



**NATIONAL RESEARCH CENTRE ON PIG**  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
RANI, GUWAHATI-781131



Phone No.0361 2847195

**F.No.100(A)/NRCP/11-12/Store**

**Date: 15.02.2013**

**Sub: Rate Contract/Limited Tender Enquiry for "STATIONERY ITEMS" .....reg**

The Director, NRC on Pig, ICAR, Rani, Guwahati invites Rate Contract proposals/Limited Tender for supply of Office Stationery items from authorized & reputed distributors/Suppliers.

**Last Date of the Receipt of the Rate Contract Proposal/Tender is 05.03.2013**  
**Date of Finalization of Rate Contract is 05.03.2013 at 11.00 AM onwards at**  
**Conference Hall, NRC on Pig, Rani.**

**Terms & Conditions:**

1. **Delivery Period:** Within 30 days from the date of supply order.
2. **Authorization Letter:** The firm should submit Distributor/Authorization letter.
3. **Rates:** Quotes Rates should be excluding VAT/Taxes etc. Vat/Taxes should be mentioned separately.
4. **Payment:** After satisfactory completion of Supply.
5. **Supply:** Supply shall be strictly according to our supply order.
6. **Defective Supply:** Supply if found defective at an time, the same must be replaced immediately and any loss occurred due to your faulty material, all damages/loss shall be borne by you and payment of bills, if already made will be deducted from any of your pending bills. The rate contract is also liable to be cancelled in case of such eventually.
7. **The Contract:** The Director, NRC on Pig, ICAR Guwahati reserves the right to cancelled the rate contract at any time without assigning any reason by giving one month notice.
8. **Charging higher Price:** The firm shall not charge from NRCP, ICAR, Guwahati higher rates for the same items supplied to any other organization.
9. **Terms of Contract:** The contract will be valid for the period of 01 Year which may be extended by the C.A of this Institute. However, Orders will be placed as per the requirements.
10. **Quality Standard:** All the items should be genuine and comply with quality standards.
11. **Validity Of Rates:** Rates quoted by the firm should be valid for the period of 01 year and no alteration in price will be acceptable.
12. **Legal jurisdiction:** Legal jurisdiction for all the disputes will be within the preview of the Guwahati High Court.

Thanking you,

Yours faithfully,

Sd/-

(B.P Dey)  
Asstt. Administrative Officer.

**Copy to:**

1. AF & AO, NRC on Pig, ICAR, Rani, Guwahati, Assam.
2. Store Officer, NRC on Pig, ICAR, Guwahati, Assam.
3. Dr. Gokuldas, Scientist & Website I/C, with request to kindly publish Tender Notice in Institute Website for wide publication.

## LIST OF STATIONERY ITEMS

Quoted Rates should be excluding VAT/Taxes etc. Vat/Taxes should be mentioned separately

Sl. No.	Items	Quantity / Size	Rate excluding VAT
1	A4 Paper	GSM-75 (Preferably JK Copier)	
2	A4 Colour Paper	GSM-75(Preferably JK Copier)	
3	A3 Paper	GSM-75(Preferably JK Copier)	
4	Bond Paper	GSM-70	
5	F/S Paper / Legal Paper	GSM-75(Preferably JK Copier)	
6	Loose Sheet Plain	Per Pkt	
7	Loose Sheet Ruller	Per Pkt	
8	Excises Copy Plain	Medium	
9	Excises Copy Ruller	Medium	
10	Register	No. 6 No. 8 No. 10 No. 12 No. 20 No. 26	
11	Stock Register	No. 6 No. 8 No. 10 No. 12 No. 20 No. 26	
12	Attendance Register	No. 2 No. 4 No. 6	
13	Dak Dispatch Register	No. 24	
14	Dak Receipt Register	No. 24	
15	Log Book	No. 2 No. 4 No. 6	
16	Peon Book	No. 2 No. 4 No. 6	
17	Auto Clip File (Index File)	Medium Large	
18	Cover File	Per Dozon	
19	Plastic File Bag with button	Per Pcs	
20	Stic File	Per Dozon	
21	File cover & Board (with Printing of Logo & Address of Office)	Per Pcs	
22	Lamina Folder	Per Pcs	
23	Dak Pad	Medium Best	
24	Note Pad Plain	Per Pcs	
25	Note Pad Ruller	Per Pcs	

26	Note Sheet	Per Pkt	
27	Note Sheet Pad	Per Pcs	
28	Envelop (with Printing of Logo & Address of Office)	Small Size 9x4 (100 Pcs) Medium Size 9x4 (100 Pcs) Large Size 11x5 (100 Pcs)	
29	Envelop (A4 Size with Printing of Logo & Address of Office)	Per Pcs	
30	Envelop (Legal Size with Printing of Logo & Address of Office)	Per Pcs	
31	Envelop (A3 Size with Printing of Logo & Address of Office)	Per Pcs	
32	Pen Stand	Medium Best	
33	Pen Stand Pen	Single Side Both Side	
34	Pen	Parker Add Gel Pilot Hi Technology Cello Maxriter Ball Pen Cello Pinpoint Ball Pen Montex Ball Pen Reynold Ball Pen Link Smart Ball Pen Pentek Ball Pen Classmate Ball Pen	
35	Refill	Parker Add Gel Pilot Hi Technology Cello Maxriter Ball Pen Cello Pinpoint Ball Pen Montex Ball Pen Reynold Ball Pen Link Smart Ball Pen Pentek Ball Pen Classmate Ball Pen	
36	OHP Marker Pen	Per Pcs	
37	Board Marker Pen	Per Pcs	
38	Sketch Pen	Per Pkt	
39	Pencil	HB (Apsara) Per Pkt 2B (Apsara) Per Pkt	
40	Eraser (Rubber )	Per Box	
41	Sharpener	Per Box	
42	High Lighter	Per Pcs	
43	OHP Sheet (Transparent Sheet)	Per Pkt	
44	Photo Paper	(GSM-175) Per Pkt (GSM-185) Per Pkt	
45	Stapler	Small (No. 10) Medium (No. 24/6) Large (No. HP 45)	

46	Stapler Pin	Small (No. 10) Medium (No. 24/6) Large (No. HP 45)	
47	Cello Tape	½ inc 1 inc 2 inc 3 inc	
48	Gems Clip	Per Box (10 Pkt)	
49	Alpin	Per Pkt	
50	Board Pin	Per Pkt	
51	Binding Clip	25mm Per Dozon 32mm Per Dozon 41mm Per Dozon	
52	Pin Cushion	Per Pcs	
53	Paper Cutter	Small Medium Large	
54	Fevi Quick	Per Pcs	
55	Gum	Small Medium Large	
56	Glue Stick	Per Pcs	
57	Poker	Per Pcs	
58	Puncture	Single Hold Double Hold (No. 480) Double Hold (No. 500)	
59	Carbon Paper	Per Box (100 Pcs)	
60	Calculator	Medium (120)	
61	Eraz-ex (Correction Fluid)	Bottle (Liquid) Pen Type	
62	Scale	Per Pcs	
63	Scissor	(160mm) Pr Pcs (200mm) Per Pcs	
64	Stamp Pad	Per Pcs	
65	Stamp Pad Ink	Per Pcs	
66	Rubber Band	Kg	
67	Paper Weight	Per Pcs	
68	Page Marker (Flag)	Small Medium Large	
69	Tag	Per Roll	
70	Water Sponge	Per Pcs	
71	CD/ DVD	Per Box	
72	CD Cover	Per Dozon	
73	Dista Paper (Foolscap)	Per Rim	
74	Report File	Per Pcs	