



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

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

ENQUIRY NO: PUR - ST/1732/PC/09/NIOH/PT-I

Date : 14 - 08 - 2014

Last date of receiving quotation: 05 - 09 - 2014

Delivery required within : 21 days after receiving the P.O.

TO
ENLISTED SUPPLIERS
NIOH NOTICE BOARD
NIOH WEBSITE
SUB: LIMITED TENDER
REF: INVITING OF QUOTATIONS FOR THE PURCHASE OF THE FOLLOWING STATIONERY & PRINTING ITEMS AT NIOH MAIN STORE.

Sl No	Nomenclature	Specification	Qty.
1.	Paper Xerox A-4	Size: 210x297 mm, G.S.M. - 75, Sheets - 500 Weight - 2.3 Kg. (approx),	300 Ream
2.	Paper Xerox A-3	Size- A3, Best quality	25 Ream
3.	Soap Lifebuoy	125Gram	500 Pcs
4.	Soap Dettol	120Gram	50 Pcs
5.	Duster cotton	Size: 24"x 24", Cotton.	1000 No.
6.	James clip	Plastic	100 Pkt
7.	Pins-Bell	Bell make or equivalent,	150 Pkt
8.	File board with flap	As per sample	500 No
9.	File Cover Hard	As per sample	500 No
10.	Stapler	HP-10, 6 ^{3/4} "long Kangaro or equivalent	25 No
11.	Stapler Pin Small Size	Max-10 or equivalent	100 Pkt
12.	TVS-E Ribbon Cassette	For 136 column printers, TVS or equivalent	10 No
13.	TVS-E Ribbon Cassette	For 80 column printers, TVS or equivalent	10 No
14.	Refill for Computer Ribbon	TVS or equivalent	20 No
15.	Wooden Pencil	Wooden make, standard brand	100 No
16.	Eraser	Best quality	50pcs
17.	Sharpner	Best quality	50pcs
18.	Scale	Best quality	50pcs
19.	DVD cassette - Blank	Samsung/or equivalent	200 No
20.	Paper for computer	Size: 10x12x1, GSM: 80, 2000 Sheets/Box	10 Box
21.	Paper for computer	Size: 10x12x2, GSM: 80, 2000 Sheets/ Box (1000 + 1000)	20 Box
22.	Paper for computer	Size: 10x12x2, 1/2 perforation, GSM: 80, 2000 Sheets/ Box (1000 + 1000)	10 Box
23.	Paper for computer	Size: 15x12x1, GSM: 80, 2000 Sheets/Box	10 Box
24.	Paper for computer	Size: 15x12x2, GSM: 80, 2000 Sheets/Box (1000 + 1000)	10 Box
25.	Tape brown	1" good quality	30 Roll
26.	Tape brown	2" good quality	30 Roll
27.	Cello Tape 1"	1" good quality	50 Roll
28.	Cello Tape 2"	2" good quality	50 Roll
29.	Punch- single	Kangaro or equivalent	20 No
30.	Punch Double	Kangaro or equivalent	10 No.
31.	REGISTER RULED	NO. 12, PAGE- 250	30 NOS
32.	REGISTER RULED	NO. 10, PAGE - 225	30 NOS
33.	REGISTER RULED	NO. 8, PAGE - 175	30 NOS
34.	Register	As per sample	30 Nos.
35.	Prescription Pad Big (100x1)	Size - A-4, 80 GSM (Andhra Maplito)	100 pads
36.	Prescription Pad Small (100x1)	Size - 14 x 21cm, 80 GSM (Andhra Maplito)	100 pads
37.	Towel Turkish	Size- 152cm x 73cm (Good Quality)	300pcs
38.	Drinking Glass	Yera or equivalent	100pcs
39.	Ball Pen	Cells- Sapphire or equivalent	300 .pcs
40.	Ball Pen Normal	Reynolds-Jetter or equivalent	300pcs



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

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

41.	Envelop 4.5x 9.5" plain	As per sample	1000 No
42.	Envelop 4.5x 9.5" with window	As per sample	500 No
43.	Correcting Fluid	Eraz-Ex	50 Pkt
44.	Note Sheet	As per sample	100 Nos
45.	Letter Head Pad	As per sample	50 Nos
46.	Surf detergent powder	500 Gr. Pack	25 Pkt
47.	Nirma Detergent Powder	1 kg pack	30 Pkt
48.	Room Freshner	Best quality	20Pcs
49.	Pest Control- Baygon	Best quality	20Pcs
50.	Paper Weight	Best quality	100Pcs
51.	File Cover for P & O Dept.	As per sample	1000 No
52.	Red Card for P & O Dept.	As per sample	500 No.
53.	Brown Paper	Best quality	500Pcs
54.	Permanent Marker	Best quality	20Pcs
55.	Tag	Good Quality	50Bundle
56.	Lock 6 Lever	Godrej	10 No
57.	Lock 7 Lever	Godrej	10 No
58.	Scissor	Good Quality	15 No
59.	Gum Tube	Fevicol	30 No
60.	Stick on pad	Good Quality	15 Pkt
61.	Pencil Battery	Good Quality	50 No
62.	Pencil Battery AA Size	Good Quality	40 No
63.	Carbon Paper	Kores	20 Pkt

Kindly submit your quotation for the above item in a sealed envelope to the Purchase Section / Tender Box **within 05-09-2014** between 10 am to 5 pm addressed to 'The Director, NIOH, B.T.Road, Bon-hooghly, Kolkata – 90' with the word "**TENDER FOR PURCHASE OF STATIONERY & PRINTING ITEMS**" boldly super-scribed on the top of the envelope.

TERM & CONDITIONS

1. The rates will remain effective for 03 months from date of quotation
2. Time required for delivery after placing order within 15 days.
3. Terms of payment : against delivery note and satisfactory report from Main Store..
4. Excise duty/Sales Tax/Vat/other taxes, if any (quote specific rate) as per Govt. of India Rules
5. Free delivery at NIOH Main Store at 1st Floor.
6. Security Money to be deducted from invoice amount as per Govt. of India rules (if applicable).
7. The rate should not be more than **MRP** of product.
8. **Rate should be quoted as following format-**

Sl No	Name of the item	Specification as per NIT	Unit Price	Vat	Total price
-------	------------------	--------------------------	------------	-----	-------------

Thanking you.

Yours faithfully,

OFFICER INCHARGE
MATERIAL MANAGEMENT