

The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)

8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

Ref: SP/Tender No.T-1

Date: 15.01.2025

Tender No. T-1
Due Date: 31.01.2025

Sub: Supply of Store Items for the period 01.04.2025 to 31.03.2026

Dear Sirs,


Enclosed please find one set of blank Proforma for supply of Stationery Items /Papers, etc. required for office use during the period 01.04.2025 to 31.03.2026 for which terms and conditions are enclosed.

You are requested to submit your quotation in one set in a sealed cover envelope, superscribed as above, so as to reach this office within 31.01.2025 by 4 p.m. along with your acceptance of the conditions of the Tender.

You are requested to deposit Rs. 5000.00 (Rupees five thousand only) either by cash to be deposited at our Cash Counter or by Demand Draft drawn in favor of "The Institution of Engineers (India)" payable at Kolkata as Security Deposit. If you have already paid, please let us have the particulars. **Your quotation will not be entertained without the Security Deposit.**

Thanking You,

Yours faithfully,


Deputy Director (IT & Admn)

Encl : As Above



THE INSTITUTION OF ENGINEERS (INDIA)
8, GOKHALE ROAD, KOLKATA -700 020

T-1

Terms and Conditions

Unless the contract otherwise stipulates:-

'Purchaser' shall mean The Secretary & Director General, The Institution of Engineers (India), 8, Gokhale Road, Kolkata - 700 020.

'Supplier' shall mean the person/firm whose tender has been accepted.

2. The rates quoted shall be valid for one year i.e. from 01.04.2025 to 31.03.2026. No escalation in price will be entertained during this period.
3. All materials shall conform to the relevant BIS specifications and to the specification & nature as indicated in schedule of quantities.
4. Suppliers are strictly asked to quote the rate of the stationery as specified by the Tender Notice. No rate for any other brand which is not mentioned in the Tender Notice would be considered.
5. The rates/prices quoted shall include packing, delivery and all other charges.
6. The 'Supplier' shall be required to submit samples of the items.
7. The supplier should deposit **Rs.5,000.00** (Rupees Five thousand only) by way of cash in Cash Counter or by way of a Demand draft to be drawn in favour of "**The Institution of Engineers (India)**" payable at **Kolkata** as Security Deposit at the time of submission of Tender. If you have already paid, please let us have the particulars.
8. The 'Supplier' shall submit his bill for the items supplied together with a copy of the valid challan to purchaser and the purchaser shall make the payment after necessary verification of such bills.
09. Non-fulfillment of the above condition or supply of sub-standard material or non-supply of the items ordered with the supplier without valid reason shall lead to forfeiture of Security Deposit in full or part thereof and deletion of the name of such supplier from the list of approved suppliers.
10. In case of any dispute, the decision of IEI shall be final.

We hereby accept the above stated terms and conditions.

Signature of the Tenderer with date and Official Seal

THE INSTITUTION OF ENGINEERS (INDIA)
8 ,GOKHALE ROAD, KOLKATA 700 020
LIST OF STORE ITEMS FOR THE PERIOD 01.04.2025 TO 31.03.2026

Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
1	AC Starter - Crabtree			
2	AC Starter - North-West			
3	Arch File (Size - 13" X 11"X 3" D) (Good quality) per pc			
4	Cellotape - (Good quality) / Kores - 12 mm X 65 mtrs			
5	Cellotape - (Good quality) / Kores - 25 mm X 100 mtrs			
6	Cellotape - (Good quality) / Kores - 50 mm X 100 mtrs			
7	Barcode (Adhesive Sticker) Novajet 16L 99X34 WR			
8	Barcode (Adhesive Sticker) Novajet 24L 64X34 WR			
9	Barcode (Adhesive Sticker) Novajet 48L 48X24 WR			
10	Base (Socket) - 5 amp - piano - 5pin - Anchor			
11	Base (Socket) - 5 amp - piano - 5pin - Pritam			
12	Base (Socket) -15 amp - Piano - 5 Pin - Anchor			
13	Base (Socket) -15 amp - Piano - 5 Pin - Pritam			
14	Belcha (Plastic) - Medium			
15	Binder Clip - 25mm box			
16	Binder Clip - 32mm box			
17	Bleaching Powder 1 kg pkt - Kanoria			
18	Bleaching Powder 1 kg pkt - Tiger			
19	Board (White) - (Size 13 ½" X 8 ½"), white on 32 lbs per 100 pcs. in a packet			
20	Board File (Best quality strong) per pc			
21	Borar (Best Quality) / As per sample per pc			
22	Broom Stick / As per sample per pc			
23	Bucket without cover (Plastic) - 16 ltr.			
24	Carbon Paper- (Blue) Kores, Size : 330 X 210 mm per Box			
25	Brown (Wonder Tape 555) 2" Breadth - Length 50 mtrs per pc			
26	Brown (Wonder Tape 555) 2" Breadth - Length 65 mtrs per pc			
27	Base Socket 6A (Modular) Good quality			
28	Base Socket 16A (Modular) Good quality			
29	Colin Spray (500ml) bottle			
30	Condenser / Capacitor - Oil Type (Good quality) 2.5 MFD - Brand: Universal			
31	Copier Paper - A4 (White) - J K per ream - 70 GSM			
32	Copier Paper - A4 (White) - J K per ream - 75 GSM			
33	Copier Paper - A4 (White) - Ballarpur per ream - 70 GSM			
34	Copier Paper - A4 (White) - Ballarpur per ream - 75 GSM			
35	Copier Paper A-3 - J K per ream			
36	Copier Paper A-3 - Copy Power (Bilt) per ream			
37	Copper wire - 4.0 sq.mm (90 mtr) Coil Finolex Single Core			
38	Copper wire - 4.0 sq.mm (90 mtr) Coil Havels			
39	Correction Pen - Faber Castell per pc			
40	Cotton Duster (Best Quality) 20" X 20"(As per sample) per pc			
41	Cotton Tag (Length 8") Thick quality - per 100 pcs in a bundle (As per sample)			

