

National Council for Teacher Education
(A Statutory Body of the Government of India)
Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,
New Delhi-110002

Ref : F.No:15-1/2010/ NCTE/Gen Admn

Date: 9th January, 2012

INVITING QUOTATION FOR SUPPLY OF STATITIONERY ITEMS

National Council for Teacher Education, New Delhi, a Statutory Body of the Government of India under the control of Ministry of Human Resource Development invites sealed quotation under two-bid system from reputed and experienced agencies/suppliers for **“SUPPLY OF STATITIONERY ITEMS”** at the above address.

2. The interested agencies/suppliers are required to submit the Technical and Financial quotations separately. The quotation in Sealed Cover-I containing **“Technical Quotation”** and Sealed Cover-II containing **“Financial Quotation”** should be placed in a third sealed cover superscripted **“Quotation for SUPPLY OF STATITIONERY ITEMS”** and should reach NCTE Office on or before **23rd January, 2012.**

3. **No quotation will be accepted after last date of submission of quotation.**

4. **The Technical Quotation (Annexure-I) and Financial Quotation (Annexure-II) duly signed by the firm/agency should contain in the Envelope-3 superscribed with “Quotation for Supply of Stationery Items”.**

4. The quotation shall remain valid for 90 days from the date of receipt of the same . Any future clarification and /or corrigendum(s) shall be communicated through **‘Tenders’ Section** on the NCTE website www.ncte-india.org.

Under Secretary
NCTE, New Delhi-2

Tel: 011-23370119,
E-mail: mail@ncte-india.org

Fax: 23370128
Website: <http://www.ncte-india.org>

**APPLICATION LETTER
(Specimen)**

To

The Under Secretary (Admn)
National Council for Teacher Education
Wing – II, Hans Bhawan,
1, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Quotation for SUPPLY OF STATITIONERY ITEMS

Dear Sir,

In response to your Tender/Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

S.No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No.	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole	

	Proprietor c. Name and address of partners, in case of partnership firm	
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The NCTE reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The NCTE further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Date

Signature_____

(Name)_____

TECHNICAL QUOTATION

Subject : Quotation for SUPPLY OF STATITIONERY ITEMS

ENVELOPE-1 : TECHNICAL QUOTATION

(In separate sealed Cover-I super-scribed as Technical Bid)

Name of the work: Quotation for SUPPLY OF STATITIONERY ITEMS

in NCTE New Delhi

CONTENTS

1. Name of Statioery Supplier Company/ Firm/Agency
2. Name of proprietor / Director of Company / Firm / agency
3. Full Address of Reg. Office
Telephone No./FAX No.
E-Mail Address
4. Full address of Operating / Branch Office
Telephone No.
FAX No.
E-Mail Address
5. T.I.N. No.
(Attach copy)
6. The Parties/Bidders shall have **at least 03 years experience** in these fields and shall submit the **self attested copies** along with the quotation documents:
7. Details of works of similar nature carried out in Central/State Govt. bodies/ Departments/ PSUs/ Autonomous bodies/ industries/factories/ or other similar organizations during the last 3 years ending **31st December, 2012.**
8. The sealed quotation should be dropped in the quotation Box kept in the Administration Section of NCTE, New Delhi.

9. The rates should be indicated both in words and figures. In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.

10. No party shall be permitted to tender for work in the NCTE, New Delhi in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the NCTE or in the State or Central Government. Any violation of this condition which comes to the Notice of the NCTE after the contract is awarded will entitle the NCTE to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the NCTE on account thereof.

