

National Institute of Disaster Management
(Ministry of Home Affairs)
IIPA Campus , I.P. Estate, Ring Road, New Delhi-110 002

NIDM/Admin /store/2017-18

15th June, 2017

To

Subject: Quotation Notice for Supply of Stationery items for Official use in the a National Institute of Disaster Management.

Sealed Quotation are invited for the supply of stationery item to be used in the National Institute of Disaster Management. The Tender should be submitted on 30.06.2017 by 5.00P.M. Tender submitted via email/fax Telex etc. are not acceptable. Incomplete quotations in any respect will be summarily rejected. The list of stationary items is enclosed as 'Annexure-A'.

2. The firm participating in the Quotation process should have an annual turnover of Rupees 20 Lakhs or more per year for the supply of stationary items. The tendering firms must submit the VAT/Sales Tax Registration Certificate. In the absence of these documents, the quotation will not be entertained.

Terms & Conditions.

- I. Quotation should be free from correction and erasers.
- II. Quotation received after the specified time and date will not be entertained.
- III. Quotation should contain full details of item (s) with rate.
- IV. NIDM reserves unfettered right to reject any or all Quotation without assigning any reason(s) thereof or only to buy a part of the materials included in the Quotation invited.
- V. The rates would be valid for a period of one year from the date of awarding the contract.
- VI. All Prices quoted must be firm and no revision in the price quoted is allowed after Tenders are opened.
- VII. The agency shall arrange and bear all the cost of transportation of supply of stationary items at NIDM.
- VIII. Successful firms will have to supply the items within 2 days after issuance of supply order.
- IX. The Payment will be made after supply of goods at NIDM.
- X. The evaluation shall be done on basis of the total cost of all items and accordingly L-1 shall be selected. The comparison for evaluation shall be price of the goods offered inclusive of all taxes and levies. However, the exact items will be placed based on the actual requirement.
- XI. The successful bidder will have to deposit performance security amounting to 10% of the total cost in shape of DD/Bank guarantee valid for 3months w.e.f. the date of award of

the contract before any supply order is placed. The security money will be forfeited if the firm fail to fulfill any of the terms and conditions.

- XII. In case of bad quality of material, a penalty of Rs.10,000/- shall be imposed on the firm.
- XIII. VAT/Sales Tax, if chargeable must be mentioned in Quotation , otherwise it will be presumed that rates are inclusive VAT/Taxes etc.
- XIV. EMD: An Amount of Rs. 5000/- only by DD/Pay order/Bankers cheque of any scheduled bank is to be deposited in favour of NIDM and payable at New Delhi. Any Quotation not accompanied by EMD will be rejected summarily.
- XV. Bidders may visit NIDM for checking of samples or other information please contact to Mrs. Megha Kohli.

3. The covers containing the bids should be placed in sealed covers and superscribed "Quotation for supply of Stationery items" and the same should be addressed to the Executive Director, National Institute of Disaster Management, IIPA Campus, I.P. Estate, Ring Road, New Delhi-110002 by 5:00 PM on 30th June, 2017. Bidders are requested to write organization name and contact details on the covers/envelope so that they could be informed about opening of tenders.

4. The actual requirement of stationery items may vary from what is indicated against the items in Annexure-'A', which is only an estimate. NIDM may place the order depending upon the requirement .For further information, if required please contact Mr. Avinash Kr. Pandey (Tel: 23702444).

(P.K. Pathak)

Consultant/Administration(I/C)

List of Stationary and IT items

Annexure 'A'

S.No	Items	Quantity	Rate Per unit/VAT
1.	Cartridge/tonner 400a -black	3 pcs.	
2.	Cartridge/tonner 401a-cyan	1 pcs.	
3.	Cartridge/tonner 402a-yellow	2 pcs.	
4.	Cartridge/tonner 403a-magenta	1 pcs.	
5.	Cartridge/tonner 7115a	1 pcs.	
6.	Cartridge/tonner 78a-black	6 pcs.	
7.	Cartridge/tonner 88a black	2 pcs.	
8.	Cartridge/tonner Fax Toner - 328	2 pcs.	
9.	HP 950 xI (black)	1 pcs.	
10.	HP 951 xI (Cyan -cn 046aa)	1 pcs.	
11.	HP 951 xI (Magenta - cn 047aa)	1 pcs.	
12.	HP 951 xI (Yellow - cn 048aa)	1 pcs.	
13.	Cartridge/tonner Q5949a Black	8 pcs.	
14.	Stapes Pin 10 (Kangaro)	1 Box (20 pcs)	
15.	Button Folder -plastic	100	
16.	Plastic Folder - L shape	50	
17.	CD	100	
18.	Color Flag (Stic on) (75X25 mm)	10 pcs.	
19.	Cup and Saucer	1 Set (6 pcs.)	
20.	Dustbin (Cello)	5 pcs.	
21.	Duster-white	20 pcs.	
22.	Natraj Eraser	20 pcs.	
23.	File Board (Neelgagan No. 31)	200 pcs.	
24.	File Cover (Neelgagan No. 60) With NIDM Logo & Address print)*	200 pcs.	
25.	Stapler 10 D	10 pcs.	
26.	Glue Stick	20 pcs.	
27.	Hand Towel	10 pcs.	
28.	Jute Bag (with NIDM Logo & Address print)* As per our existing sample	250 pcs.	
29.	Note sheet pad (A4 size)	10 pcs.	
30.	Paper Cutter (KesiCa Executive/ Faber Castell) Big	20 pcs.	
31.	Pencil Cell /battery (AA)	30 pcs.	
32.	Pencil Cell /battery (AAA) (Nippo/Eveready)	20 pcs.	
33.	Scale (Faber Castell)	20 pcs.	
34.	Scissor-mini	5	
35.	Sharpner	20	
36.	Single Hole Punch	10	
37.	Sponge Pad	3	

ASL

220

38.	Stamp Pad	3	
39.	Towel (27x54)	3	
40.	Water Jug	5	
41.	Spiral Pad	200	
42.	Certificate Paper (Yellow)	2 pkt. of 100 sheets	
43.	Correction Pen	20	
44.	Gel Pen Blue	50	
45.	OHP Marker	20	
46.	Pen Black	20	
47.	Ball Pen Blue	300	
48.	Red Pen	20	
49.	Permanent Marker Luxor	20	
50.	Pilot Pen Blue V.5	48	
51.	White Board Marker	30	
52.	Ruled Register 4Q	10	
53.	Brown Tape	20	
54.	Cello Tape	30	

ASP.