



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-500030, तेलंगाण, भारत
ICAR-National Academy of Agricultural Research Management

(ISO 9001:2008 Certified)

Rajendranagar, Hyderabad-500030, Telangana, India
<http://www.naarm.ernet.in>; <http://www.naarm.org.in>

Phones # 040-24581322/393/24015913 Fax # 040-24581459



F.No.5-191/17-18/PS

Dated: 26.04.2017

TENDER DOCUMENT

APRIL-MAY, 2017

INVITATION FOR TENDER ENQUIRY TOWARDS SUPPLY OF STATIONERY ITEMS IN TWO BID SYSTEM ON ANNUAL RATE CONTRACT

NAME AND ADDRESS

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CHECK LIST

Please give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED PHOTO COPIES MAY PLEASE BE ENCLOSED WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
1.	Cost of Tender Schedule: Rs.-Nil- The Tender Document can be downloaded with full details through NAARM Website (http://www.naarm.org.in/) or the Government of India, Central Public Procurement Portal (http://www.eprocure.gov.in/)		
2.	Earnest Money Deposit: EMD D.D. for Rs.25,000/- should be drawn on any Commercial bank as indicated in the notice inviting tenders in favour of "ICAR UNIT – NAARM A/c" EMD D.D.No _____ Dated: _____ for Rs. _____ ; Bank _____		
3.	Following documents as indicated in the tender document printed on the tenderer's letterhead with date signature and seal.		
3 (a)	Tender Form		
3 (b)	Financial Bid		
3 (c)	The entire original tender document (Technical Bid) with seal and signature on each page at the time of submission of tender document(s) with in the due date.		
4.	Copies of Purchase Orders of Government Organizations for supply of electrical consumables		
5.	Document regarding registration /Certificate of incorporation/ Sales Tax / VAT of the firm issued by the appropriate government to be enclosed.		
6.	The firm should submit Income Tax returns of previous 3 assessment years i.e., 2014-15, 2015-16 & 2016-17 along with the tender document.		
9.	NSIC/SSI certificates registered with NSIC (if applicable) to be enclosed		
10.	Any other document or information as required in the tender document.		
11.	Total pages of your entire Tender Document (Technical Bid) including Enclosures	No. of Total Pages : _____	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: _____
Business Address: _____

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राजेन्द्रनगर, हैदराबाद-500030, तेलंगाण, भारत
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Rajendranagar, Hyderabad-500030, Telangana, India
<http://www.naarm.ernet.in>; <http://www.naarm.org.in>



NOTICE INVITING TENDERS

FOR SUPPLY OF STATIONERY ITEMS IN TWO BID SYSTEM ON ANNUAL RATE CONTRACT

F.No.5-191/17-18/PS

26th April, 2017

NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Min. of Agriculture, GOI. One of its important mandate is to impart training to the Scientists. The Director, NAARM invites Sealed Tenders in respect of the following **Stationery items** from the reputed firms/manufacturers / eligible bidders /authorized dealers / firms registered with appropriate Government and actually dealing in the trade for supply of various **Stationery items** on Annual Rate Contract basis for a period of one year at the first instance for day to day official work as per the terms and conditions enclosed. The list of **Stationery items** for NAARM is given in the **Annexure** attached with the tender. The rates quoted should be for complete unit as per specifications, number of units of each item may be increased or decreased according to the demand / requirements. **The last date for issue/downloading of Tender documents will be up to 16/05/2017 at 1600 hrs. and filled in tenders would be accepted up to 17/05/2017 at 1400 hrs.** In the event of the date specified for tender receipt being declared as a closed holiday for purchaser's office, the due date for submission of tenders will be the following working day at the specified timings. NAARM does not hold any responsibility for postal delays. The original copy of tender should be sent to this Office in a sealed cover in a double envelope. The inner envelope should also be sealed. The outer cover should be super scribed Tender for "**Supply of Stationery Items on Annual Rate Contract**". The tenderer must place the two sealed envelopes clearly marked 'TECHNICAL BID' and 'FINANCIAL BID' by indicating the Draft number, date & amount of Cost of Tender Document and EMD on the envelope of 'TECHNICAL BID', failing which the tender will not be opened. **Financial Bid to indicate a warning "DO NOT OPEN WITH THE TECHNICAL BID"**. Please send your offer in sealed tenders so as to reach this office on or **before 17/05/2017 upto 1400hrs.** Tenders received on the due date and time will be **opened on 18.05.2017 at 1430 hrs.** The late bids will not be accepted under any circumstances. Director, NAARM reserves the right to accept or reject any tender(s) or in full without assigning any reason thereof.

