



QUOTATION ENQUIRY

Sealed quotations are invited for supply of Stationery & Misc. items for Accounts Section at NICED – I Building.

Sl. No.	Description	Quantity
1.	Draft Pad	08 pcs.
2.	A3 photocopy paper 75 GSM	03 ream
3.	Sticky pad(Multicolour)	06 pcs.
4.	A4 80 GSM	20 ream
5.	Cloth Duster (18" x 18")	10 pcs.
6.	Hand wash bottle (250 ml)	04 pcs.
7.	Hand sanitizer (500 ml)	04 pcs.
8.	Fevistick (22 gm)	04 pcs.
9.	Stamp Pad (110 x 69 mm)	06 pcs.
10.	Pen (dot)	15 pcs.
11.	Lifebuoy Soap (125 gram)	10 pcs.
12.	Highlighter Pen (yellow & orange)	04 pcs.
13.	Pencil	10 pcs.
14.	Room Spray (220 ml)	02 pcs.
15.	Marker Pen (Thick/Thin)	04 pcs.
16.	Binder clip (25 mm), (32 mm), (51 mm)	08 pcs.(25mm – 2 boxes, 32 mm – 3 boxes, 51 mm – 3 boxes)
17.	Eraser	1 Box (20 pcs.)
18.	Cellotape (Big + small)	2+2 pcs.
19.	Sharpner	04 pcs.

Quotation in a sealed envelope addressed to the Director, P-33, CIT Road, Scheme – XM, Beliaghata, Kolkata – 700010 with kind attention to Administrative Officer, may be dropped on tender box provided at NICED-I Building on or before **02/08/2022 till 3 p.m** or by Speed Post/Courier. The quotation received will be opened on the same day itself.

Terms and conditions:

- The payment will be made after placement of order on L-1 vendor and upon receipt of items supplied and satisfactory report given by the end-user. No advance payment will be made.
- No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made. However, GST as per rule will be permissible.
- NICED, Kolkata does not bind itself to accept the lowest quote and reserve the right to accept the same in part or full.
- The supplier may ensure that the supply is made as per given specifications and of superior quality at reasonable rate in part with or less than the prevailing market rates.
- Director, NICED reserves the right to accept to accept or reject the quotation without assigning any reasons thereof.

(Store-in-Charge)

Store-in-Charge
National Institute of Cholera
and Enteric Diseases
P-33, C.I.T. Road, Scheme-XM
Kolkata-700 010