



नर्मदा नियंत्रण प्राधिकरण

(जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय, भारत सरकार)
NARMADA CONTROL AUTHORITY

(Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India)

नर्मदा सदन, सेक्टर-बी, स्कीम नं. 74 सी, विजय नगर, इन्दौर-452 010 (म. प्र.)

Narmada Sadan, Sector-B, Scheme No. 74-C, Vijay Nagar, Indore-452 010 (M.P.), INDIA

No.NCA/Lia./Sat./(7)/2018-19 /677

Dated: 14.11.2018

To,

As per list enclosed

Sub: Short term notice for inviting quotation for supplying of Office Stationeries item.

Secretary, NCA, Indore on behalf of Chairman, NCA invites sealed quotation for supplying of office stationery items from the registered and reputed stationery suppliers/agencies having shop at Indore on or before **05.12.2018** till 3.00pm. The quotation will be opened on the same day ie on 05.12.2018 Wednesday at 4.00 pm in the Office of Dy. Director (Liaison), Narmada Sadan, Scheme No. 74-C, Vijay Nagar, Indore- 452 010 in the presence of the agency or their authorised representatives whoever wish to present. The details of items for which the agency should quote item rate are enclosed at Annexure-I.

The Notice can also be seen in NCA website www.nca.gov.in.

Terms and Conditions:

1. The quotation invited is open to all manufactures, their suppliers and general order suppliers, who are having atleast 02 year of experience in supply of stationery items and having shop at Indore.
2. The firm should be registered with the Government for the purpose of GST etc. and the copy of certificate PAN CARD duly attested should be attached with the quotation alongwith TIN number else the quotation shall not be accepted.
3. The interested agency/firm should quote their rate in Numeral and words in the format enclosed at Annexure-I without cutting & over writing with his/her/their signature, contact address & phone number. If any correction is made should be signed by the authorized person otherwise the item shall not be considered if there is any cutting or over writing.
4. Rate quoted shall be inclusive of GST and other taxes if applicable and other charges like transportation, packing, forwarding and handling etc. and no extra payment shall be made.
5. Rates mentioned in the quotation, if accepted, shall remain valid during the rate contract for a period of one year and no request for any increase in the rates will be entertained during the contract period. No advance payment will be made.
6. The lowest quotation shall be chosen on the item rate basis.

Cont./02/



स्वच्छ सुरक्षित जल - सुन्दर खुशहाल कल
CONSERVE WATER - SAVE LIFE

7. The firm whose rates are found to be lowest may be required to submit the sample of non-branded items for acceptance. If the sample of the lowest rate quoted by the firms is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
8. The sample deposited to NCA shall remain in the office of NCA during the contract period and the same will be returned after expiry of contract.
9. Narmada Control Authority, Indore will not accept any duplicate / substandard items not matching with the sample. If the supplier is not able to supply the items as per sample, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract including blacklisting the firm.
10. The firm should be in a position to supply the Stationery items within 3 days in good condition without any damage after receiving the supply order in the Office of Assistant Engineer (Liaison), Central Office, Narmada Sadan, Indore.
11. In case of repeated failure to supply the items indented by the NCA, Indore within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from performance security or from the pending bills, the firm shall also be barred from participating in any future Tenders of the NCA, Indore.
12. The Stationery items are generally purchased on monthly/quarterly basis. However, the procurement of the above items would be purely on need basis without any guarantee for any minimum quantity. Hence, NCA, Indore shall not be liable to take any or all items included in the Rate Contract.
13. In case, the supplier is found in breach of any condition(s) of the contract at any state or services of the supplier is found not to the satisfaction of competent authority of this office, the contract may be terminated. The decision of the competent authority shall be final and binding in this regard.
14. After expiry of the contract, NCA, Indore may extend the contract for the further period of one year on the same Terms & Conditions and price if mutually agreed.
15. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in NCA, Indore.

16. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Indore.
17. The competent authority reserves the right to accept or reject any or all quotations without giving any notice or assigning any reason thereof.
18. Lowest quotationer will be ordered to supply the material will have to deposit a FDR amounting to 5% of supply order value in favour of Finance Office, NCA, Indore, issued by any scheduled bank within ten days from the date of issue supply order otherwise supply order may be treated as cancelled.

Ritish
14.11.18
Assitant Engineer (Liaison)

Annexure-I-

Sl. No.	Name of the Stationery Item	Qty.	Rate in Numerals / word	GST	Amount
1	Photocopy paper A-4 size, 75 gsm, White , make of reputed brand like (JK Coppier, Modi Xerox, Copy Power) etc.	350 pkt.			
2	Photocopy paper A-3 size, 75 gsm, White , make of reputed brand like (JK Coppier, Modi Xerox, Copy Power) etc.	07 pkt.			
3	Photocopy paper legal size, 75 gsm, White , make of reputed brand like (JK Coppier, Modi Xerox, Copy Power) etc.	07 pkt.			
4	Photocopy paper legal size, 75 gsm, Green , make of reputed brand like (JK Coppier, Modi Xerox, Copy Power) etc.	07 pkt.			
5	Typing paper 60 gsm 500 sheet, "Orient Century" etc.	07 pkt.			
6	Cello Pen Stylo grip/fine grip/ Reynolds pen sterling-81 (Blue / Red/ Green)	150 Nos.			
7	Cello (Refill) Stylo grip/Reynolds pen sterling-81 (Blue/Green/Red)	25 Nos.			
8	Jotter pen, "Rorito"	10 Nos.			
9	Jotter (Refill) "Rorito"	10 Nos.			
10	Gel pen "Raynolds" / "Cello"/ My Gel pen.	10 Nos.			
11	(Refill) "Raynolds" "Cello"/ My Gel pen.	10 Nos.			
12	Pilot pen "Hi-Tecpoint/ 05/luxor" (Blue/Green/Red)	25 Nos.			
13	High lighter pen. Cello/Luxor/Faber Castle.	10 Nos.			
14	Marker pen Camlin Small Tip, "Luxor/ Koress".	10 Nos.			
15	Marker pen Camlin Big tip, "Luxor/ Koress".	10 Nos.			
16	Gloliter Marker pen. "Luxor/Koress"	10 Nos.			
17	Packing tape (48mmx65m) Brown/transparent "Wonder"/Cello/Omax.	25 Nos.			
18	Cello Tape (Big) Tixo-12mm x 65 mtr. "Wonder"/Cello/Omax.	10 Nos.			
19	Cello Tape (Small) Tixo-12m x 9 mtr "Wonder"/Cello/Omax.	50 Nos.			
20	Correcting fluid pen (Eras-z) 15ml "Koress/Camel CRP"	20 Nos.			
21	File Board yellow putto "Standard/Good Quality"	300 Nos.			
22	Note sheet pad, (green ledger paper) 100 sheet 90gsm Brand: "Good quality/Neelgagan/ABD".	50 Nos.			
23	Gum Tube stripe ADI 50ml. Camel /Fevi Gum	25 Nos.			
24	Gum Bottle 300ml. (Camel) / Fevi Gum	10 Nos.			
25	Glue stick 15gm, "koress/Fevi Stick".	50 Nos.			
26	U-Clip Box (Color clips) "Infinity/Unique/SS"	25 Pkt.			

Sl. No.	Name of the Stationery Item	Qty.	Rate	GST	Amount
27	All pin box (good quality) Brand:"Oddy/ Globe".	10 Nos.			
28	Post it pad (Three colours) Brand:"Music 555/ Oddy /Prime".	50 Nos.			
29	Post it pad (Single colour) 45 mmx 75 mmx Brand:"Music 555/ Oddy /Prime".	10 Nos.			
30	Index file with apt clip (Hatim,Comet) Good quality, Brand: "Hatim/Nidhi".	80 Nos.			
31	Paper cutter, Brand "Glory/OEM/Bunchin" etc.	10 Nos.			
32	Register Rulled long size (60gsm) 2 Qr.Good quality. Brand: :Lotus/Neelgagan/Prakash". etc.	15 Nos.			
33	Register Rulled long size (60gsm) 3 Qr.Good quality. Brand: :Lotus/Neelgagan/Prakash". etc.	15 Nos			
34	Register Rulled long size (60gsm) 4 Qr.Good quality. Brand: :Lotus/Neelgagan/Prakash". etc.	15 Nos			
35	Peon book 60 gsm 2 Qr.Good quality. Brand: "Neeraj/Lotus/Neelgagan/Prakash". etc.	05 Nos.			
36	Scissor "Godrej, Vega,Kangaro, Saya" (9 Inch)	10 Nos.			
37	Stapler kangaroo HD- No.-10 (Small Size) Good quality:"Koresh/Kangaroo".	10 Nos			
38	Stapler kangaroo HD-No.-45 (Medium Size) Good quality:"Koresh/Kangaroo".	10 Nos			
39	Stapler Pin HD-10 (Kangaroo) Good quality:"Koresh/Kangaroo".	50 Pkt.			
40	Stapler Pin HD-45 (Kangaroo), Good quality:"Koresh/Kangaroo".	50 Pkt			
41	Short hand note book (60 gsm) 190 pgs Good quality: "Bittu/Swastik/Lotus".	10 Nos.			
42	Binder Clip 25mm, Good quality "Worlddone/Infinity".	15 Nos			
43	Binder clip (45mm) Good quality "Worlddone/Infinity".	15 Nos			
44	Pencil Eraser.Good quality "Natraj/ Nondust" Apsra".	100 Nos.			
45	Pencil Sharpener , Good quality, "Doms/Natraj/Apsra.	100 Nos.			
46	Pencil HB Natraj (10 Nos.) Good quality	10 Pkt.			
47	Pencil Shorthand (Apsara) 10 Nos.Good quality	10 Nos			
48	Plastic Folder (Fs) Natraj Colured with corner "Neelgagan/Neeraj"	50 Nos.			
49	Pencil Cell (Eveready/Panasonic/Nippo)	50 Nos.			
50	Transparent sheet (Garware) 175 micron) for spiral (100 sheet) Good quality: Namibind/Oddy"	05 Pkt.			
51	Dustbin (Without top and Cover) Good quality "Napton/Cello/National".	10 Nos			
52	Stamp pad (Big size) 16x10cm, Good quality: Koress/Faber Castell/Cablin"	10 Nos			
53	Stamp pad (Small size), Good quality: Koress/Faber Castell/Cablin".	10 Nos			
54	Stamp pad ink (Koress)Good quality: Koress/Faber Castell/Cablin"	05 Nos.			

