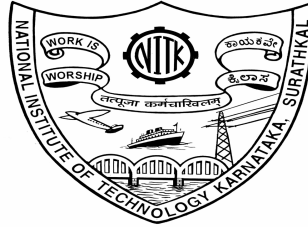


# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL HOSTELS TRUST®

POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474800  
E- mail: hosteloffice@nitk.edu.in

Mobile: 6364244536  
Website: <http://www.nitk.ac.in>



## NOTICE INVITING QUOTATION

Notification No: 1/NITKSH/Stationery/2023-24/ Supdt.

Date: 18/07/2023

<b>Name of Goods</b>	Stationery
<b>Estimated Amount:</b>	₹ 50,000/- per Quarter
<b>Last Date for submission of Quotation</b>	27/07/2023 before 3.00 PM
<b>Bid Opening Date</b>	27/07/2023 at 3.30 PM (if possible )
<b>Contact person</b>	Professor in charge, Hostel Affairs, Phone: +91-824-2474800, Mob: 6364244536 Email: chiefwarden@nitk.edu.in
<b>Address for Submission of Quotation</b>	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.



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Notification. No: 1/NITKSH/ Stationery /2023-24/ Supdt.

Date: 18/07/2023

**NOTICE INVITING QUOTATION (NIQ)**

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Professor In- charge, Hostel Affairs, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Number and the Name of the Goods for which quotation is submitted.

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<b>Address for Submission of Quotation</b>	NITK Hostel Office, First floor, Sahyadri Hostel Block building, Srinivasnagar, Mangalore – 575025.

**Sd/-**

**Professor In- charge  
Hostel Affairs**

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

**SECTION-1**  
**Terms and Conditions**

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any. The rate should be quoted in INR only
4. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
5. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
6. Guarantee/Warranty period should be specified for the complete period should be specified in section 3 of this tender document.
7. Period requirement for the supply and installation of item should be specified in section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.
9. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice.
10. In case of any doubt related to Specifications the bidder may visit the institution and examine the sample kept in the Hostel Office with prior intimation.
11. The Lowest bid (L1) will be finalized based on the overall total price. So, bidders need to participate for all the items.
12. This tender is for the requirement of 12 months i.e. 1 year and the requirement/ P.O. will be issued minimum 4 times in a year, so the vendor may quote the price duly analyzing the future escalation. The price quoted in a tender will be valid for 1 year and no escalation will be allowed.
13. Quantity variation: The quantity required in the tender will vary depending on requirement. The NITKSH reserves the right to increase/ decrease the quantity.
14. The bidder may quote the price as per the required brand. In case the vendor is providing an equivalent brand then he needs to visit NITKSH to understand the quality of the product duly inspecting the samples available at the office.
15. Any other details required may be obtained from the contact person given in the notice inviting quotation during the office hours.

**SECTION-2**  
**SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS**

[ To be filled up by the Department / Centre of NITK, Surathkal]

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Item(s) Name to be Procured : Stationery

Brief Specifications of the Item(s)  
(Attach Additional Sheet if necessary) : As Per Annexure 'A'

Any other details / requirement : Nil

Warranty Period required : Nil

Delivery Schedule expected  
after placement of Purchase order  
**(in Weeks)** : 1 Week

**SECTION 3  
PRICE SCHEDULE**

**[ To be used by the bidder for submission of the quotation]**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Make(or equivalent)</b>	<b>UOM</b>	<b>Rate (₹)</b>	<b>Total (inclusive of tax) (₹)</b>
1	0.6mm Ball Pen (Blue) (Pack of 10)	Hauser XO	3		
2	0.6mm Ball Pen (Red) (Pack of 10)	Hauser XO	2		
3	Roller Ball Pen (Green) (Pack of 10)	Linc	1		
4	Gel Pen (Blue) (Pack of 10)	Unomax	2		
5	Gel Pen (Red) (Pack of 10)	Unomax	1		
6	Gel Pen (Green) (Pack of 10)	Reynolds	1		
7	Highlighter Pen (Yellow)	Camlin	10		
8	Highlighter Pen (Pink)	Camlin	5		
9	Marking Pen- permanent, highlighter (Blue)	Faber	5		
10	Marking Pen- permanent, highlighter (Black)	Faber	5		
11	Marking Pen- permanent, highlighter (Red)	Faber	5		
12	Correction pens- white fluid	Kores	5		
13	Markers- white board (Blue)	Reynolds	5		
14	Markers- white board (Black)	Reynolds	5		
15	Markers- white board (Red)	Reynolds	5		
16	Sketch pen (Red)	Luxor	10		
17	Wooden Pencil (Pack of 10)	Apsara	4		
18	Eraser (Pack of 5)	Apsara	10		
19	Ball Pen Eraser	Any	5		
20	Manual pencil sharpener (Pack of 5)	Nataraj (621)	3		
21	Scissors	Kangaro (TR-83)	5		
22	Tag File	Any	30		
23	Clip File	Any	30		
24	Box File	Any	30		
25	Long Note Book 100 Pages	Any	40		
26	Long Note Book 200 Pages	Any	20		
27	Short Note Book 100 Pages	Any	40		
28	Self-adhesive Sticky Note (Four colours)	Bunchin	30		
29	Self-adhesive paper note	Oddy	10		
30	Stapler HD-10	Kangaro	10		
31	Stapler pin	Kangaro	25		
32	Binder clips (41 mm)	Chrome	10		
33	Binder clips (32 mm)	Chrome	10		
34	Binder clips (19 mm)	Chrome	30		
35	Binder clips (15 mm)	Chrome	20		
36	Glue Stick (25 g)	Fevistick	20		

