



# SIMFED

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**Sikkim State Cooperative Supply and Marketing Federation Ltd.**

Above Sangram Bhawan, Development Area, Gangtok, East Sikkim

Ref. No.: SIMFED/17-18/ GM-1/69

Date: 9.11.2017

## NOTICE INVITING QUOTATIONS (N.I.Q.)

Sealed quotations are invited from Suppliers (Empanelled with SIMFED) for establishment of rates for the items mentioned as per the annexure.

### Terms and conditions:

1. The quotations must be submitted in a sealed envelope. NIQ Reference Number must be written very clearly on the envelope.
2. Only Quotations from Empanelled suppliers/ Vendors of SIMFED shall be accepted. Empanelment must be valid (Expired empanelment shall not be accepted).
3. All Quotations are to be submitted to the General Manager-I, SIMFED, Development Area, Opposite SSB Office, Gangtok, East Sikkim 737101, 23/11/2017. No quotation will be accepted after 12:00 noon.
4. The tenderers must submit the relevant documents like ,GSTIN, Distributorship/Dealership/Channel Partnership of the company, warranty of the material.
5. The detail list of items can be collected from the office of the General Manager-I during the working hours.
6. The prescribed tender fee of Rs 1000/- only may be deposited along with the submission of quotations.
7. Trade discounts being offered to SIMFED must be mentioned clearly in the quotations.
8. Payment on successful supply will be made only after receipt of the payment from the indenting department.
9. The vendor submitting the quotations must have cleared the processing fees and other dues with SIMFED Accounts Section.
10. Submission of the quotations assumes that the party has accepted all the terms & conditions and will accept the decision of management of SIMFED.
11. The rates submitted by the L1 shall be verified and if found abnormally higher than the prevailing rates of the market then the management reserves the right to cancel/ renegotiate or any other decisions that may be beneficial for the end buyer.
12. Supply order shall be given to the lowest bidder and after acceptance of the rates by SIMFED on the condition that the rates are further accepted by the indenting department and a Supply Order is issued by them in favour of SIMFED.
13. The management of SIMFED reserves the right to accept or reject any quotations without assigning any reasons thereof. The Decision of the Managing Director is final & binding on all in all circumstances & situation.
14. SIMFED RESERVES THE RIGHT TO CANCEL THIS NIQ AT ANYTIME.

**General Manager (I)**

Sl. No.	Particulars	Specification	Quantity
01	Paper	A 4 Size	10 Reams
02	Note Sheets		05 Pkts.
03	Paper Clip		25 Nos.
04	PUC Paper	Big Size	150 Nos.
05	Wall Clock		01 No.
06	Folder File		20 Nos.
07	Mirror	2' x 3'	01 No.
08	Towel Rail	Steel	01 No.
09	Coat Hanger		02 Nos.
10	Toilet paper		01 Bundle
11	Hand Wash	Refill	02 Nos.
12	Lisol		04 Nos.
13	Paper	Legal	04 Reams
14	Bath Towel		03 Nos.
15	Hand Towel		06 Nos.
16	Calclator	Citizen	01 No.
17	Colin		03 Bottles
18	Punch Machine		02 Nos.
19	Perfume for SK-01/1468		01 No.
20	Stapler HD 23S24		01 No.
21	High Lighter Pen	Yellow, Pink, Green	09 Nos.
22	Register	No. 04	10 Nos.
23	Attendance Register for one/two year (10+)		20 Nos.
24	Cartridge	88A Laser	02 Nos.
25	Cartridge	18A Laser	06 Nos.
26	Staple Pin	24/6	10 Pkts.
27	Wet Wipes	Face Tissue	02 Pkts.
28	Cushion		04 Nos.
29	Foot Rest		01 No.
30	Grievance Box		01 No.
31	Stapler Machine	HP45	03 Nos.
32	Electrical bell		01 No.
33	Stamp Pad		02 Nos.