

**OFFICE OF THE PRINCIPAL, PT. JAWAHARLAL NEHRU, GOVT.  
MEDICAL COLLEGE CHAMBA**

No. GMC/CBA/Acctt/Quotation-19

8633-42

Dated: Chamba, the 2021 29-06-2021

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:**

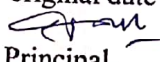
**Regarding Limited Tender for supply of Stationary article.**

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

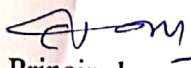
No.	Last Date & Time for submission of Tender	12/07/2021 upto 11.00 AM
Date:-	Tender opening Date & Time:	12/07/2021 at 12.00 PM
Cost of Tender form Rs.-Nil		Tender documents can be downloaded from our website i.e. <a href="http://www.ptjlngmc&amp;hchambaor">www.ptjlngmc&amp;hchambaor</a> can be obtained from the office of Principal Pt. JLNGMC Chamba.(Account Branch)

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.

  
Principal,  
Pt. Jawaharlal Nehru Govt. Medical College,  
Chamba District Chamba (H.P)  
Dated:- 29-06-2021

Endst No. As Above: 8633-42  
Copy to

1. Dr. Praveen Kumar AP deptt. of Pharmacology for information and with the request to upload the same quotation on the official website.
2. The Store In-charge Pt. JLNGMC&H Chamba for information.

  
Principal,  
Pt. Jawaharlal Nehru Govt. Medical College,

**Annexure-I****Terms and Conditions:-**

1. The tender document should be duly signed by Tenderer. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates shall not be overwritten
  2. **Quoted rates should be inclusive of all taxes.**
  3. Prices shall be Firm and on F.O.R destination basis Inclusive all applicable taxes & duties.
  4. TDS applicable for the said items shall be deducted at source
  5. All photo copies of documents attached with the tender should be duly self attested.
  6. The tender shall be opened in the presence of tenderers or their authorized representatives who wish to appear on schedule date.
  7. The tenders who do not fulfill the mentioned conditions, their tender will be straight way rejected.
  8. 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.
  9. For any query regarding tenders, contact Principal Pt. JLNGMC , Chamba (HP) personally or on telephone No. 01899-223956
  10. Payment will be released after physical delivery of inspected/accepted articles duly supported with satisfactory inspection note and receipt of goods in good condition by consignee's site/destination.
  11. 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.
  12. The material shall have to be supplied within 10 days from the date of receipt of supply order.
  13. Telegraphic quotations or quotations received through fax/e-mail shall not be considered for evaluation purposes.
  14. 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.
  15. Any dispute emerging from contract shall be subject to the jurisdiction of court at Chamba(HP)
  16. The rates should be valid upto 31.3.2022
- 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

Signature of tendered

Name:.....

Name of Firm/agency:.....

Dated :



## **Annexure-II**

### **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. Copy of GST No. & copy of PAN card of the firm.
- ii. 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”
- 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 ”, Addressed to :-Principal, Pt. Jawaharlal Nehru Govt. Medical College, Chamba District Chamba (H.P)**

### **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. JLN GMC 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

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 District Chamba (H.P)

**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		
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		
12	Paper Rim	A4 Size		
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		
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		

**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-IV****RTGS/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)