

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
2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052

TENDER ENQUIRY

No. NIELIT/NDL/558/2014

Dated: 14th July, 2014

Sirs,

Duly sealed tenders are invited 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.

1. 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 supply of Stationery and Misc. items for NIELIT Center, Delhi”
by 31th July, 2014 at 5.00 PM.**

2. 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.
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**

S.No.	Description of items	Rate to be quoted per packing/ Qty	Rate(Rs.)
1	All Pin (Box)	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 (15 MM) oddy	Box	
8	Binder Clip (19 MM) oddy	Box	
9	Binder Clip (25 MM) oddy	Box	
10	Brown Tape (1" (50 Mtr))	Packing of 3 pieces	
11	Brown Tape (2" X 50 Mtr)	Packing of 3 pieces	
12	Calculator (Casio) (10 Digit)	Each	
13	Calculator (Citizen) (10 Digit)	Each	
14	Carbon Paper (Sapphire)(Kores)(Blue)	Box of 100 sheets	
15	Calendar Stand(Kebica)	Each	
16	Cash Book SHIPRA (Bank Columnar)(4 Quire)	Each	
17	Cash Book SHIPRA (Bank Columnar)(6 Quire)	Each	
18	Cash Book SHIPRA (Bank Columnar)(8 Quire)	Each	
19	CD Case (Plastic)	Per Box of 10	
20	CD Case (Polythene)	Per Box of 10	
21	CD Case (Paper)	Per Box of 10	
22	CD-WRITABLE (Moser Bear)	Per Box of 10	
23	CD RE-WRITABLE (Moser Bear)	Per Box of 10	
24	PEN DRIVE - 8 GB	Each	
25	Cello Tape (12 mm * 20 yds)	Packing of 10 pieces	
26	Cello Tape (48 mm * 50 m)	Packing of 10 pieces	

27	Cello Tape (2" X 50 Mtr)	Packing of 10 pieces	
28	Cello Tape (medium 1" x 65 m) (Premier/ Wonder)	Packing of 10 pieces	
29	Cello Tape Dispenser (Big) (Ikon)	Packing of 10 pieces	
30	CFL WIPRO MAKE (18W, Cool Daylite)	Packing of 10 pieces	
31	Chart Paper	Each	
32	Cheque Issue Register(200 Pages)	Each	
33	COLINE (500 ML)	Per Bottle	
34	Computer Stationery (80 col- two part)(57gsm)	Ream	
35	Computer Stationery (80 col-3 part) (57 gsm)	Ream	
36	Computer Stationery (80 col-single part) (70 GSM)	Ream	
37	Copier paper (Century)(A4-size)	Packing of 10 pieces	
38	Copier paper (JK Brand)(A4-size)	Packing of 10 pieces	
39	Copier paper (Century Legal Size)(Full Scape)	Packing of 10 pieces	
40	Copier paper (Colored) (A4-size)	Packing of 10 pieces	
41	Dak Pad	Each	
42	Dak Receiving/Dispatch register (6Q)	Each	
43	Dak Receiving/Dispatch register (8Q)	Each	
44	Dak Receiving/Dispatch register (10Q)	Each	
45	Dak Receiving/Dispatch register (12Q)	Each	
46	Dak Tray	Each	
47	Drawing pins (Box)	Box	
48	Duster (white Board)	Each	
49	Duster (white Board) (Magnetic)	Each	
50	Dustbin Plastic Plain	Each	
51	Dustbin (wonder/Royal Touch) (10 ltr)	Each	
52	DVD	Per Box of 10	
53	Eraser (Normal size)	Packing of 20 pieces	
54	Fax Roll With Carbon (PC-202RF)	Each	
55	Fevicol (500 g)	Per Bottle	
56	File Board (Superior Quality)	10 Each	
57	Floor Duster	Packing of 10 pieces	
58	Fixed Asset Register (GER-40)	Each	
59	Glue stick (15 Gm)	Packing of 10 pieces	
60	Gum Tube (10 Gm)	Packing of 10	

		pieces	
61	Gum Bottel (500 ML)	Per Bottle	
62	HARD BROOM	Each	

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

91	PHENYL (Lamp Brand)	Per Bottle	
92	Poker	Each	
93	Post/Stick on 2X3	Packing of 10 pieces	
94	Post/Stick on 3X3	Packing of 10 pieces	
95	Post/Stick on 3X4	Packing of 10 pieces	
96	Post/Stick on Flag 3X3	Packing of 10 pieces	
97	Post in Slip(Yellow) 3X3"	Packing of 10 pieces	
98	Plastic Folder (L Shape)	Packing of 100 pieces	
99	Plastic Folder (Report File)	Packing of 100 pieces	
100	Plastic Folder (With Stic)	Packing of 100 pieces	
101	Plastic Folder with Buppen	Packing of 100 pieces	
102	Plastic Jug(Flora) (1(1/2) Ltr.)	Each	
103	Plastic Sutli	Per Bundle	
104	Pay Bill Register-Government	Each	
105	Refill (REYNOLDS)	Packing of 10 pieces	
106	Refill (Approved)	Packing of 10 pieces	
107	Register-SHIPRA (2Q)	Each	
108	Register-SHIPRA (4Q)	Each	
109	Register-SHIPRA (6Q)	Each	
110	Register-SHIPRA (8Q)	Each	
111	ROOM FRESHENER (Jasmine Flavor) (200 ML)	Each	
112	Rubber Band Nylon	Per bag	
113	Ruler (Plastic)	Each	
114	Ruler (Steel)	Each	
115	Sharpener (Normal)	Each	
116	SOAP (TOILET)	Each	
117	SOFT BROOM	Each	
118	Stamp Pad (Blue)	Each	
119	Stamp Pad INK (Blue)	Per Bottle	
120	Stapler Kangaroo (24X6)	Each	
121	Stapler Kangaroo (10D)	Each	
122	Stapler Pin Kangaroo (10 No.)	20 Boxes of 1000 Staples	
123	Stapler Pin Kangaroo (24X6)	20 Boxes of 1000 Staples	

124	Stock register-SHIPRA (4 Q)	Each	
125	Stock register-SHIPRA (6 Q)	Each	
126	Stock register-SHIPRA (8 Q)	Each	
127	Scissor (Kebica) (Plastic Handle) medium	Each	
128	Stick File- Folder (132 Column)	Each	
129	Seal wax (400 gm.) (National)	Each	
130	Spong / water cushion (kebica)	Each	
131	Sketch Pen - Luxor (pack of 10/12 colours)	Packing of 10/12 pieces	
132	Table Duster (18X18)	Packing of 10 pieces	
133	Tag (Green) (Big Size)	Per Bundle	
134	Tag - good quality (5.5 inch) white (500 pc.)	Per Bundle	
135	Tube Light(Small) (36 W/ 865/ 4P)	Each	
136	VIM BAR (Grams-50/100/200/250)	Each	
137	Visitors Register (100 Page)	Each	
138	White Fluid (with thinner)	Each	
139	Whitener Pen	Each	
140	Writing pad (Simple) (20 sheets)	100 Each	
141	Writing pad (Simple) (30 sheets)	100 Each	
142	Writing pad (Simple) (40 sheets)	100 Each	
143	Writing pad (Simple) (80 sheets)	100 Each	
144	Writing Pad (Spiral) (20 sheets)	100 Each	
145	Writing Pad (Spiral) (30 sheets)	100 Each	
146	Writing Pad (Spiral) (50 sheets)	100 Each	
147	Wiper	Each	