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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

Tender No. NITD/ 01/SO/117/2015-16

Date: 01.03.2016

TENDER NOTICE

Quotation in sealed cover super scribed
Tender No. & date must reach within due date

[Handwritten signature]
01/03/16

SUPPLY OF STATIONERY ITEMS FOR NIT DURGAPUR

Last date of submission of bids: 15/03/2016 at 12.00 p.m.

Date of opening bids: 15/03/2016 at 03.00 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for the supply and delivery of stationery items for NIT Durgapur, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Dy. Registrar (P&S) National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Purchase and Stores Section. Only those firms with valid certificate of enlistment (Trade License), TIN, VAT No. PAN No. etc. will be considered.

<u>LIST OF STATIONERY ITEMS REQUIRED</u>	As per Annexure – 2 to be collected from Purchase & Store Section or can be downloaded from the Institute website: www.nitdgp.ac.in
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General Terms & Conditions:

1. The bid is to be submitted in two parts:

- Technical Bid:** This includes signed and stamped copy of the Tender Notice and completely filled and signed Form-A (Annexure-1 to this Tender Notice). EMD of ₹5000/- (Rupees Five Thousand) is to be deposited (by the vendors who are not enlisted with NITD) in the form of Demand Draft of any nationalized bank, having branch at Durgapur, in favour of Director, NIT Durgapur, payable at par. Same will be released to the unsuccessful non-enlisted vendors on request, after completion of tendering process and to the successful vendors after satisfactory supply of all the items mentioned in the Purchase Order.
- Price Bid:** Introductory Letter and completely filled and signed Price Bid (Annexure-2 to this Tender Notice).

The sealed envelopes of each of the bids should be super scribed with the Tender no. and type of bid (Technical/Price). Both the sealed envelopes are to be submitted in one single sealed envelope super scribed with Tender No. & date.

- Self attested copy of Valid VAT certificate, Sales Tax Registration certificate, Certificate of Enlistment (Trade License) for relevant items must be provided by the bidders, failing which the bid may be rejected without further reference.
- Please fill up the attached sheets Form-A & B (Annexure-1 & 2 to this Tender Notice) only otherwise tender will be rejected. Do not change or modify the format.** You may

collect a copy of the same from Purchase & Stores Section or download it from the Institute website.

4. For the price calculations show the taxes (in percentage (%) as well as amount) separately. The rates should be quoted clearly without any overwriting/cutting. Extra charges (if any) are to be specifically mentioned including the amounts to be charged in additional sheets which is to be duly signed and stamped by the supplier, failing which no claim will be entertained at a later stage.
5. All pages of the bid should be duly signed and stamped with date.
6. All quotations must remain open for acceptance for 90 days from the date of opening of the price bid.
7. Prices are for delivery. Free delivery to N.I.T., Durgapur-9, as per conditions mentioned in Purchase Order.
8. Successful firms will have to supply the items within 15 working days after issuance of purchase order.
9. Valid Sales tax and other registrations such as VAT, Service Tax, CST etc. certificate are to be enclosed with the quotations, failing which the bid may be rejected without further reference.
10. Goods are required to be consigned to the Director, NIT Durgapur unless otherwise instructed.
11. The actual requirement of stationery items may vary from what is indicated against the items in Annexure- A, which is only an estimate. The decision of the Tender Committee regarding the variant and quantity to be purchased is final.
12. The Institute reserves the right to reject any or all tenders without assigning any reason thereof.
13. All supplies are to be guaranteed against manufacturing defects and must be replaced at suppliers' cost. Removal and replacement of rejected goods will be supplier's responsibility and at supplier's cost.
14. Our normal terms of payment are 100% within 30 working days on submission of bills, if the bills and documents are in order.
15. All invoices raised should bear printed serial number, date and should mention the Purchase Order no. and date. Prices, extra charges (if any) and taxes (rate, % & type of tax) are to be shown separately and the Challan should bear Security entry stamp of NIT Main Gate.
16. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.

Yours sincerely,


Dy. Registrar (P & S)

Copy to: 1. Registrar Secretariat, 2. Notice Board: a) Purchase & Stores Section, b) Admin Building, c) Academic Building, 3. Institute Website.



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

ANNEXURE-1 TO TENDER NOTICE NO. NITD/01/SO/117/2015-16. dated 01.03.2016

FORM-A

Sl. No.	Name of the Supplier/Vendor/Firm/Distributor	
1	Name of the Contact person/Proprietor:	
2	Registered /Contact Address of the Supplier/Vendor/Firm/Distributor	
3	Contact no.:(Mobile no./Telephone no.)	
4	Email address:	
5	PAN / GIR No. (Attach self attested copy)	
6	VAT/ST Reg. No. for the specified item (Attach self attested copy)	
7	Valid Trade License No. (Attach self attested copy)	
8	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
9	Whether rates quoted are inclusive of all taxes or not.	

