



Department of Legal Metrology  
Government of Goa  
Legal Metrology Bhavan, Next to National Sample Survey Office,  
Near Air India Colony, Housing Board, P.O. Alto-Porvorim,  
Porvorim, Bardez, Goa - 403 521 India

No.8/1/2023-CLM/ 920

Dated: 26/04/2023.

**LIMITED TENDER FOR SUPPLY OF STATIONERY**

Sealed limited tender duly superscribed as "Limited Tender for supply of Stationery" are hereby invited by the Controller, Legal Metrology, Porvorim, Goa, so as to reach this Office on or before 15.05.2023 by 12.00p.m.

The tenders will be opened on the same day at 2.30p.m. in the Chamber of the Controller, Legal Metrology, Porvorim, in presence of the bidders/ their authorized persons.

The Agency has to quote as per the bidding schedule enclosed duly signed on the scheduled Terms & Conditions.

The Controller, Legal Metrology, has the right to accept or to reject any or all the quotations without assigning any reason thereof.

*(Signature)*  
26/04/2023

( P. S. SHIRODKAR )  
CONTROLLER, LEGAL METROLOGY

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BIDDING SCHEDULE

Sr. No.	Description of items	Quantity required	Rate per Unit	GST	Rate Inclusive of GST (4+5)	Total Amount (3 X 6)
1	2	3	4	5	6	7
1.	A/4J.K. Copier 75 (GSM)(Red)	25 Boxes				
2.	FS J. K. Copier 75 (GSM)(Red)	25 Boxes				
3.	File Folder/ File Pads	500 Numbers				
4.	Box Files	30 Numbers				
5.	Spring Files Laminated	100 Numbers				
6.	Spring Files Plain	100 Numbers				
7.	Steel Clip Files	100 Numbers				
8.	Dak Pads	10 Numbers				
9.	Blue Carbon Paper Reams 100 Sheets	40 Numbers				
10.	Register 100pages	100 Numbers				
11.	Register 200pages	200 Numbers				
12.	Register 400pages	25 Numbers				
13.	Envelopes 9.5x 4.5(Brown)	15 boxes containing 250 envelopes each				
14.	Envelopes 6x4(Brown)					
15.	Envelopes 11x5(Brown)					
16.	Pencil Box	05 Numbers				
17.	Eraser	25 Numbers				
18.	Glue Stick	24 Numbers				
19.	Stamp Pad (Blue)	30 Numbers				
20.	Stamp Pad Ink Bottle (Blue)	30 Numbers				
21.	U Clips	40 boxes				
22.	Head Pins	30 boxes				
23.	Stapler pins (small)	30 boxes				
24.	Stapler No.10	30 Numbers				
25.	Cello Tape	10 Numbers				
26.	Gum Bottles Camel 150ml	30 Numbers				
27.	File Tags (small) red	2000 pieces				
28.	File Tags (Big) White	1000 pieces				
29.	Scissors small & medium	02 each				
30.	File Flags/ Stickers	10 packets				
31.	Cello Gripper Refill	50 Numbers				
32.	Cello Gripper Pens	30 Numbers				
33.	Spiral Note Pads Medium size	25 Numbers				
34.	Punch DP-52	15 Numbers				
35.	Punch DP-280	10 Numbers				
36.	Pen drive	02 Numbers				
37.	Calculator Big	03 Numbers				

TERMS AND CONDITIONS:

1. Price should be quoted inclusive of GST, if applicable.
2. The tenderers/dealers should be registered under Goods Sales Tax Act (GST) & enclose a copy of the Registration Certificate as the case may be along with the Bidding Schedule.
3. Earnest Money Deposit (EMD) of 2% of the estimated cost should be submitted in the form of Demand Draft in favour of Controller, Legal Metrology, Porvorim, Goa along with the bid.
4. The bidding schedule should be sealed and superscribed on envelope Limited Tender for supply of Stationery and the same should be addressed to the Controller, Legal Metrology, Porvorim, Goa.
5. Goods should be supplied within 07 days of issue of supply order else the Controller reserves the right to cancel the order.
6. No advance payment will be made. Payment will be effected only on receipt of items in good condition.
7. If applicable, Income Tax shall be deducted at source from your bill at the time of making the payments.
8. The rate quoted shall be valid for a period of 90 days.
9. The agreement to abide by the above terms & conditions should be indicated as follows.

  
( P. S. SHIRODKAR )  
CONTROLLER, LEGAL METROLOGY

"I HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS AT SR. NO. ONE TO EIGHT"

Signature of the Supplier: \_\_\_\_\_

Name of the Supplier: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number: \_\_\_\_\_