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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/2016-17/2669-71

Dated: 21th November'2016

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 **26.11.2016**. The quotation will be opened on the same day at 3.30 P.M. in the presence of the quotationer or their authorized representative.

Sl.No	Description of Items	Quantity	Rate (Rs)	Amount (Rs)
1.	A4 Xerox Paper	1 Ream		
2.	Carbon Paper A4 Size	1 Packet		
3.	Carbon Paper A3 Size	1 Packet		
4.	Graph Sheets A2 Size (Green and Red Colour)	1 Nos		
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 (For 3 celled torch)	1 Nos		
10.	Note Sheet Pad	1 Bundle		
11.	Envelope A4 Size	1 Nos		
12.	Envelope 6"x12"	1 Nos		
13.	Envelope 5"x10"	1 Nos		
14.	Envelope 4"x8"	1 Nos		

15.	Envelope 4"x6"	1 Nos		
16.	Writing pads	1 Nos		
17.	Spiral Note Books	1 Nos		
18.	Cello Pen (Blue)	1 Nos		
19.	Cello Pen (Black)	1 Nos		
20.	Cello (Red)	1 Nos		
21.	Duster Cloth	1 Nos		
22.	Pencil 2 B (Apsara)	1 Nos		
23.	Colour Pencil Pack	1 Packet		
24.	Erasers	1 Nos		
25.	Pencil lead pens	1 Nos		
26.	Steel Scale (1"x12")	1 Nos		
27.	Plastic Scale (1"x12")	1 Nos		
28.	Sketch Pen Sets (Luxor)	1 Packet		
29.	High Lighters Set (Luxor)	1 Nos		
30.	Correction Fluids	1 Nos		
31.	Lamination Rolls	1 Nos		
32.	Lettering Stencils	1 Nos		
33.	Gum Bottle Big (700 ml)	1 Nos		
34.	Gum Bottle (100 ml)	1 Nos		
35.	Fevi Sticks	1 Nos		
36.	Gum tubes	1 Nos		
37.	Stamp Pad Ink	1 Nos		

38.	Stamp Pad Self Inking	1 Nos		
39.	T Pin Box	1 Nos		
40.	File Tags Big	1 Bundle		
41.	File Tags Small	1 Bundle		
42.	Thread Balls	1 Bundle		
43.	Packing rope Bundle	1 Bundle		
44.	Rubber Bandles Big	1 Nos		
45.	Rubber Bandles Small	1 Nos		
46.	Hole Puncher	1 Nos		
47.	Hole Pocker	1 Nos		
48.	Staple Machine Small	1 Nos		
49.	Staple Machine Big	1 Nos		
50.	Staple Machine Pin Small	1 Packet		
51.	Staple Machine Pin Big	1 Packet		
52.	Paper cutters	1 Nos		
53.	Stationary Scissors	1 Nos		
54.	Paper tray	1 Nos		
55.	Paper weight	1 Nos		
56.	Black Metal Cilps 25 mm	1 Nos		
57.	Black Metal Cilps 12 mm	1 Nos		
58.	Black Metal Cilps 10 mm	1 Nos		
59.	Black Metal Cilps 06 mm	1 Nos		
60.	Water Glass	1 Nos		

61.	Tea Cup Sets	1 Set		
62.	Packing Cloths(20 mtrs)	1 Nos		
63.	Dust Bins (Plastic)	1 Nos		
64.	Cello tape 3"	1 Nos		
65.	Cello tape 2"	1 Nos		
66.	Brown tape 3"	1 Nos		
67.	Brown tape 2"	1 Nos		
68.	DVD (20 Nos Packet)	1 Nos		
69.	CD (20 Nos. Packet)	1 Nos		
70.	Plastic Drinking Water Bottles (1 litres)	1 Nos		
71.	Stationary Calculator (Casio)	1 Nos		
72.	Towel /Napkin Set	1 Set		
73.	Ruled Paper	1 Qr		
74.	Phenyl	1 Nos		
75.	Hand Wash	1 Nos		
76.	Alum	1 Kg		
77.	Nylon Rope (0.5 inch)	1 Kg		
78.	Nylon rope (1 inch)	1 Kg		
79.	Alpin	1 Packet		
80.	CLF Bulb (20 W)	1 Nos		
81.	Pencil Battery (Eveready)	1 Nos		
82.	White paper	1 Qr		
83.	Pencil Sharpener	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 26.11.2016 at 1530 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. Only those firms having **TIN** number can be eligible to submit their quotation.
9. Indicated quantities may increase or decrease at the time of supply order as per our requirement.
10. Payment will generally be made by crossed cheque /demand draft payable at near by 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.
11. Validity of your quotation should be for a period of minimum 60 days from the date of opening of quotation.
12. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
13. The supply of the materials should be completed within 15 days from the date of issue of supply order.
14. TDS shall be deducted from the bill at the time of payment as per latest Govt. orders.

Sd/-
(SHRIHARI SHEKHAR)
Executive Engineer

Copy for information to:

1. The O/o The Superintending Engineer, Meghna 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.