

**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/ Group-1 General cleaning /2017-18**

**TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/Group-1/General cleaning Items/2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/ NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.10000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender/ Group-1/General cleaning Items/2017-18**" and the due date **30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054.**
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. 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.

11. No bid may be modified subsequent to the deadline for submission of bids.
12. 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.
13. 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 or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.10000/- (Rupees Ten thousand only)**, if the cost of Item/items approved is more than Rs.1 Lac. This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-1/General cleaning items** in the quoted rates the security deposit will be forfeited. If the cost of approved tender, for one item/items, is less than Rupees One lac, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.
20. 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).
21. The initial period of contract will be for **one year** from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All

disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.

22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.
29. For maximum number of items, wherever possible brands/manufacture name shall be mentioned against the items & authorization to the extent to be attached in the tender to ensure that items are procured from genuine source.
30. Regarding samples, there are certain items where detailed specification can not be provided & hence approval of items will be on the basis of samples to ascertain the indeterminable parameters. However, wherever items are branded & of established make with genuineness of authorization, it shall not require sample. Advance sample from successful bidders will be asked for to ascertain interminable parameter or quality of item, vis a vis reasonability of prices.

STORES OFFICER

**ANNEXURE - II****Group I – Routine items for General cleaning and day-to day work in laboratories:**

<b>S. No.</b>	<b>Name of the Item</b>	<b>Qty. Required</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Wiper	150 No.	One pc.	
2.	Water Bottle (To keep water cool)	20 No.	2Ltr. Capacity	
3.	Towels (Big size)	150 No.	One pc.	
4.	Toilet/Tissue Paper Roll (Standard Pack)	800 Roll	Roll	
5.	Tissue Paper (Standard Pack)	500 Pkt.	Pkt. (2 ply)	
6.	Surf powder	600 Pkt.	Pkt. of 500gm.	
7.	Soap-Case	100 No.	One pc.	
8.	Soap-Carb (Lifebuoy)	1200 No.	One pc.	
9.	Scissor (Small, Medium & Big)	25 each	One pc.	
10.	Savlon antiseptic liquid	50 ltr.	500ml. bottle	
11.	Rubber Band	50 Kg.	500 gm. Pkt.	
12.	Phool Jharoo	500 No.	One pc.	
13.	Phenyl	150 Can	5 Litre Can	
14.	Odonil (50 gm. Pack)	400 No.	50 gm. Pkt.	
15.	Naphthalene Balls (400 gm. Pkt.)	100 Pkt.	400 gm. Pkt.	
16.	Muslin Cloth	50 Mtr.	Meter	
17.	Mops (24"x24")	1500 No.	One pc.	
18.	Liquid Soap (Dettol) 225ml. bott.	150 bott.	225ml. bott.	
19.	Lint Cloth	50 Pkt.	One Roll	
20.	Layermash (Animal Food)	1500 Kg.	Kg,	
21.	Lab. Slippers	50 pair	One pair	
22.	Lab. Coat (Small, Medium, Large, XL)	60 No.	One pc.	
23.	Harpic/Sanifresh	100 Bottle	500ml. Bottle	
24.	Hand Sanitizer	350 Bott.	500ml. Bottle	
25.	Glucose – D	10 Kg.	Pkt. of 500gm.	
26.	Gauge Cloth	50 Pkt.	Pkt. of 500gm.	
27.	Forceps (Diff. sizes) 4/6/8 inch	10 each	One pc.	
28.	Duster	1800 No.	One pc.	
29.	Dustbin With Cover	50 No.	One pc.	
30.	Dry Cell (Torch Cell, big size)	600 No.	One pc.	
31.	Dettol antiseptic solution	75 ltr.	500ml. Bottle	
32.	Cotton Non-Absorbent (I.P.)	200 roll	Roll of 500gm.	
33.	Cotton Absorbent (I.P.)	100 roll	Roll of 500gm.	
34.	Cleaning powder	1000 Pkt.	Pkt of 1 kg.	
35.	Blade	100 Pkt.	Pkt of 5 pc.	
36.	Alluminium Foil (9mtr. Length)	500 No.	One pc.	
37.	Adhesive Tape 4" wide	100 roll	One Roll	

**Annexure-III**

**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>	

**No.6-Stores/NCDC/Annual Tender/Group-2/Office routine items/2017-18**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-Sham Nath Marg, Delhi-110054**

**Dated: 03.05.2017**

To,

M/s. \_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_.

Sir,

Please let this office know if you can supply the tender invited herein for **Office routine items**, if so, please send your quotations giving in full specifications, name of the manufacturer, as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months year may be sent in double cover duly wax sealed and prominently superscribed "**No.6-Stores/NCDC/Annual Tender/ Group-2/Office routine items /2017-18**".

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries MSME must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM**. The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The firms to note that the make/brand, to the extent possible for each item quoted must be indicated. The manufacturer and the authorization certificate shall be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

**Encl:- As above.**

STORE OFFICER  
For Director

## 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/ Group-2/Office routine items/2017-18**

**TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/ Group-2/Office routine items /2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/ NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender/ Group-2/Office routine items/2017-18**" and the **due date 30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054**.
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. 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.

11. No bid may be modified subsequent to the deadline for submission of bids.
12. 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.
13. 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 or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.10000/-** (Rupees Ten thousand only), if the cost of Item/items approved is more than Rs.1 Lac. This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-2/Office routine items** in the quoted rates the security deposit will be forfeited. If the cost of approved tender, for one item/items, is less than Rupees One lac, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.
20. 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).
21. The initial period of contract will be for **one year** from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All



disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.

22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.
29. For maximum number of items, wherever possible brands/manufacture name shall be mentioned against the items & authorization to the extent to be attached in the tender to ensure that items are procured from genuine source.
30. Regarding samples, there are certain items where detailed specification can not be provided & hence approval of items will be on the basis of samples to ascertain the indeterminable parameters. However, wherever items are branded & of established make with genuineness of authorization, it shall not require sample. Advance sample from successful bidders will be asked for to ascertain interminable parameter or quality of item, vis a vis reasonability of prices.