Cost of Tender Document & Earnest Money Deposit Details:

Sl.No.	Description	Rs.
1.	Cost of Tender Document	Rs.-Nil-
2.	Earnest Money Deposit	Rs. 25,000.00

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The bidders should submit the tender consisting of technical & financial bids with terms & conditions along with EMD (also known as earnest money deposit) in the form of Account Payee Demand Draft (drawn from any commercial bank), Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in an acceptable form **in favour of "ICAR Unit – NAARM Account", payable at Hyderabad** for the quoted item(s) as per terms & conditions in the tender. Those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department are exempted for submission of Bid Security.

ii. Interested eligible bidders may download the **Tender Document with full details from NAARM Website (<http://www.naarm.org.in>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) on or after 26.04.2017 and in such cases, participation in the tender will be subject to remittance of the prescribed **EMD amount** along with the **Technical Bids**. Late submission of tenders & unsigned tenders for the schedule will not be entertained under any circumstances after specified date & time as indicated.**

Note :

1. The items as per supply order shall be transported to NAARM Stores at your cost.
2. The information format should invariably be filled in and duly signed by the authorized signatory and the terms and conditions strictly be followed before submitting the tender.
3. The tender(s) may be addressed to the Director, NAARM, Rajendranagar, Hyderabad-500 030.

Note : Bidder should Sign and Seal on each page of the Tender Document failing which your Tender Document will not be accepted.

Terms and conditions for acceptance of Tenders, supply of Stationery items on Annual Rate Contract basis of which the contract will be awarded are given below :

1. **Submission of Tender :** The Tenders may be dropped in the tender box kept outside the Stores & Purchase Officer's Room of Administrative Building, NAARM, Rajendranagar, Hyderabad - 500 030 on or before the due date.
2. **Proposed Period of Rate Contract :** The contract will be valid for a period one year with effect from the date of award of the contract. The period of contract may be extendable for one more year on renewal basis on mutual agreement.
3. **Termination of the Rate Contract :** The Rate Contract can be terminated at anytime by giving one-month notice on either side.
4. **EMD :** The bid should accompany the EMD of **Rs.25,000/-** (Rupees Twenty five thousand only) in the form of crossed Demand Draft / Banker's Cheque drawn from any commercial bank in favour of **"ICAR Unit – NAARM Account"**, payable at Hyderabad should be enclosed with the tender of each item quoted by the bidder(s). Bank Guarantee is also acceptable from any commercial bank in favour of **ICAR Unit, NAARM Account, payable at Hyderabad** along with the tender towards EMD, failing which tender will be rejected. The bidder has to submit Bid Security (also known as earnest money) except those who are registered with Central Purchase

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Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The earnest money of all unsuccessful tenderers will be refunded after the contract has been awarded to the successful bidder without any interest thereon. The earnest money will be liable to be forfeited in case the successful bidder refuse the offer. The successful bidders EMD will be returned subject to furnishing the required **Performance Security** for an amount of **Rs.75,000/-** in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank.

