

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRDPR)
NORTH EASTERN REGIONAL CENTRE (NERC)
JAWAHARNAGAR, KHANAPARA, GUWAHATI – 781022

No.164/08/RC/STY/QUO/Admn./
Date: 30-08-2019

**NOTICE INVITING RETENDERING
FOR SUPPLY OF STATIONERY AND CONSUMABLE ITEMS**

NIRDPR is a premier institute engaged in training, research, action research and consultancy activities in the field of Rural Development. Its North Eastern Regional Centre invites sealed tenders for supply of stationery and consumable items. Interested parties may collect tender documents from the Institute's office from **2nd September to 12th September 2019** between 9.30 AM and 5.00 P.M. on working days by paying tender paper fee of Rs.100/- (Rupees one hundred only). Tender paper can also be downloaded from our Institute's website. No tender fee is to be paid for down loaded tender paper. The **last date of submission of tender is 13th August 2019** up to 3.00 PM. The tenders will be opened on 13th September 2019 at 3.30 PM in presence of the bidders. Those who have already submitted need not to submit again.

Administrative Officer

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANNCHAYATI RAJ
NORTH EASTERN REGIONAL CENTRE
JAWAHARNAGAR, KHANAPARA
GUWAHATI-22**

TERMS AND CONDITIONS

**REQUIRED TO BE FULLFILLED FOR SUBMISSION OF TENDER FOR THE
SUPPLY OF STATIONERY & OTHER CONSUMABLE ITEMS**

1. Tender must be accompanied by latest GST Regd. Certificates, Income Tax Return 2018-19, and PAN Card.
2. An amount of **Rs. 15,000/-** (Rupees fifteen thousand only) against Stationery towards earnest money (**EMD**) to be deposited along with the tender by D.D / Banker cheque drawn on any Nationalized Bank in favours of **DIRECTOR, NIRD–NERC, Guwahati.**
3. The name of manufacturer/brand of each article (if available) should be distinctly stated in the tender and enclosed with authorization certificate(s) issued by the OEM.
4. The rate quoted by the tenderer should be mentioned separately for basic price, taxes and others charges, if any.
5. The rates quoted by the tenderer will remain effective for 1 (one) year from the date of acceptance / agreement
6. Acceptance of tender will be duly communicated by the office
7. No tender shall be considered unless the **tender is sealed and duly filled in and signed by the tenderer at the bottom of each page of the tender and corrections, if any, to be duly attested by his initials**
8. Earnest money will be returned to all bidders except the successful bidder within **one month after the award** of the contract. **The successful bidder will have to deposit an amount of Rs 15,000/- (Rupees fifteen thousand) against Stationery towards security deposit after receiving the offer of the contract whereupon his earnest money will be released. The security deposit will be released after two months of the expiry of the rate contract.**
9. The tenderer shall fully and specifically state the location of the Firm / Show Room/Store/ godown etc. in the tender. The location would be verified before consideration of the tenderer for the contract. **Only wholesaler and authorized dealer / distributor /stockiest should submit tender.**
10. To become eligible the firm should quote for all the items.

Seal & Signature of the Bidder

11. **In case no firm quoted the lowest rate in all the items, the offer will be given to the firm who quotes lowest rate in maximum no of items subject to the conditions that they will have to supply all the items at the L- 1 rate which includes items against which they have not quoted the lowest rate. Failing to accept this condition it will be presumed as refusal to accept the offer which leads *forfeiture of EMD*.**
12. Conditional tender will not be accepted.
13. Rates once quoted shall be treated as final and no change / alteration thereof shall be allowed after submission of tenders on any grounds whatsoever. Further, in respect of mostly consumed items like **Photocopier paper etc**, which are to be purchased in bulk, the parties are requested to quote wholesale prices.
14. Sealed and duly filled in tender along with EMD should be submitted **on or before 13/09/2019 up to 3.00 pm**. The same will be opened on the same day at **3.30 pm** in presence of the bidder. In case the date of opening of the tender is changed due to unavoidable circumstances, the new date will be intimated to the tenderers.
15. **If the supplier fails to complete the supply of approved items ordered within the time stipulated in the supply order, he shall be liable to action as decided by the Director, NIRD-NERC, Guwahati – 22.**
16. Delivery of each item of articles must be made immediately on receipt of supply order issued by the office. After full satisfaction of the indenting official the Challan / Bill will be certified for payment. Articles of inferior quality will be rejected and the same will have to be replaced by approved standard quality at the party's cost.
17. The delivery of items should be made to NIRDPR-NERC, Khanapara, Guwahati without any extra charge.
18. Director, NIRDPR-NERC reserves the right to reject any or all tenders without assigning any reason thereof and does not bind himself to accept the lowest tender.

