

CALL FOR QUOTATIONS

FOR EMPANELMENT OF AGENCY FOR SUPPLY OF STATIONARY ITEMS FOR NHM OFFICIALS AT MISSION DIRECTOR OFFICE- DEHRADUN

CFQ No: UKHFWS/NHM/CFQ/STATIONARY/2018-19/01

1. Publishing of CFQI Documents: 15/2/2019
2. Last date of Submission of Proposal: 22/2/2019
3. Selection Process: Call for Quotation

This is in reference to the Empanelment of Agencies for the supply of Stationary items for NHM, please find attached Details of the items with the required specifications in attached Format as in annexure 1. We would like to invite you to submit your best price/service in form of **Call for Quotations** (CFQ)

Terms & Conditions

1. Price & Services

- a) Agencies with an experience of 1 year and turnover of Rs. 1 Lakh per annum will be preferred.
- b) All duties, taxes and other levies payable shall be included in the total price.
- c) Discount, if any, offered shall be shown separately.
- d) The rates quoted by the supplier shall be fixed for the duration of the PO and shall not be subject to adjustment on any account.
- e) The prices should be quoted in Indian Rupees.(INR)
- f) Services:- Supply of Stationary items as per Annexure III & as per the Purchase order. The quoted rates of the items will be final and the agency should supply the same till the end of contract date.

2. Submission of CFQ

- a) Unless otherwise specified, quotations shall be submitted in original form and in the format prescribed by National Health Mission as in Annexure-I.
- b) You are requested to submit your quotation latest by **22/02/ 2019**, with the availability of mentioned items.
- c) Quotation received after the prescribed deadline will not be considered.
- d) The vendor can seal quotation can be sent to the address given below:

**To,
Mission Director- NHM
Uttarakhand Health & Family Welfare Society,
Danda Lakhond, Sahastradhara Road, Dehradun- 248001**

- e) The outer envelope shall indicate the name and address of the vendor and it should be written clearly that "Sealed quotation for meals for National Health Mission, Uttarakhand.

- f) A Performance deposit of Rs 15,000/- is required if the Agency is selected.
- g) Agency should submit an affidavit that the Firm has not been black listed by any Govt Agency- Annexure-II.
- h) National Health Mission Shall not be held responsible for delivery of quotation to the wrong address and for any postal delay or for loss in transit.

3. Validity of Empanelment:

Quotation shall remain valid for a period of 2 years after the deadline date specified for submission and may be extended further after seeing performance of the services.

4. Award of Purchase Order (PO)

1- The National Health Mission will award the Purchase Order to the vendor whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

2- Notwithstanding the above, the National Health Mission reserves the right to accept or reject any quotation and to cancel the procurement process and reject all quotations at any time prior to the award of PO.

3- The Supplier/Vendor whose quotation is selected by the committee will be notified of the award of PO by the National Health Mission prior to expiration of the validity period. The terms of the accepted offer shall be incorporated in the purchase order.

5. Payment Terms

Payment shall be made as per the payment terms specified in the purchase order.

We look forward to receiving your quotation duly completed in all respects within the prescribed deadline.

Annexure-I

Format to be submitted by bidders

Format to be submitted by bidders								
Tender Inviting Authority		Quotations for Supply of Stationary Items as per Annexure III)						
Name of Work								
Contract No								
Name of the Bidder/Bidding Firm								
PRICE SCHEDULE								
DOMESTIC TENDERS- RATES ARE TO BE GIVEN IN RUPEES (INR) ONLY								
NUMBER	TEXT	NUMBER	TEXT	NUMBER	NUMBER	NUMBER	NUMBER	TEXT
S.no	ITEM DESCRIPTION/SERVICES	QUANTITY (quote a single quantity price)	UNITS	GST AMOUNT IN Rs.	ANY OTHER TAXES IN Rs.	TOTAL AMOUNT WITHOUT TAXES IN R.s	TOTAL AMOUNT WITH TAXES IN Rs.	TOTAL AMOUNT IN WORDS
1	2	3	4	5	6	7	8	9
	(Stationary Items as Per Annexure III)							
	TOTAL IN FIGURES							
	QUOTED RATES IN WORDS							

Appendix – II:-

Format for Affidavit (On a Rs. 100 Stamp Paper)

Format for Affidavit certifying that bidders company Director(s)/Members are not Blacklisted (On a Stamp Paper of relevant value)

Affidavit

I, M/s..... (the names and addresses of the registered office) hereby certify and confirm that we are not blacklisted/ barred/ convicted by UKHFWS / or any other entity of GOI or any other State Government/ Government of India/ any Government organization or any other funding agency for bid rigging /Cartelization/ corrupt or fraudulent practices/ unethical/ negligence of duty/ financial irregularity as on the _____(Date of Signing of Application).

We further confirm that we are aware that, our bid for selection for empanelment of catering services would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the selection process or thereafter during the agreement period and the security amount shall stand forfeited without further intimation.

Dated

Day of, 2018.

