

F.No. 1-1/2015-CCRAS/Admn./Store

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCE
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan,
No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi – 110058**

Sub: Tender for supply of 'Stationery Items in CCRAS Hqrs. Office at New Delhi'.

The CCRAS invites sealed quotations from reputed, financially sound and experienced firms for supply of Stationery Items in CCRAS hqrs. Office at New Delhi, for a period of one year from the date of signing of contract:-

2. General information about the tender:-

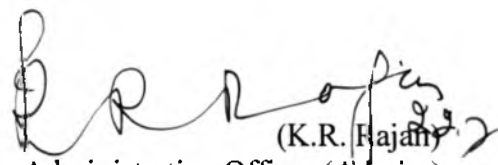
a)	Tender Reference No.	F. No. 1-1/2015-CCRAS/Admn./Store
b)	Last date and time for receipt of Tenders	11/08/2015 upto 4.00 PM
c)	Time and date of opening of Tenders	12/08/2015 at 3.00 PM
d)	Place of opening of Tenders	Conference Hall Room No. 223, 2 nd Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

3. The Tender shall be submitted in sealed envelope clearly super scribing on the envelope "Bid for supply of 'Stationery Items'". The sealed Tenders may be put in the Tender Box placed on the 2nd floor near in the chamber of Deputy Director (Admn.), Room No. 222, CCRAS, by due date and time. Tenders received late will be rejected outright.

4. The tenders shall be subject to the following condition:-

1. The rates should be firm for a period of two months from the date of opening of tender and should be all inclusive for delivery at CCRAS Hqrs. Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.
2. Each bidder should submit an EMD of ₹10,000/- alongwith the quotation for supply of stationery items as mentioned Annexure-I. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The E.M.D. will be returned to the unsuccessful bidders after the bids are finalized. In case of successful bidders they will be required to deposit Rs. 25,000/- as per Performance Security which will be retained by the Council till two months after expiry of the contract period.
3. The supplier should not handover execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancelation of contract and forfeiture of Performance Security.
5. In case the supplier is unable to supply with in stipulated time or becomes insolvent the loss incurred to the Council will be borne by the supplier.
6. The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.

7. The tenderers may quote their rates (including taxes) for all or any of items mentioned in the enclosed list.
8. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
9. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also bear all costs for executing an agreement on non-judicial stamp paper of ₹100/- (**Rupees One Hundred Only**) for the fulfillment of the contract within the period specified in the letter of acceptance. The contractor shall have to bear all costs, including stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail forfeiture of EMD amount.
10. In case where a successful tenderer, does not supply the items in full or in time the Council at its discretion may purchase such items from the next higher tenderer and the loss, if any, caused to the Council due to increased rates shall be borne by the defaulting tenderer.
11. The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct such sums which in the opinion of the Council is due from the contractor.
12. Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Director General, CCRAS and set off against any claim of the Director General, CCRAS against the tenderers.
13. No enhancement of rates will be considered during period of contract.
14. The Director General has every right to reject/accept any bid without assigning any reasons.


(K.R. Hajan)
Administrative Officer (Admin.)
For Director General

Financial bid:

List of Stationery Items:-

Sl. No.	Name of the item	Unit	Price quoted in ₹
1.	All Pin - (Sharp Point)		
2.	All Pin Cushion Box		
3.	All Out Machine		
4.	Gel Pen black (Blue, Black & Red) good quality		
5.	Add Gel Refill (Blue, Black & Red) good quality		
6.	AAA Remote Cell		
7.	All Out Refill		
8.	Audit Register		
9.	Attendance Register		
10.	Ball Pen Ordinary Montex Mega Top		
11.	Ball Pen Riffle (Blue, Black & Red) Montex Mega Top		
12.	Contingent Bill Register (Unit)		
13.	Contingent Bill Register (Hqrs.)		
14.	Carbon Sheet Box (Blue) Kores		
15.	Cash book		
16.	Cash Receipt Book		
17.	Cloth of parcel (Markin)		
18.	C.P.F. Register (Ledger) CAM-17		
19.	Cashier Tape 12m x 9 m (sun tape)		
20.	Compilation Register		
21.	Compact Disc Recordable(CDR) 700 MB Capacity with plastic case (Samsung, Sony, Mosearbear) or equivalent		
22.	CD-RW 700 MB Capacity with plastic case (Samsung, Sony, Mosearbear) or equivalent		
23.	CD Marker (O.H.P.)		
24.	Contingent bill form (G.A.R. 29)		
25.	Calculator Casio MJ-120 12 digit or equivalent		
26.	Cheque Register 8 qurs.		
27.	Correction Pen (Kores)		
28.	Car Freshener (Lemon & Sandal) Airwick or equivalent		
29.	Crockery (Cup Saucer) Bone China or equivalent		
30.	Duster (White)		
31.	Duster (Yellow)		
32.	DVD-R		
33.	DVD-RW		
34.	Dak Pad "Neelgagan" per pad		
35.	Dispatch & Diary Register		
36.	Envelopes size E-5, 9"x 4"		

