

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR-26, CHANDIGARH 160 019
(Website: www.nitttrchd.ac.in)

IMPORTANT NOTE: Please read the attached terms and conditions carefully before filling up tender form.

Cost of Tender Form consisting of Parts A, B, C and terms & conditions (15 Pages) = Rs.200/-(Rs.Two hundred only)

PART-A

No.NITTTR/Store/Stat/2018-19/

Dates

Director,
NITTTR,
Chandigarh.

Sir,

With reference to your Tender/quotation No.....dated....., we hereby quote the rates as under:-

1. STATIONERY ITEMS (Sr No. 01-71)

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
1.	Attendance Register			
	(a) NEELGAGAN' DELUX. Each register containing 64 pages size 19.5x32.5 cms.			
	(b) JINDAL' (Rates to be quoted separately).	150 Nos.		
2.	Bag of matti cloth, zip No.10 size 16" x 9" with pocket Height 11" (Printing as per sample)	500 Nos.		
3.	Ball Pen Ordinary			
	(a) Cello (Butterflow)	15,000 Nos.		
	(b) Cello Finegrip Soft Tip (Rates to be quoted separately for each quality)	15,000 Nos.		
4.	Ball Pen Jotter			
	Renold Jotter	50 Nos.		
	Cello Paper Soft	50 Nos.		
5.	Ball Pen 0.45 Reynolds (Blue)	100 Nos.		
6.	Ball Pen			
	(a) Reynolds (Black)	50 Nos.		
	(b) Cello Finegrip (Black)	50 Nos.		

S. No.	Name of Items		Tentative Qty.	Tendered Rates	
				In figures	In words
7.	Ball Pen 0.45				
	(a)	Reynolds (Red)	100 Nos.		
	(b)	Cello Finegrip(Red)	100 Nos.		
8.	Bodkin Make National/Lazor Quality		20 Nos.		
9.	Cello Tape ½” 9 Mtrs. length				
	(a)	Prime Eeazytear	200 Nos.		
	(b)	Premier	200 Nos.		
10.	Chalk White Dustless Make Kores		30 Boxes		
11.	Chalk Coloured Dustless Make Kores		30 Boxes		
12.	Paper Clip 26 mm U/V type Rolex. Each packet containing 100 clips		150 Pkts.		
13.	Paper Clip 35 mm U/V type Rolex. Each packet containing 100 clips make		30 Pkts.		
14.	Correction COMBO (Pen & Brush) 2 in 1 (10 ML) Flair		100 Nos.		
15.	Day book for cashier ½ size Make Neelgagan Delux of 250 pages each.		10 Nos.		
16.	Dak Pad				
	(a)	Neel Gagan	50 Nos.		
	(b)	Sweety	50 Nos.		
17.	Drawing Pin Net Weight 75 Grams size 13MM				
	(a)	Scholar	20 Pkts.		
	(b)	Grace	20 Pkts.		
18.	(a)	Damper of KBI (As Per Sample)	25 Nos.		
	(b)	Damper of AACEE's	25 Nos.		
19.	Duster wooden with Handle (As per sample)		30 Nos.		
20.	DVD-R Blank (DVD minus R), 4.7GB/120min. compatible 1x, 16x or more with individual jewel cover 10-disc box.		300 Boxes		
	(a)	SONY	300 Boxes		
	(b)	MOSERBAER	300 Boxes		
21.	Envelope White Colour				
	(a)	Taj Mahal size 9”x 4” Box Packing (Printed as per sample)	15,000 Nos.		
	(b)	Sheesh Mahal	15,000 Nos.		