Sl. No.	Name of the Item	Qty.	Rate	GST	Amount
55	Double punch, Good quality: "Kangaroo /Kangaroo"	10 Nos			
56	Single punch SHP-20, Good quality: "Kangaroo /Kangaroo"	10 Nos			
57	Dak Pad (Superior Quality) Brand: "Standard/SK"	05 Nos			
58	Gum bottle 300 gm, Brand: "Camlin/Mohni/ Camel"	15 Nos			
59	Writing pad (15x23) 75gsm, Brand: "Oddy/Saraswati/Hans/Luxer"	50 Nos			
60	Stapler Kangaroo, Brand: No. "HD-1217"	02 Nos.			
61	Pin Cushion, Magnetic, Brand: "Omega/Aircon/Madhu"	10 Nos			
62	Attendance Register 2 Qr. Brand: "Neeraj/Neelgagan/hans"	10 Nos			
63	Attendance Register 3 Qr. Brand: "Neeraj/Neelgagan/hans"	05 Nos.			
64	Fax film Roll (Panasonic) 72 mtr.	02 Nos.			
65	Fax Roll (Panasonic) 52 mtr.	02 Nos.			
66	Fax Roll "de'Smat"/Kores 30 mtr. Thermal	20 Nos			
67	Tag Long "Green" Good quality "Satyam/Vijay"	05 Nos.			
68	Tag White 8" Good Quality, "Satyam/Omex"	05 Nos.			
69	Scale Plastic, Good quality, "Natraj/Omega"	10 Nos			
70	Scale (Steel) Good quality, "Natraj/Omega/Eiora"	10 Nos			
71	File Cover with printing (Spring) Good quality: as per sample provided by NCA.	500 Nos.			
72	File Cover with printing (without Spring) Good quality: as per sample provided by NCA.	300 Nos.			
73	Envelops 12'x16' (file size) Good Quality "a ample will be provided by this office.	500 Nos.			
74	Envelops 10'x12' (book size) Good Quality "a ample will be provided by this office.	500 Nos.			
75	Envelops 9'x4', Good Quality "a ample will be provided by this office.	1500 Nos.			
76	Envelops 11'x5', Good Quality "a ample will be provided by this office.	1000 Nos.			
77	Office Letter Head, as per sample provided by NCA. Good Quality "a ample will be provided by this office.	25 Pkt.			
78	Service Book "Long soze" (Binded) Good quality	10 Nos.			
79	Measurement Book 100 gsm 200 pgs. (Long) Good quality	10 Nos.			
80	Dispatch Register (Outward) 100 gsm 8 Qr. Good quality	02 Nos.			
81	Dispatch Register (Outward) 100 gsm 7 Qr. Good quality	02 Nos.			
82	Dispatch Register (Inward) 100 gsm 8 Qr. Good quality	02 Nos.			

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Sl. No.	Name of the Stationery Item	Qty	Rate	GST	Amount
83	Dispatch Register (Inward) 100 gsm 7 Qr. Good quality	02 Nos.			
84	Pension Payment Order (P.P.O.) Good quality	25 Nos.			
85	D.S.R. (Contract Employee Payment Register), Good quality.	02 Nos.			

**Name & signature of the
agency/ Authorised person
with Seal/Stamp of the firm**