



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
ICAR RESEARCH COMPLEX FOR N. E. H REGION  
UMROI ROAD, UMIAM, MEGHALAYA-793 103



No.RC(S)95/2014

Dated Uiam the 16<sup>th</sup> November 2015

**OPEN TENDER**

Sealed Tender bids are re-invited from the reputed Registered firms/manufacturers/authorized dealers by ICAR Research Complex for N.E.H. Region, Uiam, Umroi Road, 793103, Meghalaya for purchase of Stationery Items. The Detail specifications and terms & conditions etc. are given below:-

1. Cost of Tender paper **Rs. 500.00**(Rupees Five Hundred) only, (Non Refundable) to be deposited in favour of the Director, ICAR Research Complex for NEH Region, Uiam, by means of Bank Draft/Banker's Cheque, etc. payable at SBI, ICAR Complex Branch, Uiam. Non submission of the cost of tender paper shall lead to non consideration of the tender.
2. The envelope containing the quotation should be superscribed as: **Tender No.RC(S)95/2014 dated 16<sup>th</sup> November, 2015 for supply of miscellaneous stationery items for I.C.A.R RESEARCH COMPLEX, UMIAM**" and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". The Bidding Firm should give their complete address on the bottom left corner of the Main Cover. **The Cost of the Tender as well as the Earnest Money along with all other Technical Details of the items should be mandatory kept in the Technical Bid only.**
3. Quotation should be in the form of two bids viz. **(A). Technical Bid** consisting of Tender Cost, EMD & all technical details like earlier supplied experience, catalogue, literature, authorization letter, dealership certificate price list (if any), up-to-date VAT/CST, Sale Tax, Income Tax Certificates, valid Tax clearance certificate, detailed specifications, model and make, etc., alongwith commercial terms & conditions and **(B). Financial bid** indicating item wise prices for the items mention in the technical bid, their detailed break -ups, etc. Both the bids should mandatory be kept in two separate envelope. Financial bids of technically acceptable offers would be considered for further evolution and analysis. These two envelopes should be kept in a single main cover/envelope and should be sent by Registered Post. Tenders to be hand delivered should be put in the Tender box, kept in the CAO's Chamber of the ICAR Research Complex for NEH Region, Uiam, Meghalaya-793103 not later than **12:30 P.M. on 7<sup>th</sup> December, 2015**. "Failure to comply this instruction shall lead to non-consideration of the bid".
4. The rates should be quoted for each item separately per dozen/per piece etc., as the case may be as per specification brand etc., shown in the list of stationery items. Sample of the quoted items should be produced at the time of submitting quotations, failing which the bids are liable to be cancelled.
5. **The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest and the total amount should be quoted both in figures and in words.**
6. **Supplier are also requested to quote all the rates item wise alongwith samples etc. in the time of quotation which will later be verified by the Committee in due course. None need not apply who does not quote all the rates of all the items.**
7. The supply should be made FOR Uiam, and no extra charges will be borne by the office in case of damage done during transportation of items.
8. The rates quoted must be valid for a period of 01 (one) year from the date of acceptance of the quotation.
9. The supply should be completed within 15 (fifteen) days from the date of issue of supply order.
10. The payment will be made on actual delivery of the articles in good condition. No advance payment will be made in any circumstances.
11. Prices quoted by the tenderer should be inclusive of all taxes and charges etc.
12. No enhanced rate at the time of supply of the articles will be entertained.

13. The bidders should deposit an earnest money of **Rs.5000/-** (Rupees five thousand) deposited in favour of the Director, ICAR Research Complex for NEH Region, Umiam by means of Bank Draft/Banker's Cheque, etc. payable at SBI, ICAR Complex Branch, failing which the bids are liable to be rejected.
14. The successful Bidder, upon receipt of the Award for supply, shall have to enter into an Agreement with the Institute, He shall also have to deposit a sum of **Rs.15,000/-** (Rupees fifteen thousand) only in the form of Demand Draft/Bank guarantee, valid for atleast 1 (one) year, drawn in favour of the Director, ICAR Research Complex for NEH. Region, Umiam, Meghalaya payable at SBI, ICAR Complex Branch, Umiam as a Performance Guarantee.
15. If the successful bidders fails to supply the stationery items ordered for within the stipulated time /period, the security deposit shall be forfeited and no further correspondence will be entertained in this regard.
16. **The Director of this Institute reserve full right to accept or reject any tender in part or full without assigning any reason whatsoever.**
17. **The Firm/ Agency run by the Non-Tribal should produce Trading License issued by the KHADC & also produce Municipal Trade License as applicable state to state & Tribals should provide Schedule Tribe Certificate, failing which the tender are liable to be rejected. Non submission of Trading License, tender rates shall be rejected / not to be considered. None need not apply without having this.**
18. Firms, which are not registered with the Institute, should also provide the following information's. Credentials, manufacturing, capabilities, quality control system, past experience after sale service, financial background etc., e-mail address, bank details for payment.
19. **Clearance of sales tax/income tax certificate (up-to-date) should be enclosed with the bid documents.**
20. The bidders should mandatory provide full Bank details, for ensuring e-payment to their A/Cs electronically.
21. **All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms & conditions which, if needed, may be modified at the discretion of the Competent Authority, in work order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non consideration of the tender.**
22. **The bidders should mandatory sign on every page of the Tender Document which would show their unconditional acceptance of all the terms and Conditions of the Tender Document.**
23. Tenders will be opened on **7<sup>th</sup> December, 2015 at 02:30** pm in the Committee Room, Administrative Building, ICAR Research Complex for NEH Region Umiam, Meghalaya. Interested bidders may attend the opening either personally or through their authorized person.
24. Other terms & conditions as may be decided by this office, to ensure observance of all statutory/legal norms, as well as optional utilization of Government funds.
25. All legal disputes arising out of this tender/contract shall be within the purview of Gauhati High Court, Shillong Bench only.
26. If the above mentioned closing /opening day of the tender happened to be non – working date due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time except on the 2<sup>nd</sup> (second) Saturday.
27. For any query/clarification, the undersigned may be approached at:  
Contact No: 0364-2570355 (Tel-Fax)  
E – Mail: [kcjoshiicar@yahoo.com](mailto:kcjoshiicar@yahoo.com)/[icarstore@yahoo.com](mailto:icarstore@yahoo.com)

