



भा. कृ. अनु. प. - राष्ट्रीय मिथुन अनुसंधान केंद्र
ICAR – NATIONAL RESEARCH CENTRE ON MITHUN
मेड्जीफेमा, दीमापुर–797106, नागालैंड (भारत)
Medziphema, Dimapur-797106, Nagaland (India)



Notice for Annual Rate Contract of Stationeries and Miscellaneous items.

Director, ICAR - NRC on Mithun, invites sealed tenders from the registered suppliers/dealers for entering into **Annual Rate Contract 2016-17 for the supply of Stationeries and Miscellaneous items** with complete specifications in the prescribed format (Annexure – A) *on or before 3rd November 2016*. The details such as specifications, Annexure, terms and conditions, can be downloaded from the website: www.nrcmithun.res.in

Administrative officer
For and behalf of Director



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Terms and Conditions for Stationery and Miscellaneous Items

1. The tenderer must be a reputed stationery supplier having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificate proving company's registration, tax registration, previous experience etc. should be enclosed with the quotation.
2. Tenders should be submitted alongwith a tender fees of **Rs. 1000/-** (non-refundable) and EMD of **Rs. 12000/- (Rupees Twelve thousand)** only, in the shape of Demand Draft/Pay Order/Banker's Cheque drawn in favor of "Director, ICAR-NRCM, payable at SBI, Medziphema". The EMD of the unsuccessful tenderers will be returned after 30 days from finalization of the contract. Any tender that is received without Tender fees and EMD money will be outrightly rejected. The EMD of the selected firm will be adjusted with performance security. No interest shall be paid for EMD or Performance Security Deposit and no such request for claiming interest shall be entertained.
3. The tender should be submitted in two covers; One super-scribed "**Technical Bid**" and the Second super-scribed "**Financial Bid**". Both the envelopes should be put in another envelope and this envelope should be properly sealed and super-scribed "**Tender for ARC for supply of Stationery items as well as Miscellaneous items due on 3rd November 2016 upto 1400 hours**". Technical Bid envelop should contain all the required documents, tender fee Demand Draft/EMD Damand Draft and duly filled in and signed Technical bid form (Annexure - I) and Financial Bid envelop should contain only the duly filled and signed, Financial Bid form (Annexure - II). Technical Bid and Financial Bid shall be opened separately. No indication of the Prices should be made in the Technical Bid. While submitting the tender document, the tenderer should specifically sign on each page of the tender document.
4. Tenders are to be dropped in the tender box kept outside the Stores Section of ICAR-NRC on Mithun or may be sent only through Speed Post. The closing time and date for acceptance of tenders will be **1400 hours of 3rd November 2016**. The tenders will be opened on the same day in the Meeting hall of the institute at **1430 hours** in the presence of such tenderers who may wish to be present at the time of tender opening.
5. Specification of the items against all the items are given in the **Annexure-II & Annexure-III**. Rates should **strictly be quoted both in figures and in words accordingly**.
6. The rates should be quoted F.O.R ICAR-NRC on Mithun, Medziphema, Dimapur, Nagaland. No separate charges shall be paid for delivery of goods to the Office of ICAR-National Research Centre on Mihtun, Medziphema, Dist. Dimapur, Nagaland – 797 106. The rates shall remain valid throughout the period of contract and requests to increase the rates for any items(s), during the currency of the contract, shall not be considered.
7. Orders for items will be placed on requirement basis. The office will have the authority to place order for supply of items beyond office hours and on holidays, for which no additional payment will be made. Bills in respect of items supplied by the Selected Firm, should be sent later. Payment will be released only after it is ensured that the items quantity and quality of items supplied are to the entire satisfaction of this office.

8. Besides this, the tenderer will have to furnish samples for specified items as and when directed within the specified date. If the tenderer fails to furnish samples, the contract will not be awarded to the said tenderer.
9. Mere quoting of Lowest rate does not mean that the firm shall qualify, if the samples to be submitted by the firm after the tender as stated above do not comply with the specifications/quality desired by this office. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm(s).
10. This Institute will have the authority to select more than one Firm for award of contract. This Office further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.
11. Upon selection of the firm/tender, if at any occasion the quality and specification of the articles is found not as per desired quality and specifications, the contract will be cancelled and performance security will stand forfeited. It will also be binding upon the selected firm to maintain such qualities/brand etc., if indicated in the quotations.
12. If the selected firm expresses its inability to supply the stationery items(s) or fails to supply the item(s) at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the contract performance security amount is liable to be forfeited.
13. If a tenderer decides to withdraw from the bidding, this Office will have the authority to forfeit the EMD of **Rs. 12000/- (Rupees twelve thousand)** only deposited by the tenderer.
14. The Competent Authority of his office will have full authority to reject any or all offer(s) or accept any in part or full without assigning any reason thereof. No enquiry after submission of the quotation will be entertained.
15. Tenders incomplete in any form (Overwriting or erasing while quoting rates etc.) are liable to be rejected summarily.
16. Checklist must be attached with the bid.
17. The contract will be valid for a period of one year from the date, it is awarded and formalities completed. This Institute will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. This office further reserves the right to suo-moto terminate the contract by giving one month's notice at any point of time.

ADMINISTRATIVE OFFICER
For and behalf of Director



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ANNEXURE-I

TECHNICAL BID

Details of the Firm/Agency

1.	Name & Address of the Agency/Firm	
2.	Trade License No. (Attach copy of document)	
3.	Service Tax Registration No. (Attach copy of document)	
4.	Contact No. (Phone/Mobile No.) & e-mail ID	
5.	TAN/PAN Number. (Attach copy of document)	
6.	Bank Details of the firm/agency	
7.	Name of Bank & branch	
8.	Account Number	
9.	IFSC Code	
10.	MICR Code No	
11.	Details of EMD	
12.	Amount	
13.	DD Number & Date	
14.	Issuing Bank	
15.	Details of tender document cost	
16.	Amount	
17.	DD Number & Date	
18.	Issuing Bank	

Certified that the terms and conditions are acceptable to me and I will abide by the rates offered for the period of contract. Further, I declare that the documents and papers submitted with this tender are genuine and if found false, I shall be liable for the decision taken by the competent authority for that reason.

Signature of the Tenderer

Annexure – II

FINANCIAL BID

FORMAT OF PRICE QUOTATION

S I No.	Description of Goods	Specifications	Quantity	Quoted Unit		Total amount Rs.
				In Figures	In words	

Grand Total Cost: Rs. _____

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tendered desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for _____ days after the date of opening tenders.

(Seal of the tendering firm)

Date:

Place:

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....

(Name and address of the tendering firm)



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ANNEXURE-III

LIST OF STATIONERY ITEMS

<u>Sl No.</u>	<u>Name of the items</u>
1.	Xerox Paper A-4 Size 75 GSM 2.3 Kg
2.	Xerox Paper A-3 Size 75 GSM 4.7 Kg
3.	Xerox Paper Full Size 75 GSM 2.8 Kg
4.	Xerox paper Legal Sized Papers
5.	Note Sheet (Ledger Paper Green 75 GSM) 32 x 21 cm (100 Sheet)
6.	Binding Sheet (Transparent) A4 Size, Plain
7.	Digital Inkjet Photo Paper High Glossy (4x6 Size 200 GSM)
8.	Ruled Register 100 Page (60 GSM 30 x 18cm)
9.	Ruled Register 200 Page (60 GSM 30 x 18cm)
10.	Ruled Register 400 Page (60 GSM 30 x 18cm)
11.	Stock Register 200 Page (Ledger Paper Green 75 GSM)
12.	Stock Register 400 Page (Ledger Paper Green 75 GSM)
13.	Slip Pad 1/8 100 Sheet 70 GSM (Spiral Printed)
14.	Stapler HD 10D
15.	Stapler HP 45
16.	Stapler Big Size
17.	Stapler Pin 10D
18.	Stapler Pin HP 45
19.	Stamp Pad Size 110 x 70mm
20.	Stamp Pad Ink 30ml
21.	Peon book
22.	Note pad (unrolled, white) Size: 3" x 5", 4" x 6", and 5" x 8"
23.	Pen -Red, Blue & Black
24.	Pen Refill - Red, Blue, Black & Green
25.	Pencil
26.	Pencil Eraser
27.	Handy Cutter
28.	Scale (Steel) 12 Inch Heavy
29.	Paper Scissor Medium Size
30.	Stapler machine -10 no.
31.	Stapler machine -24/6
32.	Paper Punches
33.	Stapler pin- 10 no,
34.	Stapler pin- 24/6
35.	Paper Knife
36.	Marker pen

