



राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान  
National Institute of Plant Health Management  
Department of Agriculture, Cooperation & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India



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Rajendra Nagar,  
Hyderabad – 500 030  
<http://niphm.gov.in>

No. NIPHM/Stores/4(30)/Stationary & GC items/2016-17/25

Date: 19.12.2016

To,  
As per the list enclosed

Sir/Madam,

*\*(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in>, [www.eprocure.gov.in](http://www.eprocure.gov.in) and the prospective bidders can download the document from the website)*

Sub: - Limited Tender for Procurement of Stationary items & Other General items under Annual rate contract for the Year 2016-17- reg.

\* \* \*

National Institute of Plant Health Management (NIPHM) invites 'Sealed Bids' under 'Two Cover System' from reputed Firms/Shops/Establishments for Supply of Stationary and Other General items on Annual Rate Contract for the year 2016-17. Detailed terms and conditions and list of items required may be downloaded from the NIPHM website <http://niphm.gov.in> and [www.eprocure.gov.in](http://www.eprocure.gov.in)

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

Last date and time for receipt of bids	::	15:00 hrs on 02.01.2017
Date & Time for opening of bids	::	16:00 hrs on 02.01.2017

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Registrar



## लिमिटेड निविदा/LIMITED TENDER

लेखन-सामग्री एवं अन्य सामान्य मदों  
(वार्षिक दर संविदा के तहत) का प्रापण  
वर्ष 2016-17 हेतु

**LIMITED TENDER  
FOR  
PROCUREMENT OF STATIONARY AND OTHER  
GENERAL ITEMS UNDER ANNUAL RATE CONTRACT  
FOR THE YEAR 2016-17**

**Note:**

1. The bidders are to sign on all the pages with Official Seal & submit along with bid.
2. This tender document can be downloaded from website – <http://niphm.gov.in> and [www.eprocure.gov.in](http://www.eprocure.gov.in)
3. The tender document is to be put in a cover which should also be sealed & superscribed “TENDER FOR PROCUREMENT OF STATIONARY AND OTHER GENERAL ITEMS”

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### 1) **Preamble of Tender**

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

NIPHM is in the process of strengthening the infrastructure facilities of different divisions. NIPHM invites 'Sealed Bids' under 'Two Cover System' from **Firms/Shops/Establishments for Supply of Stationary and Other General items on Annual Rate Contract for the year 2016-17 (Details as enclosed at Annexure II).**

## 2. CHECK LIST

### BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW

(State YES/NO for each item)

Sl. No.	Details	YES/NO
1.	<b>Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelop.</b>	
2.	<b>Whether Technical Bid (Envelope A) contains:</b>	
	a) Pre-Qualification details as laid down in the Tender under Eligibility Criteria.	
	b) Technical Bid in the original Tender document and other supportive documents including leaflets/pamphlets.	
	c) Filled up and signed bidder profile – Part A viz., Annexure I	
	d) Technical specification statement –Annexure - II	
	1. Letter of Authorization for signing the Tender document viz., Annexure IV& Under taking as per Annexure V	
	2. Audited Annual reports	
3	<b>Whether Envelope-B contains:</b> Filled up and signed Price Bid documents, Annexure III.	

