

**National Institute of Electronics and Information Technology (NIELIT)**

An Autonomous Scientific Society of Department of Electronics and Information Technology (DeitY)  
Ministry of Communications and Information Technology, Government of India, Delhi Centre  
2<sup>nd</sup> Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052

**TENDER ENQUIRY**

No. NIELIT/NDL/558/2014

Dated: 13<sup>th</sup> July, 2015

Sirs,

Duly sealed tenders are invited for empanelment of vendor(s) for supply of stationery/misc. items for the use of National Institute of Electronics and Information Technology (NIELIT), Delhi Centre for a period of one year from the date of award of contract.

2. In case you are interested in undertaking the job and have the capacity and competence to supply the items, you may please submit your lowest quotation in a duly sealed envelope to Deputy Director (Admn.). The cover containing the quotation should be super scribed as under:

**“Quotation for empanelment of vendor(s) for supply of Stationery and Misc. items for NIELIT Delhi Centre ”by 31<sup>th</sup> July, 2015 at 3.00 PM”.**

Any Cutting/Overwriting/Erasing in the rates will render the tender invalid.

3. The selected vendor(s) will have to furnish the performance guarantee in the form of Demand Draft/FDR/Bank Guarantee to the tune of 5% of estimated value of the tender. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer.

4. This office reserves the right to reject any/all tender(s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

5. Please also see Annexure –I for terms and conditions of the contract, Annexure –II to be filled by the tenderer(s) giving their details and Annexure –III for details of rates for items.

**Yours faithfully,**

**(Ashok Verma)**  
**Deputy Director (Admn.)**

Encl: As above

## **ANNEXURE-I**

### **The Contracts shall be governed by the following terms and conditions:-**

1. The goods/items/stores should be supplied within 07 (seven) days from the date of issue of purchase order/supply order.
  - i.) The goods/items shall be delivered to National Institute of Electronics and Information Technology (NIELIT), Delhi Centre during working days. Unloading of goods/ stores and delivery to store at above mentioned place shall be responsibility of the firm.
  - ii.) The supplier will be liable to replace the rejected/ damaged stores within 10 days.
  - iii.) The tenderer must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in the Tender Enquiry.
  - iv.) The payment will be made by cheque or through ECS on receipt of pre-receipted bill in duplicate.
  - v.) Any dispute arising out of the contract shall be referred to the Arbitrator Office at New Delhi and the award of the Arbitrator shall be final and binding on both the parties.
2. The selected vendor(s) will have to furnish the performance guarantee in the form of Demand Draft/FDR/Bank Guarantee to the tune of 5% of estimated value of the tender. The performance security should be furnished within one month of awarding the contract with validity beyond 60 days of the expiry of the contract.
3. This office reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof. This office also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/services rendered by the contractor during previous year.
4. The rates of the items shall be mentioned in figures neatly. There should not be any erasing or over-writing whatsoever in the financial bid.
5. The contract may be placed with one or more than one firms depending upon rates and other factors viz L.1 rates.
6. The tenderer should keep their offers valid up to 45 days from the date of Tender submission.
7. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office.

**I hereby accept all the terms and conditions mentioned above.**

Signature of the Tenderer with seal

Date:.....

**ANNEXURE-II**

**PARTICULARS TO BE FURNISHED BY THE AGENCY**

Name of the Agency:

Address of the Agency:

Name of the proprietor of the Agency:

Telephone No. of Agency and proprietor:

PAN/TIN number of the Agency:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I /We have read and understood the terms and conditions of the Tender Notice and will abide by them till the completion of the contract period.

Dated:

Place:

