

August 1, 2017



National
Institute of
Bank
Management

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Lt Col Ranvir Singh (Retd)
Head
Administrative Services

**Sub: Quotation for Stationery/Cleaning Material/Art Card
Paper/Computer consumables for the year 2017-18**

Dear Sir

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

NIBM invites sealed quotations for Stationery/Cleaning Material/Art Card Paper/Computer consumables for the year 2017-18 **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 (Purchase & Procurement Section), Room No. 1109, First Floor, Block I at NIBM between 10.00 a.m. and 5.00 p.m. on any working day or may be mailed to fdc@nibmindia.org on or before August 14, 2017.

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. Please enclose Xerox copy of the GST Certificate for official records.
2. Payment terms, transportation, warranty, delivery schedule must be mentioned.
3. Quotation should be tendered in sealed envelope super scribed with respective titles or may be mailed to fdc@nibmindia.org on or before August 14, 2017.
4. Quotation by way of 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

Lt Col Ranvir Singh (Retd)
Head
Administrative Services

NATIONAL INSTITUTE OF BANK MANAGEMENT

Stationery Requirement for 2017-18

S No	Items	Unit	Annual Qty	Rate (Rs)	G S T %
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 le Wonder 555 2.5 Inch Brown	Each	30		
4	Clamp No.1 Panama Small	Box	10		
5	Clamp No.2 Panama Medium	Box	10		
6	Clamp No.3 Panama Big	Box	10		
7	Correcting White Fluid Pen Camlin	Set	50		
	Spiral Combs Modi GBC/Equivelent				
8	Comb 08 Mm (Black)	Each	200		
9	Comb 10 Mm (Black)	Each	200		
10	Comb 12 Mm (Black)	Each	1200		
11	Comb 14 Mm (Black)	Each	600		
12	Comb 16 Mm (Black)	Each	800		
13	Comb 18 Mm (Black)	Each	800		
14	Comb 20 Mm (Black)	Each	600		
15	Comb 22 Mm (Black)	Each	600		
16	Comb 25 Mm (Black)	Each	400		
17	Comb 28 Mm (Black)	Each	400		
18	Comb 32 Mm (Black)	Each	200		
19	Comb 38 Mm (Black)	Each	100		
20	Comb 40 Mm (Black)	Each	100		
21	Comb 51 Mm (Black)	Each	100		
22	Duster White Board Magnetic Alcon	Each	20		
	Envelopes With Printing				
23	Envelope 09.50 X 04.50 Ballarpur Maplitho/80 Gms	1000 Nos	5000		
24	Envelope 09.50 X 04.50 Ballarpur Maplitho/80 Gam (Window)	1000 Nos	5000		
25	Envelope 10.00 X 07.00 Andhra Craft/80 Gam (Plain)	1000 Nos	10000		
26	Envelope 10.00 X 07.00 Andhra Craft/80 Gam (Window)	1000 Nos	50000		
27	Envelope 12.00 X 10.00 Plain Andhra Craft 80/Gam	1000 Nos	2000		
28	Envelope 14.00 X 10.00 Plain Andhra Craft 80/Gam	1000 Nos	2000		
29	Envelope Clothline Superfine Net 12.00 X 10.00	1000 Nos	2000		
30	Envelope Clothline Superfine Net 14.00 X 10.00	1000 Nos	1000		

S No	Items	Unit	Annual Qty	Rate (Rs)	G S T %
31	Envelope Clothline Superfine Net 16.00 X 12.00	1000 Nos	1000		
32	Eraser - Pencil Apsara Platinum	Each	500		
	Files With Printing				
33	File Office 31.5 Kg Shirpur Card Spring Type With Slide Patti	Each	1000		
34	File Office 31.5 Kg Shirpur Card A-4 Size With Window	Each	200		
35	File Box Real Prime With quality Clip (Best Quality)	Each	500		
36	Gum Bottle 300 Ml Camlin	Each	50		
37	Gum Bottle 700 Ml Camlin	Each	10		
38	Gum Tube 22.5 Ml Pidilite	Each	200		
39	Pad Spiral 9"X 8"/50 Pgs Bilt 70 Gum/Cover 250 Gsm & Transparency Top With Printing	Each	5000		
40	Pad Ruled 1/4 Size 50 Pgs Ballarpur 70 Gsm Paper	Each	500		
41	Paper Tracing Utoplex 90-95 Gsm	Box Of 250	5		
42	Pen Lexti - 5 (Mix Colour)	Each	6000		
43	Pen Skotch Luxur	Set Of 10	100		
44	Pen White Board Marker Camlin	Each	300		
45	Pencil Apsara Platinum Box Of 10	Box	1000		
46	Pin Drawing Brass Fauni	Packet	25		
47	Pin Drawing Colour	Packet	25		
48	Punch Big Veto - Heavy Duty	Each	15		
49	Punch Small Dp-52 Kangaro	Each	100		
50	Punch - Medium Dp 500 - Kangaro	Each	50		
51	Register Fool Scape 1 Qr Ord. Paper Sudarshan	Each	25		
52	Register Fool Scape 2 Qr Ord. Paper Sudarshan	Each	25		
53	Register Fool Scape 3 Qr Ord. Paper Sudarshan	Each	25		
54	Register Fool Scape 4 Qr Ord. Paper Sudarshan	Each	25		
55	Register Fool Scape 1 Qr Led. Paper Sudarshan	Each	10		
56	Register Fool Scape 2 Qr Led. Paper Sudarshan	Each	10		
57	Register Fool Scape 3 Qr Led. Paper Sudarshan	Each	10		
58	Register Fool Scape 4 Qr Led. Paper Sudarshan	Each	10		
59	Scale Plastic 12" Omega	Each	100		
60	Sharpner Small Natraj	Each	200		
61	Stamp Pad Big 157X96 Mm Camlin Violet	Each	15		

