

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

Phone : (0832) 2404206 : Fax : (0832) 2404202

NOTICE INVITING QUOTATION

No: NITGOA/PUR/2018-19/OW/ 516

Dated: 09/08/2018

NAME OF PROCUREMENT

Supply of Stationary Items at NIT GOA Campus

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

Phone : (0832) 2404206, 2404205 :: Fax : (0832) 2404202

To
Shri/M/s.....
Address.....
.....
.....

Name of the procurement: **Supply of Stationary Items at NIT GOA Campus**

No: NITGOA/PUR/2018-19/OW/ 516

Dated: 09/08/2018.

Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by **10.00 AM on or before 22.08.2018**

Yours faithfully,



Registrar I/C

National Institute of Technology Goa

**NATIONAL INSTITUTE OF TECHNOLOGY GOA
Farmagudi Ponda-Goa 403401**

Phone : (0832) 2404206 : Fax : (0832) 2404202

NOTICE INVITING QUOTATION

Ref: NITGOA/PUR/2018/OW/516 Dated 09-08-2018

Sealed Quotations are invited from Bidders for "Supply of Stationary Items at NIT GOA Campus".

Quotations will be received up to **10.00 AM on 22.08.2018** and will be opened on the same day at **10.30 AM**, if intending quotationerers want to participate during quotation opening they can do the same or send their representative for the same with proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received/opened on the next working day at **10.30 A.M.** for which no separate communications will be made. Other terms and conditions enclosed at Annexure-B

Last date and time for submission: **Upto 10.00 A.M. on or before 22.08.2018**

Quotation Opening date and time: **At 10.30 A.M. on 22.08.2018**

Application for Quotation Document must be accompanied by filled in PFMS Form . Quotation Notice can be downloaded from Tender section of website www.nitgoa.ac.in or it can be downloaded from <https://eprocure.gov.in/epublish/app> .

There is no download fee/EMD for the same

Director NIT GOA, has the right to reject any or all the quotations received without assigning any reason thereof.



**Registrar I/C
National Institute of Technology Goa**

Instructions to bidders:

1. The bidders should submit the quotation along with mandatory documents to Inward section NIT GOA (Administration office, Main Building) and envelope should be super scribed as Quotation Enquiry No. NITGOA/PUR/2018/OW/516 dated 09-08-2018 for "Supply of Stationary Items at NIT GOA Campus".
2. Quotation should be addressed to " The Director, NIT GOA Farmagudi Ponda Goa 403401".
3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the quotation is marked in the enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
6. The quotation may be sent by post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be submitted in the office of the normal working hours of the Institute.(09.00 A.M. to 05.30 P.M.)
7. Intending quotationeres requires any clarification in regard to the notice inviting quotation, he may mail to amitnaik@nitgoa.ac.in at least 03 days before last date quotation submission time.
8. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
9. Intending quotationeres shall submit only one quotation. A quotationeres, who submits more than one quotation, shall be disqualified and considered non-responsive.
10. The quotation shall be opened by the committee in the NIT GOA at the date and time given on the top of the document. The quotationeres may send their authorized representatives to attend the quotation opening with proper authorization letter, if they so desire. In the event of the above quotation opening date being declared holiday for the NIT Goa, then the bids will be opened at the appointed time and place on the next working day.
11. **The quotationeres has to put seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.**
12. Director NIT GOA, has the right to reject any or all the quotations received without assigning any reason thereof.
13. If the offered item covers the warranty period it has to be mentioned by quotationere in the quotation. Failing to provide the Product service during warranty period will entitle the firm/proprietor debarment from NIT Goa Procurement .

Conditions of the participation in quotation:

1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, training cum demo charges (if any) and all other incidental charges mentioned separately.
2. The delivery period of goods needs to be mentioned by quotationere in the quotation. **However Institute is not bound to accept the delivery period mentioned by quotationere.**
3. If insisted, samples shall be provided by the supplier at the entire cost and risk of the supplier. The installation of the equipment and training cum demo should be provided (if required)

