



Ref. No.: SIMFED/16-17/ CGM-I/018

Date: 12.12.2016

NOTICE INVITING QUOTATIONS (N.I.Q.)

Sealed quotations are invited from Suppliers (Empanelled with SIMFED under Misc. category) for supply of the materials (refer Annexure 1), under the given terms and conditions

1. The quotations must be submitted in a sealed envelope. NIQ reference No. must be written very clearly on the envelope.
2. **Only Quotations from Empanelled manufacturers/ dealers/ suppliers of SIMFED shall be accepted. Empanelment must be valid (Expired empanelment shall not be accepted).**
3. All Quotations are to be submitted to the Chief General Manager(I), Sonam Gyatso Marg, Gangtok, East Sikkim 737101 by 12.00 Noon, 19/12/2016. After the stipulated time no quotations will be accepted.
4. The materials should be strictly as per the specifications mentioned.
5. Prescribed tender fee and EMD shall be finalized only after the rate quoted is accepted by the indenting department.
6. **Trade discounts being offered to SIMFED must be mentioned clearly in the quotations.**
7. Payment on successful supply will be made only after receipt of the payment from the indenting department and on obtaining the completion certificate from the indenting department.
8. The vendor submitting the quotations must have cleared the processing fees and other dues with SIMFED Accounts Section.
9. Submission of the quotations assumes that the party has accepted all the terms & conditions and will accept the decision of management of SIMFED.
10. 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.
11. **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.**
12. 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.
13. SIMED RESERVES THE RIGHT TO CANCEL THIS NIQ AT ANYTIME.

Chief General Manager (I)

Annexure – I

Sl.no	Particulars	Quantity	Unit
1	Tag	28	Bunches
2	Stapler small size	6	Nos
3	Stapler small size pin	3	Pkts
4	Register	20	Nos
5	File board and cover	500	Nos
6	James clip	16	Pkts
7	Envelope brown	12	pkts
8	Ruler Small	3	Dozen
9	Ruler Big	3	Dozen
10	Note sheet	15	Pkts
11	Punching Machine	11	Nos
12	Calculator(scientific)	9	Nos
13	Computer Paper (A4)	43	Pkts
14	Stapler Big size	12	Nos
15	Stapler Big size pin	5	Pkts
16	Computer paper F/S size	20	Pkts
17	Correction pen	10	Nos
18	Marker pen	22	Nos
19	Sketch pen	8	Pkts
20	Agreement Book	280	Nos
21	Measurement book	820	Nos
22	Tender document	55	Nos
23	Table	5	Nos
24	Tracing Paper-A4 size	5	Nos
25	Register expenditure	8	Nos
26	C.B. form plan and non plan	30	Pkts(15 pkts of plan & 15 pkts nonplan each)
27	Table glass stand	1	Set
28	Pen Stand	3	Nos
29	Chartpaper	2	Dozen
30	High lighter	1	Dozen
31	Colour pencil	2	Pkts
32	Rubber(18 no)	2	Dozen
33	Pencil(0.5)	2	Dozen
34	Alpin	2	Pkts
35	Dustbin	2	Nos

36	Cartridge	4	Nos
37	Cartridge (HP Laser jet P1007)	2	Nos
38	Cartridge(HP P12A)	4	Nos
39	Cartridge(HP 1008)	2	Nos
40	Cello tape	10	Nos
41	Ball pen	2	Dozen
42	Paper weight	4	Nos