(Signatures of the authorized signatory with seal of tendering firm)

Name:

Contact no.:

Date:

[Handwritten Signature]
01/03/16



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

FORM-B

ANNEXURE-2 TO TENDER NOTICE NO. NITD/01/SO/117/2015-16, dated 01.03.2016

S.No.	Name of item	Company/ manufacturer	Product Description/ Specification	Expected Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹) (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (E) on		Total Cost (incl. of all taxes) (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
1	Xerox Paper (sample to be provided by supplier)	J.K. Copier	A4 Size, GSM- 75, Colour: White	1000 reams						
		Bilt								
		Century								
2	Demy paper(sample to be provided by supplier)	J.K. Copier	A4 Size, GSM- 80, Colour- Tropical Green	10 reams						
		Bilt								
		Century								
3	Bond Paper (sample to be provided by supplier)	J.K. Copier	A4 Size, GSM- 85 Colour- White	10 reams						
		Bilt								
		Century								
4	Bond Paper (sample to be provided by supplier)	J.K. Copier	A4 Size, GSM- 85 Colour- Blush Pink	10 reams						
		Bilt								
		Century								
5	Cloth Envelop	As per specimen provided by Institute.	Size: 33 cm x 25.5 cm, Colour: Green	1000 nos.						

S.No.	Name of item	Company/ manufacturer	Product Description/ Specification	Expected Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹) (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (₹) on (D)		Total Cost (incl. of all taxes) (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
6	Envelope	As per specimen provided by Institute.	Size: 11"x5", Colour: Brown	3000 nos.						
7	Envelope	As per specimen provided by Institute.	Size: 9"x4", Colour: Brown	5000 nos.						
8 a)	Coloured Sticky Notes/Self Stick removable notes (sample to be provided by supplier)	Stick N Post-it Notes	76 mm x 76mm	20 nos.						
8 b)	Coloured Sticky Notes/Self Stick removable notes (sample to be provided by supplier)	Stick N Post-it Notes	50 mm x 76 mm	20 nos.						
8 c)	Coloured Sticky Notes/Self Stick removable notes (sample to be provided by supplier)	Stick N Post-it Notes	76mm x 25 mm each in set of 03	200 nos. packets of 03 in each.						
9 a)	Non- dust/dustless Chalk	Vidarthi Kores Apsara	Colour: White	150 boxes						

(Signature)
01/03/2016

S.No.	Name of item	Company/ manufacturer	Product Description/ Specification	Expected Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹) (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (E) on (D)		Total Cost (incl. of all taxes) (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
9 b)	Non- dust/dustless Chalk	Vidyarthi Kores Apsara	Colour: Coloured	100 boxes						
10	White Board Duster non- magnetic	Ikon Omega similar brands (State Brand name)	Specimen to be provided by supplier	200 nos.						
11 a)	White Board marker	Camlin Artline Luxor	Colour: Black	200 nos						
11 b)	White Board marker	Camlin Artline Luxor	Colour: Blue	200 nos.						
11 c)	White Board marker	Camlin Artline Luxor	Colour: Green	50 nos.						
12	Cloth Duster	As per specimen provided by Institute. (sample to be provided by supplier)	With embossing of "NITD" initials; Size: 53 cm x 53 cm (sample to be supplied)	1000 nos.						
13	Single /One Hole Punchmachine (State Make)	Punching Dia: 4.5 mm, Punching capacity : 10 sheets	Stainless Steel make	20 nos.						

(Signature)
Date: 10/03/2016

S.No.	Name of item	Company/ manufacturer	Product Description/ Specification	Expected Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹) (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (E) on		Total Cost (incl. of all taxes) (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
14	Double Punch Machine (State Make)	Punching Dia:5.5 mm, Punching capacity :12 sheets, Punching Distance:80 mm	Metal construction	20 nos.						
15	Push Pins/Board Pins (sample to be provided by supplier)	Infinity	Multi-coloured with plastic heads	100 box						
		Dolphin								
		Oddy								
		Claro								
16	Alpin	(sample to be provided by supplier)	-	200 box						
17	Gems Clip	(sample to be provided by supplier)	28 mm	02 boxes of 100 pouches of 20gm each.						
18	Chalk	Art Union	-	10 boxes						
19	Water Sponge	Gripex or similar	-	50 nos.						
20	White Cellotape	(sample to be provided by supplier)	2" width (48 mm x 65 mts.)	100 nos.						

1. Attach additional pages to specifically show additional charges, if any, taxes, calculations or any other relevant information, if required, failing this no claim will be entertained at a later stage.

2. Signature of the authorized signatory with seal/stamp of the tendering firm is necessary on each page of this form.

3. For items in sl. no. 5, 6, 7 & 12 the bidders, may request to see the specimen at Purchase & Stores Section, NIT Durgapur.

(Signature)
01/03/2016

(Signatures of the authorized signatory with seal of tendering firm)