

National Institute of Disaster Management
(Ministry of Home Affairs)
IIPA Campus, I. P. Estate, Ring Road, New Delhi-110002

NIDM/Admin/Store/2015-16

May 25, 2015

Tender Notice

To

Subject: Tender Notice for supply of Stationery items for official use in the National Institute of Disaster Management for a period of one year from the date of awarding the contract.

Sealed Tenders are invited for the supply of stationery items to be used in the National Institute of Disaster Management. The Tender should be **submitted on or before 30th June, 2015 by 5:00 PM**. Tenders submitted via email/fax/telex etc. are not acceptable. Incomplete quotations in any respect will be summarily rejected. The list of stationary items is enclosed as '**Annexure-A**'.

The firm participating in the tender process should have an annual turnover of Rupees 10 Lakh or more per year for the supply of stationary items. The tendering firms must submit the VAT/Sales Tax Registration Certificate. In the absence of these documents, the tender will not be entertained.

Terms & Conditions:

1. Tender should be free from correction and erasers.
2. Tender received after the specified time and date will not be entertained.
3. Tenders should contain full details of item(s) with rate.
4. NIDM reserves unfettered right to reject any or all Tender without assigning any reason(s) thereof or only to buy a part of the materials included in the Tender invited.
5. The rates would be valid for a **period of one year** from the date of awarding the contract.
6. All Prices quoted must be firm and no revision in the price quoted is allowed after Tenders are opened.
7. The agency shall arrange and bear all the cost of transportation of supply of stationary items at NIDM.
8. Successful firms will have to supply the items **within 2 days** after issuance of supply order.
9. The Payment will be made after supply of goods at NIDM.
10. VAT/Sales Tax, if chargeable must be mentioned in Tender, otherwise it will be presumed the rates are inclusive VAT/Taxes etc.
11. **EMD: An Amount of Rs. 10,000/- only be DD/Pay order/Bankers cheque of any scheduled bank in to be deposited in favour of NIDM and payable at New Delhi.** Any Tender not accompanied by EMD will be rejected summarily.
12. Bidders may visit NIDM for checking of samples or other information.

The covers containing the bids should be placed in sealed covers and superscribed "**Tender for supply of Stationery items**" and the same should be addressed to the **Executive Director, National Institute of Disaster Management, IIPA Campus, I. P. Estate, Ring Road, New Delhi-110002 by 5: 00 PM on 30th June, 2015**. Bidders are requested to write organisation name and contact details on the covers/envelope so that they could be informed about opening of tenders.

The actual requirement of stationery items may vary from what is indicated against the items in **Annexure-'A'**, which is **only an estimate**. NIDM may place the order depending upon the requirement round the year. For further information, if required please contact **Mr. Avinash Pandey (Tel: 23702444)**.



Dr. Tej K. Tikoo
(Joint Director)

List of Stationary and IT items used for the period of one (1) year

Annexure 'A'

S. No.	Items	Quantity (A)	Rate per unit (in Rs.) (B)	Amount (in Rs.) (C = A X B)
1.	Cartridge/tonner 400a-black	15 pcs.		
2.	Cartridge/tonner 401a-cyan	10 pcs.		
3.	Cartridge/tonner 402a-yellow	10 pcs.		
4.	Cartridge/tonner 403a-magenta	10 pcs.		
5.	Cartridge/tonner 78a-black	10 pcs.		
6.	Cartridge/tonner 88a Black	4 pcs.		
7.	Cartridge/tonner Fax Toner - 328	8 pcs.		
8.	Cartridge/tonner Hp 950xl(black)	2 pcs.		
9.	Cartridge/tonner Hp 951xl(cyan - cn046aa)	1 pc.		
10.	Cartridge/tonner Hp 951xl(magenta- cn047aa)	1 pc.		
11.	Cartridge/tonner Hp 951xl(yellow- cn048aa)	1 pc.		
12.	Cartridge/tonner Q2612a Black	4 pcs.		
13.	Cartridge/tonner Q5949a Black	48 pcs.		
14.	Cartridge/tonner Q6470a Black	2 pcs.		
15.	Cartridge/tonner Q7551a Black	4 pcs.		
16.	Drawing Pin/thumb Pin	5 Box		
17.	Gem Clip/u-clip	5 Box		
18.	Staples Pin 10 (Kangaro)	5 Box		
19.	Staples Pin 24/6-1 (Kangaro)	5 Box		
20.	Staples Pin 26/6 (Kangaro)	5 Box		
21.	Brown Envelope A4 (10"x12") With Jali (with NIDM Logo & Address print)*	1000 pcs.		
22.	Brown Envelope A4 (10"x12"+ 1.5") With Jali (with NIDM Logo & Address print)*	1000 pcs.		
23.	White Envelope(9"x4") (with NIDM Logo & Address print)*	2000 pcs.		
24.	CD (Sony/ Verbatim)	2000 pcs.		
25.	Color Flag (Stic on) (75 X 25 mm)	100 pcs.		
26.	Double Hole Punch (Kangaro)	5 pcs.		
27.	Dustbin (Cello)	10 pcs.		
28.	Duster-white	80 pcs.		
29.	Duster-yellow	20 pcs.		
30.	DVD (Sony/ Verbatim)	100 pcs.		
31.	Eraser (Camlin/ Faber Castle)	1500 pcs.		
32.	File Board (Neelgagan No. 31)	600 pcs.		

