



भारतीय राजमार्ग अभियन्ता अकादमी

(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)

Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)

A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: iahe.training@gmail.com, Website: www.iahe.org.in

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/17/Consumables NIQ/2014-15

6th January, 2015

Notice Inviting Quotations (NIQ)

To,
As per list identified
through Internet/ local enquiry
& web site of IAHE

Sub: Supply of Stationary & Housekeeping items to Indian Academy of Highway Engineers (IAHE) (erstwhile NITHE), Noida.

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by **14.01.2015, 01:00 PM** in the format as given at **Annexure-I** (in the **letter head of agency**) as per the following terms and conditions for supply of Stationary & Housekeeping items to IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Agency submitting quotation should have valid PAN and Sales tax registration number. Agencies are required to submit proposals in 2 covers. The **first cover** shall contain a copy of PAN Card and Sales tax registration certificate. The **second cover** shall contain the Financial Quote/ Quotation as given at Annex-1. The first cover shall be opened at first and agencies who have submitted **PAN Card and Sales tax registration certificate** shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **lowest Financial Quote (Grand total price)**. Both the covers should be enclosed in a third cover with "Quotation for supply of Stationary & Housekeeping items in response to IAHE's NIQ bearing no. **IAHE/Admin/17/Consumables NIQ/2014-15** dated **6th January 2015**"
2. All the items shall be of approved brand/ make and as per sample available in IAHE (Agency may like to see the sample before submitting the quotation) mentioned in Annexure-I of NIQ and have appropriate Guarantee/Warranty given by manufacturer.
3. Quantities of procured items may vary between +25% and -25% from the quantities mentioned in Annexure-I of NIQ.
4. The rates quoted should be inclusive of freight/ all taxes etc., complete and supply should be to the site in the Campus of IAHE (erstwhile NITHE), A-5, Sector-62, Noida, U.P.
5. Supply should be completed within Seven (10) days after issue of supply order.

6. Rates for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency/firm. If any agency/firm fails to quote the any items, his quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand total price. Rates must be quoted as per units (Nos, Pkts, boxes) mentioned in quantities column at Annexure-I.

7. Payment shall be made through cheque or NEFT/RTGS within seven days of satisfactory supply of these items. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation.

8. In case any item is found defective, the same should be replaced with new one forthwith.

9. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.

10. Quotation shall be submitted to Director in sealed envelope superscribing "**Quotation for supply of Stationary & Housekeeping items in response to IAHE's NIQ bearing no. IAHE/Admin/17/Consumables NIQ/2014-15 dated 6th January 2015**" so as to reach by **14.01.2015, 01:00 PM.**

Yours faithfully,



(Sunil Kumar Gupta)
Assistant Director, IAHE

Format should be on the letter head of the agency submitting the quotation

Letter No.

Dated:

To
The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Institutional Area
Sector-62, Noida (UP)

Sir,

Please find our quotation with request to your NIQ bearing no. IAHE/Admin/17/
 Consumables NIQ /2014-15 dated 6th January 2015.

Sl No	Item details	Brand/make and as per sample available in IAHE	Quantities	Rate per unit in Rs inclusive of all taxes and freight	Total amount
1.	Lever lock index (box) file with steel grip	Kangaroo	24 nos		
2.	File board	As per sample	120 nos		
3.	Plastic folder L-shape transparent – a pack of 10 folders	World One LF001	50 pkts		
4.	Plastic folder (clear bag) – a pack of 12 folders	World One DC202	40 pkts		
5.	Brick cell 9 volt	Duracell	30 nos		
6.	Stapler 10D	Kangaroo	10 nos		
7.	Punch 1Hole – Hole size 4.5mm (single punch)	Kangaroo	10 nos		
8.	Binder clip 15 mm – a pack of 12 clips	Infinity	10 pkts		
9.	Binder clip 32 mm – a pack of 12 clips	Infinity	10 pkts		
10.	Page marker flags – a pack of 03 pieces (size 25x75 mm)	Dismat	10 pkts		
11.	Pen blue – UB-150 – a pack of 12 pens	Uniball	01 pkt		
12.	Pen black – UB-150 – a pack of 12 pens	Uniball	01 pkt		
13.	White board marker-Black colour	Luxor	24 nos		
14.	A-4 size white paper of 75 gsm (a rim of 500 sheets)	JK	500 rims		



15.	Transparency sheet plain – a pack of 100 sheets	Oddy	2 pkts		
16.	Pen drive- 8 GB	HP	10 nos		
17.	Print Cartidge HP Laserjet- CE278A	HP	04 nos		
18.	White board duster-magnetic	Oddy	10 nos		
19.	Certificate sheet white 210 gsm – a pack of 25 sheets	Lotus	20 pkts		
20.	Badminton racket	Yonex GR 303	08 nos		
21.	Badminton nylon shuttle cock	Yonex Mavis 350	10 pkts		
22.	Badminton net	Garware	02 nos		
23.	TT racket	Stag club	04 nos		
24.	TT ball – pack of six balls	Stiga cup	05 pkts		
25.	TT net & a pair of TT Posts - Delux	Metco	01 no		
26.	Allout/Mortin machine and refill combo pack	Allout/Mortin	30 nos		
27.	Allout/Mortin liquid 60 nights	Allout/Mortin	40 nos		
28.	HIT/Mortin spray 400ml	HIT/Mortin	24 nos		
29.	Soap -54 gm (01 box contains 144 pieces)	Lux	3 boxes		
30.	Air freshener bar - 75gm	Odonil	40 nos		
31.	Disinfect Surface Cliner – 500 ml bottol	Lizol	48 nos		
32.	B-300 liquid cleaner- 10 lit can	Teepol	03 nos		
33.	Dettol liquid hand wash refill pack- 185ml	Dettol	120 nos		
Grand Total (Rs.)					

Total quoted amount Rs...../- (in words.....
.....only).

I accept all the terms and condition stated in the NIQ issued bearing no. **IAHE/Admin/17 /Consumables NIQ/2014-15 dated 6th January 2015.**



Signature of Authorized Signatory
Name of the Firm with stamp and date