



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, SHILLONG**

NEHU Campus, Umshing, Mawkynroh, Shillong-793022

PHONE NO: 0364-2550088/2550102

FAX: 0364-2550015 E-MAIL: rcshillong@ignou.ac.in

Notice Inviting Tenders for procurement of Stationary, Computer Stationary & Printing

Sealed Tenders are invited from the Registered/Reputed Dealer/Authorized Govt. Supplier/Dealer for tentative requirement of stores/items. Sealed cover addressed to the Regional Director, IGNOU Regional Centre, NEHU Campus, Umshing, Mawkynroh, Shillong-793022 with the words "Tender for Supply of Stationary, Computer Stationary and Printing" boldly superscribed on the top of the envelope and the tender be sent by registered cover/speed post.

LAST DATE FOR RECEIPT OF TENDER : **17.00 hrs. of 02.03.2017**

DATE FOR OPENING OF TENDER : **11.00 hrs. of 03..03.2017**

Tender documents can be downloaded from IGNOU Regional Centre, Shillong website <http://ignouhillong.nic.in> and www.ignou.ac.in

TENDER FEES : RS 500/- (Rupees Five Hundred only)

EARNEST MONEY DEPOSIT : Rs 10,000/- (Rupees Ten Thousand) only.

Supplier/Vendor/Contractor should note that the following terms and conditions will apply specifically in addition to the Rules and Regulations applicable to purchases in the Government of India.

- Rate quoted is inclusive of all taxes
- Manufacturer/ Make of items is to be Mentioned by tenderer

Regional Director

Terms and Conditions:

1. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.
2. Vendors/Suppliers/ Contractor are required to submit attested copies of Trading License, VAT Registration, dealership/ distributorship documents issued by the competent authority.
3. Detailed specification (Annexure: B) should be of prescribed standard (manual/ documents to be enclosed where necessary)
4. Stores will be accepted subject to the verification and inspection by the competent authority and the offer should be **valid at least upto 31.03.2018.**
5. Rate quoted should be inclusive of all taxes.
6. Time schedule of delivery is within two weeks of receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
7. Insurance during transit to be borne by the Vendor/ Supplier/Contractor inclusive of handling within the Institute premises till the completion of final Inspection and acceptance.
8. Samples and other associated services to be provided by the Supplier Vendor/ Contractor within the cost indicated.
9. Bills should be submitted in triplicate along with a receipted copy of challan duly endorsed in the desk of the Receiving Section of the IGNOU Regional Centre, Shillong Room No. .
10. The IGNOU Regional Centre, Shillong reserves the right to reject any tender or all tender without any reason.
11. No work will be allotted to Non-tribal bidders, Contractors, Supplier, Stockists, Bonded Ware House, Private Carriage Contractors, Co-operative Societies etc, except under a valid trading license issued by the Khasi Hill Autonomous District Council, Shillong.
12. IGNOU Regional Director, or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

The documents can be downloaded from our website. www.ignou.ac.in

Regional Director

Copy to:

- Purchase Committee members for information.
- Dr. N. S. Singh, ARD to upload on the IGNOU's Website.

Regional Director

- Rate quoted is inclusive of all taxes
- Manufacturer/ Make of items is to be Mentioned by tenderer

Seal and Signature of Tenderer

ANNEXURE- 'A'
(Forwarding Letter of Tenderer)

Sl.No of Tender: 8-8/RC-SHG/Stn/2017

Date: _____

To,

The Regional Director
IGNOU Regional Centre, NEHU Campus
Umshing, Mawkynroh,
Shillong: 793022

Dear Sir,

1. I/We hereby submit our tender for the supply of _____
2. I/We hereby enclosing one Demand Draft/Call Deposit No. _____ Date _____ for Rs _____ drawn in favour of "IGNOU, SHILLONG-22" towards Earnest Money Deposit.
3. I/We hereby agree to abide by all terms and conditions set out in the Notice Inviting Tenders.
4. I/We have noted that over written entries shall be deleted unless duly cut and re-written and initialled.
5. I/We undertake to sign the contract/ agreement, if required, within 7(seven) days from the issue of letter of acceptance failing which my/our security money deposited may be forfeited and my/our name may be removed from the list of suppliers registered with IGNOU, Shillong-793022.

Yours faithfully,

Signature : _____
Name of the Tenderer : _____
Full Address (with seal) : _____

Date : _____

- Rate quoted is inclusive of all taxes
- Manufacturer/ Make of items is to be Mentioned by tenderer

