



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<br>PURCHASED BY KMRCL | LIST OF HOUSE KEEPING<br>MATERIALS PURCHASED BY<br>KMRCL |  |
|----------|---|--|--|
| 1        | Xerox Paper A3 & A4                               | <b>PARTICULARS</b>                                       |  |
| 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 :<br>(Tick the appropriate box)   | <input type="checkbox"/> Individual, <input type="checkbox"/> HUF<br><input type="checkbox"/> Partnership firm,<br><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?<br>[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 :<br>(10 character only)  |   |
| 7   | CIN:<br>(In case of Company only)   |   |
| 8   | Name of :<br>(Proprietor/Director/Partner)  |   |
| 9   | Address of the above:   |   |
| 10  | Mobile No.:<br>(10 digits only)   |   |
| 11  | Aadhar No:<br>(12 digits only)  |   |
| 12  | Trade Licence No. Or any other licence:<br>(In case of Business)  |   |
| 13  | Description of service provided to Railways/Central Govt/State Govt/PSU   |   |