Name of the Applicant

Signature of the Authority

Seal:

Annexure III

List of Stationary items required

S.N.	Name Of Items	Specifications	Rate Quoted	Rate Quoted by Tenderer (Including all taxes)
1	Attendance Register Good Quality	2 Qr. 4 Qr.	Per Pcs.	
2	Register Good Quality	4 Qr. 6 Qr. 8 Qr. 10 Qr.	Per Pcs.	
3	Dispatch Register Good Quality	12 Qr.	Per Pcs.	
4	Stock Register Good Quality	4 Qr. 6 Qr. 8 Qr.	Per Pcs.	
5	Cheque Issue Register Good Quality	4 Qr. 6 Qr. 8 Qr. 10 Qr.	Per Pcs.	
6	Cash Book Good Quality	4 Qr. 6 Qr. 8 Qr. 10 Qr.	Per Pcs.	
7	Peon Book Good Quality	Standard	Per Pcs.	
8	File Movement Register	Good Quality	Per Pcs.	
9	Index Register Good Quality	Full Half	Per Pcs.	
10	Log Book	Good Quality	Per Pcs.	
11	Note Sheet Pads Good Quality	A4 Legal	Per pad	
12	Writing Pads Good Quality	spiral bindings	Per Pcs.	
13	Writing Pads Good Quality	paste bindings	Per Pcs.	
14	Letter Pads Printed with logo	Executive Bond Paper	100 Sheets	
15	Executive Diary	Good Quality	Per Pcs.	
16	Typing/Photo State Paper Century Green	A4 A3 Legal	Per Rim	
17	Planner Diary	Good Quality	Per Pcs.	
18	Planner	Good Quality	Per Pcs.	
19	Short Hand Note Book	Good Quality	Per Pcs.	

20	RTI Register	Printed	Per Pcs.	
21	Sketch Pen	Good Quality	Per Pcs.	
22	Gel Pen	Hi-Tec point 0.7 uni-ball eye	Per Pcs.	
23	Pilot Pen	0.5	Per Pcs.	
24	Ball Pen	Montex Renolds	Per Pcs.	
25	Highlighter Multicolour	Cello	Per Pcs.	
26	Permanent Marker Luxor	HD Refillable	Per Pcs.	
27	Permanent Marker Luxor	Pen	Per Pcs.	
28	White board Marker	Luxor	Per Pcs.	
29	White board eraser and cleaning fluid		Per Pcs.	
30	Whitener Pen	7 ml	Per Pcs.	
31	Pencil HB	Natraj	10 pcs.	
32	Eraser (Rubber)	Non-Dust	10 pcs.	
33	Envelopes Printed	11"x4.5" (1000 Pcs.) A4 Laminated (100 Pcs.) A3 Laminated (100 Pcs.)	11"x4.5" (1000 Pcs.) A4 Laminated (100 Pcs.) A3 Laminated (100 Pcs.)	
34	Fevi Quick	5 gm 10 gm	Per pcs.	
35	Pen Stand	Glass Type	Per Pcs.	
36	Glue Sticks	15 g.m	Per Pcs.	
37	Paper Weight	Glass acerlic	Per Pcs.	
38	Sharpener (Pencil Cutter)	Natraj	10 pcs.	
39	Paper Cutter	Natraj	10 pcs.	
40	Gum	Bottles 700 ml	per bottels	
41	Punchin Machine Kangaroo	Double Single	per pcs.	
42	Kadak		per pcs.	
43	Flag Multi colour	Page Marker, Pestit Different Size (each)	per pkt.	
44	Dak Pad	Raxeen Cloth (each)	Per Pcs.	
45	Plastic Folders	L Size (10)	10 pcs.	
46	Plastic Folders	Button (10)	10 pcs.	
47	File Board	Each	per pcs.	
48	Index File (Kangaroo Clip)	Each	per pcs.	
49	Printed File Cover with logo		100 pcs.	
50	Conference Flie	Plastic (each) Leather (each)	Per Pcs.	
51	File Folder	Cloth-Coated (each)	Per Pcs.	
52	Pocket Note Book	Each	Per Pcs.	

53	File Cover Plain	Each	Per Pcs.	
54	Guard File	Each	Per Pcs.	
55	Stapler Machine	10 No. (each) 25 No. (each) 45 No. (each)	Per Pcs.	
56	Soft/Notice Board Pin	Per Pkt.	Per Pkt.	
57	Stapler Pins	10 No. 24 No.	Per Pkt.	
58	Cottontags	Per Bundle	Per Bundle	
59	Tag	White Green		
60	Scissors	Big (each) Small (each)	Per Pcs.	
61	Rubber Stamps Self Inking	Plastic (each)	Per Pcs.	
62	Cello Tape Transparent	2" (each) 4" (each)	Per Pcs.	
63	Cello Tape Brown	2" (each) 4" (each)	Per Pcs.	
64	Scale	Plastic 12" (each) Steel 12" (each)	Per Pcs.	
65	Stamp pad	Big (each) Small (each)	Per Pcs.	
66	Visiting Cards	100	100	
67	U-Clips PVC Coated	Per Pkt.	Per Pkt.	
68	Calculator	15 Digit (each) 12 Digit (each)	Per Pcs.	
69	Alpine	Per Pkt.	Per Pkt.	
70	Binder Clip 25 mm	Gorilla (each)	Per Pcs.	
71	Binder Clip 32 mm	Gorilla (each)	Per Pcs.	
72	Binder Clip 19 mm	Gorilla (each)	Per Pcs.	
73	All Pin Container Good Quality	each	Per Pcs.	
74	Call Bell	Cordless	Per Pcs.	

