



Central Purchase unit
National Institute of Technology Srinagar-190006

Tel:- 0194-2424792/2429423/2424809/2424797 Fax:- 0194-2420475

No. NITS/CPU/ /2016/S&P/2233-40

Dated. 31.05.2016

M/S.....
.....

Sub: Invitation of Bids for the supply of Stationery items from registered dealers on the rate contract basis for the year 2016 to 2018 (Two financial years 01.04. 2016 to 31.03 . 2018) for Institute Stationery Section.

Dear sir,

1.. You are here by invited to submit your most competitive Bid for the stationery goods on rate contract basis with detailed specification of these goods as give in Annexure-A.

2. It should contain the following;

- (a) Registration/Valid tax clearance certificate from J&K State.
- (b) Bid security for Rs.**40,000/- (Rupees forty thousand)** in the form of CDR pledged to Chairman, Central Purchase Unit, NIT Srinagar.
- (c) Proof of legal status. (if any)
- (d) Bid prices in Indian rupees.
- (e) Bid price should be firm for the bid validity period
- f All duties, taxes and levies payable must be in the price schedule
- (g) The rate quoted should be DDP NIT Srinagar.
- (h) Bid price should be without over writing, however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
- (f) **The rates should be covered with transparent tape.**
- (g) **Rates be quoted in the format given in Annexure-A (In column 05)**

3. Validity of Bids

Bids shall remain valid at least for two financial years from the date of opening.

4. Evaluation of Bids.

- (a) The purchaser shall evaluate and compare the bids which are found substantially Responsive. i.e which are;
 - (i) Properly signed
 - (ii) Conform to terms and conditions and technical specifications.
 - (iii) Accompanied with Bid security and all other documents
- (b) Bids shall be evaluated separately for each item.

5. Award of contract

- (a) Contract shall be awarded as per requirement to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price.
- (b) Successful bidder shall be notified about the award of the contract where in terms and conditions of supply shall be incorporated.
 - © Successful bidder shall have enter in to an agreement with the institute on judicial paper for smooth supply for contract Period in accordance to terms and conditions of supply order.

6. Payment.

100% payment shall be made after receipt of items at NIT Srinagar as per specification and in case of any deviation with regard to quality is noticed the security deposit shall be forfeited and order cancelled.

7. Warranty:

All items shall carry comprehensive standard warranty of one year.

8. Settlement of disputes.

Settlement of any dispute will be made under the jurisdiction of Srinagar court.

9. Liquidated Damages.

If the bidder after accepting the purchase order of goods, fails to deliver any or all of the items within the specified period, a penalty of 0.15% (fifteen paisa per hundred per day) shall be charged and in case the bidder fails to deliver the goods within 15 days of the last date of delivery date the order should be treated as cancelled and the security deposit shall be forfeited.

10. Submission of Bids.

- (a) Bids should be properly sealed.
- (b) The Enquiry No., due date of opening and **Quotation for supply of Stationery** must be mentioned on the envelope
- (c) Bids should be addressed to Chairman Central Purchase unit NIT Srinagar.
- (d) Bidders not from Srinagar shall dispatch bids sufficiently well in advance as to reach the destination one day prior to bid opening.
- (f) The last date for submission bids is **04.07.2016 up to 2.30 P.M.**

11. Bid opening

- (a) The bids will be opened on next working day.
- (b) Interested bidders can attend the bid opening.

13. Notwithstanding above the purchaser reserves the right to reject any or all the bids.

14. We look forward for your quotation.

Thanking you,

Chairman
Central Purchase unit, NIT Srinagar

Note:

- 1. Before preparing your valuable bid kindly go through the document fully and take care of all the requirements.
- 2. Bidders from outside Srinagar may please send their Bids much in advance so that they are received in time.