**NOTE:** Please ensure all the relevant boxes are marked **YES/NO** against each column.

**IMPORTANT NOTE:** Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

### 3) SALIENT FEATURES OF THE TENDER

<b>Tender for Supply of Stationary and Other General items on Annual Rate Contract for the year 2016-17</b>		
1	Tender inviting Authority , Designation and Address	The Registrar, National Institute of Plant Health Management, Rajendranagar HYDERABAD – 500 030, Telangana. Phone No. 24015346/043/374 Telefax No. 24015346 Email : <a href="mailto:niphm@nic.in">niphm@nic.in</a> ; <a href="mailto:registrarniphm@nic.in">registrarniphm@nic.in</a> Website : <a href="http://niphm.gov.in">http://niphm.gov.in</a>
2	a)Name of the Work	<b>Supply of Stationary and Other General items on Annual Rate Contract for the year 2015-16</b>
	b)Tender reference	No. NIPHM/Stores/4(30)/Stationary & GC Items/2016-17/25
	c)Place of contract	NIPHM, Rajendranagar, Hyderabad – 500 030, Telangana.
	d) Contract Period/validity period of Bids	Bid prices shall remain <b>valid for the period of 90 days</b> after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity. <b>A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.</b> And the Purchaser reserves the right to increase/decrease the quantity of goods, originally specified in the Schedule of Requirements.
3	Availability of Tender documents	Tender documents can be downloaded from <a href="http://niphm.gov.in">http://niphm.gov.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> at free of cost.
4	Due Date, Time and Place of Submission of Tender	<b>Up to 15:00 hrs on 02.01.2017</b> at the address mentioned in (1)
5	Date, Time and Place of Opening of Bidder's Profile-A	<b>On 02.01.2017 at 16:00 hrs</b> at the address mentioned in (1)
6	<b>Other important criteria specified by the Tender Inviting Authority:</b>	
	<b>1. Eligibility Criteria:</b>	
	a) The firm should have at least 3 years similar work experience as on the last date of the submission of the tender.	
	b) The Annual Gross turnover of the manufacturer should be Rs.25.00 lakhs & for other bidders Rs.20.00 lakhs at least for one year during last three years.	
	c) <b>The firm should be registered under Income Tax Act.</b>	
	d) <b>The firm should be registered under VAT/TOT/CST/Service Tax as applicable.</b>	

#### 4. GENERAL INSTRUCTIONS :

**4.1** The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the Tender. Failure to furnish requisite information in all respects may result in rejection of the bid. **Tenders received after due date and time shall be rejected.**

#### 4.2 Clarifications in the Tender

- a) A prospective Tenderer requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax upto 48 hrs prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.
- b) The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in>

#### 4.3 Amendments to the Tender

- a) NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Tenderers, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website.
- c) NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website.
- d) All the Tenderers are advised to periodically browse NIPHM website <http://niphm.gov.in> and [www.eprocure.gov.in](http://www.eprocure.gov.in) for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Tenderers' failure to update the bid documents based on changes announced through the website.

#### 4.4 The tender should be addressed to

The Registrar,  
National Institute of Plant Health Management,  
Rajendranagar, **HYDERABAD – 500 030, Telangana.**  
Phone No. 24015346/043/374 Tele Fax No. 24015346  
Email : [niphm@nic.in](mailto:niphm@nic.in) ; [registrarniphm@nic.in](mailto:registrarniphm@nic.in) ;  
Website : <http://niphm.gov.in>

**4.5** Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

**4.6** The supplier shall not be entitled to any increase in the rates

**4.7** The agency shall not transfer or assign sub-contract to any other party.

**4.8 Corrections**, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

**4.9** The Price should be quoted only in Indian Rupees.

**4.10 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.

5) **पात्रता मानदंड/ELIGIBILITY CRITERIA:-**

निविदाकारों को निविदा को कोटिंग करने के लिए निम्नलिखित पात्रता मानदंड को पूरा करना होगा एवं तकनीकी बोली में पात्रता प्रमाण प्रस्तुत करना होगा।

The Tenderers should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid.

