



N.A.A.C. Re-ACCREDITED

A

College of Social Work

Nirmala Niketan Institute

Affiliated to the University of Mumbai

SAKSHAM PRAMAAN AND PRAVAAH PROJECT

Date: 2nd May 2022

This is to notify that Saksham Pramaan and Pravaah project is in need of the below stationery for the financial year 2022-2024.

Sr. No.	Items	Number	Rate Inclusive of GST	GST %
1.	Acid Bottle	1		
2.	Ball Pens	13 dozen		
3.	Box Files	6		
4.	Broom Soft	1		
5.	Broom Hard	1		
6.	Brown Envelopes	1		
7.	Chart Paper	3 dozen		
8.	Certificate Printing inclusive of DTP charges	100 nos		
9.	Cartridge Refilling Laser Jet Pro MFP M128fw	1		
10.	Colin Glass Cleaner 1 litre	1		
11.	Cello Tape 1 inch	2 nos		
12.	Dust Pan	1		
13.	Dusting Mop	1		
14.	Floor Mop	1		
15.	Garbage Bag	1		
16.	Green Envelopes	100 nos		
17.	Handwash 1 litre	1		
18.	Harpic 1 litre bottle	1		
19.	Lions clip 12 mm	1		
20.	Mopping Mop Stick	1		
21.	Notepad	150		
22.	Plastic Folder	150		
23.	Phenyl 1 litre	1		



24.	Photocopy Charges	1 page		
25.	Post it Pads	1		
26.	Room Freshener	1		
27.	Small Files	6		
28.	Sketch Pens	3 packets		
29.	Soft Board Pins	1 box		
30.	Scanning charges	100 nos		
31.	Small Toilet Bucket	1		
32.	Toilet Cleaning Brush	1		
33.	Tacheni pins	1 small box		
34.	U pins	1 small box		
35.	Vim Dish wash soap	1		
36.	White Board Marker	6 pieces		
37.	Wiper	1		

Final cost must be less than MRP.

Please note that this offer is subject to the following terms and conditions:

1. Items mentioned above are general items used in offices, if you have any list, besides the above, please attach the list along with cost of each items.
2. Kindly fill the details as per the above format on the company letter head with stamp and signature and send the hard copy with sealed quotation.
3. Please send the sealed envelope super scribed "Quotation for stationery and Consumable Items" addressed to Ms. Silveia Chettiar, Finance and Admin Officer, Saksham Pramaan Contact 9768001397
4. Last date for receipt of quotation submission: - 30th May, 2022 by 3:00pm
5. Selection will be made on the total amount of the items
6. Only vendors based in Mumbai will be selected.
7. The basic rates quoted against items should be effective for a period of Twenty Four Months. Rates given in quotation are to be maintained at a fixed cost for duration mentioned in the RFP. In case due to unavoidable circumstances the rate needs to be increased, please furnish us with relevant supporting/self-declaration on letterhead to justify the increase in set costs.
8. The bid should quote & enclose self-attested PAN Card copy and GST Registration Certificate / Payment will be released as per pan card registration only. If payment required on another name please attach relevant copies.