Seal & Signature of the Party /firm-

Date :-

Name of the firm :-.

Address :-

**Administrative Officer
NIRDPR-N.E. REGIONAL CENTRE
GUWAHATI-22**

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANNCHAYATIRAJ
NORTH EASTERN REGIONAL CENTRE
KHANAPARA, GUWAHATI – 22**

**TENDER FORMAT FOR SUPPLY OF STATIONERY & OTHER CONSUMABLE
ITEMS FOR 2019-2020**

Sl. No.	PARTICULARS	Brand	Units	Rate Excluding GST
BATTERY				
1	Battery for torch light	Eveready/ Nippo	P/no	
2	A A pencil battery for wall clock	Eveready/ Nippo	P/no	
3	AAA pencil battery for remote	Eveready/ Nippo	P/no	
4	9 V battery for microphone	Duracell/ Powercell	p/no	
BOOK				
5	Cash book	ELITE	P/size no	
6	Ledger book	ELITE	P/size no	
CALCULATOR				
7	Calculator 10 digit	Orpat/Casio	p/no	
8	Calculator 12 digit	Orpat/Casio	P/no	
CLIPS				
9	Gems paper clip U-type plastic coated	Best Qlty	p/box	
10	Steel clip for paper bunch (std size)	Best Qlty	p/box	
CLOTHING				
11	Markin cloth white	Best Qlty	p/ mtr	
12	Towel size- 15''x24''	Cotton	P/no	
13	Duster cloth 18''x18''	Cotton /Soft	p/ no	
ENVELOPE				
14	Envelope with cloth pasting file cover size	Best quality	p/100	
15	White window envelope with printed office address (size =9'' x4'')	Bronco/ Supreme	p/100	
16	White window envelope with printed office address (size =11'' x5'')	Bronco/ Supreme	p/100	
17	White envelope 6'' x3 1/2'', (plain)	Bronco	p/100	
18	White envelope 9'' x4'' (plain)	Bronco	p/100	
19	White envelope 10'' x5'' (plain)	Bronco	p/100	
20	White envelope 4'' x8'' (plain)	Bronco	p/100	
21	White envelope, greeting card size	Bronco	p/100	
22	White envelope, file cover size	Bronco	p/100	
23	White envelope with foam inside F. S. Size	Bronco	p/No.	

contd...2/-

Sl. No.	PARTICULARS	Brand	Units	Rate Excluding GST
FILES				
24	File board (corner cloth pasted with long lace-3')	Best qlty	p/no	
25	File cover with printing official address and logo (Hindi & English)	Best qlty	p/no	
26	Index file	Rhino	p/no	
FOLDERS				
27	L-type plastic folder, F.S. size	Mega	p/no	
28	L-Type Plastic folder A-4 size-	Mega	p/no	
29	Certificate folder (plastic both side provision), A-4 size	Worldone	p/no	
GUM				
30	Gum 30 ml. Bottle	Camel	P/Bottle	
31	Gum 700 ml. Bottle	Kohinoor	P/Bottle	
32	Gum tube 20 ml	Daytone	P/no	
33	Gum tape 1inch breadth, colour	Daytone	P/no	
34	Gum tape 1 ½ inch breadth, colour	Daytone	P/no	
35	Gum tape 2 inch breadth, colour	Daytone	P/no	
36	Glue sticks.(gum)	Daytone	P/no	
INSECTICIDE				
37	Mosquito repellent (Machine) with liquid	Allout	P/no	
38	(Mosquito killer) liquid (Bottle)	Allout .	P/Bottle	
39	Naphthalene ball	Best qlty.	P/kg	
40	Insect killer bottle 225 ml (Sprays)	Hit/Mortein	P/Bottle	
PADS				
41	Water pad	Best qlty.	P/no	
42	Dak pad / signature pad	Best qlty.	P/no	
43	WRITING PAD , PLAIN A-4 size with plastic coated cover & 40 sheets	Desmat / Neelgagan	P/no	
44	WRITING PAD, RULLED A-4 size with plastic coated cover & 40 sheets)	Desmat / Neelgagan	P/pad	
45	WRITING PAD, RULLED size-7"x9" (for participants) plastic coated cover & 20 sheets	Desmat / Neelgagan	P/pad	
46	Stamp pad (self-inking 60 ml.)	Camel	P/no	
47	Engagement pad	Gupta /Ajanta	P/no	
48	Stick pad (paper flags.3"x3") big	Kores	p/pad	
49	Stick pad(paper flags.3 in 1) small	Kores	p/pad	
PAPER				
50	Photo copier paper A – 4 white	Modi	P/ream	
51	Photo copier paper A – 4 White	J K	P/ream	
52	Photo copier paper fullscape white	J K	P/ream	
53	Photo copier paper A – 4 colour	J K	P/ream	
54	F S dista paper (thick)	Balarpur	P/dista	
55	F S dista paper (thick)	Hindustan	P/dista	