11. NCTE reserves all rights to reject/cancel the quotation without assigning any reasons.

Signature of authorized person

Name : _____

Seal _____

Date :

Place :

Financial Quotation

Annexure – II

Envelope 2 :- Financial Quotation

FORMAT FOR SCHEDULE OF QUOTATION/RATES

OFFICE STATIONARY ITEMS

Sl. No.	Name of the Items	Mention the brand name for which rate quoted	Unit Rate (Rs.)	Taxes, if any	Total amount inclusive all taxes, if any
1.	All Out Refill	All Out			
2.	All Out Machine	All Out			
3A	Collin	250ml			
3A	Collin	500ml			
4A	Cell Small	Everyday/BPL			
5	Cell Small	Nippo			
6	Cell Big	Everyday/Nippo/ BPL			
7A	Calculator Citizen 12 Digit	Citizen			
7 B	Calculator Citizen 12 Digit	Casio			
8	Cello Tape "1"(65 Mtr).				
9	Coastar (glass cover) Set of 6	Cello			
10	Brown Tape 3"(65Mtr.)				
11	Candle (400gmPkt)				

12	Cloth Markin (in Mtr.)				
13	Drstbin Plastic Covered with lid	Cello			
14	Detergent powder (per Pakt.)	Wheel/Fena/Nirma			
15	Dak pad	Neelgagan			
16	Duster White 18x18	(Rate in Dozen)			
17	Duster Yellow 26x26	(Rate in Dozen)			
18A	Eraser (Per Piece)	Natraj			
18B	Eraser (Per Piece)	Apsara			
19A	White Envelope (plain) 5x11	Rate per thousand as per ncte 's sampels			
19B	White Envelope (window printed) 5x11	Rate per thousand as per ncte 's sampels			
20A	White Envelope (printed) 5x11	Rate per thousand as per ncte 's sampels			
20B	White Envelope (plan) 9x4	Rate per thousand as per ncte 's sampels			
21A	White Envelope (window printed) 9x4	Rate per thousand as per ncte 's sampels			
21B	White Envelope (printed) 9x4	Rate per thousand as per ncte 's sampels			
22A	Envelope Yellow (Cloth) printed 12½ x 15½	Rate per thousand as per ncte 's sampels			

22B	Envelope Yellow (Cloth) printed 9½ x 12½	Rate per thousand as per ncte 's sampels			
23	Fluid pencil white	Kores			
24	Fluid white (15ml)	Kores			
25	File Cover printed (Thick quality)	As per NCTE Sample			
26	File Board (Thick quality)	As per NCTE Sample			
27	File Index (Thick)	Neelgagan			
28A	Finit(1Ltr.Tin)	Finit			
28B	Finit(5Ltr.Tin)	Finit			
29	Fax Fill Roll (in Mtr)	Sharp F-1530			
30	Fax Fill Thermal Paper (30 in Mtr)				
31	Flask Still Round Body (One Ltr.)	Branded			
32A	Glue Stick 8gram	Kores			
32B	Glue Stick 15gram	Kores			
33	Gum tube Small (25ml/30ml)	Camel			
34A	Gum Bottle Big 300ml	Camel			
34B	Gum Bottle Big 700ml	Camel			
35	Mineral water 1 Ltr.	Bislery/kingfisher			
36	Gum Clip (Plastic Coded)	Gem			
37A	Hit Spray 30ml	Hit			
37B	Hit Spray 500ml	Hit			

38	Sutli (1kg)				
39	Thread (Bundle)				
40	Poker	(Suaan)			
41	Highlighter (Set of 5 Nos)	Luxor			
42	Library Box				
43A	Marker Permanent (Per Piece)	Reynold			
43B	Marker Permanent (Per Piece)	Luxor			
44A	Marker Board	Reynold			
44B	Marker Board	Luxor			
45	Marker OHP	Luxor			
46	Note Sheet Pad (Executives Bond)	Ballarpur			
47	Pencil H.B.	Apsara/Camlin			
48	Paper Cutter	Kebica			
49A	Paper A-4 75 GSM (Ream)	J.K.			
49B	Paper A-4 75 GSM (Ream)	Century			
50A	Paper full Scape 75 GSM (Ream)	J.K.			
50B	Paper full Scape 75 GSM (Ream)	Century			
51A	Post it note (Yellow) 1 1/2 x 2 2/2	Best			
51B	Post it note (Yellow) 2x3	Best			
51C	Post it note (Yellow) 3x5	Best			
52	Prompt Flag (Per Pkt.)	Best			