37.	Highlighter
38.	Glue stick
39.	Binder clip (Size 1" and 2")
40.	Calculator 512 12 Digit
41.	Calculator 512 10 Digit
42.	Alpin Pkt. 100 Gram
43.	Gem (U-Clip) 26 mm Plastic Coated
44.	Tag White Good Quality 8" Length (1 x 50)
45.	Removable Self Adhesive Notes (12mm x 50mm 5 pads of 20 neon flag each)
46.	Punch Pliar
47.	Eraex Correction Pen (7 ML)
48.	Stamp pad (Blue ink)
49.	White board marker (All color)
50.	White board duster
51.	Cello tape- ½"
52.	Cello tape- 1"
53.	Cello tape- 1½"
54.	Cello tape- 2"
55.	Cello tape- 3"
56.	Blank CD
57.	Blank DVD
58.	Paper weight (Crystal)
59.	Lifbuoy Soap
60.	Liquid hand wash
61.	Room spray
62.	Room freshener
63.	Colin Spray (500 ml & 1000 ml)
64.	Naphthalene balls
65.	Detergent
66.	Phenyl
67.	Lizol Disinfectants
68.	Plastic Pedal Dust Bin 5ltr.
69.	White Cotton Towel (Large Size 27" x 51")
70.	White Cotton Towel (Small Size 20" x 40")
71.	Flower Broom
72.	Pencil battery -AAA
73.	Pencil battery -AA
74.	Nylone rope (... Inch dia)
75.	Plastic Bag bottom folder single & double pocket



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Annexure - IV

Cartridges

Sl No.	Name of the items/Printer	Cartridge No
1.	HP 1005 Laserjet Cartridge	HP 12A
2.	HP color Laser Jet 1600 Cartridge	HP Q6000A
		HP Q6002A
		HP Q6001Q
		HP Q6003A
3.	HP color Laser Jet 100 Colon MFP M175a Cartridge	12A
4.	HP Laser Jet M 1005 MFP	12A
5.	HP laser jet 3745	HP 28
		HP 27
6.	HP Photosmart C4788	HP 818 Black & Colour
7.	HP Deskjet K 209A	703 Black & Colour
8.	HP Photosmart C4788	818 b
		818
9.	Office Jet 7000 wide format (Model: E809a)	920 (color)
10.	HP Laserjet	HP 12A
11.	Canon Fax tonner	PG 40 BLACK
12.	Richoh Xerox Machine Model No – 2550B	2320D
13.	Pen Drive – 4GB	Standard quality
14.	Cannon Fax Roll	Standard quality



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CHECK LIST

Sl. No.	Document/Information required	Page No.
1.	EMD	
2.	Tender Fee if downloaded from website	
3.	Details and specification of goods to be supplied	
4.	Trade License No.	
5.	Service Tax Registration No. (Attach copy of document)	
6.	TIN Number	
7.	Manufacturing certificate if bidder is manufactures.	
8.	Duly completed Questionnaires.	
9.	Validity of bids	
10.	Proving company's registration	
11.	Previous experience	
12.	Tax registration	
13.	PAN Number	
14.	CST No.	

Signature of tenderer



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