

**ICMR – NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH  
PLOT NO. I-7 SECTOR-39 NOIDA – 201301**

NICPR/Store/Stationery/2018-19

Dated: 22<sup>nd</sup> Jan. 2019

**INVITATION TO LIMITED TENDER ENQUIRY**  
**FOR SUPPLY OF STATIONERY ITEMS**

Dear Sir,

1. The Director National Institute of Cancer Prevention And Research, Plot No. I-7, Sec-39, Noida-201301, invites Sealed Tenders for the Purchase of Stationery items **(as per Schedule of Requirement enclosed at Annexure-I)**. The bidders may go through the Terms and Conditions carefully. In case any bidder fails to follow any or more of these conditions, the offer shall be summarily rejected. **The Specifications / details of the items are attached at Annexure-I**
2. The quantity and number of items are probable and subject to change without any further notice/reason. Notwithstanding the estimate of probable items / numbers, the Director National Institute of Cancer Prevention And Research, reserves the right to reject any or all the tenders or complete Tender process at any stage without assigning any reason.

**Tender Submission**

3. The Tender / Bids (as per Schedule of specifications / details of Requirement at Annexure-I) should be made/sealed in an Envelope which should be clearly marked as **“Tender for (Stationery Items)” & “Date of Opening”**. The Bid should accompany EMD and Line-wise confirmation of the proposed Brands/Specifications that will be supplied, on Vendor’s Letter Head. The NICPR may subsequently, call for clarifications and/or samples of the offered products in case offer is not clear/doubtful. The affected vendor needs to provide sealed & stamped samples to the NICPR by the given date, else such vendor’s offer/Tender for that/those item(s) will be summarily rejected without any further consideration/communication.
4. **Last Date of Submission** – Last date of Receipt of Sealed Tender Documents at NICPR, Noida is **11.02.2019** by **4.00P.M.** by Post or by Hand. Tenders by E-mail/Fax will not be accepted. “Late Tenders”, for any reason whatsoever, will not be entertained/taken into account, without assigning any reason thereof.
5. **Date & Time of Opening** – The Tenders / Bids will be opened by the nominated Purchase Committee on **14.02.2019** at **2.30P.M.**, at 2<sup>nd</sup> Floor, Board Room. The Tenderers or their authorized representatives are requested to be present during opening of the Bids.
6. **Acceptance of Offer/Tender** – For calculation of Lowest (L-1) responsive vendor, the total value quoted for **Free of Cost Delivery at NICPR, Noida** of each item separately will be taken into consideration. Therefore, final Purchase Order on any vendor may or may not be for all items for which no claim can be made by any vendor. Such Vendor(s) need(s) to fulfill/supply so Ordered lesser numbers of items within the given delivery schedule, else their EMD will be forfeited without any further communication.

7. Each tender must contain the Total value not only in figures but also in words. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the L-1 Bidder and subsequent process, though the Director NICPR reserves the right not to accept any Tender only on the L-1 (lowest) criteria.
8. Fax/E-mail/Conditional tender will not be accepted.
9. Director NICPR reserves its right to procure any of the available items through GeM (Government e-Market Place) instead of from the L-1 Vendor without any notice / intimation / liability to / towards L-1 Vendor in this regard.
10. Other Terms & Condition of Supply are attached at Annexure-II.

**Stores-In-Charge**

- Encl:** (a) Schedule of Requirement at Annexure-I.
- (b) Other Terms and Conditions of Supply at Annexure-II.

