

OFFICE OF THE PRINCIPAL, PT. JAWAHARLAL NEHRU, GOVT. MEDICAL COLLEGE CHAMBA
No.GMC/CBA/Acctt./Quotation-Vol-II/20 **7267-76** Dated: **03-06-2021**

To,

1. M/S Harsh General Store,
Dogra Bazzar, Chamba (HP).
2. M/S Prem General Store,
Dogra Bazzar, Chamba (HP).
3. M/S Jagdambey Stationery Mart
Museum Road, Chamba (HP).
4. M/S Kailash General Store,
Dogra Bazzar, Chamba (HP).
5. M/S Shakti General Store,
Dogra Bazzar, Chamba (HP)
6. M/S Vikas General Store,
Near Laxmi Narayan Temple, Chamba (HP)
7. M/S Chamba Traders,
Mohalla Sultanpur,
Near Rana Hospital, Chamba (HP)
8. M/ Educational General Store,
Dogra Bazzar Chamba (HP)

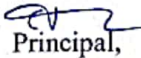
Subject: Regarding Limited Tender for supply of Stationary article.

Sir,

Limited Tenders are invited from the Original Equipment Manufacturers (OEM) or their established, reputed and experienced authorized dealer/representatives registered and approved suppliers for the procurement of Stationary Article as per specification mentioned on annexure -1


No.	Last Date & Time for submission of Tender	20/06/2021 upto 11.00 AM
Date:-	Tender opening Date & Time:	26/06/2021 at 12.00 PM
Cost of Tender form Rs.-Nil		Earnest Money Deposit (EMD) Rs. 10,000/-

Note:-If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose. Tender document can be download from this official website www.ptjlngmc&hchamba,


Principal,
Pt. Jawaharlal Nehru Govt. Medical College,
Chamba, District Chamba, (H.P)
Dated:- **03-06-2021**

Endst. No. Above **7267-76**
Copy to

1. Dr. Praveen Kumar Assistant Prof. department of Pharmacology for information & with the request to upload the same quotation on the official website.
2. The Store Incharge Pt. JLNGMC&H Chamba for information.


Principal,
Pt. Jawaharlal Nehru Govt. Medical College,
Chamba, District Chamba, (H.P)

ANNEXURE -1

Sr. No.	Name of Article	Specifications /Descriptions	Remarks	Quantity
1.	Led Pencil	Led Pencil (HB)		
2.	Eraser	Non Dust		
3.	Sharpener	Good Quality		
4.	Pen	Gel (leak proof)		
5.	Rolling Board	Black Size – 47 X 67 cms		
6.	Chalk (10s pack)	Dustless Color –white		
7.	Pen	Ball Pen Blue (Good Quality)		
8	Pen	Ball Pen Red (Good Quality)		
9	Paper clip	Good Quality		
10	Paper Pin	Good Quality		
11	Paper Rim	Legal Size (21.5cm x 34.5cm 75GSM		
12	Paper Rim	A4 Size 75GSM		
13	Cello Tape	Big Size		
14	Fevi Stick	Good Quality		
15	Notepad	Plain Good Quality		
16	Short Hand Copies	Good Quality		
17	Steppler	Big Size		
18	Steppler	Small Size		
19	Whitener	Fluid		
20	Tag For Paper	Small Size		

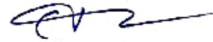
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ANNEXURE -I

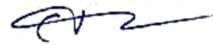
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21	Tag For Paper	Big Size		
22	Page Poker	Good quality		
23	Note Sheet Pad	Good quality		
24	Pin cushion	Good quality		
25	Attendance Register for Students	Good quality		
26	Attendance Register for Employees	Good quality		
27	Marker	Black, Red & Green		
28	Damper	Good Quality		



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Principal,
Pt. Jawaharlal Nehru Govt. Medical College,
Chamba District Chamba (H.P)

Annexure-II**Terms and Conditions:-**

1. The tender document shall be duly signed by Tenderer.
 2. The rates should be valid upto **31.3.2022** .
 3. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates shall not be overwritten and in case of correction should be duly attested by the tenderer. Any omission in filling the column of rates may debar a tender from being considered.
 4. **Quoted rates should be inclusive of all taxes.**
 5. Prices shall be Firm and on F.O.R destination basis Inclusive all applicable taxes & duties.
 6. TDS applicable for the said items shall be deducted at source
 7. Tenderer shall have to submit an EMD for **Rs 10,000/-** (Rupees Ten Thousand Only) in the form of crossed Demand Draft or duly pledged Fixed Deposit Receipts, drawn in favour of Principal Pt.JLNGMC Chamba " payable at Chamba. The bid shall not be entertained in any case without the requisite EMD.
- The bid security shall be forfeited
- If the Bidder withdraws its bid or varies any terms & conditions in regard thereto during the period of bid validity specified by the Bidder Or
 - If the bidder indulges in Corrupt, Fraudulent, Collusive or Coercive practice(s). Or
 - If the bidder does not accept the correction of its Bid Price pursuant to Clause 16.4 Or
 - If the successful bidder fails or refuses to accept/ execute the Supply Order when required. Or
 - In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the required performance security, in accordance with T&C.
8. Earnest Money shall be refunded to the unsuccessful bidder after completion of tender process. In case of successful bidder, the same will be retained in the office for one year.
 9. All photo copies of documents attached with the tender should be duly self attested.
 10. The tender shall be opened in the presence of tenderers or their authorized representatives who wish to appear on schedule date.
 11. The tenders who do not fulfill the mentioned conditions, their tender will be straight way rejected.
 12. The supplier must ensure that, in case of doubt in material, supplied by the firm/tenderer, the expenditure incurred on getting the material tested will be borne by the tenderer.
 13. For any query regarding tenders, contact Principal Pt.JLNGMC , Chamba (HP) personally or on telephone No. 01899-223956
 14. 100% payment will be released **within 30 days** against physical delivery of inspected/accepted articles duly supported with satisfactory inspection note and receipt of goods in good condition by consignee's site/destination.
 15. The Inspection committee shall inspect and approve the samples of the items offered by successful bidder before finalizing the contract and pre dispatch inspection shall be conducted before taking the delivery of ordered items to ascertain condition and specifications at the office of undersigned. The items of inferior quality will not be acceptable.
 16. The material shall have to be supplied within **10 days** from the date of receipt of supply order

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17. Telegraphic quotations or quotations received through fax/e-mail shall not be considered for evaluation purposes.
18. Late tenders i.e. tenders received beyond the expiry of stipulated date & time/posted either on or after the prescribed stipulated date & time, shall not be accepted and consequently be returned back in sealed & unopened condition to the concerned bidder.
19. Any dispute emerging from contract shall be subject to the jurisdiction of court at Chamba(HP)
16. The bidder shall **not have been debarred** from business by any PSU/ Govt Deptt. /Semi Govt Deptt. during the last 3 years. **Self-declaration in this regard to be provided.**
17. Subletting /sub-contracting of work /supply contract strictly not allowed.

I/We hereby quoted to supply the goods/material at the rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the Annexure-II have been read over and shall be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Dated :

Signature of tendered

Name:.....

Name of Firm/agency:.....

Seal of firm/Agency.....

Annexure-III**TENDER SUBMISSION GUIDELINES/NORMS**

The quotation shall have to be submitted in two-envelope system in the following manner:

Envelope No. 1 (Technical bid) - shall be superscribed as "Technical Bid – "Supply of Stationery Items" and shall contain the following:

- i. Requisite Earnest Money Deposit.
- ii. Make/Model particulars of offered items, duly filled,
- iii. a) Technical Bid for the articles should furnish all technical details of the product along with manufacturers name.
b) The bidder shall not have been debarred from business by any PSU/ Govt Deptt. / semi Govt. Deptt. during the last 3 years. Self-declaration in this regard to be provided.
- iv. Copy of GST No. & copy of PAN card of the firm.
- v. Signed and stamped copy of complete NIT and Tender Invitation Form.

Envelope No. 2 (Price bid) - shall be superscribed as "Financial Bid – "Supply of Stationery Items" and shall contain the following:

- i. Signed and stamped copy of quoted prices duly filled in the "Schedule of Quantities & Prices" enclosed as Annexure-V herewith, strictly as per the prescribed format.
- ii. Rate Reasonability Certificate mentioning that the offered rates in tender are at par with the prices charged from other Govt. deptt./PSUs (to be provided on official letter head of the firm with specific mention of NIT/Tender reference).

Both the envelopes 1&2 shall be put in a third larger envelope duly superscribing "Tender for Stationery Items ", NIT No. & Due date of opening on top of the envelope and complete address of the bidder along with their telephone & fax numbers at bottom left corner and should reach on or before due date & time on the following **Address:-**

Principal, Pt. Jawaharlal Nehru Govt. Medical College,
Chamba District Chamba (H.P)

Failure of the bidder to enclose any of the above-mentioned documents with their technical bid may render their bid liable for rejection on grounds of being non-responsive to tender requirements, as per relevant norms of Corporation.

EVALUATION OF BIDS

During bid evaluation, the Purchaser may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

The Evaluation of Bid shall be done on the basis of unit price of each item, quoted by the bidder in their "price bid" submitted on FOR Destination.

Quoted rates should be both in figure as well as in words.


If there is a discrepancy between words and figure of the unit rates, the unit rates in words will prevail. If bidder does not accept the correction of errors, its bid will be rejected and the bid security will be forfeited.

The Principal Pt. JLNGMC Chamba, does not bind him-self to accept the lowest quotation and reserves the right to accept the quotation on quality basis also in whole or, in part, i.e., with respect to all the articles mentioned in the document or in respect of any one or more than one article specified in the attached statement as may be decided. In case of few items being quoted lowest by a bidder other than a bidder who has quoted lowest rates for majority of the items of the tender, the decision, in such a situation, may be taken to award the supply order to the successful bidder by the tender committee only, although at lowest rates as quoted by other bidder, so as to facilitate the monitoring/convenience of supplies from a single/more supplier. Accordingly, the tender Accepting Authority reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part, even after opening of Technical bid or financial bid.

PERFORMANCE BANK GUARANTEE:

The successful bidder/ supplier shall be required to furnish a Performance Bank Guarantee along with the supply for an amount equal to **5% (Five Percent)** of the Contract sum, valid up to validity of rate contract.

Unless mentioned in contrary in the bid, it shall be presumed that all the terms and conditions stipulated in this enquiry are acceptable, in totality, to the bidder. Principal Pt. JLNGMC Chamba reserves the right to modify any of the term and condition attached to the tender. In case dispute regarding the terms and conditions of this tender the decision of Principal Pt. JLNGMC Chamba shall be final and binding on all the parties.



Principal,
Pt. Jawaharlal Nehru Govt. Medical College,
Chamba ~~Distriet~~ Chamba (H.P)

ANNEXURE-IV**TECHNICAL BID FOR SUPPLY OF STATIONERY ITEMS**

1	Name of Firm	
2	Address of Firm	
3	Registration of the Firm (Attach Proof) Certificate of Registration	
4	Contact detail	Tel No. Mob.No..... Fax No. E-mail ID
5	PAN/GST No. (Attached photocopies)	PAN No..... GST No.
6	EMD in the form of Demand Draft/FD in favour of Principal Pt.JLNGMC Chamba, payable at Chamba (Attach DD/FDR)	

M/s.....

(Name and address of firm)

PRICE BID**FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS**

S.No.	Name of Item	Specifications	Make & Model	UNIT PRICE (both in words & figures) inclusive of all taxes/duty {F.O.R.}
1.	Led Pencil	Led Pencil (HB)		
2.	Eraser	Non Dust		
3.	Sharpener	Good Quality		
4.	Pen	Gel (leak proof)		
5.	Rolling Board	Black Size – 47 X 67 cms		
6.	Chalk (10s pack)	Dustless Color -white		
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16	Sheet Head Cover	Good Quality		

16	Short Hand Copies	Good Quality		
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21	Tag For Paper	Big Size		
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26	Attendance Register for Employees	Good quality		
27	Marker	Black, Red & Green		
28	Damper	Good Quality		

Declaration by the Tenderer:-

This is to certify that I/We have read and fully understood all the terms and conditions mentioned at **Annexure-I** & in the tender form and undertake myself/ourselves to abide by them and the information provided in this reference is true. If at any stage, any information given by me is proved to be false, the Principal Pt.JLNGMC Chamba has the right to forfeit the EMD deposited in this record.

Date:

(Signature of the Tenderer)

Place:

Name:.....

Name of Firm.....

Seal of the Firm/Agency

Annexure-VIRTGS/NEFT MANDATE FORM

To

Principal,
Pt. Jawaharlal Nehru Govt. Medical College,
Chamba District Chamba (H.P)

Sub: RTGS/NEFT Payment.

Sir,

For remittance of our payments using RTGS/NEFT scheme, It is requested that our payments may be made through the above scheme to our under noted account.

RTGS/NEFT Form

Bank's Name	
Branch Address	
Branch Telephone/Fax No	
Suppliers Account No	
IFSC Code	
Supplier's Name as per Bank Account	
Supplier's contact No	
Supplier's email ID	

Signature with Date, Name and Designation

(For and on behalf of

M/s.....

(Name and address of Manufacture)

Annexure-VII**Authorization Certificate to be submitted by the Representative**

(To be submitted at the time of opening of the tender, in case the bid opening is to be attended by representative on behalf of the tenderer)

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of Tender for Supply of Stationary items.

A person is hereby authorized to attend the bid opening for the Tender mentioned above on behalf of..... (Bidder) as per detail given below.

S.No. Name of Representative and Address

.....

Specimen Signature

1.
2.
3.

Signature of the Tenderer