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ICAR- NATIONAL RESEARCH CENTRE ON PIG

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

RANI, GUWAHATI-781 131 ASSAM

Phone no. 0361-2847221/03612847195



File No. 100/ NRCP/20 16-17

Date: 04.10.16

To

Sub: **Rate Contract for “Stationery Items “..Reg**

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

Last date of submission of the Rate Contract Proposal / Tender is 24.10.16 11:00AM.

Date of Opening of Rate Contract Proposal / Tender is 24.10.16 11.30 AM at ICAR- NRC on Pig, Rani, Guwahati

Terms and Conditions:

- 1. Tender fee:** The firm has to submit tender fee of Rs.500/-(Non refundable) in shape of Demand draft in favour of Director, ICAR-NRC on Pig, Guwahati alongwith the Tender document.
- 2. EMD:** The firm has to submit EMD fee of Rs.1000/- (refundable) in shape of demand draft in favour of Director, ICAR-NRC on Pig, Guwahati alongwith the Tender document. EMD of the selected firm will be retained by the Institute towards security money, and will be returned after expiry of the contract.
- 3. Delivery Period:** **Within 30 days from the date of supply order beyond which penalty will be imposed @0.5%. The firm shall supply the items at ICAR-NRC on Pig, Guwahati for which no additional charges towards transportation will be paid extra.**
- 4. Rates:** Quoted rates should be excluding VAT Taxes etc. VAT/Taxes should be mentioned separately.
- 5. Criteria of participation in tender :** **Only those firm should participate in the tender who have their Warehouse / shop in Guwahati for timely supply of the items.**
- 6. Payment:** After satisfactory completion of supply.
- 7. Supply:** Supply shall be strictly according to our supply order.
- 8. Defective supply:** Defective Supply must be replaced immediately and any loss/damages occurred due to faulty material shall be borne by the firm. The cost of damages or faulty supply will be deducted from any of the pending bills. The rate contract is also liable to be cancelled in case of such eventuality.
- 9. The Contract:** The Director, ICAR-NRC on Pig, ICAR, Guwahati reserves the right to cancel rate contract at any time without assigning any reason by giving one month notice.
- 10. Charging higher price:** The firm shall not charge from NRCP, ICAR, Guwahati higher rates for the same items supplied to any other Govt. or autonomous organizations.
- 11. Terms and contract:** The contract will be valid for the period of one year which may be extended at the discretion.
- 12. Quality standard:** All the items should be genuine and comply with quality standards.
- 13. Validity of Rates:** Rates quoted by the firm should be valid for the period of one year and no alternation in price will be acceptable during the period of contract.
- 14. Legal Jurisdiction:** All the disputes will be within the preview of Guwahati courts.
- 15.** The company shall indicate the name of manufacturer of products.
- 16.** The firm shall have to submit following documents without which tender will be rejected.
 - 1) Registration Certificate
 - 2) VAT/Sales Tax Clearance certificate
 - 3) PAN/Card
- 17. The agency shall have 02 year Experience in supply of Stationery to Govt/ Semi Govt. / PSU/ Autonomous organization for which certificate/related documents must be enclosed.**
- 18. All items should be of branded one failing which to order will be cancelled / withdrawn.**

Thanking you.

Yours faithfully,

Administrative Officer

List of Stationary Items

Quoted rates should be excluding VAT/Taxes etc. VAT/Taxes should be mentioned separately.

Rates of VAT/Taxes.....(Please write rate of VAT/Other Taxes as Applicable here)