STORES OFFICER

**ANNEXURE - II****Group II – Routine items for Office use:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Candles (400 gm. Packing)	500 Pkt.	Pkt. of 400gm.	
2.	Colin liquid (200ml. bottle)	100 No.	One No.	
3.	Cordless Call-Bell	20 No.	One No.	
4.	Cushion for Chair	25 No.	One No.	
5.	Door Mat (Jute) 3x2 ft.	25 No.	3x2 ft.	
6.	Door Mat (Plastic/Rubber) 3x2 ft.	25 No.	3x2 ft.	
7.	Dustbin	100 No.	One No.	
8.	Electric Kettle (1Ltr. Capa.)	25 No.	One No.	
9.	Emergency Light (rechargeable)	05 No.	One No.	
10.	Extension Board 15amp	15 No.	One No.	
11.	Extension Board 5amp	15 No.	One No.	
12.	Glass Tumbler (200ml. capacity)	800 No.	One No.	
13.	Heat Convector	25 No.	One No.	
14.	Hit/Baygon Spray (200ml. bottle)	100 Bottle	One No.	
15.	Hot Plate (2000W)	10 No.	One No.	
16.	Jug, Plastic (2Ltr. Capacity)	50 No.	One No.	
17.	Lizol (500ml Bottle)	50 No. (for Care-T.)	500ml. bottle	
18.	Lock (55mm)	50 No.	One No.	
19.	Lock (70mm)	50 No.	One No.	
20.	Markin Cloth	250 Mtr.	Meter	
21.	Match Box	600 Pkt.	Pkt. of 10	
22.	Office Bag	05 No.	One No.	
23.	Pencil Cell (AA size)	500 No.	One No.	
24.	Rain-Coat	20 No.	One No.	
25.	Room – Freshener, small size 180ml.	60 No.	One No. (180ml.)	
26.	Room Heater, Double Rod type	25 No.	One No.	
27.	Sealing Wax	350 Pkt.	Pkt.	
28.	Table Glass	Rates to be submitted on per sq. ft. basis. Requirement will be on actual basis.	Per Sq. Ft.	
29.	Table Tops (Reading/writing platform)	10 No.	One No.	
30.	Thermos Flask (1 Ltr. Capacity)	50 No.	One No.	
31.	Torch, 2 Cell	30 No.	One No.	
32.	Torch, 3 Cell	30 No.	One No.	
33.	Umbrella (Big size)	25 No.	One No.	
34.	Wall Clock	20 No.	One No.	
35.	Wooden Ext. Board (with 2 light switch, 2 power switch and 3 core wire (2mtr.) and 3 pin power plug)	25 No.	One No.	

**Annexure-III**

**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>	

**No.6-Stores/NCDC/Annual Tender/Group-3/Routine items for M/T, Seminar hall/2017-18**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-Sham Nath Marg, Delhi-110054**

**Dated: 03.05.2017**

To,

M/s. \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_

Sir,

Please let this office know if you can supply the tender invited herein for ***Routine items for M/T, Seminar hall*** if so, please send your quotations giving in full specifications, name of the manufacturer, as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II. & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months year may be sent in double cover duly wax sealed and prominently superscribed "**No.6-Stores/NCDC/Annual Tender/ Group-3/Routine items for M/T, Seminar hall /2017-18**".

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries MSME must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM**. The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The firms to note that the make/brand, to the extent possible for each item quoted must be indicated. The manufacturer and the authorization certificate shall be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

**Encl:- As above.**

STORE OFFICER  
For Director

**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/ Group-3/Routine items for M/T, Seminar Hall/2017-18**

**TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/ Group-3/Routine items for M/T, Seminar Hall /2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/ NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender/ Group-3/Routine items for M/T, Seminar Hall /2017-18**" and the due date **30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054.**
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. 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.

11. No bid may be modified subsequent to the deadline for submission of bids.
12. 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.
13. 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 or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.10000/-** (Rupees Ten thousand only), if the cost of Item/items approved is more than Rs.1 Lac. This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-3/Routine items for M/T, Seminar Hall** in the quoted rates the security deposit will be forfeited. If the cost of approved tender, for one item/items, is less than Rupees One lac, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.
20. 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).
21. The initial period of contract will be for **one year** from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All

disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.

22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.
29. For maximum number of items, wherever possible brands/manufacture name shall be mentioned against the items & authorization to the extent to be attached in the tender to ensure that items are procured from genuine source.
30. Regarding samples, there are certain items where detailed specification can not be provided & hence approval of items will be on the basis of samples to ascertain the indeterminable parameters. However, wherever items are branded & of established make with genuineness of authorization, it shall not require sample. Advance sample from successful bidders will be asked for to ascertain interminable parameter or quality of item, vis a vis reasonability of prices.

STORES OFFICER

**ANNEXURE - II****Group III – Routine items for Seminar M/T, Halls/Conferences, etc.:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Wiper, Big with brush (wooden)	20 No.	One Pc.	
2.	Tray For Tea (Big size)	20 No.	One Pc.	
3.	Toilet Cleaner/Acid (5L can)	50 can	5 Ltr. Can	
4.	Tea Spoon	10 Doz.	One Pc.	
5.	Tea Set	10 No.	Complete Set with kettle	
6.	Quarter / Half / Full Plate (in bone china)	6 doz. each	Set of 6	
7.	Pvc Pipe Roll (30 Mtr. Roll)	10 roll	Roll of 30mtr.	
8.	Plastic Tub with cover (60 Ltr. Capa.)	10 No.	One pc.	
9.	Mug, Plastic	50 No.	One pc.	
10.	Remote Cell (AAA size)	50 No.	One pc.	
11.	Cup & Plate (set of 6+6)	30 Set	Set of 6+6	
12.	Cob web remover with long stick	25 No.	One pc.	
13.	Bucket, 20Ltr. (Plastic)	100 No.	One pc.	
14.	Brush for Comode (Toilet Brush)	100 No.	One pc.	
15.	Broom Stick (for road cleaning)	120 Kg.	Kg.	
16.	Broom (Nariyal)	250 No.	One pc.	
17.	Brasso liquid (100ml. bottle)	10 No.	100ml.	
18.	Allout Refill	100 No.	One pc.	
19.	Allout Machine	100 No.	One pc.	
20.	Tyres for vehicles (Tata Sumo 'Gold')	08 No.	One pc.	
21.	Tyres for vehicles (Ambassador)	04 No.	One pc.	
22.	Tube for vehicles (Tata Sumo 'Gold')	08 No.	One pc.	
23.	Tube for vehicles (Ambassador)	04 No.	One pc.	
24.	Tubeless Tyres for vehicles (Swift Dzire, Scorpio)	04 No.	One pc.	
25.	Battery for Vehicle (Tata Sumo 'Gold', Ambassador, Swift Dzire, Scorpio)	04 No.	One pc.	
26.	Hot Case (Medium Size)	10 No.	One pc.	
27.	Tea coaster	40 set	Set of 6+6	



**Annexure-III**

**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>	

**No.6-Stores/NCDC/Annual Tender/Group-4/Toners/Cartridges/Comp. accessories/2017-18**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-Sham Nath Marg, Delhi-110054**

**Dated: 03.05.2017**

To,

M/s. \_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_.

Sir,

Please let this office know if you can supply the **Toners/Cartridges/Comp. accessories**, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc. as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently No **No.6-Stores/NCDC/Annual Tender/ Group-4/Toners/Cartridges/Comp. accessories/2017-18**

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MO/DGS&D/NSIC/Small Scale Industries must be accompanied by a bid-security/earnest money of **Rs. 20000/-** in the shape of MICR Bonds/Bank Drafts/Order in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM**. The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The OEM & Sole authorized dealer with authorization certificate from the principal must be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

**Encl:- As above.**

STORE OFFICER  
For Director

**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/Group-4/Toners/Cartridges/Comp.accessories/2017-18  
TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/Group-4/Toners/Cartridges/Comp.accessories/2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/ NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.20000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender Group-4/Toners/Cartridges/Comp. accessories /2017-18**" and the due date **30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054**.
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. 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.
11. No bid may be modified subsequent to the deadline for submission of bids.