S.No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
22.	Envelope White Colour			
	(a)	Taj Mahal size 9"x 4" Window Type, Box Packing (Printed as per sample)	35,000 Nos.	
	(b)	Envelope Sheesh Mahal size 9"x 4" (Printed as per sample)	35,000 Nos.	
23.	(a)	Envelope Laminated White Colour size 10"x12" (Printed as per Sample)	3,000 Nos.	
	(b)	Khaki Star envelop plastic wove	3,000 Nos.	
24.	(a)	Envelope Laminated size 16"x 12" White colour (Printed as per Sample)	1,000 Nos.	
	(b)	Khaki Star envelop plastic wove	1,000 Nos.	
25.	Plastic Folder			
	(a)	(Solo Twin Envelop) MC 212 (Printing as Per Sample)	2,000 Nos.	
	(b)	(INFINITY)INF-DE94IF/INF-DE841F (Printing as per sample)	8,000 Nos.	
	(c)	(MEGHA DELUXE) W-2009P(Printing as per sample)	8,000 Nos.	
26.	File Board Gutta Superior Quality (As Per Sample)		1,000 Nos.	
27.	Foot Rule 12", Plastic			
	(a)	Kores	50 Nos.	
	(b)	Natraj 621	50 Nos.	
28.	Index File (As Per Sample)			
	(a)	Sweety	10 Nos.	
	(b)	Ritesh	10 Nos.	
	(c)	Status	10 Nos.	
29.	Gum Bottle Large size 700 ml			
	(a)	Camel Brand	30 Nos.	
	(b)	Kores	30 Nos.	
30.	Gum Bottle small size 150 ML			
	(a)	Camel Brand	100 Nos.	
	(b)	Kores	100 Nos.	
31.	Glue Stick 15 Grams			
	(a)	Kores	100 Nos.	
	(b)	Fevistick	100 Nos.	

S.No.	Name of Items		Tentative Qty.	Tendered Rates	
				In figures	In words
32.	Gum Tube				
	(a)	KORES (Stick Ezy) with built in applicator weight 20 ml.	25 Tubes		
	(b)	Ezee fix Glue weight 30 ml.	25 Tubes		
33.	Graph Sheet Pad size 210x275mm Each pad containing 25 sheets. Make				
	(a)	Neelgagan	20 Pads		
	(b)	Jindal	20 Pads		
34.	Fluorescent High Lighter Transliter Paper Copy Fax (Per set of 5 Pcs) Yellow & Pink Colour Make KORES		30 Sets		
35.	Ink for Stamp Pad				
	(a)	Camel 30 ml	10 Nos.		
	(b)	KORES 30ml	10 Nos.		
36.	Jotter Refill Blue, Black, and Red Colour Make				
	(a)	Reynold Jetter	30 Nos.		
	(B)	Cello Paper Soft	30 Nos.		
37.	Paper Cutter (Knife Sliding) Junior 100 Stainless Steel (As per sample)		50 Nos.		
38.	Key Purse of Leather of 6 Pins (As per sample)		10 Nos.		
39.	Laces length 9/32" superior Quality Green Colour (As per sample)		4,000 Nos.		
40.	Lamination Film Roll Polyester base Modi G.B.C Thickness 50 micron width 12" bore 1" length 152 mtrs.		20 Nos.		
41.	OHP Marvi Pen Set Make-Japan		25 Sets		
42.	Pen Stand Ordinary of good quality Plastic Make Boss		10 Nos.		
43.	Punching Machine (Make KANGARO-280)		40 Nos.		
44.	Pin Cushion/Container Magnetic		15 Nos.		
	(a)	Best/Omega 1337/1714	15 Nos.		
45.	Ball Pen Holder Jotter Make				
	(a)	Deeco	20 Nos.		
	(b)	Linc	20 Nos.		
46.	Pencil Ordinary Lead HB				
	(a)	Natraj	400 Nos.		
	(b)	Kores	400 Nos.		