S. No.	Items	Qty/ Size	Rate excluding VAT
1	A4 paper (preferably J. K. Copier)	GSM 75 GSM	
2	A4 paper Colour (preferably J. K. Copier)	GSM 75 GSM	
3	A3 Paper (preferably J. K. Copier)	GSM-75 GSM	
4	Bond paper (A4 executive bond paper)	GSM-70	
5	F/S paper / Legal paper	GSM-75 GSM	
6	Loose sheet plain	Per pkt	
7	Loose sheet ruler	Per pkt	
8	Exercise copy plain	Medium	
9	Exercise copy ruler	Medium	
10	Register (preferably Apsara/ Tiptop/Bonus)	No. 6 No. 8 No.10 No.12 No.20 No. 26	
11	Stock Register (preferably Apsara/ Tiptop/Bonus)	No.6 No.8 No.10 No.12 No. 20 No.26	
12	Attendance Register (for Govt. employees)	No.2 No.4 No.6	
13	Dak Despatch Register	No. 24	
14	Dak Receipt Register	No. 24	
15	Log book	No.4	
16	Peon Book	No.4 No.6	
17	Auto Clip file (index file)	Small medium	
18	Cover file (Cover should be plastic coated)	Per dozen	
19	Plastic file bag with button	per pcs	
20	Dak pad	best	
21	Stick file	Per dozen	
22	File cover & board(Cover should be plastic coated)	per pcs	
23	Note pad plain	Per pcs	
24	Note pad ruler	per pcs	
25	Note sheet	per pkt	
26	Note sheet pad	per pcs	

27	Envelope (But quality inner laminated)	Small size 9x4(100 pcs) Medium size 10x4(100 pcs) Large Size 11x5 (100 pcs)	
28	Envelope (Best Quality inner laminated)	A4 size per pcs	
29	Envelope (Best Quality inner laminated)	A3 per pcs	
30	Pen Stand	Medium Best	
31	Pen stand pen	Single side both side	
32	Pen	Parker Add Gel Pilot Hi Technology Cello Max Writer Ball pen Cello pinpoint ball pen Montex ball pen Reynold Ball pen Link Smart ball pen Pentek Ball pen Classmate ball pen	
33	Refill	Parker Add Gel Pilot Hi Technology Cello Max Writer Ball pen Cello pinpoint ball pen Montex ball pen Reynold Ball pen Link Smart ball pen Pentek Ball pen Classmate ball pen	
34	OHP Marker pen	Per pcs	
35	Board marker pen	per pcs	
36	Sketch Pen	per pkt	
37	Pencil	HB(Apsara) per pkt	
38	Eraser (Rubber)	Per box	
39	Sharpner	Per box	
40	High lighter	Per pcs	
41	OHP Sheet (Transparent sheet)	per pkt	
42	Professional photo printing inkjet paper	(GSM-175) Per pkt (GSM-185) Per pkt GSM-254) Per pkt	
43	Stapler machine	Small (No. 10) Medium (No. 24/6) Large (No. HP 45)	
44	Stapler pin	Small (No.10) Medium No.24/6) large (No. HP 45/)	
45	Cello tape (Transparent)	1/2 inch 1 inch 2 inch 3 inch	

46	Cello tape (Brown)	1/2 inch 1 inch 2 inch 3 inch	
47	Alpin	per pkt	
48	Paper cutter	Small Medium Large	
49	Gum stick	Per pcs	
50	Gum (bottle)	Small Medium Large	
51	Glue stick /fevi stick	Per pcs	
52	Puncture	Single hold Double hold (No. 480) Double hold (No.500)	
53	Eraz-ex(Correction fluid)	Bottle (liquid) pen type	
54	Scale	Per pcs	
55	Scissor	(160 mm) per pcs (200 mm) per pcs	
56	Stamp pad	per pcs	
57	Stamp pad ink	per pcs	
58	Paper Weight	per pcs	
59	Sticky pad	Per pkt	
60	Page marker (flag)	Small medium Large	
61	Water sponge	per pcs	
62	CD	Per box	
63	DVD	per box	
64	CD Cover	Per dozen	
65	Gems clip	per box(10 pkt)	
66	Board pin	Per pkt	
67	Binding clip	25 mm per dozen 32mm per dozen 41mm per dozen	
68	Pin cushion	Per pcs	
69	Poker	per pcs	
70	Carbon paper (Blue)	per box (100 pcs) best	
71	Calculator (CASIO)	Medium (120)	
72	Rubber band	Kg	
73	Tag	Per roll	
74	Dista paper (foolscape)	Per Ream	
75	Report file	Per pcs	

Note: All the stationery items should be best/branded quality only .