



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

NEHU Campus, Umshing, Mawkyntroh, Shillong-793022

PHONE NO: 0364-2550088/2550102

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No: F-8-8/RC-SHG/STN/2017/9099-102

22.02.17

**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, Mawkyntroh, 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](http://www.ignou.ac.in)

<b>TENDER FEES</b>	: RS 500/- (Rupees Five Hundred only)
<b>EARNEST MONEY DEPOSIT</b>	: 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](http://www.ignou.ac.in)

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Regional Director

Copy to:

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

*Dr. N. S. Singh*

Regional Director

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**Seal and Signature of Tenderer**