



भा.कृ.अनु.प.- राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो



ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS

पोस्ट व ग्राम - कुशमौर, मऊ (उ.प्र.) २७५१०३

Village & PO : Kushmaur, Mau 275103 (UP)

Tel : (0547) 2530080, FAX : (0547) 2530381, E-Mail: nbaimicar@gmail.com, (Web): www.nbaim.org.in

F..N 04/Store/NBAIM/2016-17

Date: 27.04.2016

TENDER NOTICE FOR RATE CONTRACT FOR STATIONARY ITEMS

On behalf of the President, ICAR, Director, National Bureau of Agriculturally Important Microorganisms, Kushmaur, Mau (U.P) invites sealed tenders form various firms for the supply of stationary items and Printer Catridges and toners.

S. NO	Paperrticulars	Detail Specifications	Bid Security (EMD) in Rs.
1.	Stationary items and catridges.	Please see in Annexure-I	Rs.7000/

The schedule of tender is as follows:

Last date of acceptance of tender : 23.05.2016 at 11:00AM

Date of opening of tenders : 23.05.2016 at 11:30AM

The institute will not be held responsible for any sort of postal delay. **Single bid system will be followed.**

Duly filled in and sealed tender form should be submitted for aforementioned items along with required **Bid security (Earnest Money Deposit) in shape of Demand Draft(DD) of Rs. 7000/- and Rs. 500/- as tender fee separately. The DD should be in favour of ICAR Unit NBAIM, Mau payable at Maunath Bhanjan** on the scheduled date and time positively. Any tender form received after stipulated date & time or received without Bid security as specified above shall be deemed as rejected. Tender forms so received will be opened on the stipulated date & Time in the presence of tenderer or their authorized agents. The Competent Authority reserves the right to accept or reject the tenders at any time without assigning any reason thereof. Terms& Conditions and Tender form can be downloaded from our website www.nbaim.org.in and www.mgrportal.org.in and CPP Portal.

Administrative officer



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Date: 27.04.2016

- Description of the requirement and Quantity : (As enclosed in Annexure-I)
1. Guiding specification and other Technical Details : (As enclosed in Annexure-I)
 2. Terms of delivery (Delivery at site) : FOR ICAR-NBAIM, MAU
 3. Last date of acceptance of tenders : 23.05.2016 at 11:00AM
 4. **Price structure:**
 - a. The tender shall quote for the complete requirement of services and for the full quantity as shown price in the list of requirements in Annexure-II.
 - b. **The rates and prices quoted shall be strictly in Indian Rupees otherwise the tenders will be cancelled.**
 - c. All duties, taxes and levies applicable as Government of India rules by the supplier shall be included in the quoted priced.
 - d. The rates and prices quoted by the supplier shall remain firm and fixed during the iod of the contract and shall not be subject to variation on any account whatsoever, including statutory variations, if any.
 5. **Receipt of good and Terms of Payment:**
 - a. Payment terms for supply of STATIONARY ITEMS

Immediately on receiving the goods at site, the ICAR-NBAIM will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. Supplier will have to submit the bill of completed order within 10 days of supply.
 6. **Dispute Resolution Mechanism:**
 - a) If any dispute or difference arises between the NABIM and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions.
 - b) You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
 - c) The ICAR-NBAIM reserves the right to increase or decrease, the quantity of goods and services as specified in the list of Requirements, without any change in the unit price or other terms and conditions.
 - d) Please furnish a certified copy of IT registration/PAN details.

