



भारत सरकार/GOVERNMENT OF INDIA

केंद्रीय जल आयोग/CENTRAL WATER COMMISSION

अधिकासी अभियन्ता कार्यालय/OFFICE OF EXECUTIVE ENGINEER

मेघना अन्वेषण मंडल/MEGHNA INVESTIGATION DIVISION

MSHFC Society Ltd Building, 4th Floor, Nongrim Hills, Shillong, East Khasi Hills, Meghalaya, Pin-793003

No. MID/JE(HQ)/NIQ/2016-17/779-81

Dated: 16th March, 2018**NOTICE INVITING QUOTATION**


On behalf of the President of India, Sealed quotations are invited for supply of the following material by the undersigned from the reputed firms as per the following terms and conditions on or before 3.00 P.M of **22nd March, 2018**. The quotation will be opened on the same day at 16.00 hrs in the presence of the quotationer or their authorized representative, if any.

SI No	Description of Items	Quantity	Rate (Rs)	Amount (Rs)
1	A4 Size Paper (JK Copier 75 gsm)	1 Ream		
2	Carbon Paper A4 Size	1 Packet		
3	Carbon Paper A3 Size	1 Packet		
4	A3 size Paper	1 Ream		
5	File Cover	1 Nos		
6	File Board	1 Nos		
7	Paper Folders (Open Folders)	1 Nos		
8	Paper Folders (Closed Folders)	1 Nos		
9	Batteries AA	1 Nos		
10	Note Sheet Pad	1 Bundle		
11	Envelop 11" X 5"	1 Nos		
12	Envelop A4 size (cloth pasted)	1 Nos		
13	Envelop A3 size (cloth pasted)	1 Nos		
14	Envelop 16" X 12.5" (cloth pasted)	1 Nos		
15	Envelop 13" X 10" (cloth pasted)	1 Nos		
16	Clip (exam) board	1 Nos		
17	Gems clip	1 Pkt		
18	Cello Ball Pen (Blue)	1 Nos		
19	Cello Ball Pen (Black)	1 Nos		
20	Reynolds Gel pen Blue	1 Nos		
21	Reynolds Gel pen Red	1 Nos		
22	Cello Ball (Red)	1 Nos		
23	Duster Cloth	1 Nos		

24	Pencil (Apsara)	1 Packet		
25	Plastic folder	1 Nos		
26	Erasers	1 Nos		
27	Noting Sheet	1 Nos		
28	Page Marker (Flag)	1 Nos		
29	High Lighters (Luxor)	1 Nos		
30	Correction Fluids	1 Nos		
31	Fevi Sticks (22 gms)	1 Nos		
32	Stamp Pad Ink	1 Nos		
33	T Pin Box	1 Nos		
34	File Tags Big	1 Bundle		
35	File Tags Small	1 Bundle		
36	Thread Balls	1 Bundle		
37	Staple Machine Pin Small	1 Packet		
38	Staple Machine Pin Big	1 Packet		
39	Paper tray	1 Nos		
40	Water Glass	1 Nos		
41	Tea Cup Sets	1 Set		
42	Packing Cloths(20 mtrs)	1 Nos		
43	Dust Bins (Plastic)	1 Nos		
44	Cello tape 3"	1 Nos		
45	Cello tape 2"	1 Nos		
46	Brown tape 3"	1 Nos		
47	Brown tape 2"	1 Nos		
48	Plastic Drinking Water Bottles (1 litre) Milton	1 Nos		
49	Towel /Napkin Set	1 Set		
50	Ruled Paper	1 Qr		
51	Phenyl	1 Nos		
52	Hand Wash (Dettol)	1 Nos		
53	Alum	1 Kg		
54	Nylon Rope (0.5 inch)	1 Kg		
55	Nylon rope (1 inch)	1 Kg		
56	Pencil Battery (Eveready) AAA	1 Nos		
57	Pencil Sharpener	1 Nos		
58	Steel Dustbin	1 Nos		
59	Mop	1 Nos		

TERMS & CONDITIONS:

1. The rates are to be quoted F.O.R destination inclusive of packing forwarding, freight, insurance, if any, at the office of the Executive Engineer, Meghana Investigation Division, CWC, Shillong-793003.
2. The rates are to be quoted in figures as well as in words. In case of discrepancies, the rate quoted in words will be treated as final.
3. The quotation should be addressed to the Executive Engineer, Meghana Investigation Division, Central water Commission, MHFCS LTD Building, IVth Floor, Nongrim Hills, Shillong-793003, Meghalaya.
4. All duties, taxes, transportation and other levies payable by the supplier/contractor under the contract shall be included in the total price.
5. The sealed cover containing the quotation should be superscribed with the words **"QUOTATIONS FOR THE SUPPLY OF STATIONARY ITEMS" DUE DATE ON 22.03.2018 at 1600 hrs.**
6. Only those firms who are using good quality of materials of reputed make need to quote their rates immediately.
7. All the corrections/ over writing should be duly attested. Else it will make the quotation disqualify.
8. All the materials should have a guarantee in all respect for a period of minimum one year from the date of supply.
9. Only those firms having **GST** number can be eligible to submit their quotation.
10. Indicated quantities may increase or decrease at the time of supply order as per our requirement.
11. Payment will generally be made by crossed cheque /demand draft payable at nearby SBI branch within 15 days from the date of completion of supply, correct and in good condition in all respects or receipt of your bill whichever is later.
12. Validity of your quotation should be for a period of minimum 60 days from the date of opening of quotation.
13. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
14. The supply of the materials should be completed within 30 days from the date of issue of work order.
15. TDS shall be deducted from the bill at the time of payment as per latest Govt. orders.


16/03/2018
Executive Engineer,
MID, CWC, Shillong

Copy for information to:

1. The O/o The Superintending Engineer, Meghana Circle, Silchar for kind information.
2. Accounts Branch, MID, CWC, Shillong.
3. Notice Board, MID, CWC, Shillong.
4. Details of this NIQ are also available on C.P.P. Portal.