क्र.सं. Sl. No	न्यूनतम पात्रता मानदंड Minimum Eligibility Criteria	पात्रता को पूरा करने हेतु प्रस्तुत किये जाने वाले प्रमाण/ Proof to be submitted for fulfilling the Eligibility	पृष्ठ सं. Page No. (s)
1	बोली लगाने वाला मद्द का विनिर्माता या प्राधिकृत डीलर/एजेंट होगा। The Bidder shall be a manufacturer of the item or an Authorized Dealer/Agent	कंपनी का पंजीकरण प्रमाणपत्र या डीलर/एजेंट प्रमाणपत्र/ Registration Certificate of the Company or Dealer/Agent Certificate	
2	कंपनी/प्रतिष्ठान को निविदा प्रस्तुत करने की यथा अंतिम तिथि से ऐसे मद्दों की व्यवसाय/आपूर्ति से संबंधित कम से कम 03 वर्षों का अनुभव होना चाहिए। The firm should have at least 03 years experience in dealing/supplying such items as on the last date of submission of the tender.	ऐसे दस्तावेज जो प्रमाणित करता हो, कि कंपनी/प्रतिष्ठान 03 वर्षों से इस तरह की मद्दों की आपूर्ति की है। Documents to prove that the company/firm has supplied such items in their business for 3 years.	
3	विनिर्माताओं के संदर्भ में पिछले 03 वर्षों के दौरान कम से कम 01 वर्ष का सकल वार्षिक कारोबार रु. 25 लाख हो। In respect of manufacturers gross annual turnover of Rs. 25 lakhs at least for one year during last three years  प्राधिकृत डीलरों के संदर्भ में विनिर्माता का कारोबार हिसाब में लिया जाएगा। In respect of authorized dealer, the turnover of the manufacturer will be taken into account.  अन्य बोली लगाने वाले के संदर्भ में पिछले 03 वर्षों में से कम से कम 01 वर्ष का वार्षिक सकल कारोबार रु. 20 लाख (रूपए-बीस लाख मात्र) होना चाहिए। In respect of other bidders the annual gross turnover should be at least Rs. 20.00 lakhs (Rupees Twenty Lakhs only) at least for one year during last three years  एनआईपीएचएम/डीजी एवं डी/सीआरडीए-आईसीएआर इकाईयों के पंजीकृत आपूर्तिकर्ताओं का कारोबार लागू नहीं होगा। Turnover not applicable to registered suppliers with NIPHM/DGS&D/CRIDA-ICAR Units	वार्षिक लेखा की प्रति विधिवत तौर पर हस्ताक्षरित एवं सनदी लेखाकार द्वारा अनुप्रमाणित होना चाहिए। Copy of Annual Accounts duly signed and attested by a Chartered accountant.	
4	कंपनी का आयकर निर्धारण कम से कम पिछले 03 वर्षों की अवधि का होना चाहिए। The firm should be income tax assessee at least for a period of three years.	आयकर विवरणी की पावती की प्रतियां स्वयं अनुप्रमाणित या कंपनी का पैन कार्ड संलग्न होना चाहिए।	

		Self attested copies of the acknowledgments of Income tax returns <b>or</b> PAN Card of the firm should be enclosed.  वे पंजीकृत आपूर्तिकर्ता जिन्होंने वर्ष के दौरान एनआईपीएचएम में पूर्व में किसी भी निविदा के लिए चालू वित्तीय वर्ष की अवधि के दौरान प्रस्तुत किया है, उनके लिए यह लागू नहीं होगा। Not applicable to registered supplier with NIPHM who have already submitted during current financial year in any earlier tender during the year.	
5	यथा लागू कंपनी/व्यवसाय वैट/टीओटी/सीएसटी/सेवा कर आदि के तहत पंजीकृत होनी चाहिए।  The firm should be registered under <b>VAT/TOT/CST/Service Tax etc</b> as applicable.	उपयुक्त कर प्रमाणपत्र ( <b>वैट/सीएसटी/टीओटी/पंजीकरण/सेवाकर</b> ) की स्वयं अनुप्रमाणित प्रति.  Self attested copy of the certificate of applicable Tax Certificate ( <b>VAT/TOT/CST/Registration/Service tax</b> ).	
6.	यदि कोई बोली लगाने वाला विभिन्न मर्दों के लिए एक या अधिक विनिर्माता की ओर से बोली लगाता है, तो उसे उन विनिर्माताओं के प्राधिकृत डीलर/एजेंट होना चाहिए।  In case a bidder bids on behalf of more than one Manufacturer for different items, he should be a Authorized Dealer/Agent for those manufacturers.	प्रत्येक विनिर्माता से डीलरशिप/एजेंट प्रमाणपत्र.  Dealership/Agent Certificate from each manufacturer.	
7.	बयाना जमा राशि Earnest Money Deposit	<b>Rs. 2300/-</b> ( <i>Rupees two thousand and three hundred only</i> ). <i>The demand draft/Bankers Cheque from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500</i>	

