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Dolabari
P.O. Kaliabhomora
Tezpur – 784 027,
Assam (India)

**NORTH EASTERN REGIONAL INSTITUTE OF
WATER AND LAND MANAGEMENT (NERIWALM)**

An Institute under the Ministry of Water Resources, River Development & Ganga Rejuvenation
Govt. of India

(Registered under the Societies Registration Act, 1860)

No. NRWM/ST/1/2012-13/ 2208-2211

Dated: 16.02.2015

NOTICE INVITING QUOTATION

Sealed quotations are invited by the Director, NERIWALM, Tezpur from registered supplier / firms for supply of stationery items and Computer consumables & photostat consumables related materials as per the terms and conditions as given below. The last date for submission of filled in quotations only by “REGISTERED POST” (superscribing quotation for “Stationery items/Computer consumables/ Photostat consumables” on the top of the envelope) is 19.03.2015. The quotations can be downloaded from institute’s website www.neriwalm.gov.in. Sealed quotations will be opened at 1100 hrs of 20.03.2015 in the conference room of the institute in presence of the quotationers or their authorized representatives, if any. In the event of 20.03.2015 being declared holiday, the quotations will be opened on the next working day at the same time and place.

Terms and Conditions

1. Copy of Dealership Certificate, if any, TIN/GRN certificate, PAN No. should be furnished.
2. Price: F.O.R. NERIWALM, Tezpur, and exclusive of taxes and duties, VAT etc., if any should be shown separately.
3. Guarantee/warranty period should be indicated wherever applicable.
4. Validity: The validity of rate should be indicated clearly.
5. Delivery: within 21 days from the date of issue of supply order.
6. Payment: 100 % payment will be made after satisfactory delivery of the materials.
7. Penalty for delayed supply/execution of work will be imposed on total value of supply/work at the rate to be fixed by NERIWALM.
8. For some specific items, rates will be finalised after verification of samples.
9. Director, NERIWALM reserves the right to accept/reject any/all quotations received without assigning any reason thereof and there will be no binding on the Director to accept the lowest rates.
10. The quotations should be addressed to The Director, NERIWALM, Dolabari, P.O.-Kaliabhomora, Tezpur-784 027.

A.K. Sharma
16/02/15
(A.K. Sharma)
Deputy Director i/c
Dated: 16.02.2015

No. NRWM/ST/1/2012-13/

Copy for information and necessary action to:

1. Steno –III to the Director for Director’s kind information.
2. The Officer in-charge, Store, NERIWALM
3. The Accounts Officer, NERIWALM
4. The Notice Board of NERIWALM for wide circulation.

A.K. Sharma
16/02/15
Deputy Director i/c

QUOTATION FOR STATIONERY ITEMS

Annexure -I

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM), Tezpur

Sl. No.	Particulars	Unit	Rate		Remarks
			In figure	In words	
1	Ball pen (Blue, Red, Black)				
	a) Reynolds 045 D' fine	Each			
	b) 045 Reynolds Fine Carbure	Each			
	c) Cello Maxriter (F)	Each			
	d) ADD Gel PG 500 (Green Ink)	Each			
	e) Pilot Hi-Tecpoint V-5 (Black)	Each			
	f) Pilot pen (Blue/Black/Red)	Each			
	g) Montek REGAL	Each			
2	Pad Ink (Gripex) 500 ml	per btl			
3	Wooden pencil				
	a) Apsara -HB/2B/3B	Per pkt			
	b) Steno pencil for shorthand writing (Good quality)	Per pkt			
4	Pencil Eraser Apsara (Non Dust)	Each pc			
5	Alpin Steel (Best quality)	Per pkt			
6	Drawing Pin (Libra-Brassed Big Size)	Per pkt			
7	Paper Clip Standard 32 MM	Per pkt			
8	Butter fly Clip (Big size)	Per pkt			
9	Butter fly clip (Small size)	Per pkt			