Sd/- S. V. Ngachan  
Director



**LIST OF STATIONERY ITEMS**

Sl.No.	Name of the Items	Rate to be Quoted	Rate
1.	Xerox paper A-4 size	Per ream	
2.	Xerox paper (F.S. size)	Per ream	
3.	Bond paper A-4 size	Per ream	
4.	Typing paper	Per ream	
5.	Carbon paper	Per ream	
6.	F.C. paper (white) H.P.C.	Per ream	
7.	F.C. paper (ruled) H.P.C.	Per ream	
8.	Register No. 4	Each	
	Register No. 6	Each	
	Register No. 8	Each	
	Register No. 10	Each	
	Register No. 14	Each	
	Register No. 16	Each	
	Register No. 20	Each	
9.	Ball pen (blue/black/red)	Per dozen	
10.	Typing ribbon	Per dozen	
11.	Pencil (wood) H.B.	Per dozen	
12.	Shorthand book (Capital/speedy)	Per dozen	
13.	Shorthand pencil	Per packet of 10 Nos.	
14.	Correcting fluid (a) white	Per packet of 10 Nos.	
15.	Scale plastic (good quality)	Per dozen	
16.	Stapler machine No. 24/6	each	
17.	Stapler pin No. 24/6	Per packet of 10 box	
18.	Stapler machine 10 D	each	
19.	Stapler Pin No. 10	Per packet of 10 box	
20.	Alpin	Per packet	
21.	Gems clip pkts.	Per packet	
22.	Surf ½ kg packet	Per packet	
23.	Vim 1 kg packet	Per packet	
24.	Phenyl 5 ltr. Jar (good quality)	Per jar	
25.	Paper weight	Per dozen	
26.	Waste paper basket (plastic)	Per dozen	
27.	Chair cushion (Coir) 2"x14"x14"	each	
28.	Erazer	Per dozen	
29.	Tag for file (a) Cotton long tages (b) Silk	Per 10 packet of 100	
30.	File tray (plastic) medium size	Each	
31.	Lock 6 lever	Each	
32.	Lock 7 lever	each	
33.	Napthaline ball ½ kg pkt	Per packet	
34.	Notesheet wth side ruling in Auzeralaid paper	Per 10 pad of 100 sheets	
35.	Poker with plastic handle	Per dozen	
36.	Stamp pad	Per dozen	
37.	Stamp pad (ink)	Per dozen	
38.	Gum pot 150 ml	Per bottle	
39.	Gum pot 300 ml	Per bottle	
40.	White D.F.C paper (8.9 Kg)	Per ream	
41.	Duster cloth (good quality)	Per dozen	
42.	Bucket 10 Ltr./20 Ltr.	Per dozen	
43.	Mug ½ liter	Per dozen	
44.	Glass tumbler	Per dozen	

45.	Brown paper (creep paper)	Per dozen	
46.	Log book (rulled) 50 pages	Per dozen	
47.	Lux (soap)	Per dozen/each	
48.	G.I. Bucket 8 ltrs. G.I. Bucket 10 Ltrs. G.I. Bucket 15 Ltrs.	Each Each Each	
49.	Water filter 15 liters (Puro)	Each	
50.	Bleaching powder (good quality)	Per kg	
51.	Computer paper 10x12x1 10x12x2 10x12x3 parts 10x12x4 15x12x2 15x12x3 15x12x4 9x12x1 9x12x2 9x12x3 9x12x4 12x12x3 15x12x3	Per 1000 -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- -do-	
52.	Flower broom (good quality)	Per piece	
53.	Bamboo broom (good quality)	Per piece	
54.	Calulator 12 digit (good quality)	each	
55.	Scissor (medium)	Each	
56.	Glue stick	Per dozen	
57.	Sealing wax	Per piece	
58.	Filter Candle (Puro)	Per piece	
59.	Margin Cloth	(Per. Mtr.)	
60.	Candle	Per dozen	
61.	Matchbox (Home lites) Big size	Per dozen	
62.	Plastic thread	Per bundle	
63.	Cello tape (brown & white) Big Size	Per dozen	
64.	File (page marker)	Per dozen	
65.	Pencil battery	Per dozen	
66.	Harpic	Per dozen	
67.	Colin (Liquid & Bottle)	Per dozen	

  
**(S. Das Biswas)**  
**Administrative Officer (G)**