



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
B.T. ROAD, BON-HOOGLY, KOLKATA-700090

बी.टी. रोड बनहूगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

ENQUIRY NO: PUR/MISC/1646/PUR-CELL/08/NIOH/P-II

Date: 31-08-2017

Last date of receiving quotation: 20-09-2017

Delivery required within : 30 Days after issuing the P.O.

TO

ENLISTED SUPPLIERS

NIOH NOTICE BOARD

NIOH WEBSITE

SUB: LIMITED TENDER NOTICE

REF: INVITING OF QUOTATIONS FOR THE PURCHASE OF STATIONERY ITEMS FOR MAIN STORE.

SL.	NAME OF THE ITEMS	Specification	QTY
01	Stamp pad ink (Red)-50 ml	Camel/Corex or equivalent	5 bottles
02	Drinking Glass	Yera or equivalent	220 Nos
03	Tag (50 in no. in a bunch)	As per sample	150 Bundles
04	Alpin	Best quality, each box contain 500 pins	100 Boxes
05	Correcting Fluid	Pen type Faber Castle or equivalent	30 Nos
06	White Board Marker (Blue/Black)	Faber Castle or equivalent	70 Nos
07	Gum Tube	20 gms good quality Fevi Gum 22.5ml or equivalent	100 Nos
08	Board file	As per sample	700 nos
09	Letter Head pad	As per sample	20 pad
10	Stock Register-(General)	PAGE- 400 10.4 Kg	10 No
11	Stock Register	As per sample	01 No
12	Prescription pad-Big	As per sample	200 nos
13	Prescription pad-Small	As per sample	100 nos
14	Board Pin	Good quality	30 Pkts
15	Detergent Powder	1 kg pack Nirma or equivalent	100 Pkts
16	Office Dustbin Plastic	Standard size-As per sample	25 nos.
17	Highlighter	Faber Castle or equivalent	20 Nos
18	Permanent Marker pen(Blue/Black)	Faber Castle or equivalent	50 Nos
19	OHP Pen	As per sample	20 nos
20	Towel	Best quality	360 nos
21	Towel- White	Best quality	10 nos
22	Pad Lock-7Lever	Godrej or equivalent	10nos.

1. Quote the rate according to our specification in the given format along with all relevant documents i.e. GST/IT/ others etc.
2. EMD for Rs. 2000 /- (Rs Tow thousand) to be deposited through DD drawn in favour of "National Institute for the Orthopedically Handicapped" payable at Kolkata, along with sealed Tenders. Without EMD, quotation will be summarily rejected.

3. **Submit the quotation for the above mentioned items in a sealed envelope**, to the Purchase Section / Tender Box within 20 - 09 -2017 between 10am to 4 pm addressed to 'The Director, NIOH, B.T.Road, Bon-hooghly, Kolkata – 90' with the word **“TENDER FOR PURCHASE OF STATAIONERY ITEMS FOR MAIN STORE** alongwith NIT Enquiry No.PUR-ST/1728/P.C./09/NIOH boldly super scribed on the top of the envelope.
4. Regarding the item serial no.20 & 21- Suppliers are requested to submit a sample of the items. After finalise the tender process submitted sample will be returned to the unsuccessful suppliers from the Main Store.
5. **Each page of the quotation must be self attested.**

Terms & Conditions:

1. Rates will remain valid for 3 months.
2. Delivery period : within 15 days of issuing P.O.
3. Any delay in supply will attract Liquidated damage as per GOI rules.
4. Failure to supply in time may also lead to cancellation of Purchase order and forfeiture of Bid Security.
5. Terms of payment: Payment will be made after completion of delivery.
6. Free delivery to NIOH MAIN STORE. Rate should be quoted in the given format

Sl. No	Name of the item	Specification as per our NIT	Unit Price	GST	Total price
--------	------------------	------------------------------	------------	-----	-------------

Thanking you.

Yours faithfully

Officer-In- Charge

Material Management