



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)-
अगरतला केंद्र

National Institute of Electronics and Information Technology (NIELIT)-
Agartala Centre

Department of Electronics and Information Technology
(DeitY), MCIT, Government of India

R.K. Nagar (Opposite to NEEPCO), Khayerpur, Agartala - 799008,
www.agartala.nielit.gov.in

SHORT NOTICE INVITING TENDER

NIELIT/AGT/Admn-5/Stationery/2010, Dated: 3rd May 2016

Sealed tenders are invited from the reputed supplier/vendor/distributor of India for supply of printing & stationery consumables at NIELIT Agartala centre. The details of Tender Notice, list of items and terms & conditions are available at the official website www.nielit.gov.in or www.nielit.gov.in/agartala. Last date for submission of complete tender document is 24th May, 2016 (11.30am) at NIELIT Agartala Centre, R.K Nagar (Opposite to NEEPCO) Khayerpur, Agartala, West Tripura, PS – Bodhjunnagar, PIN-799008, Tel-0381-2391010.

Advt No -9/2016

Sd/ – Director-in-Charge

NIELIT – Digital Literacy For All



National Institute of Electronics and Information Technology (NIELIT),
Agartala Centre,
Department of Electronics and Information Technology,
Ministry of Communications and IT, Govt. of India,
R.K. Nagar, (Opposite to NEEPCO), Khayerpur,
Agartala, West Tripura, P.S. Bodhjunnagar, PIN 799008, Tel-0381-2391010

INDEX SHEET

Tender Ref. No.: NIELIT/AGT/Adm-5/Stationery/2010, Dated 3rd May, 2016

1. Brief Information:

- **NAME OF THE WORK** : Supply of printing & stationery Consumables at NIELIT Agartala Centre.
- **PLACE OF THE WORK** : NIELIT Agartala Centre, Agartala-799008, Tripura
- **TIME OF COMPLETION** : 15 (fifteen) days.
- **TENDERS TO BE SUBMITTED:** NIELIT Agartala Centre, R.K. Nagar, (Opposite to NEEPCO), Khayerpur, Agartala, West Tripura, P.S. Bodhjunnagar, PIN - 799008
- **LAST DATE OF SUBMISSION OF TENDER DOCUMENT** : 24th May, 2016 (11.30 AM)
- **DATE & TIME OF OPENNING TENDER** : 24th May, 2016 (3 PM)
- **TENDER FEE (NON REFUNDABLE)** : Rs. 500/- (Rupees Five hundred only)
- **EARNEST MONEY DEPOSIT (INTEREST FREE)** : Rs. 5000/- (Rupees Five thousand only)

2. LETTER OF ACCEPTANCE (format attached)

3. TERMS & CONDITIONS OF SUPPLY (Annexure-A)

4. LIST OF THE ESTIMATED ITEMS REQUIRED (Annexure-B)

5. FORMAT OF RATE QUOTATION (Annexure-C)

In the Firms Letter Head

Letter of Acceptance to be submitted

Ref. No. :

Date:

To

The Director-in-Charge,
NIELIT Agartala Centre,
R.K. Nagar, (Opposite to NEEPCO), Khayerpur, Agartala,
West Tripura, P.S. Bodhjungnagar, PIN 799008

Sub: Acceptance of Terms & Conditions of Tender.

Ref: Tender Ref. No.:

Sir,

Having Examined in details of the tender documents relating to the work and having acquired all the requisite information affecting the tender invited by you, I/We here by agree to all terms and conditions of the contract [as laid down in tender document(s)]. I/We also agree that the period term(s) and condition(s), if any, at back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole work(s) within the period specified in the tender. In this connection I/ we are providing herewith the following information.

1. Name of the Firm:
2. Address of the Firm:
3. Registration no. of the firm: (copy enclosed)
4. Status of the firm: Proprietorship/Company/Partnership firm
5. Contact person & no.:
6. In case Bidder is a Authorised Dealer/ Distributor:
 - a. Proof of Dealership/Distributorship from parent company.
 - b. Authorization Certificate from parent company authorising participation in the tender.
 - c. Letter of Confirmation from parent company for providing direct service.
7. List of clients in India (preferably in Tripura) for the last 3 (three) years
.....
8. Details of tender fee (nonrefundable) paid/enclosed Amount Rs..... (Rupees..... only)
DD/BC No, dated..... Bank & Branch
9. Details of EMD (interest free) paid/enclosed Amount Rs..... (Rupees..... only) DD/BC
No, dated..... Bank & Branch
10. VAT Registration No..... (Copy Enclosed)
11. PAN (Copy Enclosed)
12. Self certified letter regarding non black listing/banning by any Govt./Quasi Govt. Agency/Public Sector Undertaking.
13. Terms and Conditions as per **Annexure-A**
14. Rate Quotation as per **Annexure-B**
15. Any other relevant Documents (please specify).

**Signature with Seal
(Name & Designation)**

NIELIT AGARTALA CENTRE

Annexure-A

Terms and Conditions

1. Tender Fee of Rs. 500/-(nonrefundable) to be enclosed at the time of submission of tender documents in the form of crossed Demand Draft/Bankers Cheque in favour of 'NIELIT Agartala Centre' payable at Agartala from any nationalised scheduled bank. Tender fee should remain valid for a period of 45 (forty five) days beyond the final bid validity period.
2. Earnest Money Deposit (EMD) of Rs. 5000/-(interest free) to be enclosed at the time of submission of tender documents in the form of crossed Demand Draft/Bankers Cheque in favour of 'NIELIT Agartala Centre' payable at Agartala from any nationalised scheduled bank. EMD should remain valid for a period of 45 (forty five) days beyond the final bid validity period. EMD of unsuccessful bidders will be returned after declaration/finalisation of successful bidders. EMD for successful bidder will be returned after satisfactory completion of all the obligation of the supply.
3. Registration number of VAT, PAN & Service Tax of the firm should be mentioned & Copies to be submitted.
4. Self-Certified letter regarding the firm has not been banned or de-listed by any Govt. or Quasi Govt. Agency or Public Sector Undertaking.
5. The bidders should not sublet/delegate the whole or part of the supply/work.
6. Items are to be quoted in Indian Rupees only. No change in prices quoted shall be permitted during the validity period of the contract.
7. Details of the Taxes/charges with rate as applicable should be mentioned in the quotation clearly. In case of any ambiguity the same will be considered inclusive all.
8. Minimum period of validation of the quoted rates from the date of quotation shall have to be mentioned.
9. NIELIT Agartala Centre shall be under no obligation to accept the lowest quotation. Further the Director-in-Charge of NIELIT Agartala Centre reserves the right to reject all or any of the tenders without assigning any reasons, if any discrepancy is found.
10. Supply/Delivery: Selected supplier/vendor should supply the items within 15 (fifteen) days from the date of supply order or as early as possible at NIELIT Agartala Centre, R.K. Nagar, (Opposite to NEEPCO), Khayerpur, Agartala, West Tripura, P.S. Bodhjunnagar, PIN 799008.
11. Items damaged in transit will have to be replaced by the supplier at his own cost.
12. Payment: 100% payment through online within 15 days after satisfactory completion of supply and installation, if required and on submission of bill/invoice in triplicate addressing to the Director-in-Charge, NIELIT Agartala Centre.
13. Applicable taxes to be shown separately in the bill(s) and applicable taxes will be deducted as per Govt. rules.
14. Repeat order, if necessary will be placed at the quoted price within a minimum period of one year and has to be executed by the suppliers.
15. Whether you have any point of disagreement with the terms and conditions stipulated. If yes, please specify and also indicate suggested solution.
16. In case of breach of contract by the vendor, NIELIT shall have the right to terminate the supply/contract and forfeit the Security Deposit (EMD).
17. The Tender documents to be submitted by post/courier/hand on or before 24th May 2016 (2pm) at NIELIT Agartala Centre, R.K. Nagar, (Opposite to NEEPCO), Khayerpur, Agartala, West Tripura, P.S. Bodhjunnagar, PIN 799008