Annexure-A
List of Stationery items

S. No	Brief description of the goods	Make	Rate inclusive of VAT	Delivery Period
1	500 Sheets Executive Bond Paper	Bilalpur Mills		15 days
2	Blank Register with 1 lb card board	Valley /Nasir 200 sheets		
3	Carbon Paper	Kores 503		
4	Pencil HB	Natraj/Afsara		
5	Pen Ink	Parker		
6	Pen Drive 16GB			
7	Cartridge 1020/1007/1005 in Original	Laser jet 6L		
8	Stock Book	8 No, 10 No		
9	Pins steel 100 grams pack	Kores		
10	Stapler pins No.10	Kangaroo Gold10		
11	Stapler pins 24x6	Kangaroo		
12	Stapler No.10	Kangaroo Gold10		
13	Stapler 24x6	Kangaroo HD-45		
14	White flude pens	Zig Rolling ball metal tip		
15	Gum paste 300 ml	Kores		
16	Tags long 3"	Superior		
17	Awls	Full steel		
18	S.H.Note Book 100 pages	Valley		
19	Dak Pad folded bound	Raxin Valley		
20	Ball Pens Gel (octane) 0.5 V-5, V-7, V-10	Montex Hy-power 0.5 fine, Cello/Classmate		
21	Photostate paper A/4	Power Mill Pack		
22	Stamp pad Big size	Kores		
23	Stamp pad small size	Kores		
24	Gum sticks 10 gms	Super glue stick		
25	Knives (Paper cutter)	Glory Korea		
26	Drawing sheets 22x18"	S.P.B.		
27	Scale steel 12" long	Emani		
28	Cloth Dusters 2' x 2'	Check		
29	Paper weight	Boss-804		
30	Record laces	Green superior		
31	High lighter pens associated colors	Luxer		
32	Scissor 21.5 cms	Sheer mega		

33	Self adhesive flag 3"x1" pads	Pronoti	
34	Transparent cover A/4 size	Plastic	
35	Pens	V-5 Hi-Tecpoint 0.5	
36	Pens	Pilot 0.5	
37	Tape Roll 2" transparent	Wonder	
38	Stapler pins 23x17	Kangaro	
39	Punching machine single punch	Kangaroo	
40	Marker pens for white board	Cello	
41	White board duster	Cello	
42	Paper tape roll 2"	Wonder	
43	Students file covers duly printed, 16 Kg card	National Institute of Technology, Hazratbal Srinagar. (Sample to be approved)	
44	File covers duly printed, 16 Kg card	National Institute of Technology, Hazratbal Srinagar, Students (Sample to be approved)	
45	Table Top	Boss	
46	File flaps duly printed	2Lb card board	
47	Refilling of cartridge with chemical wash		
48	Envelopes	12x16	Cloth lined, printed NIT
		10x12	--do--
		9x4	Plain printed NIT
		10x12	Laminated plain
		12x16	--do--
		Superior quality (Sample to be approved by the Institute).	
49	Tonner Laser	Richo 12018-D 1230D, 2320, 330 FX 3 , cannon 903 Fx3, 330 fX	
50	Cartridge /Tonner	HP 78 (HP-A) HP-A	
51	Cloth Duster	For office use	
52	Envelope	12" x 16" Bubbling/Superior quality (Sample to be approved by the Institute)	
53	Slip Pad	23 No, 33 No & 43 No.	

Annexure-B
BID FORM

From M/S.....
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To: Chairman,
Central Purchase unit,
NIT Srinagar.

Ref: IFB No.: NITS/CPU/ /2016-17/ Dated:.....goods/Equipment for
Department

Sir,

With reference to above invitation for bids we would like to say that we have gone through your bid document thoroughly and hence offer our competitive Technical/Price Bid in two covers for the supply of various goods listed in your document.
The following documents constitute our Bid.

- (a) Bid form
- (b) Price Bid schedule in the requisite format
- (c) Valid sales tax certificate
- (d) Bid security as mentioned in the schedule of requirements in the form of CDR drawn in favour of the Chairman Central Purchase unit NIT Srinagar.
- (e) Phone No.....

Kindly feel free for any enquiries and clarifications.

Yours Sincerely

(.....)

From M/S.....
.....

Place.....

Date.....

