



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
(UNDER MINISTRY OF EDUCATION, GOVERNMENT OF INDIA)
VIHAR LAKE, P.O. NITIE, MUMBAI – 400 087.
TELEPHONE: (022) 2857 3371 FAX: (022) 2857 3251
Website: www.nitie.ac.in, e-mail: nitiecpsc@nitie.ac.in

Enquiry No.: CPSC/P&S/2021-22/10

Date: 07/03/2022

Dear Sirs,

Subject:

E-TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS FOR THE YEAR 2022-23

BY COURIER

DUE DATE: 22/03/2022 UPTO 11.00AM

The following stores are required by this Institute and you are requested to quote the price against each item as per terms and conditions mentioned overleaf. Printed clause for taxes will not be accepted Rate of Taxes must be clearly mentioned otherwise quotations will be deemed as INCLUSIVE OF TAXES.

E-TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS FOR THE YEAR 2022-23					
Sr. No.	Particulars	Qty.	Rate	Per	Tax
1.	Annual Rate Contract for Supply Stationery Items as per attached list: The rates should be inclusive of all Taxes/Vat & free delivery at NITIE, Vihar Lake, Mumbai – 400087. Items will be purchased as and when required.	Approx. yearly quantity mentioned in remarks column			
	The rate contract shall remain valid for 12 months from the date of award of work.				
	– GST/Taxes, if any should be mentioned separately. – GST Number should be mentioned. – Sample of the items available with Asst. Registrar(Stores) can be seen between 9.30 AM to 4.30 PM on all working days				
	<ul style="list-style-type: none">• An EMD of Rs.10,000/- (Rupees Ten Thousand only) by way of ONLINE PAYMENT ONLY in favour of 'NITIE, Mumbai' must be accompanied along with the quotation, failing which the quotation will be rejected. If inferior quality of material is supplied by the selected Supplier, the EMD shall be forfeited and no correspondence in this regard shall be entertained.• Quotation to be submitted ONLINE ONLY as per our requirement quoting ENQUIRY NUMBER AND DATE ON COVER before due date.• Incomplete/incorrect Quotation will be rejected summarily.• The Institute reserves the rights to reject any/all quotations without assigning any reason whatsoever.				

Yours faithfully,

(CPSC)/SUPDT.

P.T.O.

TERMS AND CONDITIONS

- 1) Please quote your lowest rates exclusive of Government Taxes, for free delivery at our INSTITUTE's PREMISES at Vihar Lake.
- 2) In case, you are unable to quote please send regret reply in your own interest. This will ensure that enquiry is received by you.
- 3) *For items on forward delivery basis against our import Licence, your quotation should be on the basis of F.O.B. country of origin.*
- 4) Rate of Taxes, if extra, should be specifically mentioned.
- 5) Delivery is required **NITIE, VIHAR LAKE, MUMBAI – 400 087.**
- 6) Your quotations superscribed with 'ENQUIRY NO.' and 'DUE DATE' ONLINE ONLY should be so as to reach him **11.00 AM. on 22/03/2022 latest.**
- 7) Your quotations should be valid for 60 days from the date of submission of the tender and will be binding on you for the rate quoted.
- 8) Specific delivery period should be mentioned in your quotation and if the same is not mentioned in your quotation and if the same is not mentioned it will be taken as Ex-stock.
- 9) Fragile articles and those likely to be damaged will have to be suitable packed and delivered to our Institute and in the event of breakages and damages, same will have to be replaced or repaired by you at free of cost.
- 10) If any of the stores mentioned above are already under DGS&D rate contract, you are requested to give us the advantages of the contract rates as this is an Educational and Research Institute sponsored by Government of India.
- 11) Firms may send their representatives at the time of opening the quotation but they will only be informed their quotations have been received and included or not.
- 12) Rates must be in the units specified otherwise quotation will be ignored.
- 13) Taxes, if any should be separately indicated along with basic price/rates and Sales Tax No.
- 14) Rates should be indicated in words and figures and in case of any corrections this should be attested with full signatures otherwise it is liable to be rejected.
- 15) Quotations must be sealed / Tamperproof.

XXXXX



Name of Work :- TENDER FOR Annual Rate Contract for Supply of Office Stationery Items for the year 2022-23 as below:

e-Tender / e-Enq No.: CPSC/P&S/2021-22/10

PRICE BID FORM

NAME OF THE BIDDER								
Sl. No.	Name of Stationery Items	Per	Estimated required Qty.	MRP Rate(Rs.)	Quoted Rate(Rs.)	GST percentage (%)	GST Amount (Rs.)	Total price inclusive GST(Rs.)
Sub :- List of Computer items not traceable from stock registers								
1	Battery - Duracell 9V Duraboc	Each	200 Nos.				0.00	0.00
2	Battery - Durocell AA size	Each	500 Nos.				0.00	0.00
3	Battery - Durocell AAA size	Each	500 Nos.				0.00	0.00
4	Battery Pencil Cell - Novino Gold	Each	100 Nos.				0.00	0.00
5	Binder Clip/Back Fold Clip (Pkt of 12 Pcs.) - 25 mm	Pkt.	100 Pkts.				0.00	0.00
6	Binder Clip/Back Fold Clip (Pkt of 12 Pcs.) - 41 mm	Pkt.	100 Pkts.				0.00	0.00
7	Box File plastic Acrylic Superior quality	Each	500 Nos.				0.00	0.00
8	Calculator Casio make HL-122L (MJ- 120D 12 Digit)	Each	60 Nos.				0.00	0.00
9	Calendar Desk Plastic Omega No.1715	Each	50 Nos.				0.00	0.00
10	Cello Tape 1" 72 yards Wonder all colour	Each	200 Nos.				0.00	0.00
11	Cello Tape 1" 72 yards Wonder Transparent	Each	250 Nos.				0.00	0.00
12	Cello Tape 2" 72 yards Wonder all colour	Each	30 Nos.				0.00	0.00
13	Computer Labels Nova jet A/4 size (Pkt of 100 sheets)	Pkt.	50 Pkts.				0.00	0.00
14	Dust Bin Stainless Steel with hole in body 1' height	Each	50 Nos.				0.00	0.00
15	Eraser Apsara Non-Dust (Pkt. of 20 Nos.)	Pkt.	50 Pkts.				0.00	0.00
16	Fevi Stick Super Glue - 15gm (Kores)	Each	200 Nos.				0.00	0.00
17	Muster Roll Register 2 Qr. printed on Sunbeam Ledger Paper	Each	100 Nos.				0.00	0.00
18	Noting sheet Sunbeam ledger paper full-scale 50 sheets pad	Pad	30 Pads				0.00	0.00
19	Packing Tape 2" Brown colour (Wonder)	Each	50 Nos.				0.00	0.00
20	Paper U Clips Multi colour - 35mm (pkt. of 100) plastic coated	Pkt.	100 Pkts.				0.00	0.00
21	Paper Cutter - Snap (Big Size)	Each	60 nos.				0.00	0.00
22	Paper Tray Plastic (Set of four Tray)	Set	50 Sets.				0.00	0.00
23	Paper Weight Glass good quality	Each	50 Nos				0.00	0.00
24	Paste it Pad - size: 3" x 3" single colour	Pad	100 Pads				0.00	0.00
25	Paste it Pad - size: 3" x 4" Five Colour	Pad	100 Pads				0.00	0.00
26	Pen Ball- Lexi 5	Each	5000 Nos.				0.00	0.00
27	Pen Correction(09 ml) - Pidilite	Each	100 Nos.				0.00	0.00
28	Pen Highlighter Marker (set of 5 Nos.)	Set	20 Sets				0.00	0.00
29	Pen Marker Camlin permanent all colours	Each	100 Nos.				0.00	0.00
30	Pen Marker White Board - Raynolds	Set	50 Sets				0.00	0.00
31	Pen Micro Tip Pilot Hi-Tec Point 5 Luxor	Each	100 Nos.				0.00	0.00
32	Pen Micro Tip Uniball	Each	200 Nos.				0.00	0.00
33	Pencil Apsara Platinum make (Pkt. of 10 Pencils)	Pkt.	500 Pkts.				0.00	0.00
34	Peon Book ledger paper 2 Qrs. Size 8½" x 6½"	Each	100 Nos.				0.00	0.00
35	Petty Cash Book 3 Qr. Sunbeam ledger paper superior quality	Each	12 Nos.				0.00	0.00
36	Punch Machine Kangaro 480	Each	60 nos.				0.00	0.00
37	Register Inward 8 Qr. Sunbeam ledger paper	Each	12 Nos.				0.00	0.00
38	Register Outward 8 Qr. Sunbeam ledger paper	Each	12 Nos.				0.00	0.00
39	Rubber Band Assorted colour Packet	Pkt.	100 Pkts.				0.00	0.00
40	Ruled pad - size 11½" x 8½" 80 sheets - Sundram	Each	500 Nos.				0.00	0.00
41	Ruled pad - size 8½" x 5½" 80 sheets - Sundram	Each	500 Nos.				0.00	0.00
42	Ruled Register 3 Qr. Sunbeam ledger paper	Each	60 Nos.				0.00	0.00
43	Scale Plastic - 12" Omega	Each	50 Nos.				0.00	0.00
44	Scissor Stainless steel medium size - Fiskars make/ KENT 12"	Each	60 Nos.				0.00	0.00
45	Sharpener Plastic - Apsara make	Each	60 Nos.				0.00	0.00
46	Stapler Machine 24 x 6 - Kangaro HD-45	Each	80 Nos.				0.00	0.00
47	Stapler Machine- Kangaro-10	Each	80 Nos.				0.00	0.00
48	Stapler Pin- 24x 6 Kangaro	Pkt.	300 Pkts.				0.00	0.00
49	Stapler Pin- No.10M - Kangaro	Pkt.	300 Pkts.				0.00	0.00
50	Stock Register 4 Qr. Sunbeam ledger paper superior quality	Each	24 Nos.				0.00	0.00
51		Set	50 Sets				0.00	0.00

Terms & Conditions:

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above

"This is Electronic Spread Sheet Signature Is Not Required - Digitally Signed "