



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

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

Date: 16/08/23

E 5 PROCUREMENT OF GOOD UNDER NATIONAL SHOPPING PROCEDURE

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER
NATIONAL SHOPPING PROCEDURES

To.

.....
.....
.....
.

Dear Sir or Madam,

Subject : Invitation for Quotation for Supply of Office Stationaries and other essential items.

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

Sl.no	Name	Specification	Qty	Unit	Delivery period	Place of delivery
1	Toilet Paper	Soft type, 2 ply recycled or bamboo pulp white coloured roll of 10 cm width and 20 mtr roll length.	100	no	7 days from the date of issue of work order.	SPMU OFFICE, NATIONAL HYDROLOGY PROJECT, SOKEYTHANG.
2	A4 Paper	Copy Paper for office printers /photocopier 75 gsm packaged in 500 sheet per packet	50	pkt		
3	Legal Paper	Copy Paper for office printers /photocopier 75 gsm packaged in 500 sheet per packet	30	pkt		
4	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		
5	Cellotape	10 mm width medium size with dispenser	20	no		
6	Ink –Pad	Blue, 110mm x 70 mm size	10	no		
7	Note Pad	50 leaf, plain size 10cm x 15 cm	100	book		
8	Folder	PVC folder with Stick of A4 size	100	no		
9	Folder	PVC folder with Stick of Legal size	100	no		
10	Envelope	Brown / White 10 inch x 4.5 inch	50	pkt		
11	Envelope	Big size off white (inside laminated for legal size)	50	no		
12	Cartridge	88 A, suitable for HP M126a laserjet pro multi function printer.	40	no		
13	Coffee pouch	500g for Tea Coffee Maker 2000W	45	pkt		
14	Tea leaves	1 kg	15	pkt		
15	Sugar cubes	500 gram white sugar cube	15	pkt		

16	Toilet cleaner	Disinfectant toilet cleaner 500 ml	30	no		
17	BATTERY	AA Size	10	pkt		
18	BATTERY	AA Size	10	pkt		
19	BATTERY	Rechargeable AA Size	20	no		
20	Hard Disk Drive	External 1 TB	6	no		
21	Hand wash	500 ml	25	no		
22	Glass cleaner	Spray 500 ml	25	no		
23	Liquid detergent	for washing utensils 500ml	12	no		
24	Nylon Rope	8mm thick 100 meters long.	1	no		
25	Nylon Rope	10mm thick 100 meters long.	1	no		
26	Room freshner	450 ml	50	no		
27	Correction pen	Whitener fluid	10	no		
28	Stapler	Stapler [Big]Size 10 no	10	no		
29	Stapler pin	Stapler Pin 10no pack of 20	20	pkt		
30	Pencil	Pencil (HB / 2B) (pack of 10	10	pkt		
31	Eraser	Pack of 10	5	pkt		
32	Sharpner	Pack of 10	5	pkt		
33	Ruler	Metal Ruler, Metal alloy with both inch and mm marking, 30 cm length	20	no		
34	Marker	Pen Permanent Marker Pen with Standard thin tip	20	no		
35	Marker	White board marker with standard tip	10	no		
36	Highlighter	Highlighter with standard tip	20	no		
37	Duster	Standard white board duster	5	no		
38	Tags	Tag 15 cm length cotton lace paper tag with both side metal tips	20	bundles		
39	Puching machine	Standard stainless steel puncher single punch	15	no		
40	Carbon paper	Carbon Paper Blue colour single side	5	pkt		
41	Neptheline ball(Kapoor)	Pack of 25	100	pkt		
42	Office seal	Standard size office seal as per designations self inking(will be informed at the time of award)	8	no		
43	Register small	Register Size 8 no	20	no		
44	Register big	Register Size 12no	20	no		
45	Dusting cloth	Duster Cloth Soft micropore cloth 20 cm x 20 cm	30	no		
46	Pen	Blue with standard tip good quality pack of 10	10	pkt		
47	Pen	Red with standard tip good quality pack of 10	5	pkt		
48	Broom	Standard quality for indoor use	20	no		

