



# SIMFED



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**Sikkim State Cooperative Supply and Marketing Federation Ltd.**  
Above Sangram Bhawan, Development Area, Gangtok, East Sikkim

Ref. No.: SIMFED/17-18/CGM-I/35

Date: 05.08.2017

## NOTICE INVITING QUOTATIONS (N.I.Q.)

Sealed quotations are invited from the Manufacturers, Authorized Dealers, Suppliers (Empanelled with SIMFED) under respective categories for establishment of rates of the following items:

Sl. No	Particulars	Specification /Brands	Qty
1	Notesheet		30 pkts
2	Xerox paper	Legal	40 pkts
3	Xerox paper	A4	40 pkts
4	Register	30 No	20 nos.
5	Register	20 No	20 nos.
6	Register	10 No	15 nos.
7	Cartridge	88A	2 nos.
8	Toner	78A	1 nos.
9	Glue stick		25 nos.
10	Calculator	12 digit	4 nos.
11	Colin		5nos.
12	Marker pen	Camlin	5 dozens
13	High Lighter pen		1 dozen
14	File tag		15 bundles
15	Notepad		20 nos.
16	Harpic		6 bottles
17	Phenyl		6 bottles
18	Pencil		2 dozens
19	Table glass		1 nos.
20	Stapler pin	Big	5 dozen
21	Stapler pin	Small	5 dozen
22	Cello tape	Big/small	3 nos. each
23	Table duster		1 dozen
24	Gems clip		2 dozen
25	Scissor	Big/small	4 nos. each
26	Hand gloves		4 dozens
27	Towel	Big/small	5 nos. each
28	Mouth masks		4 dozens
29	Tissue paper		2 dozen
30	Dettol soap		5 nos.
31	Test tube brush	Small	3 nos.
32	Aluminum Foil		5 nos.
33	Cartridge HP Laser jet	P1108	1 nos.

34	Brown envelope		25 boxes
35	Short hand copy		10 nos.
36	File board & cover		100 nos. each
37	Stapler Machine		5 nos.
38	Punching machine		5 nos.
39	Stamp Pad		15 Nos
40	Calling Bell(manual)		3 Nos
41	Scale(medim)		2 Nos
42	Dust bin		4 Nos
43	File envelope(Big/small)		2 dozen each
44	PUC Bag		100 nos
45	Sharp Tonner AR 5516		1 Nos
46	Cartridge 802		2 Nos

**Terms and conditions:**

1. The quotations must be submitted in a sealed envelope. NIQ reference No. must be written very clearly on the envelope.
2. Quotations from Empanelled Suppliers/Manufactures and Dealers of SIMFED having valid empanelment shall be accepted.
3. The suppliers should have valid Trade License.
4. All Quotations are to be submitted to the General Manager (I), Development Area, Gangtok, East Sikkim 737101 by 12.00 Noon, 21/08/2017, i.e. within Fifteen days from the publication of NIQ in the official website of SIMFED. After the stipulated time no quotations will be accepted.
5. The quotation must be supported with Dealership certificate and Pricelist.
6. The prescribed tender fee of Rs 100/- may be deposited along with the submission of quotations.
7. The quantities mentioned above are subject to change.
- 8. Trade discounts being offered to SIMFED must be mentioned clearly in the quotations. The vendor offering the highest trade margin shall be given the preference.**
9. Payment on successful supply will be made only after receipt of the payment from the indenting department and on obtaining the completion certificate from the indenting department.
10. The vendor submitting the quotations must have cleared the processing fees and other dues with SIMFED Accounts Section.
11. Submission of the quotations assumes that the party has accepted all the terms & conditions and will accept the decision of management of SIMFED.
12. The rates submitted by the L1 shall be verified and if found abnormally higher than the prevailing rates of the market then the management reserves the right to cancel/ renegotiate or any other decisions that may be beneficial for the end buyer.
- 13. Supply order shall be given to the lowest bidder and after acceptance of the rates by SIMFED on the condition that the rates are further accepted by the indenting department and a Supply Order is issued by them in favor of SIMFED.**
14. The management of SIMFED reserves the right to accept or reject any quotations without assigning any reasons thereof. The Decision of the Managing Director is final & binding on all in all circumstances & situation.
- 15. SIMED RESERVES THE RIGHT TO CANCEL THIS NIQ AT ANYTIME.**

**Chief General Manager (I)**