



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर [हि. प्र.]

National Institute of Technology Hamirpur [H.P.]

[Under Govt. of India, Ministry of HRD, New Delhi]

No. NIT-HMR-SPC-Stationery-31/Vol-II/ 965-76

Dated: 09/08/2012

To

Subject:- Enquiry for supply of Stationery items.

Please quote your rate/ price for the supply Stationery items as under:

Item No.	Description of Articles, Specification/ Drawing or other particulars (Give complete details and particulars to facilitate proper identification of the articles by the trade) if required, attached additional sheet	Number or Quantity
1	Ball Pen Red (Gel) Reynolds Racer	100 Nos.
2.	Ball Pens Blue & Black (Gel) 300+100 (Reynolds Racer Gel)	400 Nos.
3.	Ball Pen Cello Maxriter (Blue/Black)	200+50
4	Pilot Pen Luxor (0.5)	40 Nos.
5.	Calculators Citizen CT-8855 V	10 Nos.
6	Cello Tape 1" size (superior type)	100 Nos.
7	Cello Tape 2" size (Superior type)	50 Nos.
8	Cello Tape Khakhi superior quality 30 mtrs	50 Nos.
9	Executive Bond Papers 80 gsm	10 Pkts
10	Flie Covers NIT, Printed	2000 Nos.
11	File Boards (Neelgagan) standard size	1500 Nos.
12	Fevi Sticks 15gm	200 Nos.
13	Fevi col MR easy flow white adhesive 100 gm	100 Nos.
14	Gum Paste 150 ML	20 Bottles
15	Marker Permanent	50 nos.
16	Photostat Papers A4 Size Green -70 gsm	500 reams
17	Photostat Papers A4 Size -75 gsm	600 reams
18	Paper Pins (Aul Pins) Best Quality	100 pkts
19	Ruled Registers 4 Qrs Executive Superior quality	100
20	Ruled Registers 6 Qrs Executive Superior Quality	100
21	Ruled Registers 8 Qrs Executive Superior Quality	100
22	Stamp Pad Big (Ashoka)	30
23	Stamp Pad Small (Ashoka)	30
24	Stock Registers (4 Qrs) Superior Quality with Ledger Sheets	20 Nos.
25	Stock Registers (8 Qrs) Superior quality with Ledger Sheets	20 nos.
26	Stapler Small Kangaroo	20 Nos.

27	Stapler Big Kangaroo	10 Nos.
28	Stapler Pins Big (Kangaroo)	100 pkts
29	Ledger Registers (500 sheets approx)	10 Nos.
30	U-clips paper (Plastic)	100 pkts
31	Chalk Dustless White (Kores)	240 pkts
32	Chalk Colored (Best Quality)	100 pkts
33	Imitation Parchment Paper (Tracing sheets) 40-45 gsm	1000
34	Drawing sheet (white Cartridge sheet) 120 gsm - 56x76"	1000
35	Dusters Magnetic	50

The Quotations should be sent to the undersigned in a separate sealed envelope subscribed as QUOTATION with reference to above enquiry No. & Date. & Scheduled date of opening. The quotation should reach the undersigned on or before **7th September 2012 (5:00 PM)** on the following terms and conditions. **The Quotations will be opened on 10th September 2012 at 03.30 PM** in the presence of the representative of the quoter who so ever wants to be present:-

TERMS AND CONDITIONS:-

- Postal Instruction:** Tender/Quotations addressed to the undersigned may be sent on Letter Head Pad of the firm as per schedule notified in tender/quotations in sealed envelopes super-scribing the items of the offer and the date of opening. Offers/quotations received through electronic mail or fax will not be considered.
- List of Users:** List of users (Past supplier of the firm), literature regarding quoted items and authorized dealership certificate, if any, must be submitted along with the tender/quotations. Offer received without these documents may not be considered.
- Validity:** Minimum validity of the quotation must be 03 months from the date of opening of the quotation/tenders.
- EMD:** EMD in the form of DD/FDR/Banker Cheque /Bank Guarantee @ 2% of the quoted value must be attached with all offers exceeding Rs. 1.00 Lac **in favour of Registrar, NIT, Hamirpur (H.P) -177 005.** The EMD should remain valid for a period of 45 day beyond the final bid validity period. EMD of unsuccessful bidders shall be returned after issue of purchase order in favour of successful & recommended firm. The EMD of the successful bidder may be released after receipt of a performance security for the warranty/guarantee period of equivalent amount. The above condition is applicable to all & no relaxation will be given.
- Destination:** The rates must be quoted as F.O.R. destination i.e. NIT, Hamirpur (HP).
- Price/Rate:** The price of equipment/items may be quoted in Indian rupees.
- Excise & Custom Duties:** This Institute is registered with the DSIR F.51/96-custom dated 23-07-96 and No.10/97 Central Excise Date 01-03-97, vide registration No.

- TU/V/RG-CDE(311)2011 dated 30.08.2012 (Valid up to 31.8.2016) so the rates must be quoted without custom & excise duty, which, if applicable, be quoted separately.
8. **CST/ST/GST/LST/PAN Nos. etc.** All the firms may invariably mention their CST/ST/LST/PAN numbers on quotation/tender failing which quotations may not be considered valid. Further, this Institution does not issue any C/D Concessional form, so the CST/ST/VAT applicable as per actual rates must be mentioned in the offer. In case CST/ST/VAT is not mentioned, the rates shall be treated as inclusive of all taxes.
 9. **NIT/NIQ Opening:** Representative of the firm may be present at the time of opening of the Quotations, if it wishes.
 10. **Payment:** 100% payment shall be made immediately after receipt of material in good condition.
 11. **Liquidated charges @ 2%** of quoted price for a delay in supply by 2 weeks and 5% of the quoted price for subsequent weeks will be charged for delay, if any, in execution of the contract. Maximum delay with the liquidated charges of one month only will be considered and thereafter the supply order will be treated as cancelled. The Institute reserves the right to ask for performance guarantee @ 2% of total value of tender from the successful bidder with whom the supply order is placed.
 12. **Right of Acceptance/Rejection:** Right of acceptance and rejection of any tender/quotation in part or full without assigning any reason are reserved with the institution authorities. The number of items to be purchased could be increased or decreased depending on the requirement of end user.
 13. In case of any dispute the jurisdiction of Hamirpur (HP) Courts shall apply.

Amal
9/8/12

Faculty In charge (Purchase),
NIT, Hamirpur (HP).

Copy to:

HOD (Computer Centre) NIT Hamirpur to upload the NIQ on institute website please.

Amal
9/8/12

Faculty In charge (Purchase),
NIT, Hamirpur (HP).