49	Dust pan	Standard quality for indoor and outdoor use	20	No		
50	Plotter ink	For Plotter PrinterHPDesignJet T650 36-inch Large Format Plotter Printer (up to A0 size) with Mobile Printing all colours as per manufacturer.	2	sets		
51	Plotter paper	Standard quality For Plotter PrinterHPDesignJet T650 36-inch Large Format Plotter Printer (up to A0 size) with Mobile Printing 150 feet long	2	rolls		
52	Router	TypeWireless Without ModemControls WPS Button, Power SwitchIn The Box 1 Router, Power Adaptor, Ethernet Cable, Warranty Card, Safety Info Guide Color BlackCompatible ISPCompatible with all Broadband Internet Service Providers Operating ConditionsOperating Humidity 10 to 90 % Non-condensingTemperature 0 to 40 DegreeCPower	4	no		
53	LAN Cable	Cat-6 Ethernet Patch/LAN Cable for Personal Computer	50	metre		
54	LAN connetcor	RJ45	25	no		
55	Mop	Spin Mop with Big Wheels and Stainless Steel Wringer, Bucket Floor Cleaning and Mopping System,2 Microfiber Refills. Material plastic, handle material stainless steel/plastic, handle type spin mop, head material microfiber	6	no		
56	Podium	Engineered Wood Stage Podium Lectern Presentation Stand for Conference, Meetings height 4 ft Rectangular shape.	1	no		
57	Mobile phone	<ul style="list-style-type: none"> • 5G(4GB, 128GB Storage) 50MP Triple Cam 6000 mAh Battery 5nm Octa-Core Processor Android 13 inclusive of charger • Features • 16.72 centimeters (6.6-inch) LCD, FHD+ resolution with 1080 x 2408 pixels resolution, 401 PPI with 16M color • 50MP+2MP+2MP Triple camera setup- True 50MP (F1.8) main camera + 2MP (F2.4) + 2MP (F2.4) 13MP (F2.0) front camera • Superfast 5G with 13 5G Bands, Powerful Exynos 1330 Octa Core 2.4GH 5nm processor with Letest Android 13,One UI Core 5.0, • 6000mAH lithium-ion battery, 1 year manufacturer warranty for device and 6 months manufacturer warranty for in-box accessories including batteries from the date of purchase • Sim card included 	1	no		
58	Sickle	Good quality, length within 15 inches standard make with wooden handle	4	no		
59	scissor	Grass cutting, length within 15 inches standard make with wooden/metal	2	no		

		handle				
60	Karni/Kanni	Gardening tool of length within 10 inches standard quality with wooden handle	2	no		
61	Digging Fork(Kata)	Gardening tool Good quality, width within 8 inches for the fork and for the handle 3 ft .Standard make with wooden handle	2	no		
62	Digging kudali/kodal o	Gardening tool Good quality, width within 8 inches for the kodal and for the handle 3 ft .Standard make with wooden handle	2	no		
63	Shovel	Gardening tool Good quality, width within 12 inches for the shovel and for the handle 3 ft .Standard make with wooden handle	2	no		
64	Broomstick	Coconut Broomstick of standard quality for outdoor use	10	no		
65	Paper cutter	Standard quality and size	10	no		
66	Wall clock	Standard quality round shape of diameter 30 cm	4	no		
67	Glue stick	Standard quality and size	10	no		
68	Stick note	Standard quality and size	20	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 Seven 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 60 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 12:00 hours on 06.09.2023.
11. We look forward to receiving your quotations and thank you for your interest in this project.

-Sd
(Purchaser)
**SUPERINTENDING ENGINEER,
STATE PROJECT MONITORING UNIT,
NATIONAL HYDROLOGY PROJECT,
W.R.. DEPARTMENT, GOVT OF SIKKIM.**

Address
**SPMU OFFICE, BELOW ICAR,
SOKEYTHANG, EAST SIKKIM- 737102.**