**नोट :** वे आपूर्तिकर्ता या डीलर जो एनआईपीएचएम में पंजीकृत हैं एवं वित्तीय वर्ष की अवधि के दौरान सभी पात्रता मानदंड पूरा करते हुए दस्तावेज प्रस्तुत कर चुके हैं, उन्हें वर्तमान निविदा के लिए दस्तावेज प्रस्तुत करने के संदर्भ में क्र.सं. 04 एवं 05 में उल्लिखित दस्तावेजों को प्रस्तुत करने के संबंध में छूट प्राप्त है।

**Note:** The supplier/dealer who are registered with NIPHM and submitted their documents for fulfilling eligibility criteria during current financial year by submitting documents mentioned at Sl. No. 4 & 5 only are exempted from submission of documents for the present tender.

## 6. SCOPE OF THE WORK:-

1. To supply quality products which substantially match the specifications laid down by NIPHM. The specifications of items offered shall be mentioned in the comparative statement vide Annexure – II.



2. The items to be supplied should be of standard quality.
3. Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.

#### **6.1 Terms of Supply:**

The firm should supply the items **within 7 days** from the date of purchase order.

- #### **6.2 PRICE BID VALIDITY: Bids shall remain valid for one year from the date of award of contract.**
- However, the purchaser reserves the right to seek consent for an extension of the period of validity.

#### **6.3 RATES AND PRICES**

- a. Bidders should quote the rates in the format given Price Bid - Annexure – III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over writings are permissible. Price quoted shall be firm and final.
- b. **Prices quoted should be for FREE DELIVERY at NIPHM, Hyderabad-500 030.**
- c. The percentage of sales tax/VAT/TOT, surcharge, if applicable and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later. This Institute will not provide “C” form, hence quote for the taxes actually leviable.

#### **7. SUBMISSION OF TENDER:-**

**Submission of Tender: Two-cover system will be followed:**

##### **7.1 General Instructions:**

- a) The Tender proposes two stage tender systems viz. **(1) Technical Bid** and **(2) Price Bid**.
- b) The bids should be submitted in two envelopes viz.  
**Envelope-A:** Bidder Profile / PART – A (Annexure I & II)  
**Envelope-B:** Price Bid/Price Bids / PART – B (Annexure III)
- c) Both the covers must be sealed separately and super scribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Inviting Authority i.e., Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030.

##### **7.2 Details to be furnished in the Envelope-A Technical Bid:**

- a) Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures –Annexure I
- b) Technical specification statement – Annexure II.
- c) Authorization letter and undertaking (as per Annexures IV and Annexure V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Tenderers should furnish the location with addresses and license details of the firm.

- e) The Tenderers shall furnish as part of the bid, documents establishing the Tenderers eligibility to bid and its qualifications to perform the Contract if their tender is accepted.

The documentary evidence of the Tenderer's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

### 7.3 Signing of Bids

*Individual signing the tender or other documents connected with contract must specify whether he signs as:*

*i) A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*

*ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*

*iii) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.*

- a) The bids shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorised to bind the Tenderer to the Contract. **Tenderers are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
- b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. Tender documents should be free from over writing.

### 7.4 Details to be furnished in the Envelope-B i.e., Price Bid

Prices must be quoted only in the Price Bid Form (Please see the “**PART-B- PRICE BID – ANNEXURE III**”.