- e) Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
 - f) Please states whether business dealings with your firm presently stand banned by any Government organization and, if so, furnish relevant details.
 - g) A supplier shall not submit more than one quotation for the same set of goods. No pooling should be done in association with any other supplier.
 - h) Correction or over-writing in the tender document in not permissible. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
 - i) The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and ICAR-NBAIM may also be written in Hindi language provided that the same accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
 - j) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
 - k) The quotation/offer shall remain valid for acceptance for a iod not less than 90 days after the specified date of opening of the offers.
 - l) A DD/Banker's cheque of **Rs. 7000/-** as Bid security (EMD) in favor of **ICAR UnitNBAIM, Mau payable at Maunath Bhanjan, Branch** is to be enclosed along with the quotation. No quotation shall be considered without the Bid security (EMD) and tender fee of Rs.500/.
 - m) In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/performance Security deposited would be forfeited.
 - n) PAPER/ TIN and other details should be provided in **Annexure-IV**.
 - o) **The firm whom the tender will be awarded, will have to deposit the performance security amounting to Rs 20000/(Rs. seventy five thousand only) till such time the period of contract expires. If the supply/services are not found to be satisfactory, the formance security is liable to forfeited.**
7. The tender shall be sealed in an envelope. The envelope shall be addressed to the Director ICAR-NBAIM and it should also bear the "Tender enquiry and the words **"DO NOT OPEN BEFORE 23.05.2016 at 11:30 AM** (the time and date of opening of the tenders)". The tender envelope will bear the full address of the ICAR-NBAIM. The supplier must ensure that its tender duly sealed as above, res the ICAR-NBAIM at the time and date. The supplier may, at its choice, send the tender by regd. Post/ speed post. Alternatively, the supplier may also submit by hand, the tender to the ICAR-NBAIM.
 8. Late received tenders by the ICAR-NBAIM will be ignored. Further, the ICAR-NBAIM does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
 9. The tenders, which are received on time, will be opened at ICAR-NBAIM's office on **23.05.2016 at 11:30AM**. The ICAR-NBAIM will open the tenders in the presence of the on tender's duly authorized representatives, who choose to attend the tender opening if any.
 10. The ICAR-NBAIM will evaluate and compare the tenders which are substantially responsive i.e. specifications etc. the ICAR-NBAIM will award the contract to the supplier whose tender will be determined to be responsive and offering the best evaluated deal.
 11. In spite of the above, the ICAR-NBAIM reserves the right to accept or reject any tender or annual the tendering process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenders or tenders.
 12. **Tenderer may enclose documentary evidence of undertaking such type of jobs with other government/non-government agencies in past.**

13. Please submit your tender accordingly. You shall sign all the pages of your tenders. **Your price may be furnished in the format enclosed as Annexure-III.** You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your records.

Encl: Annexure-I, II, III

Administrative officer

LIST OF REQUIREMENTS

Annexure-1

1. Paper size A4 75 GSM JK Red/Century
2. Paper size A4 JK Red/Century
3. Board Pin Brass .
4. Pin Cushion GoodQuality or equivalent
5. File Board Thick with big rope
6. Cell 9 Volt Dura/Eveready.
7. Pencil cell.
8. CD Remote Cell AAA1.5 Dura
9. Big Cell Torch Cell Eveready.
10. Dura Cell AA Dura.
11. Dak Dispapertch 200 paperge Sangam.
12. Dak Receipt Register 200 paperge sangam.
13. Stamp Paperd (ink)
14. Dustbin Medium
15. Attendance Register Central Govt.
16. Feviquick (Small pouch)
17. Plastic Tray Medium Cello/RK
18. Plastic Tray Large Cello/RK
19. Plastic Tray Small Cello/RK
20. Carbon Paper Kores Pkt.
21. Sharpener Natraj
22. Rubber Natraj
23. Pencil HB Natraj
24. Correction Fluid/Pen Kores
25. Draft Paperd Green 100 Sheet (Printed ICAR-NBAIM Logo)
26. Draft Paperd Medium Size
27. Spiral Paperd (Printed ICAR- NBAIM Logo).
28. Fevistic/Glue Stick Kores/Dsmat.
29. Sticking Flaps Pkt.
30. Stacking Paperd 3"x3" All Colour
31. Register 1 Qr. Sangam Special.
32. Register 2 Qr. Sangam Special
33. Register 3 Qr. Sangam Special.
34. Register 4 Qr. Sangam Special
35. Register 5 Qr. Sangam Special
36. Inventory Register/300 paperges index (Alphabet).
37. Pen Paper Soft Cello
38. Pen Racer Gel Reynold
39. Pen Grip Cello.
40. Reynolds Fine 45 Carbure Pen Ball Point.
41. Pilot Pen 05 Pilot
42. Pilot Pen 05 ink Pilot
43. Paper soft Pen Refill Cello
44. Cello Grip Refill Cello
45. manent Marker Camlin
46. White Board Marker Camlin
47. Paper Weight big Glass
48. Punching Machine Single Punch Kangaroo
49. Punching Machine Double Punch Kangaroo
50. Stapler Machine 10 Kangaroo
51. Stapler Machine HD 45 Kangaroo
52. Stapler Machine Large 100 Paperges Kangaroo