S.No.	Name of Items		Tentative Qty.	Tendered Rates	
				In figures	In words
47.	Paper pin Packets of weight 70/100 grams				
	(a)	Grace	75 Pkts.		
	(b)	NERO	75 Pkts.		
48.	Photocopy Paper JK Brand A-3 size 297x420mm GSM-75, weight 4.7 kgs (Each ream containing 500 sheets.		10 Reams		
49.	(a)	Photocopy Paper JK Brand A-4 size 210x297mm weight 2.3 kgs and 75 GSM of Red colour packing. Each ream containing 500 sheets	3000 Reams		
	(b)	Photocopy Paper Copy Power A-4 size 210x297mm weight 2.3 kg, 75 GSM of Ballarpur Industries Limited of Chandrapur (Maharashtra). Each ream containing 500 sheets	3000 Reams		
50.	(a)	Colour Copier paper de'Smat TM Brand A-4 size 210x297mm of Century Mill, in Mill Pack only. Each ream containing 500 sheets of different colours Yellow, Pink, Green and Blue.	30 Reams		
	(b)	Make MATRIX	30 Reams		
51.	Paper Weight Superior Quality (Round shape)		40 Nos.		
52.	Pencil Tray Make KBI		06 Nos.		
53.	Permanent Marker Reynolds Ref.222 (Blue, Red & Black)		50 Nos.		
54.	Permanent Marker for CD Fabre Castle 1513F (Black, Blue Red)		50 Nos.		
55.	Rubber for Pencil (Eraser) Non Dust APSARA , small size		400 Nos.		
56.	Refill for Ball Pen Red				
	(a)	Cello (Butterflow)	50 Nos.		
	(b)	Cello Finegrip Soft Tip	50 Nos.		
57.	Refill Artline Ink for White Board Marker		30 Nos.		
58.	Refill for Ball Pen Black				
	(a)	Reynold Brite	30 Nos.		
	(b)	Cello Finegrip Soft Tip	30 Nos.		

S.No.	Name of Items		Tentative Qty.	Tendered Rates	
				In figures	In words
59.	Refill for Ball Pen Blue				
	(a)	Reynold Brite	30 Nos.		
	(b)	Cello Finegrip Soft Tip	30 Nos.		
60.	Sharpener for Pencil				
	(a)	Nataraj	150 Nos.		
	(b)	Camlin	150 Nos.		
61.	Stapler Machine				
	(a)	Kangaroo 10D	60 Nos.		
	(b)	Kangaroo HD-10 EN Platinum Streak	60 Nos.		
62.	Stapler Machine 24/6 (Big Size) Make Kangaroo HD-45		10 Nos.		
63.	Staple Pin				
	(a)	Kores No.10 made in Japan	400 Pkts.		
	(b)	Kangaroo No.10-1M ISO 9002	400 Pkts.		
64.	Staple Pin No.24/6 Kores Staples (Big size)		20 Pkts.		
65.	Stamp Pad large size 160mmx97mm (Self Ink)				
	(a)	Ashoka	10 Pkts.		
	(b)	Golden	10 Pkts.		
66.	Stamp Pad Medium size Self Ink (70x110mm)				
	(a)	Ashoka	20 Pkts.		
	(b)	Golden	20 Pkts.		
67.	Sketch Pen set of 12 Ball Pens Luxer (As per sample)		20 Sets.		
68.	Ordinary Unmounted Transparencies (To be written by Hand by OHP Pen and for use on Photocopier) 100 Mic. A-4 size 210x297mm make				
	(a)	De'Smat only Box Pack) (Each box containing 100 sheets)	10 Boxes		
	(b)	CITIZEN only Box Pack) (Each box containing 100 sheets)	10 Boxes		
69.	Tags White Superior Quality length 9/6		6,000 Nos.		
70.	Tape Brown (Khaki transparent of Width 1", 1 1/2" & 2" (As per sample)				
	(a)	PREMIER 45 mtrs.	1"	30 Rolls	
			1 1/2"	30 Rolls	
			2"	50 Rolls	
71.	White Board Marker Make				
	(a)	Artline Malaysia	400 Nos.		
	(b)	Reynolds	400 Nos.		