Sl. No.	Particulars	Unit	Rate		Remarks
			In figure	In words	
10	Damper (Omega)	Each			
11	Erazex (Kores) 15 ml	Each			
12	Glue Stick (Super Kores) Big	Each			
13	Gum Paste 30 ml tube	Each			
14	Gum Paste Camel Superior 700 ml btl	Each			
15	Pin Container	Each			
16	Paper Cutter Big size) – Omega	Each			
17	Paper Cutter (Small) – Omega	Each			
18	Scale Plastic - Best quality	Per dzn			
19	Post-it (a) 11/2"x2" size	Per pad			
	(b) 2" x 3" size	Per pad			
20	Paper				
	a) Full scrape paper (Big white thick)	Per Ream			
	b) Drawing sheet White (Full size) JK	Each			
	c) Drawing sheet White A4 Size (500 sheets Ream)- JK	Per Ream			
	d) Carbon paper (Pencil) Kores	Per Pkt			
	e) Conquest Paper (Note sheet Paper) F/S size	Per Ream			
	f) Xerox paper A4 size (210 x 297) mm - JK	Per Ream			
	g) Xerox paper A3 size (297x420) mm – JK	Per Ream			
	h) Super white bond paper (A4 size)	Per Pkt			
	i) Glossy paper 250 gsm (A4 size)	Per 100 sheet			
j) Kodak Photo Glossy Paper for inkjet printer	Pkt				

Sl. No.	Particulars	Unit	Rate		Remarks
			In figure	In words	
21	Small size Cello tape stand	Each			
22	Ball pen both side writing	Each			
23	Binding Register Ruled No 5	Each			
24	Binding Register Ruled No 10	Each			
25	Block Register No 12	Each			
26	Binding Register Ruled No 15	Each			
27	Binding Register Ruled No 20	Each			
28	Stock Register Elete No. 16	Each			
29	Stock Register Elete No. 10	Each			
30	Stock Register Elete No. 5	Each			
31	Binding Register Ruled No 05 (Elete)	Each			
32	Binding Register Ruled No 10 (Elete)	Each			
33	Binding Register Ruled No 15 (Elete)	Each			
34	Binding Register Ruled No 20 (Elete)	Each			
35	Dak Issue Register No 16	Each			
36	Shorthand Book-200 Pgs (Oxford)	Per 100 Pads			
37	Writing pad 1/8 Demaisize with good quality paper & printing the address of the Institute on cover page and under hard board, containing	Per 100 Pads			
	a) 50 pages	Each			
	b) 25 pages	Each			
	c) 20 pages	Each			

Sl. No.	Particulars	Unit	Rate		Remarks
			In figure	In words	
38	Envelopes (Superior quality)	Per 100 Nos each			
	a) White thick post card size (6"x3.5")				
	b) White thick 7"x5"				
	c) Brown thick 11"x5"				
	d) Brown thick 11"x5" with address of the institute				
	e) Brown thick 12"x10" with institute's address				
	f) Brown (Cloth linted) 12"x10" with institute's name and address				
	g) Brown (Cloth linted) 14"x10" with institute's name and address				
	h) Brown (Cloth linted) 16"x12" with institute's name and address				
39	Files				
	a) File cover 2" inner Cotton & one inlet fitting in left top inner exactly below 1" from upper and 1.5" from left side (Triplex Quality thick) with printed name and address of the Institute	Per 100 Nos each			
	b) File board thick quality cotton fitted	-do-			
	c) Conference file (Plastic)	Each			
	d) Document file (Plastic) Superior quality	Each			
	e) Index File (Arch file- best quality)	Each			
	f) Loose Flap-Plain F/S Size	Each			
40	Cello tape				
	a) Brown size 1"x 65 M	Each			
	b) Brown size 2" x 65 M	Each			

Sl. No.	Particulars	Unit	Rate		Remarks
			In figure	In words	
	c) Sky Blue/Red/Green (Fuji) 1/2" X 65 M	Each			
	d) Sky Blue/Red/Green (Fuji) 1" x 65 M	Each			
	e) Transparent (Fuji) ½" X 9 M	Each			
	f) Transparent (Fuji) ½" X 65 M	Each			
	g) Transparent (Fuji) 1" X 65 M	Each			
41	Stapler Kangaroo No-10	Each			
42	Stapler Kangaroo No 24/6	Each			
43	Stapler Kangaroo 12S/17	Each			
44	Stapler pin Kangaroo model 12S/17	Each			
45	Staple Pin Kores No-10	Per box 20 pkt			
46	Staple pin Kores No 24/6	Per box 20 pkt			
47	Stapler Kangaroo model HP – 45	Each			
48	Stapler Pin Kangaroo model 23/17	Per pkt.			
49	OHP Sheet 100 Micron Century (100 sheets pkt)	Per pkt			
50	OHP Marker Pen (Luxer)	Per set			
51	Highlighting pen (Yellow Colour)	Each			
52	Engagement Pad (For 2014)	Each			
53	Diary (For 2011) with printed address of the institute (Executive, Single page)	Each			
54	Paper Awl (Bindhana)	Each			
55	Punching Machine (Single) – Kangaroo	Each			

