

NATIONAL INSTITUTE OF TECHNOLOGY PATNA
(An Institute under Ministry of HRD, Govt. of India)
ASHOK RAJPATH, PATNA-800005 (BIHAR)

NOTICE INVITING TENDER

Advt. No. 07/10-11

(Tender No. NITP/10-11/12)

Sealed Tenders from reputed manufacturers/suppliers/dealers for supplying of the stationeries and consumable items indicated in Annexure-I at NIT Patna are invited by the undersigned upto 28.07.2010 till 12.30 PM.

The detailed specification of the articles to be supplied alongwith terms and conditions may be downloaded from the website of the Institute. The tender documents fee is Rs. 1,000/- (Non refundable) is to be deposited by Demand Draft/Bankers Cheque drawn in favour of Registrar NIT Patna, Payable at Patna. The Notice Inviting Tender is also displayed at Website **www.nitp.ac.in** and Notice Board of the Institute. Tender received will be opened on the same day i.e. on 28.07.2010 at 4.00 P.M. in the presence of the authorized representative of Tenderers, if they so desire, at NIT Patna.

Terms & Conditions:

1. The rates quoted should be inclusive of VAT (shown separately) and it will be deducted at source.
2. TDS as applicable on date will be deducted from the bill.
3. NIT Patna reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
4. The article supplied should conform to manufacturers of standard quality, specifications & test.
5. Articles/Services should be delivered to NIT Patna without any extra charge.
6. **Terms of payment:** a) 98% of the supply price against receipt of materials in good condition in store. b) 2% of the supply price after receipt of Audit Report of the relevant year.
7. NIT Patna reserves the right to reject any articles/services found defective, damaged and or not of the desired quality and specification. Decision of NITP will be final.
8. Any loss or damage caused to the article in transit is to be made good by the supplier free of cost within reasonable time.
9. Agency desiring to obtain Notice Inviting Tender (NIT) by Post or Courier must send a Demand Draft of required amount + Rs. 50.00 postal charge in favour of the Registrar NIT Patna payable at Patna.
10. Postal or courier delay will not be considered and the Tender received late will be rejected.
11. No escalation in respect of raw material, labour, custom duties, freight etc. will be allowed in any shape.

12. The bid shall remain valid for a period of one year from the date of opening. The bid valid of shorter period shall be rejected by the Institute as non responsive. The bidder shall submit the tender document in original duly signed on each and every page. The bidders are advised to keep a photo copy (at his own cost) of the bid document for his own reference.
13. The selected bidder is required to supply the ordered items from time to time and in specified quantities indicated in Purchase Order issued by this Institute.
14. The bids shall be submitted in two envelopes, viz. i) Technical bid and ii) Financial bid. Technical bid should contain papers regarding registration of the firm/shop, clearance from sales tax/vat, clearance from I.T,PAN Terms & conditions. Financial bid should contain duly filled up Annexure-I indicating supply price. The above two envelopes may be sealed by the bidder separately duly super-scribed Technical bid and Financial bid respectively and these two sealed envelopes are to be put in a bigger cover which should also be sealed and duly super-scribed. 'Bid for Supply of stationeries and consumable items at NIT Patna vide Advt. No. 07/10-11 & Tender No. NITP/10-11/12'. A bidder who submits more than one bid shall be disqualified.
15. A declaration should also be furnished by the agency that they will supply the original product of the manufacturing company. In case of supply of duplicate product suitable action will be taken against the agency.

Registrar

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ANNEXURE - I (containing 03 pages)

Sl.No.	Name of the Item	Brand/Specification	Unit	Rate (Rs.)
1	Pencil (HB)	Natraj	Each	
2	Transparent Tape 1" size	Mayur	Each	
3	Brown Tape 2"	Mayur	Each	
4	Green Note sheet (pad)	Apsara	Each	
5	Ball Pen (Blue)	Cello	Each	
6	Ball Pen (Black)	Cello	Each	
7	Ball Pen (Red)	Cello	Each	
8	Refill for Ball Pen (Blue)	Cello	Each	
9	Refill for Ball Pen (Black)	Cello	Each	
10	Refill for Ball Pen (Red)	Cello	Each	
11	File Leaf (with name of the Institute & logo printed thereon)	-----	Each	
12	Brown Envelops A-4 Size 80 GSM	Three Star	Per Thousand	
13	Brown Envelops S-5 80 GSM	Three Star	Per Thousand	
14	Brown Envelops S-6 80 GSM	Three Star	Per Thousand	
15	Brown Envelops S-7 80 GSM	Three Star	Per Thousand	
16	White Envelops S-5 80 GSM	Three Star	Per Thousand	
17	White Envelops S-6 80 GSM	Three Star	Per Thousand	
18	Gem Clips Coated	Zem	Per pkt.	
19	Binder Clips Small	FDI	Per pkt.	
20	Pin	Office	Per pkt.	

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Sl.No.	Name of the Item	Brand/Specification	Unit	Rate (Rs.)
21	Pin Container	KBI	Each	
22	Paper Weight colored Glass	KBI	Each	
23	Knife/Paper cutter	KBI	Each	
24	Scissors Medium size	KBI	Each	
25	Stapler Pin E-10	Kangaroo	Per pkt.	
26	Stapler Pin 24/6	Kangaroo	Per pkt.	
27	Stapler No. 10	Kangaroo	Each	
28	Stapler No. 45	Kangaroo	Each	
29	Chalk (Dust Less)	Kores	Per pkt.	
30	White Duster 2'x2'	-----	Each	
31	Cloth Duster (Size 24x24)	-----	Each	
32	Flag coloured 3'x3'	Stick on	Each	
33	Ruled Register 2 Quire	Neelgagn	Each	
34	Ruled Register 4 Quire	Neelgagan	Each	
35	Dispatch Register 8 Quire	Neelgagn	Each	
36	Pay Bill Register -150 pages	Neelgagn	Each	
37	Waste Paper Basket (Dust bin)	Mayur	Each	
38	Paper Tray Plastic	Mayur	Each	
39	Floppy Diskette	Sony	Per pkt.	
40	CDR & CDRW	Sony	Per pkt.	
41	Calculator (10 & 15 digit)	Citizen	Each	

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Sl.No.	Name of the Item	Brand/Specification	Unit	Rate (Rs.)
42	Pencil Sharpeners	Natraj	Each pkt.	
43	Eraser	Natraj	Per pkt.	
44	Plastic Folder	-----	Each	
45	Gum Bottle 200 ML	National	Each	
46	Gum Bottle 100 ML	National	Each	
47	Gum Tube	National	Each	
48	Attendance Register	Neelgagan	Each	
49	White Tag	-----	Bunch	
50	Scale Plastic	Apsara	Each	
51	Xe-rox Paper (Size-A4)	Century	Per pkt.	
52	Xe-rox Paper (Size-A3)	Century	Per pkt.	
53	Towel (Size 3 x 2)	Bombay Dying	Each	
54	Cartridge (Toner) for HP laser Jet Printer 3050	Hewlett Packard	Each	
55	Cartridge (Toner) for HP laser Jet Printer 1010	Hewlett Packard	Each	
56	Cartridge (Toner) for HP laser Jet Printer 2820 (Colour)	Hewlett Packard	Each	
57	Cartridge (Toner) for HP laser Jet Printer 5550 (Colour)	Hewlett Packard	Each	
58	Pen Drive 4GB	Reputed	Each	
59	Carban Paper (Black) PIC7	Reputed	Per pkt.	
60	Stamp Pad	Reputed	Each	

Signature of Tenderer