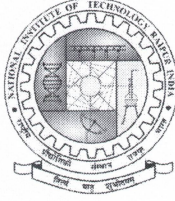




सत्यमेव जयते

राष्ट्रीय प्रौद्योगिकी संस्थान, रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)
Under Ministry of Education, Govt. of India



No./NITRR/S&P/RC/Stationery/2025/ 1499

Raipur, Dated 06/01/2026

CIRCULAR

Subject: Annual Rate contract for supply of Stationery Items.

Reference: Tender No. NITRR/RC/2025/568, Date: 16.07.2025

The undersigned is directed to inform that the Competent Authority has accorded approval for the new rate contract for supply of Stationery Items effective from 06/01/2026. The contract is valid for a period of one year and includes the empanelment of Three authorized dealers. The list of firms and authorized dealers along with the applicable prices has been attached as **Annexure-1** for your reference.

The Purchase procedure to be followed for processing a proposal through the rate contract in the Institute, along with applicable terms and conditions detailed below:

Purchase Procedure through Rate Contract:

1. **Direct Purchase:** The faculty/officer in charge may directly contact the desired firm, subject to financial approval to procure the materials according to the rate contract and submit the invoice directly to the Finance and accounts office adhering to the Direct Purchase limit prescribed by the Institute.
2. **Purchase Orders up to Rs. 5,00,000/-:** For purchases beyond the direct purchase limit, the faculty/officer in charge may initiate a purchase requisition detailing their requirement through Departmental Purchase Committee of the concerned department with the copy of rate contract order. Upon Pre-audit and approval by the appropriate authority, the Store & Purchase office will proceed to place an order directly with the firm.

3. **Procurement Procedure for High-Value Orders:** Single item of procurement exceeding Rs. 1,00,000/- or purchase orders exceeding Rs. 5,00,000/- must be processed through Gem/Local Purchase/Limited Tender/e-Procurement mode as per rules, or approved by the competent authority.
4. It shall be the responsibility of the Indentor/Indenting dept/HOD to comply with the quality of the items procured while ensuring economy.

Terms and Conditions of Rate Contract:

1. **Tenure of contract:** The Rate Contract will be valid for a period of ONE YEAR i.e. from 06/01/2026 to 05/01/2027 (Extendable for two more years on yearly basis subject to satisfactory performance during the review and assessment at the end of the each year.)
2. **Prices:** As per **Annexure-1** in the rate contract. Any further discounts/offers above the rate contract are encouraged to be provided by the suppliers.
3. **Taxes:** GST should be mentioned separately in the Purchase Order / Bill as applicable after calculating the discount at the time of PO/delivery.
4. **Delivery Period:** Within 07 days from the date of issue of Purchase Order.
5. **Terms of Delivery:** Items should be delivered at the consignee's location at the cost/expenses of the firm/supplier.
6. **Payment Terms:** 100% payment for the supply of items will be made to the firm within 30 days of the receipt and acceptance of materials at our site subject to the inspection of materials by the Indenter.

No advance payment will be made to the suppliers. No Bill for- part payment will normally be entertained. No payment will be made for unsatisfactory/ defective supply. Payment shall be released on receipt of the original bills in triplicate, which shall be completed in all respects accompanied with original delivery challans of all the items duly signed and stamped by the authorized representative of the user department.

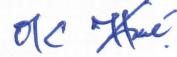
The payment being claimed should be strictly in compliance with terms of the contract and all obligations on the part of the supplier for claiming the said payment must have been fulfilled as required under the contract.

7. **Packing:** The items shall be well packed meeting the standard safety norms in such a way that it reaches the NIT Raipur without any damage or loss.
8. **Supply:** The supply shall be arranged directly by the manufactures or through their authorized dealers. No part supply will be accepted by the institute without permission of the competent authority.
9. **Inspection:** All the goods supplied shall be as per the standard specifications. If the goods supplied are found to be defective or not as per the specifications the same shall be removed at manufacturers/supplier cost and will be replaced with fresh supplies by the firm within 07 days at NIT Raipur.
10. **Fall Clause:** The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical specification to any other Govt. Organization/ PSUs/ Autonomous Bodies/Private Organizations during the period of contract. In case, if the price charged by your firm is more, NIT Raipur will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier. Furthermore appropriate action as deemed fit shall be take.
11. **Liquidated Damages:** The date of delivery should be strictly adhered to; otherwise the Institute reserves the right to impose liquidated damages @ 0.5% per week or part thereof in respect of the value of order undelivered and subject to a maximum of 10% of the value of the order shall be imposed and recovered from the firm. Alternatively, the order will be cancelled, and the undelivered stores shall be purchased from elsewhere at the risk and expense of the firm.
Once the delay period reaches to the maximum period, the Institute may cancel the Empaneled Rate Contract, of which a notice of cancellation shall be sent to the supplier in writing.
12. **Arbitration:** As stated in the tender document all disputes or differences arising out of the contract shall be settled by Conciliation or Arbitration in accordance with the Arbitration and Conciliation act 1996 and subsequent amendments thereof. In the event of failure of conciliation and arbitration, the dispute shall be subject to exclusive jurisdiction of courts at Raipur, Chhattisgarh.