53	Plastic folder (Printed)	As per NCTE's Sample			
53 A	Plastic folder (Plain)	Neelgagan			
54	Pen Stand wooden	As per NCTE's Sample			
55A	Pen Stand Plastic (Small)	Kebica			
55B	Pen Stand Plastic (Medium)	Kebica			
55C	Pen Stand Plastic (Large)	Kebica			
56	Pen tray	-do-			
57	Punching Machine Single Hole	Kangaroo			
58	Punching Machine Double Hole	Kangaroo			
59	Pin Cushion Magnetic Plastic	Kangaroo			
60	Pilot Pen V5	Luxor			
61	Pen Gel	All Gel/Achiver			
61B	Pen Gel	Montex			
61C	Pen Gel	Cello			
62A	Ball Pen	Reynolds			
62B	Ball Pen	Add Gel			
62C	Ball Pen	Montex			
62D	Ball Pen	Cello			
63	Pen Gel Refill	Add /Montex			
64A	Resister 2Q	Neelgagan			
64B	Resister 2Q	Swastik			

65A	Resister 4Q	Neelgagan			
65B	Resister 4Q	Swastik			
66A	Resister 6Q	Neelgagan			
66B	Resister 8Q	Swastik			
66C	Resister 8Q	Neelgagan			
67A	Register Attendance				
67B	Stock register (Approx 300 pages)				
67C	Register Log Book				
68	Room Freshner (300 ml)	Branded			
69	Spiral Note Book (Page 100)	Swastik			
70	Signature pad	Neelgagan			
71	Stapler Machine HD-45	Kangaroo			
72	Stapler pin No. 10	Kangaroo			
73	Stapler pin 24/6	Kangaroo			
74A	Scissors big	Kebica			
74B	Scissors small	Kebica			
75A	Short Hand note book	Neelgagan			
75B	Short Hand note book	Swastik			
76	Sharpner "Covered"	Natraj/Camlin			
77A	Soap (100 gram)	Lux			
77B	Soap (100 gram)	Rexona			

77C	Soap (75 gram)	Cinthol/Godrej			
77D	Soap (100 gram)	Nirma			
78	Scale Plastic 12"	Natraj/Camlin			
79	Stamp Pad				
80	Sketch pen	Luxor			
81A	Slip Pad big	Neelgagan			
81B	Slip pad big	Swastik			
82A	Slip pad small (Printed/Plain)	Neelgagan			
82B	Slip pad small (Printed)	Swastik			
82C	Slip pad small (Plain)	Swastik			
83	Tag good quality				
84	Toner for Photostat Machine	Toshiba E-Studio 200.400.282			
85A	Towel "4 foot				
85B	Towel "4 1/2 foot				
86	Tumbler	Year			
87	Vim Powder (1 kg)	Vim			
88	Visiting Card Album				
89	Water Jug Plastic	1 Litter			
	SWEEPING/CLEANING MATERIAL				
90	Clinzo (5Litre)				
91	Phool Jharoo				
92	Detol Liquid soap small (250ml)				

93	Duster Pochcha Big Size (24x24) (in Doz)				
94	Liquid soap (5 Litre can)	Homocol			
95	Wiper Big Size				
96	Odonil (100gram)				
	PANTRI ITEMS				
97	Tea Bages (Pkt of 100 bags)	Tata/Taj Mahal			
98	Sugar-Cube (500 gm)	Daurala			
99	Milk powder (1kg/Pkt.)	Eveready/Nestle			
100A	Biscuits (Marigold)	Britania			
100B	Biscuits (Marigold)	Parle G			
101	Biscuits Sweet	Good Day			
102	Biscuits Salty	Monaco			
103	Paper Napkin				
104	Coffee Powder (50 Grm)	Nescafe			
105A	Premix Tea (1 Kg)	Nescafe			
105B	Premix coffee (1 Kg)	Nescafe coffee			
106	Thermal Glass (300 ml)				
107	Tea Green Label 250gram Pkt.	Lipton			
	COMPUTER STATIONARY				
108	CDR	Sony /Samsung			
109	CDRW	Sony /Samsung			
110	DVDR	Sony /Samsung			
111	Computer Cover				