### 7.5 Mode of Submission:

- a) Both the Envelopes viz. Envelope-A and Envelope-B must be put in a single cover, sealed and must be super scribed “Tender for Supply of Stationary and Other General items on Annual Rate Contract for the year 2016-17”. It shall be addressed to The Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030, Telangana.
- b) The Tender may be dropped in the Tender box kept at NIPHM office.
- c) Alternatively, the Tenders must reach NIPHM on or before the due date and time by registered post/courier. NIPHM will not be liable or responsible for Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete shape or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.
- e) A Tender once submitted shall not be permitted to be altered or amended.

### 7.6 Service of Notice:

Any notice hereunder may be served on the Successful Tenderer by Registered Post at his last known address. Proof of issue of any such notice should be conclusive of the Successful Tenderer having been duly informed.

## 8. OPENING OF TENDERS

### 8.1 Tender Opening:

- a) Tenders will be opened at the prescribed date and time in the presence of Tenderers or their representatives who choose to be present. The representatives of Tenderers must bring the authorization letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Tenderer would be allowed to take part during the bid opening process.
- b) **Envelope-A** containing Technical Bid would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

## 9. TENDER EVALUATION CRITERIA:

The evaluation of Tenders will be done by NIPHM as detailed below:

### 9.1. Technical Bid evaluation:

Tenderers will be eligible for further processing only if they fulfill the following criteria

- a) Compliance with the eligibility Criteria.
- b) Compliance with Technical and capacity requirements.
- c) The literature/pamphlets with specifications of the equipment quoted should be supplied along with the technical bid.
- d) A table comparing the NIPHM specification and with that of the firm's specification and remarks as per the enclosed annexure-II.

NIPHM will prepare a list of Tenderers whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenderers who do not match eligibility criteria or which do not conform to the Technical Specifications shall be rejected. The Eligible Tenderers alone will be considered for further evaluation.

### 9.2 **कीमत बोली मूल्यांकन/PRICE BID EVALUATION:**

#### **लिफाफा-बी कीमत बोली का ओपनिंग/ Opening of Envelope-B Price Bid:**

वे निविदाकार, जो तकनीकी बोली(लिफाफा-ए) में क्वालिफाई होंगे, उन्हें ही कीमत बोली ओपनिंग में बुलाया जाएगा। तकनीकी तौर पर केवल क्वालिफाई निविदाकारों को कीमत बोली की खुलने की तिथि एवं समय के बारे में सूचित किया जाएगा एवं उनके कीमत बोलियों को केवल निविदाकारों या उनके द्वारा भेजे प्राधिकृत प्रतिनिधित्वों की उपस्थिति में निर्धारित तिथि एवं समय पर ही खोली जावेगी। संविदा उन्हीं निविदाकारों को दी जाएगी, जिनकी बोली सबसे न्यूनतम पर निर्धारित होगी। मूल कीमत, करों एवं अन्य प्रभारों (यदि कोई हो, तो) समावेश होने पर सबसे न्यूनतम बोली होगी। यदि सामग्री(मर्दे) भिन्न-भिन्न हो, तो प्रत्येक मद का अलग-अलग सबसे न्यूनतम बोली होगी। यदि सबसे न्यूनतम बोली लगाने वाले एजेंसी दिये गए निविदा का निष्पादन करने में असफल होता है,

तो एनआईपीएचएम को दूसरी सबसे न्यूनतम बोली लगाने वाले एजेंसी को चयन करना का अधिकार है एवं प्रथम सबसे न्यूनतम बोली लगाने वाले एजेंसी को संविदा दिये जाने के बाद से जो अधिक कीमत होगी, उसे जुर्माना के तौर पर वसूल किया जाएगा। एनआईपीएचएम को ऐसे कंपनियों को ब्लैकसूची में डालकर आगे की कानूनी कार्रवाई करने का अधिकार है।

Tenderers who are qualified in Technical Bid (Envelope-A) only will be called for Price Bid opening. The technically qualified Tenderers alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Tenderers or their authorized representatives who choose to be present. The contract will be entrusted to the Tenderer, whose bid has been determined as L1. L1 will be arrived after considering basis price, taxes and other charges, if any. As items are different, L1 will be arrived for each item separately. In case the L1 agency who has been awarded the tender fails to execute the contract, NIPHM will have the right to choose L2 and shall recover the excess cost from L1 as penalty for backing out after award of contract. NIPHM further reserves the right to take legal action to get such firms black listed.

