



National Institute of Plant Health Management

Department of Agriculture, Cooperation & Farmers Welfare
Ministry of Agriculture & Farmers Welfare
Government of India



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F. No: NIPHM/Stores/4/Stationary & GC items/2018-19/49 Date:01.02.2019

इ-निविदा सूचना e-TENDER NOTICE

Sub: Invitation of Online bids through e-procurement system in two bid for supply of Stationary and other General Consumable items at NIPHM, Hyderabad - Reg.

Sir/Madam,

National Institute of Plant Health Management (NIPHM) an autonomous Institute under Ministry of Agriculture & Farmers Welfare, Govt. of India invites 'Online bids through e-procurement system (<https://eprocure.gov.in/eprocure/>) for supply of Stationary and other General Consumable items at NIPHM, Hyderabad in 'Two bid' system from the reputed manufacturers/authorized distributors/dealers. The list of items are tentative quantities mentioned in the Annexure-II. The quantity of items may increase or decrease at the time of award of purchase order depending on the actual need/requirement of NIPHM.

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

1. Last Date & Time for submission of online bids 14:00 hrs on 25.02.2019
2. Date & Time for Opening online bids (Technical bids) 15:00 hrson 26.02.2019

Note:

1. Copy of Tender document is available in CPP Portal (URL: <https://eprocure.gov.in/eprocure/>) and NIPHM, Hyderabad website (URL: <https://niphm.gov.in>). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.
2. Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/>
3. Bids should be submitted through online only. Manual / physical bids will not be accepted.
4. On submission of online bid, please intimate the same to the e-mail ID: niphm@nic.in

REGISTRAR

1. SUBMISSION OF TENDER THROUGH ONLINE:

The Tender proposes two stage tender systems viz. (I) **Technical Bid** and (II) **Price Bid**.

- I Technical Bid (Cover-1) : Bidders are requested to upload the required scanned copies of files as per the following:**
- File-1 :** Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures.
Scanned copy of Company Information (filled & signed) as per Annexure – I
 - File-2 :** **Proofs in support of eligibility criteria as per the tender.**
Scanned copies of the documents / information (filled & signed) as per the ‘Eligibility Criteria’ Clause – 4
 - File-3 :** Scanned copy of Technical compliance sheet (filled & signed) for the items listed at Annexure – II
 - File-4 :** Scanned copy of EMD amount in the form of DD/BC.
 - File-5 :** Authorization letter and undertaking (as per Annexure-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.
Scanned copy of letters (filled & signed) as per Annexure – IV & V.

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

- II Price Bid (Cover-2) : Bidders are requested to upload the required scanned copies of files as per the following:**
- File-1 :** Scanned copy of Commercial Bid (filled & signed) as per Annexure – III

Note:

1. The Bidders should furnish the location with addresses and license details of the firm.
2. The Bidders shall furnish as part of the bid, documents establishing the Bidders eligibility to bid and its qualifications to perform the Contract if their tender is accepted.
3. The documentary evidence of the Bidder's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

2. General Instructions:

- a. The Bidders 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.
- b. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.
- c. The Contract shall be interpreted under Indian laws and all disputes will be resolved **within Hyderabad Jurisdictions**. In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.
- d. 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.

- e. The quantity of items may be increased or decreased depending on the actual need/requirement of NIPHM.
 - f. The prices should be valid initially one year from the date of Award of contract/agreement. The NIPHM reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.
 - g. The rates quoted 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.
 - h. The GST 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 GST. GST registration No. and date of its validity should be indicated. The firm must quote their TIN No. , PAN No., (IT returns) etc. in the quotation (attested copies to be enclosed).
 - i. 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.
3. **Clarifications in the Tender:**
- a. A prospective Bidder requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax upto 6 days 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> and <https://eprocure.gov.in/eprocure/>
4. **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 Bidders, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website and CPP Portal <https://eprocure.gov.in/eprocure/>
 - 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 and CPP Portal <https://eprocure.gov.in/eprocure/>
 - d. All the Bidders are advised to periodically browse NIPHM website <http://niphm.gov.in> and CPP Portal <https://eprocure.gov.in/eprocure/> 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 Bidders' failure to update the bid documents based on changes announced through the website.
5. Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.
6. The supplier shall not be entitled to any increase in the rates.
7. The agency shall not transfer or assign sub-contract to any other party.
8. The Price should be quoted only in Indian Rupees.
9. **NIPHM NOT BOUND BY ANY PERSONAL REPRESENTATION**
The supplier shall not be entitled to any increase in the rates or any other right or claim whatsoever by any representation, explanation or statement or alleged representation, promise or guarantee give or alleged to have been given to him by any person of the NIPHM.
Indemnity: The Contractor shall warrant and be deemed to have warranted that all goods supplied against this contract are free and clean of infringement of any Patent, copy right or trade mark and shall at all times indemnify the Purchaser against all claims which may be made in respect of the goods for infringement of any right protected by patent.
10. **The employees of the NIPHM and their near relatives** i.e. (i) spouse of the individual; (ii) brother or sister of the individual; (iii) brother or sister of the spouse of the individual; (iv)