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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
42	Cotton Twine Ball - Kora - Thin Per kg - As per Sample			
43	Cotton Twine Ball - Kora - Thick Per kg - As per Sample			
44	Cover File (assorted colour)- good quality (As per sample) per pc			
45	Date Stamp (Best Quality) (As per sample) per pc			
46	Dog Clips (Size 2") (Good quality) Brand - Camel per pc			
47	Dog Clips (Size 2") (Good quality) Brand - Sima per pc			
48	Dog Clips (Size 4") (Good quality) - Camel per pc			
49	Dog Clips (Size 4") (Good quality) - Sima per pc			
50	Dot Pen - Linc Glycer per pc			
51	Dot Pen (use & throw) Agni/Linc (Red, Blue, Black) per pc			
52	Eraser (Soft) only for pencil/per pkt - Apsara Plasto			
53	Eraser (Soft) only for pencil/per pkt Classmate Plasto			
54	Exercise Book (Ruled) No.8, 17 CM X 20 CM, 240 pages, Strong Board Good Quality per pc			
55	Fan Electronics regulator - Anchor			
56	Fan Electronics regulator (modular) - Crabtree / As per Sample			
57	Flat File (Assorted Colour) Best quality with printing of Institution name & Logo) with clip per pc			
58	Garbage Bag size 20" x 24" per kg			
59	Garbage Bag size 36" x 42" per kg			
60	Glue Stick - Fevistick (08 Gms) per pc			
61	Glass (Yera Brand)			
62	Glass (Apex Brand)			
63	Hand Scrubber (Scotchbrite)			
64	Hand Sanitizer (Lifebouy) 500 ml bottle			
65	Hand Sanitizer (Savlon) 500 ml bottle			
66	Hand Sanitizer (Good quality) 5 litre jar			
67	Handwash (Dettol) pouch pack (175 ml)			
68	Handwash (Lifebouy) pouch pack (175 ml)			
69	Handwash (Savlon) pouch pack (175 ml)			
70	Harpic 1 litre			
71	Harpic 500ml			
72	Highlighter Pen - Assorted Colour Brand : Faber Castell per pc			
73	Jacket for Certificate (Waterproof), as per sample per pc			
74	Jhool Jharu (As per sample) per pc			
75	Knife - (Desk) (Dora make) per pc			
76	Knife - Paper cutter- (Ikon) per pc			
77	Letterhead with 4 color printing, A-4, 85 gsm, excel bond paper			
78	LED - 9W Warm Pin type Lamp, Philips per pc			
79	LED - 9W Warm Pin type Lamp, Havells per pc			
80	LED - 9W White Pin type Lamp, Philips per pc			
81	LED - 9W White Pin type Lamp, Havells per pc			
82	LED - 9W Warm Lamp - Big Threaded Philips per pc			

