



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
करैकाल- 609 609  
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY  
Karaikal - 609 609

NITPY/Academic/Stationary/2016-17

Date: 11-08-2016

**NOTICE INVITING QUOTATION**

**Procurement of Stationary Items for the Academic Section, NIT Puducherry**

National Institute of Technology Puducherry, Karaikal invites separate sealed quotations from the reputed vendors for supply of the following items:

Sl.No	Name of the item	Specifications/Brand	No. of Qty.
1	Main Answer Book	Ruled Answer scripts consisting of 32 pages each, Printing the contents in Front page as given in Annexure-1, with page number in every page, Ruled colour pale blue.	1500
2	A <sub>4</sub> Bundles	80 GSM- TNPL	50
3	Graph Sheets(Normal)	Normal	1000
4	Graph Sheets(Semi log)	Semilog	500
5	Smith chart	-	300
6	Steam Table	-	30
7	Gas Table	-	30
8	Heat and Mass Transfer Book	-	30
9	Refrigeration tables with charts	-	30
10	Design Data Book	-	30
11	I year Drawing Sheets	Size: A3 white color with printing the student name, roll number, etc. in bottom of the sheet.	1000
12	II and III year Drawing sheets	Size: A2 white color	1000
13	Gum Bottle	150 ml	5

14	Fevi Stick	22 gm	10
15	Tag File	Size: 14inch x 10inch, Quote separately for: Normal, Laminated	50
16	My Clear Bag Button type folder	Size: 14inch x 10inch, Thick,	10
17	Brown Tape	3 inch-65m	10
18	Office Cover	Size: 10inch x 4inch, Brown, thick,	300
19	Stapler Pin box (small)	Kangaro, No.10	20
20	Stapler pin box (big)	Kangaro, No. 24/6	5
21	Ink pad	Faber-Castell Size: 110 mm x 69 mm Colour: Violet	2
22	A <sub>4</sub> Size cover	Pale green Color, Cotton threaded	20
23	Whitener	7ml	4
24	Rubber band box		2
25	Punch machine (single)	Kangaro Plier Paper Punch FP-20	1
26	Punch machine (double)	Kangaro DP-480 Paper Punch	1
27	Permanent Marker	Black, Red, Blue Diameter of Nib: 3.0 mm, Width of Line Stroke: 1.0 - 1.5 mm	each 2
28	Highlighter	Faber-Castell, Chisel tip, Colour: Fluorescent yellow	2
29	Gem clip box	Bell Gem Clip 26mm	2 box
30	Binder Clip (medium size) Box	41mm	2
31	Binder Clip (small size) Box	15mm	3
32	Pen (Blue)	Rorito	10
33	Pen (Black)	Rorito	5
34	Pen (Red)	Rorito	5
35	Pencil	Apsara, Extra Strong & Extra Dark	1 box

36	Eraser	Apsara, Non-dust, 33mm x 17mm x 10mm	5
37	Scissors	Kangaro, GL-2160, 152mm	1
38	Knife	-	2
39	Document Tray	Plastic, 40 cm x 30 cm x 7 cm	5
40	Metal Ruler 30 cm	Camlin	2
41	Calculator 12 Digit	Casio	1
42	Executive Bond Sheet	100 Gsm (Bilt)	4
43	OHP Sheets	A4 size,	1 box
44	Color Binding Tape (Blue & Black)	2 inch-65m	2+1
45	Toner	RICOH MP 2001 L	2
46	DVD	Sony-8 GB (Re-writable)	10
47	External Hard Disk (2 TB)	Seagate, USB 2.0 and 3.0	1
48	Sticky Note Flag	100 nos each, size: 3inch x 3 inch	2
49	L shaped folder	Thick Folder	5
50	Register	Long Sized Ruled Note book	10
51	Paper Weight	Dolphin Assorted Flora Paper Weight, Model No:100	2
52	Miscellaneous	A4 color sheets	100

**Last Date & Time**

Submission of Quotation: **22-08-2016, on or before 3.00 PM**

Opening of Quotation in the presence of available bidders: **22-08-2016 at 4.00 PM**

-Sd/-  
Registrar (i/c)



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
नेहरू नगर , कारैक्काल- 609 609

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY  
Nehru Nagar, Karaikal – 609 609

NITPY/Academic/Stationary/2016-17

Date: 11-08-2016

Terms & Conditions

Separate sealed quotations are invited for Supply of the **Stationary Items** for **Academic Section** as per the details given in the Annexure.

1. The sealed quotations should reach The Registrar (i/c), National Institute of Technology Puducherry, Thiruvettakudy, Karaikal - 609609 **on or before 22-08-2016 at 3:00 PM**. The sealed quotations will be opened on the **same day at 4:00 PM** during which tenderer or its authorized representatives may remain present if so desired. The offers will not be considered if received after the bid closing date and time.
2. The quotations should be sealed and superscripted as **“Stationary Items for the Academic Section”**.
3. The rates should be inclusive of all taxes, freight, packing, forwarding, delivery etc.
4. The rate quoted shall on FOR destination basis at our premises.
5. The firm should have been in existence for at least last three years (proof to be attached)
6. The quote is not transferable.
7. The offers received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
8. The Institute shall not be responsible for any postal delay / loss or non-receipt of quotes by post / courier service.
9. No unsolicited correspondence shall be entertained after the submission of the offer.
10. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional / special features, compatibility, etc.
11. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
12. The period of delivery exceeding three months is not normally allowed.
13. Full particulars regarding the make, manufacturing specifications and standards, guarantee period, and descriptive literature should accompany the quotation.
14. The price and the delivery period should be clearly stated in the quotation.
15. If any articles are not up to the prescribed quality or specification it is liable for outright rejection.
16. At the time of dispatch of articles, Delivery Note should be given along with the articles.
17. The list of Items is attached as Annexure –The firms may quote any single items or whole items separately as the case may be.

18. Failure to supply the item indented within delivery time will result in automatic cancellation of Supply Orders. Such automatic cancellation empowers the Institute to purchase the items from other available sources and to recover the difference between the prices so paid and those payable under the contract. Also failure to comply with the general spirit of the contract will lead to termination of contract and effecting purchases required from outside sources and to recover the loss in such kind of purchase from supplier.
19. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of National Institute of Technology Puducherry shall be final in this regard.
20. The sample equipments should be provided by the supplier on the basis of requisition.
21. The manual should be provided along with the components/equipments after the purchase of the same.
22. Canvassing in any form will result in disqualification.
23. NITPY reserves the right to accept in part or in full or reject any or more quotations without assigning any reasons thereof at any time prior to award of contract, without incurring any liability, whatsoever, to the affected bidder(s).

Date:

**Accepted the terms & Conditions**

**Name, Sign & seal of the vendor**

ANNEXURE

Procurement of Stationary Items for the Academic Section, NIT Puducherry

S.No	Name of the item	Specifications/Brand	No. of Qty.	Price for one quantity	Price of required quantity (including all taxes etc.,)
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45	Toner	RICOH MP 2001 L	2		
46	DVD	Sony-8 GB (Re-writable)	10		
47	External Hard Disk (2 TB)	Seagate USB 2.0 and 3.0	1		
48	Sticky Note Flag	100 nos each, size: 3inch x 3 inch	2		
49	L shaped folder	Thick Folder	5		
50	Register	Long Sized Ruled Note book	10		
51	Paper Weight	Dolphin Assorted Flora Paper Weight, Model No:100	2		
52	Miscellaneous	A4 color sheets	100		

Date:

Name, Sign & seal of the vendor