S No	Items	Unit	Annual Qty	Rate (Rs)	G S T %
62	Stapler Kangaroo Hd-10D - 384556	Each	100		
63	Stapler Pin No. 10-1M Kangaroo	Packet	500		
64	U Clip 26 Mm 100 Clips Vikram	Packet	300		
65	U Clip 35 Mm 100 Clips Vikram	Packet	20		
66	Cell Pencil - AA (Eveready)	Each	500		
67	Cell - AAA (Eveready)	Each	500		
68	Cell - Dura AA	Each	100		
69	Coller Mike Cell - 9 Volt Dura	Each	20		
70	Pen Cd Marker	Each	100		
71	Pen Highlighter (Faber Castell)	Each	50		

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Cleaning & Housekeeping Material Requirement for 2017-18

S No	Items	Annual Qty	Unit	Rate (Rs)	G S T %
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	300	Each		
5	Brooms stick with Handle	25	Each		
6	Brooms with bamboo 7 Feet long	25	Each		
7	Brush Bottle cleaning long Gala	25	Each		
8	Brush Floor cleaning Nylon Gala	100	Each		
9	Brush WC (Hocky) Gala	200	Each		
11	Colin 500 ml	100	Each		
12	Dettol 500 ml (Licence is must)	100	Each		
13	Dustbin small with lid Milan 1ft size	30	Each		
14	Dusters Floor Thick Best quality 24x24	250	Each		
15	Dusters Glass (White) Thick Best quality 21x	500	Each		
16	Dusters Yellow Soft Best quality 22x24	400	Each		
17	Good Night Liquidator Refill 45 Nights	300	Each		
18	Harpic 500 ml	300	Each		
20	Napthelene balls 1 kgs pack Pravin Brand	25	Kg		
21	Nylon scrubbers 3 No. Size	240	Each		
22	Odonil 50 gms	1200	Each		
23	Odopic 4.5 kg Pack	40	Each		

S No	Items	Annual Qty	Unit	Rate (Rs)	G S T %
24	Plastic glasses 150 ml Natraj/Equivalent	100000	Each		
25	Room freshners tin Premium 160 gms	125	Each		
26	Soap (small) Medimix 15 gms	800	Each		
27	Soap Floor cleaning liquid	700	Lit		
28	Soap Hand cleaning soap (Nicely Perfumed)	700	Lit		
29	Sodium Hypochloride 10%	200	Lit		
30	Teepol 500 ml	120	Each		
31	Toilet paper roll 50 gms Clean	1200	Each		
32	Phenyle (White) - Good Quality	800	Lit		
33	Cotton Mop with Handle	30	Each		
34	Cotton Mop Refill	100	Each		
35	Sani Cubes (Coloured, 12 pieces per packet)	250	Pkts		
36	C Fold Napkin - Max	100	Pkts		
37	Scoch Brite - Small	150	Each		
38	Scoch Brite - Big	150	Each		
39	Plasic Scrubber (Ghasani)	150	Each		
40	Dettol Hand Wash With Pump	50	Each		
41	Dettol Hand Wash - Refill	100	Each		
42	Goodnight Machine	50	Each		
43	Floor Cleaning Brush (Standard)	50	Each		
Not to quote unless proper / valid Licence					

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Art Paper / Paper Requirement for 2017-18

S No	Items	Unit	Annual Qty	Rate (Rs)	G S T %
1	Art Card Bilt 22 X 28 220 Gsm	Pkt of 150	40		
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	15		
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	15		
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	60		
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 HP make	Pkt of 500	3000		
15	Paper Copier Fool Scape 75 Gsm HP 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		

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Computer Consumable Requirement for 2017-18

S No	Items	Annual Qty	Unit	Rate (Rs)	G S T %
1	CD (R) Moseer Bear (Spindle of 100)	40	spindle		
2	CD Cover Amkettee Make (for 4 CDs)	200	Each		
3	CD Tower Amkettee (No 1070600)	3	Each		
4	DVD (R) Sony	500	Each		
5	CD Cover Plastic with welcro	5000	Each		
6	HP deskjet cartridge 6615-D Black	5	Each		
7	HP deskjet Cartridge 9351-A Black 21 XL	5	Each		
8	HP deskjet Cartridge 9352-A Color 22 XL	5	Each		
9	HP Inkjet cartridge CH 563 ZZ-802 L - Large	25	Each		
10	HP Inkjet cartridge CH 563 ZZ-802 L - Small CH 561	25	Each		
11	HP Inkjet cartridge CH 564 ZZ-802 L - Large	10	Each		
12	HP Inkjet cartridge CH 564 ZZ-802 L - Small CH 562	10	Each		
13	HP Laser Jet P 2015 N Q-7553-A	2	Each		
14	HP Laserjet cartridge Q-2612 A	2	Each		
15	HP Laserjet Q 6511-A	2	Each		
16	HP Laserjet Q 7516-A	5	Each		
17	HP Laserjet C-388-A	25	Each		
18	Ribbon HD 1050	10	Each		
19	Pen Drive 4 GB -Sandisk	15	Each		
20	Pen Drive 8 GB - Sandisk	100	Each		
21	Pen Drive 16 GB - Sandisk	20	Each		
22	Pen Drive 8 GB HP	15	Each		

