

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

No.164/08/RC/STY/QUO/ADMN

Date: 08.09.2017

NOTICE INVITING TENDER

NIRDPR a Central Government Institute, invites sealed tenders for providing (i) **Stationery & other Consumable items** and (ii) **Electrical consumable items** to its North Eastern Regional Centre located at NH-37, Jawaharnagar, Khanapara, Guwahati-22. Registered reputed agencies may collect tender papers from this office during 09.30 AM to 5.00 PM on payment of Rs.100/- (Rupees one hundred only) against each tender or visit our website www.nirdnerc.nic.in for details & papers. For downloaded tender paper the fee to be deposited by **DD in favour of Director, NIRD-NERC** along with the tender paper. The last date of submission is **26th September, 2017 upto 3.00 P.M.**

Administrative Officer

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

**TENDER FORMAT FOR SUPPLY OF STATIONERY & OTHER CONSUMABLE
ITEMS FOR 2017-2018**

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	Plastic 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.	

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 / Nilgagan	P/no	
44	WRITING PAD, RULLED A-4 size with plastic coated cover & 40 sheets)	Desmat / Nilgagan	P/pad	
45	WRITING PAD, RULLED size- 7"x9" (for participants) plastic coated cover & 20 sheets	Desmat / Nilgagan	P/pad	
46	Stamp pad (self-inking 60 ml.)	Camel	P/no	
47	Engagement pad	Gupta /Ajanta	P/no	
48	Stick pad(3"x3") big	Kores	p/pad	
49	Stick pad(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 (rubber)	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 / Doctor	P/pkt	
80	Refill red pointed	Renko / Doctor	P/pkt	
81	Jotter refill steel body	Renko / Doctor	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	Scholar / Best quality	P/size no	
91	Register pucca bound	Scholar / Best quality	P/size no	
92	Register cloth bound	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	
MISCELLANEOUS ITEMS				
99	Calling bell spring (std)	Sharp	P/no	
100	Correcting fluid Set (white) bottle	Kores	P/no	
101	Cello tape big size	Best qlty	P/no	
102	Filter candle	Bajaj/puro	P/no	
103	Glass cover (drinking glass) plastic	Plastic	P/no	
104	Lock with key 40 m.	Godrej	P/no	
105	Lock with key 60 m	Godrej	P/no	
106	Lock with key 60 m	Link	P/no	
107	Punch machine single	Kangaro	p/no	
108	Plastic scale 12 ^{inch}	Camlin	P/no	
109	Paper weight	Best qlty.	P/no	
110	Room freshener	Best qlty.	P/no	
111	Rope (for packing) plastic	Best qlty.	P/ ball	
112	Stapler machine No. 10	Max	P/no	
113	Stapler machine No. 10	Jambo	P/no	
114	Scissors 6 ^{inch}	Steel	P/no	
115	Steel desk calendar stand	Best qlty.	P/no	
116	Sealing wax	Best qlty.	P/pkt.	
117	Sharpener for wooden pencil	Nataraj	P/no	
118	Thread ball (parcel packing)	Best qlty.	P/ ball	
119	Waste paper basket (plastic) big-12 inch	Brite	P/no	
CONSUMABLE ITEMS FOR PHOTOCOPIER MACHINE & MODEL NO				
120	Toner for Toshiba- 2040 (Colour)	Toshiba	P/no	
121	Toner for Keocera, Model-TASKalfa -2200 (Black)	Keocera,	P/no	

Signature of party/firm with seal

Date

Name of the firm.....

Address.....

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

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT PANCHAYATI RAJ
NORTH EASTERN REGIONAL CENTRE
GUWAHATI-22**

LIST OF ELECTRICAL ITEMS

Sl. No.	Name of the Items	Specifi- -cation	Brand	Per Unit	Rate(Rs) Excluding GST	Percenta ge of GST
1.	Tube Light	40 W	(a) Philips (b)Crompton	1 curton 1 curton		
2.	Tube Light Holder		Pestoplast	1 dozen		
3.	Tube Light Starter		(a) Philips (b)Crompton	1 pkts 1 pkts		
4.	P L S	8/9 W	Havells	6 nos		
5	P L S	11 W	Havells	6 nos		
6.	C F L	5 W	Havells	6 nos		
7.	C F L	8 W	Havells	6 nos		
8.	C F L	14 W	Havells	6 nos		
9.	C F L	20 W	Havells	6 nos		
10.	CFL	65w	Havells	6 nos		
11.	Bulb	0 W	(a) Philips (b)Bajaj	6 nos 6 nos		
12.	Bulb Holder (Angular)		Anchor	1 doz		
13.	Halogen Bulb	500 W	Philips	6 nos		
14.	Choke	40 W	Havells	6 nos		
15.	Choke	8/9 W	Havells	6 nos		
16.	Copper Choke	40 W	Havells	6 nos		
17.	Ceiling Fan	1200m m	Orient	1 no		
18.	Fan Regulator	Orient	Orient/ Havells	6 nos		
19.	Fan Condenser		Orient/ Havells	6 nos		
20.	Indicator for switch board		Anchor/ Havells	12 nos		
21.	Isolator	4 Pole- 63 A	Havell's	6 nos		

