



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरणविभाग,सामाजिकन्यायएवंअधिकारितामंत्रालयभारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and
Empowerment, Govt. of India



B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी .रोडबनहुगली,कोलकाता-700090

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

ENQUIRYNO: PRINT/ST/1809/PC/09/NIOH

Date: 01.05.2019

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

Last date of submission of quotation: 22.05.2019

TO

NILD NOTICE BOARD

NILD WEBSITE

SUB: LIMITED TENDER NOTICE

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

SL.NO	NAME OF THE ITEMS	SPECIFICATION	QTY
1.	Board file	As per sample	300 Nos
2.	Cover file	As per sample	800 Nos.
3.	File cover blue	As per sample	4000 Nos.
4.	Envelope Plain	As per sample	3000 Nos.
5.	Envelope Window	As per sample	2000 Nos.
6.	Gate pass Book	As per sample	50 Nos.
7.	Indent Book	As per sample	15Nos
8.	Note Sheet	As per sample	50 Nos
9.	Peon Book	As per sample	10 Nos
10.	Register Ruled- 150 pages	11.9 kg pages	60 Nos.
11.	Register Ruled- 250 pages	11.9 kg pages	80 Nos.
12.	Register Ruled- 400 pages	11.9 kg pages	40 Nos.
13.	Stock Register General-400 pages	As per sample	08 Nos.
14.	Stock Register General	As per sample	02 Nos.
15.	Cello Tape-1"	Best quality	20 roll
16.	Cello Tape-2"	Best quality	20 roll
17.	Extension Board- 4Point	Best quality	05 Nos.
18.	Ink for stamp pad	As per sample	10 Nos.
19.	Eraser	Best quality	40 Nos.
20.	Paper weight	Best quality	20 Nos.
21.	Sharpner	Best quality	20 Nos.
22.	Stapler Big	HD 45 Kangaroo or equivalent	10 Nos.
23.	Stick on pad-Tri colour	Best quality	10 Nos.
24.	White board duster	Best quality	20 Nos
25.	Whitener-7 ml	Best quality	20 Nos

NOTE:-

1. Firms/Suppliers are requested to quote their rate as per sample.
2. Sample of the items are available in the Main store. The sample of the items can be seen Monday to Friday between 2.00 pm To 3.30 pm except holidays.
3. Quotation will not be considered of any firm without seeing the sample.
4. The firm/ Suppliers are also requested to quote the item along with brand name of the product and also mention the GSM of the printing materials and submit the quotation along with the sample of the paper.

Terms & Conditions

1. Quote the rate according to our specification in the given format along with all relevant documents i.e. GST /Sale Tax/Income Tax etc.
2. Submit the quotation for the above mentioned items in a sealed envelope, to the Purchase Section / Tender Box within. 22.05.2019 between 10 am to 4 pm addressed to 'The Director, NIOH, B.T.Road, Bon-Hooghly, Kolkata – 90' with the word "Purchase Stationery Items For Mainstore along with NIT No. PRINT/ST/1809/PC/09/NIOH dated 01.05.2019" boldly super scribed on the top of the envelope
3. EMD for Rs. 2500/- (Rs. Two thousand and five hundred only) to be deposited through DD drawn in favour of " National Institute for the Orthopedically Handicapped" payable at Kolkata, along with sealed Tenders.
4. Delivery period: within 30 days after issuing of P.O.
5. Any delay in supply will attract Liquidated damage as per GOI rules.
6. Failure to supply in time may also lead to cancellation of Purchase order and forfeiture of Bid Security.
7. The bidder should provide the complete details of Bank Account like Name of the account holder, Account No., Name of the Bank and Branch, IFS code for online transaction.
8. Free delivery at NILD, MAINSTORE. Rate should be quoted in the given format

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

Yours faithfully

Officer-In-Charge
Material Management