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केन्द्रीय होम्योपैथी अनुसंधान परिषद्

(स्वायत्त निकाय, आयुष विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body of Deptt. of AYUSH, Ministry of Health & Family Welfare, Govt. of India)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan

61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली-110058

61-65, Institutional Area, Opp.D-Block, Janakpuri, New Delhi-110058

TENDER INVITING NOTICE

Sealed tenders are invited from the reputed Suppliers/firms for supply of various stationery items for the use in this Council's office. Tender form can be obtained from the Office of the Director General, CCRH, 61-65, Institutional Area, Opp. D-block, Janak Puri, New Delhi on payment of Rs. 100/- (Rupees one hundred only) in cash upto 3.00 p.m. on 09.12.2011. Tenders duly filled in should reach to the undersigned latest by 12.12.2011 before 3.00.p.m. The received tenders will be opened at 4.00 P.M on the same day in the presence of tenderers who may like to be present.

Tender document and details of stationery items can be downloaded from the Council's website www.ccrhindia.org.

(M.S.P.Panicker)
Assistant Director (Admn.)



CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An autonomous organization under Ministry of Health & Family Welfare, Govt. of India)

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhyawan

No. 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058

TENDER DOCUMENT

FOR

SUPPLY OF OFFICE STATIONERIES

Office: Central Council for Research in Homoeopathy

61-65, Institutional Area, Janakpuri, New Delhi-58

URL : www.ccrhindia.org.

General Information

Cost of tender form	:	Rs. 100/-
Last date and time for receipt of tender	:	09.12.2011 by 3:00 P.M
Date & Time for opening of tender	:	12.12.2011 by 4.00 P.M
Place of Tender opening		<u>Committee Room No. 419, 4th Floor.</u> Central Council for Research in Homoeopathy, J.L.N.B.C.A. Bhawan, No. 61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058.
Date upto which the rates are to be kept firm for acceptance.	:	One year from the date of acceptance of the tender
Earnest money Deposit		40,000/-
Estimated Value	:	Approx. Rs 20 lakhs (Rupees twenty lakhs only) per annum

The tender cost for a sum of Rs. 100/- should be deposited in cash or in DD form along with the tender form downloaded from the Council's website.

The materials are to be supplied F.O.R. Central Council for Research in Homoeopathy at J.L.N.B.C.A.Bhawan, No.61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058.

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SECTION – IA

GENERAL INSTRUCTIONS TO THE BIDDERS

All the bidders must carefully observe the following instructions. Offers/Tenders, which are not strictly in accordance with these instructions, are liable to be rejected:

Tenders should reach the office by Registered post/Speed post/by hand (Through Authorized Representative) in sealed and super-scribed “**TENDER FOR STATIONERY**” envelop addressed to **Director General CCRH I/C, 61-65, Institutional Area, Janakpuri, New Delhi-110058.**

Offers/Tenders shall positively reach before the stipulated time and date prescribed for their receipt i.e. upto 15.00 Hrs. (3.00 P.M.) on 12.12.2011. Those tenders received late will not be considered/opened at all regardless of the date of posting of the tender. The Council shall take no cognizance of postal delay..

1. Only those firms who have their own shops in confirming area and licence from Delhi Govt. and having at least five years experience of executing the supply of stationery in the Govt./State Govt./Semi Govt. offices/department may apply Supporting documents needs to be provided with the tenders.
2. Tenders should be neatly typed or written in ink; Offer/tenders written in pencil shall be ignored.
3. The material offered shall be strictly according to the specifications laid down in the Enquiry. (SECTION-IB)
4. The tenders should be in a prescribed form which can be obtained from the Office mentioned below on payment of the price of the tender document as in **Annexure-I**. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected.
5. The rates quoted should be only in Indian currency. The tenders in any other currency are liable to rejection.
6. Intending tenderers should send their tenders so as to reach the undersigned on due date and time given in annexure-I (General Instructions). No tender received after the specified date and time will be accepted on any account. The rate will be considered for acceptance till the date mentioned in Annexure-I. Tenderers no stipulating period of firmness and tenders with price variation clause and or subject to prior sale condition are liable to be rejected.
7. The Director General, Central Council for Research in Homoeopathy New Delhi is not bound to accept the lowest tenders or any tender or to assign any reasons for rejecting any or all the tenders. He reserves the right of accepting and rejecting the whole or any part of the quotation. His decision in the matter shall be final and binding.

8. The submission of a tender shall be taken to signify acceptance of the stipulated terms and conditions referred to in para 6 above.
9. Any failure of a tender to observe the prescribed procedure and any attempt to canvass for the work will prejudice your quotation.
10. The arrangements made on the result of this call for tenders will be in force for the period of one year from the date of acceptance of tender. The decision of the Director General, CCRH, New Delhi (in all these matters) shall be final and binding on the parties. The contract can be terminated by the Council at any time by giving one month's notice in writing without assigning any reason.