Seal and Signature of Tenderer

**ANNEXURE- B
(SCHEDULE OF STORES)
(FORMAT FOR SUBMISSION OF PRICE/ FINANCE BID)**

LIST OF STATIONERY ITEMS

Sl. No.	Items	Unit	Manufacturer/ Make	Rate Quoted
1	Air Freshener			
2	Ambassador File cover			
3	All out Mosquito Destroyer Liquid			
4	All out Machine			
5	Ball Pen (Blue & Red) (both side)			
6	Ball Pen (Black)			
7	Black Board white Pen			
8	Basket (Dusbin) Paper Basket			
9	Bucket (Big) Good Quality			
10	Latrine Brush with Plastic cover			
11	Broom			
12	Calculator			
13	Calling Bell			
14	Celling Wax (Red)			
15	Correcting fluid Pen			
16	Carbon Paper blue			
17	Chair cover			
18	Clip Board Omega			
19	Cello Tap 2 Inch			
20	Cello Tap cutting Holder Machine			
21	Clean Floor wiper (Big)			
22	Cellotabe (White & Brown) Big			
23	CFL bulb light/ Tube Light			
24	Ceiling Jharu with Handle			
25	Cash Book Register			
26	Detol Liquid (Hand wash) Big			
27	Detol Liquid (Hand wash) small			
28	Denrite			
29	Data Binder			
30	Dark Dispatch Register			
31	Dark Receipt Register			
32	Eraz-Ex			
33	Erazed(correcting fluid liquid)			
34	Envelope Plain Brown (Big Size)			
24	Envelope Plain Brown (Small Size)			
25	Extension Cord			
26	Eraser Pen			

27	File Board			
28	File cover			
29	File Tag			
30	File Index			
31	Fax Roll			
32	Fevistick (small) Gum			
33	Fevistick (Big)			
34	Glass (drinking water)			
35	Germ Clip			
36	Gum Paste Liquid			
37	Gum Paste Tube			
38	Glue Stick			
39	Gum Bottle 750 ML			
40	Highlight Pen (Cello Brilliance)			
41	Heat Converter Blower (Bajaj)			
42	Harpic Sani Fresh			
43	Ink Catridge for Franking Machine			
44	Ink Stampad			
45	Ink Pilot pen (Blue, Red & Green)			
46	James Clip Plastic Coated			
47	James Clip Steel			
48	Jug			
49	DCZ Knife – Stainless Steel (Good Quality)			
50	Key Pause			
51	Lock & Key			
52	Marker Pen (permanent) (Black)			
53	Mug			
54	Naphthalene Ball			
55	Note Sheet			
56	Note Pad			
57	Cello Maxwriter Pen			
58	Odonil			
59	Pencil			
60	Pilot Pen (Blue, Red & Green)			
61	Paper pin			
62	Punch Machine (small)			
63	Punch Machine (BIG)			
64	Phenyl			
65	Pencil Battery (Small)			
66	Plain Envelope (Big Size)			
67	Plain Envelope (small Size)			
68	Plastic (Roll)			
69	Pocker			
70	Peon Book			
71	Pin Cushion			
72	Paper Clip			
73	Plastic Rope			

74	Rubber Band (Big Size) (small Size)			
75	Register Per No's			
76	Register Per No's General			
77	Room Heater (Tosiba)			
78	Room Spray			
79	Seal (R.D. ,D.D,ARD,D.R)			
80	Staple Machine (Big) 24/6			
81	Staple Machine (Small) Size			
82	Scale Plastic (Big)			
83	Sharpner			
84	Soap			
85	Scissor (Big)			
86	Stamp Pad			
87	StampPad Ink (Blue)			
88	Stapler pin (Big) 24/6			
89	Stapler pin (small) Size			
90	Sealing Wax			
91	Stitching Wire for binding			
92	Short Hand Note Book			
93	Sketch Pen Fluorescent			
94	Sani Fresh			
95	Towel Big(Extra Large)			
96	Towel Small			
97	Thread ball			
98	Type Ribbon			
99	Tyoe CArbon			
100	Toner for Zerox Machine			
101	Toilet paper			
102	Table Glass 8m.m			
103	Tag Nylon			
104	Vim powder			
105	Wall clock			
106	Xerox Paper A4 Size			
107	Xerox paper A3 size			
108	Xerox Paper Full Scape			
109	White Paper			

PRINTING STATIONARY

Sl. No.	Items	Unit	Manufacturer/Make	Rate Quoted
1	Visiting Card			
2	Letter Head (RD)			
3	Letter Head (Plain)			
4	Cash Book			
5	Service Book			
6	Stock Register			
7	Plain Register			

LIST OF COMPUTER STATIONARY ITEMS

Sl. No.	Items	Unit	Manufacturer/ Make	Rate Quoted
1	Nylon Rebon for Dot Matrix Printer(TVSE MSP-335)			
2	Samsung Toner Cartridge ML-1610			
3	Samsung toner Cartridge ML-1666			
4	Samsung toner Cartridge ML-D1043			
5	Samsung Toner Cartridge ML-2570			
6	Samsung Toner Cartridge ML-1520P			
7	Pen Drive 8GB & 16GB			
8	CD Re-writable Compact Disc			
9	Address Label Stickers (row-6) column 2			
10	Norton Anti Virus (Kaspersky) 3 User			
11	Computer sheets /paper (10X1x1) parts			
12	Computer Sheet / Paper (10x12x1)parts			
13	J.K.Copier A"4" size			
14	J.K.Copier A "3" size			
15	Address Label Stickers 89X35mm			
16	Address Label Single row- 100 X35mm			
17	FDD Cleaner			
18	Disc Drive Cleaner			