All Terms and conditions enumerated in the tender document shall remain in force and form an integral part of the rate contract.



**Registrar
National Institute of Technology
Raipur C.G.**



Cc to:- 1. Accounts Section NIT Raipur

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR- 492010			
Supplier firm for Rate Contract of Stationery Items at NIT Raipur			
Sl.	Item Description	Name of Firms & Address	
		Unit Price Without GST	Name of Supplier firm
1	Box File Normal	46.61	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
2	Box File Laminated	62.71	
3	Ball pen Red Minimum 10 MRP.	6.10	
4	Ball Pen Blue Minimum 10 MRP.	6.10	
5	Ball pen Black Minimum 10 MRP.	6.10	
6	Ball pen Green Minimum 10 MRP.	6.10	
7	Gel Pen Blue Minimum 60 MRP. And Waterproof	38.14	
8	Gel Pen Black Minimum 60 MRP. And Waterproof	38.14	
9	Gel Pen Red Minimum 60 MRP. And Waterproof	38.14	
10	Gel Pen violet Minimum 60 MRP. And Waterproof	38.14	
11	Gel Pen green Minimum 60 MRP. And Waterproof	38.14	
12	Sketch Pen Set	16.95	
13	Tag Bandle size 8 inch	84.75	
14	Register 100 Page	33.90	
15	Register 200Page	46.61	
16	Register 300 page	67.80	
17	Register 400 page	84.75	
18	Cloth Bond Register 200 Page	191.25	
19	Cloth Bond Register 300 Page	270.29	
20	Cloth Bond Register 400 Page	321.14	
21	Cloth Bond Register 500 Page	380.46	
22	Tape 1 inch 50 Mtr.	10.00	
23	Tape 2 inch 50 Mtr.	21.18	
24	Tape 2 inch color 50 Mtr.	27.97	
25	Brown Tape 2 inch 50 Mtr.	21.18	
26	Paper A4 75 GSM JK Red	223.22	Firm 1 M/s Bhatia Brothers, Raipur
27	Paper A4 75 GSM Local	200.62	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
28	Paper Legal 80 GSM	312.51	
29	Paper A3 75 GSM JK Red	482.16	
30	Paper A3 75 GSM Local	383.35	
31	Graph Paper Pad	35.71	Firm 2 M/s Swarupa Enterprises, Raipur
32	Semi Graph Paper Pad	35.71	
33	Bond Paper 90 GSM 500 Sheet	339.30	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
34	Glossy paper A4 130 GSM 20 sheet	50.85	
35	FS Paper 75 GSM 500 Sheet Jk Red & Local	220.96, 195.85	Firm 3 M/s Sai Traders, Raipur
36	A4 Label Sheet -1,2,4,8,12, 24, 27, 32, 48, 64 and As per Requirement	228.81	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
37	Rubber Band 200 Gram	80.36	
38	Glass Cleaner 500 ml	99.60	Firm 1 M/s Bhatia Brothers, Raipur Firm 3 M/s Sai Traders, Raipur