37	Paste Glue (150 ml)	Camlin	15		
38	Plastic Clear Folder Leafs Sheet Protector	Any	10		
39	Plastic scale	Camlin	10		
40	Scales (Steel scale)	Elora	10		
41	Plastic tray (30*40 cm)	Any	10		
42	Plastic tray (22*28 cm)	Any	10		
43	Gem Clip	Any	30		
44	L Folder A4 Transparent	Any	25		
45	Stamp pads (Blue)	Camel	10		
46	Rubber Band - 1 inch Fluorescent Colour (Pack of 50)	Any	1		
47	Pen Drive - 64 GB	HP/ Sandisk	5		
48	Project File	Any	5		
49	A4 Sheet Paper	JK Copier	30		
50	A3 Sheet Paper	JK Copier	5		
51	Brown Envelope (9x4 Inch) (Pack of 50)	Any	1		
52	Brown Envelope (A4 Size) (Pack of 50)	Any	1		
53	Green Cloth Cover Envelope (A4 Size) (Pack of 50)	Any	1		
54	Register Book	Any	5		

**Place:**  
**Date:**

**Seal of the Bidder's Firm**

**SECTION 4**  
**CONTRACT FORM**

[To be provided by the bidder in the business letter head]

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1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder:** \_\_\_\_\_

**Name** : \_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Date :**

**Seal of the Bidder's Firm**

**Detailed Technical Specifications**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Make (or equivalent)</b>
1	0.6mm Ball Pen (Blue) (Pack of 10)	Hauser XO
2	0.6mm Ball Pen (Red) (Pack of 10)	Hauser XO
3	Roller Ball Pen (Green) (Pack of 10)	Linc
4	Gel Pen (Blue) (Pack of 10)	Unomax
5	Gel Pen (Red) (Pack of 10)	Unomax
6	Gel Pen (Green) (Pack of 10)	Reynolds
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17	Wooden Pencil (Pack of 10)	Apsara
18	Eraser (Pack of 5)	Apsara
19	Ball Pen Eraser	Any
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21	Scissors	Kangaro (TR-83)
22	Tag File	Any
23	Clip File	Any
24	Box File	Any
25	Long Note Book 100 Pages	Any
26	Long Note Book 200 Pages	Any
27	Short Note Book 100 Pages	Any
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31	Stapler pin	Kangaro
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33	Binder clips (32 mm)	Chrome
34	Binder clips (19 mm)	Chrome
35	Binder clips (15 mm)	Chrome
36	Glue Stick (25 g)	Fevistick
37	Paste Glue (150 ml)	Camlin



38	Plastic Clear Folder Leafs Sheet Protector	Any
39	Plastic scale	Camlin
40	Scales (Steel scale)	Elora
41	Plastic tray (30*40 cm)	Any
42	Plastic tray (22*28 cm)	Any
43	Gem Clip	Any
44	L Folder A4 Transparent	Any
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46	Rubber Band - 1 inch Fluorescent Colour (Pack of 50)	Any
47	Pen Drive - 64 GB	HP/ Sandisk
48	Project File	Any
49	A4 Sheet Paper	JK Copier
50	A3 Sheet Paper	JK Copier
51	Brown Envelope (9x4 Inch) (Pack of 50)	Any
52	Brown Envelope (A4 Size) (Pack of 50)	Any
53	Green Cloth Cover Envelope (A4 Size) (Pack of 50)	Any
54	Register Book	Any