



कोलकाता मेट्रो रेल कार्पोरेशन लि.

KOLKATA METRO RAIL CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING)

CIN - U60100WB2008GOI127338

REGISTERED OFFICE:

KMRCL Bhavan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata-700021

Phone : 2213 4345, Fax : 2213 4380, 66071117. Website : www.kmrc.in

GM(F)/MSME/2018

19.07.2018

Kolkata Metro Rail Corporation Limited (KMRCL) invites MSME registered (as per MSME ACT 2006) including MSME Udyog Aadhaar Registration vendors/contractors for the purpose of enlistment for purchase of Office Stationary & House Keeping Items at KMRCL.

Interested Vendors who are registered MSME and have prior experience of supply of materials at Annexure -I may submit their proposal as per the Annexure-II of this form.

Terms & Conditions:

- 1) KMRCL reserves the right to reject any /all of the proposals without giving any reason what so ever. Inc
- 2) Incomplete applications would be liable to be rejected.
- 3) Contractors who are black listed by any Government / Government Undertaking are not eligible.
- 4) Contractors needs to submit valid documentary proof to ascertain that they are in the business of supplying the materials as provided in the Annexure-I for at least a period of one year from the date of publication of the notice.
- 5) The present notice is for enlistment of contractors only. KMRCL may in future enter into yearly rate contract with multiple enlisted contractors separately.
- 6) Annexure -II needs to be signed by the Authorised Signatory and stamped
- 7) The approximate total yearly value of purchase of the products listed in Annexure-I is Rs 2.5 lakhs
- 8) The last date for submission is 20.08.2018 till 1600hrs at MRCL Bhavan, HRBC Office Compound, Munshi Premchand Sarani, Kolkata-700021

Annexure-I

Srl. No.	LIST OF OFFICE STATIONERIES PURCHASED BY KMRCL	LIST OF HOUSE KEEPING MATERIALS PURCHASED BY KMRCL
1	Xerox Paper A3 & A4	PARTICULARS
2	Legal Paper	Toilet Cube
3	Rule Register No. 4, 8 & 20	Harpic
4	Plain Pad A4	Colin
5	Note Book- Short hand	Phenyle
6	KMRC Hard board File	Hand Wash
7	Arch File	Moper with Stick
8	Flat File	Round Mopper
9	Button File	Room Spray
10	Spring File	Scotch Brite with Handle
11	Channel File	Scotch Brite
12	Auto Clip file	Vimbar
13	Cover File	W.P.Basket
14	Button Folder	Sunlight Powder
15	Folder A3 & A4	Odonil
16	Cloth Envelope a3 & A4	Flasmatic
17	Big Flag	
18	3 color sticker (small)	
19	Binding Clip- Small, Medium & Big	
20	Jams Clip	
21	Punch	
22	Stappler Machine	
23	Stappler Pin	
24	Stamp Ink Pad	
25	Punching Machine	
26	Eraser & Sharpner	
27	Pencil	
28	Whitner Pen	
29	Pen	
30	Pen refile	
31	C D Pen	
32	Pencil Battery	
33	AAA Battery	
34	Fevi Stic	
35	Cloth Duster	
36	Envelope (11x5) with KMRC print	

37	A4 Envelope
38	Cellotape
39	Calculator
40	Scissor
41	Magnifying Glass
42	Water Bottle
43	Canvas Bag
44	Visiting Card
45	Laser Pointer
46	Magnetic White Board Pen

<u>General Information of Contractors</u>		
Sl. No	Particulars	Details to be filled in
1	*Name of the Vendor or his Business name :	
2	*Constitution : (Tick the appropriate box)	<input type="checkbox"/> Individual, <input type="checkbox"/> HUF <input type="checkbox"/> Partnership firm, <input type="checkbox"/> Company, <input type="checkbox"/> Any Other
3	MSME Registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	MSME Registration No/Code (attach registration Document)	
4a	GSTIN	
5	Whether opting for composition scheme under GST? [composition scheme is specifically opted for at the time of registration which is possible only if turnover does not exceed Rs.50 lacs.]	
6	PAN : (10 character only)	
7	CIN: (In case of Company only)	
8	Name of : (Proprietor/Director/Partner)	
9	Address of the above:	
10	Mobile No.: (10 digits only)	
11	Aadhar No: (12 digits only)	
12	Trade Licence No. Or any other licence: (In case of Business)	
13	Description of service provided to Railways/Central Govt/State Govt/PSU	