Signature of bidder with Name & Address
with contact numbers of firm/company

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(Website: www.nitttrchd.ac.in)

PART-B

No.NITTTR/Store/Ptd.Stat/2018-19

Dated.....

Director,
NITTTR,
Chandigarh.

Sir,

With reference to your Tender/Quotation No.....dated, we hereby quote the rates as under:-

II - PRINTED STATIONERY ITEMS (Sr No. 01-42)

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
1.	Answer Sheet Ruled of 16 pages size 22.5x28.5 cms (Printed on Ballarpur Paper 70 GSM) (As per sample)	2000 Nos.		
2.	Answer Sheet Ruled of 36 pages size 22.5x28.5 cms (Printed on Ballarpur Super Print Paper 70 GSM) (As per sample)	5000 Nos.		
3.	Cash Book large size 25 cms x 37 cms of 8.33 Qrs. of 800 pages. Printing on Ballarpur thick ledger paper 80 GSM as per sample. One page no. to be printed on two pages (i.e. 1-400 pages) Printing & Leather binding as per sample.	06 Nos.		
4.	Complaint Book, printed as per sample size 17.5cmx25.5cm of 200 sheets . 1 st sheet perforated and 2 nd fixed Sr. No. 1 to 100 to be printed as per sample on each Book.	70 Nos.		
5.	Dispensary Register size 33.5 cms x 21 cms of 400 pages of Leather Binding. Printed as per sample on ledger paper.	12 Nos.		
6.	Complaint Register of Building Maintenance/ Electrical Maintenance size 21cms x 33.5cms of 100 pages. One Sr. No. to be printed on two pages. Printing & Binding as per sample on super printing paper 70 GSM.	30 Nos.		
7.	Comparative Statement form size 33.5x42.5 cms. Printed as per sample on Ballarpur ledger paper 80 GSM.	500 Nos.		

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
8.	Dak Book size 25cms x17.5cms of 200 pages (Printing & Binding as per sample on Ballarpur super print paper 70GSM). Page no. to be printed on each pages.	20 Nos.		
9.	Day Book of store of 250 pages for non-consumable items size 50cmx38cms. Printing and Leather Binding as per sample on Ballarpur ledger paper. One page No. to be printed on two pages.	05 Nos.		
10.	Day Book of store of 200 pages for consumable items size 43cms x 33 cms. Printing and Leather Binding as per sample on Ballarpur ledger paper. One page No. to be printed on two pages.	05 Nos.		
11.	Despatch Register of 500 pages size (21cmsx34cms). One page No. to be printed on two pages i.e. Sr. No. 1 to 250 (Printing & Binding as per sample on Ballarpur Ledger Paper 80 GSM).	10 Nos.		
12.	Diary Register of 500 pages (21.5 cmsx33.5cms) Printing & Binding as per sample on Balarpur ledger 80 GSM (As per sample)	10 Nos.		
13.	Section Diary Register of 400 pages. Size 21 cms x 33 cms on Ballarpur Super Printing Paper of 70 GSM. One page No. to be printed in two pages. Printing & Binding as per sample.	10 Nos.		
14.	Expenditure Register of 500 pages size (21 x 34cms) Printing & Binding as per sample on Ballarpur Ledger Paper 80 GSM. Index of 28 pages extra.	10 Nos.		
15.	Form No. SC 10 of two pages size 22 cms x 27 cms to be printed both in hindi and English as per sample on Ballarpur paper (Each bundle containing 100 forms).	100 Bundles		
16.	File Cover Ordinary cloth lining Printed as per sample.	4,000 Nos.		
17.	Casual Indent Book as per sample size 13.5x22.5 of 200 sheets Ist page Pink colour and perforated second fixed Sr. No.1 to 100 to be printed as per sample on each book.	50 Nos.		
18.	Conveyance expenditure register of 200 pages size 21cmx34cm duly 80GSM. Index of 28 pages extra.	06 Nos.		