#### 10. **ACCEPTANCE OF TENDER**

- a) The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by NIPHM, the Tenderer shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Tenderer. NIPHM also reserve the right to issue Purchase Orders to more than one Tenderer. The letter of acceptance will include the details along with terms and conditions of the tender.

#### 11. **REJECTION OF TENDER:**

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

#### 12. **EMD Amount and Mode of Submission:**

*Rs. 2300/- (Rupees two thousand and three hundred only). The demand draft/Bankers Cheque from a Nationalized bank/Scheduled Bank should be drawn in favour of "NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT", payable at Hyderabad-500 030 in an acceptable form should be submitted to the office on or before tender closing date & time.*

- a) "The EMD amount of the unsuccessful Tenderers will be returned after the acceptance of the successful Tenders within a reasonable time.
- b) The EMD amount held by NIPHM till it is returned to the unsuccessful Tenderers will not earn any interest thereof.
- c) The EMD amount of Successful Tenderers will be adjusted as part of the Security Deposit (SD) due for successful execution of the contract.

- d) Tenders **without** EMD amount will be **rejected** by NIPHM as non-responsive. If the tenderer is exempted from submission of EMD, he should enclose the copy of the supporting document / certificate issued by Government along with the Tender.
- e) If a Tenderer withdraws the tender during the period of tender validity specified in the tender (or) in the case of the Successful Tenderers, if the Tenderer fails to sign the contract or to remit Security Deposit, the EMD amount shall be forfeited to the NIPHM.

**13. PAYMENT OF SECURITY DEPOSIT (SD):**

- a. The Successful firm(s) shall require to deposit 10% of the total order value (i.e Annual Rate Contract placed on an individual firm) as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any nationalized/Scheduled banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should be valid beyond 60 days from the date of completion of all contractual obligations of the supplier including warranty obligation. The security deposit will be released/discharged after 60 days of completion all contractual obligations of the supplier including warranty obligation.

**14. PENALTY CLAUSE:**

If the firm fails to deliver the goods within the stipulated delivery period as mentioned in the purchase order or fails to comply any of the terms of condition of purchase order, penalty of 2% per day of value of order shall be imposed/levied as liquidated damages

**15. TERMS OF PAYMENT:**

Payment will be released within 15 days after supply of the items and issue of final certificate by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate. The invoice should contain the Sales tax/VAT/TOT registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

**16. EXECUTION OF AGREEMENT:**

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidders shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.

\*\*\*\*\*

**17. Bidder's Profile- PART-A:-**

**Supply of Stationary items on Annual Rate Contract for the year 2016-17 at NIPHM:**

<b>1. THE FIRM</b> a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2. Type of Firm	Sole proprietor/Private Ltd/ Partnership/ co operative / Public Co. (Pl. tick and enclose copy of Memorandum/Articles of Association/ Certificates of Incorporation)
3. PAN/GIR NO. (please enclose photocopy)	
4. Sales Tax/VAT/TOT registration No. (please enclose photocopy)	
5. The annual gross turnover of the firm should be not less than Rs.25.00 lakhs in case of manufacturer and Rs. 20.00 lakhs for others at least for one year during last three years. (Pl. enclose copies of ITR/Audited balance sheet and P&L account etc.)	
6. Technical specifications supported by printed literature of the manufacturer, giving all the details of conformity and non conformity if any. Additional features if any with support. *	
7. Total Experience of the firm in supply of similar items (enclose proofs)	
8. Earnest Money Deposit details	

Signature of authorised signatory  
Name : \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal :

18. Technical specifications of Supply of Stationary items on Annual Rate Contract at NIPHM:

**II a. कागज उत्पाद हेतु विनिर्देशन विशिष्टि**  
**Specifications for Paper Products**

क्र.सं. SI No	मद(सामग्री) का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	Ruled 75-100 pages note pad (Kamal/Kapil /Equivalent Note pads) Standard quality-As per Sample (No. 44)	110 no's		
2	Printing and supply of Medicines prescription books (as per sample)	04 Nos.		

