



**National  
Institute of  
Bank  
Management**

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)  
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E-mail : nibmweb@nibmindia.org ☐ Website : www.nibmindia.org

February 18, 2020

**Soni Philip  
Chief Administrative Officer**

To: All Vendors

Dear Sir

**Sub: Quotation for Stationery/Cleaning Material/Art Card, Paper/Computer consumables  
for the year 2020-21**

National Institute of Bank Management (NIBM), Pune is an apex level Institute for Training, Teaching, Consultancy and Research in the Banking Industry.

NIBM invites sealed quotations for Stationery/Cleaning Material/Art Card, Paper/Computer consumables for the year (2020-21) in the prescribed form, addressed to The Director, National Institute of Bank Management, Kondhwe Khurd, NIBM Post Office, Pune 411 048. These should be submitted to the Purchase Department, Room No.1109, First Floor, Block 1 at NIBM between 10.00 a.m. to 5.00 p.m. on any working day **on or before March 12, 2020.**

Terms for tendering quotations are as follows:

1. Your Rates should be inclusive of packing, delivery/transport charges. GST (CGST/SGST) should be mentioned separately (enclose xerox copy of the GST certificate, GST information form and Undertaking duly stamped and signed).
2. Payment terms, transportation, warranty, delivery schedule must be mentioned.
3. Quotation should be sent in **sealed envelope** superscripted with respective titles **on or before March 12, 2020.**
4. Quotations sent to any other email or fax will not be considered.
5. Vendor should be registered with Pune Corporation for the purpose of LBT, if applicable, enclose copy of the certificate.
6. Mention NEFT/RTGS detail for payment (copy of the cancelled cheque).
7. No quote will be acceptable unless the agency has a valid Licence for sale of items such as Dettol or any other items which require a licence.
8. The quote should be for **the brand given which is specified in the format enclosed.** If not, the alternative brand for which quote is given should be mentioned.
9. NIBM reserves the right to accept or reject all or any quotation/tender without assigning any reason thereof.

Thanking you

Yours faithfully

Soni Philip

Encls.: (i) Format

(ii) GST Information Form

(ii) Undertaking duly stamped & signed

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

To  
Chief Administrative Officer  
NIBM, Pune 411048.

Dear \_\_\_\_\_,

I / We, \_\_\_\_\_, owner / proprietor of M/s  
\_\_\_\_\_, located at  
\_\_\_\_\_, having GST No \_\_\_\_\_

confirm that the GST billed / charged by me/us in my/our invoices and thereafter paid to me/us by NIBM, will be uploaded by me/us on the GST portal, Form No Trans 1 , under NIBM's GST No 27AAATN0040P1ZJ within 15 days of raising the invoices so that NIBM is able to claim GST credit in time.

I/We also undertake to pay / allow NIBM to recover/to reimburse the GST amount in case the same is not paid by me/us to the Government under NIBM's GST No within 15 days of raising the invoices.

Thanking you,

Authorised Signatory  
(Name & Signature with office seal)

**Form to be filled for getting registration on NIBM vendor list**

<b>Sr. No</b>	<b>Particulars</b>	
1	Name of the Vendor	
2	Name in which GST registration has been obtained	
3	GST No (supported by GST certificate)	
4	PAN (supported by scanned copy of PAN card)	
5	Bank Details	
	- Account No	
	- Name of the Account	
	- Name and address of the bank	
	- IFSC of the Bank	
6	Name of the Contact Person	
7	Mobile No. of the Contact Person	
8	Email id of the Contact person	



