



राष्ट्रीय यक्ष्मा अनुसंधान संस्थान
NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS
(Indian Council of Medical Research)
(Formerly Tuberculosis Research Centre)
Department of Health Research, Ministry of Health & Family Welfare
Government of India
1, Mayor Sathyamoorthy Road, Chetpet, Chennai 600031

Ref No. SSK/ NIRT/Stores /2018-19

16.04.2018

ENQUIRY

ANNUAL REQUIREMENT

List of Stationery and other consumable items for the use of the National Institute for Research in Tuberculosis for one year

Ref No. SSK/ NIRT/Stores /2018-19

Subject: Quotation for supply of Stationery items for official use for a period of one year from the date of awarding the contract.

Sir,

1. Quotation containing item-wise rates are invited from the reputed suppliers/ distributors for the supply of stationery items as specified in Annexure - A
2. The cover containing the quotation should be placed in sealed covers and superscribed "**Quotation for supply of Stationery items**" and the same should be addressed to the Director, National Institute for Research in Tuberculosis, No.1, Mayor Sathyamoorthy Road, Chetput, Chennai-31 and dropped in the quotation Box at the room of Administartion (Stores) by **3.00 p.m., 03.05.2018**. The quotation received after the stipulated date and time will not be considered.
3. **Quotation containing price per unit only be indicated as given below. The firms should quote the rates brand name clearly without any overwriting/cutting. GST/other charges, etc. if any should be mentioned specifically separately, failing which no claim will be entertained at a later stage.**
4. Incomplete or conditional quotation will not be entertained.
5. The rates should be valid for a period of one year from the date of award of the contract and they should be inclusive of delivery charges to the above address. The suppliers will be responsible for delivery of goods in good condition at their own cost. The rates should be quoted according to the given specification and make. The rates mentioned in the quotation if accepted will not be allowed to be enhanced during the period of the contract. The rates of the tax, if chargeable, should be clearly mentioned.

6. In case the firms fail to supply the items within specified delivery period, the firm has to inform the office in writing their inability to supply immediately. If necessary, action for blacklisting the firms will also be taken.
7. The firms must submit the GST Registration certificate. In the absence of these documents, the quotation will not be entertained.
8. All the firms participating in the quotation must submit their contact number and a certificate/undertaking to the effect that the firms is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firms.
9. In case any firm is already providing these items to any other Ministry/Department of the Central Government, details thereof may also be furnished along with the proof and quotations. The rates quoted shall be valid for 12 months.
10. The actual requirement of Stationery items may vary from what is indicated against the items in Annexure-A, which is only an estimate.
11. No advance payment will be made.
12. The NIRT, Chennai reserves the right to reject any or all quotations without assigning any reason thereof.
13. The quotations will be processed and a firm will be selected by the Institutional purchase committee.
14. The period of contract can be extended, if required, based upon the satisfactory performance of the firms.

Yours faithfully

ADMINISTRATIVE OFFICER. I/C (S)

