



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)

NIT:NIWE/PUR/13/105/19

DATE 06.05.2019

	QUOTATIONS FOR "Supply of Stationery Items" DUE AT 5.30 P.M. ON 16.05.2019 OPENING AT 3.30 P.M. 17.05.2019
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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	Supply of Stationery Items (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) till bid submission closing date before quoting the rate. They can contact Purchase Department. A certificate to the effect that they have met them and verified the samples shall be enclosed with the quotation.
5. Payment will be made 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, may be given.
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. R.T.G.S Particulars for making payment, if any

Your quotation, may be sent in sealed cover super-scribing "QUOTATION FOR "Supply of Stationery Items" ENQUIRY NO: NIWE/PUR/13/105/19 dated 06.05.2019 DUE ON 16.05.2019" addressed to "NATIONAL INSTITUTE OF WIND ENERGY" (formerly known as C-WET) VELACHERY-TAMBARAM MAIN ROAD, PALLIKARANAI, CHENNAI - 600 100", to reach this office at 5.30 P.M on 16.05.2019 at the latest. Tenders will be opened at 3.30 P.M on 17.05.2019 in the presence of tenderers, if any.

Yours faithfully,



Administrative Officer (S&P)

वेलचेरी - ताम्बरम मुख्य मार्ग, पल्लिकरणई, चेन्नै - 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



ANNEXURE

NIWE/PUR/13/105/19

S. No.	Item/Particulars	Qty.		Price per Qty.	GST Rate %	GST Amount Rs.	Total Amount Rs.
1	Brown Tape 40Mtr "2"	100	Nos.				
2	Box File (Limra Bismi 502)	100	Nos.				
3	Cello Tape 40Mtr "2"	50	Nos.				
4	Double Punch Small(Kangaro DP-280)	10	Nos.				
5	Double Punch Big (Kangaro 600)	10	Nos.				
6	Eraser- (Apsara non-dust)	200	Nos.				
7	Gem clip - small	100	Pkts				
8	Apsara TRIGA Triangular Extra Dark Pencils	700	Nos.				
9	Pen Blue with NIWE Name (TECHNO Gel pen)	500	Nos.				
10	Pen Red with NIWE Name (TECHNO Gel pen)	200	Nos.				
11	Postitup small	25	Nos.				
12	Pen cutter knife	100	Nos.				
13	Oswal Register - 92 pages, Deluxe	100	Nos.				
14	Oswal Register - 272 pages, Deluxe	50	Nos.				
15	Rubber band (Big Packet)	10	Pkts				
16	Stapler (Kangaro HD-100) Small	25	Nos.				
17	Stapler (Kangaro HP-45) Medium	10	Nos.				
18	Stapler Pin (Max No.10-M)	200	Nos.				
19	Steel Scale	25	Nos.				
20	Scissors (Medium)	25	Nos.				
21	Sharpener	200	Nos.				
22	Stapler Pin -3 - 1m	50	Nos.				
23	Stamp Pad (Big)	15	Nos.				
24	Tag "6"	100	Bundle				
					Total		



Name of the person	
Designation	
Mobile No:	
E-mail ID:	
Company Name	
Address	
Phone No:	
Purpose of Visit	To check the quality of existing samples of stationery Items.
	Signature

Signature of the NIWE official

This should be submitted along with the Tender Document.



GENERAL TERMS AND CONDITIONS

1. The rates against each item as per serial number of the enquiry shall be quoted for the free delivery at the National Institute of Wind Energy (formerly "C-WET"), Velachery Tambaram Main Road, Pallikaranai, Chennai-600 100. Installation charges shall be shown separately, if to be paid extra.
2. NIWE is a R & D institution under Government of India, running with the motive of not making profit. The special prices/concessions may be quoted as applicable of Government R&D Institutions.
3. Make of item\brand of the item shall be indicated clearly; describing as Best Indian Make or Imported will not have any bearing in making the selection.
4. Goods confirming to BIS Standards or International standards or with traceability certificates (extra cost involved may be shown separately) have an edge over other offers.
5. In case of equipment, complete technical specifications, pamphlets, brochures, descriptive literature, list of customers and the value of orders executed during the last 3 years, a set of recommended spares for maintenance of the equipment for the 3-5 years, pre-installation requirements life expectancy of the system estimated comprehensive Annual Maintenance Charges after, the warranty period etc., are to be enclosed.
6. Credentials like Authorized Agent\Distributorship, manufactures of import substitution or goods manufactured under foreign license agreements, holding DGS&D rate contract, Registration with NSIC\SSI etc, maybe mentioned in the quotation.
7. Conditions of prior turnover & prior experience with respect to Startups and Micro & Small Enterprises (MSME) are relaxed subject to meeting quality & technical specifications.
8. The prices shall be firm for the next 60 days.
9. Percentage of GST (CGST/SGST/IGST) rate applicable shall be given separately for each item mentioned in the proposal
10. Out station suppliers may further indicate approx, weight, dimensions duly quoting f.o.r. Destination (Chennai) prices by Rail \Road (duly insured) if the items are to be so transported.
11. Details of applications required to be made or clearances to be obtained by NIWE are to be furnished in the quotation.
12. Obtaining quotations from suppliers does not bind NIWE to place orders and any terms and conditions stipulated in the quotations. Similarly, NIWE is not binding to place orders on the lowest.
13. Payment: Payment will be made, after receipt and acceptance of goods, Payment will be made through RTGS only. The Account Number and other details may be furnished by the Supplier duly supported by the banker. Insisting for payment either in part or full prior to receipt of goods or canvassing/influencing in any form may cause rejection of offer summarily.
14. The Director General reserves the right to accept or reject any /all the quotations in part or full without assigning any reasons what so ever.
15. **FOR ANY QUERIES CONTACT: 044 22463982/83/84 E-mail: purchase.niwe@nic.in**
16. **ANY OTHER :**