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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
83	LED - 9W Warm Lamp - Big Threaded Havells per pc			
84	LED - 9W Warm Lamp - Small Threaded Philips per pc			
85	LED - 9W Warm Lamp - Small Threaded Havells per pc			
86	LED - 15W White Pin type Lamp - Philips per pc			
87	LED - 15W White Pin type Lamp - Havells per pc			
88	LED - 20w batten (4 feet) - Philips per pc			
89	LED - 20w batten (4 feet) - Havells per pc			
90	LED - 5w Small thread White (E-14) - Philips per pc			
91	LED - 5w Small thread White (E-14) - Havells per pc			
92	LED - 15w Ceiling light set - Philips per pc			
93	LED - 15w Ceiling light set - Havells per pc			
94	LED - T-8 Tube Light 4ft (20w) white - Philips per pc			
95	LED - T-8 Tube Light 4ft (20w) white - Havells per pc			
96	LED PL-L 4P 18w Essential White - Philips per pc			
97	LED PL-L 4P 18w Essential White - Havells per pc			
98	Lid for Water Tumbler (Good quality) per Dozen			
99	Liquid Gum Tube - Camlin per pc			
100	Liquid Gum Tube - Gripex per pc			
101	Liquid Gum Tube - Fevigum per pc			
102	Lizol 1 litre			
103	Lizol 500ml			
104	Mouse Pad (Branded) per pc			
105	Muriatic Acid / Floor cleaner 500 ml bottle (good quality)			
106	Napthalene Bar (Good quality) - Bengal per pc			
107	Napthalene Bar (Good quality) - Odonil per pc			
108	Numbering Ink 50 ml (Black) - Kores			
109	Numbering Ink 50 ml (Black) - Nomex			
110	Photo Paper, A-4 High Gloss, 130 gsm, Novajet			
111	Photo Paper, A-4 High Gloss, 130 gsm, Desmat			
112	Paper Clips /Gems Clip (Size 30 mm), Bell Brand per pkt			
113	Paper Weight (Glass-made, Flat type) per pc			
114	Pencil - Black Lead - Classmate per pkt			
115	Pencil - Black Lead - Apsara per pkt			
116	Phenol - 5 ltr tin - Nimyle			
117	Phenol - 5 ltr tin - Phytofresh			
118	Phool Jharu (best quality/As per sample) per pc			
119	Plastic Folder A4 Size 8 gaz per pc			
120	Plastic Letter Tray (Good quality) - with clip			
121	Plastic Letter Tray (Good quality) - without clip			
122	Plug Top 15 amp - 3 Pin (Piyano) - Anchor			
123	Plug Top 15 amp - 3 Pin (Piyano) - Pritam			
124	Plug Top 5 amp - 3 Pin (Piyano) - Anchor			
125	Plug Top 5 amp - 3 Pin (Piyano) - Pritam			

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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
126	Pouch Pack for Lamination of Certificates (As per sample) Eva make			
127	Pouch Pack for Lamination of Certificates (As per sample) Excelam make			
128	Punching Machine - Kangaroo per pc			
129	Punching Machine - Kores per pc			
130	PVC Tape - 1.90 cm X 10 mtr X 0.125 mm (steel grip/anchor brand)			
131	Register ("F" Cap size) Ruled, on ledger paper, Strong Board Bound, per pc			
132	Rubber Band Nylon as per sample big Size good quality per kg (Sample to be provided)			
133	Rubber Band Nylon as per sample small size good quality per kg (Sample to be provided)			
134	Scrubber (Scotchbrite)			
135	Short Hand Note Book (Jyoti Brand) per pc			
136	Sketch Pen - Black (Luxor) per pc			
137	Sodium Hypochlorite Solution (Rankem make/Good quality) 5 litre jar			
138	Sponge with case - Gripex			
139	Stamp Pad (109 mm x 67 mm) - Violet ink- Kores per pc			
140	Stamp Pad Ink (Violet), 50ml - Gripex per pc			
141	Staple Pin (Kangaro Brand) - Machine No. HD 10 per box			
142	Staple Pin (Kangaro Brand) - Size : 23/17 per box			
143	Staple Pin (Kangaro Brand) - Size : 24/6 per box			
144	Stapler Machine - Kangaro Brand HD 10 per pc			
145	Stapler Machine - Kangaro Brand HD-23 S17			
146	Stapler Machine - Kangaro Brand HD-45			
147	Steel Scale - (1 ft) - Ellora per pc			
148	Steel Scale - (1 ft) - Gripex per pc			
149	Sunlight Detergent Powder - 1 Kg			
150	Sunlight Detergent Powder - 500 gm			
151	Switch-15 amp (Piano type) - Anchor			
152	Switch-15 amp (Piano type) - Pritam			
153	Switch-6 amp Pritam			
154	Switch-6 amp Anchor			
155	Switch-10 amp (modular) - Crabtree			
156	Switch-16 amp (modular) - Crabtree			
157	Tissue Paper Roll - 42 mtr			
158	Toilet Brush			
159	Vim dishwash Gel (Lemon) 250 ml bottle			
160	Vim dishwash Gel (Lemon) 155 ml pouch pack			
161	Waste Paper Busket - Plastic			
162	Water Bottle - 1 ltr Milton Brand			
163	Water Bottle - 1 ltr Pearlpet Brand			
164	Wet Mop with stick as per sample			
165	Wet Mop without stick as per sample			

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Sl. No.	Description	Unit Rate (Rs)	Applicable GST (%)	Total Amount (Rs)
166	Wet Mop stick as per sample			
167	Wiper			
168	Wire - (1.5 Sq.mm copper wire) Single core Brand Finolex			
169	Wire - (1.5 Sq.mm copper wire) Single core Brand Havels			
170	Wire - 1.0 mm double core (Plastic) Brand Finolex			
171	Wire - 1.0 mm double core (Plastic) Brand Havels			
172	Wire - Round Cable - 1.50 mm (3 Core) Brand Finolex			
173	Wire - Round Cable - 1.50 mm (3 Core) Brand Havels			
174	Yellow Case Folder with eyelet			