

National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

NIQ No: 234/NITS/Admin/SCP/2016-17/01

Date: 03.05.2016

To,

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Sub: Invitation of Quotations for rate contract & empanelment of supplier for Office stationary, Printed items cleaning items at NIT Sikkim, Ravangla Campus, South Sikkim

The details list of items & specification as below:

Brief Description of the goods	Specifications	Quantity	Place of Delivery	Installation requirement (if any)/location
Stationary, printing, cleaning items	As indicated at Annexures	Per unit	NIT Sikkim, Ravangla	No

You are requested to submit your competitive rate of items through quotation on the basis of above details. Other terms & Conditions remain as below:

1. Any bidder can bid for one or multiple group of items. However, each bidder have to submit separate quotations for separate group of items.
2. Price of items to be evaluated on individual basis and not in group.
3. The quoted price must include the transportation up to NIT Sikkim Ravangla campus and successful bidders have to supply FOR at NIT Sikkim.
4. Delivery period for all items will be within 7 working days after issuing of Purchase order.
5. Any applicable taxes only may be extra.
6. The quoted price will remain valid for 12 month and no alteration / change in rate is allowed after rate contract is signed.
7. **You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) VAT / CST / Cess Registration Certificate.**
8. **Quotations may either be in (a) letter head or (b) as annexure on white page but duly stamped by the authorized signatory along with a forwarding letter on letter head.**
9. **Only invoices with serial numbers and printed with VAT No. shall be accepted.**
10. The Quotations would be evaluated for the items separately for each group (as mentioned in Group – I to VIII).
11. Payment shall be made only after the delivery of the goods & supplies against the Purchase Order from time to time.

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12. The Quality of items/goods remains as same as prescribed in the empanelment order during the contract period.
13. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
14. Contact Nos. / E-mail IDs of Authorised persons of the firm must be given.
15. The winning bidder have to submit sample items before empanelment, especially in the cases of unbranded or not so well specified items or where many varieties of items available in the market. Those items shall be approved by the authorized committee of the NIT Sikkim.
16. **Last Date of Submission:** 11th June 2016 (Friday); 05:00 PM. Please note that private couriers do not operate at Ravangla and speed posts take almost 7 days. You are requested to send bids through speed post only well in advance or hand deliver at our administrative office.
17. **Date of Opening of bids:** 13th June 2016 (Monday) 11:00 AM.
18. **Clarifications:** For any clarification you may please contact the undersigned.

We look forward to receiving your rate quotations and thank you for your interest.

With approval of the competent authority, issued by

Faculty In-charge of Store and Purchase Activity

National Institute of Technology Sikkim

Ravangla, South Sikkim- 737139

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ANNEXURE I

Group I Stationary Items

Sl. No	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Tax (if any)	Total amount/unit
1	Envelopes - White (10"x 4.5)	Best Quality	Pkt of 100			
2	Envelopes - Brown 11"x 5"	Best Quality	Pkt of 100			
3	Envelopes - White (14"x 10")	Best Quality	Pkt of 100			
4	Envelops A4 White Box style	Cloth Coated A4 1"	Pkt of 100			
5	Envelops A4 White Box style	Cloth Coated A4 2"	Pkt of 100			
6	Envelops A4 White or Brown	Cloth Coated	Pkt of 100			
7						
8	Envelops File size- White or Brown	Cloth Coated	Pkt of 100			
9	Envelops A4 White or Brown	plastic Coated	Pkt of 100			
10	Envelops File size- White or Brown	plastic Coated	Pkt of 100			
11	CD Envelop plastic	Best Quality	Pkt of 100			
12	Plastic folder bag type	Best Quality	Per dozen			
13	Cheque size plastic folder	Best Quality	Per dozen			
14	Plastic folder (small size)	Best Quality	Per dozen			
15	Transparent folder A4	Best Quality	Per dozen			
16	Transparent folder /FS	Best Quality	Per dozen			
17	Transparent sheet	Best Quality	Per pkt			
18	Spiral Sheet A4	Best Quality	Per pkt			
19	Clip Board	Best Quality (Plastic)	Each			
20	Clip file (Big/ Small)	Best Quality	Per pc			
21	Cobra File Big Size	Best Quality	Per Dzn			
22	Cobra File Small Size	Best Quality	Per Dzn			
23	File Board	Best Quality	Per pc			
24	File Tray (Plastic)	Best Quality	Per pc			
25	Index/Voucher File	Best Quality	Per pc			
26	Ring files-2 Ring -1"	Best Quality	Each			
27	Stick file A 4	Best Quality	Per pkt			
28	Binder Clip	(19 mm)	per box			
29	Binder Clip	(25 mm)	per box			
30	Binder Clip	(32 mm)	per box			
31	Binder Clip	(41 mm)	per box			
32	Binder Clip	(51 mm)	per box			
33	Board Pin	Best Quality	Per pc			
34	Push Pin (colored)	Best Quality	Per pkt			
35	Awl pins	Best Quality	Per Pkt			
36	Gem clips (steel)	Like Rolex/King/Zebr a etc.	Per pkt			
37	Pin Cushion	Best Quality	packet of 100			
38	Lever Arch Index File/Box file	Standard size				
39	Box File 2 ring Plastic Cover	1"				
40	Box File 2 ring Plastic Cover	2"				

