



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: 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

9th December, 2014

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) (erst while NITHE), Noida.

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by **05.01.2015, 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 9th Dec., 2014**"
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 (erst while NITHE), A-5, Sector-62, Noida, U.P.
5. Supply should be completed within Seven (07) 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 9th December, 2014**" so as to reach by **05.01.2015, 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 9th December 2014.

| 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. | Binder clip 15 mm – a pack of 12 clips | Infinity | 10 pkts | | |
| 8. | Binder clip 32 mm – a pack of 12 clips | Infinity | 10 pkts | | |
| 9. | Page marker flags – a pack of 03 pieces (size 25x75 mm) | Dismat | 10 pkts | | |
| 10. | Pen blue – UB-150 – a pack of 12 pens | Uniball | 01 pkt | | |
| 11. | Pen black – UB-150 – a pack of 12 pens | Uniball | 01 pkt | | |
| 12. | White board marker-Black colour | Luxor | 24 nos | | |



| | | | | | |
|--------------------------|---|-----------------|----------|--|--|
| 13. | A-4 size white paper of 75 gsm (a rim of 500 sheets) | JK | 500 rims | | |
| 14. | Transparency sheet plain – a pack of 100 sheets | Oddy | 2 pkts | | |
| 15. | White board duster-magnetic | Oddy | 10 nos | | |
| 16. | Certificate sheet white 210 gsm – a pack of 25 sheets | Lotus | 20 pkts | | |
| 17. | Badminton racket | Yonex GR 303 | 08 nos | | |
| 18. | Badminton nylon shuttle cock | Yonex Mavis 350 | 10 pkts | | |
| 19. | Badminton net | Garware | 02 nos | | |
| 20. | TT racket | Stag club | 04 nos | | |
| 21. | TT ball – pack of six balls | Stiga cup | 05 pkts | | |
| 22. | TT net & a pair of TT Posts - Delux | Metco | 01 no | | |
| 23. | Allout/Mortin machine and refill combo pack | Allout/Mortin | 30 nos | | |
| 24. | Allout/Mortin liquid 60 nights | Allout/Mortin | 40 nos | | |
| 25. | HIT/Mortin spray 400ml | HIT/Mortin | 24 nos | | |
| 26. | Soap -54 gm (01box contains 144 pieces) | Lux | 3 boxes | | |
| 27. | Air freshener bar - 75gm | Odonil | 40 nos | | |
| 28. | Acid 5 lit can | - | 05 nos | | |
| 29. | B-300 liquid cleaner- 10 lit can | Teepol | 03 nos | | |
| 30. | 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 9th December 2014.**



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