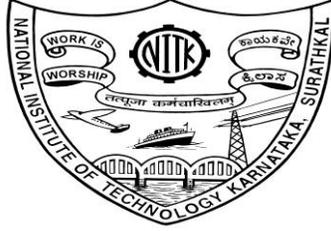


NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

STATIONERY SECTION
 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: NITK/STNY/2024-25/STATIONERY ITEMS/B6/01

Dated: 01/04/2024

Name of Goods	STATIONERY ITEMS
Estimated Amount:	₹ 75,000/ (Seventy Five Thousand only)
Time for Supply of item after the release of Purchase order	10 (Days)
Document Download / Sale Start Date	03/04/2024 , 11:00 AM
Clarification Start Date	N.A
Clarification End Date	N.A
Bid Submission Start Date	03/04/2024 , 11:00 AM
Last Date for submission of bids	12/04/2024 before 3.00 PM
Bid Opening Date	12/04/2024 at 3:30 PM
Address for Submission of bids	ANNI STATIONERY SECTION / B6 Ph:9448319631 email id. b6-assistant@nitk.edu.in



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Notification No: NITK/STNY/2024-25/STATIONERY ITEMS/B6/01

Date: 01/04/2024

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 their authorized dealers so as to reach on or before the scheduled date and time. The quotations on the firm's Business letterhead should be addressed to the "Director, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Number and the Name of the Goods for which the quotation is submitted.

Name of Goods	STATIONERY ITEMS
Estimated Amount:	₹ 75,000/ (Seventy Five Thousand only)
Time for Supply of item after the release of Purchase order	10 (Days)
Document Download / Sale Start Date	03/04/2024
Clarification Start Date	-
Clarification End Date	-
Bid Submission Start Date	03/04/2024
Last Date for submission of bids	12/04/2024 before 3.00 PM
Bid Opening Date	12/04/2024 at 3:30 PM

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

Sd/-
Assistant Register (Purchase)

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 a 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 the supplier.
6. Guarantee/Warranty period should be specified for the complete period should be specified in section 3 of this tender document.
7. Period requirements for the supply and installation of items should be specified in section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.
9. **Liquidated Damages:** Timely delivery is the essence of the contract and hence if the supplier fails to deliver goods within the original/extended delivery period(s) specified in the contract, the institute will be entitled to deduct/recover the liquidated damages for the delay, unless covered under Force majeure conditions aforesaid, **@1% per week or part of the week of the delayed period** as pre-estimated damages not exceeding **5%** of the contract value without any controversy/dispute of any sort whatsoever.

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)
(Attach Additional Sheet if necessary) : Attached

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 on the business letterhead]

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for the 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 defects 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

SPECIFICATIONS OF STATIONERY ITEMS

SL.NO	NAME OF THE ITEM	REQUIRED QUANTITY for 6 Months	UNIT	BRAND	SIZE
1.	9 Volt Battery	10	pcs	DURACELL	
2.	BINDER CLIP (15MM)	10	pkt	ANY	15MM
3.	BINDER CLIP (25MM)	20	pkt	ANY	25MM
4.	BROWN SHEET	60	pcs	ANY	
5.	CELL AAA	100	pcs	DURACELL	AAA
6.	CELL AA	100	pcs	DURACELL	AA
7.	Cloth-lined Cover 14x10	500	pcs	ANY	14X10
8.	COTTON TAPE ROLL	50	pcs	ANY	2 Inch
9.	EXECUTIVE BOND PAPER (100 GSM)	10	pkt	JK	100 GSM
10.	Fevicol	20	pcs	Fevicol	100gm
11.	GUM Tape "2"(Brown colour)	50	pcs	ANY	2 inches
12.	GUM Tape Medium "1" (Brown colour)	30	pcs	ANY	1 inch
13.	L.FOLDER	240	pcs	ANY	
14.	LONG BOOK 100 PAGE (hard bind)	50	pcs	CLASSMATE	
15.	LONG BOOK 200 PAGE (hard bind)	100	pcs	CLASSMATE	
16.	Long Book 400pages	25	pcs	CLASSMATE	
17.	NOTICE BOARD PIN	10	pcs	ANY	
18.	Paper Weight (Rubber)	25	pcs	ANY	RUBBER
19.	SKETCH PEN (Blue)	15	pcs	CAMLIN	
20.	SKETCH PEN (Red)	15	pcs	CAMLIN	
21.	PLASTIC TRAY	20	pcs	ANY	Length-17inch width-12inch hight- 3inch