

**RAGHUNATHPUR MUNICIPALITY**Tarani Bauri  
Chairman

P.O. - Raghunathpur, Dist-Purulia

Ref-RM/Civil/X-24/735

Date-31.10.2025

**SUB: INVITING QUOTATION FOR SUPPLY OF COMPUTER PERIPHERALS.**

Quotations in sealed covers are invited from reputed Agency / OEMs and/or Authorized dealers for the ABOVE NOTED PURPOSE at Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin -723133

| Sl No | Item Name                            | Tentative quantity | Sl. | Item Name                         | Tentative quantity |
|-------|--------------------------------------|--------------------|-----|-----------------------------------|--------------------|
| 1.    | 137A toner cartridge (With Chips)    | 10 Nos             | 9.  | Mouse                             | 4 Nos.             |
| 2.    | 12A toner cartridge                  | 15 Nos             | 10. | Monitor (reputed brand Min 15.4") | 2 Nos.             |
| 3.    | 158X toner cartridge                 | 1 Nos              | 11. | UPS (500/600 VA)                  | 5 Nos.             |
| 4.    | HP 110A toner cartridge (With Chips) | 2 Nos              | 12. | Desk Speaker (Min 5W)             | 1 No               |
| 5.    | Canon 825 toner cartridge            | 2 Nos              | 13. | Laptop                            | 2 No               |
| 6.    | Epson 003 ink                        | 1 Set              | 14. | Web Cam                           | 1 No               |
| 7.    | Epson blacj ink 774                  | 1 No               | 15. | A4 Paper                          | 15 Box.            |
| 8.    | Keyboard                             | 4 Nos.             |     |                                   |                    |

The quotations should be sent in Sealed Cover addressed to "THE CHAIRMAN, Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin -723133". The words "QUOTATION FOR SUPPLY OF ELECTRICAL EQUIPMENT" should be prominently written on the envelope containing the quotation. The quotation should reach this office latest by 1:00PM on 8<sup>th</sup> Nov, 2025

The quotations will be opened at 4:00 PM on 8<sup>th</sup> Nov' 2025 at the Chamber of the Chairman, Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin -723133 in the presence of bidders or their representatives, who wish to present on the occasion. If the said Date is declared a public holiday for any reason, the tenders will be opened on next working day.

This invitation for quotations is subject to the terms and conditions appended below:

- Price bid cover shall contain only Schedule of Rates duly filled in as per specimen at **Annexure B**. Price bid cover shall not contain any other document or any conditions.
- All entries should be legible and correction if any should be attested by Bidder's signature over the firm's seal. Over-writing will not be accepted. Incorrect words/figures should be crossed and correct figures rewritten with signature of Bidders.
- Bidders must submit Quotation pertaining to themselves only. Minimum technical documents i.e. **VALID** Trade Licence, PAN, IT Return, P-Tax return, GST Reg., Bank Details for payment should be submit along with the bid rate.
- The Tenderer is expected to offer most competitive prices with highest possible discounts.
- The successful bidder shall commit to supply the stores on receipt of work order and the bid rate will be valid for one year and periodical order may issued if required..
- The Chairman, Raghunathpur Municipality does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason.
- In case of any dispute /difference arising out of interpretation of any of the clauses/ terms/ provisions, decision of The Chairman, Raghunathpur Municipality shall be final and binding.
- Bids that do not satisfy the terms and conditions are liable to rejected summarily.
- This tender is not transferable.
- The Chairman, Raghunathpur Municipality reserves the right to withdraw/revoke/cancel the whole or any part of the tender at any stage without assigning any reason.

Chairman

Raghunathpur Municipality  
ChairmanRaghunathpur Municipality  
Dist.-Purulia

## Annexure-B

**SUB:** INVITING QUOTATION FOR OF COMPUTER PERIPHERALS Vide MEMO. No.  
Date

### Format for Financial Bid:

(On letter head)

| SI No | Item                                 | Tentative quantity | Unit rate per item (Rs.) | Taxes /GST (Rs.) | Total Cost per item (Rs.) | Total Cost for tentative quantity of item (Rs.) |
|-------|--------------------------------------|--------------------|--------------------------|------------------|---------------------------|---|
| 1.    | 137A toner cartridge (With Chips)    | 10 Nos             |                          |                  |                           |   |
| 2.    | 12A toner cartridge                  | 15 Nos             |                          |                  |                           |   |
| 3.    | 158X toner cartridge                 | 1 Nos              |                          |                  |                           |   |
| 4.    | HP 110A toner cartridge (With Chips) | 2 Nos              |                          |                  |                           |   |
| 5.    | Canon 825 toner cartridge            | 2 Nos              |                          |                  |                           |   |
| 6.    | Epson 003 ink                        | 1 Set              |                          |                  |                           |   |
| 7.    | Epson blacj ink 774                  | 1 No               |                          |                  |                           |   |
| 8.    | Keyboard                             | 4 Nos.             |                          |                  |                           |   |
| 9.    | Mouse                                | 4 Nos.             |                          |                  |                           |   |
| 10.   | Monitor (reputed brand Min 15.4'')   | 2 Nos.             |                          |                  |                           |   |
| 11.   | UPS (500/600 VA)                     | 5 Nos.             |                          |                  |                           |   |
| 12.   | Desk Speaker (Min 5W)                | 1 No               |                          |                  |                           |   |
| 13.   | Laptop                               | 2 No               |                          |                  |                           |   |
| 14.   | Web Cam                              | 1 No               |                          |                  |                           |   |
| 15.   | A4 Paper                             | 15 Box.            |                          |                  |                           |   |

(Authorized signatory)