



भारतीय कृषि अनुसंधान परिषद,
उत्तरपूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर
उमियम, मेघालय – 793 103
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR Research Complex for NEH Region
Umiam, Meghalaya – 793 103



File No.RC(S) 30/2017

Dated Umiam, the 23rd October'2017

**OPEN TENDER
(Re-tender)**

Sealed bids are re-invited for procurement of **miscellaneous Stationery Items** from the reputed registered firms/ manufacturers/ authorized dealers having at least 1 (one) year experience in manufacturing/ marketing/ supply of such Items/Materials by ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya. The detailed specifications of the items (Appendix – I) and terms & conditions etc. are given below:-

Terms & Conditions of the Tender

- 1. Cost of tender paper of Rs.500/- (Rupees five hundred) only** (Non – refundable) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam – 793103, by means of Demand Draft payable at SBI, ICAR Complex Branch, Umiam. Non – submission of the cost of Tender paper shall lead to non – consideration of the Tender.
- 2. Every quotation should consist of two Bids-** The techno-commercial bid (**Bid 'I'**) and the Financial bid (**Bid 'II'**). Both must be submitted in two separate envelopes to be sealed and **put in a single main cover**. **The outer main cover should be superscribed as "Tender No.RC(S)30/2017 dated 23rd October, 2017 for procurement of miscellaneous Stationery Items"** and addressed with a forwarding letter quoting reference to this office Tender No. and date 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 should be mandatory kept in the Technical Bid only.** The **Financial bid** indicating item wise prices for the items mention in the technical bid, their detailed break –ups, etc. **Non-compliance of this shall lead to non-consideration of the Bid.** All Tenders should be dropped in the Tender box of this office, kept in the office of Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103, not later than **12:30 P.M. on 13th November, 2017.** Tenders received after the due date and time shall not be considered under any circumstances.
- 3. 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.***
- 4. The rates quoted should be up to ICAR Research Complex for NEH Region, Umiam, (as per the details) for the mentioned items.** The rates must be valid for at least for **1(one) year** from the date of quotation.
- 5. Price quoted must be given per unit and must be all inclusive, including packing, forwarding, Delivery charges, Taxes(GST) etc., as may be applicable.**
- 6. 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.**
- 7. 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.**
- 8. The supply should be made F.O.R. ICAR, Umiam, and no extra charges will be borne by the office in case of damage done during transportation of items.**

9. The payment will be made on actual delivery of the articles in good condition. No advance payment will be made in any circumstances.
10. **Furnishing of related documents like detailed specifications, technical literature, brand name, model and make, catalogue, authorization letter, Dealership Certificate, company registration certificate, product certification, etc. is mandatory. Dealership certificate/Agency Certificate for the manufacturer/manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents. Tax/GST registration certificate (as may be applicable), PAN card, Bank details, Trading license (in case of non – tribal) SC/ST, last 3-5 years financial standing etc. along with all the commercial terms and conditions. Failing which the quotation shall be rejected.** Lack of any required Technical Literature may result in the non – consideration of the Bid. Financial bids of technically acceptable offers would only be considered for further evaluation and analysis.
11. **Page numbering for all the documents submitted/attached should be recorded accordingly and the total number of pages must also be mentioned in the forwarding letter. Failing in which the tender/quotation shall be rejected.**
12. The Buyer shall not be responsible for payment of transit insurance charges.
13. **No enhanced rate at the time of supply of the items will be entertained.**
14. **Eligibility of the bidders- Bidders**
 - i. Should be either original manufacturer of the item covered under this tender or Authorized distributor/Supplier/dealer of such items. A duly attested copy of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified. The authorization letter/Certificate from original manufacturer should be valid for the entire period of one year contract.
 - ii. Have minimum **1 year** of experience of supplying various miscellaneous stationery items in bulk to the Departments/Ministries/organization of the Government of India/State Govt. (Valid proof has to be attached).
 - iii. Not have been blacklisted by any of the Depts/Ministries of the Govt. of India.
15. Payment shall be made on actual delivery in good condition.
16. In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value
17. **The tenderers** [except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)] **shall have to deposit Earnest Money for Rs.5,000/- (five thousand) only** (for indigenous as well as for foreign items quoted in foreign currency, equivalent Indian currency may be deposited) in the form of Demand Draft, valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI, ICAR Complex Branch, Umiam as a bid security, along with the quotation. **The cost of the Tender paper as well as the Earnest Money along with all other Technical Details should be mandatory kept in the Technical Bid only. Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected.**
18. *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.*
19. 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.
20. The selected tenderers must complete the supply/ installation/ demonstration within the stipulated time limit mentioned in the supply order. In case, the firm fails to execute the supply within the time limit, the bid security would stand forfeited and supply order shall be cancelled.
21. The complete details regarding the Institutions/ Corporations/ Bodies, etc. where the Firm/ Dealer has made the supplies during the last 2/3 years should also be furnished, along with the supply orders.
22. The Bidders should mandatory provide their full Bank Details, GST Registration, PAN Card No. , IFS code No., and TDS so as to ensure e-payment to them directly on satisfactory completion of the Supply.

