



NATIONAL INSTITUTE OF TECHNOLOGY

SILCHAR – 788 010 (ASSAM)

Tel. No. Director: (03842) 224879

Fax: (03842) 224797

No. NITS/PS-94/Stationery/17

Date: 24.04.2017

NOTICE INVITING QUOTATION

Sub. : Supply of A4 Paper

Sealed quotations are invited from the reputed Supplier/Dealer/Stockist for and supply of A4 Paper at NIT Silchar with the following specifications & terms and condition mentioned below :-

Details of Item and Work

Sl. No.	Name of Item with description	Qty.	Rate	Amount
1	Xerox Paper JK Copier/Image or equivalent, 75GSM Size : A4 Containing 500 sheets per ream.	2,000 Ream		
			Total Rs.	
			VAT/CST	
			Any Other Charges(if any)	
			Grand Total	

Terms & Conditions:

1. F.O.R. NIT, Silchar.
2. Name of Consignee: Director, NIT, Silchar.
3. The bidder should be reputed firm/Dealer/Stockist having registration certificates, Viz. VAT registration, TIN number, PAN Card etc. The photocopies of all the above documents should be attached with the quotation.
4. The validity of quotation shall be 120 days.
5. The VAT /CST should be mentioned separately.
6. The Bidder shall deposit Tender Fee Rs. 500.00(non-refundable) and an EMD@2% of the total bid value in the form of DD in favor of "The Director, NIT, Silchar". No Interest shall be paid on EMD at the time of return.
7. Delivery Schedule and Penalty for Delay: Delivery of ordered items should be made within the stipulated time (as per Purchase Order). Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 2.5% will be imposed for delayed delivery.
8. The quotation shall be in sealed envelope super scribing "Quotation for Supply of A4 Paper at NIT Silchar, 2017" address to the "Director NIT Silchar" and shall be submitted in the office of the Faculty-In-Charge, Purchase, Purchase Section, NIT Silchar-788 010 on or before 08/05/2017 up-to 03.00PM and quotation shall be opened on the same day at 03.30PM in Purchase Section.

9. Payment: 100% after delivery and acceptance of the ordered items in good condition at NIT Silchar.
10. All legal disputes shall be under the jurisdiction of the Silchar courts of Cachar District in the state of Assam.
11. Errors & omission exempted.



Registrar,
NIT Silchar-788 010