brother or sister of either of the parents of the individual; (v) any lineal ascendant or descendant of the individual; (vi) any lineal ascendant or descendant of the spouse of the individual; (vii) spouse of the person referred to in above (ii) to (vi);]) are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forthwith apart from legal action.

11. **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.

12. **Force Majeure conditions:** If at times during the continuance of the Agreement/Contract, it becomes impossible by reason of war or war- like operations, epidemics, pestilence, earthquake, fire storm or floods, the firm shall during the continuance of such contingencies not be bound to execute the contract as per the agreement/contract.

The work shall be resumed immediately after the contingency/cies has/have ceased otherwise determined and the Successful Bidders obligations shall continue to be in force for correspondingly extended period after the resumption of execution. The successful Bidders shall however inform the NIPHM by registered post/fax about such Act duly certified by the commissioner of Labour at the beginning and end of the above causes of delay within 10 (ten) days of occurrence and cessation of such Force Majeure conditions.

In the event of delay lasting over one month, if arising out of cause of Force Majeure, the NIPHM reserves the right to cancel the contract without any compensation. Only events of Force Majeure which affects the order progressing at the time of its occurrence shall be taken in to cognizance. The NIPHM shall not be liable to pay extra costs due to delayed supplies made under Force Majeure.

13. **Disputes and Arbitration:**

a) All matters relation to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an Arbitrator to be mutually agreed upon between the parties. On the whole, provisions of the Arbitration and Conciliation Act, 1996 shall prevail.

b) The venue of such Arbitration shall be at Hyderabad only. Arbitration suits or any other claims filed in any Court of Law outside Hyderabad City will not be binding on NIPHM.

14. **Jurisdiction:** Subject to the above Clause, it is hereby agreed that Hyderabad City shall have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this contract agreement. The contract shall be governed by the Laws of Union of India/Government of Telangana in force.

15. Eligibility Criteria:

The Bidders should meet the following Eligibility Criteria for quoting the tender and the scanned document copies to prove their Eligibility should be uploaded as per the Clause-1.

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility	Page No.
1	The Bidder shall be a firm dealing with Stationery items situated in Hyderabad /Secunderabad.	Registration Certificate of the Company/firm.	
2	The firm should have at least 3 years experience in dealing/supplying such items as on 31.12.2018.	Documents (work orders) to prove that the company / firm has supplied such items in their business for 3 years.	
3	The firm should have gross annual turnover of Rs. 25.00 lakhs at least for two years during last three financial years as on 31.03.2018	Copies of Annual Accounts duly signed and attested by a Chartered accountant should be enclosed of FY 2015-16, 2016-17, 2017-18	
4	The firm should be income tax assessee at least for a period of three years upto March, 2018.	Self attested copies of the acknowledgments of Income tax returns and PAN Card of the firm should be enclosed (AY 2016-17, 2017-18, 2018-19).	
5	The firm should be registered under GST	Self attested copy of the certificate GST.	
6	Earnest Money Deposit	Rs.17,800/- (Rupees seventeen thousand and eight 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(<i>EMD exemption is applicable only to Micro and Small units under MSEs. The exemption is subject to submission of valid MSEs/NSIC/DIPP certificate as per the Public Procurement Policy for Micro and Small Enterprises order 2012</i>)	

16. Scope of the Work:

- To supply quality products which substantially match the specifications laid down by NIPHM. The specifications of items shall be mentioned in the comparative statement at Annexure – II.
- The items to be supplied should be of standard quality.
- Director General, NIPHM reserves the right to reject any or all the quotations received without assigning any reason whatsoever.