Computer Items

1	Photo Copy Cartridge	Samsung 707L	Per Pcs.	
2	Printer Cartridge	88 A HP Laser Jet	Per Pcs.	
3	Printer Cartridge	88A HP Laser Jet	Per Pcs.	
4	Printer Cartridge	78A HP Laser Jet	Per Pcs.	
5	Printer Cartridge	12A HP Laser Jet	Per Pcs.	
6	Printer Cartridge	85A HP Laser Jet	Per Pcs.	
7	Printer Cartridge	MLT-D111S	Per Pcs.	

8	Printer Cartridge	MLT-D101S/XIP Samsung	Per Pcs.	
9	Printer Cartridge	MLT-D1043S/XIP Samsung	Per Pcs.	
10	Printer Cartridge	18A CF218A Laser Jet	Per Pcs.	
11	Printer Cartridge	MLT-D119S/XIP Samsung	Per Pcs.	
12	Printer Cartridge	MLT-D203S/XIP Samsung	Per Pcs.	
13	Printer Cartridge	H-278A Prolite HP Laser	Per Pcs.	
14	Printer Cartridge	Q2612AC HP Laser Jet	Per Pcs.	
15	Printer Cartridge	SP310 Laser Jet Richo	Per Pcs.	
16	Printer Cartidge	SP 212 SFNw RICOH	Per Pcs.	
17	Printer Cartridge	CE 278AC HP Laser	Per Pcs.	
18	Printer Cartridge	278A/328 Canon	Per Pcs.	
19	Cartridge Refilling (Printer/Photocopier)	All model	All model	
20	Anti Virus Quick Heal	5 Users 10 Users	5 Users 10 Users	
21	Pan Drive SanDisk	16 GB	Per Pcs.	
22	Pan Drive SanDisk	32 GB	Per Pcs.	
23	External Drive WD	500 GB	Per Pcs.	
24	External Drive WD	1 TB	Per Pcs.	
25	External Drive WD	2 TB	Per Pcs.	
26	Keyboard Dell	HP	Per Pcs.	
27	Optical Mouse Dell	HP	Per Pcs.	
28	Keyboard Wireless Dell	HP	Per Pcs.	
29	Optical Mouse Wireless Dell	HP	Per Pcs.	
30	UPS Zebronics	600 VA 1200 VA	Per Pcs.	
Miscellaneous Items				
1	Acid Bottle	1 Ltr.	1 Ltr.	
2	All out machine with Refills	1 Each	per pcs.	
3	All Out Refill/Liquid	1 Each	per pcs.	
4	Battery Cell	Remote Cell (Each)	per pcs.	
5	Battery Cell	Pencil cell (Each)	per pcs.	
6	Broom	Phool (Each)	per pcs.	
7	Broom	Sheek (Each)	per pcs.	
8	Good Quality Chair Towels	Each	per pcs.	
9	Good Quality Hand Towels	Each	per pcs.	
10	Colin	500 ml	per pcs.	
11	Wiper Big	Each	per pcs.	
12	Duster Khadi	Each	per pcs.	

13	Floor Swabs		Per Pcs. 26"x26"	
14	Buckets Plastic	20 Ltr.	20 Ltr.	
15	Buckets Plastic	25 Ltr.	25 Ltr.	
16	Waste Paper Basket	Each	Per Pcs.	
17	Toilet Brush	Each	Per Pcs.	
18	Naphthalene	Per KG	Per kg	
19	Phenyl	5 Ltr. Per Cane	5 Ltr. Per Cane	
20	Tissues Paper	Per pkt.	Per pkt.	
21	Disposable Glass	Water	1000 pcs.	
22	Disposable Glass	Coffee	1000 pcs.	
23	Cup Plate Set Office	Bone China Per Set	Per Set	
24	Glass Borosil	Per Set	Per Set	
25	Room Heater Single Rod	Per Pcs.	Per Pcs.	
26	Room Heater Double Rod	Per Pcs.	Per Pcs.	
27	Blower/Heat Converter 2000 W	Per Pcs.	Per Pcs.	
28	Heat Pillar	Maharaja Per Pcs.	Per Pcs.	
29	Harpic	1 Ltr.	1 Ltr.	
30	Extension Board (Power Plug)	Good Quality	Per Pcs.	

Note: The rate quoted should be inclusive of levies and taxes i.e. sale tax, excise duty, backing forwarding, freight, insurance, VAT, GST etc.

Signature With Seal of the
Proprietor of Agency

Address: