

केन्द्रीय आयुर्वेदीय वातव्याधि(तंत्रिका पेशी एवं अस्थि संधि विकार) अनुसंधान संस्थान

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)

आयुष मंत्रालय, भारत सरकार

चेरुथुरुत्ति (टाक), त्रिशूर, केरल-६७९ ५३९



**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR NEUROMUSCULAR & MUSKULO-SKELETAL DISORDERS**

(Central Council for Research in Ayurvedic Sciences)

Ministry of AYUSH, Govt. of India

P.O. CHERUTHURUTHY, THRISSUR DIST., KERALA - 679 531

F.No. 1-3/2016/CARI N & MSD

Dated: 24 APR 2017

Sub: Tender for supply of Stationary & Sundry items in Central Ayurveda Research Institute for Neuromuskular & Muskulo Skeletal Disorders, Cheruthuruthy.

1. The CARI N & MSD invites sealed quotations from reputed, financially sound and experienced firms for supply of Stationary & Sundry items in CARI N & MSD, Cheruthuruthy for a period of one year from the date of signing of contract.

2. **General information about tender:-**

(i)	Tender reference No.	F.No. 1-3/2016/CARI N & MSD
(ii)	Last date and time for receipt of tenders	11/05/2017 - 2 PM
(iii)	Time and date of opening of tenders	11/5/2017 - 3 PM
(iv)	Place of opening of Tenders.	Chamber of the Asst. Director-in-charge

3. The Tender shall be submitted in two bid system, Technical bid and Financial bid:-

- (i) Technical bid (As per Annexure-1) consisting of all technical details and
- (ii) Financial bid (As per Annexure-11) indicating item wise for the items mentioned in the technical bid.

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed "Supply of Stationary & Sundry items". The sealed Tenders may be send by post at the aforesaid address by due date and time. Tenders received late will be rejected outright.

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

- (i) 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 CARI N & MSD Cheruthuruthy.
- (ii) The Technical Bid must contain information/documents signed by the authorized signatory of the bidding firm/agency should be kept in Technical Bid envelope along with other documents/information prescribed in this tender notice at Annexure - I.
- (iii) Each bidder should submit an EMD of **10,000/-** along with the quotation for supply of Stationary & Sundry items as mentioned Annexure-II. EMD should be in the form of Demand Draft drawn in favour of Asst. Director-in-charge, CARI N & MSD, Cheruthuruthy. The EMD 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 fill two months after expiry of the contract period.

- (iv) The supplier should not hand over 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.
- (v) In case the supplier is unable to supply with in stipulated time or becomes insolvent the loss incurred to the CARI N & MSD will be borne by the supplier.
- (vi) 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.
- (vii) The Tenderers may quote their rates (including taxes) for all or any of items mentioned in the enclosed list.
- (viii) 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 forfeited and no correspondence in this regard will be entertained thereafter.
- (ix) 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 Rs. 100/- (Rupees 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.
- (x) In case where a successful tenderer, does not supply the items in full or in time the CARI N & MSD at its discretion may purchase such items from the next lowest tenderer and the loss if any, caused to the CARI N & MSD due to increased rates shall be borne by the defaulting tenderer.
- (xi) The performance security shall be returned to the contractor within two months after expiry of contract period, but in the event of any dispute arising between the CARI N & MSD and the contractor, the CARI N & MSD shall be entitled to deduct such sums which in the opinion of the CARI N & MSD is due from the contractor.
- (xii) Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Asst. Director-in-charge and set of against any claim of the Asst. Director-in-charge against the Tenderers.
- (xiii) No enhancement of rates will be considered during period of contract.
- (xiv) The Asst. Director-in-charge has every right to reject/accept any bid without assigning any reasons.



(K.G. VASANTHAKUMAR)  
Asst. Director-in-charge.

**TECHNICAL BID**

To

M/s. ....

.....

.....

(Name, address, Landline and mobile nos.  
Of the bidding firm/agency firm agency):-

Sl.No.	Documents kept in the Technical bid envelope	Whether enclosed (The firm would write Yes or No in the respective columns).
1	EMD amount	
2.	Copy of registration/License and other documents as proof of trade in supply of stationary items.	
3.	Self certificate in respect of not being blacklisted by any Govt./Semi. Govt. office.	
4.	Details and copy of VAT/Service Tax (TIN) No. if applicable to the firm.	
5.	Copy of PAN of firm	
6.	Specification of stationary items being offered as per Annexure - II	

It is hereby declared that the terms & conditions of the CARI N & MSD F.No. 1-3/2016/CARI N & MSD dated ...../...../2017 are fully acceptable to our firm/agency.

(To be signed by the Authorized Signatory  
of the Firm/Agency with Name and Stamp)

**FINANCIAL BID**

Annexure-II

**STATIONARY ARTICLES**

Sl.No.	Name of the Items	Approx.Qty.required for one year	Price per items
1	Brown Paper Roll	20 Nos.	
2	Chart Paper	10 Nos.	
3	'U'Clip	30 pkt.	
4	Calculator	10 Nos.	
5	Binder clip	10 box.	
6	Clip Board	40 Nos.	
7	Carbon Paper	5 box	
8	Damper	12 Nos.	
9	Eraser	20 Nos.	
10	File Pad	300.Nos.	
11	Gum tube	25 Nos.	
12	Note Book (200pages)	100 Nos.	
13	Note Book (40pages)	50 Nos.	
14	Office Tray	10 Nos.	
15	Pen Stand	10 Nos.	
16	Pen Gel ( Blue/Black/Green)	30 Nos.	
17	White Board Marker Pen	50 Nos.	
18	Pencil	50 Nos.	
19	Sharpner	30 Nos.	
20	Pad Ink	10 Nos.	
21	Punching Machine(single punch)	15 Nos.	
22	Pendrive (4GB,8GB,16GB,20GB,32GB)	5 Nos.	
23	Magnetic Clip Container (pin box)	10 Nos.	
24	Stapler Pin No-10	50 pkt.	
25	Scissors	20 Nos.	
26	Bell Pin	25 pkt.	
27	Whitener(Correction Pen)	30 Nos.	
28	Re- fill (blue)	300 Nos.	
29	Register (100 Pages)	200 Nos.	
30	Register (200pages)	150 Nos.	
31	Register (300pages)	25 Nos.	
32	Rubber Band (Big)	15 pkt.	
33	Rubber Band (Small)	10 pkt.	
34	Scale	50 Nos.	
35	Stamp pad	10 Nos.	
36	Stick on pad(Flag -Various Colours)	4 Box.	
37	Stapler No-10	20 Nos.	
38	Tag (Large)	20 Bundle	
39	Tag (Small)	40 Bundle	
40	Red Pen	100 Nos.	
41	Paper Weight	10 Nos.	



5

42	Pen (Blue)	200 Nos.	
43	Paper A4	300 Ream	
44	Notice Board Pin	4 box	
45	A/C Book(Cheque Register)	4 Nos.	
46	Double Punching Machine	4 Nos.	
47	Permanent Marker Ink	20 Nos.	
48	CelloTape ( Large)	100 Nos	
49	CelloTape (Small)	50 Nos.	
50	Cello Tape (Medium)	25 Nos.	
51	File Cover Plastic (Closing Type)	50 Nos.	
52	A4 Sheet Note Book (Un-ruled)	10 Nos.	
53	Lexi-Pen	200 Nos.	
54	Note book(100 page)	50 Nos.	
55	Permanent Marker Pen	30 Nos.	
56	Rubber Seal	40 Nos.	
57	Fevi stick	10 Nos.	
58	Feviquick	5 Nos.	
59	Steel Scale	2 Nos.	
60	Glass Marker Pen (Blue/Black)	10 Nos.	

**FINANCIAL BID**

Annexure II

**SUNDRY ARTICLES**

Sl.No.	Name of the Items	approx.Qty.required for one year	Price per items
1	Arippa	5 Nos.	
2	Chavitty	15 Nos.	
3	All out Machine (Goodknight)	20 Nos.	
4	Chappal (Various Size)	50 pair	
5	Aluminium Foils	25 Nos.	
6	Betadine Lotion	25 Nos.	
7	Battery for AC-Remote	50 Nos.	
8	Bulb (CFL- 8W,15W, 40W, 75W)	50 Nos.	
9	Broom Sweeper(Local)	100 Nos.	
10	Waste Basket (Office-Net type)	40 Nos.	
11	PlasticBucket(10Ltr,12Ltr,15Ltr,17Ltr,20Ltr.)	40 Nos.	
12	Band Aid(Round type)	200 Nos.	
13	Floor Cleaning Brush with long handle	20 Nos.	
14	Cora Cloth	100 mtr.	
15	Table Cloth (velvet)	15 mtr.	
16	Plastic Can (10Ltr)	100 Nos.	
17	Duster Cloth	600 Nos.	
18	Dust Pan	10 Nos.	
20	Cloth Clip	10 Nos.	
21	Lime Powder	25 Kg.	
23	Plastic bucket (100Ltr.)with Lid	25 Nos.	
24	File Tray	10 Nos.	
25	Plastic Bottles (200gm) 500 ml	450 Nos.	
26	Gloves (Small)	150 box	
27	Gloves (Medium)	150 box	
28	Gloves(Thick)	100 pair	
29	Good knight-Refill	100 Nos.	
30	Gas lighter	10 Nos.	
31	Gas tube	2 Nos.	
32	Bleaching power	100 Kg.	
33	Hand wash Liquid	250 Nos.	
34	Hit	25 Nos.	
35	Tube light(40w)	200 Nos.	
36	Dettol	75 bottle	
37	Plastic jug	10 Nos.	
38	Kadacol	2 Nos.	
39	Knife	10 Nos.	
40	Mop with stick	25 Nos.	
41	Disposable Mask	1500 Nos.	
42	Match Box	100 Nos.	
43	Mug (Plastic)1Ltr.	50 Nos.	

