

**F.No. NIHFW/SB/16-93/2015**

**Dated: 08/02/2016**

**To,**

(As per list of address attached)

**Subject: - Tender for Annual Rate Contract for supply of Stationery Items.**

Sir,

Sealed Tenders are invited by Director, NIHFW, New Delhi for procurement of Stationery Items to NIHFW, New Delhi.

<b>Date &amp; time of issue of tender</b>	<b>Cost of tender document</b>	<b>Earnest money deposit</b>	<b>Last date &amp; time of receipt of tender</b>	<b>Date &amp; time of opening of Prequalification &amp; Technical Bid.</b>
<b>15/02/16 to 14/03/16 9.30 A.M. to 4.00 P.M.</b>	<b>Rs.1,000/-</b>	<b>Rs.25,000/-</b>	<b>14/03/2016 upto 3.00 P.M.</b>	<b>14/03/2016 3.30 P.M.</b>

**Note-** In case the date of opening of tenders happens to be a declared holiday then tenders shall be opened on the next working day at the same time.

The sealed envelope containing the quotation should be marked in capital letters "**TENDER FOR SUPPLY OF STATIONERY ITEMS**" and same may be dropped in the tender box kept at reception of institute by 3:00 PM on 14/03/2016. The envelope should also bear the sender's name and address.

Director, NIHFW, New Delhi reserves the right to enhance or reduce the quantity or to decide not to purchase any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Please note that Tender Form not accompanied by requisite earnest money will be rejected outrightly without assigning any reason or entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded, without any interest, in due course of time, as mentioned in the tender document.

Tender document is enclosed.

**(Rajiv Ranjan Singh)**  
**Dy.Director(Admn.)**

Sealed tenders are invited by Director, NIHFW, New Delhi from manufacturers/Authorized dealers" for supply of "STATIONERY ITEMS" for use in NIHFW, New Delhi.

## **TENDER EVALUATION**

Tenders evaluation will be done in three stages

1. Pre-qualification bid
2. Technical bid and
3. Price bid.

Each bid to be submitted in separate sealed envelopes super-scribed as "Pre-qualification Bid", "Technical Bid", and "Price Bid" respectively. All these 3 envelopes should be put in another envelope marked as "**Tender for Stationery Items**" and sealed properly.

### **PRE QUALIFICATION BID:**

It should be enclosed in an envelope and sealed properly and super-scribed "Pre-qualification bid for "**Tender for Stationery Items**" along with name and address of bidder.

Documents to be attached with Pre-qualification Bid:-

1. Earnest Money Deposit in the form of Demand Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi, Payable at New Delhi.
2. Tender Fee in the form of Demand Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi, payable at New Delhi in case Tender Document downloaded from Institute's website.

### **Tender found deficient in any of above shall be rejected outrightly.**

Technical bid of the bidders who qualify on the basis of Pre-qualification Bid will be opened on the same day. Date of opening of the Price Bid in respect of bidders who qualify on the basis of Technical Bid (after evaluation by Technical evaluation committee) will be informed by telephone/email.

### **TECHNICAL BID:**

The firm should submit the technical bid in a sealed cover separately super scribing "**Technical Bid for Procurement of Stationery Items**" along with name and address of the bidder.

### **Technical bid should contain:**

- a. The name of item **with sample**, specification and make/brand of the item (indicated serial wise as per Annexure-III).

- b. Details about the
  - i. Past experience (in years).
  - ii. Services after the sale of the items.
- c. Performance certificate duly authenticated by other existing users of the items.
- d. Self attested photocopies of latest and valid STCC/VAT /TIN registration certificate and Proof of filing income tax return (enclose last three year income tax assessment certificate)
- e. PAN Card: Submit the self attested copy.
- f. Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firm as a token of acceptance by the Bidder of all terms & conditions.
- g. Bidder's profile giving complete details about the firm including the period for which it is in this business.
- h. Copy of partnership Deed in case of Partnership firm/Memorandum and Article of Association with undertaking and authorization for signing the Tender Documents.
- i. Undertaking as per **Annexure- I**
- j. Criminal liability undertaking as per **Annexure- II**

**Technical bids not accompanied by samples will be rejected outrightly without assigning any reason or entertaining any correspondence.**

The Committee constituted by the Director, NIHFV will technically evaluate the items on the basis of specification as per **Annexure III**, make/brand quoted; samples submitted, etc. The item accepted technically will only be considered for price evaluation (price bid). **Price should not be quoted with pre-qualification or technical bid, otherwise the tender will be rejected without any correspondence.**

#### **PRICE BID:**

The bidders must quote the rates in INR strictly as per prescribed format given at **Annexure-III**. The price bids will be opened only those tenderers whose samples passed by the Technical Committee and will declared L-1 on the basis of price quoted for each item (item wise).