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41	Barcode Sheet	Oddy, Laser inkjet & copier label ST-56 A4, 50.0 mm X 20.1mm X 56	Per pack			
42	Hot Lamination Pouch	100 x 100x140 (like Aggarwal Select)	Per pack			

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GROUP II- Printing Items

Slno	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount/Unit
1	Answer scripts	16 A4 Pages / Front page printed in B/W; Serial numbered; Pinned	Per 100 copies			
2	Answer scripts	08 A4 Pages / Front page printed in B/W; Serial numbered; Pinned	Per 100 copies			
3	Loose Answer script	08 A4 Pages / Front page top two line printed in B/W	Per 100 copies			
4	Printed Envelopes - (White) 11"x5"	Best Quality	Pkt of 100			
5	Printed Envelops File size- White or Brown	Cloth Coated	Pkt of 100			
6	Printed Envelops A4 White or Brown	Cloth Coated	Pkt of 100			
7	File Cover	Best Quality	Per 100 Nos			
8	Money Receipt , two folio of 100 pg, 1/8 size	Good quality	Per book			
9	Voucher A4 size 75 GSM B/W one side print	Good quality	Per 100 sheet			
10	Residential Certificate	One page Colour printed A4 90 GSM Bond paper	Per 100 sheet			
11	KIC's Clearance Certificate	Three part perforated B/W printed; with serial number 28.5 cm x 13.5 cm	Per 100 copy book			
12	Mess Fees Clearance Certificate	Three part perforated B/W printed; with serial number 28.5 cm x 13.5 cm	Per 100 copy book			
14	Gate Pass	A4, Two part perforated B/W printed; with serial number	Per 100 copy book			
15	Note sheet,	Greenish sheet A4 size, 80 GSM,	Per 100 sheet			
16	Letter head,	Multi color, 120 GSM,A4 size	Per 100 sheet			
17	Identity Card with plastic laminated, multi color print, standard size	Best quality, (Hindi and English letter)	Per pc			
18	I-card accessories set	Plastic card holder with rope and clip				
19	Visiting card, multicolour print, standard size	Best quality, (Hindi and English letter)	Per 100 pc			
20	Rubber stamp (self ink) 1 line matter	1 line matter (Hindi and English letter)	Per pc			
21	Rubber stamp (self ink) 2 line matter	2 line matter (Hindi and English letter)	Per pc			
22	Rubber stamp (self ink) 3 line matter	3 line matter (Hindi and English letter)	Per pc			

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23	Rubber stamp (self ink)	4 line matter (Hindi and English letter)	Per pc			
24	Rubber stamp (self ink) Round matter	½” (Hindi and English letter)	Per pc			
25	Rubber stamp (self ink) Round matter	1” (Hindi and English letter)	Per pc			
26	Rubber stamp (non -self ink) 2 to 3 line matter	Best quality	Per pc			
27	Rubber stamp (round self ink)	Best quality	Per pc			
28	Printed Register of 100 pg with book binding	Best quality	Per pc			
29	Printed Register of 200 pg with book binding	Best quality	Per pc			
30	Flex multicolour	Best quality	Per sq. ft			
31	Venial board bi color	Best quality	Per sqft			
32	Printed Writing pad	Best quality	Per pc			
33	KIC’s Book Card	300 GSM, White pages, Black colour both side printing, 7cm x 11 cm (sample and content as per NIT Sikkim)	Per 100 pc			
34	KIC’s Book Pocket	300 GSM, Light colour pages, Black colour printing, 8cm x 8 cm (sample and content as per NIT Sikkim)	Per 100 pc			
35	KIC’s Lending Card	300 GSM, White pages, Black colour both side printing, 7cm x 11 cm (sample and content as per NIT Sikkim)	Per 100 pc			
36	KIC’s Reference Card	300 GSM, White pages, Black colour both side printing, 7cm x 11 cm (sample and content as per NIT Sikkim)	Per 100 pc			
37	KIC’s Due Date Slip	75GSM white page, 13cm x 10.5 cm, Black Printing, (As per NIT Sikkim’s sample and content)	Per 100 pc			
38	Bonafide Certificate	100 GSM, A4, Two part, perforated, White pages, Black colour portrait printing, (sample and content as per NIT Sikkim)	Per 100 pc			
39	Transfer Certificate	300 GSM, Two part, perforated, Yellow pages, A4, Multi colour landscape printing, (sample and content as per NIT Sikkim)	Per 100 pc			

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40	Character certificate	300 GSM, Two part, perforated, Yellow pages, A4, Multi colour landscape printing, (sample and content as per NIT Sikkim)	Per 100 pc			
41	Migration Certificate	300 GSM, Two part, perforated, Yellow pages, A4, Multi colour landscape printing, (sample and content as per NIT Sikkim)	Per 100 pc			

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Group III Stationary Items

	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount/ Unit
1	Copier Paper 75 GSM JK Bond/Power	A4 white	Per Ream			
2	Copier Paper 75 GSM JK Bond/power	A4 Color	Per Ream			
3	Copier Paper 75 GSM JK Bond/power	FS	Per Ream			
4	Spiral note Pad	(30pages)Like ITC etc	Per pc			
5	Note Pads	(30pages)Like ITC etc	Per pkt of 100			
6	Note Pads	(20pages)Like ITC etc	Per pkt of 100			
7	Register 6 to 40 Nos	Best Quality	per No			
8	Student Attendance Register	(Best Quality	per pc			
9	Staff Attendance register (signature space)	Best quality	Per pc			
10	Vehicle log book	Best quality	Per pc			
11	Chart paper	Best quality	Per 100 pc			
12	Bond Paper	A4, white, 100 GSM	Per Rim			

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GROUP IV Stationary Items

	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount/ Unit
1	Permanent Marker pen	Like Luxor/Reynolds etc.	Per dozen			
2	Pilot Pen Hi-tech V5	Best Quality	Per dozen			
3	Sketch Pen	Like Luxur etc.	Per dozen			
4	Gel Pen (Red, blue, black, Green)	Like Cello pointec etc.	Per dozen			
5	Ball Pen (Red, blue, black, Green)	Like Reynold etc.	Per dozen			
6	Correcting Pen	Like Erezex etc.	Per dozen			
7	Eraser for Pencil	Like Natraj/Apsara etc	Per dozen			
8	Pencil sharpner	Like Natraj etc.	Per dozen			
9	Pencils HB	Like Apsara etc.	Per dozen			
10	Pen Stand	Best Quality	Per pc			
11	Highlighter [diff. colour]	Like Luxor/kores etc.	Per dozen			
12	White Board Marker pen (Blue, Black, Green, Red)	Like Luxure etc.	Per dozen			
13	White Board duster	Best Quality	Per pc			
14	Cloth duster	Best Quality	Per pc			
15	Stamp Pad 70 x 111 mm	Select or Feber castel	Per pc			
16	Stamp Pad Ink 50 ml	Like Kores etc.	Per bottle			
17	Sticky pad 3"x2"	Like Kores etc.	Per pkt			
18	Sticky pad 3"x5"	Like Kores etc.	Per pkt			
19	Page marker (76 cm x 76 cm)	(50 sheets) Best Quality	Per pkt			
20	Post It Pad/Flag	Best Quality	Per pkt			
21	Page separator (Sticker)	Best Quality	Per pc			
22	Dust less Chalk	White, Like Kores etc				
23	Dust less Chalk	Yello, Like Kores etc				
24	Dust less Chalk	Green, Like Kores etc				
25	Dust less Chalk	Red, Like Kores etc				
26	Dust less Chalk	Blue, Like Kores etc				