39	Room Fresner 200 ml	83.05	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
40	Stapler 10 No.	33.05	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
41	Stapler 45 No. HD	113.56	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
42	Stapler 45 No. HP	220.34	
43	Stapler Jumbo (2317)	1271.35	
44	Stapler Jumbo (2317) pin	50.85	
45	Stapler Pin No. 10	5.34	
46	Stapler Pin No. 24/6 pkt	13.22	
47	Stapler Pin No. 45	13.22	
48	Stapler Pin Remover SR 100	45.76	
49	Stapler Pin Remover SR 300	118.52	
50	Gum tube 100g	16.95	
51	Office File Cover Printed (as per on sample)	10.00	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
52	Printed Envelope 9x4 80 GSM	0.97	Firm 3 M/s Sai Traders, Raipur
53	Envelope Plain 9x4 80 GSM	0.84	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
54	Printed Envelope 11x5 80 GSM	1.23	Firm 3 M/s Sai Traders, Raipur
55	Envelope Plain 11x5 80 GSM	1.02	Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
56	Envelope 10x14 lamination 80 GSM	3.56	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
57	Envelope 16x12 Lamination	5.50	
58	Envelope Lamination Cream Color 10X14 80 GSM	3.56	Firm 2 M/s Swarupa Enterprises, Raipur
59	Envelop 10X14 inch	4.50	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
60	Envelop 6x12 inch	3.00	
61	Cloth Envelop 10X12 inch	7.96	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
62	Cloth Envelop 36X28	11.19	Firm 2 M/s Swarupa Enterprises, Raipur
63	Cloth Envelop A3 16X12 inch	10.00	Firm 1 M/s Bhatia Brothers, Raipur
64	Note sheet A4 page color Paper 80 GSM Printed	0.72	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur

65	Attendance Register 200 Page paper 70 GSM	93.09	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
66	Student Attendance Register printed as per our sample size 8.5X13.5 inch 20 sheet 80GSM	66.95	Firm 2 M/s Swarupa Enterprises, Raipur
67	Glue Stick (10g)	16.95	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
68	CD Marker Pen	6.14	
69	CD Marker Pen black	6.14	
70	CD Marker Pen green	6.14	
71	White Board Marker	13.22	
72	Permanent Marker	8.73	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
73	Page Marker (Three color) 50 sheet	13.42	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
74	Punching Machine Singel Hole	77.97	
75	Punching Machine Double Hole DP-52	67.80	
76	File Pad Corner cloths 32 Onse	14.00	
77	Kobra Clip File 450 GSM	20.34	
78	whitener pen 7 ml	13.56	Firm 3 M/s Sai Traders, Raipur
79	Basta Cotton size 1X1 Mtr. Two Coated	96.48	
80	Hand Wash with Pump	83.90	
81	Water bottle Steel (Single wall) 750ml	121.90	Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
82	Pencil pkt	41.53	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
83	Spiral Sheet A4 (Top & Bottom)	4.24	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
84	Wiro 50 sheet	6.78	
85	Wiro 100 sheet	10.17	
86	Steel Scale 12	25.00	Firm 1 M/s Bhatia Brothers, Raipur
87	U-Pin Big Size	24.58	Firm 2 M/s Swarupa Enterprises, Raipur
88	U-Pin Plastic coated	16.10	
89	Pin Kushan	22.88	
90	Dak Pad For Folder	50.85	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
91	Paper Cutter size 12mm	8.00	
92	Note pad Small size 14.8X21 cm 40page	15.93	
93	Note pad 20 Page	8.80	
94	Note pad 10 Page	5.50	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
95	Lock 6 Level 50mm Steel	150.00	
96	Lock 7 Level 65mm steel Link	211.02	
97	Lock 7 Level 65mm steel Local	180.00	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
98	Lock Small	37.19	
99	File Trey Plastic 12X16 inch	101.69	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
100	Pen Stand 4 Socket	210.71	Firm 3 M/s Sai Traders, Raipur
101	Pen Stand 2 Socket	151.39	