Annexure-A

S.L No.	Name of the Product	Rate per Unit in (Rs.)	% of GST, if any
1.	Battery 9V Cameline		
2.	Battery Eveready Heavy Duty1050 R20		
3.	Battery Duracell Small – AAA		
4.	Battery Eveready Small – AA		
5.	Battery Eveready Small – AAA		
6.	Battery Duracell Small – AA		
7.	Brown Tape 2"		
8.	Box File		
9.	Carbon Sheet (Blue)		
10.	Cello Tape 1"		
11.	Brown Cello Tape 2"		
12.	Cello Tape 2"		
13.	Correcting Fluid Bottle - Kores		
14.	Correcting Fluid pen -Kores		
15.	Yellow Tape 2"		
16.	Pencil Eraser – Apsara		
17.	Ink Eraser - Apsara		
18.	Cloth Paste Cover 15"x12"		
19.	Cloth Paste Cover (A4)		
20.	Cloth Paste Cover 10"x8"		
21.	Envelope White 10"x5"		
22.	Envelope White 6"x4"		
23.	Envelope White 9"x4"		
24.	Window Cover white 10"x5"		
25.	Fevi Stick (15 gms) - Pidilite		
26.	Gem Clip Big (35mm)		
27.	Gem Clip Small (26mm)		
28.	Gum Bottle(300ml) Camlin		
29.	Gum Tube		
30.	High Lighter Pen-Camlin		
31.	Ink Stamp Pad		
32.	J K Coppier A-4 (75Gsm)Red Colour Pack		
33.	J K Coppier F/S (75Gsm)Red Colour Pack		
34.	J K Coppier A-3 (75Gsm) Red Colour Pack		
35.	Mosquito Coils(Good Knight)		
36.	Mosquito Coil Liquid		
37.	Mosquito Coil Machine with Liquid		
38.	Note Book 4Q F/S		
39.	Note Book 4Q H/S		
40.	Note Book 3Q F/S		

41.	Note Book 3Q H/S		
42.	Note Book 2Q F/S		
43.	Note Book 2Q H/S		
44.	Note Book 1Q F/S		
45.	Note Book 1Q H/S		
46.	Note Book Half Size(Diary)		
47.	Napthalin Balls (100gm)		
48.	Odonil		
49.	Pen - Ball Point Cello ButterFlow Black		
50.	Pen - Ball Point Cello ButterFlow Blue		
51.	Pen - Ball Point Cello ButterFlow Red		
52.	Add gel pen (Blue/Red/Green/Black) Achiver		
53.	Pencil Apsara extra dark		
54.	Pin Box		
55.	Punching Machine Double Hole (Big) (Kangaro 500)		
56.	Single Hole Punch(Steel)		
57.	Permanent Marker (Blue/Red/Green/ black) (camelin)		
58.	Stick on Pad		
59.	Vim Liquid – Bottle		
60.	Refill Add gel(Blue/ Red/Green) Achiver		
61.	Rubber Band Big No.3 Nylon		
62.	Rubber Band Small No.2 Nylon		
63.	Sabeena Powder (500 gram)		
64.	Scale Plastic 30CM Camelin		
65.	Scale Wooden 30CM Camelin		
66.	ScriblingPad No:5		
67.	ScriblingPad No:3		
68.	Sharpner-Pencil (Nataraj)		
69.	Stapler Big Hp-44 (Kangaru)		
70.	Stapler Small HD-10D (Kangaru)		
71.	Stapler Pin Big 24/61-mm(Kangaru)		
72.	Stapler Pin Small No-10 (Kangaru)		
73.	Stamp Pad Long Size		
74.	Stamp Pad Small Size		
75.	Tag 12"		
76.	Tissue Roll		
77.	Urgent Ordinary Pad		
78.	Sketch Pen Multi Color (Camelin)		
79.	Signpen Luxor		
80.	Writing pad with sunmica (Big 1 1/2 x 2)		
81.	White Board Marker (Camelin)		
82.	OHP Marker Pen (Camelin)		
83.	Yellow cloth		
84.	Sponge Round		
85.	Paper Weight		

