



F.No. 36-35/16-17/Stationery Material/P/

Dated : 31st January, 2017

To,

Sub : Quotation for Purchase of Stationery Items – regarding.

Sir,

The Director, Central Institute of Fisheries Education (CIFE), Mumbai-400 061 invites sealed quotations for item mentioned in attached annexure/overleaf from the reputed/registered firms as per the following schedule.

Quotation must be submitted latest by : 13.00 hrs. on 22.02.2017
Pre Bid meeting will be held on : 15.00 hrs. on 15.02.2017

The envelope containing quotation should be **superscribed with the name of the “Quotation for Purchase of Stationery Items for Office use”** in the **bold letter with File No.**

The rates should be valid for Six months from the date of issue of your Quotations. Quotations received after the due date will not be entertained.

For item Nos. **65, 66, 67, 69, 73, 74, 75, 80, 81 and 86**, the rates shall be quoted with printing of Logos (ICAR-CIFE) over the respective items (Sample will be provided).

The Earnest Money Deposit (E.M.D.) an amount of Rs. 25,000/- (Rupees Twenty Five thousand only) in the shape of Demand Draft/Pay Order drawn in favour of “ICAR Unit CIFE” payable at State Bank of India, Versova Branch, Mumbai should be enclosed with their quotation, otherwise it will be rejected.

The E.M.D. of successful bidder shall be forfeited, if they fail to supply the stores as per supply order.

The stores should be supplied within 15 days from the date of issue of Supply/Work Order or by the date mentioned in the Supply/Work Order.

In case the quotation is accepted and firm order is placed to the firm, the goods (items) have to be delivered in the Stores Section of this Institute. No delivery charges will be paid for this purpose.

Provide Name & Full Address of your Banker with Branch Code, IFS Code, MICR Code etc. and also PAN / TAN No.

The Director, CIFE reserves the right to accept or reject any or all the items whether lowest rate or not, without any reasons for non-acceptance of any Quotations. CST/MST, Registration No. should be mentioned in the Quotation letter.

Sd/-

ASST. ADMINISTRATIVE OFFICER (P)

Encl.: Annexures.

DESCRIPTION OF STATIONERY MATERIALS

Sr. No.	Particulars	Qty.
1	Aluminum Foil (60 grams.) (Super wrap) (Fresh wrap)	800
2	Ball Pen Blue (Cello Pin Point)	1500
3	Ball Pen Black (Cello Pin Point)	100
4	Ball Pen Red (Cello Pin Point)	50
5	Cotton – Absorbent Wool I.P (500 gm.)	10
6	Cotton – Non-Absorbent (500 gm.) Beauty Care	10
7	Calulator Casio (MJ-120 D)	100
8	Calulator Casio Scientific	02
9	Gum Bottle Small (Camel 150 ml)	100
10	Gum Bottle Big (Camel)	100
11	Pencil Box H.P (Pkt) (Nataraj)	100
12	Paper Cutter (Stanley Classic 99 Retractable Utility knife)	200
13	Pencil Cell (Eveready) (Doz)	50
14	Punching Machine Single (Kangaroo)	10
15	Punching Machine Double (Kangaroo)	10
16	Scissor Small (Remi Stainless Steel)	100
17	Scissor Big (Remi Stainless Steel)	100
18	Stapler Big (Kangaroo) or equivalent	50
19	Stapler Small (Kangaroo) or equivalent	100
20	Box File (Set) 4 No. (Alba rado or equivalent)	12
21	Highlighter Pen (Luxor) Pkt. or equivalent	50
22	Register 1 Coir Sundram (Doz)	100
23	Register 2 Coir Sundram (Doz)	100
24	Register 3 Coir Sundram (Doz)	100
25	Writing Pad (Pkt.) 1/10 (Doz)	200
26	Lab Note Book (Doz)	50
27	White Board Marker Blue (Camlin) Pkt.	100
28	White Board Marker Green (Camlin) Pkt.	100
29	White Board Marker Red (Camlin) Pkt.	100
30	White Board Marker Black (Camlin) Pkt.	100
31	White Fluid Pen (Kores eraz- BX)	200
32	Paper – A4 J.K. Red Label 75 GSM (Box) 10 Nos.	150
33	Paper – Full Scape J.K. Red Label 75 GSM (Box) Nos.	5
34	Pilot Pen (Blue) (Hi-Tec plant 0.5) Pkt (Doz)	50
35	Pilot Pen (Red) (Hi-Tec plant 0.5) Pkt. (Doz)	25
36	Pilot Pen (Green) (Hi-Tec plant 0.5) Pkt. (Doz)	--
37	Pilot Pen (Black) (Hi-Tec plant 0.5) Pkt. (Doz)	50
38	Stapler Pin Big (24/6 - M) (Kangaroo) Box (Doz)	150
39	Stapler Pin Small (Kangaroo) Box (Doz)	150
40	Yellow Sticks (Music)	500
41	Godrej lock -7 Livers	200
42	Godrej Lock -5 Livers	200