56	Punching Machine (Double) – Kangaroo	Each			
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Sl. No.	Particulars	Unit	Rate		Remarks
			In figure	In words	
57	Pencil Sharpener Omega (Small)	Each			
58	Stamp Pad Superior quality - Touche GRIPEX	Each			
59	Sealing Wax (Best quality) 200 gm Pkt	Each			
60	Tag Cotton (Best quality) – white (sample to be produced)	Per Bndl			
61	Waste paper Basket (Best quality) Plastic	Each			
62	Ribbon Roll (Suttin Ribbon) Yellow, Red, Green, Blue colour	Each			
63	Room Freshener (Best quality) With brand name	Each			
64	Hand Towel (Soft) - with brand name and sample	Each			
65	Towel Superior Quality (Big Size) - with brand name and sample	Each			
66	Naphthalene 200 gm pkt	Each			
67	Clip Board (Omega) Plastic	Each			
68	Paper Tray plastic (Omega)	Each			
69	Calling Bell (Executive)	Each			
70	Brisk's IPA surfactant with super spraying kit	Each			
71	Visiting Card Album containing 100 pc card	Each			
72	Visiting Card Album containing 100 pc card	Per set			
73	Binding Register Ruled No 20	Each			
74	Double Column cash book - size 10 & 16	Each			
75	Ledger book - size 10	Each			

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Name of the Quotationer _____

Address & contact No.

Signature with seal of the Quotationer

QUOTATION FOR COMPUTER CONSUMABLES/PHOTOSTAT CONSUMABLES

Annexure -II

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM)

Sl. No	Particulars	Unit	Rate		Remarks
			In figure	In words	
1	CD-RW	Each			
2	CR-R	Each			
3	DVD-RW	Each			
4	DVD-R	Each			
5	For Printer				
i	Toner Cartridge ML-2150D8 (8K)(For Samsung Laser Printer 2151N)	Each			
ii	Toner cartridge ML-D2850A/2850B (Samsung-ML-2851ND)	Each			
iii	Toner Cartridge ML2550DA (10K) (For Sumsung Laser printer-2551N)	Each			
iv	Toner Cartridge (for HP Colour Laserjet CP 2025 Printer)	Each			
	a) HP CCF 530A (Black)	Each			
	b) HP CC 531A (Cyan)	Each			
	c) HP CC 532A (Yellow)	Each			
	d) HP CCF 533A (Magenta)	Each			
v	Toner cartridge FX 9 for Cannon printer image Clan MF4000	Each			
vi	Toner Cartridge P CE 255A (for HP laserjet P 3015 Printer)	Each			
vii	Toner Cartridge HPC-7115 for HP LaserJet 1000 series	Each			

Sl. No	Particulars	Unit	Rate		Remarks
6	For Photocopier machines				
i	Canon Toner Cartridge NPG-28 (for Canon iR2318L printer)	Each			
ii	Developer for photocopier make Canon iR2318L	Each			
iii	Drum for photocopier make Canon iR2318L	Each			
7	Toner cartridge of colour photocopier (Make - Toshiba) Model: ES 351C	Each			
	a) Black	Each			
	b) Cyan	Each			
	c) Yellow	Each			
	d) Magenta	Each			
8	Toner cartridge of photocopier (Make- Xerox) Model: WC 5330	Each			
i	Developer for photocopier make(Make- Xerox) Model: WC 5330	Each			
ii	Drum for photocopier make (Make- Xerox) Model: WC 5330	Each			
9	Toner cartridge of photocopier (Make - Toshiba) Model: ES 167	Each			
i	Developer for photocopier make(Make - Toshiba) Model: ES 167	Each			
ii	Drum for photocopier make (Make - Toshiba) Model: ES 167	Each			
iii	Cleaning blade (Make - Toshiba) Model: ES 167	Each			
10	16 GB Pen drive (Brand to be specified)	Each			

Name of the Quotationer _____

Address & contact No.

Signature and seal of the Quotationer