**NATIONAL INSTITUTE OF BANK MANAGEMENT**

**Cleaning & Housekeeping Material Requirement for 2020-21**

<b>S No</b>	<b>Items</b>	<b>Annual Qty</b>	<b>Unit</b>	<b>G S T %</b>	<b>Rate (Rs)</b>
1	Baygon spray 5 Ltrs	10	Each		
2	Brasso 100 ml tin	10	Each		
3	Brooms soft 350 gms	200	Each		
4	Brooms stick 500 gms with clean sticks (Hard Broom)	300	Each		
5	Brooms with bamboo 7 Feet long	25	Each		
6	Brush WC (Hocky) Gala	200	Each		
7	Colin 500 ml	100	Each		
8	Dettol 5 Ltr Can ( <b>Licence is must</b> )	40	Each		
9	Dustbin small with lid Milan 1ft size	30	Each		
10	Dusters Floor Thick Best quality 24x24	250	Each		
11	Dusters Glass ( White) Thick Best quality 21x21	500	Each		
12	Dusters Yellow Soft Best quality 22x24	400	Each		
13	Good Night Liquidator Refill 45 Nights	300	Each		
14	Harpic 500 ml	300	Each		
15	Naphelene balls 1 kgs pack Pravin Brand	25	Kg		
16	Nylon scrubbers 3 No. Size	240	Each		
17	Odonil 50 gms	1200	Each		
18	Odopic 4.5 kg Pack	40	Each		
19	Paper glasses 130 ml Pooja / Equavalent	100000	Each		
20	Room freshners tin Premium 160 gms	125	Each		
21	Soap (small) Medimix 15 gms	800	Each		
22	Soap Floor cleaning liquid	700	Lit		



**NATIONAL INSTITUTE OF BANK MANAGEMENT**

**Stationery Requirement for 2020 -21**

S No	Items	Unit	Annual Qty	G S T %	Rate (Rs)
1	Cello Tape Wonder 555 1 Inch X 65 Meters (Transperant)	Each	50		
2	Cello Tape Wonder 555 1/2 Inch X 50 Meters (Transperant)	Each	50		
3	Cello Tape Ic Wonder 555 2.5 Inch Brown	Each	30		
4	Correcting White Fluid Pen - Camlin	Each	50		
<b>Spiral Combs Modi GBC/Equivelent</b>					
5	Comb 08 Mm (Black)	Each	200		
6	Comb 10 Mm (Black)	Each	200		
7	Comb 12 Mm (Black)	Each	1200		
8	Comb 14 Mm (Black)	Each	600		
9	Comb 16 Mm (Black)	Each	800		
10	Comb 18 Mm (Black)	Each	800		
11	Comb 20 Mm (Black)	Each	600		
12	Comb 22 Mm (Black)	Each	600		
13	Comb 25 Mm (Black)	Each	400		
14	Comb 28 Mm (Black)	Each	400		
15	Comb 32 Mm (Black)	Each	200		
16	Comb 38 Mm (Black)	Each	100		
17	Comb 40 Mm (Black)	Each	100		
18	Comb 51 Mm (Black)	Each	100		
19	Duster White Board Wooden	Each	20		
<b>Envelopes With Name, Address/Logo Printing</b>					
20	Envelope 09.50 X 04.50 Ballarpur Maplitho/80 Gms	1000 Nos	5000		
21	Envelope 09.50 X 04.50 Ballarpur Maplitho/80 Gsm (Window)	1000 Nos	5000		
22	Envelope 10.00 X 07.00 Andhra Craft/80 Gsm ( Plain)	1000 Nos	10000		
23	Envelope 10.00 X 07.00 Andhra Craft/80 Gsm (Window)	1000 Nos	50000		
24	Envelope 12.00 X 10.00 Plain Andhra Craft 80/Gsm	1000 Nos	2000		
25	Envelope 14.00 X 10.00 Plain Andhra Craft 80/Gsm	1000 Nos	2000		
26	Envelope Clothline Superfine Net 12.00 X 10.00	1000 Nos	2000		
27	Envelope Clothline Superfine Net 14.00 X 10.00	1000 Nos	1000		
28	Envelope Clothline Superfine Net 16.00 X 12.00	1000 Nos	1000		
28	Eraser - Pencil Apsara Platinum	Each	500		
<b>Files With Name, Address/ Logo Printing</b>					
29	File Office 31.5 Kg Shirpur Card Spring Type With Slide Patti	Each	1000		
30	File Office 31.5 Kg Shirpur Card A-4 Size With Window	Each	200		
31	File Box Real Prime With quality Clip (Heavy Duty)	Each	500		
32	Gum Bottle 300 Ml Camlin	Each	50		
33	Gum Bottle 700 Ml Camlin	Each	10		

