

राष्ट्रीय औद्योगिक इंजीनियरी संस्थान (नीटी)

(शिक्षा मंत्रालय, भारत सरकार)

विहार सरोवर, डाकघर-नीटी, मुंबई - 400 087.

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As per attached list

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING

(UNDER MINISTRY OF EDUCATION, GOVERNMENT OF INDIA)

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सामान्य क्रय सेवा कक्ष (सीपीएससी)/COMMON PURCHASING SERVICE CELL (CPSC)

इन्क्वायरी सं./Enquiry No.: CPSC/P&S/2022-23/03

दिनांक/Date: 10/01/2023

प्रिय महोदय/Dear Sirs,

विषय/Subject: **E-TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS FOR THE YEAR 2023-24**

BY COURIER

DUE DATE: 31/01/2023 UPTO 11.00AM

संस्थान द्वारा निम्नलिखित भंडारण अपेक्षित हैं एवं पीछे दी गई शर्तों एवं नियमों के अनुसार प्रत्येक मद के सामने कीमत कोट करने का अनुरोध है। करों के लिये छपी हुई शर्तें स्वीकार नहीं की जायेंगी। करों की दर स्पष्ट रूप से उल्लिखित की जायें अन्यथा कोटेशन करों सहित समझी जायेंगी।

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 2023-24

अ.क्र./ Sr. No.	विवरण/Particulars	मात्रा / Qty.	दर / Rate	प्रति / Per	कर / 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 during the year.	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 Deputy Registrar I/c (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. For exemption EMD, the Vendor to upload Udyog Adhar Certificate.The Vendor should have experience of 3 years with Govt. Organization/Institute.Vendor to give name, address and phone/cell No. of Contact person.Quotation to be submitted through ONLINE portal www.tenderwizard.com/NITIE before due date. Contact Mr. Sanjay Chandak On 9665721619/8800591739.Incomplete/incorrect Quotation will be rejected summarily.The Institute reserves the rights to reject any/all quotations without assigning any reason whatsoever.					

भवदीय/ Yours faithfully,

अधीक्षक/SUPDT.(CPSC)

अधीक्षक (सीपीएससी)

Superintendent (CPSC)

राष्ट्रीय औद्योगिक इंजीनियरी संस्थान

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING

विहार सरोवर/Vihar Lake, मुंबई/Mumbai-87.



कृ.पृ.रू./P.T.O.

निबंधन और शर्तें / TERMS AND CONDITIONS

- 1) हमारे विहार सरोवर के संस्थान के परिसर में मुफ्त भेजने के लिए सरकारी दरों को छोड़कर अपनी न्यूनतम दरें कोट करें।
Please quote your lowest rates exclusive of Government Taxes, for free delivery at our INSTITUTE's PREMISES at Vihar Lake.
- 2) यदि आप दर(कोट) भेजने में असमर्थ है तो कृपया अपने हित में खेद उत्तर भेजें। इससे यह सुनिश्चित होगा कि आप द्वारा इन्व्वायरी प्राप्त हो गई है।
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) हमारे निर्यात लायसेंस के अनुरूप अग्रेषित डिलिवरी आधार पर मदें भेजने हेतु, आपकी कोटेशन मूल के एफओबी देश के आधार पर हो।
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) यदि अतिरिक्त करों की दर हों तो कृपया विशेष रूप में उल्लेख किया जाए।
Rate of Taxes, if extra, should be specifically mentioned.
- 5) **नीटी, विहार सरोवर, मुंबई - 400 087** को डिलिवरी अपेक्षित है।
Delivery is required **NITIE, VIHAR LAKE, MUMBAI - 400 087.**
- 6) कोटेशन को दिनांक 31/01/2023 तक सुबह 11.00 बजे या उससे पहले ऑनलाइन माध्यम से अपलोड किया जाना है।
Quotation to be uploaded through **ONLINE** on or before **11.00 AM. on 31/01/2023.**
- 7) आप की कोटेशन निविदा प्रस्तुत करने की तारीख से 60 दिनों तक वैध रहेगी तथा कोट आप पर बंधित रहेगी।
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) आपके कोटेशन में विनिर्दिष्ट डिलीवरी अवधि का उल्लेख किया जाये। यदि इसका उल्लेख नहीं किया गया तो इसे पूर्व-स्टॉक के रूप में लिया जायेगा।
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) नाजुक एवं नुकसान होने को संभावना वाले सामानों को ठीक से पैक किया जाए एवं हमारे संस्थान को भजा जाए एवं उनके टूटने या खराब होने पर उनको आप द्वारा मुफ्त में बदला जाए या मरम्मत की जाए।
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) यदि उपर लिखित कोई भी भंडारण पहले से डीजीएस एण्ड डी दर ठेके के तहत है तो भारत सरकार द्वारा प्रायोजित शैक्षणिक अनुसंधान संस्थान होने के नाते आपसे ठेके दर के लाभ को देने का अनुरोध है।
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) कोटेशन खोलते वक्त फर्म अपने प्रतिनिधियों को भेज सकती है लेकिन उन्हें सिर्फ सूचित किया जायेगा कि उनकी कोटेशन प्राप्त हो गयीं एवं उन्हें शामिल किया गया है या नहीं।
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) दरें विनिर्दिष्ट युनिटों में ही हो अन्यथा कोटेशन को अनदेखा कर दिया जायेगा।
Rates must be in the units specified otherwise quotation will be ignored.
- 13) यदि कोई कर हो तो उन्हें मूल कीमत/दरों एवं विक्रय कर सं. सहित अलग से दर्शाया जाए।
Taxes, if any should be separately indicated along with basic price/rates and Sales Tax No.
- 14) दरें अक्षरों एवं अंकों में दर्शायी जायें एवं किन्हीं संशोधनों के मामले में इसे पूरे हस्ताक्षरोंसहित अनुप्रमाणित किया जाए। अन्यथा इसे रद्द कर दिया जायेगा।
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) कोटेशन मोहरबन्द/टेम्परप्रूफ हो।
Quotations must be sealed / Tamperproof.

