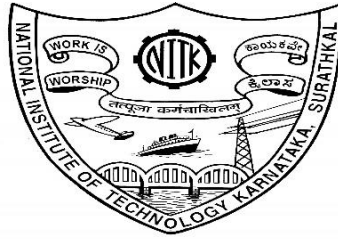


NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**PURCHASE SECTION**

POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.
E- mail: info@nitk.ac.inFax: (0824) 2474033
Website: http://www.nitk.ac.in**NOTICE INVITING QUOTATION**

Notification. No: Stny/2021-22/B6

dated: 12-07-2021

Name of Goods	Stationery Items
Estimated Amount	2,10,000
Time for Supply of item after release of Purchase order	15 (Days)
Document Download / Sale Start Date	12-07-2021 @ 3.00 PM
Clarification Start Date	12-07-2021 @ 3.00 PM
Clarification End Date	19-07-2021 @ 3.00 PM
Bid Submission Start Date	12-07-2021 @ 3.00 PM
Last Date for submission of bids	27-07-2021 before 3.00 PM
Bid Opening Date	28-07-2021 before 3.00 PM
Address for Submission of bids	Stationery Section, NITK Surathkal, Srinivasanagara-57025 0824-2473023, Mob:9448319631



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
PURCHASE SECTION
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Notification No: Stny/2021-22/B6

Date: 12-07-2021

NOTICE INVITING QUOTATION (NIQ)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute Of National Importance Under Ministry of Education Govt of India, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Director, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Number and the Name of the Goods for which quotation is submitted.

Name of Goods	Stationary Items
Estimated Amount:	₹ 2,10,000
Time for Supply of item after release of Purchase order	15 (Days)
Document Download / Sale Start Date	12-07-2021 @ 3.00 PM
Clarification Start Date	12-07-2021 @ 3.00 PM
Clarification End Date	19-07-2021 @ 3.00 PM
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Last Date for submission of bids	27-07-2021 before 3.00 PM
Bid Opening Date	28-07-2021 before 3.00 PM

Sd/-
Asst-Registrar
Purchase, NITK Surathkal

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

SECTION-1
Terms and Conditions

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any. The rate should be quoted in INR only
4. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
5. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
6. Guarantee/Warranty period should be specified for the complete period should be specified in section 3 of this tender document.
7. Period requirement for the supply and installation of item should be specified in section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.
9. The Institute reserves the right to **cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice.
10. In case of any doubt related to Specifications, the bidder may visit the institution and examine the sample kept in the stationary section with prior intimation to the stationary section. Bidders may contact Mr. Anni, Storekeeper Mob:9448319631.
11. The Lowest bid (L1) will be finalized based on the overall total price. So, bidders need to participate for all the items.

SECTION-2
SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Centre of NITK, Surathkal]

Item(s) Name to be Procured : Stationery Items

Brief Specifications of the Item(s) : Attached
(Attach Additional Sheet if necessary)

Quantity : Attached

Any other details / requirement : Nil

Warranty Period required :

Delivery Schedule expected
after placement of Purchase order
(in **Weeks**) : 2 Weeks

DETAILED TECHNICAL SPECIFICATIONS

SI No	Item Name	Make (or equivalent)	Total qty
1.	Box File	Any	100 Nos
2.	Battery cell as per IS:9128 and IS:8144	DURACELL AA	100 Nos
3.	Battery cell as per IS:9128 and IS:8144	DURACELL AAA	48 Nos
4.	Stapler HD-10	Any	20 Nos
5.	Eraser	Apsara	60 Nos
6.	Glue Stick	Fevistick	100 Nos
7.	Manual pencil sharpener	Nataraj	50 Nos
8.	Wooden Pencil	Apsara pencil	50 Nos
9.	Transparent Sheet A4	Any	10 pkts
10.	Stapler pin	Kangaro	200 Pkts
11.	Scissors	Kangaro	20 N0s
12.	Gel Pen(Blue)	Hauser	300 Nos
13.	Gel Pen(Black)	Luxor	100 Nos
14.	Gel Pen(Red)	LINC	200 Nos
15.	Roller Ball Pen(blue)	Uniball	500 Nos
16.	Roller Ball Pen (Black)	Montex	100 Nos
17.	Roller Ball Pen(Red)	LINC	100 Nos
18.	Highlighter Pen (Yellow)	Camlin	20 Nos
19.	Highlighter Pen (Pink)	Camlin	20 Nos
20.	Correction pens- white fluid	Kores	20 Nos
21.	Self-adhesive paper note (Four colors)	Bunchin	100 Nos
22.	Self-adhesive paper note	Oddy	50 Nos
23.	Binder clips (19mm)	Chrome	50 Pkts
24.	Marking Pen- permanent, highlighter(Blue)	Faber	10 Nos