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GROUP V: Stationary Items

	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount/Unit
1	Fevicol Tube 10	Normal	Each			
2	Fevicol Tube	200 gm	Each			
3	Fevicol Tube	50 gm	Each			
4	Glue stick 20 mg	Like Kores	Per pc			
5	Cello tape 1/2"	Best Quality	Per pc			
6	Brown tape 1"	Best Quality ,	Per pc			
7	Brown tape/2"	Best Quality ,	Per pc			
8	Brown tape/4"	Best Quality ,	Per pc			
9	Cello tape ,1"	Best Quality	Per pc			
10	Cello tape ,2"	Best Quality	Per pc			
11	Coloured Cello tape 1"	Best Quality	per pc			
12	Coloured Cello tape 2"	Best Quality	per pc			
13	Double side tap of 1"	Best Quality	Per pc			
14	Tap Dispenser big	Like Omega etc	Per pc			
15	Tap Dispenser small	Like Omega etc	Per pc			

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GROUP VI: Stationary Items

	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount/ Unit
1	Paper Cutter	(size 1") Best Quality	Per Dozen			
2	Paper Cutter	(size 2") Best Quality	Per Dozen			
3	Scissor	(size 8") Best Quality	per pc			
4	Punching Machine	1 hole	per pc			
5	Punching Machine	2 hole	per pc			
6	Spiral machine	(FS) Best Quality	per pc			
7	Spiral ring (1/2 inch, 1Inch & 2 Inch	Best Quality	Pkt of 1 kg			
8	Stapler Machine	(Size 10) Like Kangaroo etc.	Per pc			
9	Stapler Machine	(Size 24) Like Kangaroo etc.	Per pc			
10	Stapler Pins Kangaroo	(Size 10)	per pkt			
11	Stapler Pins Kangaroo	(Size 24)	per pkt			
12	Stapler Pins Kangaroo	(Size 23) half inch H	per pkt			
13	Stapler remover	Like Kangaroo etc.	Per pc			
14	Tag (Cotton) 8"	Best Quality	Bundle of 100 nos			
15	Rubber Bands	Best Quality	Per packet of 100			

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GROUP VII: Stationary Items

	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount/ Unit
1	Address labels 10x35 double cross	Century	Per pkt			
2	Calculators (12 digit,)	Like Casio etc.	Per pc			
3	Table Bell (6"inch)	Best Quality	Per pc			
4	Scale Plastic(12"inch)	Per piece	Per pc			
5	Scale steel(12"inch)	Per piece	Per pc			
6	Card holder	Best Quality	Per pc			
7	Plastic Box 12"x5"	Best Quality	Per pc			
8	Paper Weight	Glass	Per pc			
9	Battery AA	Best Quality	per pc			
10	Battery AAA	Best Quality	Per pc			

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GROUP VIII: Cleaning Items

	Particulars	Details/Size	Unit of Qty	Rate per unit of Qty	Taxes, if any	Total Amount /Unit
1	White Phenyl 450 ml	(White) Best Quality	per bottle			
2	Harpic 500 ml	Best Quality	per bottle			
3	Floor Wiper	Best Quality	Per piece			
4	Floor cloth wiper (pucha)	Best Quality	Per piece			
5	Toilet brush	Best Quality	per pc			
6	Toilet Freshner (Odonil)	Best Quality	per pc			
7	Neptholin Balls	Best Quality	Per 500 gm			
8	Toilet paper	Best Quality	Per box			
9	Hand wash (Liquid)	Like Lifeboy or Dettol	Per bottle			
10	Room Freshner	Best Quality	per pc			
11	Mosquito Repeller Machine	Like Good night etc.	per pc			
12	Mosquito Liquidator	Like Good night etc.	per pc			
13	Waste Paper Basket (Plastic) 12"	Best Quality	per pc			
14	Dusting Cloth	Best Quality	per pc			
15	Grass broom	Good quality	per pc			
16	Hard broom (jharu)	Good Quality	per pc			
17	Lizol (ltr)	Best quality	Per ltr			
18	Drain powder (500gm)	Best quality	Per pack			
19	Bleaching powder	Best quality	Per pack			
20	Soft scouch jute (small)	Best quality	Per pc			
21	Dust tray (small)	Best quality	Per pc			
22	Vim bar (250 gm cake)	Best quality	Per pc			
23	Safety gloves (medium size)	Best Quality	Per pair			
24	Colin (500 ml)	Best Quality	per pc			
25	Black phenyl (450 ml)	Best Quality	per pc			
26	Surf excel (1 kg pack)	Best Quality	Per kg			
27	Wash basin brush	Best Quality	per pc			
28	Gum boot (long) (5, 6, 7 no)	Best Quality	Per pair			
29	Dust Bin for office use , small	Best Quality	Per pc			
30	Long handle cleaner (celing cleaner)	Best Quality	Per pc			

Faculty In-charge of Store and Purchase Activity

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Ravangla, South Sikkim- 737139

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