

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:21-1/2013/ NCTE/GA

Date:11thFebruary, 2015

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 **9th March, 2015**.

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”.**

5. Amount of Earnest Money to be Deposited as Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Demand draft, in favour of the Member Secretary, National Council for Teacher Education payable at New Delhi.

6. 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.

Section Officer (Admin)
NCTE, New Delhi

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

Fax: 23379980
Website: <http://www.ncte-india.org>

**APPLICATION LETTER
(Specimen)**

To

The Section Officer (Admin)
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	

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,

Signature
firm's seal
(Name)

Date

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 Stationery 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, 2014**.
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

Envelope 2 :- Financial Quotation

FORMAT FOR SCHEDULE OF QUOTATION/RATES

OFFICE STATIONARY & OTHER GENERAL 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,
1.	All Out Refill	All Out			
2.	All Out Machine	All Out			
3.	Collin	500ml			
4.	Pencil Cell Small AA	Everyday			
5.	Pencil Cell Small AAA	Everyday			
6.	Calculator Citizen 12 Digit	Casio			
7.	Cello Tape “1” (65 Mtr).	Wonder			
8.	Coaster (glass cover) Set of 6	Cello			
9.	Brown Tape 1”(65Mtr.)	Wonder			
9A	Brown Tape 3”(65Mtr.)	Wonder			
10.	Candle (400gmPkt)				
11.	Cloth Markin (Per Mtr.)				
12.	Dustbin Plastic Covered with lid	Cello			
13.	Surf 1k.g. pkt.				
14.	Dak pad	Neelgagan			
15.	Duster White 18x18	(Rate in Dozen)			

16.	Duster Yellow 26x26	(Rate in Dozen)			
17.	Eraser	Natraj			
18.	White Envelope (plane) 5x11	Rate per thousand			
19.	White Envelope (plane) 9x4	Rate per thousand			
20.	White Envelope (plane) 5x11	Rate per thousand			
21.	White Envelope (plane) 5x11	Rate per thousand			
22.	White Envelope (plane) 5x11	Rate per thousand			
23.	White Envelope (plane) 5x11	Rate per thousand			
24.	Envelope Yellow (Jalli) Printed A-3 Size	Rate per thousand			
25.	Envelope Yellow (Jalli) Printed A-4 Size	Rate per thousand			
26.	Fluid pen	Kores			
27.	Fluid white (15ml)	Kores			
28.	File Cover printed	Neelgagan			
29.	File Board (Thick)	As per Sample			
29 A	Plastic Folder (L Shape)	As per Sample			
30.	File Index (Thick)	Neelgagan			
31.	Flask Still Round Body (1 Ltr.)	Cello			
32.	Glue Stick 8gram	Kores			
33.	Glue Stick 15gram	Kores			
34.	Gum tube Small (25ml/30ml)	Camel			
35.	Gum Bottle Big 300ml	Camel			
36.	Gum Bottle Big 700ml	Camel			
37.	Gum Clip (Plastic Coded)	Gem			

38.	Hit Spray 500ml	Hit			
39.	Sutli (1kg)				
40.	Thread (Bundle)				
41.	Highlighter (Set of 5 Nos)	Luxor			
42.	Marker Permanent	Luxor			
43.	White Board Marker	Luxor			
44.	Marker OHP	Luxor			
45.	Note Sheet Pad (Executives Bond)	Neelgagan			
46.	Pencil H.B.	Apsara/Camlin			
47.	Paper Cutter	Kebica			
48.	Paper A-4 75 GSM (Ream)	J.K.			
49.	Paper A-4 75 GSM (Ream)	Century			
50.	Paper full Scape 75 GSM (Ream)	J.K.			
51.	Paper full Scape 75 GSM (Ream)	Century			
52.	Post it note (Yellow) 1½ x 2	Best			
53.	Post it note (Yellow) 2x3	Best			
54.	Post it note (Yellow) 3x5	Best			
55.	Flag	Best			
56.	Pen Stand wooden	-do-			
57.	Pen Stand Plastic (Small)	Kebica			
58.	Pen Stand Plastic (Medium)	Kebica			
59.	Pen Stand Plastic (Large)	Kebica			

60.	Pen Holder	-do-			
61.	Punching Machine Single Hole	Kangaroo			
62.	Punching Machine Double Hole	Kangaroo			
63.	Pin Cushion Magnetic Plastic	Kangaroo			
64.	Pilot Pen V5	Luxor			
65.	Pen Gel	Achiver			
66.	Pen Gel	Montex			
67.	Pen Gel	Cello			
68.	Ball Pen	Reynolds			
69.	Ball Pen	Montex			
70.	Resister 2Q	Neelgagan			
71.	Resister 4Q	Neelgagan			
72.	Resister 6Q	Neelgagan			
73.	Resister 8	Neelgagan			
74.	Register Attendance	Amir Book Depot.			
75.	Stock Register	Amir Book Depot			
76.	Register Log Book	Amir Book Depot			
77.	Room Freshener	Branded			
78.	Spiral Note Book (Page 100)	Neelgagan			
79.	Signature pad	Neelgagan			
80.	Stapler Machine HD-45	Kangaroo			
81.	Stapler pin No. 10	Kangaroo			
82.	Stapler pin 24/6	Kangaroo			
83.	Scissors Big	Kebica			