5. **Refund of EMD** : The **EMD** in full will be refunded soon after the tender is finalized to all except in case of the accepted tender(s). The successful bidder EMD will be released after receiving the Performance Security which will not carry any interest.
6. **Forfeiture of EMD** : EMD will be forfeited if the tenderer withdraws or amend or impairs or derogates from the tender in any respect within the period of validity of their tender.
7. **Security Deposit** : The successful bidder has to submit Security Deposit for an amount of **Rs.75,000/-** (Rupees Seventy Five thousand only) in the form of DD/BG in favour of **"ICAR Unit- NAARM ACCOUNT -"** on which no interest will be paid. Security Deposit will be released after completion of all contractual obligations (valid rate contract period for one year), and can be withheld or forfeited in full or in part in case the order is not executed satisfactorily within the stipulated period to the best satisfaction of the organization.
8. **Samples**: The firm should submit the samples of the items wherever applicable along with the tender.
9. **Payment** : No advance payment is permissible. Payment would be after satisfactory supply of the entire quantity as per Purchase Order. All payments will be made through RTGS.
10. **Change of Defective Goods** : Vendors have to supply the items from the latest stock as per our requirement and if any damage/defective it should be replaced without any additional cost and as per quoted rates in the tender document.
11. **Price Escalation** : There should not be any price increase during the Rate Contract.
12. **Rates** : Rates should be quoted in the Schedule of Requirements enclosed to this notice or on the bidder's letterhead in the same format. The authorized person and his full name should sign the tender and status should be indicated below his signature. Tenders will be considered for which rates have been quoted strictly according to the specification. The rates should be quoted in Indian Rupees only. The rates must be written in figures as well as in words. Any alterations in the rates in tender will not be considered.
13. **Delivery Schedule** : The delivery of the material should be made based on supply order as and when required. The material should be supplied within the time frame as indicated in the Purchase Order.
14. **Validity of Tender** : Tenders should be valid **till the completion of one year from the date of award of the contract towards supply of stationery items on Annual Rate Contract**. Tenders valid for a shorter period shall be rejected as non-responsive.

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15. **Firm / VAT Registration & IT** : The tenderer, along with tender, must submit IT returns for the past three assessment years. The documentary proof of registration of firm, certificate of registration for Sales Tax issued by appropriate Government for the required sales must be provided with the seal of the tenderer, failing which the tender will be liable to be rejected in the absence of these documents.
16. **Proof of Documents** : The tenderer should enclose the purchase orders of central/state govt. organizations for the past three years.
17. **Penalty** : Penalty as may be decided by the Director, NAARM is liable to be levied on the firm/agency who do not supply the items according to required quality / specification and time limit specified in the purchase order. The supply should be as per quality / specifications / time period.
18. **Liquidated Damages** : Time is the essence of the order as our requirement are connected with time targeted research programmes. Part supplies are not acceptable under any circumstances. The date of delivery should be strictly adhered. Otherwise, the Director, NAARM reserves the right not to accept OR to cancel the order if the delivery schedule is not adhered to in part or full and to claim liquidated damage @0.5% per week or part thereof subject to the maximum of 10% delivered price of the delayed supply of goods by the specified date, will be charged for the number of weeks or part thereof for which the items are supplied after the specified date given in the total value of the supply order.
19. **Taxes / Duties** : If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual / percentage of such taxes / duties / charges should be clearly indicated.
20. **Enquires on Tenders** : Any enquiries regarding the tenders will not be entertained.
21. **Acceptance of Tender** : The acceptance of the Tender will rest solely with the Director, NAARM who is not bound to accept the lowest Tender and reserves the right to himself to reject or partially accept any or all the Tenders received without assigning any reason thereof.
22. **Rejection of Tender** : Tenders not complying with the above conditions are liable to be rejected. The entire original tender document must be submitted with seal and signature on each page along with price schedule within the due date. Otherwise, tender will not be considered at any cost.
23. **Decision** : The Decision of the Director, NAARM on any dispute in the matter will be final and legally binding. In the event of any question, dispute or difference arising under these condition or any conditions contained in the Purchase Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract. Director, NAARM reserves the right to accept or reject any or all the tenders received without assigning any reasons whatsoever at any time without assigning any reason thereof. The decision of the Director, NAARM is final in this regard. While the quotee and the department shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its jurisdiction at Hyderabad. The resultant contract will be under Indian Laws.