37.	Envelopes size E-6 11"x 5"		
38.	Envelopes size 10"x 12" cloth paste (A4) size		
39.	Envelopes size 16"x 12" cloth paste (Full Size) A3 size		
40.	Eraser (Non-dust) Apsara or equivalent		
41.	Expenditure Register		
42.	File Tray (plastic)		
43.	File Cover - Good Quality		
44.	File folder Plastic ('L')		
45.	File folder (Button Type)		
46.	File Board - Good Quality		
47.	Fevicol Tube		
48.	Glue stick (Koves / Luxor) or equivalent		
49.	Gum Bottle (Large 700ml) (Camel)		
50.	Gem clip Metal/Plastic coated		
51.	Highlighter (Luxor) Gloliter (5 in a Set) or equivalent		
52.	Hard Drive 500 GB		
53.	Hard Drive 1 TB		
54.	Index File		
55.	Jug plastic		
56.	Key Board		
57.	Lamination Sheets 125 micron		
58.	Lamination Roll		
59.	Log book		
60.	Locks with key		
61.	Leave Account		
62.	Mouse		
63.	Mouse Pad		
64.	Note sheet pad (Neelgagan) or equivalent		
65.	Naphthalene balls		
66.	Parker Vector Roller Pen		
67.	Plastic rope/Sutli		
68.	Photocopy paper Full size Ream JK Copier (75 GSM)		
69.	Photocopy Paper A3 Size Ream JK Copier (75 GSM)		
70.	Photocopy Paper A4 Size Ream JK Copier (75 GSM)		
71.	Pay bill register 150 pages		
72.	Pay bill form (G.A.R. 13)-Inner		
73.	Paper weight		
74.	Paper cutter (IKON)		
75.	Peon Book		
76.	Pencil HB, Apsara, Natraj or equivalent		
77.	Permanent marker – Luxor or Reynolds (in black, Blue, Red colour)		
78.	Pension Register		

79.	Pay bill Register GAR 17&18-200 pages		
80.	Pay bill Register –Unit		
81.	Pen Drive 2 GB - Kingston or equivalent		
82.	Pen Drive 4 GB - Kingston or equivalent		
83.	Pen Drive 8 GB - Kingston or equivalent		
84.	Pen Drive 16 GB - Kingston or equivalent		
85.	Pen Drive 32 GB - Kingston or equivalent		
86.	Punching Machine –Single Hole (Kangaro)		
87.	Punching Machine –Double Hole (Kangaro)		
88.	Pilot Pen V-5 (Blue, Black & Red)		
89.	Register 8 qrs. Ruled (384 pages)		
90.	Register 6 qrs. Ruled (288 pages)		
91.	Register 4 qrs. Ruled (192 pages)		
92.	Register 2 qrs. Ruled (96 pages)		
93.	Ribbon TVSE DP-5000 Dot matrix		
94.	Stapling Machine 24/6 (HP-45)		
95.	Stapling Pin 24/6		
96.	Stapling machine Kangaroo 10 D		
97.	Stapler Pin 10 Nos.		
98.	Stapler Pin 23/17 Nos.		
99.	Stapler Pin 23/10 Nos.		
100.	Soap		
101.	Soap Case		
102.	Scale		
103.	Scale Steel		
104.	Stock Register 300 pages		
105.	Sharpener Natraj or equivalent		
106.	Service book		
107.	Sketch pen black (Luxer)		
108.	Scissor (Medium) 9” size (Kebica) per pc.		
109.	Stamp pad – Faber Castell Size 110 mm X 69 mm		
110.	Slip pad		
111.	Slip pad – Spiral Type		
112.	Spanch Pad		
113.	Self Stic Note Pads – Stic On or equivalent		
114.	Transparency Sheets A4 Size - 175 micron		
115.	Cotton tag (ordinary size) fine quality per bunch (guchhi) (bunch of 50 tags)		
116.	T A bill form		
117.	Tape Cello ½” Omex or equivalent		
118.	Tape Cello 2” Omex or equivalent		
119.	Tape 2” Brown packaging tape 2” x 30-35 mtr. (super diamond tape)		

120.	Tape Dispenser		
121.	Tumbler Glass - (Yera/Borosil) or equivalent		
122.	Transparent sheet 175 micron		
123.	Table Glass		
124.	Towel Big size		
125.	Towel Small Size		
126.	Tea Spoons (Steel) Standard		
127.	Uniball pen (Blue, Black & Red)		
128.	Visiting Cards Album		
129.	Waste paper bucket		
130.	Waste paper bucket with lid		
131.	Wall clock cell		
132.	Wall Clock - Ajanta		
133.	White Fluid Correction Pen- Korex or equivalent		
134.	Yellow slip 3"X3"		

Signature & Seal of the Bidder/Agency/firm

To,

Director General,
Central Council for Research in Ayurvedic Sciences,
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
No. 61-65, Institutional Area,
Opp. 'D' Block, Janakpuri,
NEW DELHI – 110058

Respected Sir,

I/We who are established and reputed firm
dealing with stationery items hereby offer our quotation against the tender ref. No.
..... and accept the terms & conditions of the tender and enclose a
copy of the tender document duly signed by the authorised signatory.

Yours faithfully,

(Name) for and on behalf of M/s.....
(Name of Manufactures)

**Note: This letter of authority should be on the letterhead of the concern and should be signed
by a authorized signatory.**