#### **GENERAL CONDITIONS OF CONTRACT**

1. QUOTATION must be sent in a SEALED COVER clearly superscripted as indicated above.
2. Tender document can be obtained from Accounts Section, Administrative Block, NIHFV, Munirka, New Delhi on payment of ₹ 1000/- (Rupees one thousand only). In case of downloaded tender document, the cost of tender should be sent along with the tender documents (**Inside of pre-qualification bid's envelope**) in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFV, New Delhi – 110067. Tender received without cost will be summarily rejected. The tender must be dropped in tender Box kept at reception of Institute by 3.00 PM till 14/03/2016.
3. Tenderer must deposit the amount of Rs.25, 000/- (Twenty Five Thousand Only) through Demand Draft drawn on any Nationalized Bank in favour of "Director, NIHFV, New Delhi" towards Bid Security. Tenders not accompanied by Bid Security shall be summarily rejected.

4. The Bid Security will be refunded to the unsuccessful Tenderers only after the acceptance of the Tender is conveyed to the successful Tenderer.
5. The Bid Security will be refunded to the successful Tenderer only after receiving the Security Deposit @ 10% of the product value for a period of one year through Demand Draft /Bank Guarantee in favour of Director, NIHFV, New Delhi.
6. The Tenderer/Supplier has to give an affidavit on non-judicial stamp paper of Rs.100/- duly certifying by the Authorized Signatory(ies) that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted by any Govt. Organization.
7. The Tenderer shall furnish following certificates invariably along-with quotation, as applicable, otherwise quotation shall be summarily rejected:
  - a. A declaration by the proprietor of the firm, in case, the firm is a proprietorship firm. Or
  - b. An attested copy of partnership deed duly registered by the Registrar of firms, in case, of partnership firms.
  - c. An attested copy of article of memorandum with constitution of firm and guidelines, in case, of limited firm with name of all Directors.
8. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and fax number. A surprise visit to the premises by the representatives of the Institute may be made to assess the firm's capacity and standing.
9. Tender must reach this office on or before 14/03/2016 up to 3:00 PM, through Registered Post/ Courier or may be dropped in person by the representative of the company in the tender box. The envelopes of pre-qualification and technical bids will be opened by Tender Opening Committee of the Institute at 3:30 PM on the same day. Any Tenderer or their authorized representative, who wish to be present at the time of opening, may attend. Tender received through E-mail, Fax, etc. shall not be accepted. Tender received after due date and time will not be accepted on any grounds and will be rejected.
10. The rates should be quoted on the terms of FOR, destination National Institute of Health and Family Welfare, Baba Gangnath Marg, Munirka, New Delhi. The Institute will not be liable to pay any taxes etc. which are not mentioned in the price bid.
11. No figures or words should be over written. Overwritten/incorrect figures or words should be scored off and re-written under full signature of the bidder. Tender which does not fulfill this condition will not be considered. When quotation runs into several pages, each page must be signed. Please mark **NOT QUOTED** against the items for which you cannot quote.
12. The successful tenderer will be required to deposit Performance Security @10% of the Product value by way of Demand Draft drawn on any Nationalized Bank payable at New Delhi or Bank Guarantee of the total amount in favour of Director, NIHFV, New Delhi. The security will be retained by the Institute at least upto two months beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

