



NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED

Department of Empowerment of Person with disability, Ministry of Social Justice & Empowerment, Govt. of India

B.T. Road, Bon-Hooghly, Kolkata-700090

Phone: 2531-0279/0610/0789; Fax: 2531-8379/E-mail: mail@nioh.in Web: www.niohkol.nic.in

ENQUIRY NO: PUR- ST/1728/PC/09/NIOH/PART-I

Date: 20-03-2015

Last date of receiving quotation: 30-03-2015

Delivery required within : 15 Days after receiving 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.

SL NO	NAME OF THE ITEMS	SPECIFICATION	QTY
01	Paper Xerox A-4	Size: 210x297 mm, G.S.M. - 75, Sheets - 500 Make-Copy power	200 Ream
02	Paper Xerox A-3	Size- A3, Make-Copy power	25 Ream
03	Soap Lifebuoy	125Gram	500 Pcs
04	Soap Dettol	120Gram	50 Pcs
05	Duster cotton (Size: 24"x 24", Cotton)	As per sample	500 No.
06	James clip	As per sample	100 Pkt
07	Stamp pad Medium	Faber Castle	24 pad
08	Stamp pad ink (Blue)	Camel/Corex	10 bottle
09	Stamp pad ink (Red)	Camel/Corex	02 bottle
10	File board with flap	As per sample	1000 No
11	File Cover Hard	As per sample	1000 No
12	Stapler Pin Small Size	Max-10	100 Pkt
13	Dustbin	As per sample	30 pcs
14	Register Ruled	PAGE- 400 Paper Weight 11.9 Kg, Ledger Paper	30
15	Register Ruled	PAGE- 250 Paper Weight 11.9 Kg, Ledger Paper	50 NOS
16	Register Ruled	PAGE - 225 Paper Weight 11.9 Kg, Ledger Paper	50 NOS
17	Register Ruled	PAGE - 175 Paper Weight 11.9 Kg, Ledger Paper	50 NOS
18	Highlighter	Faber Castle	20 Nos
19	Permanent Marker (Blue)	Faber Castle	20 Nos
20	Permanent Marker (Black)	Faber Castle	10 Nos

21	Permanent Marker (Red)	Faber Castle	05 Nos
22	Wooden Pencil	Faber Castle	100 No
23	DVD cassette - Blank	Moserbear	100 No
24	Paper for computer	Size: 10x12x1, GSM: 80, 2000 Sheets/Box	05 Box
25	Paper for computer	Size: 10x12x2, GSM: 80, 2000 Sheets/ Box (1000 + 1000)	05 Box
26	Paper for computer	Size: 10x12x2, ½ perforation, GSM: 80, 2000 Sheets/ Box (1000 + 1000)	05 Box
27	Paper for computer	Size: 15x12x1, GSM: 80, 2000 Sheets/Box	05 Box
28	Paper for computer	Size: 15x12x2, GSM: 80, 2000 Sheets/Box(1000 + 1000)	05 Box
29	Drinking Glass	Yera	150 Nos
30	Cello Tape -1"	As per sample	30 Roll
31	Cello Tape 2"	As per sample	30 Roll
32	Nirma Detergent Powder	1 kg pack	100 Pkt
33	Surf Excel Easy Wash	500 gm.	50 Pkt
34	Tag (50 in no. in a bunch)	As per sample	60 Bundle
35	Pencil Battery	Eveready	100 Nos
36	Battery AAA	Eveready	50 Nos
37	Stock Register (General)	As per sample 400 pages	02

Kindly submit the quotation for the above items in a sealed envelope to the Purchase Section / Tender Box **within 30-03-2015** between 10am to 2 pm addressed to 'The Director, NIOH, B.T.Road, Bon-hooghly, Kolkata- 90' with the word **"TENDER FOR PURCHASE OF STATIONERY ITEMS."** boldly super scribed on the top of the envelope.

Terms & Conditions:

1. Rates will remain valid for 3 months from date of finalization the tender.
2. Delivery period : within 15 days of receiving valid P.O.
3. Any delay in supply will attract Liquidated damage as per GOI rules.
5. Terms of payment: Payment will be made after receiving of satisfactory certificates from indenter.
6. Free delivery at NIOH MAINSTORE.
7. Brand of the product and quantity must be mentioned in your quotation clearly.
7. Rate should be quoted in the given format.

Sl. No	Name of the item	Specification as per our NIT	Unit Price	Vat	Total price per unit
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Thanking you.

Yours faithfully

OFFICER IN-CHARGE

Material management