



# राष्ट्रीय पवन ऊर्जा संस्थान NATIONAL INSTITUTE OF WIND ENERGY

(पूर्व में "पवन ऊर्जा प्रौद्योगिकी केन्द्र" Formerly "Centre for Wind Energy Technology")

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार Ministry of New and Renewable Energy, Government of India)

नीवे NIWE

ISO 9001:2008

NIWE/PUR/13/97/17

DATE: 01.11.2017

	QUOTATIONS FOR "Printing and Supply of Stationery Items in Bilingual" DUE AT 5.30 P.M. ON 16.11.2017 OPENING AT 3.30 P.M. 17.11.2017
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Dear Sirs,

Kindly arrange to send your offer in a sealed cover, for the following items subject to the terms and conditions enclosed, to reach this office on or before the due date mentioned above:

S.NO	DESCRIPTION OF ITEM
1	Printing and Supply of Stationery Items in Bilingual (Hindi, English) (Refer Annexure for detailed Specification & Quantity) (Kindly Quote as per Annexure)

Your quotation should clearly indicate:

1. Brand / Price of each item
2. Percentage of GST rate applicable
3. Delivery: (i) Free at NIWE, Chennai (ii) Delivery Period required
4. Suppliers may see the samples from this office during office hours (10.00 AM to 4.00 PM) before quoting the rate. They can contact Purchase Department. A certificate to that effect that they have met them and verified the samples shall be enclosed with the quotation.
5. Payment will be made with on bill basis in 30 days. No advance payment will be made.
6. Special discount, if any, for R&D institution for their research purpose / educational purpose.
7. Validity of quotation: Validity should be a minimum period of 60 days from the date of opening of Tender/quotation.
8. Enclose photocopy of PAN CARD along with the Bid Document.
9. Quotation partially quoted will not be accepted.
10. **GST Identification Number of the supplier and Copy of company GSTIN Registration**
11. R.T.G.S Particulars for making payment, if any

Your quotation, may be sent in sealed cover super-scribing "QUOTATION FOR "Printing and Supply of Stationery Items in Bilingual" ENQUIRY NO: NIWE/PUR/13/97/17 dated 01.11.2017 DUE ON 16.11.2017" addressed to "NATIONAL INSTITUTE OF WIND ENERGY" formerly known as C-WET, VELACHERYTAMBARAM MAIN ROAD, PALLIKARANAI, CHENNAI - 600 100", to reach this office at 5.30 P.M on 16.11.2017 at the latest. Tenders will be opened at 3.30 P.M on 17.11.2017 in the presence of tenderers if any.

Yours faithfully,



*Mskarumakaran*  
Officer Stores & Purchase

वेलचेरी - ताम्बरम मुख्य मार्ग, पल्लिकरणई, चेन्नई - 600 100, तमिल नाडु, भारत  
Velachery - Tambaram Main Road, Pallikaranai, Chennai - 600 100, Tamil Nadu, INDIA

दूरभाष/Tel No.: +91 - 44 - 2246 3982 / 83 / 84, +91 - 44 - 2900 1162 / 1167 / 1195

फैक्स/Fax No.: +91 - 44 - 2246 3980 / 2246 3990

ई-मेल/E-mail : info@niwe.res.in वेबसाइट/Website : http://niwe.res.in



NIWE/PUR/13/97/17

ANNEXURE

*Printing & supply of the following items in bilingual (Hindi & English)*

Sl.No	Detailed Specification	Qty in Nos.	Rate per Qty	% of GST	GST Amount	Total Amount Rs.
1	Plain Envelop 10" X 4"(white,100 GSM)	3000				
2	CLOTH LINED Covers A4 size 12"X 10"	1000				
3	Double Tag File	2000				
4	Scribbling Pad 25 Sheet (note pad) 70 GSM Paper	1000				
5	Urgent Ordinary pad(Gray board, 1 <sup>st</sup> Quality) Size: 25 cm x 35cm Material used: Saffron color, Thick Flap of binding cloth, Binding cloth on periphery to provide strength with long lace to tie.	200				
6	Window Envelop 10" X 4" (white 100 GSM)	5000				
<b>Total</b>						



*M. K. Sharma*  
Officer Stores & Purchase



<b>Name of the person</b>	
<b>Designation</b>	
<b>Mobile No:</b>	
<b>E-mail ID:</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone No:</b>	
<b>Purpose of Visit</b>	<b>Purpose to visit the samples for printing and supply of stationery Items in bilingual to NIWE Tender</b>
	<b>Signature</b>

Signature of the NIWE official

This should be submitted along with the Tender Document.