12. 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.
13. 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 or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.20000/-** (Rupees Twenty thousand only). This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-4/Toners/Cartridges/Comp. accessories** in the quoted rates the security deposit will be forfeited. If so desired by the firm, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.
20. 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).
21. The initial period of contract will be for **one year** from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.

22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.

STORES OFFICER

**Group IV – Toners/Cartridges/Computer Accessories:**

<b>S. No.</b>	<b>Name of the Item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Toner Printer Cartilage HP Q6001A	04 No.	One Pc.	
2.	Toner Printer Cartilage HP Q6002A	04 No.	One Pc.	
3.	Toner Printer Cartilage HP Q6003A	04 No.	One Pc.	
4.	Toner Printer Cartilage HP Q6000A	04 No.	One Pc.	
5.	Toner HP Color C540A	03 No.	One Pc.	
6.	Toner HP Color C541A	03 No.	One Pc.	
7.	Toner HP Color C542A	03 No.	One Pc.	
8.	Toner HP Color C543A	03 No.	One Pc.	
9.	Toner HP 278A	06 No.	One Pc.	
10.	Toner for HP CB400A	02 No.	One Pc.	
11.	Toner for HP CB401A	02 No.	One Pc.	
12.	Toner for HP CB402A	02 No.	One Pc.	
13.	Toner for HP CB403A	02 No.	One Pc.	
14.	Toner cartridge Q 7551A HP	08 No.	One Pc.	
15.	Toner Cartilage C-388A HP	100 No.	One Pc.	
16.	Toner Cart436A HP	25 No.	One Pc.	
17.	Toner Cart1310 HP	06 No.	One Pc.	
18.	TONER CART HP Cart-5949A	04 No.	One Pc.	
19.	Toner Cart A6657 HP	02 No.	One Pc.	
20.	Toner Cart 9730A HP	03 No.	One Pc.	
21.	Toner Cart 9731A HP	03 No.	One Pc.	
22.	Toner Cart 9732A HP	03 No.	One Pc.	
23.	Toner Cart 9733 A HP	03 No.	One Pc.	
24.	Toner Cart 7115A HP	04 No.	One Pc.	
25.	Toner Cart 6656 HP	02 No.	One Pc.	
26.	Toner Cart 530 A HP	03 No.	One Pc.	
27.	Toner Cart 531 A HP	03 No.	One Pc.	
28.	Toner Cart 532 A HP	03 No.	One Pc.	

29.	Toner Cart 533 A HP	03 No.	One Pc.	
30.	Toner Cart. 3964A HP (Imaging Drum)	01 No.	One Pc.	
31.	Toner Cart 3906f HP	03 No.	One Pc.	
32.	Toner Cart 2624A Q HP	03 No.	One Pc.	
33.	Toner Cart 2612A HP	30 No.	One Pc.	
34.	Toner Cart 255A CE HP	02 No.	One Pc.	
35.	Toner Cart. 4216 Samsung 565 P	10 No.	One Pc.	
36.	Toner Canon-108/308/708	50 No.	One Pc.	
37.	Pen Drive 8GB	50 No.	One Pc.	
38.	Pen Drive 16GB	20 No.	One Pc.	
39.	Mouse for Computer	50 No.	One Pc.	
40.	Keyboard for Computer	50 No.	One Pc.	
41.	DVD/W	50 No.	One Pc.	
42.	DVD/RW	50 No.	One Pc.	
43.	CD-R (individual packing)	100 No.	One Pc.	
44.	CD-RW (individual packing)	100 No.	One Pc.	
45.	Antivirus software for computers	150 No.	Pack of 10	

**Annexure-III**

**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>	



**No.6-Stores/NCDC/Annual Tender/Group-5/Office Stationary items/2017-18**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-Sham Nath Marg, Delhi-110054**

**Dated: 03.05.2017**

To,

M/s. \_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_.

Sir,

Please let this office know if you can supply the **Office Stationary items**, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc. as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently No **No.6-Stores/NCDC/Annual Tender/ Group-5/Office Stationary items /2017-18**

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM.** The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The firms to note that the make/brand, to the extent possible for each item quoted must be indicated. The manufacturer and the authorization certificate shall be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

**Encl:- As above.**

STORE OFFICER  
For Director

**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 Group-5/Office Stationary items /2017-18  
TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/ Group-5/Office Stationary items/2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender/ Group-5/Office Stationary items/2017-18**" and the due date **30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054.**
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. 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 of bids.

11. No bid may be modified subsequent to the deadline for submission of bids.
12. 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.
13. 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 or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.10000/-** (Rupees Ten thousand only), if the cost of Item/items approved is more than Rs.1 Lac. This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-5/Office Stationary items** in the quoted rates the security deposit will be forfeited. If the cost of approved tender, for one item/items is less than Rupees One lac, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.
20. 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).
21. The initial period of contract will be for one year from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory

performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.

22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.
29. For maximum number of items, wherever possible brands/manufacture name shall be mentioned against the items & authorization to the extent to be attached in the tender to ensure that items are procured from genuine source.
30. Regarding samples, there are certain items where detailed specification can not be provided & hence approval of items will be on the basis of samples to ascertain the indeterminable parameters. However, wherever items are branded & of established make with genuineness of authorization, it shall not require sample. Advance sample from successful bidders will be asked for to ascertain interminable parameter or quality of item, vis a vis reasonability of prices.

STORES OFFICER

**Annexure - II****Group V – Office Stationary items:**

<b>Sr.no</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	White Fluid (without diluter)	200 No.	One Pc.	
2.	White board Marker	100 No.	One Pc.	
3.	Twine Balls (for sealing purpose)	500 No.	One Roll	
4.	Tape Dispensor, Big size for 1 inch tape	10 No.	One Pc.	
5.	Tags	100 pkt.	Pkt. of 100	
6.	Stapler Pin (Small)	500 No.	Pkt. of 20x50staples	
7.	Stapler Pin (Med.)	100 No.	Pkt. of 20x50staples	
8.	Stapler Pin (Big)	20 No.	Pkt.of 20x50 staples	
9.	Stapler (Small)	100 No.	One Pc.	
10.	Stapler (Med.)	25 No.	One Pc.	
11.	Stapler (Big Size)	10 No.	One Pc.	
12.	Stamp Pad Ink	20 No.	One Pc.	
13.	Stamp Pad (110x70mm)	50 No.	One Pc.	
14.	Slip Book/ Pad (size - No.33)	1000 No.	One Pc.	
15.	Sketch Pen, set of 12	10 Pkt.	Pkt. of 12	
16.	Sharpner	300 No.	One Pc.	
17.	Scale 12" (Plastic)	100 No.	One Pc.	
18.	Scale 12" (Metal)	50 No.	One Pc.	
19.	Puncher, Single hole	100 No.	One Pc.	
20.	Puncher, Double hole	20 No.	One Pc.	
21.	Plastic Folder (L type)	750 No.	One Pc.	
22.	Pin Cushion	100 No.	One Pc.	
23.	Pilot Pen, 0.5mm pen	300 No.	One Pc.	
24.	Permanent Marker	350 No.	One Pc.	
25.	Pencil	1000 No.	One Pc.	
26.	Pen Stand with four pen	50 No.	One Pc.	
27.	Paper Weight	100 No.	One Pc.	
28.	Paper Tray Plastic	25 No.	One Pc.	
29.	Packing Tape, Big (2 inch x 20 mtr.)	300 No.	One Pc.	
30.	OHP Marker	250 No.	One Pc.	
31.	Note Sheet Pad	400 Pad	One Pc.	
32.	Index/Clip/Record file, 250 page	100 each	One Pc.	
33.	Index/Clip/Record file, 100 page	100 each	One Pc.	
34.	Gum Paste	50 Bottle(750ml)	One Pc.	
35.	Glue Stick	600 No.	One Pc.	
36.	Gel Pen	500 No.	One Pc.	
37.	Eraser	500 No.	One Pc.	
38.	Dak Pad	20 No.	One Pc.	
39.	Dak Box	20 No.	One Pc.	
40.	Clips	100 Pkt.	Pkt. of 50	

41.	Cello Tape Small (1.2cm x 20mtr.)	200 each	One Pc.	
42.	Cello Tape Big (1inch x 20mtr.)	200 each	One Pc.	
43.	Calculator, 12 digit solar powered	25 No.	One Pc.	
44.	Binder clips Big & Small	50 pkt. each	Pkt. of 12	
45.	Ball Pen Refills	1000 No.	One Pc.	
46.	Ball Pen	3000 No.	One Pc.	
47.	All Pin	50 Pkt.	100gm. Pkt.	

### Annexure-III

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 *</b> (Ltd/Undertaking/Joint Venture/Partnership/Others)	
<b>Company Category *</b> (Micro as per MSME/Small as per MSME/Medium as per MSME/Ancillary/Project Affected Person of this company/SSI/Others)	
<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>	

**No.6-Stores/NCDC/Annual Tender/Group-6/Stationary paper items/2017-18**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-Sham Nath Marg, Delhi-110054**

**Dated: 03.05.2017**

To,

M/s. \_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_.

Sir,

Please let this office know if you can supply the **Stationary paper items**, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc. as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently No **No.6-Stores/NCDC/Annual Tender/Group-6/Stationary paper items/2017-18**

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries must be accompanied by a bid-security/earnest money of **Rs.10000/-** in the shape of MICR Bonds/Bank Drafts/Order in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM**. The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The firms to note that the make/brand, to the extent possible for each item quoted must be indicated. The manufacturer and the authorization certificate shall be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

**Encl:- As above.**

STORE OFFICER  
For Director

**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/Group-6/Stationary paper items/2017-18  
TERMS & CONDITIONS AND INSTRUCTIONS**

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/ Group-6/Stationary paper items/2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/ NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.10000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender/ Group-6/Stationary paper items/2017-18**" and the due date **30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054.**
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.



9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. 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 of bids.
11. No bid may be modified subsequent to the deadline for submission of bids.
12. 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.
13. The price charged for stores supplied to the Institution or jobs shall in no event exceed the lowest at which the tenderer sells the store to any other person or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.10,000/-** (Rupees Ten thousand only), if the cost of Item/items approved is more than Rs.1 Lac. This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-6/Stationary paper items** in the quoted rates the security deposit will be forfeited. If the cost of approved tender, for one item/items, is less than Rupees One lac, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.

20. 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).
21. The initial period of contract will be for one year from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.
22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.
29. For maximum number of items, wherever possible brands/manufacture name shall be mentioned against the items & authorization to the extent to be attached in the tender to ensure that items are procured from genuine source.
30. Regarding samples, there are certain items where detailed specification can not be provided & hence approval of items will be on the basis of samples to ascertain the indeterminable parameters. However, wherever items are branded & of established make with genuineness of authorization, it shall not require sample. Advance sample from successful bidders will be asked for to ascertain interminable parameter or quality of item, vis a vis reasonability of prices.

STORES OFFICER

**Annexure - II**

**Group VI – Stationary Paper items:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Photocopy Paper – A4 size	1800 ream	Ream of 500	
2.	Photocopy Paper – A3 size	10 ream	Ream of 500	
3.	Photocopy Paper – Legal size	50 ream	Ream of 500	
4.	Ruled Paper	20 Pkt.	Ream of 500	
5.	Carbon Paper	25 Pkt.	Pkt. of 100	
6.	Flags	250 Pkt.	Pkt. of 150	
7.	Paste It Pad, Big	100 No.	Pkt. of 100	
8.	paste it pads, small (76x76mm)	200 No.	Pkt. of 100	

**Annexure-III**

**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>	

**No.6-Stores/NCDC/Annual Tender/Group-7/ Specialised stationary items/2017-18**  
**Government of India**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-Sham Nath Marg, Delhi-110054**

**Dated: 03.05.2017**

To,

M/s. \_\_\_\_\_,

\_\_\_\_\_,

\_\_\_\_\_,

Sir,

Please let this office know if you can supply **Specialised stationary**, if so, please send your quotations giving in full specifications, name of the manufacturer, catalogue etc. as per the terms & conditions of this Institute at Annexure-I. Details of items are at Annexure-II & Details of firm submitted along with tender Annexure III.

The quotation which could remain valid for at least 6 months may be sent in double cover duly wax sealed and prominently No **No.6-Stores/NCDC/Annual Tender/ Group-7/ Specialised stationary items /2017-18**

All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above with valid registration proof) will be considered as non-responsive.

It should be addressed to The Chairperson, Purchase Committee, NCDC, Delhi-110054 and should reach this office strictly not later than **30.5.2017 till 11.30 AM.** The quotations which are not received duly sealed, mentioning this office letter number and after last date of receiving, will not be accepted. The said tender will be **opened on the same day at 12.15 P.M.** Sales Tax Registration Certificate should also be enclosed with the quotation. The firm has to ensure that sealed quotations have been put in Tender Box/ kept in Stores Section after making proper entry in register. If the said items are proprietary in nature, the firm is required to furnish the proprietary certificate alongwith the quotation to the effect that no other firm is manufacturing these in the whole world and letter of sole distributor/authorization. The firms to note that the make/brand, to the extent possible for each item quoted must be indicated. The manufacturer and the authorization certificate shall be enclosed for all the items quoted failing which the quotation will not be considered.

Yours faithfully,

**Encl:- As above.**

STOREOFFICER  
For Director

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/Group-7/Specialized Stationary items/2017-18  
TERMS & CONDITIONS AND INSTRUCTIONS

1. Sealed tender superscribed "**No.6-Stores/NCDC/Tender/Group-7/Specialised Stationary items/2017-18**" are invited from the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54.
2. All tenders from tenderer, who are not registered with the MOH&FW/DGHS/MSO/DGS&D/NSIC/Small Scale Industries/MSME, must be accompanied by a bid-security/earnest money of **Rs.5000/-** in the shape of MICR Bonds/Bank Drafts/Order/FD, in favour of Director, NCDC, 22-Sham Nath Marg, Delhi-54. Tender submitted without Earnest Money (except for the condition mentioned above and without valid registration proof) will be considered as non-responsive.
3. 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.
4. The tender is to be submitted along with duly signed Terms & Conditions in a sealed cover which must be clearly marked with "**No.6-Stores/NCDC/Tender/ Group-7/Specialised Stationary items/2017-18**" and the due date **30.05.2017(upto 11.30 A.M.)**. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-110054**.
5. 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.
6. Each tenderer is entitled to submit only one tender in a group wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by a firm, it will be liable to rejection.
7. The tender must reach this office strictly not later than **30.05.2017(upto 11.30 A.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.
8. 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.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.

10. 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 of bids.
11. No bid may be modified subsequent to the deadline for submission of bids.
12. 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.
13. 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 or institute. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC, Delhi-54.
14. If the firm fails to supply the items ordered within 30 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 items 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.
15. The successful bidder shall deposit a Performance security deposit of **Rs.10000/-** (Rupees Ten thousand only), if the cost of Item/items approved is more than Rs.1 Lac. This security should be in the form of Bank Guarantee or original papers of FDR of a Scheduled commercial Bank and valid for one year. The Bank Guarantee shall be in favour of Director, NCDC. This formality should be completed before 1<sup>st</sup> payment is made through pre-receipted bills. In the event of denial by the firm to supply **Group-7/Specialised stationary items** in the quoted rates the security deposit will be forfeited. If the cost of approved tender, for one item/items, is less than Rupees One lac, then Security deposit/EMD, will be kept as Performance Security. On the performance and completion of the contract as per the terms and conditions, the performance security will be returned to the Firm/Agency without any interest.
16. The Institute reserves the right to forfeit security deposit of a firm, if the firm fails to execute the supply order.
17. The firm should not have any reservation on the quantity of items ordered in a supply order. Items should be supplied to this Department within the time schedule mentioned in the Supply Order, failing which the action on the part of the Agency/firm will be treated as violation of terms and condition and action as deemed fit will be initiated by the Department.
18. **Tolerance clause:** The Purchaser reserves the right at the time of Contract to increase or decrease by upto 25 percent of the quantity of goods originally specified in the requirement, without any change in unit price or other items and conditions.
19. 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.

20. 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).
21. The initial period of contract will be for one year from the date of award of contract. The contract can further be extended after the expiry of one year, subject to the satisfactory performance of the firm. The Govt. of India will have the exclusive rights to cancel the agreement at any time during the currency of the contract, without assigning any reasons whatsoever and without any compensation to the firm. The decision of the competent authority in this context shall be final and binding on the firm. All disputes arising out of or in connection with the contract shall be settled by the sole arbitration of the competent authority in this behalf.
22. The Agency/firm should have PAN/TIN Number and should submit vat/sales tax registration certificate in the absence of which tender may not be entertained.
23. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the competent authority. In such case apart from forfeiture of performance security action as deemed fit can be initiated by this Department.
24. For dispute, if any, arising during the currency of contract the jurisdiction will be Delhi/New Delhi only.
25. No advance payment will be made for supply of goods. Payments will only be released after submission of pre receipted bills and satisfactory receipt of items.
26. Each page of the tender documents should be signed by the authorized signatory of the firm and it shall be properly numbered.
27. The Agency/Firm so selected will not deny the supply of the items during the period of tender. Rates should be valid for a period of one year after finalization of tender and no escalation of rates will be accepted during the currency of contract.
28. The conditions of the tenderer shall not be binding on this Institute.
29. For maximum number of items, wherever possible brands/manufacture name shall be mentioned against the items & authorization to the extent to be attached in the tender to ensure that items are procured from genuine source.
30. Regarding samples, there are certain items where detailed specification can not be provided & hence approval of items will be on the basis of samples to ascertain the indeterminable parameters. However, wherever items are branded & of established make with genuineness of authorization, it shall not require sample. Advance sample from successful bidders will be asked for to ascertain interminable parameter or quality of item, vis a vis reasonability of prices.

STORES OFFICER



**Annexure - II****Group VII – Specialised Stationary items for Accounts/Budgeting:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Acquittance Roll, GAR 24	10 No.	Register 4Qr.	
2.	Bill Register (GAR-7)	05 No.	Register 4Qr.	
3.	Bin Card (Yellow, A4 Sheet)	3000 No.	One pc.	
4.	Cash Book	01 No.	One pc.	
5.	Contingent Bill Register	05 No.	Register, 400 Page	
6.	D I Sheet	25 Pad	Pad of 100	
7.	Diary Register	25 No.	Register 10 Qr.	
8.	Dispatch Register	25 No.	Register 10 Qr.	
9.	Envelopes 9" X 5"	2000 No.	One Pc.	
10.	Envelopes A4 Size	3000 No.	One Pc.	
11.	Envelopes Cloth (File Size)	2000 No.	One Pc.	
12.	Envelopes Se – 5	3000 No.	One Pc.	
13.	Envelopes Se – 6	3000 No.	One Pc.	
14.	Envelopes Se – 7	3000 No.	One Pc.	
15.	Envelopes Se – 8	3000 No.	One Pc.	
16.	File Board with Binder	500 No.	One Pc.	
17.	File Cover	7500 No.	One Pc.	
18.	File Flapper	6500 No.	One Pc.	
19.	File Movement Register	25 No.	Register 10 Qr.	
20.	Fully Vouched Contingency Bill Form	10 Pad	Pad of 100	
21.	G.P.F Ledger	05 No.	Ledger 400 Page	
22.	GAR-6 Forms (Receipt Book)	10 Pad	Pad of 100	
23.	GPF Advance Form (Bill Form) GAR42	10 Pad	Pad of 100	
24.	Highlighter Pen (Camlin or equivalent make)	250 No.	One Pc.	
25.	INCOME TAX FORM NO.16	05 Pad	Pad of 100	
26.	Log Book for Motor Transport	20 No.	8 Qr. Register	
27.	Packing Paper (Brown Paper)	2000 No.	One pc.	
28.	Pay bill Register (GAR-17)	04 No.	Register 150 page	
29.	Pay bill Register (GAR-17)	04 No.	Register 200 page	
30.	Pay Bill Form (Outer)	05 Pad	Pad of 100	
31.	Pay Bill Form (Inner)	05 Pad	Pad of 100	
32.	Peon Book	25 No.	One Pc.	
33.	Register (1 Qr.)	200 No.	One pc.	
34.	Register (2 Qr.)	200 No.	One pc.	
35.	Register (4 Qr.)	200 No.	One pc.	
36.	Register (8 Qr.)	50 No.	One pc.	
37.	Register (2 Qr.) Leather/ hard Binding	20 No.	One pc.	

38.	Register (4 Qr.) Leather/ hard Binding	20 No.	One pc.	
39.	Register (6 Qr.) Leather/ hard Binding	20 No.	One pc.	
40.	Register (8 Qr.) Leather/ hard Binding	20 No.	One pc.	
41.	Register (10 Qr.) Leather/ hard Binding	20 No.	One pc.	
42.	Register (TA/LTC)	05 No.	Register 200 page	
43.	Service Book with leave account (hard bound)	200 No.	200 page	
44.	Stock ledger Register (200, page)	20 No.	200 page	
45.	Stock ledger Register (400 page)	2 No.	400 page	
46.	Stock ledger Register (800 page)	1 No.	800 page	
47.	T.A Bill Form ( LTC) Pad	05 Pad	Pad of 100	
48.	T.A Bill Form ( Transfer)	05 Pad	Pad of 100	
49.	TA Bill form for Tour (GAR-14A)	20 Pad	Pad of 100	
50.	Tr-6 ( Reciept Book)	05 Pad	Pad of 100	
51.	Tr-6 Challan Form	05 Pad	Pad of 100	
52.	Valuable Register	02 No.	200 page	
53.	Visitor Register	10 No.	200 page	
54.	DD/Cheque Issue Register	04 No.	200 page	
55.	Exchange Order Book	05 Pad	Pad of 100	
56.	LPC Pad	02 Pad	Pad of 100	
57.	Leave A/C Form (loose)	200 Pad	Pad of 100	
58.	Flip Chart	10 Roll	One pc.	

### Annexure-III

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 *</b> (Ltd/Undertaking/Joint Venture/Partnership/Others)	
<b>Company Category *</b> (Micro as per MSME/Small as per MSME/Medium as per MSME/Ancillary/Project Affected Person of this company/SSI/Others)	
<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>	

**ANNEXURE - II**

**Group I – Routine items for General cleaning and day-to day work in laboratories:**

<b>S. No.</b>	<b>Name of the Item</b>	<b>Qty. Required</b>	<b>Unit</b>	<b>Unit cost</b>
38.	Adhesive Tape 4" wide	100 roll	One Roll	
39.	Alluminium Foil (9mtr. Length)	500 No.	One pc.	

40.	Blade	100 Pkt.	Pkt of 5 pc.	
41.	Cleaning powder	1000 Pkt.	Pkt of 1 kg.	
42.	Cotton Absorbent (I.P.).	100 roll	Roll of 500gm.	
43.	Cotton Non-Absorbent (I.P.)	200 roll	Roll of 500gm.	
44.	Dettol antiseptic solution (500ml. bottle)	75 ltr.	500ml. Bottle	
45.	Dry Cell (Torch Cell, big size)	600 No.	One pc.	
46.	Dustbin With Cover	50 No.	One pc.	
47.	Duster	1800 No.	One pc.	
48.	Forceps (Diff. sizes) 4/6/8 inch	10 each	One pc.	
49.	Gauge Cloth	50 Pkt.	Pkt. of 500gm.	
50.	Glucose – D	10 Kg.	Pkt. of 500gm.	
51.	Hand Sanitizer	350 Bott.	500ml. Bottle	
52.	Harpic/Sanifresh	100 Bottle	500ml. Bottle	
53.	Lab. Coat (Small, Medium, Large, XL)	60 No.	One pc.	
54.	Lab. Slippers	50 pair	One pair	
55.	Layermash (Animal Food)	1500 Kg.	Kg,	
56.	Lint Cloth	50 Pkt.	One Roll	
57.	Liquid Soap (Dettol) 225ml. bott.	150 bott.	225ml. bott.	
58.	Mops (24"x24")	1500 No.	One pc.	
59.	Muslin Cloth	50 Mtr.	Meter	
60.	Naphthalene Balls (400 gm. Pkt.)	100 Pkt.	400 gm. Pkt.	
61.	Odonil (50 gm. Pack)	400 No.	50 gm. Pkt.	
62.	Phenyl	150 Can	5 Litre Can	
63.	Phool Jharoo	500 No.	One pc.	
64.	Rubber Band	50 Kg.	500 gm. Pkt.	
65.	Savlon antiseptic liquid	50 ltr.	500ml. bottle	
66.	Scissor (Small, Medium & Big)	25 each	One pc.	
67.	Soap-Carb (Lifebuoy)	1200 No.	One pc.	
68.	Soap-Case	100 No.	One pc.	
69.	Surf powder	600 Pkt.	Pkt. of 500gm.	
70.	Tissue Paper (Standard Pack)	500 Pkt.	Pkt. (2 ply)	
71.	Toilet/Tissue Paper Roll (Standard Pack)	800 Roll	Roll	
72.	Towels (Big size)	150 No.	One pc.	
73.	Water Bottle (To keep water cool)	20 No.	2Ltr. Capacity	
74.	Wiper	150 No.	One pc.	

**ANNEXURE - II****Group II – Routine items for Office use:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
36.	Wooden Ext. Board (with 2 light switch, 2 power switch and 3 core wire (2mtr.) and 3 pin power plug)	25 No.	One No.	
37.	Wall Clock	20 No.	One No.	
38.	Umbrella (Big size)	25 No.	One No.	
39.	Torch, 2 Cell	30 No.	One No.	
40.	Torch, 3 Cell	30 No.	One No.	
41.	Thermos Flask (1 Ltr. Capacity)	50 No.	One No.	
42.	Table Tops (Reading/writing platform)	10 No.	One No.	
43.	Table Glass	Rates to be submitted on per sq. ft. basis. Requirement will be on actual basis.	Per Sq. Ft.	
44.	Sealing Wax	350 Pkt.	Pkt.	
45.	Room Heater, Double Rod type	25 No.	One No.	
46.	Room – Freshener, small size 180ml.	60 No.	One No. (180ml.)	
47.	Rain-Coat	20 No.	One No.	
48.	Pencil Cell (AA size)	500 No.	One No.	
49.	Office Bag	05 No.	One No.	
50.	Match Box	600 Pkt.	Pkt. of 10	
51.	Markin Cloth	250 Mtr.	Meter	
52.	Lock (70mm)	50 No.	One No.	
53.	Lock (55mm)	50 No.	One No.	
54.	Lizol (500ml Bottle)	50 No. (for Care-T.)	500ml. bott.	
55.	Jug, Plastic (2Ltr. Capacity)	50 No.	One No.	
56.	Hit/Baygon Spray (200ml. bottle)	100 Bottle	One No.	
57.	Glass Tumbler (200ml. capacity)	800 No.	One No.	
58.	Extn. Board 5amp	15 No.	One No.	
59.	Extn. Board 15 amp.	15 No.	One No.	
60.	Emergency Light (rechargeable)	05 No.	One No.	
61.	Electric Kettle (1Ltr. Capa.)	25 No.	One No.	
62.	Dustbin	100 No.	One No.	
63.	Door Mat (Plastic/Rubber) 3x2 ft.	25 No.	3x2 ft.	
64.	Door Mat (Jute) 3x2 ft.	25 No.	3x2 ft.	
65.	Cushion for Chair	25 No.	One No.	
66.	Cordless Call-Bell	20 No.	One No.	
67.	Colin liquid (200ml. bottle)	100 No.	One No.	
68.	Candles (400 gm. Packing)	500 Pkt.	Pkt. of 400gm.	
69.	Hot Plate (2000W)	10 No.	One No.	

**ANNEXURE - II****Group III – Routine items for Seminar M/T, Halls/Conferences, etc.:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
28.	Wiper, Big with brush (wooden)	20 No.	One Pc.	
29.	Tray For Tea (Big size)	20 No.	One Pc.	
30.	Toilet Cleaner/Acid (5L can)	50 can	5 Ltr. Can	
31.	Tea Spoon	10 Doz.	One Pc.	
32.	Tea Set	10 No.	Complete Set with kettle	
33.	Quarter / Half / Full Plate (in bone china)	6 doz. each	Set of 6	
34.	Pvc Pipe Roll (30 Mtr. Roll)	10 roll	Roll of 30mtr.	
35.	Plastic Tub with cover (60 Ltr. Capa.)	10 No.	One pc.	
36.	Mug, Plastic	50 No.	One pc.	
37.	Remote Cell (AAA size)	50 No.	One pc.	
38.	Cup & Plate (set of 6+6)	30 Set	Set of 6+6	
39.	Cob web remover with long stick	25 No.	One pc.	
40.	Bucket, 20Ltr. (Plastic)	100 No.	One pc.	
41.	Brush for Comode (Toilet Brush)	100 No.	One pc.	
42.	Broom Stick (for road cleaning)	120 Kg.	Kg.	
43.	Broom (Nariyal)	250 No.	One pc.	
44.	Brasso liquid (100ml. bottle)	10 No.	100ml.	
45.	Allout Refill	100 No.	One pc.	
46.	Allout Machine	100 No.	One pc.	
47.	Tyres for vehicles (Tata Sumo 'Gold')	08 No.	One pc.	
48.	Tyres for vehicles (Ambassador)	04 No.	One pc.	
49.	Tube for vehicles (Tata Sumo 'Gold')	08 No.	One pc.	
50.	Tube for vehicles (Ambassador)	04 No.	One pc.	
51.	Tubeless Tyres for vehicles (Swift Dzire, Scorpio)	04 No.	One pc.	
52.	Battery for Vehicle (Tata Sumo 'Gold', Ambassador, Swift Dzire, Scorpio)	04 No.	One pc.	
53.	Hot Case (Medium Size)	10 No.	One pc.	
54.	Tea coaster	40 set	Set of 6+6	

**ANNEXURE – II**

**Group IV – Toners/Cartridges/Computer Accessories:**

<b>S. No.</b>	<b>Name of the Item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
46.	Toner Printer Cartilage HP Q6001A	04 No.	One Pc.	
47.	Toner Printer Cartilage HP Q6002A	04 No.	One Pc.	
48.	Toner Printer Cartilage HP Q6003A	04 No.	One Pc.	
49.	Toner Printer Cartilage HP Q6000A	04 No.	One Pc.	
50.	Toner HP Color C540A	03 No.	One Pc.	
51.	Toner HP Color C541A	03 No.	One Pc.	
52.	Toner HP Color C542A	03 No.	One Pc.	
53.	Toner HP Color C543A	03 No.	One Pc.	
54.	Toner HP 278A	06 No.	One Pc.	
55.	Toner for HP CB400A	02 No.	One Pc.	
56.	Toner for HP CB401A	02 No.	One Pc.	
57.	Toner for HP CB402A	02 No.	One Pc.	
58.	Toner for HP CB403A	02 No.	One Pc.	
59.	Toner cartridge Q 7551A HP	08 No.	One Pc.	
60.	Toner Cartilage C-388a HP	100 No.	One Pc.	
61.	Toner Cart436 A HP	25 No.	One Pc.	
62.	Toner Cart1310 HP	06 No.	One Pc.	
63.	Toner Cart. 4216 Samsung 565 P	10 No.	One Pc.	
64.	TONER CART HP CART-5949a	04 No.	One Pc.	
65.	Toner Cart A6657 HP	02 No.	One Pc.	
66.	Toner Cart 9730 A	03 No.	One Pc.	
67.	Toner Cart 9731 A	03 No.	One Pc.	
68.	Toner Cart 9732 A	03 No.	One Pc.	
69.	Toner Cart 9733 A	03 No.	One Pc.	
70.	Toner Cart 7115a HP	04 No.	One Pc.	
71.	Toner Cart 6656 HP	02 No.	One Pc.	
72.	Toner Cart 530 A	03 No.	One Pc.	



73.	Toner Cart 531 A	03 No.	One Pc.	
74.	Toner Cart 532 A	03 No.	One Pc.	
75.	Toner Cart 533 A	03 No.	One Pc.	
76.	TONER CART 3964A IMAGING DRUM HP	01 No.	One Pc.	
77.	Toner Cart 3906f HP	03 No.	One Pc.	
78.	Toner Cart 2624A Q HP	03 No.	One Pc.	
79.	Toner Cart 2612a HP	30 No.	One Pc.	
80.	Toner Cart 255A CE HP	02 No.	One Pc.	
81.	Toner Canon-108/308/708	50 No.	One Pc.	
82.	Pen Drive 8GB	50 No.	One Pc.	
83.	Pen Drive 16GB	20 No.	One Pc.	
84.	Mouse for Computer	50 No.	One Pc.	
85.	Keyboard for Computer	50 No.	One Pc.	
86.	DVD/W	50 No.	One Pc.	
87.	DVD/RW	50 No.	One Pc.	
88.	CD-R (individual packing)	100 No.	One Pc.	
89.	CD-RW (individual packing)	100 No.	One Pc.	

**ANNEXURE – II****Group V – Office Stationary items:**

<b>S. No</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	White Fluid (without diluter)	200 No.	One Pc.	
2.	White board Marker	100 No.	One Pc.	
3.	Twine Balls (for sealing purpose)	500 No.	One Roll	
4.	Tape Dispensor, Big size for 1 inch tape	10 No.	One Pc.	
5.	Tags	100 pkt.	Pkt. of 100	
6.	Stapler Pin (Small)	500 No.	Pkt. of 20x50 staples	
7.	Stapler Pin (Med.)	100 No.	Pkt. of 20x50 staples	
8.	Stapler Pin (Big)	20 No.	Pkt. of 20x50 staples	
9.	Stapler (Small)	100 No.	One Pc.	
10.	Stapler (Med.)	25 No.	One Pc.	
11.	Stapler (Big Size)	10 No.	One Pc.	
12.	Stamp Pad Ink	20 No.	One Pc.	
13.	Stamp Pad (110x70mm)	50 No.	One Pc.	
14.	Slip Book/ Pad (size - No.33)	1000 No.	One Pc.	
15.	Sketch Pen, set of 12	10 Pkt.	Pkt. of 12	
16.	Sharpner	300 No.	One Pc.	
17.	Scale 12" (Plastic)	100 No.	One Pc.	
18.	Scale 12" (Metal)	50 No.	One Pc.	
19.	Puncher, Single hole	100 No.	One Pc.	
20.	Puncher, Double hole	20 No.	One Pc.	
21.	Plastic Folder (L type)	750 No.	One Pc.	
22.	Pin Cushion	100 No.	One Pc.	
23.	Pilot Pen, 0.5mm pen	300 No.	One Pc.	
24.	Permanent Marker	350 No.	One Pc.	
25.	Pencil	1000 No.	One Pc.	
26.	Pen Stand with four pen	50 No.	One Pc.	
27.	Paper Weight	100 No.	One Pc.	
28.	Paper Tray Plastic	25 No.	One Pc.	

29.	Packing Tape, Big (2 inch x 20 mtr.)	300 No.	One Pc.	
30.	OHP Marker	250 No.	One Pc.	
31.	Note Sheet Pad	400 Pad	One Pc.	
32.	Index/Clip/Record file, 250 page	100 each	One Pc.	
33.	Index/Clip/Record file, 100 page	100 each	One Pc.	
34.	Gum Paste	50Bottle(750ml)	One Pc.	
35.	Glue Stick	600 No.	One Pc.	
36.	Gel Pen	500 No.	One Pc.	
37.	Eraser	500 No.	One Pc.	
38.	Dak Pad	20 No.	One Pc.	
39.	Dak Box	20 No.	One Pc.	
40.	Clips	100 Pkt.	Pkt. of 50	
41.	Cello Tape Small (1.2cm x 20mtr.)	200 each	One Pc.	
42.	Cello Tape Big (1inch x 20mtr.)	200 each	One Pc.	
43.	Calculator, 12 digit solar powered	25 No.	One Pc.	
44.	Binder clips Big & Small	50 pkt. each	Pkt. of 12	
45.	Ball Pen Refills	1000 No.	One Pc.	
46.	Ball Pen	3000 No.	One Pc.	
47.	All Pin	50 Pkt.	100gm. Pkt.	

**Annexure - II**

**Group VI – Stationary Paper items:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Photocopy Paper – A4 size	1800 ream	Ream of 500	
2.	Photocopy Paper – A3 size	10 ream	Ream of 500	
3.	Photocopy Paper – Legal size	50 ream	Ream of 500	
4.	Ruled Paper	20 Pkt.	Ream of 500	
5.	Carbon Paper	25 Pkt.	Pkt. of 100	
6.	Flags	250 Pkt.	Pkt. of 150	
7.	Paste It Pad, Big	100 No.	Pkt. of 100	
8.	paste it pads, small (76x76mm)	200 No.	Pkt. of 100	

**Annexure - II****Group VII – Specialised Stationary items for Accounts/Budgeting:**

<b>S. No.</b>	<b>Name of the item</b>	<b>Tentative Annual Consumption</b>	<b>Unit</b>	<b>Unit cost</b>
1.	Acquittance Roll, GAR 24	10 No.	Register 4Qr.	
2.	Bill Register (GAR-7)	05 No.	Register 4Qr.	
3.	Bin Card (Yellow, A4 Sheet)	3000 No.	One pc.	
4.	Cash Book	01 No.	One pc.	
5.	Contingent Bill Register	05 No.	Register, 400 Page	
6.	D I Sheet	25 Pad	Pad of 100	
7.	Diary Register	25 No.	Register 10 Qr.	
8.	Dispatch Register	25 No.	Register 10 Qr.	
9.	Envelopes 9" X 5"	2000 No.	One Pc.	
10.	Envelopes A4 Size	3000 No.	One Pc.	
11.	Envelopes Cloth (File Size)	2000 No.	One Pc.	
12.	Envelopes Se – 5	3000 No.	One Pc.	
13.	Envelopes Se – 6	3000 No.	One Pc.	
14.	Envelopes Se – 7	3000 No.	One Pc.	
15.	Envelopes Se – 8	3000 No.	One Pc.	
16.	File Board with Binder	500 No.	One Pc.	
17.	File Cover	7500 No.	One Pc.	
18.	File Flapper	6500 No.	One Pc.	
19.	File Movement Register	25 No.	Register 10 Qr.	
20.	Fully Vouched Contingency Bill Form	10 Pad	Pad of 100	
21.	G.P.F Ledger	05 No.	Ledger 400 Page	
22.	GAR-6 Forms (Receipt Book)	10 Pad	Pad of 100	
23.	GPF Advance Form (Bill Form) GAR42	10 Pad	Pad of 100	
24.	Highlighter Pen (Camlin or equivalent)	250 No.	One Pc.	

	make)			
25.	INCOME TAX FORM NO.16	05 Pad	Pad of 100	
26.	Log Book for Motor Transport	20 No.	8 Qr. Register	
27.	Packing Paper (Brown Paper)	2000 No.	One pc.	
28.	Pay bill Register (GAR-17)	04 No.	Register 150 page	
29.	Pay bill Register (GAR-17)	04 No.	Register 200 page	
30.	Pay Bill Form (Outer)	05 Pad	Pad of 100	
31.	Pay Bill Form (Inner)	05 Pad	Pad of 100	
32.	Peon Book	25 No.	One Pc.	
33.	Register (1 Qr.)	200 No.	One pc.	
34.	Register (2 Qr.)	200 No.	One pc.	
35.	Register (4 Qr.)	200 No.	One pc.	
36.	Register (8 Qr.)	50 No.	One pc.	
37.	Register (2 Qr.) Leather/ hard Binding	20 No.	One pc.	
38.	Register (4 Qr.) Leather/ hard Binding	20 No.	One pc.	
39.	Register (6 Qr.) Leather/ hard Binding	20 No.	One pc.	
40.	Register (8 Qr.) Leather/ hard Binding	20 No.	One pc.	
41.	Register (10 Qr.) Leather/ hard Binding	20 No.	One pc.	
42.	Register (TA/LTC)	05 No.	Register 200 page	
43.	Service Book with leave account (hard bound)	200 No.	200 page	
44.	Stock ledger Register (200, page)	20 No.	200 page	
45.	Stock ledger Register (400 page)	2 No.	400 page	
46.	Stock ledger Register (800 page)	1 No.	800 page	
47.	T.A Bill Form ( LTC) Pad	05 Pad	Pad of 100	
48.	T.A Bill Form ( Transfer)	05 Pad	Pad of 100	
49.	TA Bill form for Tour (GAR-14A)	20 Pad	Pad of 100	
50.	Tr-6 ( Reciept Book)	05 Pad	Pad of 100	
51.	Tr-6 Challan Form	05 Pad	Pad of 100	
52.	Valuable Register	02 No.	200 page	
53.	Visitor Register	10 No.	200 page	
54.	DD/Cheque Issue Register	04 No.	200 page	

55.	Exchange Order Book	05 Pad	Pad of 100	
56.	LPC Pad	02 Pad	Pad of 100	
57.	Leave A/C Form (loose)	200 Pad	Pad of 100	
58.	Flip Chart	10 Roll	One pc.	