13. Delivery charges/cartage if any must be indicated clearly in the price bid. Delivery of the items will have to be effected in Store Section of this Institute located in NIHFW Campus, New Delhi – 110 067.
14. In case of non-supply of material within the due date i.e. within the date of delivery mentioned in supply order, the Director, NIHFW, New Delhi will have the right to impose penalty as deemed fit or to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.
15. Rates quoted against this tender enquiry shall remain valid up to 90 days of the opening of tenders. No request for increase in rates, if any, will be allowed, or entertained during this period after opening of tenders by the Committee.
16. Conditional tenders are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The tender which is not as per our required specifications, will not be considered on any ground.
17. The right to accept or reject any tender, partially or wholly, including lowest tender without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, NIHFW, New Delhi. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the tender enquiry on one or more Tenderers. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
18. Payment will be made within a reasonable period through a crossed Cheque drawn on State Bank of India, NIHFW, Munirka, New Delhi – 110067 after satisfactory inspection and acceptance of supplies and presentation of pre-receipted bills. No conditions/clause with regard to interest etc. shall be entertained.
19. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
20. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful Tenderer.

## **SPECIAL CONDITIONS OF THE CONTRACT**

21. Before the order is executed to the successful tenderer, he/she/it will have to enter into an Annual Rate Contract with the Institute. The successful tenderer have to supply ordered items two months beyond the completion of Annual Rate Contract. No increase in rates will be allowed during the period of Annual Rate Contract.
22. Dispute, if any arising in the matter shall be settled through an arbitrator to be nominated by Director, NIHFV.
23. The resultant contract shall be interpreted under the Indian Laws and subject to the jurisdiction of courts located in Delhi.
24. Corrigenda/addenda, if any, will be placed on the website of the Institute. The interested parties may keep checking the Institute's website, on a regular basis.

(Rajiv Ranjan Singh)  
Dy. Director (Admn.)

**FORMAT FOR UNDERTAKING  
(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHFW, New Delhi for supply of item for use in NIHFW, New Delhi during the period of tender.
3. The item supplied by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. Performance Security will be deposited by me/us and the same may be retained two months beyond the period of ARC is over.
6. I/We hereby undertake to supply the items two months beyond the validity of the ARC as per directions given in the supply order within the stipulated period on the existing rates.
7. If the NIHFW authorities think it necessary to change any item/items supplied by me/us found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
8. Guarantee/Warrantee as asked for in the tender form is acceptable to us. If any item supplied by me/us is found to be defective and beyond repair during the guarantee period, the same shall be replaced by me/us free of cost.
9. I/We undertake to bear the cost of testing for quality of item supplied whenever decided to do test during contract period.
10. I/We hereby undertake to recoup any loss/damages caused to the NIHFW authority through the use of defective materials supplied by me/us.
11. I/We hereby undertake to pay penalty as per terms and condition for delayed supplies/non supply.
12. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
13. It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
14. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
15. There is no vigilance/CBI or court case pending against the firm.
16. I/we understand that the Director, NIHFW, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
17. The decision of the Director, NIHFW, New Delhi will be final and binding upon me/us.

Signature of Bidder  
(Name of Bidder)  
Place..... With seal of firm

**Affirmation**

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period Director, NIHFV, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place ..... Signature of Bidder  
Date..... (Name of Bidder)  
With seal of firm

**CRIMINAL LIABILITY UNDERTAKING ON Rs. 100/- AFFIDAVIT**

I.....S/o.....Resident  
of .....do  
solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of  
M/s. ....
2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name  
*Signature*  
*Rubber stamp*  
Affirmation/Verification