**II b. लेखन सामग्रियों (मदों) का विनिर्देशन विशिष्टि**  
**Specifications for Stationary items**

क्र.सं. SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	CD's with printing on cover (NIPHM Logo)	2834 no's		
2	DVD (Standard quality)	371 no's		
3	Ball pens (Blue) Cello Paper Soft/Saphire)/Equivalent (As per Sample)	492		
4	Stamp pad Big (Good Quality)	21		
5	Fevi Stick (Good quality)	204		

**II c. सामान्य उपभोज्य मदों हेतु विनिर्देशन विशिष्टि**  
**Specifications for General Consumable Items**

क्र.सं. SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	अनुपालन हां/ना Compliance Yes/ No
1	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Machine + Refill)	201 Nos.		
2	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Refill)	467 Nos.		
3	Bath Soap 25g (Branded)	281 Nos.		

(please sign on each page)

4	Coconut brooms (Good quality)	140 nos.		
5	Dustbins with lid 7 Lt. (foot operated heavy duty) as per sample best quality	21 nos.		
6	Scrubber stainless steel	253 nos.		
7	Soap oil (1 Lt./Pack) good quality	221 Ltrs		
8	Tissue paper for face 2 ply (100/boxes) PREMIER / Equivalent	67 boxes		
9	Toilet Tissue rolls 6/packs	15 packs		
10	Towels (Turkey) – Big size 36x72”	13 nos.		
11	soft brooms 44” (good quality) As per sample	03 Nos.		
12	Jala Stick (good quality) As per sample	01 No.		
13	Hit (Insect Killer)	14 Nos.		
14	Air Pump, good quality	03 Nos.		
15	Green Scrubber (Good Quality)	01 No.		
16	Water Glasses 6/set (Borosil Glass / Equivalent) for official use	15 Packs		
17	Wifer Cloth (white) (good quality) As per sample	15 Nos.		
18	Water Bottles (1/2 Ltrs) (Kinely/Aqua)	1556 Nos.		

Bidders are requested to verify the samples available at NIPHM (for quality standards, item specifications etc aspects) before submitting the tender quotation for the above items. The supply will be accepted only, if the offered items are in accordance with the samples/as per technical specifications of NIPHM. No Deviation will be accepted. **The quantity may vary by  $\pm 50\%$ .**



## PART – B

## 19. कीमत बोली/ PRICE BID

III a. कागज उत्पाद हेतु विनिर्देशन विशिष्टि  
Specifications for Paper Products

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	इकाई दर (रु. में) Unit Rate In Rs	कर, यदि हो, तो Taxes if any	Total Amount for total quantity In Rs. (Incl. Taxes)
1	Ruled 75-100 pages note pad (Kamal/Kapil /Equivalent Note pads) Standard quality-As per Sample (No. 44)	110 no's				
2	Printing and supply of Medicines prescription books (as per sample)	04 Nos.				