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
19.	Log Book size 28.5x22.5 cms of 200 pages. Printed & Binding as per sample in Ballarpur Super Print Paper 70 GSM.	06 Nos.		
20.	Institute Letter Head pad A-4 size 210x297mm on Executive Bond 80GSM Paper. Each pad containing 100 sheets (Printed as per sample)	150 Pads		
21.	Memo Pad on Super Printing Paper of Ballarpur Paper Mill of A-4 size 210x297mm Super Printing Paper 70 GSM. Each pad containing 100 sheets (Printed as per sample)	200 Pads		
22.	Note Pad Ruled size 180x270mm of 60 pages duly printed on Ballarpur Super Printing Paper of 70 GSM for STC/Workshop. (Printed as per sample. Binding should be as per Note Book. Cover 170 GSM Art Paper.	2,000 Pads		
23.	Note Pad Ruled size 180x270mm of 40 pages duly printed on Ballarpur Super Print Paper of 70 GSM for STC/Workshop. (Printing as per sample. Binding should be as per Note Book. Cover 170 GSM Art Paper.	10,000 Pads		
24.	Medical Reimbursement Form Pad size 33.5 cms x 21.5 cms. (Printed as per sample on Ballarpur Super Print Paper 70 GSM (each Pad containing 100 sheets)	50 Pads		
25.	Noting pad size 20.5 cms x33 cms. On Ballarpur ledger paper of AAA 80 GSM (Printed as per sample.)	60 Pads		
26.	(a) Dak Book Consumable size 25cm x 17.5cm of 200 pages. Printing & Binding as per sample on Ballarpur super print paper 70 GSM. Page no. to be printed on each page.	200 Nos.		
	(b) Dak Book Non-Consumable size 25cm x 17.5cm of 200 pages. Printing & Binding as per sample on Ballarpur super print paper 70 GSM. Page no. to be printed on each page.	200 Nos.		
27.	Pension Payment order book of 32 pages size 16.5x21 cms. Printing & Binding on Ballarpur paper as per sample. First page in Hindi & second page in English. (One page No. to be printed on two pages of Hindi & English.) (Printed as per sample.)	100 Nos.		

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
28.	Pension Register of 500 pages size (21cmsx34cms) Printing & Binding on super Ballarpur Paper of 70 GSM. Index 28 pages extra. (Printed as per sample.)	6 Nos.		
29.	Register Ruled One Qr. 96 pages (Printed as per sample) on Ballarpur Super Print Paper 70 GSM.	50 Nos.		
30.	Register Ruled 2 Qrs. 192 pages (Printed as per sample) on Ballarpur Super Print Paper 70 GSM.	100 Nos.		
31.	Register Ruled 3 Qrs. 288 pages (Printed as per sample) on Ballarpur Super Print Paper 70 GSM.	150 Nos.		
32.	Slip Pad Ruled of 200 pages on Ballarpur Super Print Paper 70 GSM, size 11cms.x18.5cms. (Printed as Per sample)	200 Pads		
33.	Stock Register of 2 Qrs. (192 Pages) size 24.5x36.5 cms) Printing & Binding as per sample on Ballarpur Ledger Paper 80 GSM. Index pages 28 sheets extra	25 Nos.		
34.	Stock Register of 4 Qrs. (384 pages) size 24.5x36.5 cms) Printing & Binding as per sample on Ballarpur Ledger Paper 80 GSM. Index pages 28 sheets extra.	06 Nos.		
35.	Stock Register of 10 Qrs. (960 pages) size 24.5x36.5 cms) Printing & Binding as per sample on Ballarpur Ledger Paper 80 GSM. Index pages 28 sheets extra.	06 Nos.		
36.	Store requisition Book white for consumable and non-consumable item size 13.5x21.5 cms, Printing on Ballarpur super Printing Paper of 70GSM. (Printing & Binding as per sample). Each book containing 100 requisitions in duplicate. 1st copy perforated and second fixed. Sr. No. 21401 to 23400.	20 Nos.		
37.	T.A. Bill Form of STC/Workshop participants 4 pages size 21.5 cms x 29.7 cms. Printing in Bilingual (Hindi & English) and Binding as per sample on Ballarpur super printing paper 70 GSM. One pad containing 100 sheets.	100 Pads		
38.	TA Bill Form of staff members size 29.7 cms x 21 cms. One pad containing 100 sheets. Printing in Bilingual (Hindi & English) and Binding as per sample on Ballarpur ledger paper 80 GSM.	50 Pads		

