



National Institute of Plant Health Management
Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India



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<http://niphm.gov.in>

F. No. NIPHM/Stores/4/15/Misc./2013-14

Dated : 25/09/2013

To,
As per the list enclosed

**(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in> and the other prospective bidders can make use of the document down loaded from the website)*

Sub: - Tender for Procurement of Stationary items & General
Consumable items under Annual rate contract for 2013-14- reg.

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Sir/Madam,

National Institute of Plant Health Management (NIPHM) invites 'Sealed Bids' from the reputed manufacturers/authorized distributors/dealers for procurement of Stationary items on Annual Rate Contract for 2013-14 -reg. Detailed terms and conditions and list of items required may be downloaded from the NIPHM website <http://niphm.gov.in>

The schedule of receipt and opening of quotations is as under:-

Last date and time for receipt of bids: 1400 hrs on
09 Oct, 2013.

Date & Time for opening of bids: 1500 hrs on
09 Oct, 2013.

Administrative Officer
for Registrar

TERMS AND CONDITIONS:

I. GENERAL INSTRUCTION TO BIDDING:

- a. The tenderer should supply stationery items for one year from the date of acceptance on quarterly basis as per the quoted rates requested by NIPHM.
- b. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.
- c. Tenderer is exempted from Earnest Money Deposit
- d. The Contract shall be interpreted under Indian Laws & all disputes will be resolved **within Hyderabad Jurisdiction**. In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.
- e. The supplier will be fully responsible for any loss in transit and will also be responsible for safe delivery of the goods/stores in good conditions at NIPHM.
- f. The quantity of items may **increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM to the extent of $\pm 25\%$** .
- g. Quotation should be valid for a minimum period of SIXTY DAYS from opening of tender. The sealed quotation duly superscribing on the envelop **“Quotation for supply of Stationary items”** should reach on or before the specified date and time to the Registrar NIPHM, Rajendranagar, Hyderabad-500 030.
- h. The NIPHM takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.
- i. Tenders received after due date and time shall be rejected.
- j. The rates should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at NIPHM at his cost.
- k. The VAT/Sales/General taxes where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of VAT & other taxes. VAT/CST registration No. and date of its validity should be indicated. This Institute will not provide “C” & “D” forms, hence quote for the taxes actually leviable. The firm must quote their TIN No. , PAN No., (IT returns) VAT registration no. etc. in the quotation (attested copies to be enclosed).

1. The rates should be mentioned clearly in both figures and words for each item in the quotation. If there is any variation in figures and words rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.

1. **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

II. CONDITIONS OF CONTRACT

- a. Sealed Quotations will be accepted from the Manufacturer bidder should have at least 3 years of experience in dealing/supplying such consumable items.
- b. In case of dealers, the dealer should enclose the authorization letter from the manufacturer. Experience of the manufacturer will be taken into account in respect of authorized dealer/distributor. Dealers/distributor should enclose a copy of the authorization certificate along with the quotation.
- c. In respect of Manufacturers Gross Annual Turnover of Rs. 15 Lakhs. Turnover not applicable to Registered Supplier with NIPHM/DGS&D/CRIDA (ICAR), Hyderabad.
- d. In respect of Authorized dealer the turnover of the manufacturer will be taken into account. Turnover not applicable to Registered Suppliers with NIPHM//DGS&D/ CRIDA (ICAR), Hyderabad.
- e. In respect of other bidder's annual turnover should not be less than Rs 15.00 lakhs during the last financial year. Proof to be submitted.
- f. The NIPHM does not undertake any responsibility for issue of import licence where it may be required for the supply of the stores and acceptance of tender shall not imply such an undertaking on the part of NIPHM.

III. Description of Stationary items:

Sl.No	Name of the item	quality	Approximate Quantity
1.	Ball Pens with logo printing	--	1834
2.	Sketch pens packets	Medium size	128
3.	Binding clips in boxes	Size: 25 mm	423
4	cello tapes 1"	1"	261
5	Note sheet pads	80 GSM	34
6	Gum Bottles Medium size	700ml	33
7	Odonil toilet freshener	50 grams	24
8	Phenyl 1 liter bottles	1liter bottle	6 liters
9	Dustbins medium size	Medium size	7
10	Dot matrix printer paper 80column single sheets	Good quality	4000 sheets
11	White paper Full scape	80 GSM	16 reams

Sl No	Name of the item	Qty required	Size	GSM	India n art paper	Indian Art card	Foreign Art paper	Foreign Art card	Indian Matt paper	Indian Matt card	Foreig n Matt paper	Foreign Matt card
12	Maplitho paper	15 reams	23"X 36"	90 GSM								
			25"X 36"	100GSM								
			20"X 30"	130GSM								
			30"X 40"	170GSM								
				220 GSM								
				250 GSM								
				250 GSM								
				300 GSM								
				400 GSM								
13	Art card	10 reams	23"X 36"	90GSM								
			25"X 36"	100GSM								
			20"X 30"	130GSM								
			30"X 40"	170GSM								
				220 GSM								
				250 GSM								
				250 GSM								
				300 GSM								
				400 GSM								

- a. The Tenderer should submit along with their quotation, details of similar supply made to Training/Scientific/Technical Institutions in India and the reference to that effect may be clearly mentioned and copies enclosed. Catalogue /literature of the stationery items quoted should be provided along with the quotation.

IV. Contract / Agreement

- a. If the firm fails to deliver the goods within the stipulated delivery period as mentioned in the purchase order penalty of 2% per day of value of order shall be imposed/levied as liquidated damages
- b. Payment will be made within 15 days after receipt of material, installation and its final acceptance.
- c. The tenderer should supply stationery items on quarterly basis as per the quoted rates requested by NIPHM.

V. PRICE SCHEDULE

Name of the item: Procurement of Stationary.

Sl. No.	Item Description	Make/ model	Unit	Quantity	Price (Rs.)	Sales Tax/VAT	TOTAL Amount (Rs.)

- NOTE: 1) Items should be delivered and installed at NIPHM
2) Sales tax/VAT should be indicated clearly.
3) Prices should be quoted only in Indian Rupees.
4) **Sample should be provided at the time of submission of tender**

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of NIPHM.

Signature of authorized official
(With seal and stamp)

Name :

Designation :