**NICPR : SCHEDULE OF REQUIREMENT FOR SUPPLY OF STATIONERY ITEMS**

<b>S. No.</b>	<b>ITEMS</b>	<b>Qty.</b>	<b>RATE</b>	<b>TOTAL VALUE Including Taxes etc, F.O.R. NICPR, Noida</b>
1.	Board Pins	10 Pkts		
2.	Brown Tape 2"	20 Nos.		
3.	Carbon Paper	2 Pkts		
4.	Writing Pad 33 Neelgagan	200 Pads		
5.	Contingency Register 6QR	2 Nos.		
6.	Register 2QR Ruled/Lined	50 Nos.		
7.	Register 4QR Ruled/Lined	100 Nos.		
8.	Dispatch Register 6QR	2 Nos.		
9.	Diary Register 6QR	2 Nos.		
10.	Duster White Cotton (Size 18"x18")	100 Nos.		
11.	Tumbler / Glass	100 Nos.		
12.	Duro Cell AA	100 Nos.		
13.	Pencil Cell	100 Nos.		
14.	Dettol Liquid Soap 200 ML	100 Nos.		
15.	Vim Powder 1 Kg Pack	50 Kgs		
16.	Flag Colour	20 Pkts		
17.	Gem U Clip	300 Pkts		
18.	Mouse Computer	2 Nos.		
19.	Marker Pen Black	20 Nos.		
20.	Fine Tip Marker Pen Black	50 Nos.		
21.	Stapler Big Size 26/6 (HD-45)	10 Nos.		
22.	Stapler Pin Big Size 26/6	50 Nos.		
23.	Stapler Pin Small Size No. 10	50 Nos.		
24.	Hand Towel (18" x 30")	20 Nos.		
25.	File Cover 14" x 10" (Print details in Hindi & English, both)	500 Nos.		
26.	File Board 14" x 10"	300 Nos.		
27.	Tissue Paper White	100 Pkts		
28.	Plastic Folder L Type	50 Nos.		
29.	Pen Reynolds (Blue)	300 Nos.		
30.	Red Pen Reynolds	20 Nos.		
31.	Scale Steel 12"	10 Nos.		
32.	Pencil HB	100 Nos.		
33.	Glue Stick	50 Nos.		
34.	All Pin	10 Nos.		
35.	Highlighter	20 Nos.		
36.	Log Book	2 Nos.		
37.	Poker	10 Nos.		

Place :

Date :

**Signature of Vendor  
with Stamp**

**P.T.O.**

- Note :**
1. Quantity indicated above is approximate. Actual requirement may vary/increase/decrease. No claim against NICPR, Noida will lie for such variations, if any.
  2. Rates/Total value are to be quoted for **Free of cost delivery** of the said items by the Vendor to NICPR, Noida. Tender not meeting this requirement will stand rejected.
  3. Minimum 12 months of usable life needs to be available (from the date of Expiry) for the lifed products if any, delivered to NICPR, Noida.

**Stores-In-Charge**

**ICMR – NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH  
PLOT NO. I-7, SECTOR-39, NOIDA – 201301**

**OTHER TERMS AND CONDITIONS OF SUPPLY**

1. Tender should be preferably, typewritten and every correction in the tender should invariably be signed by the Tenderer, failing which, the tender is liable to be rejected.
2. The Tenderer should ensure that the items offered fully meets the Specifications laid down by the Institute. If at any stage (even after placement of order/supply etc.) it is noted that the item offered does not meet the specifications, The Director, NICPR reserves the right to take any decision including cancellation of the Tender/offer/Purchase Order etc. with forfeiture of EMD/SD/PBG as the case may be. Any dispute in this regard concerning any Terms and Conditions of the Tender and/or the supply of item, will be subject to Noida Jurisdiction only.
3. No Tenderer shall be allowed at any time on any ground whatsoever, to revise or modify the rates quoted by him. The Tenderer will not be allowed to withdraw the offer quoted. In the event of withdrawal, the EMD tendered shall be forfeited.
4. Increased statutory levies and duties, over and above the rates quoted in the Tender, will be borne by the Tenderer for supplies after the originally permitted Date of Supply in the Purchase Order. The Institute shall not extend validity period for this reason and it will not bind the Institute for supplies beyond the date specified in the Purchase Order.
5. **Inspection and Acceptance of Items** – Acceptance process of the item(s) supplied will be considered complete only after duly Certified as such by the User and Countersigned by the Director NICPR, Noida.
6. **EMD of Rs. 2,000/-** in the form of a Account Payee Bank Draft in favor of “**The Director, NICPR, payable at Noida**” to accompany the Bid. The Tender without the EMD will be rejected summarily. No interest is payable on EMD which should be valid for at least 90 Days. EMD of un-successful Bidders will be released on finalization of Purchase Order.
7. **Payment** – 100% Payment for the items will be made after Acceptance as per Para 5 above, on submission of the Invoice, and Acceptance Certificate (Para-5 above).
8. If the tenderer fails to execute the Purchase Order within the specified delivery date or, as mutually agreed to in writing, the Order will be cancelled and EMD will be forfeited.
9. All damaged or unapproved goods shall be removed by the vendor at its own cost and risk. Any incidental expenses incurred by the Institute thereon shall be recovered from the vendor. Defective parts in the equipment, if found, before installation and during the warranty period, shall be replaced within 30 days of date of intimation from the NICPR, at the cost and risk of supplier, including customs duty, etc.
10. **All the pages of these Terms & Conditions are to be duly signed by the Vendor and returned/attached** with the Technical Bid, failing which the Tender will be summarily rejected.