53. Stapler Pin 10 Kangaroo
54. Stapler Pin 24/6 Kangaroo
55. Calculator 12 digit Citizen/Seiki/Casio
56. File cover Printed Green colour/31.8kg.
57. Gum Tube Kores
58. Dettol Liquid 250 ml Dettol/Lifeboy
59. Colin Spray 500 ml
60. Peon Book
61. Jems Clip Steel Bell Pkt.
62. Jems Clip Plastic Coated Pkt.
63. Alpin 100 gm Bell Pkt.
64. Tape Dispenser
65. Tape 1" Transpapperency Roll
66. Tape 2" Transpapperency Roll
67. Tape 1" Brown Roll
68. Tape 2" Brown Roll
69. Colour Tape
70. Cotton Roll 300Gm
71. DVD R Moserbaer
72. DVD RW Moserbaer
73. Pen Drive 4 GB Scan disk/HP
74. Pen Drive 8 GB Scan disk/HP
75. Pen Drive 16 GB Scan disk/HP
76. Pen Drive 32 GB Scan disk/HP
77. Transprancy Sheet Ds'mat Pkt.
78. Photo Glossy Paper 130 GSS 20 Sheet Ds'mat/Kodak Pkt.
79. Highlighter pen all Colour Luxur
80. Clear Warp .
81. Folder L Shape Solo
82. Button Folder
83. Folder Good Quality
84. Refill for Reynold Racer gel Reynold
85. Scale Plastic 12" Camlin
86. Scale Steel 12"
87. Double Tape 1"
88. Scissor Small
89. Scissor Medium
90. Scissor Big
91. Tags Thick White 6" 1000Nos.
92. T.A. bill Forms
93. Inch Tap 5 Meter
94. Inch Tap 10 Meter
95. Inch Tap 50 Meter
96. Inch Tap 100 Meter
97. Mouse USB Microsoft/HP
98. Keyboard USB
99. Folder Index File

100. Pilot V 5 Pen
101. Jotter Pen
102. Cello Trimex Pen
103. U Clip Plastic Pkt.
104. Marker Pen Fat
105. Marker Pen Thick
106. Refil Blue

- 107. Pen Red
- 108. Plastic File
- 109. Notepaperd Neelgagan
- 110. Blank CD

Catridges

- 1. Cartridge Samsung 1640
- 2. Cartridge 49 A HP
- 3. Cartridge 12 A HP
- 4. Cartridge 88 A HP
- 5. Catridges HP05A
- 6. Cartridge Ricoh SP 3510 sfBlack
- 7. Catridges HP 51 A
- 8. **HP 2600N Colour printer**
 - I. HP 6000A
 - II. HP6002 A
 - III. HP6003A
 - IV. HP 600A
- 9. **HP Colour Laserjet 3800 DN**
 - I. HP 305 A Black
 - II. HP305 A Yellow
 - III. HP 305A CYAN
 - IV. HP 305 A MANGETA
- 10. CANNON 328

Note: 1. The NBAIM reserves the right to increase or decrease the item and quantity.
2. Firm must attach authorized dealer certificate for supply of catridges.

