



भा.कृ.अनु.प. - राष्ट्रीय अनार अनुसंधान केन्द्र, सोलापूर
ICAR-NATIONAL RESEARCH CENTRE ON POMEGRANATE
(Indian Council of Agricultural Research)

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(ISO 9001:2008 Certified Institute)



F. No. 4-5/Stationery/05/Stores
Dated: 03.01.2015

To

Sub: Notice Inviting Quotations (NIQ) for Stationery items on Rate Contract basis for one year – reg.

Sirs,

Quotations are invited for one year rate contract for the supply stationary goods as per details indicated in the Schedule of Requirements for use in the NRC on Pomegranate, Solapur. You are requested to submit your quotation on or before the due date. We seek timely supply of good/standard quality/make material with most competitive rates. The following terms and conditions will govern this supply.

- Due Date:** The last date for receipt of quotations is **27.01.2015**. Quotations received after due date will not be considered. This Centre will not be responsible for postal delays.
- Submission:** Quotation with proper superscription on the cover “**Quotation for the Stationery Items on Rate Contract basis**” should be submitted in the Office of the Director, ICAR-NRCP, Solapur before the due date.
- Payment:** No advance payment is permissible. Payment will be made in a couple of weeks only after satisfactory supply of material as per the order.
- EMD:** An amount of Rs. 1000/- (Rupees One thousand only) in the form of Demand Draft drawn in favour of “ICAR Unit: NRC on Pomegranate” will have to be submitted along with the quotation.
Tenders received without EMD will not be considered at all.
EMD in full will be refunded soon after the Tenders are finalized to all except in case of the accepted Tenders.
The EMD of the accepted Tender will be refunded only after on receipt of Contract Form and Performance Security of Rs.2,000/- (Rs. Two thousand only) in the form of Demand Draft drawn in favour of “ICAR Unit: NRC on Pomegranate” payable at Solapur.
- Delivery Schedule:** Unless otherwise specified, the material should be supplied in full within twenty five days from the date of receipt of Purchase Order. No part supply is allowed. Specific mention should be made as to whether delivery will be from ready stock or will have to be imported / acquired

and in the latter case the time required for delivery after firm purchase order is placed should be indicated clearly.

6. **Rates:** Rates should be quoted on the bidder's letterhead in the Schedule format enclosed. The rates quoted should be valid for one year. No change in rates would be allowed, in between. Terms and conditions related to change in rates, if any should be clearly mentioned in the quotation.
7. More than one standard brand, of which the firm is authorized dealer, can be quoted along with rates for different standard packing/s available.
8. **Validity:** The rates quoted shall be valid for a minimum period of one year from the last date of receipt of quotations.
9. **Specifications:** Full specifications (Brand, Formulation, a.i., Company) etc. for quoted items must be indicated in the quotation. Material supplied should be of standard / reputed firm.
10. **Quantities:** Actual quantity of the items required will be mentioned at the time of placing the Supply Order.
11. **Acceptance of quotation:** Director, ICAR-NRCP, Solapur reserves the right to accept or reject any of the quotations either in part or in full without assigning any reason thereof.
12. **Decision:** The decision of the Director, ICAR-NRCP, Solapur on any dispute in the matter will be final and legally binding.
13. The firm submitting the quotations should quote the rates of branded items of good quality.
14. As per as possible, the firms submitting the quotations should enclose the samples of the items quoted.
15. **Important:** The firm should submit the following documents/information for scrutiny of quotation to become eligible for further processing.
 - a) E.M.D.,
 - b) Covering letter with full postal address,
 - c) Copy of valid Shop/Trade Registration Certificate,
 - e) Telephone No., Fax No., e-mail ID, Mobile No.

Yours faithfully,

Encl: Schedule of Requirements.

