
46	U-Pin 35 MM	Vishal Brand			
47	Takni Pin	Tiger Brand			
48	CD Marker Pen (Black, Red, etc.)	Camlin			
49	Stamp Pad Ink (Blue)	-			
50	Box File	Prince Wonder			
51	Sketch Pen-12 Nos	Camlin			
52	White Board	5 ft X 4 ft			
53	White Board Marker	Camlin			
54	Battery	AA Size & AAA Size			
55	Magnate Box for U-Pin & Takni	Plastic made			
56	ID-Card Cover	-			
57	ID-Card Lanyard	-			

Sd/-

GM (Admin/Legal)

Surat Smart City Development Limited