25.	Marking Pen- permanent, highlighter(Black)	Any	10 Nos
26.	Marking Pen- permanent, highlighter(Red)	Any	10 Nos
27.	Long Book 100 Pages	Any	100 Nos
28.	Long Book 200 Pages	Any	100 Nos
29.	Long Book 400 Pages	Any	50 Nos
30.	Markers- white board (Blue)	Reynolds	20 Nos
31.	Markers- white board (Black)	Reynolds	20 Nos
32.	Markers- white board (Red)	Reynolds	20 Nos
33.	Stamp pads (Blue)	Camel	10 Nos
34.	Air Freshener	Godrej/Ambi pur	40 Nos
35.	L Folder A4 Transparent	Any	10pkts
36.	Plastic scale	Camlin	10 Nos
37.	Scales (Steel scale)	Elora	10 Nos
38.	Plastic tray (30*40 cm)	Any	10 Nos
39.	Plastic tray (22*28 cm)	Any	10 Nos
40.	Bind paper sheet (117*90 cm) (150 gsm)	Any	50 Nos
41.	Gem Clip	Any	100Pkts

SECTION 3
PRICE SCHEDULE

[To be used by the bidder for submission of the quotation]

-
1. Item Name :
 2. Specifications
(Conforming to Schedule of requirements
Enclose additional sheets if necessary) :
 3. Currency and Unit Price :
 4. Quantity :
 5. Item Cost (SI No. 3 * SI. No. 4) :
 6. Taxes and Other Charges :
(i) Specify the type of taxes and duties
in percentages and also in figures.
(ii) Specify Other Charges in figures.
 7. **Warranty Period** :
(Conforming to the Schedule of requirements)
 8. Delivery Schedule :
(Conforming to the Schedule of requirements)
 9. Name and address of the Firm for
placing purchase order :
 10. Name and address of Indian authorized
agent (in case of imports only) :

Signature of the Bidder: _____

Name and Designation: _____

Business Address : _____

Place:

Seal of the Bidder's Firm

Date:

SECTION 4
CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

Signature of the Bidder: _____

Name : _____

Business Address : _____

Place:
Date:

Seal of the Bidder's Firm

SECTION 5
PRICE BID

SI No (A)	Item Name (B)	Make offered (C)	Total qty (D)	Rate per Qty (E)	Total rate with tax (D*E=F)
1.	Box File		100 Nos		
2.	Battery cell as per IS:9128 and IS:8144		100 Nos		
3.	Battery cell as per IS:9128 and IS:8144		48 Nos		
4.	Stapler HD-10		20 Nos		
5.	Eraser		60 Nos		
6.	Glue Stick		100 Nos		
7.	Manual pencil sharpener		50 Nos		
8.	Wooden Pencil		50 Nos		
9.	Transparent Sheet A4		10 pkts		
10.	Stapler pin		200 Pkts		
11.	Scissors		20 N0s		
12.	Gel Pen(Blue)		300 Nos		
13.	Gel Pen(Black)		100 Nos		
14.	Gel Pen(Red)		200 Nos		
15.	Roller Ball Pen(blue)		500 Nos		
16.	Roller Ball Pen (Black)		100 Nos		
17.	Roller Ball Pen(Red)		100 Nos		
18.	Highlighter Pen (Yellow)		20 Nos		
19.	Highlighter Pen (Pink)		20 Nos		
20.	Correction pens- white fluid		20 Nos		
21.	Self-adhesive paper note (Four colors)		100 Nos		

22.	Self-adhesive paper note		50 Nos		
23.	Binder clips (19mm)		50 Pkts		
24.	Marking Pen-permanent, highlighter(Blue)		10 Nos		
25.	Marking Pen-permanent, highlighter(Black)		10 Nos		
26.	Marking Pen-permanent, highlighter(Red)		10 Nos		
27.	Long Book 100 Pages		100 Nos		
28.	Long Book 200 Pages		100 Nos		
29.	Long Book 400 Pages		50 Nos		
30.	Markers- white board (Blue)		20 Nos		
31.	Markers- white board (Black)		20 Nos		
32.	Markers- white board (Red)		20 Nos		
33.	Stamp pads (Blue)		10 Nos		
34.	Air Freshener		40 Nos		
35.	L Folder A4 Transparent		10pkts		
36.	Plastic scale		10 Nos		
37.	Scales (Steel scale)		10 Nos		
38.	Plastic tray (30*40 cm)		10 Nos		
39.	Plastic tray (22*28 cm)		10 Nos		
40.	Bind paper sheet (117*90 cm) (150 gsm)		50 Nos		
41.	Gem clip		100 Pkts		
Total					₹