86.	Harpic 500ml		
87.	Confidential File With Green Folder - Rexyn		
88.	Confidential File With Green Folder - Ordinary		
89.	Room Freshner		
90.	White Board Duster		
91.	Dettol liquid Handwash 225ml		
92.	Colin 500ml		
93.	Fold Back Clip – Medium		
94.	Fold Back Clip – Small		
95.	Lysol floor cleaner 500ml		
96.	Domex 500ml		
97.	Broom Stick(Coconut)		
98.	Bombay Delux Broom Stick		
99.	Mop with wooden handle & thread type		
100.	Bleaching Powder 500 gm		
101.	Perfume Phenyl (5 Ltrs.Can)		
102.	Napkin (Mini Lunch towel)		
103.	Door Mat (Coir) 1 1/2" x 2 1/2"		
104.	Door Mat (Coir) 1 1/2" 4"		
105.	Door Mat Cloth 15"x24"		
106.	Door Mat Cloth 18"x36"		
107.	Door Mat (Plastic)1 1/2" x2 1/2"		
108.	Duster Cleaner With Long Stick (Wooden handle)		
109.	Plastic Bucket 5 Ltrs, Diamond		
110.	Plastic Bucket 10Ltrs. Diamond		
111.	Plastic Bucker 15 Ltrs. Diamond		
112.	Plastic Bucket 20Ltrs. Diamond		
113.	Plastic Bucket large (Diamond-50 Ltrs) with Lid		
114.	Plastic Mug		
115.	Urinal cubes		
116.	Dustbin with Lid		
117.	Dustbin without Lid (Medium)		
118.	Dustbin (Large)		
119.	Office note Pad - Green color (100 Sheets)F/S		
120.	Bond sheet Green color		
121.	Wash Basin Brush		
122.	lavatory cleaning Brush		
123.	Plastic Tray (Model No.404) - Diamond		
124.	Plastic Thick Pill Cover (1 Kg- 6" x 3")		
125.	Plastic Thick Pill Cover (1 Kg- 4" x 3")		
126.	Numbering Machine ink		
127.	Numbering Machine		
128.	Envelope Brown 10"x8"		
129.	Envelope Brown A3 size		
130.	Hamam Soap Small Size (38 gm)		

131.	Scissor (Big)		
132.	Hit- Mosquito (450 ml)		
133.	Hit- Cockroach (450 ml)		
134.	Vim Powder (500 gm)		
135.	Scrub Pad (Scotch Brite)		
136.	Metal Scrub (Scotch Brite)		
137.	Garbage Cover Small (43cm x 51cm)		
138.	Garbage Cover Medium (48cm x 56cm)		
139.	Garbage Cover Medium (60cm x 81cm) - Big		
140.	Acrylic Paint Marker		

Sl. No.	Address
1	M/s National cooperative consumer federation of indian ltd. Old No 622, New No 408, Rasheed Mansion, 4th Floor, Above Khivraj ,Motors, AnnaSalai, Thousand Lights, Chennai - 600006
2	M/s Excellent Traders 16 Chinnathami Street Chennai – 600 001.
3	M/s Ganesh Traders No 46 Malaya permal Street, Parrys,Chennai - 600 001.
4	M/S King Marketing Door No:251,Wall Tax Road Park Town Chennai 600 003
5	M/s. The Central Government Employee's Consumer Co-operative Stores Ltd., Shastri Bhawan, No: 26, Haddows Road, Chennai – 600 006,
6	M/s Radha Krishnan & Sons New No 24, New No 47, Bunder Street, Chennai – 600 001. Tel: 044 -25380065
7	M/s Chennai Office Suppliers 10 Antony Street, Royapetha ,Chennai - 6000 014
8	M/s.Green Office Automation India, No:2, Langs Garden Road, Pudupet, Chennai – 600 002.
9	M/s. Catridge Solutions, New No:20, Old No:55, Aziz Mulk 2 nd Street, Thousand Lights, Greams Road,Chennai – 600 006.
10	M/s Limra Stationeries No 596, Near Aminjikarai Mosque, PH High Road, Aminjikarai, Chennai - 600029 <u>(044) 66585395</u>
11.	M/s A2Z Stationery, No 37/45 Poonamallee High Road, Opposite To Vaishnav College, Dr Radhakrishnan Nagar, Arumbakkam, Chennai - 600106

12.	M/s Nellai Lakshmi Stationers No 24, Near Express Avenue, Chellapillayar Koil Street, Royapettah, Chennai - 600014 (044) 66423726
13.	M/s Kamal Store No 21 & 22 TNHB Shopping Center, Opposite Adyar Mosque, L B Road, Adyar, Chennai – 600020 <u>(044) 24419202</u>