17. Terms of Supply:

The firm should supply the items within 07 days from the date of purchase order. If any items supplied with printing, the same should be supplied on or before 15 days without fail.

18. **Price Bid Validity:**

Bids shall remain valid initially 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.

19. **Rates and Prices:**

- a. Bidders should quote the rates in the format given in 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 GST, 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.
- d. The Prices should be quoted all-inclusive i.e., transportation, duties and GST etc.,

20. **Signing of Bids:**

Individual signing the tender or other documents connected with contract must specify whether he / she 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 Bidder or a person or persons duly authorised to bind the Bidder to the Contract. **Bidders 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 authorised to sign the bid. Tender documents should be free from over writing.

21. **Opening of Tenders:**

- a. Technical Bids shall be opened online at the time and date specified in the Invitation for Bids.
- b. E-Tenders will be opened at the prescribed date and time mentioned in the e-procurement portal or in the tender document.
- c. Technical Bid for Stationery Items would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- d. Only the Technical Bid will be opened on the due date.

- e. The date of opening of the Price bid will be informed for those agencies whose Technical bids are satisfactory and found to be acceptable.
- f. 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.

22. Tender Evaluation Criteria:

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

22.1 Technical Bid Evaluation:

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

- Compliance with the eligibility Criteria.
- Compliance with Technical and capacity requirements.
- The literature/pamphlets with specifications of the items quoted should be supplied along with the technical bid.

The bidders may provide a statement comparing the NIPHM specification and with that of the specifications offered by the firm and remarks as per the enclosed annexure-II.

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

22.2 Price Bid Evaluation:

Opening of Price Bid:

Bidders who are qualified in Technical Bid only will be called for Price Bid opening. The technically qualified bidders 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 e-procurement portal. The contract will be entrusted to the Bidder, whose bid has been determined as L1. L1 will be arrived after considering basic 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 e-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.

23. Acceptance of Tender/ Conditions of the Contract:

- 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 Bidder shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be final and not subject to any adjustment during performance of the Contract valid for one year from the date of award of contract/agreement.**
- 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 Bidder. NIPHM also

reserve the right to issue Purchase Orders to more than one Bidder under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

24. Rejection of Tender:

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

25. EMD Amount and Mode of Submission:

Rs.17,800/- (Rupeesseventeen thousandand eight hundredonly). 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 should be submitted to the office on or before tender closing date & time. If EMD is not received by closing date & time, tender should be rejected.

- 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.
- f) The bidders claiming exemption from submission of EMD shall submit valid NSIC/DIPP/MSEs certificate and such certificate shall be valid on the date of submission of bid and as per Public Procurement Policy for Micro and Small Enterprises (MSEs) order, 2012.

26. Payment of Security Deposit (SD):

- a. The Successful firm(s) shall require to deposit **10%** of the 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 remain valid for 60 days beyond 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.
- b. The security deposit shall be forfeited, if the successful bidder fails to supply the stores as per specifications mentioned in the tender/P.O or does not accept the assigned work for any reason, whatsoever.

27. 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.

28. Penalty Clause:

If the firm fails to deliver the goods within the stipulated delivery period as mentioned in the purchase order, penalty of 5% on total order value of each Purchase order shall be imposed / leived as damages.

29. Warranty:

Warranty Certificate should be submitted along with the supply wherever applicable. Defects if any found during the guarantee/warranty period, the same should be replaced free of cost within 5 working days from the date of receipt of intimation from this Institute.

30. Terms of Payment:

- a. Payment will be released within 15 days from the date of submission of bill and issue of final certificate by the officer to that effect.
- b. All the payment shall be made by Cheque/DD/RTGS/NEFT after supply and final acceptance by the designated officer.
- c. The Supplier/firm should submit the invoice in triplicate. The invoice should contain the GST registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.
- d. The NIPHM shall be at liberty to withhold any of the payments in full or in part subject recovery of penalties mentioned in the Tender.

31. Extension of Contract:

The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on the same terms and conditions on half year/yearly basis subject to a maximum period of another two years.

29. Bidder's Profile- PART-A:-

Supply of Stationary items on Annual Rate Contract for the year 2019-20 at NIPHM:

THE FIRM 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	
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)
PAN/GIR NO. (please enclose photocopy)	
GST registration No. (please enclose photocopy)	
The annual gross turnover of the firm of last 3 years should be mentioned.(Pl. encloses copies of Audited balancesheet and P&L account etc.)	
Whether filed Income tax returns for the last three years. (Yes/No), If Yes submit proofs and enclose PAN number	
Total Experience of the firm in supply of similar items (enclose proofs)	

Signature of authorised signatory

Name : _____

Designation: _____

Seal :

30. Technical specifications for Supply of Stationary and General Consumable items at NIPHM, Hyderabad:

II a. Specifications for Paper Products

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit	Make/Brand Offered	Compliance Yes/ No
1	White Paper – (A4 size)(80GSM)	980	AP Copier; JK Copier	Reams		
2	Executive Bond paper (100 GSM)	31	AP Copier; JK Copier	Packet (100Sheets)		
3	White charts	674	Standard quality	Sheets		

II b. Specifications for Stationary items

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit	Make/Brand Offered	Compliance Yes/ No
1	Stapler (Small)	32	Max-10	Per PC		
2	Stapler (Big)	6	Max-24"x6"	Per PC		
3	Stapler Pins	180	Max-10	Per Box		
4	Stapler Pins	30	Max-24"x6"	Per Box		
5	Stapler Pins (23x8)	14	Max-(23x8)			
6	Stapler Pins (23x13)	14	Max-(23x13)			
7	Stapler Pins (23x17)	9	Max-(23x17)			
8	Stapler Pins (23x15)	9	Max-(23x15)			
9	Single Punch Machine	21	Kangaroo	Per PC		
10	Double Punch Machine	14	Kangaroo	Per PC		
11	Pen (Blue)	4399	Butter Flow -Cello	Per PC		
12	Pen (Black)	100	Butter Flow -Cello	Per PC		
13	Pen (Red)	80	Butter Flow -Cello	Per PC		
14	White Board Marker Pen	173	Raynold/Camlin	Per PC		
15	Permanent Marker Pen	45	Raynold/Camlin	Per PC		
16	CD Marker Pen	146	Raynold/Camlin	Per PC		
17	Highlighter Pen	265	Faber Castell	Per PC		
18	Sketch Pen (12 Colours)	97	Luxor	Per Packet		
19	Correction Pen	39	Camel/Bambalino			
20	Pencil with Eraser	1650	Natraj/Camlin	Per PC		
21	Sharpener	908	Camlin	Per PC		
22	Erasers	651	Natraj	Per PC		
23	Gem Clips color (as per sample)	12	Zen or equivalent	Per Box		
24	Post it pad (3M) (Multi colour)	78	Oddy or equivalent	Per PC		
25	Plastic Scale (12")	437	Natraj/Camlin	Per PC		
26	Gum Bottle Big (700)	14	Camel	Per PC		

	MI)				
27	Gum Bottle Small (150 ml)	14	Camel	Per PC	
28	Gum Tubes (20 MI)	14	Camel	Per PC	
29	Scissors (Big)	14	Good Quality	Per PC	
30	File Tray (Plastic)	14	Chetan/as per sample	Per PC	
31	Calculator – 12 digits	18	Casio, Citizen	Per PC	
32	Box file (SNS-7435)	36	Miracle	Per PC	
33	Cello Tape (2") – 40 mtrs	215	Miracle	Per PC	
34	Cello Tape (1") – 40 mtrs	44	Miracle	Per PC	
35	Cello Tape (1/2")	44	Miracle	Per PC	
36	Double edged adhesive tape 1"	22	Miracle	Per PC	
37	Brown Binding Tape (2") 40 mtrs	44	Miracle	Per PC	
38	Brown Binding Tape (1") 40 mtrs	14	Miracle	Per PC	
39	Brown Binding Tape (1.5") 40 mtrs	14	Miracle	Per PC	
40	Binding Sheets (Front) 210/197mm A4 size	24	Good Quality	100 Sheets	
41	Binding Sheets (Back) 210/197mm A4 size	24	Good Quality	100 Sheets	
42	Lamination Sheets	40	Kent/Good Quality	100 Sheets	
43	Glue Stick / Fevistick – 15g	146	Good Quality	Per PC	
44	Fevicol	14	Fevicol	500 grms	
45	Binder Clips (51mm)	14	Oddy or equivalent	Per Box	
46	Binder Clips (41mm)	14	Oddy or equivalent	Per Box	
47	Binder Clips (32mm)	14	Oddy or equivalent	Per Box	
48	Duster White board (Magnetic)	8	Good Quality	Per PC	
49	Paper Cutter	30	Prestiage or equat.	Per PC	
50	Stamp Pad – 110 x 70 mm	14	Kores	Per PC	
51	Stamp Pad ink 30 ml	14	Kores	Per PC	
55	Room Lock – 7 levers	9	Godrej	Per PC	
53	DVDs	30	Moserbaer ; Sony	Per PC	
54	CDs	220	Moserbaer ; Sony	Per PC	
55	Alpin (Plastic head)	8	Good Quality	Per PC	
56	Paper weights (glass)	8	Good Quality	Per PC	
57	Poker / Tochen	8	Ruby or equivalent	Per PC	
58	Carbon Paper F/S	4	Kores	Per Box	
59	File tags (Standard quality)	74	Good Quality	Per Packet	
60	Long note book plain (200 pages)	171	Classmate	Per PC	

61	Solo MC 212 folders	124	Solo	Per Pc		
62	Zip lock covers 4x5" (100/pack)	14	Good Quality	Packet (100/pack)		
63	Zip lock covers 5x3" (100/pack)	14	Good Quality	Packet (100/pack)		
64	Zip lock covers 8x10" (100/pack)	14	Good Quality	Packet (100/pack)		
65	Batteries (AA)	110	Everday / Nippo	Per Pc		
66	Batteries (AAA)	264	Everday / Nippo	Per Pc		
67	Dustbins with lid 7 Lt. (foot operated heavy duty) as per sample best quality	8	Chetan	Per Pc		
68	Tissue paper for face 2 ply (100/boxes)	58	PREMIER / Equivalent	Per Box		
69	Towels (Turkey) – Big size 36x72"	14	Good Quality	Per Pc		
70	Water Glasses 6/set (Borosil Glass / Equivalent) for official use	8	Borosil Glass / Equivalent	Per Box (6/pack)		
71	A4 Sticker Papers	10	Good Quality	100 Sheets		

II (c).Specifications for Books /Registers

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit	Make/Brand Offered	Compliance Yes/ No
1	Registers (100 pages)	18	Good Quality	Each		
2	Registers (200 pages)	50	Good Quality	Each		
3	Registers (400 pages)	32	Good Quality	Each		
4	Registers (300 pages)	14	Good Quality	Each		
5	In & Out Ward Registers	4	As per Sample	Each		

II (d).Specifications for Printed Stationery items

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit	Make/Brand Offered	Compliance Yes/ No
1	Envelope 12x10 cloth lined covers with Printing	1000	As per sample	Each		
2	Envelope 16x12 cloth lined covers with Printing	2000	As per sample	Each		
3	File covers (printed)	607	As per sample	Each		
4	File boards (Printed)	853	As per sample	Each		

5	Envelops (window) 11x5 with printing	3000	As per sample	Each		
6	Envelops (window) 9x4 with printing	5000	As per sample	Each		
7	Envelops (Plain) 11x5 with printing	5000	As per sample	Each		
8	Envelops (Plain) 9x4 with printing	7000	As per sample	Each		
9	CDs Paper covers (Printed)	220	As per sample	Each		
10	DVDs Paper covers (Printed)	30	As per sample	Each		
11	Note sheet pad Books (100 sheets per Book) (80 GSM with both side Left Margin on Full Scape size Paper & Logo printing)-As Per Sample	111	As per sample	Each		
12	L-folders transparent (Printed)	1148	As per sample	Each		
13	Khadi 'L' folders (Printed)	294	As per sample	Each		
14	Scribbling pads small with NIPHM printing (As per sample) Size: 8 ½" x 7 " Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colourbackground Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to	4397	As per sample	Each		

	back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2019 and back side i.e. 2017& 2018 year calendar (or) as per requirement					
15	scribbling pads big with NIPHM printing (As per sample) Size: 10 ½” x 8 “ Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colour background Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2019 and back side i.e. 2017 & 2018 year calendar (or) as per requirement	286	As per sample	Each		

16	Cartridges (NPG-67 Black colour) Canon	20		Per PC		
17	Cartridges (NPG-67 Megenta colour) Canon	2		Per PC		
18	Cartridges (NPG-67 Cyan colour) Canon	2		Per PC		
19	Cartridges (NPG-67 Yellow colour) Canon	2		Per PC		

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 of items may be increased or decreased depending on the actual need/requirement of NIPHM.

31PRICE BID - PART- B**III a. Specifications for Paper Products**

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit Cost	Taxes If any	Total Amount (Incl. Taxes)
1	White Paper – (A4 size)(80GSM)	980				
2	Executive Bond paper (100 GSM)	31				
3	White charts	674				

III b. Specifications for Stationary items

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit Cost	Taxes If any	Total Amount (Incl. Taxes)
1	Stapler (Small)	32				
2	Stapler (Big)	6				
3	Stapler Pins	180				
4	Stapler Pins	30				
5	Stapler Pins (23x8)	14				
6	Stapler Pins (23x13)	14				
7	Stapler Pins (23x17)	9				
8	Stapler Pins (23x15)	9				
9	Single Punch Machine	21				
10	Double Punch Machine	14				
11	Pen (Blue)	4399				
12	Pen (Black)	100				
13	Pen (Red)	80				
14	White Board Marker Pen	173				
15	Permanent Marker Pen	45				
16	CD Marker Pen	146				
17	Highlighter Pen	265				
18	Sketch Pen (12 Colours)	97				
19	Correction Pen	39				
20	Pencil with Eraser	1650				
21	Sharpener	908				
22	Erasers	651				
23	Gem Clips color (as per sample)	12				
24	Post it pad (3M) (Multi colour)	78				
25	Plastic Scale (12")	437				
26	Gum Bottle Big (700	14				

	MI)					
27	Gum Bottle Small (150 ml)	14				
28	Gum Tubes (20 MI)	14				
29	Scissors (Big)	14				
30	File Tray (Plastic)	14				
31	Calculator – 12 digits	18				
32	Box file (SNS-7435)	36				
33	Cello Tape (2”) – 40 mtrs	215				
34	Cello Tape (1”) – 40 mtrs	44				
35	Cello Tape (1/2”)	44				
36	Double edged adhesive tape 1”	22				
37	Brown Binding Tape (2”) 40 mtrs	44				
38	Brown Binding Tape (1”) 40 mtrs	14				
39	Brown Binding Tape (1.5”) 40 mtrs	14				
40	Binding Sheets (Front) 210/197mm A4 size	24				
41	Binding Sheets (Back) 210/197mm A4 size	24				
42	Lamination Sheets	40				
43	Glue Stick / Fevistick – 15g	146				
44	Fevicol	14				
45	Binder Clips (51mm)	14				
46	Binder Clips (41mm)	14				
47	Binder Clips (32mm)	14				
48	Duster White board (Magnetic)	8				
49	Paper Cutter	30				
50	Stamp Pad – 110 x 70 mm	14				
51	Stamp Pad ink 30 ml	14				
55	Room Lock – 7 levers	9				
53	DVDs	30				
54	CDs	220				
55	Alpin (Plastic head)	8				
56	Paper weights (glass)	8				
57	Poker / Tochen	8				
58	Carbon Paper F/S	4				
59	File tags (Standard quality)	74				
60	Long note book plain (200 pages)	171				

61	Solo MC 212 folders	124				
62	Zip lock covers 4x5" (100/pack)	14				
63	Zip lock covers 5x3" (100/pack)	14				
64	Zip lock covers 8x10" (100/pack)	14				
65	Batteries (AA)	110				
66	Batteries (AAA)	264				
67	Dustbins with lid 7 Lt. (foot operated heavy duty) as per sample best quality	8				
68	Tissue paper for face 2 ply (100/boxes)	58				
69	Towels (Turkey) – Big size 36x72"	14				
70	Water Glasses 6/set (Borosil Glass / Equivalent) for official use	8				
71	A4 Sticker Papers	10				

III (c).Specifications for Books /Registers

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit Cost	Taxes If any	Total Amount (Incl. Taxes)
1	Registers (100 pages)	18				
2	Registers (200 pages)	50				
3	Registers (400 pages)	32				
4	Registers (300 pages)	14				
5	In & Out Ward Registers	4				

III (d).Specifications for Printed Stationery items

Sl. No	Name of the item	Qty (Approx.)	Brand Name	Unit Cost	Taxes If any	Total Amount (Incl. Taxes)
1	Envelope 12x10 cloth lined covers with Printing	1000				
2	Envelope 16x12 cloth lined covers with Printing	2000				
3	File covers (printed)	607				
4	File boards (Printed)	853				

5	Envelops (window) 11x5 with printing	3000				
6	Envelops (window) 9x4 with printing	5000				
7	Envelops (Plain) 11x5 with printing	5000				
8	Envelops (Plain) 9x4 with printing	7000				
9	CDs Paper covers (Printed)	220				
10	DVDs Paper covers (Printed)	30				
11	Note sheet pad Books (100 sheets per Book) (80 GSM with both side Left Margin on Full Scape size Paper & Logo printing)-As Per Sample	111				
12	L-folders transparent (Printed)	1148				
13	Khadi 'L' folders (Printed)	294				
14	Scribbling pads small with NIPHM printing (As per sample) Size: 8 ½" x 7 " Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colourbackground Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to	4397				

	back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2019 and back side i.e. 2017 & 2018 year calendar (or) as per requirement					
15	scribbling pads big with NIPHM printing (As per sample) Size: 10 ½” x 8 “ Inner Pages : Inside pages single color 80 GSM Map litho paper ruled sheets with printing of NIPHM logo water colour background Cover page / Title page: Art Card 300 GSM, Multi colour printing with lamination on front and inner side and back inner and outer side i.e multi colour printing on 4 pages (front & back) with glossy lamination – Printing matter photos provided by NIPHM Binding: Spiral binding on left side Total Pages: 40 papers / 80 pages Calendar Printing: Single colour back to back printing of annual calendar on Art Card; 90 GSM (inserted as separate paper in the scribbling pad as first paper) i.e. front side 2019 and back side i.e. 2017 & 2018 year calendar (or) as per requirement	286				

16	Cartridges (NPG-67 Black colour) Canon	20				
17	Cartridges (NPG-67 Megenta colour) Canon	2				
18	Cartridges (NPG-67 Cyan colour) Canon	2				
19	Cartridges (NPG-67 Yellow colour) Canon	2				

- Note:**
1. Items should be delivered at NIPHM.
 2. GST should be indicated clearly.
 3. Prices should be quoted only in Indian rupees.
 4. The quantity of items may be increased or decreased depending on the actual need/requirement of NIPHM.

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

i. 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.
तेलंगाना /Telangana,

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 :

ii. **FORMAT FOR UNDER TAKING**

UNDERTAKING

a. मैं/हम वचन देता हूं /देते हैं कि मैंने/हमने सभी निबंधन एवं शर्तों को सावधानीपूर्वक अध्ययन कर लिया है एवं रावस्वाप्रसं (एनआईपीएचएम) के प्रस्तावित आपूर्ति संबंधी मानदण्डों को समझ लिया है तथा उल्लिखित सभी मानदंडों का अनुपालन करूंगा/करेंगे।
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.

b. मैं/हम यह भी वचन देता हूं/ देते हैं कि मैंने/हमने "दिनांक----- के निविदा के संलग्नक-IIमें उल्लिखित आपूर्ति करने संबंधी मानदण्डों एवं तकनीकी विनिर्देशन विशिष्टि" को समझ लिया है एवं "आपूर्ति संबंधी मानदण्डों एवं विनिर्देशन विशिष्टि" के अनुसार आपूर्ति करूंगा/करेंगे" ।
I/We also undertake that I/We have understood "Parameters and Technical Specifications for making the supplies" mentioned in Annexure-IIof the Tender dated _____ and shall make the supplies strictly as per these "Parameters and Technical Specifications for the supplies".

c. मैं/हमआगेयहभीवचनदेताहूं
/देतेहैंकिइसनिविदामेंसभीसंदर्भोंमेंदी गईसूचनाएंमेरीअधिकतमजानकारीकेअनुसारसहीऔरसत्यहैएवंमैं/
हमइसकेप्रतिपूरीजिम्मेदारीलेताहूं /लेतेहैं।तथाफर्म/कंपनी किसी भी सरकार कार्यालय / मंत्रालय
/ विभाग / पीएसयू / प्रतिष्ठित संगठन और बैंक आदि द्वारा काली सूची में सूचीबद्ध नहीं किया गया है।
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 andthe firm/ Company has not been black listed by any Govt. office/ministry/Department/PSUs/ reputed organization and Banks etc.

दिनांक :
दिनांक)

(कंपनी के मोहर सहित निविदाकार के हस्ताक्षर एवं

Dated at (Dated signature of Bidder with stamp of the firm)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION :

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address **and** mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhraetc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS :

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS :

1) Bidder should log into the e-procure website well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable **and** enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their price bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective price quotes and other details (such as name of the bidder). No other cells should be changed. Once the

Details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.