(Signature of Proprietor)  
Seal of the Firm/Agency

**ANNEXURE-III****LIST OF STATIONERY/MISC. ITEMS**

<b>S.No.</b>	<b>Description of items</b>	<b>Rate to be quoted per packing/ Qty</b>	<b>Rate(Rs.)</b>
1	All Pin (Box) – 60 gms	Box	
2	Attendance Register (8 Q) (Amir Book Depot)	Each	
3	Attendance Register (MHA-1, S-37) (100 pgs) (Amir)	Each	
4	Attendance Register-SHIPRA(1 Quire)	Each	
5	Attendance Register-SHIPRA(2 Quire)	Each	
6	Attendance Register-SHIPRA(3 Quire)	Each	
7	Binder Clip (8 mm) oddy	Packet	
8	Binder Clip (12 mm) oddy	Packet	
9	Binder Clip (15 mm) oddy	Packet	
10	Binder Clip (19 mm) oddy	Packet	
11	Binder Clip (25 mm) oddy	Packet	
12	Brown Tape (1" (50 Mtr))	Packing of 3 pieces	
13	Brown Tape (2" X 50 Mtr)	Packing of 3 pieces	
14	Calculator (Casio) (10 Digit)	Each	
15	Calculator (Citizen) (10 Digit)	Each	
16	Carbon Paper (Sapphire)(Kores)(Blue)	Box of 100 sheets	
17	Calendar Stand (Kebica)	Each	
18	Cash Book SHIPRA (Bank Columnar)(4 Quire)	Each	
19	Cash Book SHIPRA (Bank Columnar)(6 Quire)	Each	
20	Cash Book SHIPRA (Bank Columnar)(8 Quire)	Each	
21	CD Case (Plastic)	Per Box of 10	
22	CD Case (Polythene)	Per Box of 10	
23	CD Case (Paper)	Per Box of 10	
24	CD-WRITABLE (Moser Bear)	Per Box of 10	
25	CD RE-WRITABLE (Moser Bear)	Per Box of 10	
26	PEN DRIVE - 8 GB	Each	
27	Cello Tape (12 mm * 20 yds)	Packing of 10 pieces	
28	Cello Tape (48 mm * 50 m)	Packing of 10 pieces	
29	Cello Tape (2" X 50 Mtr)	Packing of 10 pieces	
30	Cello Tape (medium 1" x 65 m) (Premier/	Packing of 10	

	Wonder)	pieces	
31	Cello Tape Dispenser (Big) (Ikon)	Packing of 10 pieces	
32	CFL WIPRO MAKE (18W, Cool Daylite)	Packing of 10 pieces	
33	Chart Paper	Each	
34	Cheque Issue Register (200 Pages)	Each	
35	COLINE (500 ML)	Per Bottle	
36	Computer Stationery (80 col- two part)(57gsm )	Ream	
37	Computer Stationery (80 col-3 part) (57 gsm)	Ream	
38	Computer Stationery (80 col-single part) (70 GSM)	Ream	
39	Copier paper (Century)(A4-size)	Packing of 10 reams	
40	Copier paper (JK Brand)(A4-size)	Packing of 10 reams	
41	Copier paper (Century Legal Size)(Full Scape)	Packing of 10 reams	
42	Copier paper (Colored) (A4-size)	Packing of 10 reams	
43	Dak Pad	Each	
44	Dak Receiving/Dispatch register (6Q)	Each	
45	Dak Receiving/Dispatch register (8Q)	Each	
46	Dak Receiving/Dispatch register (10Q)	Each	
47	Dak Receiving/Dispatch register (12Q)	Each	
48	Dak Tray	Each	
49	Drawing pins	Packet	
50	Duster (white Board)	Each	
51	Duster (white Board) (Magnetic)	Each	
52	Dustbin Plastic Plain	Each	
53	Dustbin (wonder/Royal Touch) (10 ltr)	Each	
54	DVD	Per Box of 10	
55	Eraser (Normal size)	Packing of 20 pieces	
56	Fax Roll With Carbon (PC-202RF)	Each	
57	Fevicol (500 g)	Per Bottle	
58	File Board (Superior Quality)	10 Each	
59	Floor Duster	Packing of 10 pieces	
60	Fixed Asset Register (GER-40)	Each	
61	Glue stick (15 Gm)	Packing of 10 pieces	
62	Gum Tube (10 Gm)	Packing of 10 pieces	
63	Gum Bottel (500 ML)	Per Bottle	
64	HARD BROOM	Each	