Sl. No.	Name of the Items	Specification	Brand	Per Unit	Rate(Rs) Excluding GST	Percentage of GST
22.	Isolator	2 Pole-63 A	Havell's	6 nos		
23.	Isolator	4 Pole-100A	Havell's	6 nos		
24.	MCB	3 Pole-63 A	Havell's	6 nos		
25.	MCB	4 Pole-63 A	Havell's	6 nos		
26.	MCB	1 Pole-32 A	Havell's	6 nos		
27.	MCB	1 Pole-16 A	Havell's	6 nos		
28.	MCB	1 Pole-6 A	Havell's	6 nos		
29.	Panel Fuse	315 A	L & T, Havells	6 nos		
30.	Panel Fuse	250 A	L & T, Havells	6 nos		
31.	Panel Fuse	200 A	L & T, Havell's	6 nos		
32.	Panel Fuse	125 A	L & T, Havell's	6 nos		
33.	Panel Fuse	100 A	L & T, Havell's	6 nos		
34.	Panel Fuse	63 A	L & T, Havell's	6 nos		
35.	Switch	5 A	Anchor	20 nos		
36.	Switch	16 A	Anchor	6 nos		
37.	Plug	5 A	Anchor	12 nos		
38.	Plug	16 A	Anchor	6 nos		
39.	Top	5 A	Anchor	12 nos		
40.	Top	16 A	Anchor	6 nos		
41.	Barrel pipe with fitting	11 KV	Anchor	6 nos		
42.	Gang set	11 KV	ISI	1 set		
43.	D U Patti (Copper) *	11 KV	ISI	3 nos		
44.	Barrel fuse set complete	11 KV	ISI	12 nos		
45.	Due Insulator , single	11 KV	ISI	1 set		
46.	Due fitting set (Copper)	11 KV	ISI	1 no		
47.	Copper Wire	1.5 mm	Havell's	1 coil		
48.	Copper Wire	2.5 mm	Havell's	1 coil		
49.	Copper Wire	1mm	Havell's	1 coil		

Sl. No.	Name of the Items	Specification	Brand	Per Unit	Rate(Rs) Excluding GST	Percentage of GST
50	Copper Wire	4 mm	Havell's	1 coil		
51.	Copper Wire/	6 mm	Havell's	1 coil		
52.	Black Tape	½"	Anchor	6 nos		
53.	PVC Board	10''x 12''	(a) Presto (b)Cany	6 nos 6 nos		
54.	PVC Board	4''x 4''	(a) Presto (b)Cany	6 nos 6 nos		
55.	PVC Board	4''x 6''	(a) Presto (b)Cany	6 nos 6 nos		
56.	PVC Board	8'' x 6''	(a) Presto (b)Cany	6 nos 6 nos		
57.	PVC Board	8''x10' ,	(a) Presto (b)Cany	6 nos 6 nos		
58.	PVC Casing (Flat)	1''	(a) Presto (b)Cany	1 no 1 no		
59.	Industrial Socket with box		Havell's	6 nos		
60.	Industrial Top		Havell's	6 nos		
61.	Lightning Arresta (3 pcs set)	11 KV	(a) I S I (b) Havell's	3 nos 3 nos		
62.	Transformer Oil		Servo	20 ltrs		
63	Calling Bell		Anchor	3 nos		
64.	LED bulb	5 W	Havell's	6 nos		
65.	LED bulb	10W	Havell's	6 nos		
66.	LED bulb	20W	Havell's	6 nos		
67	LED Tube	9W	Havell's	3 nos		
68	LEDS Tube	18W	Havell's	3 nos		
69	Sub meter 25-10 Amp	1 face	Richa	1 no		
70	Sub meter 25-10 Amp	3 face	Richa	1 no		

If any discount percentage on quoted rates

Signature of party/firm with seal

Date

Name of the firm.....

Address.....

.....

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

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 AND ELECTRICAL
CONSUMABLE ITEMS**

1. Tender must be accompanied by latest AGST / GST Regd. Certificates/ Income Tax Return/ PAN Card.
2. An amount of Rs. 15,000/- (Rupees fifteen thousand only) against Stationery and Rs. 5,000/- (Rupees five thousand only) against Electrical consumables towards earnest money to be deposited along with the tender by D.D / Banker cheque drawn on any Nationalized Bank in favors 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 and Rs. 5,000/- (Rupees five thousand only) against Electrical consumables 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 to 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 26.09.2017 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-NEEC, 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-NEEC, Khanapara, Guwahati without any extra charge.
18. Director, NIRDPR-NEEC 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.REGIONALCENTRE
GUWAHATI -22