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OFFICE OF THE COUNCILLORS OF
RAGHUNATHPUR MUNICIPALITY

Tarani Bauri
Chairman

P.O. - Raghunathpur, Dist-Purulia

Ref-RM/Civil/ELE/ 1941

Date-10/09/2026

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	Specifications	Tentative quantity
1.	Toner Cartridge	HP 137A (With Chips)	06 Nos.
2.	Toner Cartridge	HP 12A Supported	15 Nos.
3.	Toner Cartridge	HP 158X Supported	2 Nos.
4.	Toner Cartridge	HP 110A (With Chips) Supported	2 Nos.
5.	Toner Cartridge	Canon 925 Supported	2 Nos.
6.	Ink	Epson 003	2 Sets

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 COMPUTER PERIPHERALS" should be prominently written on the envelope containing the quotation. The quotation should reach this office latest by 1:00PM on 18th Sept, 2026

The quotations will be opened at 4:00 PM on 18th Sept, 2026 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:

1. Quoting Agency/Firms must attach a self-attested photocopy of PAN Card, GST registration, Trade Licence, P.Tax Return, I.T. return, bank details.
2. 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.
3. 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.
4. Bidders must submit Quotation pertaining to themselves only.
5. The Tenderer is expected to offer most competitive prices with highest possible discounts.
6. The successful bidder shall commit to supply the stores on receipt of work order and the bid rate will be valid for six months..
7. 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.
8. 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.
9. Bids that do not satisfy the terms and conditions are liable to be rejected summarily.
10. This tender is not transferable.
11. 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

Chairman
Raghunathpur Municipality
Dist.-Purulia

Annexure-B

SUB: INVITING QUOTATION FOR SUPPLY OF COMPUTER PERIPHERALS Vide MEMO. No. RM/Civil/ELE/
Date-10.09.2026

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.	HP 137A (With Chips) Cartridge					
2.	HP 12A Supported Cartridge					
3.	HP 158X Supported Cartridge					
4.	HP 110A (With Chips) Suppor Cartridge ted					
5.	Canon 925 Supported Cartridge					
6.	Epson 003 Ink					

(Authorized signatory)