23. **The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.**
24. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
25. **KHADC license.**
- I. The Firm/Agency run by the Non-tribal contractor's /firms/companies/ suppliers/ stockiest/ banded warehouse/Private carriage contractors/Co-operative Societies etc. should produce Trading License issued by the KHADC (Govt. of Meghalaya) and may be kept in the Technical Bid (Bid - I).
- II. Submission of tender paper does not fall under trade as per the above said act. However, if a Non-tribal becomes a successful bidder he has to furnish License issued by the KHADC (Govt. of Meghalaya) before any work involving trade is issued to him.
- Further those firm/agency opting for clause II above are requested to submit an **undertaking** mandatorily to this effect along with the technical bids as a certification about their capability of submission of the trade license when ask for, failing which the tender are liable to be rejected/not to be considered at any circumstances. (If not applicable submit the relevant document).*
26. All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non-consideration of the tender/or outright rejected by the office.
27. **The bidders should mandatory sign on every page of the Tender Notice, which would show their unconditional acceptance of all the terms and conditions of the Tender.**
28. Tenders shall be opened on **13th November, 2017 at 2:30 pm**, ICAR Research Complex for NEH Region, Umiam, Meghalaya - 793103. Interested bidders may attend the opening.
29. 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 2nd (second) Saturday.
30. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/ supplier shall be bound by the said terms & conditions.
31. For any query/ clarification, the undersigned may be approached at:

Contact No.: 0364-2570363 (Tel- Fax)

E-mail : storesection@yahoo.in

**Sd/-
DIRECTOR**

Appendix - I

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.	F.C. paper (white) H.P.C.	Per ream	
4.	F.C. paper (rulled) H.P.C.	Per ream	
5.	Register No. 4	Each	
	Register No. 6	Each	
6.	Ball pen (blue/black/red)	Per dozen	
7.	Pencil (wood) H.B.	Per dozen	
8.	Correcting fluid (a) white	Per packet of 10 Nos.	
9.	Scale plastic (good quality)	Per dozen	
10.	Stapler machine No. 24/6	each	
11.	Stapler pin No. 24/6	Per packet of 10 box	
12.	Stapler machine 10 D	each	
13.	Stapler Pin No. 10	Per packet of 10 box	
14.	Alpin	Per packet	
15.	Gems clip pkts. (good quality)	Per packet	
16.	Surf ½ kg packet	Per packet	
17.	Vim 1 kg packet	Per packet	
18.	Phenyl 5 ltr. Jar (good quality)	Per jar	
19.	Paper weight	Per dozen	
20.	Waste paper basket (plastic)	Per dozen	
21.	Erazer	Per dozen	
22.	Tag for file (a) Cotton long tages (b) Silk	Per 10 packet of 100	
23.	File tray (plastic) medium size	Each	
24.	Napthaline ball ½ kg pkt	Per packet	
25.	Notesheet with side ruling in Auzeralaid paper	Per 10 pad of 100 sheets	
26.	Poker with plastic handle	Per dozen	
27.	Stamp pad	Per dozen	
28.	Stamp pad (ink)	Per dozen	
29.	Gum pot 150 ml	Per bottle	
30.	Gum pot 300 ml	Per bottle	
31.	Duster cloth (good quality)	Per dozen	
32.	Bucket 10 Ltr./20 Ltr.	Per dozen	
33.	Mug ½ liter	Per dozen	
34.	Glass tumbler	Per dozen	
35.	Brown paper (creep paper)	Per dozen	
36.	Log book (rulled) 50 pages	Per dozen	
37.	Lux (soap)	Per dozen/each	
38.	G.I. Bucket 8 ltrs.	Each	
	G.I. Bucket 10 Ltrs.	Each	
	G.I. Bucket 15 Ltrs.	Each	
39.	Page Marker	(Per box)	
40.	Bleaching powder (good quality)	Per kg	
41.	Computer paper 10x12x3 parts (Brand - Bramaputra)	Per 1000	
42.	Flower broom (good quality)	Per piece	
43.	Bamboo broom (good quality)	Per piece	
44.	Glue stick (good quality)	Per dozen	
45.	Sealing wax	Per piece	
46.	Plastic thread	Per bundle	
47.	Cello tape (brown & white) Big Size	Per dozen	
48.	Harpic	Per dozen	
49.	Colin	Per dozen	

Sd/
DIRECTOR