⑦

44	Disposable Needle (18x1 ½)	600 Nos.	
45	Ounce glass	4Nos.	
46	Paper Plaster ½ (Micropore)	3box	
47	Pakkad (Steel)	5 Nos.	
48	Tissue Paper Roll	25 Nos.	
49	Phenol	100Can(5Ltr.)	
50	EDTA Powder	20 bottle	
51	Broom with long handle	50 Nos.	
52	Soap (Life buoy)	500 Nos.	
53	Room Spray	25 Nos.	
54	Scalp Vein set (No. 18)	800 Nos.	
55	Soap Cage	10 Nos.	
56	Soap (Rin)	100 Nos.	
57	Antiseptic Medispirit	75 Nos.	
58	Steel Scrubber	200 Nos.	
59	Harpic	100 Nos.	
60	Thorth	150 Nos.	
61	Turkey Towel (Medium)	50 Nos.	
62	Turkey Towel (Small)	50 Nos.	
63	Turkey Towel (Large size)	50 Nos.	
64	Thermometer	10 Nos.	
65	Ujala Liquid	10 Nos.	
66	Turkey Towel Large Size (White)	10 Nos.	
67	Vim Bar	500 Nos.	
68	Valakol	20 Nos.	
69	Vim Powder	50 Kg.	
70	Washing Powder (Wheel)	200 Kg.	
71	Washing Soap	200 Kg.	
72	Washing Powder (Ujala)	100 Kg.	
73	Wiper with Long Handle	25 Nos.	
74	Wiper with long Handle (Rubber)	25 Nos.	
75	Wash basin brush	50 Nos.	
76	Bottle Brush (Medium)	10 Nos.	
77	Bathroom brush	20 Nos.	
78	Floor brush	10 Nos.	
79	Surgical blade- No.12	200 Nos.	
80	Battery (Big)	40 Nos.	
81	Battery (small)	150 Nos.	
82	Plastic Containers	20 Nos.	
83	Plastic Can 5Ltr.	25 Nos.	
84	Calender	80 Nos.	
85	Brush(Medium, Small)	10Nos.(each)	
86	Tourniquet tube (Rubber)	10mtr.	
87	Cap	600 Nos.	
88	Steel Mug	2 Nos.	
89	Well Net	2 Nos.(5x5)	

90	Plastic Stool	2 Nos.	
91	Floor Mat	20 Nos.	
92	Wall Hanger	10 Nos.	
93	Waste Basket with lid	25 Nos.	
94	Plastic Cover 2kg Capacity	30 Kg.	
95	Apron (White Coat)	25 Nos.	
96	Plastic Tray	20 Nos.	
97	Cotton Absorbant	100 Nos.	
98	Sponge Scrubber	25 Nos.	
99	Waste Basket with lid	20 Nos.	
100	Cello Tape Large (Brown)	25 Nos.	
101	Bucket (Steel)	5 Nos.	
102	Exo-Liquid	2 Nos.	
103	Plastic Apron	10 Nos.	
104	Rubber Seal	25 Nos.	
105	Bombay Broom	10 Nos.	
106	Rolled Bandage(5cmx3cm)	50 pkt.	
107	Rubber Mat	10 Nos.	
108	White Coat	15 Nos.	
109	Urine Bottle	3000 Nos.	
110	Stop watch	1 No	
111	Drainage cleaner	10 Nos.	
112	Plastic Containers	40 Nos.	
113	Plastic Apron	20 Nos.	