Annexure-II

FORMAT OF PRICE QUOTATION

S. NO	Items	Quantity	Model/Make	Rate (In Rs.)
1.	Paper size A4 75 GSM JK Red/Century	Per ream		
2.	Paper size A4 JK Red/Century	Per ream		
3.	Board Pin Brass .	Per packet		
4.	Pin Cushion Good Quality or equivalent	Per packet		
5.	File Board Thick with big rope	Per pc		
6.	Cell 9 Volt Dura/Eveready.	Per pc		
7.	Pencil cell.	Per pc		
8.	CD Remote Cell AAA1.5 Dura	Per pc		
9.	Big Cell Torch Cell Eveready.	Per pc		
10.	Dura Cell AA Dura.	Per pc		
11.	Dak Dispatch 200 paperge Sangam.	Per pc		
12.	Dak Receipt Register 200 paperge sangam.	Per pc		
13.	Stamp Paper (ink)	Per pc		
14.	Dustbin Medium	Per pc		
15.	Attendance Register Central Govt.	Per pc		
16.	Fevi quick (Small pouch)	Per pc		
17.	Plastic Tray Medium Cello/RK	Per pc		
18.	Plastic Tray Large Cello/RK	Per pc		
19.	Plastic Tray Small Cello/RK	Per pc		
20.	Carbon Paper Kores Pkt.	Per packet		
21.	Sharpener Natraj	Per packet		
22.	Rubber Natraj	Per packet		
23.	Pencil HB Natraj	Per packet		
24.	Correction Fluid/Pen Kores	Per pc		
25.	Draft Paperd Green 100 Sheet (Printed ICAR-NBAIM)	Per pc		
28.	Spiral Pad (Printed ICAR- NBAIM Logo).	Per pc		
29.	Fevi stic/Glue Stick Kores/Dsmat.	Per pc		
30.	Sticking Flaps Pkt.	Per pc		
31.	Stacking Paperd 3"x3" All Colour	Per pc		
32.	Register 1 Qr. Sangam Special.	Per pc		
33.	Register 2 Qr. Sangam Special	Per pc		
34.	Register 4 Qr. Sangam Special	Per pc		
35.	Register 6 Qr. Sangam Special	Per pc		
36.	Inventory Register/300 paperges	Per pc		

	index (Alphabet).			
37.	Pen Paper Soft Cello	Per pc		
38.	Pen Racer Gel Reynold	Per pc		
39.	Pen Grip Cello.	Per pc		
40.	Reynolds Fine 45 Carbure Pen Ball Point.	Per pc		
41.	Pilot Pen 05 Pilot	Per pc		
42.	Pilot Pen 05 ink Pilot	Per pc		
43.	Paper soft Pen Refill Cello	Per pc		
44.	Cello Grip Refill Cello	Per pc		
45.	Permanent Marker Camlin	Per pc		
46.	White Board Marker Camlin	Per pc		
47.	Paper Weight big Glass	Per pc		
48.	Punching Machine Single Punch Kangaroo	Per pc		
49.	Punching Machine Double Punch Kangaroo	Per pc		
50.	Stapler Machine 10 Kangaroo	Per pc		
51.	Stapler Machine HD 45 Kangaroo	Per pc		
52.	Stapler Machine Large 100 Paperges Kangaroo	Per pc		
53.	Stapler Pin 10 Kangaroo	Per packet		
54.	Stapler Pin 24/6 Kangaroo	Per packet		
55.	Calculator 12 digit Citizen/Seiki/Casio	Per pc		
56.	File cover Printed Green colour	Per pc		
57.	Gum Tube Kores	Per pc		
60.	Peon Book	Per pc		
61.	Jems Clip Steel Bell Pkt.	Per pk		
62.	Jems Clip Plastic Coated Pkt.	Per pk		
63.	Al pin 100 gm Bell Pkt.	Per pk		
64.	Tape Dispenser	Per pc		
65.	Tape 1" Transparency Roll	Per pc		
66.	Tape 2" Transparency Roll	Per pc		
67.	Tape 1" Brown Roll	Per pc		
68.	Tape 2" Brown Roll	Per pc		
69.	Colour Tape	Per pc		
70.	Cotton Roll 300Gm	Per pc		
71.	DVD R Moser bear	Per pc		
72.	DVD RW Moser beer	Per pc		
73.	Pen Drive 4 GB Scan disk/HP	Per pc		
74.	Pen Drive 8 GB Scan disk/HP	Per pc		
75.	Pen Drive 16 GB Scan disk/HP	Per pc		
76.	Pen Drive 32 GB Scan disk/HP	Per pc		

