

**No. 19-1/2018/Name Plates & Stamps/Stores/NCDC
GOVERNMENT OF INDIA
NATIONAL CENTRE FOR DISEASE CONTROL
(DIRECTORATE GENERAL OF HEALTH SERVICES)
22-SHAM NATH MARG, DELHI-110054**

Dated: 01/08/18

To

Sir,

Please let this office know if you can provide the items (List attached) at Annexure-I. If so, please send your quotations giving in full specification and other terms & conditions of delivery etc. The said quotations must be valid for one year and must be sent in double cover duly wax sealed and prominently subscribed "Quotation for Name Plates & Stamps **No.19-1/2018/Name Plates & Stamps/Stores/NCDC**".

It should be addressed to the Chairperson, Purchase Committee, NCDC, 22-Sham Nath Marg, Delhi-110054 and should reach this office on or before **31-8-18 (upto 11.30 AM)** & opened up **on 31-8-18 at 12.15 PM**. The quotations which are not received duly sealed, mentioning this office letter No. and last date of receiving will not be accepted. Firm has to ensure that sealed quotation have been put in Tender Box kept in store section, after making proper entry in register. Any similar job done/details must be supported with document. Copy of valid registration must be enclosed with tender otherwise tender will be ignored. Firm must fill up & submit Annexure III & IV.

Yours Faithfully

STORES OFFICER
For Director

Annexure-I

	List of items	Unit Rate
1.	Stamp in computerized, Self-inking & Rubber etc.	
2.	Nameplate (Bilingual) per sq. inch	
3.	Plastic Board, per ft.	
4.	Cloth Banner, per mtr. (poplin)	
5.	Banner, per mtr. (Sutton)	
6.	Cloth Banner, per mtr. (white cotton)	
7.	Tin Board with wooden frame, per ft.	
8.	Computerized Name plate, per sq. inch	
9.	Steel Nameplate, per sq. inch	
10.	Brass Nameplate, per sq. inch	
11.	Iron Angle Board, per ft.	
12.	Nameplate (both sides), per sq. inch	
13.	Digital Board, per ft.	
14.	Sun board, per ft.	
15.	Wooden Board, per ft.	
16.	Magnet Board per ft.	
17.	Display white board per ft. (Marka)	
18.	Flax Banner, per ft.	
19.	Flax Board, per ft.	
20.	Sign Board	
21.	Pin Board (cloth with material)	
22.	Fiber Glass sheets (3'x2')	
23.	Suggestion Box	
24.	stamp Box	

Annexure-II
Government of India
NATIONAL CENTRE FOR DISEASE CONTROL
(Directorate General Of Health Services)
22, Sham Nath Marg, Delhi-110054
Tender Notice No No. 19-1/2018/Name Plates & Stamps/Stores/NCDC

TERMS & CONDITIONS AND INSTRUCTIONS

1. Sealed tender superscribed "**Tender for Name Plates & Stamps**" are invited from the manufacturer or authorized dealer for the National Centre for Disease Control, 22, Sham Nath Marg, Delhi-54 during the period from 2018 to 2019.

2. The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

3. The tender is to be submitted alongwith duly signed Terms & Conditions in a sealed cover which must be clearly marked with the "**Tender for Name Plates & Stamps**" and the due date **31-8-18 (upto 11.30 A.M.)**. The cover should be addressed to The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-11 0054.

4. The bid shall contain no interlineations. Erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

5. Each tenderer is entitled to submit only one tender wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by him will be liable to rejection.

6. The tender must reach this office strictly not later than **31-8-18 (upto 11.30 A.M.)** & the bid must be received by the address specified & not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day. The tender will be opened up on **31-8-18 at 12.15 PM**.

7.It is the responsibility of the bidders to see that the complete bidding documents, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.

8.Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.

9.The bidder may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.

10.No bid can be modified subsequent to the deadline for submission of bids.

11.All Stores should be subject to inspection on receipt and purchaser shall have full discretion to accept or reject. Rejected supply should be removed within 15 days from date of intimation otherwise it will be disposed of in any manner deemed fit by the Institution.

12. The price charged for stores supplied to the Institution or jobs shall in no event exceed the lowest at which the tenderers sells the store to any other person. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC. Delhi-54.

13. If the firm fails to supply the ordered or job within 40 days of signing of order, there will be liquidate damage equivalent to 5% of the delivered price of the delayed goods for each week or part of week until actual delivery of performance upto a maximum of 10% of the delayed goods. The purchaser may consider termination of contract seeing its urgency even without extending the date of delivery.

14. The conditions of the tenderer shall not be binding on this Institute.

15. The firm must submit registration certificate.

16 .Presence of company representative with an authority letter from the respective firm during the bid opening process.

17. Tender will be closed sharp on the designated date and time. Late submission will not be accepted.

18. Tender should have a content page at the beginning and all the pages should be numbered . The content page indicates the number of page. This content page indicating all submitted documents should be stamped and signed on all pages by the by the bidder.