III b. लेखन सामग्रियों (मदों) का विनिर्देशन विशिष्टि  
Specifications for Stationary items

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	इकाई दर (रु. में) Unit Rate In Rs	कर, यदि हो, तो Taxes if any	कुल राशि Total Amount In Rs.
1	CD's with printing on cover (NIPHM Logo)	2834 no's				
2	DVD (Standard quality)	371 no's				
3	Ball pens (Blue)- Cello Paper soft/Saphire Blue)/Equivalent (As per Sample)	492				
4	Stamp pad Big (Good Quality)	21				
5	Fevi Stick (Good quality)	204				

**III c. सामान्य उपभोज्य मदों हेतु विनिर्देशन विशिष्टि**  
**Specifications for General Consumable Items**

क्र.सं SI No	मद का नाम Name of the item	अनुमानित परिमाण Approximate Quantity	प्रदत्त मार्क/ब्रांड Make/Brand Offered	ईकाई दर (रु. में) Unit Rate In Rs	कर, यदि हो, तो Taxes if any	कुल राशि Total Amount In Rs.
1	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Machine + Refill)	201 Nos.				
2	All out / Good night / Equivalent (45 nights) Mosquito Repellant (Refill)	467 Nos.				
3	Bath Soap 25g (Branded)	281 Nos.				
4	Coconut brooms (Good quality)	140 nos.				
5	Dustbins with lid 7 Lt. (foot operated heavy duty) as per sample best quality	21 nos.				
6	Scrubber stainless steel	253 nos.				
7	Soap oil (1 Lt./Pack) good quality	221 Ltrs				
8	Tissue paper for face 2 ply (100/boxes) PREMIER / Equivalent	67 boxes				
9	Toilet Tissue rolls 6/packs	15 packs				
10	Towels (Turkey) – Big size 36x72”	13 nos.				
11	soft brooms 44” (good quality) As per sample	03 Nos.				
12	Jala Stick (good quality) As per sample	01 No.				
13	Hit (Insect Killer)	14 Nos.				
14	Air Pump, good quality	03 Nos.				
15	Green Scrubber (Good Quality)	01 No.				
16	Water Glasses 6/set (Borosil Glass /	15 Packs				

(please sign on each page)

	Equivalent) for official use					
17	Wifer Cloth (white) (good quality) As per sample	15 Nos.				
18	Water Bottles (1/2 Ltrs) (Kinely/Aqua)	1556 Nos.				

- Note:** 1.Items should be delivered at NIPHM.  
2. Sales tax/VAT should be indicated clearly.  
3. Prices should be quoted only in Indian rupees.  
4. Quantity may vary increased or decreased

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 authorised official  
(With seal and stamp)  
Name & Designation

20. प्राधिकार पत्र हेतु प्रपत्र/ FORMAT FOR AUTHORISATION LETTER

सेवा में/To,

रजिस्ट्रार/ The Registrar,  
राष्ट्रीय वनस्पति स्वास्थ्य प्रबंधन संस्थान  
National Institute of Plant Health Management,  
राजेन्द्रनगर/ Rajendranagar,  
हैदराबाद/Hyderabad-500 030.  
आंध्रप्रदेश/ Andhra Pradesh,

महोदय/महोदया

Sir/Madam,

हम एतद्वारा ----- को  
बोली(बिड) प्रस्तुत करने एवं भाग लेने हेतु तथा प्रस्तुत किए गए संविदा संदर्भ -----  
- पर हस्ताक्षर करने के लिए प्राधिकृत करते हैं। इस संबंध में उनके द्वारा लिया गया कोई भी  
निर्णय हमें स्वीकृत है।

We hereby authorise \_\_\_\_\_ to submit a Bid and  
subsequently participate and sign the contract submitted against the Ref.:  
\_\_\_\_\_. We hereby accept his decision  
taken, if any, in this regard.

(प्रतिनिधि के तौर पर एवं कंपनी की ओर से हस्ताक्षर)  
(Signature for and on behalf of the Company)

स्थान/Place :

दिनांक/Date :

प्रतिज्ञापत्र  
**UNDERTAKING**

- 1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.*
- 2. I/We also undertake that I/We have understood “Parameters and Technical Specifications for making the supplies” mentioned in Annexure \_\_\_\_\_ of the Tender dated \_\_\_\_\_ and shall make the supplies strictly as per these “Parameters and Technical Specifications for the supplies”.*
- 3. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

*Dated at*

*(Dated signature of Tenderer with stamp of the firm)*