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
39.	Visitor Register of 400 pages size 21 cms x 33 cms Printed as per sample on Ballarpur ledger paper 80 GSM . One page No. to be printed on two pages.	10 Nos.		
40.	Bill Sending Register to Accounts for Central Store of 300 pages size 21 cms x 34 cms on Balarpur Supershing Paper of 70 GSM. Printing & Binding as per sample Page Nos. to be printed on each page.	05 Nos.		
41.	Bill Receipt Register to Store of 300 pages size 21 cms x 34 cms on Balarpur Supershing Paper of 70 GSM. Printing & Binding as per sample Page Nos. to be printed on each page.	05 Nos.		
42.	STC Certificate Valuations Register of 300 pages' size 21 cms x 34 cms on Balarpur Supershing Paper of 70 GSM. Printing & Binding as per sample Page Nos. to be printed on each page.	05 Nos.		

Signature of bidder with Name & Address
with contact numbers of firm/company

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH,
SECTOR-26, CHANDIGARH-160 019
(Website: www.nitttrchd.ac.in)**

PART-C

No.NITTTR/Store/Cons/2018/

Dated.....

Director,
NITTTR,
Chandigarh,

Sir,

With reference to your Tender/quotation No.....dated, we hereby quote the rates as under:-

III. OFFICE CONSUMABLE ITEMS (Sr. No. 01-31)

S. No.	Name of Items	Tentative Qty.	Tendered Rates	
			In figures	In words
1.	Brush for Toilet (As per sample)	70 Nos.		
2.	Bamboo sticks as per sample for making Jharu	100 Kgs.		
3.	Brush for Jala (As per Sample)	50 Nos.		
4.	Battery Cell Large size Make			
	(a) Eveready	25 Nos.		
	(b) Nippo super shakti	25 Nos.		
5.	Candle Medium size (weight 100 grams of each candle).	20 Nos.		
6.	Duster Full size 33"x33" Floor Cleaning	700 Nos.		
7.	Duster Medium size 21"x25" Floor Cleaning	150 Nos.		
8.	Duster Soft Yellow Colour for (Computer & Other equipment cleaning purposes), size 55 cms x36.5 cms.	100 Nos.		
9.	Fevicol in 1 kg packing Manufactured by M/s Pidilite Ind. Ltd., Mumbai	6 Kgs.		
10.	Fevicol MR White Adhesive (Tube) 30ml Pidilite Ind. Ltd.,	20 Tubes		
11.	Glass Tumbler Make			
	(a) Yera	300 Nos.		
	(b) HNG	300 Nos.		

