



सिलवासा नगर पालिका
SILVASSA MUNICIPAL COUNCIL
संघ शासित प्रदेश दादरा एवं नगर हवेली और दमन एवं दीव
DADRA & NAGAR HAVELI AND DAMAN & DIU
सिलवासा/SILVASSA - 396230



No.SMC/CO/EDN/Printing Material/2023/47/3457

Date:19/07/2023

Subject: - Providing and Printing of Student Attendance Register, Teacher Muster Roll and other printing Material for the Schools under Silvassa Municipal Council.

:- QUOTATION NOTICE: -

Sealed Quotations are hereby invited from the interested suppliers for supply of following item as to reach the undersigned on or before 26/07/2023 up to 12.00 Hrs. by post or by hand delivery.

Sr. No.	Particular	Qty.	Unit	Rate per unit (in Rs.)	Amount (inclusive of all taxes)
1.	Leaving Certificate Book (English Medium) Size (A/4), Good Quality Paper *Printing as per sample given by the department	45	Nos.		
2.	Dead Stock Register Size (17x 27) Good Quality Paper & Register * Printing as per sample given by the department	24	Nos.		
3.	Visit Book Size (A/4), Good Quality Paper * Printing as per sample given by the department	18	Nos.		
4.	Students attendance Catalogue Register (Full Scape) 70 GSM Paper with hard Board binding (72 pages) * Printing as per sample given by the department	277	Nos.		
5.	Teacher Register (Full Scape) 70 GSM paper with hard binding (200 pages), Size-20 x 30 * Printing as per sample given by the department	48	Nos.		
6.	Proxy period Allotment Book Size (A/4), Good Quality Paper * Printing as per sample given by the department	20	Nos.		
7.	Daily lesson Plan Book (200 Pages), Size (A/4), Good Quality Paper * Printing as per sample given by the department	250	Nos.		

8.	Daily School Attendance record (200 Pages), Size (A/4), Good Quality Paper * Printing as per sample given by the department	20	Nos.		
9.	Teacher Dairy (375 Pages), Size (A/4) Good Quality Paper * Printing as per sample given by the department	250	Nos.		
				Total...	

The terms and conditions are as follows:

1. The rates for the above items should be inclusive of all taxes & quoted for the unit shown against each item & FOR at Silvassa.
2. The firms who are able to supply should quote the rates / provide materials from licensed outlets on receipt of the clear supply order by this Department.
3. Sealed envelope should be super scribed word **Providing and Printing of Student Attendance Register, Teacher Muster Roll and other printing Material for the Schools under Silvassa Municipal Council.**
4. The supply/work should be completed within prescribed time limit given by the Department.
5. The Samples of the above said work may be attached with the submission of the documents.
6. The Item found defective or otherwise not as per specification given, shall be rejected. The firm should replace the same otherwise payment will not be made.
7. The payment will be made after full satisfaction of the representative of Department.
8. The suppliers/agencies should quote their rates in their own letter pad OR on plain paper with their rubber stamp.
9. The rates should be valid up to 31/12/2023.
10. Right to reject or accept any or all limited tenders are reserved with the undersigned.
11. The Quotations shall be opened on 26/07/2023 at 1:00 Hrs. in presence of the bidders if any.

**Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa**

Copy to:

1. The President, Silvassa Municipal Council, Silvassa for kind information please.
2. All Head of Office, D&NH, Silvassa for kind information and wide publicity.
3. The Assistant Director (IT), DNH, Silvassa with request to uploading in DNH Administration Website and Official Silvassa Municipal Council website.
4. Notice Board.