NIELIT AGARTALA CENTRE

ANNEXURE-B

LIST OF THE ESTIMATED ITEMS REQUIRED

SN	Name of the Item	Specification of the items	Estimated Qty required
1	Printer Cartridge	HP - 88A	38 nos.
2	Printer Cartridge	Canon-830	05 nos.
3	Printer Cartridge	Canon-831	05 nos.
4	Envelop	Laminated Yellow (36 cm X 26 cm)	300 nos.
5	Envelop	Laminated Yellow (Size - A4)	600 nos.
6	Envelop	Laminated Yellow (28cmX12cm)	800 nos.
7	Xerox Paper JK Red	A4 (75 GSM) (1 pkt=500 sheets)	70 pkts.
8	Xerox Paper JK Green	A4 (70 GSM) (1 pkt=500 sheets)	30 pkts.
9	Dista Paper	FS Good Quality	10 nos.
10	Stapler	Size - 10	15 nos.
11	Stapler	Size - HD-45	15 nos.
12	Calculator	12 Digit	15 nos.
13	Notesheet	75 GSM , A4 Size (1 pkt=100 sheets)	50 pkts.
14	Single Punch	FP - 20	12 nos.
15	Scissor	10 inch	15 nos.
16	Cellotape	Transparent White (Size- 2 cm)	20 nos.
17	Cellotape	Brown (Size - 2 inch)	20 nos.
18	Cellotape	Transparent White (Size- 2 inch)	40 nos.
19	Arch File	A4 Lever Arch File (Blue/Black)	30 nos.
20	File Cover with Board	15" X 10" Good Quality	200 nos.
21	White Board Duster	Magnetic Good Quality	30 nos.
22	Glossy Sheet	Size - A4 (1 pkt=20 sheets)	20
23	Stamp Pad	Size - 110 mm X 70 mm	15 nos.
24	Student Attendance Register	Size No-2 (Oxford/ Rajdoot)	40 nos.
25	Rolled Register	Size - 4 (Oxford/ Rajdoot)	20 nos.
26	Rolled Register	Size - 8 (Oxford/ Rajdoot)	12 nos.
27	Rolled Register	Size - 16 (Oxford/ Rajdoot)	8 nos.
28	Staples	Size No - 10 (Kangaroo/ Kores)	20 nos.
29	Staples	Size No - 24/6 (Kangaroo/ Kores)	20 nos.

NIELIT AGARTALA CENTRE
FORMAT FOR QUOTATION OF RATE(S)

Annexure-C

Name of the Firm: _____

Address: _____

Sl.	Items	Specification of the items	Unit (to specify)	Rate per Unit	VAT/ Taxes	Total Rate with tax
1	Printer Cartridge	HP - 88A				
2	Printer Cartridge	Canon-830				
3	Printer Cartridge	Canon-831				
4	Envelop	Laminated Yellow (36 cm X 26 cm)				
5	Envelop	Laminated Yellow (Size - A4)				
6	Envelop	Laminated Yellow (28cmX12cm)				
7	Xerox Paper, JK Red	A4 (75 GSM)				
8	Xerox Paper, JK Green	A4 (70 GSM)				
9	Dista Paper	FS Good Quality				
10	Stapler	Size – 10				
11	Stapler	Size - HD-45				
12	Calculator	12 Digit				
13	Notesheet	75 GSM , A4 Size				
14	Single Punch	FP - 20				
15	Scissor	10 inch				
16	Cellotape	Transparent White (Size- 2 cm)				
17	Cellotape	Brown (Size - 2 inch)				
18	Cellotape	Transparent White (Size- 2 inch)				
19	Arch File	A4 Lever Arch File (Blue/Black)				
20	File Cover with Board	15" X 10" Good Quality				
21	White Board Duster	Magnetic Good Quality				
22	Glossy Sheet	Size - A4 (1 pkt = 20 sheets)				
23	Stamp Pad	Size - 110 mm X 70 mm				
24	Student Attendance Register	Size No-2 (Oxford/ Rajdoot)				
25	Rolled Register	Size – 4 (Oxford/ Rajdoot)				
26	Rolled Register	Size – 8 (Oxford/ Rajdoot)				
27	Rolled Register	Size – 16 (Oxford/ Rajdoot)				
28	Staples	Size No - 10 (Kangaroo/ Kores)				
	Total					

Note: No overwriting in the figures of Qty/Rate/Amount.

Date:
Place:

Name & Signature