**Proforma for price bid**

<b>S.No.</b>	<b>Item Name &amp; Description</b>	<b>Quantity</b>	<b>Rate(per unit)</b>	<b>Vat</b>	<b>Amount</b>
1.	Answer Sheet (as per sample)	5000 No.			
2.	Photocopier Paper ( A4 Size TNPL-75 gsm) or equivalent	4000 Ream			
3.	Photocopier Paper (A-3 Size TNPL- 75 gsm) or equivalent	1500 Ream			
4.	A-4 Size Colour Paper– 25 Ream each Max/Replika/Sprint/(Yellow, Green, Pink- 75gsm)or equivalent	75 Ream			
5.	Legal Paper TNPL or equivalent(75gsm)	100 Ream			
6.	Chart Paper (White, Yellow, Green, Pink, Blue)-200 nos. of each colour	1000 No.			
7.	Flip Chart – Shipra or equivalent	50 No.			
8.	Sticker ½” (as per sample-for Franking Machine)	5000 No.			
9.	CD Label (Standard)	10 Pkt.			
10.	Pen (as per sample-Blue,Black & Red) or equivalent Blue –4000, Black – 500, Red - 500	5000 No.			
11.	Refill (Blue, Black & Red) for pen Blue – 800, Black – 100, Red - 100	1000 No.			
12.	Gel Pen (Blue, Black, Red & Green) as per sample Blue-300, Black-200, Red-100, Green-50	650 No.			
13.	Correction Pen (kores) or equivalent	200 No.			
14.	White Board Marker (Standard)	500 No.			
15.	Permanent Marker (black)(Renold ) or equivalent	100 No.			
16.	Sketch Pen Set (12 pcs.) (Luxar) or equivalent	100 No.			
17.	OHP Marker Set (Luxar) or equivalent	50 Pkt.			
18.	Highlighter (Luxar/Gloliter)( 5 in small set) or equivalent	50 pkt.			
19.	Short Hand Pencil (extra dark pencil)	50 pkt.			
20.	Pencil HB (Apsara/Natraj ) or equivalent	3000 No.			
21.	Sharpener (Natraj) or equivalent	1500 No.			

22.	Eraser (non-dust)Natraj or equivalent	1500 No.			
23.	Cloth Folder (As per sample) or equivalent	2000 No.			
24.	Plastic Folder - Neelgagan(L shape) (super quality) or equivalent	1000 No.			
25.	File Cover (as per sample)	5000 No.			
26.	File Board (as per sample)	5000 No.			
27.	Stapler- 10D (Kangaro)(Small)or equivalent	100 No.			
28.	Stapler- HD 45 (Kangaro) or equivalent	50 No.			
29.	Stapler pin HD-10 (Kangaro) or equivalent	600 Pkt.			
30.	Stapler pin 24/6 (Kangaro)or equivalent	50 Pkt.			
31.	Camel Oil Pastel Colors (25 shades)	50 No.			
32.	Stamp Pad (Supreme) or equivalent	50 No.			
33.	Stamp Pad Ink(Supreme) or equivalent	100 No.			
34.	Ruled Register 8 Quire Neelgagan/Bittoo or equivalent (576 pages)	50 No.			
35.	Ruled Register 4 Quire Neelgagan/Bittoo or equivalent (288, 320 pages)	200 No.			
36.	Ruled Register 2 Quire Neelgagan/Bittoo or equivalent (192 pages)	500 No.			
37.	Ruled Register 1 Quire Neelgagan/Bittoo or equivalent (96 pages)	250 No.			
38.	Dispatch Register- 8 qr. Neelgagan/Bittoo or equivalent ( as per sample)	20 No.			
39.	Diary Register Neelgagan/Bittoo or equivalent	50 No.			
40.	Short Hand Note Book (Saraswati/Bittoo)or equivalent	50 No.			
41.	Note Sheet Pad (Neelgagan) or equivalent	500 Pkt.			
42.	Peon Book	50 No.			
43.	Dak Pad (Neelgagan) or equivalent	50 No.			
44.	OHP Transparency (De'smat) or equivalent	50 Pkt.			
45.	Envelop 10"x12" Cloth mounted (in brown) with print as per sample	20000 No.			
46.	Envelop 10"x12" Brown (with print) as per sample	5000 No.			

