

NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED

Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India

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

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ENQUIRY NO: PUR- ST/1728/P.C./09/NIOH

Date: 19- 08-2015

Last date of receiving quotation: 11 -09-2015

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	Paper Xerox A-4	Size: 21cmx29.7cm, G.S.M. – 75, Sheets – 500 Make-Copy power or equivalent	200 Reams
02	Paper Xerox A-3	Size: 29.7cmX42cm, G.S.M.-75, Sheets- 500 Make-Copy power or equivalent	10 Reams
03	Soap Lifebuoy	125Gram	1000 Pcs
04	Duster cotton (Size: 24"x 24", Cotton)	As per sample	500 Nos
05	James clip metal body with plastic cover	Size- 28 mm, Qty- 20 gms in a pkt, good quality	100 Pkts
06	Stamp pad ink (Blue) 50 ml	Camel/Corex or equivalent	15 bottles
07	File Cover Hard	As per sample	2000 Nos
08	Stapler Pin	Max-10 or equivalent	200 Pkts
09	Register Ruled	PAGE- 400 10.4 Kg	50 Nos
10	Register Ruled	PAGE- 250 10.4 Kg	100 Nos
11	Register Ruled	PAGE – 175 10.4 Kg	50 Nos
12	Highlighter	Faber Castle or equivalent	20 Nos
13	Permanent Marker (Blue)	Faber Castle or equivalent	20 Nos
14	Permanent Marker (Black)	Faber Castle or equivalent	20 Nos
15	Wooden Pencil	Faber Castle or equivalent	100 Nos
16	Drinking Glass	Yera or equivalent	300 Nos
17	Nirma Detergent Powder	1 kg pack	100 Pkts
18	Tag (50 in no. in a bunch)	As per sample	50 Bundles
19	Battery AAA	Eveready or equivalent	50 Nos
20	Stock Register (General)	As per sample 400 pages	04 Nos
21	Stapler –(Small)	Kangaro 10 or equivalent	40 Nos
22	Stapler- (Big)	Kangaro HP -10 or equivalent	20 Nos
23	Carbon Paper	Size- 210mmX330mm Kores or equivalent	20 Pkts
24	Single Punch	Kangaro or equivalent	30 Nos
25	Double Punch	Kangaro or equivalent	30 Nos
26	Eraser	Best quality	50 Nos
27	Sharpner	Best quality	25 Nos
28	Envelope Window	4.5"X9.5" As per sample	2000 Nos
29	Alpin	Best quality, each box contain 500 pins	100 Boxes
30	Correcting Fluid	Pen type Faber Castle or equivalent	50 Nos
31	White Board Marker Blue	Faber Castle or equivalent	30 Nos
32	White Board Marker Black	Faber Castle or equivalent	30 Nos

33	Scale plastic	Faber Castle or equivalent	30 Nos
34	Gum Bottle	500 gms good quality	20 Nos
35	Gum Tube	20 gms good quality Fevi Gum 22.5ml or equivalent	50 Nos
36	File Tray without clip	Plastic good quality	20 Nos
37	Scissor 10"	Good quality	20 Nos
38	Paper Weight	Good quality	50 Nos
39	Board Pin	Good quality	25 Pkts
40	White Adhesive (for general purpose)	Fevicol MR 200 gms or equivalent	10 Bottles
41	TVS-E Ink Bank	As per sample	15 Nos.
42	Pad Lock-7Lever	Godrej or equivalent	30nos.
43	Pad Lock-6Lever	Godrej or equivalent	30nos.

1. Quote the rate according to our specification in the given format along with all relevant documents i.e. Vat /Sale Tax/ IT/ Product.
2. EMD for Rs. 4000 /- 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.

Submit the quotation for the above mentioned items in a sealed envelope, to the Purchase Section / Tender Box within 11 - 09 -2015 between 10am to 4 pm addressed to 'The Director, NIOH, B.T.Road, Bon-hooghly, Kolkata - 90' with the word "**TENDER FOR PURCHASE OF STATIONERY ITEMS FOR MAIN STORE** alongwith NIT Enquiry No.PUR-ST/1728/P.C./09/NIOH boldly super scribed on the top of the envelope.

3. 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	Vat	Total price
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Thanking you.

Yours faithfully

Officer-In- Charge

Material Management