84.	Scissors Small	Kebica			
85.	Short Hand note Book	Neelgagan			
86.	Sharpener "Covered"	Natraj/Camlin			
87.	Soap (100 gram)	Lux			
88.	Scale Plastic 12"	Natraj/Camlin			
89.	Stamp Pad	Supreme			
90.	Slip Pad big No.55	Neelgagan			
91.	Slip pad small No.33 (Printed/Plain)	Neelgagan			
92.	Tag good quality	As per sample			
93.	Toner Toshiba E-Studio.455	T-4530D			
93 A	Toner Toshiba E-Studio. 282	T-2341D			
93 A	Toner Toshiba E-Studio. 163	T-1640D			
94.	Towel "4 foot				
95.	Towel "4 1/2 foot				
96.	Tumbler	Year			
97.	Vim Powder (1 kg)	Vim			
98.	Visiting Card Album				
99.	Water Jug Plastic	1 Litter			
100.	Pen Drive 32 GB	Kingston			
101.	Pen Drive 16 GB	Kingston			
102.	Pen Drive 8 GB	Kingston			
103.	Pen Drive 4 GB	Kingston			
SWEEPING/CLEANING MATERIAL					

104.	Clinzo (5Litre)				
104 A	Phenyl (5Liter)	Tirshul			
105.	Phool Jharoo/Broom	Hari Ram Gulab Rai			
106.	Dettol Liquid soap small (250ml)				
107.	Pochha Big Size (24x24)				
108.	Liquid soap (5 Liter cane)	Homocol			
109.	Wiper Big Size				
110.	Odonil (100gram)				
PANTRI ITEMS					
111.	Tea Bags (Pkt. 100 bags)	Taj Mahal			
112.	Sugar-Cube	Daurala			
113.	Milk powder (1kg/400gm/200gm)	Nestle Eveready			
113 A	Milk powder 400gm	Nestle Eveready			
113 B	Milk powder 200gm	Nestle Eveready			
114.	Biscuits (Marigold)	Britania			
115.	Biscuits Good Day				
116.	Biscuits Monaco				
117.	Paper Napkin				
118.	Coffee Powder (50 Grm)	Nescafe			
119.	Thermal Glass				
COMPUTER STATIONARY /Laser Toner Cartridge					
120.	CDR	Sony			
121.	CDR (RW)	Sony			
122.	DVD R	Sony			

123.	Ink cartridge (Q2612A) 12A	H.P.			
124.	Toner Cartridge (Q7533A) 53A	H.P.			
125.	Toner Cartridge (CB435A) 35A	H.P.			
126.	Toner Cartridge 1300 13A	H.P.			
127.	Toner Cartridge (Q5949) 49A	H.P.			
128.	Fax Ink Cartridge M-40	Samsung			
129.	Toner Cartridge MLT-D 119S	Samsung			
ELECTRIC ITEMS					
130.	Tube Light 40 W	Philips			
131.	Tube Light 20W	Philips			
132.	Wire 3x20 (One bundle)	Kalinga			
133.	Wire 7x20 (One bundle)	Kalinga			
134.	Earth Wire (One bundle)	Kalinga			
135.	Flexible Wire 23/76	Kalinga			
136.	Tape Electric	Steel Grip			
137.	MCB 63 Amp D.P.	Hevels			
138.	MCB 32 Amp D.P.	Hevels			
139.	MCB 32Amp S.P.	Hevels			
140.	MCB 16Amp S.P.	Hevels			
141.	MCB 6 Amp S.P.	Hevels			
142.	MCB Box D.P.	Hevels			
143.	Chock (cooper blast)	Anchor			
144.	Tube Starter	Philip			
145.	Tube Light Starter	Laxman Sylvania			

146.	Extension Board 5 AMP	Cona/Anchor			
147.	Extension Board 15 AMP	Cona/Anchor			
148.	Switch 15AMP	Anchor/Cona			
149.	Switch 5AMP	Anchor/Cona			
150.	Socket 15 AMP	Anchor/Cona			
151.	Socket 5 AMP	Anchor/Cona			

*** Note : - Annual consumption of stationery is approximately 15 lakh**

(Bidder)

Name:.....

Signature :.....

Date_____

Firm'sSeal:

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:

Annexure-IV

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):

NATIONAL COUNCIL FOR TEACHER EDUCATION

**NOTICE INVITING TENDER FOR SUPPLY OF STATIONARY AND
GENERAL ITEMS**

SPECIAL TERMS AND CONDITIONS

1. The goods/items/stores should be supplied within 07 (seven) days from the date of issue of purchase order/supply order.
2. The goods/items shall be delivered to General Administration's store at Room No. 10, Ground Floor or any designated place of the office, National Council for Teacher Education, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110002 between 10.30 AM to 01.30 PM and 2.30 PM to 04.30 PM during working days. Unloading of goods / stores and delivery to store at above mentioned place shall be responsibility of the firm.
3. The supplier will be liable to replace the rejected /damaged stores within 10 days, failing which the legal action will be taken as deemed fit by the Council.
4. The tenderer must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in the Tender Enquiry and in case any duplicate/identical goods of varying quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L-2 quoting firm or market, and the difference in price would be recovered from L-1 supplier.
5. In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the Council shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this Council may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and security deposit would be forfeited apart from taking other legal action by this Council.

**Section Officer (Admn.)
Nation Council for Teacher Education
New Delhi**