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Your Tender Document should be submitted with a covering letter with a reference number and date on your letterhead having the address of your regd.office, telephone no., fax no., Sales Tax No, etc.,

N. Raghunath
26/4/17
(Stores & Purchase Officer)

TECHNICAL BID

TENDER FORM

(To be filled in by the Tenderer duly printed on their letterhead)

Tenderer's Ref.No. _____ Date: _____
From: _____ Grams: _____
PIN _____ Phone No. _____
Fax No. _____

To
The Director
NAARM, Rajendranagar,
HYDERABAD - 500 030

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the rates given in the said schedule and agree to hold this offer for 90 days (3 months) from date of submission the tender. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. ___ Dt. ___ for Rs. ___ (in words) Rupees _____ only) drawn on (Bank) _____ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

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TECHNICAL BID

BANK GUARANTEE FORM FOR BID SECURITY (Stamp Paper worth Rs200/-)

Whereas hereinafter called the "tenderer" has submitted their offer datefor the supply of (hereinafter called the tender") against the purchaser's tender enquiry No. KNOW ALL MEN by these presents that WEof Having our registered office at are bound unto(Hereinafter called the "Purchaser") in the sum offor which payment will and truly to be made to the said Purchaser, the bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank thisday of2017.

THE CONDITIONS OF THE OBLIGATION ARE :

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
 - (2) If the tenderer having been notified of the acceptance of his tender by the purchaser during the period of its validity.
- If the tenderer fails to furnish the Performance security for the due performance of the contract.
 - Fails or refuses to accept / execute the contract.

WE undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and Designation of the officer

Seal, name and address of the Bank and address of the Branch.

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Technical Bid

Schedule of Work: Inviting Tender Enquiry for Supply of Stationery items

BID FOR STATIONERY ITEMS ON ANNUAL RATE CONTRACT
(To be filled in by the Tenderer duly printed on their letter head)

S.No	Name of the item	Brand Name
1	Alpins	
2	Acetate sheets 3 M	
3	Ball pens (Good quality)	
4	Box files	
5	Brown paper sheets	
6	Binding clip 15 mm	
7	Cello tape dispenser(Big)	
8	Cello tape (Small) 1" size	
9	Cello tape (Big) 2" size	
10	Cello tape colour (Big) 2" size	
11	Dak pads	
12	Envelops 11x5 plain(120 GSM) with printing of NAARM logo as for sample	
13	Envelops(Clothed)10x12 A4 size (180 GSM)with printing of NAARM logo as for sample	
14	Envelops(Clothed)A3 size (180 GSM)with printing of NAARM logo as for sample	
15	Envelops 9x5 plain (120 GSM) with printing of NAARM logo as for sample	
16	File boards (Thick)	
17	File tags	
18	Fevi-stick	
19	Gum tube	
20	Gem clips	
21	Gel pens	
22	Gum bottles (Small) (150ml.)	
23	Gum bottle (Big)	

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24	High lighters	
25	Ink jet paper (Matty)	
26	Note sheet pad(80 GSM) consisting 100 pages	
27	OHP marker pens (Set)	
28	Post it pads (Big)	
29	Pencils	
30	Plastic scales (Big)	
31	Photo glossy paper	
32	Paper weights (Rubber Type)	
33	Permanent marker pens	
34	Post it pads(Medium) (Yellow)	
35	Post it pads(medium) (Different colours)	
36	Register's 1 quire	
37	Register's 2 quire	
38	Register's 3 quire	
39	Register's 4 quire	
40	Register's 5 quire	
41	Single punch	
42	Stapler pins (Small)	
43	Stapler machines (small)	
44	Stapler machines (big)	
45	Stapler pins (Big)	
46	Stapler pin remover	
47	Stamp pad (Big)	
48	White correcting fluid pens	
49	White board marker pens	
50	Xerox paper A4 (75 GSM)	
51	Computer stationery 132 column (1+1) 80 GSM	
52	Computer stationery 80 column (1+1) 80 GSM	
53	Computer stationary 132 column (One part 132 GSM)	
54	Computer stationary 80 column single part(80 GSM)	

Note: The firms may submit the samples of the above said items while submitting the tender.

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Signature: _____
 Name: _____
 Date: _____
 Seal: _____