* Sample is available at NIDM

33.	File Cover (Neelgagan No. 60) (with NIDM Logo & Address print)*	600 pcs.		
34.	Flip Chart	50 pcs.		
35.	Glue Stick (Camlin/ Faber Castel)	500 pcs.		
36.	Gum Bottle (Camlin)	5 pcs.		
37.	Jute Bag (with NIDM Logo & Address print)* As per our existing sample	2000 pcs.		
38.	Note Sheet Pad (Neelgagan)	50 pcs.		
39.	Paper Cutter (KesiCa Executive/ Faber Castell)	50 pcs.		
40.	Paper Tray	20 pcs.		
41.	Pencil Cell /battery (AA) (Nippo/Eveready)	100 pcs.		
42.	Pencil cell /Batter (AAA) (Nippo/Eveready)	50 pcs.		
43.	Pencil (Camlin Flora)	1500 pcs.		
44.	Rubber Band(big)	1 Kg		
45.	Scale (Faber Castell)	25 pcs.		
46.	Scissor-medium (KebiCa)	20 pcs.		
47.	Sharpner (Camlin)	1500 pcs.		
48.	Shorthand Note Book (Neelgagan)	20 pcs.		
49.	Single Hole Punch (Kangaro – SHP -20)	25 pcs.		
50.	Stamp Pad (Camlin)	10 pcs.		
51.	Stapler –medium (Kangaro – HD-10)	10 pcs.		
52.	Tag	100 Bunch pcs.		
53.	Water Jug (cello)	10 pcs.		
54.	Writing Pad (Neelgagan No. 66)	2000 pcs.		
55.	Yellow Slip Pad (Post it Slip) (38mm X 50 mm)	100 pcs.		
56.	Yellow Slip Pad –big (post it slip) (76mm X 101mm)	25 pcs.		
57.	Certificate Paper A4 size (Camelle Offwhite – Laid finish) of Royal Executive Bond (each pkt contain 100 pcs.)	15 pkt.		
58.	Copier Paper A4 (500 sheets in each pack) (J. K. Copier)	1200 pcs.		
59.	Highlighter Pen (Faber Castell/Camlin/ Luxor)	100 pcs.		
60.	Ohp Marker (Luxor)	50 pcs.		

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61.	Ball Pen (Blue) (Montex)	2000 pcs.		
62.	Ball Pen (Red) (Reynolds/Montex)	20 pcs.		
63.	Ball Pen (Black) (Reynolds/Montex)	20 pcs.		
64.	Gel Pen –black	50 pcs.		
65.	Gel Pen-blue	50 pcs.		
66.	Gel Pen-red	50 pcs.		
67.	Permanent Marker-(Black) (Luxor)	20 pcs.		
68.	Permanent Marker-(Blue) (Luxor)	20 pcs.		
69.	Pilot Pen –blue (Luxor) V-5 Hi techpoint 0.5	25 pcs.		
70.	Pilot Pen- black (Luxor) V-5 Hi techpoint 0.5	25 pcs.		
71.	Sketch Pen (Camlin/Luxor)	10 pkts.		
72.	Correction Pen (fluid) (Camlin etc.)	100 pcs.		
73.	White Board Marker	100 pcs.		
74.	Bill Register	1 pc		
75.	Dispatch Register	5 pcs.		
76.	Expenditure Control Register	1 pc		
77.	Letter Receipt Register	10 pcs.		
78.	Neelgagan Ruled Register-mota Q3	50 pcs.		
79.	Neelgagan Ruled Register-mota Q2	50 pcs.		
80.	Section Diary Register	10 pcs.		
81.	Stock Register	5 pcs.		
82.	Brown Tape	100 pcs.		
83.	Transparent Tape	100 pcs.		
84.	Wall Clock (Ajanta)	5 pcs.		
85.	Pen Drive (8 GB) (Transend/Sony/HP)	10 pcs.		
86.	Pen Drive (16 GB) (Transend/Sony/HP)	5 pcs.		
			Total	