112	CD folder/Album (50 CD)				
113	Ink cartridge 640 Black (20)	H.P.			
114	Ink cartridge 640 Black (49)	H.P.			
115	Ink cartridge 5550 Black	H.P.			
116	Ink cartridge 5550 Colour	H.P.			
117	Ink cartridge 1015/1020 (Q2612A) 12A	H.P.			
118	Toner Cartridge 2015 (Q7533A) 53A	H.P.			
119	Toner Cartridge 1005 (CB435A) 35A	H.P.			
120	Toner Cartridge 1300	H.P.			
121A	Toner Cartridge 1320(Q5949) 49A	H.P.			
121B	Toner Cartridge 15A	H.P.			
122	Fax cartridge M-40				
123	Toner Cartridge fax machine SCX-4521D3				
124	Fax filling roll Sharp FO-15CR				
124A	Pan Drive 4 GB, 8 GB, 16 GB	Kingston , HP, Dell			
	BINDING MATERIAL				
125A	Binding Element Spico 18mm				
125B	Binding Element Spico 14mm				
125C	Binding Element Spico 16mm				

125D	Binding Element Spico 18mm				
125E	Binding Element Spico 20mm				
125F	Binding Element Spico 22mm				
125G	Binding Element Spico 25mm				
125H	Binding Element Spico 28mm				
125 I	Binding Element Spico 32mm				
125 J	Binding Element Spico 38mm				
125 K	Binding Element Spico 42mm				
125 L	Binding Element Spico 51mm				
126	Transparency Sheet/(OHP Sheet)				
127	PVC Hard Cover A-4				
128	Paper Colour A-4				
	ELECTRIC ITEMS				
129A	Tube Electric	Philips			
129B	Tube Electric	Laxman Sylvania			
129C	Tube Electric	Surya			
130A	Wire 3x20 (One bundle)	Anchor			
130B	Wire 3x20 (One bundle)	Kalinga			
130A	Wire 7x20 (One bundle)	Anchor			

130B	Wire 7x20 (One bundle)	Kalinga			
130A	Earth Wire (One bundle)	Anchor			
130B	Earth Wire (One bundle)	Kalinga			
131A	Tape Electric	Steel Grip			
131B	Tape Electric	Anchor			
132	MCB 32 Amp D.P.	Hevels			
133	MCB Box D.P.	Hevels			
134	Chock (cooper blast)	Anchor			
135A	Tube Starter	Philips			
135B	Tube Starter	Anchor			
136C	Tube Starter	Laxman Sylvania			
137A	Bulb 40W	Philips			
137B	Bulb 40W	Anchor			
137C	Bulb 40W	Laxman Sylvania			
137D	Bulb 40W	Surya			
137E	Bulb 60W	Philip/Anchor			
137F	Bulb 60W	Laxman Sylvania			
137G	Bulb 60W	Surya			
137H	Bulb 100W	Philip			
137I	Bulb 100W	Anchor			
137J	Bulb 100W	Laxman Sylvania			
137K	Bulb 100W	Surya			
138	Extension Board 5 AMP	Anchor/ Cona			
139	Extension Board 15 AMP	Anchor/ Cona			

140A	Switch 15AMP	Anchor/Cona			
140B	Switch 5AMP	Anchor/Cona			
141A	Socket 15	Anchor/Cona			
141B	Socket 5 AMP	Anchor/Cona			
142A	Three Pin Multiplug 5 AMP	Anchor/Cona			
142B	Three Pin Multiplug 5 AMP	Anchor/Cona			
143A	Three Pin Multiplug 5 AMP	Anchor/Cona			
143B	Three Pin Multiplug 5 AMP	Anchor/Cona			

Note : - Annual consumption of stationery is approximately 15 lakh

(Bidder)

Name:.....

Signature :.....

Date _____

Firm's Seal:

Annexure-III

Details of other organizations where such contracts undertaken during last 3 years

(Enclose supporting documents).

S.No.	Name and address of the Organisation	Contact No.

This information to be given in "Envelope No. 1 Technical Quotation".

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Phone No (O):

Date:

Declaration by the Firm/Agency

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

(Signature of Authorised Person)

Name:

Seal:

Address:

Phone No (O):