47.	Envelop 10"x12" White (with print) as per sample	5000 No.			
48.	Envelop 12"x16" Brown(with print) as per sample	20000 No.			
49.	Envelop 12"x16 Cloth mounted (in brown) with print as per sample	20000 No.			
50.	Envelop 5"x11" Without Window(in white)(with print) as per sample	15000 No.			
51.	Envelop 5"x11" With Window (in white)(with print) as per sample	10000 No.			
52.	Envelop 5"x7" Without Window(in white)(with print) as per sample	3000 No.			
53.	Envelop A4 size yellow laminated (with print) as per sample	5000 Nos.			
54.	Glue Stick (Kores/luxar) or equivalent	200 No.			
55.	Gum Bottle (700 ml. large) (camel) or equivalent	50 No.			
56.	Gum Bottle 150 ml. ( Camel) or equivalent	50 No.			
57.	Gum Tube 50 ml. (Camel)or equivalent	500 No.			
58.	Fevicol Tube 50 gm. per tube or equivalent	200 No.			
59.	Drawing Pin (Standard)	100 Pkt.			
60.	All Pin (sharp point)	100 Pkt.			
61.	Paper Clip (U shape)	200 Pkt.			
62.	Colour Flag (Oddy or equivalent)	200 pkt			
63.	Tag Cotton(ordinary size) fine quality per bunch (guchi) (bunch of 50 tags)	500 gucchi			
64.	Badge With Cord (with print)(Good quality)	1000 Nos			
65.	Cello Tape ½" (Omax or equivalent)	200 No.			
66.	Cello Tape 1" (Omax or equivalent)	100 No.			
67.	Cello Tape 2" (Omax or equivalent)	50 No.			
68.	Cello Tape 3" (Omax or equivalent)	50 No.			
69.	Packing Tape 2"x30-35 mtr. (Brown)	1000 No.			
70.	Scale- 12" ( Plastic - Natraj/Camlin) or equivalent	200 No.			
71.	Paper Cutter (Medium size)(Max/Kebica) or equivalent	50 No.			

72.	Scissor (Medium) 7" to 9" size (kebica) or equivalent	50 No.			
73.	Docket Punch Double ( Big-Kangaro) or equivalent	10 No.			
74.	Punch Machine (Single-Kangaro) or equivalent	50 No.			
75.	Punch Machine Kangro (Small-double hole) or equivalent	50 No.			
76.	Rubber Band (big - 500 gm.)	50 Pkt.			
77.	Vim Powder or equivalent	200 Pkt.			
78.	Surf/Fena or equivalent	100 Pkt.			
79.	Soap (150 gm.)Lifeboy/Lux or equivalent	700 No.			
80.	Malaysia Cloth	2500 mtr.			
81.	Duster (Yellow-24"x24")	300 No.			
82.	Duster (White-24"x24")	1000 No.			
83.	Glass Tumbler T10C (Yera/Borosil) or equivalent	1000 No.			
84.	Mosquito Repellant Machine (All out/Good Night or equivalent)	100 No.			
85.	Mosquito Repellant (Refill) (All out/Good Night or equivalent)	100 No.			
86.	Cell 10X 9Volt (Duracell/Sony/Eveready)or equivalent	200 No.			
87.	Cell AA (Duracell/Sony/Eveready)or equivalent	1000 No.			
88.	Cell AAA (Duracell)(2 cell in a set) or equivalent	1000 No.			
89.	Cell Pencil (Eveready) or equivalent	500 No.			
90.	CD Rom with Cover(Moserbear/ Samsung/Sony)or equivalent	5000 No.			
91.	Calculator (Casio – MJ-120 12 Digit) or equivalent	25 No.			
92.	Pen Drive- 8Gb(Kingston)or equivalent	500 No.			
93.	Post - it Pad 3"x3" (Different Colours) De' smat or equivalent	100 nos			
94.	Paper Weight ( Kebica) or equivalent	100 nos.			
95.	Sealing Wax (10 in a box) standard	10 pkts			
96.	Water Jug (1 ltr.) (Plastic glass) standard	50 nos.			

97.	Candle (6 in a box)	10 pkts.			
98.	Glossy Paper packet of 50 sheets (De-smat) or equivalent	25 pkts.			
99.	Binder Clip 19mm size ( per small box)	5 box			
100.	Binder Clip 25mm size ( per small box)	5 box			
101.	Binder Clip 30mm size ( per small box)	5 box			
102.	Binder Clip 41mm size ( per small box)	3 box			
103.	Binder Clip 51mm size ( per small box)	2 box			
104.	Plastic Rope/Sutlee	50 Roll			
105.	A4 size label sticker	25 pkt.			
106.	Plastic Dustbin with cover “Cello” or equivalent	25 Nos.			
107.	Vacuum Flask “Cello/ Milton” 1 ltr. or equivalent	25 Nos.			
108.	File Tray (Plastic) 3 piece set	50 Nos.			
109.	Chalk	10 Box			
110.	Feviquick (5gm./10 gm) packet	200 Nos.			
111.	Double sided tape (3 meter)	200 Nos.			