102	Highlighter	11.86	Firm 1 M/s Bhatia Brothers, Raipur
103	Highlighter Multicolor Pkt.	67.80	Firm 2 M/s Swarupa Enterprises, Raipur
104	Tape dispenser 1"	66.10	Firm 3 M/s Sai Traders, Raipur
105	Sharpener	1.86	Firm 2 M/s Swarupa Enterprises, Raipur
106	Calculator 12 digit 120 step check and 1 year warranty	110.03	Firm 3 M/s Sai Traders, Raipur
107	Eraser pkt	35.59	Firm 1 M/s Bhatia Brothers, Raipur
108	Stick File A4 150 micron	8.31	Firm 2 M/s Swarupa Enterprises, Raipur
109	PVC L Folder A4	5.08	Firm 3 M/s Sai Traders, Raipur
110	Sutli kg	132.38	Firm 1 M/s Bhatia Brothers, Raipur
111	Water Dump Pad	17.80	Firm 2 M/s Swarupa Enterprises, Raipur
112	Stamp pad Red (Small)	20.21	Firm 1 M/s Bhatia Brothers, Raipur
113	Stamp pad Small (Blue)	20.21	Firm 2 M/s Swarupa Enterprises, Raipur
114	Stamp pad Big (Blue)	55.09	Firm 3 M/s Sai Traders, Raipur
115	Stamp pad Ink (Blue)50ml	25.42	
116	Plastic Scale 12 inch	7.85	
117	All out Machine	76.26	
118	All out with Refile	59.19	Firm 3 M/s Sai Traders, Raipur
119	All out Refile	59.19	
120	Notice Board pin pkt	21.19	
121	Pencil Cell AA	9.31	
122	Pencil Cell AAA	8.47	
123	T-Pin 50 GM.	24.58	Firm 1 M/s Bhatia Brothers, Raipur
124	Poker steel with Plastic Handle	11.73	Firm 2 M/s Swarupa Enterprises, Raipur
125	Paper Weight Round	20.21	Firm 3 M/s Sai Traders, Raipur
126	Scissors size 7"	59.19	
127	Drawing sheet size 22X28 inch 150 GSM	6.25	
128	Binder Clip 19mm pkt	20.34	
129	Binder Clip 25mm pkt	26.27	
130	Binder Clip 41mm pkt	46.48	
131	Binder Clip 51mm pkt	59.19	Firm 3 M/s Sai Traders, Raipur
132	Binder Clip 32mm pkt	28.69	
133	Chalk White & Color local	41.84	Firm 1 M/s Bhatia Brothers, Raipur
134	Chalk White & Color Koras	50.00, 85.00	Firm 2 M/s Swarupa Enterprises, Raipur
135	Spring Ring	241.40	Firm 3 M/s Sai Traders, Raipur
136	Dustbin (small & steel) size 14" Open	271.06	Firm 3 M/s Sai Traders, Raipur
137	Re-Stick Notes size 3"X3"-100 sheet	25.42	Firm 1 M/s Bhatia Brothers, Raipur
138	Doormat (1.5 X 2) soft grass Plastic	250.00	Firm 2 M/s Swarupa Enterprises, Raipur
139	Doormat jute (2 X 4)	1094.29	Firm 3 M/s Sai Traders, Raipur
140	Rat mate 8X10	41.53	Firm 2 M/s Swarupa Enterprises, Raipur

141	Mouse Pad	33.90	Firm 1 M/s Bhatia Brothers, Raipur
142	Call Bell manual remote with electric Local	254.24	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
143	Call Bell manual remote with electric Kona	366.82	
144	Table Name plate holder 9" Triangular	37.29	
145	Electric Ketli (1ltr.) wild mouth make in India	1237.16	Firm 3 M/s Sai Traders, Raipur
146	Drinking Glass set 290ml	500.00	Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
147	Tea Cup set Bone chaina 100ml	352.68	Firm 2 M/s Swarupa Enterprises, Raipur
148	emergency light 36 LED	1643.00	Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
149	Tishu paper 2ply 100 pools	33.90	Firm 1 M/s Bhatia Brothers, Raipur Firm 3 M/s Sai Traders, Raipur
150	Dusters white board and chalk wooden	16.95	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
151	Dusters white board and chalk Plastic	41.43	
152	Stamp Pad ink Black 60ml	26.34	
153	Stamp Pad ink Red 60ml	26.34	
154	Dak Book 100 Page	58.34	
155	Received Register 200 page	84.25	
156	Dispatch Register 200 page	84.25	
157	Tape Dispenser 2"	169.50	
158	Punching Machine DP-600	133.90	
159	Bell Cell 23A-12v	25.42	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur
160	Plastic file (Butten) thickness- Micro	15.42	Firm 3 M/s Sai Traders, Raipur
161	Towel Size 36X72 turkis towel	588.03	Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur
162	Napkin Size 16X24 turkis	80.42	
163	Brown sheet 80 gsm full size	4.19	Firm 2 M/s Swarupa Enterprises, Raipur
164	Stamp pad ink Green 60ml	25.42	Firm 1 M/s Bhatia Brothers, Raipur Firm 2 M/s Swarupa Enterprises, Raipur Firm 3 M/s Sai Traders, Raipur

Taxes: GST Extra as per actual basis


 Registrar
 National Institute of Technology
 Raipur C.G.


Cc to:- 1. Accounts Section NIT Raipur