Sl. No.	PARTICULARS	Brand	Units	Rate Excluding GST
56	F S dista paper ruled	Best qlty.	P/dista	
57	F S dista paper ruled	Tiger	P/dista	
58	Azunelaid paper (note sheet F.S. size with office logo & side rule) 50 sheets	Best qlty.	P/pad	
59	Art paper white (drawing sheet)	Best qlty.	p/no	
60	Art paper colour (drawing sheet)	Best qlty.	P/no	
61	Carbon paper carbo plane 503	Kores	P/pkt	
62	O.H.P. Sheet (transparent ,A-4)	Hcl/Kores	P/pkt (100)	
63	Photo paper inkjet 180 gsm (A-4) 20 pcs p/pkt	Sterling/ full colors	P/pkt	
PENCIL / PEN				
64	Marker ink 60 ml.	Kores	P/no	
65	Marker for white board	Camlin / Luxor	P/no	
66	Pen handle with refill (one side)	Reynold / Linc	P/no	
67	Pen handle with refill (both side)	Reynold /Linc	P/no	
68	Pen (pilot pen)	Luxor	P/no	
69	Pen (gel pen)	Add / Cello	P/no	
70	Plastic ball point pen	Lixi/luxor	P/no	
71	O.H.P. Marker pen (permanent)	Marvy kolorpik	P/no	
72	Correction pen (White)	Kores	P/no	
73	Eraser (ruber)	Notaraj	P/ no	
74	Wooden pencil	Kohinoor /Nataraj	P/no	
75	Wooden pencil	Camlin	P/no	
76	Sketch pen	Luxor	P/set	
77	Hi-lighter pen (marker)	Luxer	P/no	
78	Refill blue pointed	Renko/ Doctor	P/pkt	
79	Refill black pointed	Renko	P/pkt	
80	Refill red pointed	Renko	P/pkt	
81	Jotter refill steel body	Renko	P/no	
82	Pen stand with 2 pen holder	Standard/	P/no	
83	Pen stand with 4 pen holder	Standard/ Executive	P/no	
PIN				
84	Paper pin (Alpins)	King	P/pkt	
85	Pin cushion magnetic	Best qlty	P/no	
86	Stapler Pin No. 10	Max/ kores	P/pkt	
87	Stapler Pin 24/6	Max/ kores	P/pkt	
88	Stapler Pin 23/15	Max/ kores	P/pkt	
89	Wall / board pins	Best qlty.	P/pkt	

Sl. No.	PARTICULARS	Brand	Units	Rate Excluding GST
REGISTER				
90	Register leather bound, long ruled	Scholar / Best quality	P/size no	
91	Register pucca bound, long ruled	Scholar / Best quality	P/size no	
92	Register cloth bound, long ruled	Best qlty	P/size no	
93	Receipt Register (dak)	Elite / Amar	P/size no	
94	Dispatch Register	Elite / Amar	P/size no	
95	Register rexine bound	Scholar	P/size no	
96	Stock register	Scholar	P/size no	
TAGS				
97	Tag cotton 8 ^{inch}	Best qlty	P/mutta	
98	Tag nylon 8 ^{inch}	Best qlty	p/mutta	
MISCELLENEOUS ITEMS				
99	Calling bell spring (std)	Sharp	P/no	
100	Cello tape big size	Best qlty	P/no	
101	Glass cover (drinking glass) plastic	Plastic	P/no	
102	Lock with key 40 m.	Godrej	P/no	
103	Lock with key 60 m	Godrej	P/no	
104	Lock with key 60 m	Link	P/no	
105	Punch machine single	Kangaro	p/no	
106	Plastic scale 12 ^{inch}	Camlin	P/no	
107	Paper weight	Best qlty.	P/no	
108	Room freshener	Best qlty.	P/no	
109	Rope (for packing) plastic	Best qlty.	P/ ball	
110	Stapler machine No. 10	Max	P/no	
111	Stapler machine No. 10	Jambo	P/no	
112	Scissors 6 ^{inch}	Steel	P/no	
113	Sealing wax	Best qlty.	P/pkt.	
114	Sharpener for wooden pencil	Nataraj	P/no	
115	Thread ball (parcel packing)	Best qlty.	P/ ball	
116	Waste paper basket (plastic) big-12 inch	Brite	P/no	
CONSUMABLE ITEMS FOR PHOTOCOPIER MACHINE& MODEL NO				
117	Toner for Keocera, Model-TASKalfa -2200 (Black)	Keocera,	P/no	

Signature of party/firm with seal
 Date
 Name of the firm.....
 Address.....

**Administrative Officer
 NIRDPR-NERC,GHY-22**