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अधीक्षक (सीपीएससी)
Superintendent (CPSC)
राष्ट्रीय औद्योगिकी इंजिनियरी संस्थान
NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
विहार सरोवर/Vihar Lake, मुंबई/Mumbai-87.

Enquiry No.:CPSC/P&S/2023-24/ 03						Date: 10/01/2023	
Annual Rate Contract for Supply of Office Stationery Items for the year 2023-24 as below:							
Sl. No.	Name of Stationery Items	Per	MRP Rate(Rs.)	Quoted Rate(Rs.)	GST percentage (%)	Total price inclusive GST(Rs.)	Estimated required Qty.
1	Battery - Duracell 9V Duraboc	Each					200 Nos.
2	Battery - Durocell AA size	Each					500 Nos.
3	Battery - Durocell AAA size	Each					500 Nos.
4	Battery Pencil Cell - Novino Gold	Each					100 Nos.
5	Binder Clip/Back Fold Clip (Pkt of 12 Pcs.) - 25 mm	Pkt.					100 Pkts.
6	Binder Clip/Back Fold Clip (Pkt of 12 Pcs.) - 41 mm	Pkt.					100 Pkts.
7	Box File plastic Acrylic Superior quality	Each					500 Nos.
8	Calculator Casio make HL-122L (MJ- 120D 12 Digit)	Each					60 Nos.
9	Calendar Desk Plastic Omega No.1715	Each					50 Nos.
10	Cello Tape 1" 72 yards Wonder all colour	Each					200 Nos.
11	Cello Tape 1" 72 yards Wonder Transparent	Each					250 Nos.
12	Cello Tape 2" 72 yards Wonder all colour	Each					30 Nos.
13	Computer Labels Nova jet A/4 size (Pkt of 100 sheets)	Pkt.					50 Pkts
14	Dust Bin Stainless Steel with hole in body 1' height	Each					50 Nos.
15	Eraser Apsara Non-Dust (Pkt. of 20 Nos.)	Pkt.					50 Pkts
16	Fevi Stick Super Glue - 15gm (Kores)	Each					200 Nos.
17	Muster Roll Register 2 Qr. printed on Sunbeam Ledger Paper	Each					100 Nos.
18	Noting sheet Sunbeam ledger paper full-scale 50 sheets pad	Pad					30 Pads
19	Packing Tape 2" Brown colour (Wonder)	Each					50 Nos.
20	Paper U Clips Multi colour - 35mm (pkt. of 100) plastic coated	Pkt.					100 Pkts.
21	Paper Cutter - Snap (Big Size)	Each					60 nos.
22	Paper Tray Plastic (Set of four Tray)	Set					50 Sets.
23	Paper Weight Glass good quality	Each					50 Nos
24	Paste it Pad - size: 3" x 3" single colour	Pad					100 Pads
25	Paste it Pad - size: 3" x 4" Five Colour	Pad					100 Pads
26	Pen Ball- Lexi 5	Each					5000 Nos.
27	Pen Correction(09 ml) - Pidilite	Each					100 Nos.
28	Pen Highlighter Marker (set of 5 Nos.)	Set					20 Sets
29	Pen Marker Camlin permanent all colours	Each					100 Nos.
30	Pen Marker White Board - Raynolds	Set					50 Sets
31	Pen Micro Tip Pilot Hi-Tec Point 5 Luxor	Each					100 Nos.
32	Pen Micro Tip Uniball	Each					200 Nos.
33	Pencil Apsara Platinum make (Pkt. of 10 Pencils)	Pkt.					500 Pkts.
34	Peon Book ledger paper 2 Qrs. Size 8½" x 6½"	Each					100 Nos.
35	Petty Cash Book 3 Qr. Sunbeam ledger paper superior quality	Each					12 Nos.
36	Punch Machine Kangaro 480	Each					60 nos.
37	Register Inward 8 Qr. Sunbeam ledger paper	Each					12 Nos.
38	Register Outward 8 Qr. Sunbeam ledger paper	Each					12 Nos.
39	Rubber Band Assorted colour Packet	Pkt.					100 Pkts.

Handwritten signature

अधीक्षक (सीपीएसओ)
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NITIE, Mumbai - 87

40	Ruled pad - size 11½" x 8½" 80 sheets - Sundram	Each					500 Nos.
41	Ruled pad - size 8½" x 5½" 80 sheets - Sundram	Each					500 Nos.
42	Ruled Register 3 Qr. Sunbeam ledger paper	Each					60 Nos.
43	Scale Plastic - 12" Omega	Each					50 Nos.
44	Scissor Stainless steel medium size - Fiskars make/ KENT 6"	Each					60 Nos.
45	Sharpener Plastic – Apsara make	Each					60 Nos.
46	Stapler Machine 24 x 6 - Kangaro HD-45	Each					80 Nos.
47	Stapler Machine- Kangaro-10	Each					80 Nos.
48	Stapler Pin- 24x 6 Kangaro	Pkt.					300 Pkts.
49	Stapler Pin- No.10M - Kangaro	Pkt.					300 Pkts.
50	Stock Register 4 Qr. Sunbeam ledger paper superior quality	Each					24 Nos.
51	Water Glass Top & Bottom (Coasters) (Set of 6 Nos.)	Set					50 Sets

[Handwritten Signature]
10/01/2023

अधीक्षक (सीपीएससी)
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