S No	Items	Unit	Annual Qty	G S T %	Rate (Rs)
34	Gum Tube 22.5 MI Pidilite	Each	200		
35	Pad Spiral 9"X 8" /50 Pgs Bilt 70 Gsm/Cover 250 Gsm & Transparancy Top With Printing	Each	5000		
36	Pad Ruled 1/4 Size 50 Pgs Ballarpur 70 Gsm Paper	Each	500		
37	Paper Tracing Utoplex 90-95 Gsm	Box Of 250	5		
38	Pen Lexi DAX HS ( Mix Colour )	Each	6000		
39	Pen Sketch Luxur	Set Of 10	10		
40	Pen White Board Marker Camlin	Each	300		
41	Pencil Apsara Platinum Box Of 10	Box of Ten	100		
42	Pin Drawing Brass Fauzi	Packet	25		
43	Pin Drawing Colour	Packet	25		
44	Punch Big Veto - Heavy Duty	Each	10		
45	Punch Small Dp-52 Kangaro	Each	100		
46	Punch - Medium Dp 500 - Kangaro	Each	50		
47	Register Fool Scape 1 Qr Ord. Paper Sudarshan	Each	25		
48	Register Fool Scape 2 Qr Ord. Paper Sudarshan	Each	25		
49	Register Fool Scape 3 Qr Ord. Paper Sudarshan	Each	25		
50	Register Fool Scape 4 Qr Ord. Paper Sudarshan	Each	25		
51	Register Fool Scape 1 Qr Led. Paper Sudarshan	Each	10		
52	Register Fool Scape 2 Qr Led. Paper Sudarshan	Each	10		
53	Register Fool Scape 3 Qr Led. Paper Sudarshan	Each	10		
54	Register Fool Scape 4 Qr Led. Paper Sudarshan	Each	10		
55	Scale Plastic 12" Omega	Each	100		
56	Sharpner Small Natraj	Each	100		
57	Stamp Pad Big 157X96 Mm Camlin Voilet	Each	15		
58	Steppler Kangaroo 10 - 384556	Each	100		
59	Steppler Pin No.10-1M Kangaroo	Packet	500		
60	U Clip 26 Mm 100 Clips Vikram	Packet	300		
61	U Clip 35 Mm 100 Clips Vikram	Packet	20		
62	Cell Pencil - AA ( Eveready)	Each	500		
63	Cell - AAA ( Eveready)	Each	500		
64	Cell - Dura AA	Each	100		
65	Coller Mike Cell - 9 Volt Dura	Each	20		
66	Pen CD Marker	Each	100		
67	Pen Highlighter (Faber Castell )	Each	50		
	<b>GST No</b>				



<b>NATIONAL INSTITUTE OF BANK MANAGEMENT</b>					
<b>Art Paper / Paper Requirement for 2020 -21</b>					
<b>S No</b>	<b>Items</b>	<b>Unit</b>	<b>Annual Qty</b>	<b>G S T %</b>	<b>Rate (Rs)</b>
1	Art Card Bilt 22 X 28 220 Gsm	Pkt of 150	80		
2	Art Card Bilt 22 X 28 250 Gsm	Pkt of 150	5		
3	Art Card Bilt 23 X 36 220 Gsm	Pkt of 150	20		
4	Art Card Bilt 23 X 36 250 Gsm	Pkt of 150	5		
5	Art Paper Bilt 23 X 36 130 Gsm	Pkt of 250	5		
6	Art Paper Bilt 23 X 36 100 Gsm	Pkt of 500	4		
7	Art Paper Bilt 23 X 36 70 Gsm	Pkt of 500	5		
8	Bilt 30X40 70 Gsm Delux Maplitho	Pkt of 500	10		
9	Bilt 30X40 80 Gsm Delux Maplitho	Pkt of 500	35		
10	Paper Maplitho 24X34 70 Gsm Bilt	Pkt of 500	10		
11	Paper Royal Executive Bond 24 X 34 80 Gsm	Pkt of 500	20		
12	Paper Colour Copier Matrix Bilt Premium	Pkt of 500	20		
13	Paper Copier A3 75 HP make	Pkt of 500	15		
14	Paper Copier A4 75 Gsm Copy Power make	Pkt of 500	3000		
15	Paper Copier Fool Scape 75 Gsm Copy Power make	Pkt of 500	30		
16	Paper Royal Executive Bond 1/6 80 Gsm	Pkt of 500	16		
17	Paper Royal Executive Bond 23 X 36 80 Gsm	Pkt of 500	16		
18	Paper Laser A4 Modi Mx Spectrum	Pkt of 500	50		
<b>GST No</b>					