43	Jotter Pen (Blue) Box (Doz)	50
44	12” Plastic Scale (Nataraj)	100
45	12” Steel Foot Scale (Nataraj)	100
46	Sharpener (Box) (Nataraj)	20
47	Stamp Pad (Medium Size) (Soni)	10
48	Ink Bottle (Ink pad)	10
49	Torch Cell – Eveready	20
50	Torch – Electric charge	60
51	Add Gel Pen (Doz)	50
52	Permanent Marker (Box) (Camel)	50
53	Glue Stick/ Fevi Stick (Kores)	500
54	Post It flag Pkt.	10
55	Cello Tape Brown (Big) (Wonder 555) bundle (Doz)	50
56	Cello Tape white (Big) (Wonder 555) bundle (Doz)	50
57	Cello Tape White (Small) bundle	200
58	Cello Tape Brown (Small) bundle	200
59	Eraser Box (Nataraj)	50
60	Glass Marker Pens (Camlin) Box	10
61	Ink Stamp Bottles (Soni)	10
62	Rubber Bands good quality (Box)	10
63	Spike Guard (Good Quality) (Anchor)	100
64	Plastic Folder (Good Quality) Rexel	500
65	File Cover (700 GSM Hard Board) with ICAR-CIFE Logo	3000
66	File Folder with ICAR-CIFE Logo	50
67	Spring File with ICAR-CIFE Logo	100
68	Noting Sheet 100 Pages	100
69	Latter Head with ICAR-CIFE Logo	10
70	Magnetic Duster	10
71	File Tag	500
72	U Pin Pkt.	300
73	Envelope A/4 with ICAR-CIFE Logo	10000
74	Envelope Cheque with ICAR-CIFE Logo	5000
75	Envelope Small Pkt. with ICAR-CIFE Logo	20
76	Pin Cushion	25
77	Tocha	50
78	Ruled Paper (Pkt)	50
79	Carbon Pkt.	01
80	Indent Book With ICAR-CIFE Logo	05
81	Envelope Green	50
82	Notice Board Pin (Box)	25
83	Cardboard Folder	05
84	Plastic Trey	100
85	Tachni – All Pin	200
86	Envelope A/3 With ICAR-CIFE Logo	5000
87	Paper wait (Fish) (Doz.)	20

Gross total cost Rs. _____ (in figures)
(Rupees _____
_____ in words)

We agree to supply the above goods in accordance with the Technical Specification for a Total Contract Price (including all Taxes, Octroi, Transportation, Installation, Freight Charges etc.) of Rs. _____ (in figures) (Rupees _____ (in words) within the period specified in the invitation for Quotations.

We also confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered goods.

(BIDDER)

NAME : _____

SIGNATURE : _____

DATE : _____