Specification of the Stationery items required for**SECTION- 1B**

S.No.	Name of stationery items	Price
1.	Register 1 Q	
2.	Register 3 Q	
3.	Glue stick	
4.	Jetter Pen Blue	
5.	Jetter Refill Blue	
6.	Cartridge 12A (H.P)	
7.	A4 Size Photocopy Paper (Century)/JK	
8.	Yellow Envelop 12x10 with cloth	
9.	Stapler 10 No.	
10.	Plastic Folder	
11.	Note Sheet pad green	
12.	Spiral note book medium size	
13.	Cartridge 88A (H.P)	
14.	Add Gel Refills	
15.	CD RW	
16.	White Fluid	
17.	File Boards	
18.	Gum Bottle Big	
19.	File Movement Register	
20.	Diary Register 8 quire	
21.	Add Gel Pen Achiever	
22.	Paste Small size	
23.	Cd Recordable	
24.	Cotton Roll Small	
25.	Duplo Ink Black (DR675)	
26.	Dust Bin Plastic	
27.	Duster Yellow	
28.	Flag Paper post it (Size 1 x 3 x 150 (12mm x 26mm)	
29.	Glass tumbler	
30.	Peon Book	
31.	High Lighter	
32.	Pilot Pen (H-tech 0.5)	
33.	Gum Tube small	
34.	Lead Pencil (H.B)	
35.	O.H.P Transparencies sheet white	
36.	Paper Cutter	
37.	Pin cushion	
38.	Punching Machine single Hole	
39.	All Pin	
40.	Register 2 quire	
41.	Register 4 quire	
42.	Register 6 quire	
43.	Soap (Lux)	
44.	Scissors Small Size	
45.	Duster White	

46.	Cartridge 912 (Canon)	
47.	Cartridge 35A (H.P)	
48.	Pilot Pen Black (H-Tech 0.5)	
49.	Register 4 quire	
50.	Sharpner	
51.	Binding Cloth (Cotton) Marker	
52.	Board Marker	
53.	Stamp Pad	
54.	Cello Tape Medium Size	
55.	Cello Tape Big Size	
56.	Towel Big	
57.	Hand Towel	
58.	Stock Register 12 Quire	
59.	Dak Pad	
60.	0.45 Reynolds Find Refills Blue	
61.	Coster set	
62.	Envelops white 9 x 4	
63.	Envelops white 11 x 5	
64.	Plastic Jug	
65.	Kettle Electric	
66.	Log Book 12 Quire	
67.	Marker Pen	
68.	Packing Tape (Brwon)	
69.	Plastic Roap	
70.	0.45 Reynolds Fine Carbure Red	
71.	Short Hand Note Book	
72.	Sketch Pen	

SECTION-IC

TERMS AND CONDITION OF CONTRACT

1. Every tenderer should send his tender alongwith the earnest money as mentioned at page 3 of this form. The amount may be paid only by Demand Draft payable at State Bank of India, Janakpuri drawn in favour of the Director General C.C.R.H. Cheques will not be accepted. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tender are finalized, but that of the successful tender will be adjusted towards that will have to be deposited for the satisfactory fulfillment of the contract. No interest will be paid for the earnest money.
2. The tenders will be opened on the appointed day and time in the committee room of the Council in the presence of such of those tenderers or their nominees who may like to present at the time.
3. If any tenderer withdraws his tender from the bid before the expiry of the period fixed for keeping the rate firm for acceptance, the earnest money, if any, deposited by him will be forfeited.
4. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for executing the supply order.
5. The security deposit shall, subject to the conditions specified therein, be returned to the supplier within three months after expiry of the contract, but, in the event of any dispute arising between the Council and the supplier, the Council shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Council to the supplier.
6. (a). In case the supplier fails to deliver the material within the time provided for delivery of the same, or in case the supplier commits any breach of the conditions, stipulations and agreements herein entertained, and on as part to be observed and performed then and in any such case, it shall be lawful for the Council (if they shall think fit to do so) arrange for the supply of said materials

from elsewhere or on behalf of the Council an order in writing under the hand of the Director General put an end to his contract and in case the Council shall have incurred, sustained or put to any loss, damages or expenses by reasons of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the supplier to the council under and by virtue of this contract, it shall be lawful for the Council from and out of any money for the time being payable or owing to the supplier from the Council under or by virtue of this contract, or otherwise, to pay and reimburse to the Council, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid also all such differences in prices, compensation, loss costs, damages, expenses and other money as shall for the time being be payable to the contractor aforesaid. Notwithstanding anything contained in the general conditions mentioned herein the Council reserves the right to exclude any item in the list and procure the same through other means, at any time if it considers necessary.

(b). In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the court within the jurisdiction of New Delhi / Delhi Court.

(c). Any sum of money due and payable to the successful tenderer from the Council shall be adjusted against any sum of money due to the Council from his under any other contracts.

7. Any sum of money due and payable to the supplier (including security deposit returnable to him) under this contract may be appropriated by the Director General, and set off against any claim of the Director General, for the payment of a sum of money arising out or under any other contract made by the contractor with the Director General or any other Person authorized by the Director General.
8. Every notice hereby required or authorized to be given may be either given to the supplier personally or left at his residence or last known place of abode or business, or may be handed over to this agent personally or may be addressed to the supplier by post at this usual or last known place or abode or business and if so address and postal shall be deemed to have been served on the date on which,

in the ordinary course of post, a letter so address and posted would reach his place of abode or business.

9. Any attempt on the part of tenderers or their agent to influence the Council in their favour by personal canvassing with the officers concerned will disqualify the tenders.
10. Tenderers shall be prepared to accept orders subject to the penalty clauses for failure of security in the event of default in executing the work and supply printed materials within the stipulated period.
11. The Council reserves the right to reject any or all quotations without assigning any reason.
12. The rates accepted shall be valid for the period of contract.
13. The Council reserves the right of terminating the contract reason during any part of the contract periods.
14. Mode of payment :- 100% after supply of materials at the Office of CCRH.
