



भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान  
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH  
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030.

Phone: 24015349(gen), 20020077(AO);Fax no.24016378.www.sorghum.res.in

F.No.2-114/14-15/ST

Date: 10-02-2015

**ENQUIRY**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub:- Quotation for Purchase of Stationery items – reg**

We are interested to **Purchase of Stationery items** detailed specifications, quantity required etc. are as furnished below. Please forward your quotation in **two-way bid system** in a sealed cover with super scribing of enquiry number and date to the Director, DSR, Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, DSR, Rajendranagar, Hyderabad -500030 and it should also bear the tender enquiry number and name of the **Purchase of Stationery items**.

Rs.200/- per as enquiry fees.

EMD Rs.5000/- should be enclosed with technical bid otherwise your enquiry will not be considered.

DD in favour ICAR UNIT-DSR Account payable at Hyderabad.

**Date and time for pre bid conference 03-03-2015 at 11.00 am**

**Date and time for submission of quotation – on or before 09-03-2015 up to 02.00 pm**

**Date and time for opening of technical bid 09-03-2015 at 02.30 pm**

In the event of date specified proposal submission for Enquiry Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

**PROPOSAL SUBMISSION:**

Interested bidders should submit both technical and financial proposals in two parts namely.

- |   |                           |    |                 |
|---|---------------------------|----|-----------------|
| a | <b>Technical Proposal</b> | -- | <b>Part "A"</b> |
| b | <b>Financial Proposal</b> | -- | <b>Part "B"</b> |

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**. Financial proposal to indicate a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **"Purchase of Stationery items"**.

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. On the basis of detailed specification a check list is attached as **Annexure-I** which is must be submitted only along with the technical proposal, duly signed and seal. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

#### **FINANCIAL PROPOSAL CONTENT**

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said **“Purchase of Stationery items”** and should be **submitted in the attached Annexure – II only.**

Yours faithfully,

**(Saroj Kumar Singh)**  
**Administrative Officer**

### Technical Proposal

All the following materials should be of good quality and branded make

S No.	Particulars(Stationery)	Quantity		Make
1	High Lighters (1Pkt /5No's)	90	Packets	
2	All Pins (box)	45	Boxes	
3	Gem clips(box)	180	Boxes	
4	Pokers	25	No's	
5	White Board Marker Pens (box)	50	Boxes	
6	Permanent Marker Pens (Thin) (Luxor/Reynolds) (box)	125	Boxes	
7	Permanent Marker Pens (Thick)(Luxor/Reynolds)(box)	125	Boxes	
8	Simple Cutters	60	No's	
9	Glue Sticks	150	No's	
10	DVD's	300	No's	
11	CDs with covers	600	No's	
12	Post it pads all Colours	240	Packets	
13	Apsara Pencils(box/10No's)	200	Boxes	
14	6B Pencils(box/10No's)	200	Boxes	
15	Erasers	200	No's	
16	Sharpeners	200	Boxes	
17	Colour Xerox Paper A4 Size paper (ream)	20	Reams	
18	Xerox Paper A4 Size paper (ream)	500	Reams	
19	Field & Data Books	150	Books	
20	Cello Tape all colours 1"	80	No's	
21	Cello Tape all colours 2"	50	No's	
22	Cello Tape 1"	100	No's	
23	Cello Tape 2"	70	No's	
24	Sticker Labels	490	No's	
25	Dusting Cloth	250	No's	
26	File Binders	500	No's	
27	L Type Plastic Folders A4	950	No's	
28	L Type plastic folders Legal	400	No's	
29	File Pads	300	No's	
30	File Covers with printing	400	No's	
31	scale small (WOOD)	30	No's	
32	Plastic Scales small	50	No's	
33	Plastic Scales 30cm	100	No's	
34	Steel Scales	30	No's	
35	scale big (WOOD)	50	No's	

Sl.No.	Particulars(Stationery)	Quantity		Make
36	Stapler Machine small-size No.10	200	No's	
37	Stapler Pins(1x20)	150	No's	
38	Square Ruled Paper	3000	No's	
39	Ruled Paper	2000	No's	
40	Punching machine single hole	50	No's	
41	Punching machine double hole	50	No's	
42	sketch pens	40	Packets	
43	Stamp pads 52mm x 95mm	30	No's	
44	stamp pads 160mm x 97mm	30	No's	
45	correcting pens	60	No's	
46	Post it pads	100	No's	
47	Register 100pages	200	No's	
48	Register 200pages	200	No's	
49	Register 300pages	200	No's	
50	Register 400pages	200	No's	
51	Scribbling pads with IIMR logo	600	No's	
52	Sigma file-Box Files Model No 1502	25	No's	
53	Box files - AJS 2435	100	No's	
	SRS 9825	100	No's	
	SNS 7825	100	No's	
54	Pen drives - 4GB	10	No's	
	8GB	20	No's	
	16GB	20	No's	
	32GB	20	No's	
55	calculators 12 digits	20	No's	
56	Gum bottles 25ml/50ml	30	No's	
57	Dustbins (Plastic type)	50	No's	
58	Scientific Log Books	150	No's	
59	pens	20	Packets	

**Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf.**

**Date:** \_\_\_\_\_

**Signature & Seal of the Firm**

**Email:** \_\_\_\_\_

**Ph .No (Office):** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Financial Proposal**

S No.	Particulars(Stationery)	Quantity		Unit Price	Total Price	Sales Tax/vat	Total Amount
1	High Lighters (1Pkt /5No's)	90	Packets				
2	All Pins (box)	45	Boxes				
3	Gem clips(box)	180	Boxes				
4	Pokers	25	No's				
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59	pens	20	Packets				

**Note :**

- 1) Items should be delivered at DSR.
- 2)Sales tax/VAT should be indicated clearly.
- 3)Prices should be quoted only in Indian rupees.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of DSR.

Signature of authorised official  
(with seal and stamp)

Name : \_\_\_\_\_  
Designation: \_\_\_\_\_

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**IMPORTANT INSTRUCTIONS**

1. No advance payment will be made.
2. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
3. Your rate(s) should include packing forwarding etc. The sales tax etc., should be clearly indicated separately wherever chargeable.
4. Payments will be made electronically within 30 days after the receipt of materials in good condition & satisfactory report by the indenter. The bidders are requested to attach a copy of RTGS details along with Financial Bid for making online payment through RTGS.
5. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
6. Time is the essence of the order as our requirements are connected with time targeted research programme, or other assignments. The date of delivery should be strictly adhered to. Liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, the delivery schedule is not adhered to. Part supplies will not be accepted under any circumstances.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. This office will not be held responsible for any postal delay.
9. You should also prepare to deposit security money in case of finalization of the order in our favour.
10. Submit your RTGS details along with the Financial Bid only.

