

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

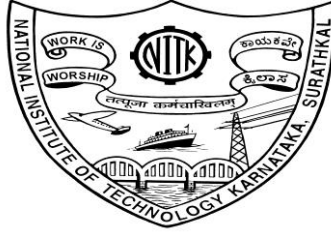
STATIONERY

POST-SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.

Fax: (0824) 2474033

Email: info@nitk.ac.in

Website: <http://www.nitk.ac.in>

NOTICE INVITING QUOTATION

Notification. No: _STRY/B6.....

Dated: ...25/10/2022...

Name of Goods	Stationery Items
Estimated Amount:	₹40,000=00
Time for Supply of item after the release of Purchase order	15 (Days)
Document Download / Sale Start Date	25/10/2022 at 5:30 PM
Clarification Start Date	N.A
Clarification End Date	N.A
Bid Submission Start Date	25/10/2022 at 5:30 PM
Last Date for submission of bids	08/11/2022 before 3.00 PM
Bid Opening Date	08/11/2022 at 3:30 PM
Address for Submission of bids	STATIONERY SECTION / B6, NITK, SURATHKAL, MANGALORE – 575025 PHONE: 0824 247 3023



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
Stationery Section, NITK

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NOTICE INVITING QUOTATION (NIQ)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute Of National Importance Under Ministry of Education Govt of India, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Director, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Number and the Name of the Goods for which quotation is submitted.

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Sd/-
Assistant Register (Purchase)

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

SECTION-1
Terms and Conditions

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any. The rate should be quoted in INR only
4. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
5. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
6. Guarantee/Warranty period should be specified for the complete period should be specified in section 3 of this tender document.
7. Period requirement for the supply and installation of item should be specified in section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

SECTION-2
SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS
[To be filled up by the Department / Centre of NITK, Surathkal]

Item(s) Name to be Procured : Stationery Items

Brief Specifications of the Item(s) : Attached(Annexure-I)

(Attach Additional Sheet if necessary)

Quantity : Attached

Any other details / requirement : -----

Warranty Period required : -----

Delivery Schedule expected
after placement of Purchase order
(in Weeks) : 2 weeks

SECTION 3
PRICE SCHEDULE

[To be used by the bidder for submission of the quotation]

-
1. Item Name :
 2. Specifications
(Conforming to Schedule of requirements
Enclose additional sheets if necessary) :
 3. Currency and Unit Price :
 4. Quantity :
 5. Item Cost (Sl No. 3 * Sl. No. 4) :
 6. Taxes and Other Charges :
(i) Specify the type of taxes and duties
in percentages and also in figures.
(ii) Specify Other Charges in figures.
 7. **Warranty Period** :
(Conforming to the Schedule of requirements)
 8. Delivery Schedule :
(Conforming to the Schedule of requirements)
 9. Name and address of the Firm for
placing purchase order :
 10. Name and address of Indian authorized
agent (in case of imports only) :

Signature of the Bidder: _____

Name and Designation: _____

Business Address : _____

Place:

Date:

Seal of the Bidder's Firm

SECTION 4
CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

Signature of the Bidder: _____

Name : _____

Business Address : _____

Place :

Date :

Seal of the Bidder's Firm

Annexure-I

SL.NO	NAME OF THE ITEM	REQUIRED QUANTITY	UNIT	BRAND	BRAND QUOTED BY BIDDER(To be filled by bidder)
1	HIGHLIGHTER (5mm Yellow)	30	pcs	FABER CASTELL or CAMLIN	
2	SKETCH PEN (BLUE)	20	pcs	CAMLIN	
3	SKETCH PEN (BLACK)	10	pcs	CAMLIN	
4	STAMP PAD (15.7cm x9cm)	20	pcs	FABER CASTELL	
5	STAPLER PIN	30	PCKT	KANGARO 24/6-1M	
6	GLUE STICK (25grm each)	100	pcs	FEVI STIK	
7	100PAGE NOTEBOOK (RULED)	50	pcs	CLASSMATE	
8	COTTON ROLL (2Inch)	100	pcs	ANY	
9	PLASTIC TRAY (1" X 1.5")	30	pcs	ANY	
10	A4 SIZE L FOLDER	10	PCKT	ANY	
11	BOX FILE	50	pcs	AJS	
12	BALL PEN (BLUE)	250	pcs	REYNOLDS	
13	BALL PEN (RED)	100	pcs	REYNOLDS	
14	BALL PEN (BLACK)	50	pcs	REYNOLDS	
15	GELL PEN (BLUE)	250	pcs	REYNOLDS	
16	GELL PEN (BLACK)	50	pcs	REYNOLDS	
17	GELL PEN (RED)	100	pcs	REYNOLDS	