

No. JMRC/O&S/ DCOS/RS/F. (03)

Dated: 03/02/2020

To,

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Contact No.:

Email Id:

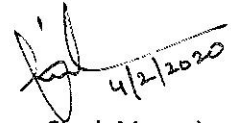
Sub: RFQ for "Rate Contract for Procurement of Stationary Items".

Sealed Quotations are invited for supply of **stationary items** as per special terms and conditions mentioned in Annexure –A and as per specification mentioned in BOQ (Annexure-B).

Signed, stamped and sealed offers should reach in the office of **Office of Manager –DCOS, Room no. S09, DCOS building, Mansarovar Metro Train Depot, Mansarovar, Jaipur 302020**, Cont.No.7728895421 by 07/02/2020 at 15:00Hours positively.

Offers received after due date and time will not be entertained.

Quotations will be opened on due date mentioned above at 15:30 hrs.



4/2/2020

(Karan Singh Meena)
General Manager (Rolling Stock)

Encl:-

- I. Special terms and Conditions (Annexure-A)
- II. BOQ(Annexure-B)




Annexure -A

Special terms and Conditions:-

1. Offer from the firms who do not have a valid GST No. will not be entertained. GST No. Should be clearly indicated in offer.
2. Order will be given to one firm, based on overall lowest rates of item.
3. The above material shall be delivered at DCOS, Train maintenance Depot Mansarovar, Bhriugu Path, Mansarovar, Jaipur-302020.
4. The rates quoted shall be FoR JMRC office, Mansarovar Metro Depot, Jaipur-302020, inclusive of all expenses i.e. all taxes (excluding GST), and transportation charges etc; no other charges shall be paid by JMRC.
5. GST will be paid at rate applicable at the time of billing.
6. The material is to be supplied in 03 lots within 05 days from the issue of purchase order on raising demand by Jaipur metro within 5 days and bill to be raised accordingly by firm.
7. The quantity of material may increase/decrease up to a certain limit (up to 25%) as per requirements.
8. Tender name, tender no, due date & time should be also be mentioned on the sealed offer.
9. Payment Terms-payment after receipt and acceptance of material on part supply basis.
10. Inspection Authority: BY JMRC representative.
11. Consignee: JE/RS/DCOS, Mansarovar Train maintenance Depot, Jaipur-Rajasthan.
12. The purchaser reserves the right to accept or reject any offer in whole or part without assigning any reason.
13. Required item should be strictly as per Annexure list.
14. Validity of offer:-Tenderer is required to keep their offer open at least SIXTY days (60 days) from the date of tender opening.
15. The offer shall be unconditional and duly signed; Conditional offer will be summarily rejected.
16. Evaluation of the tender shall be done on the basis of lowest rate quoted on the whole value, part quotation will not be accepted.
17. All rights related to bidding process are reserved with JMRC.

**Signature of firm's representative
(With seal of firm)**


4/2/2020
SM (LS)

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Annexure-B

BILL OF QUANTITY(BOQ)

GSTIN No. - _____

S.N.	Item details	Estimate d quantity (A)	Unit	Rate/Unit (INR) (B)	Amount (INR) (C=AXB)	GST in Rs.(D)	Total Amount inclusive GST(INR) (E=C+D)
1.	Basta Cloth (100*75cm) cotton Fabric	50	Nos				
2	Glue Stick (15gm)	80	Nos				
3	Hi-Lighter (Glo-liter)	50	Nos				
4	White-Board Marker (Black)(Camlin)(Pkt)	20	Packets				
5	Add Gel Pen (Blue)	150	Nos				
6	Ball Pen (Montex, Claro) Megatop(Blue500, Black50, Red50)	600	Nos				
7	Ball pen blue (Reynold)	200	Nos				
8	Hitech V5 Pen (Black)	15	Nos				
9	Hitech V5 Pen (Blue)	35	Nos				
10	Peon Book (160 Page)	30	Nos				
11	Envelope A4 Size(9*12)	250	Nos				
12	Plastic Folder Black (No.205)	200	Nos				
13	File Lace(No.9240)	20	Nos				
14	Battery Cell (AA) (Panasonic) Leak proof	50	Nos				
15	Cello Tape 1/2"(40mtr)	100	Nos				
16	Cello Tape 1"(40mtr)	100	Nos				
17	Cello Tape 2"(Brown)(40mtr)	75	Nos				
18	Register 1 quire	150	Nos				
19	Register 2 quire	200	Nos				
20	Register 4 quire	100	Nos				
21	Stock Register CRB No.4	5	Nos				

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22	Attendance Register (40 Page)	30	Nos				
23	Post it Prompt 1*3	50	Nos				
24	Rubber Band (100gm) Size 2	50	Packets				
25	Stapler pin no.(10No.)(Kangaroo)	70	Packets				
26	Stapler pin no.(24/6)(Kangaroo)	40	Packets				
27	Water Jug (Nova)(2Ltr)	20	Nos				
28	Pencil HB Natraj	50	Nos				
29	O.H.P. Marker(Camlin)(Pkt)	5	Packets				
30	Ashoka Stamp Pad (medium)	10	Nos				
31	Duster Black Board	10	Nos				
32	Whitner (7ml) (Flair CP250)	20	Nos				
33	Cell Pencil (Panasonic AAA) leak proof	60	Nos				
34	File Pad (15"*10")	60	Nos				
35	Log Book (160 Page)	5	Nos				
36	Stapler (10No.)(Kangaroo)	20	Packets				
37	Button Folder	50	Nos				
38	Natraj Eraser	50	Nos				
39	Natraj Sharpner	40	Nos				
40	Scale Plastic (30cm)	30	Nos				
41	Pen Drive 32 GB 3.0/3.1 (Kingston/HP)	4	Nos				
42	Dispatch Register(80Page)	10	Nos				
43	Scale Steel 12"	10	Nos				
44	Post it Prompt 2*3	10	Nos				
45	Permanent Marker (Kores)(Pkt)	5	Packets				
46	All Pin (Kores) (70gms)(Pkt)	5	Packets				

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47	Carbon Paper (Kores) (Size 210mm*330mm)	5	Nos				
48	Calculator (Casio) 12 digits	5	Nos				
49	Drawing Pin (60gms)(Pkt)	5	Packets				
50	Gem clip (U-Clip)	10	Nos				
51	Paper Cutter	20	Nos				
52	Punch -280 (small) (Kangaroo)	20	Nos				
53	Scissor (small)(Munix SL- 1160)	20	Nos				
54	Scissor (big)(Dr Morepen- all Purpose)	20	Nos				
55	Binder Clip (25mm)(1Pkt=12 nos)	20	Packets				
56	Binder Clip (32mm)(1Pkt=12nos)	20	Packets				
Total Amount including GST (INR)							
Total Amount including GST (IN Words):							

Note:

1. Rate per unit in column B will be inclusive of all taxes (except GST), transportation charges, packing charges and any other charges, if any.
2. GST registration no. should be clearly filled in BOQ.

Signature of firm's representative

(With seal of firm)

Signature
4/12/2019
SM (S)