(A. A. Goswami)
ADMINISTRATIVE OFFICER

SCHEDULE OF REQUIREMENTS
(To be typed/printed on the letterhead of the tender)

Last date for Receipt of quotation: 27.01.2015

List of Stationary Items

Sr. No	Name of the Item	Total Quantity	Quality/ Brand	Rate per quantity	Rates per packing size
1	2	3	4	5	6
1.	Scissors	01 Dozen			
2.	Permanent Marker Pen Big	01 Box			
3.	Permanent Marker Pen small	01 Box			
4.	Stapler pin (Small)	01 Box			
5.	Stapler pin (Big)	01 Box			
6.	Xerox Paper (JK A4)	01 Ream			
7.	Register- One quire	01 Dozen			
8.	Register- Two quire	01 Dozen			
9.	Register- Three quire	01 Dozen			
10.	Register- Four quire	01 Dozen			
11.	Register- Five quire	01 Dozen			
12.	Gum Bottle-700 ml	01 Nos			
13.	Gum Bottle-300 ml	01 Nos			
14.	Stamp pad- Blue	01Dozen			
15.	Stamp pad- Red	01 Dozen			
16.	Stamp pad-Black	01 Dozen			
17.	Stamp Ink-blue	01 Nos			
18.	Big Stapler machine	01 Nos			
19.	CD- with cover (100 Nos)	01 Box			
20.	DVD-with cover (100 Nos)	01 box			
21.	Tag (Big bundle) (100 Nos)	01 box			
22.	Calculator with two way power -12 digit	01 Nos			
23.	Stapler Machine-Small – 10 No.	01 Box			
24.	Single punching Machine (Small)	01 Box			
25.	Double punching Machine	01 Box			
26.	Eraser	01 Box			
27.	Highlighter Pen-Different colors	01 Dozen			
28.	Brown Envelope-Size 11” x 5”	1000 Nos			
29.	White Cloth Envelope-Size 8” x 10 “	1000 Nos			
30.	White Cloth Envelope Size 12” x 11”	1000 Nos			
31.	Brown Cello Tape Size- 3 inch	01 Dozen			
32.	Brown Cello Tape Size-2 inch	01 Dozen			
33.	White Cello Tape Size-1 inch	01 Dozen			
34.	White Cello Tape Size-3 inch	01 Dozen			
35.	Pencil	01 Box			
36.	Pen-Ball pen (Jetter & simple)	01 Box			
37.	Pen-Blue Gel Pen	01 Dozen			
38.	Pen-Black Gel Pen	01 Dozen			
39.	Pen-Green Gel Pen	01 Dozen			
40.	Sketch Pen Black	01 Pkt			
41.	Refill (Jetter)	01 Dozen			
42.	Temporary Marker Pen	01 Dozen			

43.	Whitener – Pen	01 Dozen			
44.	Pen Stand	01 Dozen			
45.	Note Pad/Writing Pad – 100 pages	01 Dozen			
46.	Pencil Cell for Remote	01 Pkt			
47.	Pencil Cell for Wall Clock	01 Pkt			
48.	Sharpener	01 Dozen			
49.	Steel Scale-30 cms	01 Pkt			
50.	Thumb Pin for Notice Board – 50 Nos.	01 Box			
51.	Thum Pin	01 Box			
52.	Paper Weight	50 Nos			
53.	Box File	01 Dozen			
54.	Pen Drive 8 GB	01 Nos			
55.	Desk Calendar Stand	01 Nos			
56.	Paper Falp different color	01 Dozen			
57.	Note sheet	01 Ream			
58.	Feviquick tube	01 Dozen			
59.	Photo Glossy paper	01 Ream			
60.	Dak Pad	01 Dozen			

(Rupees: _____)

Note: 1) The quotation must indicate the quality/size/make/brand/model/capacity under column No. 4 for all the items offered failing which it is liable to be rejected.

2) **The quotations received without EMD will not be considered.**

Signature: _____

Name: _____

Designation: _____

Name of bidder: _____

Address: _____

Place:

Date: