



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
**National Institute for Locomotor Disabilities (Divyangjan)**  
(दिव्यांगजन सशक्तिकरणविभाग, सामाजिकन्याय एवं अधिकारिता मंत्रालय भारत 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. रोड बनहुगली, कोलकाता-700090



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REF No. PUR-ST/1728/PC/09/NIOH/P-II

Date 29.11.2018

Delivery required within: 30 Days after receiving the P.O.  
Last date of submission of quotation: 19.12.2018

TO

NILD NOTICE BOARD

NILD WEBSITE

SUB: LIMITED TENDER NOTICE

REF: INVITING QUOTATIONS FOR PURCHASE STATIONERY ITEMS FOR MAIN STORE

SL.NO	NAME OF THE ITEMS	PACK SIZE	Denom.	QTY
1.	Board File	Best quality-As per sample	Nos	800
2.	Prescription Pad Big	Best quality -As per sample	Pads	200
3.	Prescription Pad Small	Best quality- As per sample	Pads	200
4.	Cover File	As per sample	Nos	1000
5.	Indent Book	As per sample	Nos	10

NOTE:-

1. SUPPLIERS ARE REQUESTED TO QUOTE THEIR RATE AS PER SAMPLE. THE SAMPLES ARE AVAILABLE IN MAIN STORE.
2. WITHOUT EMD AND VALID DOCUMENTS, QUOTATION WILL BE REJECTED.
3. HAND WRITTEN QUOTATION WILL NOT BE ACCEPTED.

## 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 19.12.2018 between 10 am to 4 pm addressed to 'The Director, NIOH, B.T.Road, Bon-Hooghly, Kolkata – 90' with the word "**PURCHASE OF STATIONERY ITEMS along with NIT No. PUR-ST/1728/PC/09/NIOH/P-II**" boldly super scribed on the top of the envelope
3. EMD for Rs. 3500/-(Rs Three thousand 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. The PO will be placed as per our requirement on quarterly basis
5. Any delay in supply will attract Liquidated damage as per General Financial Rules of GOI.
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 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 of unit price
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Thanking you

Yours faithfully

Officer-In-Charge  
Material Management