S. No.	Name of Items		Tentative Qty.	Tendered Rates	
				In figures	In words
12.	Hit Spray				
	(a)	200ml	10 Nos.		
	(b)	320ml	10 Nos.		
	(c)	400ml	10 Nos.		
13.	Jug Plastic Make Flora		20 Nos.		
14.	Naphthalene Balls Grade I ISI mark Mfgd. By M/s Bengal Chemical and Pharmaceuticals Ltd., (A Govt. of India Enterprises), Kolkata 700 013 (In 1 kg. Packing)		50 Kgs.		
15.	(a)	Paper flags 3 color prompts, Size 1"x3" (50x3 col.=150 sheets). Make Oddy.	100 Pkts.		
	(b)	Paper flags, Size 2"x3". Make Oddy	100 Pkts.		
16.	Pencil Cell Make				
	(a)	Panasonic Gold plus	400 Nos.		
	(b)	Nippo	400 Nos.		
17.	Plastic Roll (Sutli) Make Chandni Extra Strong (One packet of weight 500 grams. (As per sample)		10 Rolls		
18.	Pencil Cell for Remote Make AAA Dura Cell/ Geep		200 Nos.		
19.	Phenyl Liquid ISI Mark 450ML Make Brand		500 Bottles		
20.	Room Freshener – Premium (Eau De Cologne) 150gm.		30 Nos.		
21.	Soap Case (As per Sample).		12 Nos.		
22.	Sealing wax weight of 500 gms. ISI mark Grade I in (Red Colour). One Packet containing 10 sticks.		06 Boxes		
23.	Scissors small make Prince/Gem size 21.5 cms.		20 Nos.		
24.	Soap Lifebuoy Care 115 grams		1000 Cakes		
25.	Soap				
	(a)	Lux of 100 grams	200 Cakes		
	(b)	Rexona of 100 grams	200 Cakes		
26.	Soap small size 15 grams				
	(a)	Lux weight 15 grams	1500 Cakes		
	(b)	Mysore (Jasmine)	1500 Cakes		

S. No.	Name of Items		Tentative Qty.	Tendered Rates	
				In figures	In words
27.	(a)	Sani Fresh, Lavatory Disinfectant of 500 ml.	600 Cakes		
	(b)	Harpic Power Toilet Cleaner 500 ml.	600 Cakes		
28.	Tat Bori (Hessian Cloth) (As per sample)		400 Mtrs.		
29.	Cleaning Powder Farishta of 1 kg packing		1000 Pkts		
30.	Paper Tray Plastic (As per sample)		30 Nos.		
31.	Waste Paper Basket Plastic (As per sample.)		20 Nos.		

Signature of bidder with Name & Address
with contact numbers of firm/company

TERMS AND CONDITIONS

1. The firm shall be required to deposit Rs. 20,000/- as earnest money in the shape of crossed Demand Draft in favour of Director, NITTTR, Chandigarh with the quotation forms. The earnest money of the unsuccessful bidders will be refunded within 30 days or on final approval of contract, whichever is earlier. Quotation without earnest money will be invalid and be rejected summarily.
2. Items of Stationery / Printed Stationery and Office Consumables are based on tentative requirements up to 31st October, 2019. The purchase orders will be issued from time to time as and when a particular item is required. Besides, quantity of the items as mentioned in the Tender form may increase or decrease as per actual requirement or may be deleted altogether. These are tentative only.
3. Rates quoted by the supplier will be valid till 31st October, 2019
4. All rates shall be F.O.R., NITTTR, Office premises.
5. **Whether the rates quoted are inclusive of GST etc. or not, it should be clearly mentioned. Otherwise the rates quoted, will be considered as inclusive of all taxes.**
6. Payment of Bills will be made on receipt of material in good condition, after satisfactory inspection. No advance payment will be made for purchase of any item. Payments will most likely be made within 30 days of the receipt of material.
7. Director, NITTTR, Chandigarh reserves the right to accept or reject any tender or a part thereof, without assigning any reason.
8. All disputes will be subject to Chandigarh jurisdiction only.
9. In case the supplier fails to supply the ordered material as per his quotation within the agreed period, the same will be purchased from other agency at his risk & cost and extra expenditure, if any, will be recovered from earnest money without further notice.
10. The quotation is required to attach duly signed the sample paper issued by this institute otherwise the institute has the right to reject the tender without any reason.
11. The above 'Terms & Conditions' are accepted unconditionally.

Note:- The material / items supplied should be latest in manufacturing / made in the year June / July.

Signature of bidder with Name & Address
with contact numbers of firm/company