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4. The bid should remain valid for a period of **45 days** from the date of opening.
5. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
6. The goods offered should strictly conform to the specification and technical details mentioned in technical specification by NIT GOA.
7. Any Liability regarding GST will be of supplier of products. Also any obligations regarding Indian Acts will be responsibility of supplier of products only.
8. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond due date for delivery. Alternatively, it will also be opened to the Director NIT GOA to accept the part supply by the contractor and arrange to procure remaining items from other mode as per GFR 2017 Rules. In case of unsuccessful execution of contract by supplier, the Director NIT Goa reserves the right to take action against the supplier.
9. Payment (As per goods supplied, after deduction (if any)) will be made only by Wire transfer within 30 days from the installation (if any) or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
10. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director, NIT Goa shall be final.
11. Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction only.
12. Criteria for Evaluation of Lowest Quotation
 - a) Technical Specification for all the items. Failing to quote for one or more than one item will result in disqualification in quotation. (Quotation to be submitted on the firm letterhead mentioning GST No. , PAN no. of Firm/Proprietor.
 - b) Signed and stamped copy of entire quotation notice.
 - c) Filled and duly signed PFMS Mandate Form mentioned at end of Quotation Notice..
 - d) After fulfilling criteria mentioned at point12 (a-c) those quotation which are lowest in Total (of all items) will be awarded the order.



Registrar I/C

Price Bid

Sl.No	Name of item with Description	Specifications	Unit	Qty.	Total in Rs.
1.	Attendance Register	Rolex, 200 Pages, 19.5 cm x 32.5 cm, Rolex Paper Industries	Nos	11	
2.	Black Board Duster Wooden	Wooden Duster	Nos	38	
3.	White Board Duster	To be compatible with white board	Nos	33	
4.	Envelope Cover Big-A4 Brown	10"x12" Brown	Nos.	793	
5.	Envelope Cover Brown-Medium	11"x5" Brown Kraft	Nos	200	
6.	Envelope Cover Brown-Small	9.5" x 4.5 " -Brown Kraft	Nos	1347	
7.	Tape Brown Big 2 Inch	Cello, 2", Color-Brown	Nos	47	
8.	Envelope Cloth Medium	11"x5" Cloth	Nos	368	
9.	Envelope Cloth Small A4	9.5" x 4.5 "	Nos.	150	
10.	Chalk Piece Dustless Color	kores, Dustless, 1 box=144 pieces	Box	16	
11.	Cutter knife-Big	Bladesize 18mm stainless steel	Nos	49	
12.	Cutter knife-Small	Bladesize 9mm stainless steel	Nos	3	
13.	Marker Permanent Fine Tip-Black	Camlin, Fine tip, company-camlin kokuyo, 1box=10 marker pens, Black Color	Box	42	
14.	Marker Permanent Fine Tip-Red	Camlin, Fine tip, company-camlin kokuyo, 1box=10 marker pens, Red Color	Box	9	
15.	Gluestick	Claro, 1 box=20 sticks of 15gms each	1Box	10	
16.	Highlighter-Green	Camlin, company Kokyo Camlin, Green	Nos	52	
17.	Highlighter-Yellow	Camlin, company Kokyo Camlin, Yellow	Nos	65	
18.	Marker permanent boldtip-Black	Reynolds-Black Color, Bold Tip	Nos	19	
19.	Scale Plastic 30 Cms	30cm measurement	Nos	20	
20.	Punch DP 600	Kangaro, DP-600	Nos	19	
21.	Punch Single Hole	Type-Hole Punch, Punching Capacity-10 sheets, Punching Dia-4.5 mm, Kangaro	Nos	21	
22.	Pushpin	Claro, Multi Color, 1Box-50 pins	Box	55	
23.	Rubber Band	Brand-Flexi, Color-Orange, Yellow, Green, Material-Natural Rubber 4 inches diameter, 1box=60 pcs	Box	29	
24.	Scissor Big	Gorilla, GS-31, Stainless steel, Plastic Handle	Nos	42	
25.	Sharpner	Camlin exam, 1 box=20 sharpners	Box	17	
26.	Stamp Pad-Small	Size-11.5 x 6.5 cm, ink color violet, camel (camlin kokuyo)	Nos	15	
27.	Stapler-Big	HD-45, Kangaro	Nos	27	
28.	Transparent Tape 2inch	2 inch transparent tape	Nos	55	
29.	Transparenttape1inch	1 inch inch transparent tape	Nos	2	

30.	Chalk Piece Dustless White	Apsara,1 Box=100 pieces, dustless chalks	Box	33	
31.	Marker Whiteboard-Black	Camlin, Black Color	Nos	76	
32.	Marker Whiteboard-Red	Camlin, Red Color	Nos	61	
Total in Rs. (excluding taxes)					
Other charges in Rs. (if any)					
Taxes in Rs.					
Grand Total in Rs. (In figures)					
Grand Total in Rs. (In words)					

Date:-

PFMS Mandate Form

Date:

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No	
6	PAN No	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

Name:

Stamp/Seal &Signature of Vendor/Supplier: