

**Annexure-I**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(Directorate General of Health Services)**  
**22, Sham Nath Marg, Delhi-110054**  
**Tender Notice No.6-Stores/NCDC/Tender/Animal Diet/2016-17**  
**TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "***No.6-Stores/NCDC/Tender/Animal Diet/2016-17***" are invited from to the National Centre for Disease Control, 22, Sham Nath Marg, Delhi54.
2. The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with the "***No.6-Stores/NCDC/Tender/Animal Diet/2016-17*** and the due date **12.04.2016 (4.00 P.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054.**
4. The bid shall contain no interlineations. Erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
5. Each tenderer is entitled to submit only one tender wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by him will be liable to rejection.
6. The tender must reach this office strictly not later than **12.04.2016 (4.00 P.M.)** & the bid must be received by the address specified & not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.
7. It is the responsibility of the bidders to see that the complete bidding documents, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.
8. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
9. The bidder may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission or bids.
10. No bid may be modified subsequent to the deadline for submission of bids.
11. All Stores should be subject to inspection on receipt and purchaser shall have full discretion to accept or reject. Rejected supply should be removed within 15 days from date of intimation otherwise it will be disposed off in any manner deemed fit by the Institution.

12.The price charged for stores supplied to the Institution or jobs shall in no event exceed the lowest at which the tenderers sells the store to any other person. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC. Delhi-54.

13.If the firm fails to supply the items ordered within 40 days of signing of order, there will be liquidate damage equivalent to 5% of the delivered price of the delayed goods for each month or part of the month until actual delivery of performance upto a maximum of 10% of the delayed goods. The purchaser may consider termination of contract seeing its urgency even without extending the date of delivery.

14.The conditions of the tenderer shall not be binding on this Institute.

15.The successful bidder shall deposit a security deposit of Rs.10,000/- (Rupees ten thousand only) if the cost of Item/items approved is more than Rs.1 Lac.

16.The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.

17.Any firm, who is indulged in illegal bid rigging and cartelization in the recent past and have been penalized / debarred/ blacklisted by any Government Agencies (Central/ State/ Undertaking) will not be considered in the tender. If, at any point of time, it comes to the notice, the said firm's quotation will be cancelled and appropriate action will be taken against the firm.

18. Tenderer must submit the details of firm's Registration number, Date of Birth of the contact person, e-mail ID, Mobile number & Landline number etc. (A copy of prescribed performa is enclosed)

STORES OFFICER  
for Director

**Annexure-111**

**Information required for submitting Tender Enquiry/Quotation for  
National Centre for Disease Control(NCDC), 22 Sham Nath Marg, Delhi-54**

**1.Company Information:**

<b>Company Name*</b>	
<b>Registration Number*</b>	
<b>Registered Address*</b>	
<b>Name of Partners/ Directors*</b>	
<b>Bidder Type*</b>	
<b>City *</b>	
<b>Postal Code*</b>	
<b>Company's Establishment Year *</b>	
<b>Company's Nature of Business *</b>	
<b>Company's Legal status * (Ltd/Undertaking/Joint Venture/Partnership/Others)</b>	
<b>Company Category * (Micro as per MSME/Small as per MSME/Medium as per MSME/Ancillary/Project Affected Person of this company/SSI/Others)</b>	
<b>PAN/TAN No. *</b>	

**2.Contact Person Details**

<b>Title *</b>	
<b>Contact Name *</b>	
<b>Date of Birth (DD/MM/YYYY) *</b>	
<b>Correspondence Email *</b>	
<b>Designation *</b>	
<b>Phone *</b>	
<b>Mobile *</b>	

Create Vendor

Type: Commercial ▼  
PAN Number:   
TIN Number:   
Address1:   
City:   
Country: INDIA ▼  
District: ▼  
Mobile No:   Not Available  
Email:

Name:   
ServiceTaxNo:   
TAN Number:   
Address2:   
Address3:   
State: --Select-- ▼  
Pin Code:   
Phone No:

Bank Details

Bank Name:  Select Bank  
(Enter minimum 4 characters to search Bank)  
Account No:

[ADD BANK DETAILS](#)