

Ref. No.: SIMFED/17-18/ CGM-1/63

Date: 9.11.2017

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

Sealed quotations are invited from Suppliers (Empanelled with SIMFED under Miscellaneous category) for establishment of rates of materials as per the annexure.

**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, Development Area, Gangtok, East Sikkim 737101 by 12.00 Noon, 23.11.2017. After the stipulated time no quotations will be accepted.
4. The materials should be strictly as per the specifications mentioned.
5. **Trade discounts being offered to SIMFED must be mentioned clearly in the quotations.**
6. 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.
7. The vendor submitting the quotations must have cleared the processing fees and other dues with SIMFED Accounts Section.
8. Submission of the quotations assumes that the party has accepted all the terms & conditions and will accept the decision of management of SIMFED.
9. 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.
10. **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.**
11. 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.
12. **SIMFED RESERVES THE RIGHT TO CANCEL THIS NIQ AT ANYTIME.**

**Chief General Manager (I)**

Sl. No.	Particulars	Quantity
1	A4	100 nos
2	Legal	100 nos
3	Catridge 88A	8 nos
	Catridge 35A	2 nos
	Catridge 12A	2 nos
4	File board cover	500 nos
5	Tag	20 packets
6	Stapler with pin	10 nos
7	Calculator	2
8	Punching	10 nos.
9	Glue stick	3 dozen
10	Sticky pen	1 dozen
11	Photo paper	100 nos
12	Ink parker	3
13	Parker pen	3
14	Sugar	10 kg
15	Temi tea	10 kg
16	CTC tea	5 kg
17	Table top	2 nos
18	Towel	5 nos
19	Hand towel	5 nos
20	Highlighter	3 dozen
21	White board with marker with duster	3 board and 1 dozen marker
22	File envelope big & small	03 dozen
23	Envelope	10 dozen
24	Gems clip	12 packets
25	Napthline balls	10 packets
26	Notesheet	100 nos
27	Steno copy	05 nos
28	Service book	3 nos
29	Letter head in colour	½ dozen (6 pcs)
30	Standing fan	1
31	Water Boiler good quality	1
31	CL Register	6 nos