77.	Transparency Sheet Ds'mat Pkt.	Per pc		
78.	Photo Glossy Paper 130 GSS 20 Sheet	Per pc		
79.	Ds'mat/Kodak Pkt.	Per pc		
80.	Highlighter pen all Colour Luxur	Per pc		
81.	Clear Warp.	Per pc		
82.	Folder L Shape Solo	Per pc		
83.	Button Folder	Per pc		
84.	Folder Good Quality	Per pc		
85.	Refill for Reynold Racer gel Reynold	Per pc		
86.	Scale Plastic 12" Camlin	Per pc		
87.	Scale Steel 12"	Per pc		
88.	Double Tape 1"	Per pc		
89.	Scissor Small	Per pc		
90.	Scissor Medium	Per pc		
91.	Scissor Big	Per pc		
92.	Tags Thick White 6" 1000Nos.	Per pc		
93.	T.A. bill Forms (100No.s)	Per pk		
94.	Inch Tap 5 Meter	Per pc		
95.	Inch Tap 10 Meter	Per pc		
96.	Inch Tap 50 Meter	Per pc		
97.	Inch Tap 100 Meter	Per pc		
98.	Mouse USB Microsoft/HP	Per pc		
99.	Keyboard USB	Per pc		
100.	Folder Index File	Per pc		
101.	Jotter Pen	Per pc		
102.	Cello Trimex Pen	Per pc		
103.	U Clip Plastic Pkt.	Per packet		
104.	Marker Pen thin	Per pc		
105.	Marker Pen Thick	Per pc		
106.	Refill Blue	Per pc		
107.	Pen Red	Per pc		
108.	Plastic File	Per pc		
109.	Note paperd Neelgagan	Per pc		
110.	Blank CD	Per pc		
111.	Cartridge Samsung 1640	Per pc		
112.	Cartridge 49 A HP	Per pc		
113.	Cartridge 12 A HP	Per pc		
114.	Cartridge 88 A HP	Per pc		
115.	Cartridges HP05A	Per pc		
116.	Cartridge Ricoh SP 3510 sf Black	Per pc		

117.	Catridge HP 51 A			
	HP 2600N Colour printer			
118.	HP 600A	Per pc		
119.	HP 6001A	Per pc		
120.	HP 6002A	Per pc		
121.	HP6003A	Per pc		
	HP Colour Laser jet 3800 DN			
122.	HP 305A Black	Per pc		
123.	HP305 A Yellow	Per pc		
124.	HP 305A Cyan	Per pc		
125.	HP 305A Mangenta	Per pc		
126.	Cannon 328	Per pc		
127.	HP 11A	Per pc		
128.	Richo 4002	Per pc		
129.	Richo MPC 2500	Per pc		
130.	Wall Clock	Per pc		

- We agree to print the above goods & allied services. We confirm that the same and attached the relevant documents
- (In case a tenderer desires to put some additional/modified stipulations, terms& conditions etc. the same may be clearly indicated).
- We confirm that our offer will remain valid or acceptance for 90 days after the date of opening of tenders.

.....
 (Signature, name and designation of the authorized executive of the tendering firm)
 For and on behalf of.....

(Name and address of the tendering firm)

(Seal of the tendering firm)

Annexure:III

Name of the firm :

Registered/Postal Address :
.....
.....

1.	Phone number/Mobile number	
2.	E-mail Address	
3.	PAPER No	
4.	VAT/TIN , if applicable	
5.	Bank Details: Bank Name: Branch Address with Phone Account : Type of account (Current/Saving):	
6.	RTGS/IFSC code & Branch	