65	High lighter (Luxor)	Packing of 10 pieces	
66	Index File (Deluxe index)	Each	
67	Knife- (medium Size) (citizen)	Each	
68	Lamination Pouches (A4, 125 Mic)	100 Each	
69	Marker (White board)(Blue/Black/Red/White/Green)	Packing of 10 pieces	
70	Marker (White Board) (Magnetic) Luxor	Packing of 10 pieces	
71	Marker (Permanent)	Each	
72	Marker (OHP)	Each	
73	Mosquito Spray(HIT)	Per Bottle	
74	Note Sheet (FS – 80 gsm) (Green- A4 Size)	Per Pad	
75	Numbring Machine	Each	
76	Paper clips (Gem Clip)	Per Box	
77	Paper Punch (Kangaru 280)(Double punch)	Each	
78	Paper Punch (Heavy Duty Steel Base)(Double punch)	Each	
79	Paper Punch (Heavy Duty Kangaroo) (Double punch)	Each	
80	Paper Punch (Single punch)	Each	
81	Paper Weight (medium size) Kebica	Each	
82	Pen Add Gel (Achiever)	Packing of 10 pieces	
83	Pen (Trymax)	Packing of 10 pieces	
84	Pen Reynolds (Blue/Red)	Packing of 10 pieces	
85	Pen (Blue) Jetter	Packing of 10 pieces	
86	Pen (Uni- ball) eye	Packing of 10 pieces	
87	Pen (Pentex)	Packing of 10 pieces	
88	Pen (Montex)	Packing of 10 pieces	
89	Pen Pilot- Luxor 05	Each	
90	Pencil (Apsara Platinum)(DB)	Packing of 10 pieces	
91	Pencil Cell (Eveready)	Each	
92	Peon Book (100 pages) hard bound	Each	
93	PHENYL (Lamp Brand)	Per Bottle	
94	Poker	Each	
95	Post/Stick on 2X3	Packing of 10	

		pieces	
96	Post/Stick on 3X3	Packing of 10 pieces	
97	Post/Stick on 3X4	Packing of 10 pieces	
98	Post/Stick on Flag 3X3	Packing of 10 pieces	
99	Post in Slip(Yellow) 3X3"	Packing of 10 pieces	
100	Plastic Folder (L Shape) – with front cover transparent – do-it No. 102	Packing of 100 pieces	
101	Plastic Folder (Report File)-Damian DM-DP228E	Packing of 100 pieces	
102	Plastic Folder (With Strip)	Packing of 100 pieces	
103	Plastic Folder with Bitten-Megha MC-202	Packing of 100 pieces	
104	Plastic Jug(Flora) (1(1/2) Ltr.)	Each	
105	Plastic Sutli	Per Bundle	
106	Pay Bill Register-Government	Each	
107	Refill (REYNOLDS)	Packing of 10 pieces	
108	Refill (Approved)	Packing of 10 pieces	
109	Register-SHIPRA (2Q)	Each	
110	Register-SHIPRA (4Q)	Each	
111	Register-SHIPRA (6Q)	Each	
112	Register-SHIPRA (8Q)	Each	
113	ROOM FRESHENER (Jasmine Flavor) (200 ML)	Each	
114	Rubber Band Nylon	Per bag	
115	Ruler (Plastic)	Each	
116	Ruler (Steel)	Each	
117	Sharpener (Normal)	Each	
118	SOAP (TOILET) Lux	Each	
119	SOFT BROOM	Each	
120	Stamp Pad (Blue)	Each	
121	Stamp Pad INK (Blue)	Per Bottle	
122	Stapler Kangaroo (24X6)	Each	
123	Stapler Kangaroo (10D)	Each	
124	Stapler Pin Kangaroo (10 No.)	20 Boxes of 1000 Staples	
125	Stapler Pin Kangaroo (24X6)	20 Boxes of 1000 Staples	
126	Stock register-SHIPRA (4 Q)	Each	
127	Stock register-SHIPRA (6 Q)	Each	
128	Stock register-SHIPRA (8 Q)	Each	

129	Scissor (Kebica) (Plastic Handle) medium	Each	
130	Stick File- Folder (132 Column)	Each	
131	Seal wax (400 grm.) (National)	Each	
132	Spong / water cushion (kebica)	Each	
133	Sketch Pen - Luxor (pack of 10/12 colours)	Packing of 10/12 pieces	
134	Table Duster (18X18)	Packing of 10 pieces	
135	Tag (Green) (Big Size)	Per Bundle	
136	Tag - good quality (5.5 inch) white (500 pc.)	Per Bundle	
137	Tube Light(Small) (36 W/ 865/ 4P)	Each	
138	VIM BAR (Grams-50/100/200/250)	Each	
139	Visitors Register (100 Page)	Each	
140	White Fluid	Each	
141	Whitener Pen	Each	
142	Writing pad (Simple) (20 sheets)	100 Each	
143	Writing pad (Simple) (30 sheets)	100 Each	
144	Writing pad (Simple) (40 sheets)	100 Each	
145	Writing pad (Simple) (80 sheets)	100 Each	
146	Writing Pad (Spiral) (20 sheets) – Neelgagan	100 Each	
147	Writing Pad (Spiral) (30 sheets) – Neelgagan	100 Each	
148	Writing Pad (Spiral) (50 sheets) – Neelgagan	100 Each	
149	Wiper	Each	