19. A cover letter be enclosed that should clearly mention following.

a. Name of the tender company

b. Name of the signing authority

c. Address and contact details of tender company

d. Original signature of the authorized bidder

e. Stamp

f. Whether EMD has been submitted-if yes, then form in which it is submitted (pay order or else)-number and date, amount of EMD deposit.

g. If not, whether exemption has been sought and if yes, the reason and on what page is the related certificate for exemption enclosed.

20 .Mention whether it is single bid or a two bid. If two bid system then mention on financial bid, **“NOT TO BE OPENED BEFORE DATE & TIME”**.

21. Envelope should be sealed with sign and stamp of the bidder.

22. Do not provide additional copies of tender document unless specifically asked for in tender.

23. At the time of dropping the tender ensure that your submission is entered in the tender register with sign, date and time.

24. On Price Bid page mention if any rebate and discount or mention “no discount” . This statement has to be made only on the price bid page. Mentioning anywhere else is not acceptable.

25. In price bids page of the bid document both the amount (quantity) and price should be mentioned in not only figures but also word. This is required for all entries in this price bid page.

26. Samples of specimens, if any submitted needs to be sealed, codified and submitted separately in an envelope. This needs to be mentioned in the cover letter and entry be made in the tender register at time of submission.

27. If a catalogue is enclosed . Identify pages in the catalogue relevant for the bid and the said pages be mentioned in the content list and duly signed/stamped.

28. It is mandatory to fill up annexure -III & IV.

**STORES OFFICER
for Director**

ANNEXURE-III
CHECKLIST

Name of Tenderer:

Name of Manufacturer:

SI No.	Activity	Yes/ No/ NA	Page No. in the Tender document	Remarks
1. a.	Have you enclosed EMD of required amount for the quoted schedules?	NA		
b.	In case EMD is furnished in the form of Bank Guarantee, has it been furnished as per Section XIII?	NA		
c.	In case Bank Guarantee is furnished, have you kept its validity of 165 days from Techno Commercial Tender Opening date as per clause 19 of GIT?	NA		
2. a.	Have you enclosed duly filled Tender Form as per format in Section X?	NA		
b.	Have you enclosed Power of Attorney in favour of the signatory?			
3. a	Are you a SSI unit, if yes have you enclosed certificate of registration issued by Directorate of Industries/NSIC			
B	Have you submitted the Declaration of UdyogAadharMemorandum (UAM) The declaration of UdyogAadhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal is mandatory from 01.04.2018. The bidders who fail to submit UAM number shall not be able to MSEs as contained in Public Procurement policy for MSEs order, 2012			
4. a.	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical specifications?	NA		

SI No.	Activity	Yes/ No/ NA	Page No. in the Tender document	Remarks
b.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?	NA		
5. a.	Have you submitted satisfactory performance certificate as per the Proforma for performance statement in Sec. IX of TE document in respect of all orders?	NA		
b.	Have you submitted copy of the order(s) and end user certificate?	NA		
6.	Have you submitted manufacturer's authorization as per Section XIV?	NA		
7.	Have you submitted prices of goods, turnkey (if any), CMC etc. in the Price Schedule as per Section XI?	NA		
8.	Have you kept validity of 180 days from the Techno Commercial Tender Opening date as per the TE document?			
9. a.	In case of Indian Tenderer, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
b.	In case of Foreign Tenderer, have you furnished Income Tax Account No. of your Indian Agent as allotted by the Income Tax Department of Government of India?			
10.	Have you intimated the name and full address of your Banker (s) along with your Account Number			
11.	Have you fully accepted payment terms as per TE document?			
12.	Have you fully accepted delivery period as per TE document?			

SI No.	Activity	Yes/ No/ NA	Page No. in the Tender document	Remarks
13.	Have you submitted the certificate of incorporation?	NA		
14.	Have you accepted the warranty as per TE document?			
15.	Have you accepted terms and conditions of TE document?			
16.	Have you furnished documents establishing your eligibility & qualification criteria as per TE documents?	NA		
17	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?			
18	Have you enclosed the latest purchase order copies supplied to AIIMS, PGIMER, JIPMER or Institute of National importance for the specific model quoted along with the price bid	NA		

N.B.

1. In price bids page of the bid document both the quantity and price should be mentioned in not only figures but also words.
2. Do not provide additional copies of tender document unless specifically asked for in tender.
3. All pages of the Tender should be page numbered and indexed.
4. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.

It is the responsibility of tendered to go through the TE document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)
For and on behalf of

(Name, address and stamp of the tendering firm)

ANNEXURE-IV

Company Name:-

Registration No-

Registered Address:-

Company's Nature of Business: -

Company Category: -

Company's legal status :-

Contact Name:-

Date of Birth :-

Correspondence Email:-

Phone:-

Mobile:-

PAN no-