

Annexure I

INSTRUCTIONS AND TERMS AND CONDITIONS

A: Instruction to Bidders:

1. Definition :

“The purchaser” means RCIBSD, “the Bidder” means the individual or the firms who participate in this tender and submit the bid, the Contract Price means the price payable to the supplier and Validation is process through which the goods are tested to ascertain its satisfaction as per the specification mentioned in the Annexure II.

2. Cost of Bidding :

The cost of preparing and submission of the Bid should be bear by the Bidders

3. Examining of instructions:

The Bidders are expected to examine all the instructions, forms terms and conditions and necessary documents. **Failure to furnish all the information required as per the instruction of Tender Notice or submission of substantially responsive to the instruction of Tender Notice in every respect or late submission will be at the risk of the bidder and may result in rejection of the bid.**

4. Clarification of doubts:

Any doubts may be cleared through proper **written communication** with the institute from the institutional E-mail ID: admin.ibsd@nic.in. **No verbal communication will be entertained.**

5. Amendment of Tender Notice:

At any time, prior to the date of submission of bids, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidder may modify the tender notice.

6. Bid Prices:

The bidder shall give the total price inclusive of all the levies and taxes (inclusive of VAT). The basic unit price and all the other components of the price need to be individually indicated against the items it proposed to supply under the rate contract .The offer shall be in Indian currency only. No foreign currency will be accepted. The price shall quote only one price and will remain fixed during the entire period of contract even the taxes are increased. A bid with an adjustable price quotation is likely to be treated as non-responsive and will be rejected.

“Discount”, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Hence the bidders offering discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, charges of 1% Env. Cess Tax by the supplier free of cost, etc.

7. Bid Security:

- 7.1 A bid security/EMD of Rs.10,000/-in the form of DD in favour of Director(i/c), IBSD having 60 days validity is to be furnished by the successful bidders on intimation by the purchaser within stipulated time period.
- 7.2 The Bid security/EMD is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of the EMD.
- 7.3 The Bid Security/ EMD will be forfeited:
- a) If a bidder withdraws the bid during the period of validity **which should be 180 days.**
 - b) In the case of successful bidder, if the bidder fails to sign the contract, or the service is not up to the mark.
 - c) The rejected bidders with respect to the above reason (a) and (b) will not be entitled to quote for the same items for one year and will not file any case in this regard.

8. Signing and marking:

All the pages of the bid should be signed by the authority. If found unsigned, the bid will be rejected. The envelope should properly be marked with "Tender Notification No. with date and Quotation for Stationery"

9. Submission of Bid:

The Bidders should submit the Bid in time. Any late submission irrespective of any reason is liable to reject the Bid and will return unopened to the Bidders.

10. Opening of the Bid:

The purchaser shall open the bid in presence of bidders or their authorized two representatives who wish to attend the opening at 02:10: p.m. on the next day of last date of submission. If the next day is a Holiday then it will open on the next working day.

The purchaser reserves the right for postponement of the opening date considering the availability of the committee members.

B: Terms and Conditions of the contract:

1. The Conditions shall apply in the contracts made by the Purchaser for the procurement of the goods.
2. The Goods supplied under this contract shall conform to the standards prescribed in Annexure II of this Tender Notification.
3. The purchaser or his representative shall have the right to inspect the goods as per prescribed schedule for their conformity to the specifications. If it fails to confirm the specification; the purchaser may reject them and the supplier shall either replace the rejected items or make all the necessary alterations to meet required specification free of cost to the purchaser at the earliest time.
4. The delivery of the items should be made as per the terms of the purchaser and the goods shall remain at the risk of the supplier until the delivery has been completed. The delivery shall be done within 2-3 weeks from the date of issue of Purchase Order.
The purchaser, however reserves the right to advance or delay the delivery within the stipulated time. The items should be delivered at The Office of RCIBSD, Near Metro Point, NH-31A, Middle Tadong, Gangtok – 737102, Sikkim and no transport or carriage shall be paid for the delivery.

5. 100% Payment shall be made on receipt of goods in good condition. For claiming the payment, Bills in Triplicate with Delivery Challan and Supplier Certificate for dispatch should be forwarded to the paying authority. No payment will be made for rejected goods at the site of testing.
6. The Purchaser has right to terminate the contract if the supplier don't supply the items in time and supply items of inferior quality.
7. Purchaser has right to reject the bid who have record of not meeting contractual obligations against earlier contracts with the purchaser.
8. Purchaser has right to blacklist the bidder for a suitable period in case he fails to honour his bid without sufficient ground.
9. The material should supply in original packing from the manufacturer clearly indicating the manufacturing date, expiry date and price, etc.
10. Award of contract will be made only after the selected bidder is found to be technically, commercially and financially acceptable to RCIBSD.
11. The agreement shall be in force for a period of one year or may extend as per the wish of RCIBSD by giving one week notification.
12. RCIBSD reserves the right to:
 - a) Accept or reject of any bid and bidding process without assigning any reason whatsoever at any time prior to the award of contract.
 - b) To counter offer price(s) against price(s) quoted by the bidder.
 - c) Blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.



Officer on Special Duty,
Regional Centre IBSD,
Tadong, Gangtok-737102

Annexure II

LIST OF ITEMS

Sl. No.	Items	Sl. No.	Items
	Paper	39	Camel Gum Paste 150 ml
1	A4 75 GSM Xerox Paper (JK)	40	Camel Gum Paste 300 ml
2	A3 75 GSM Xerox Paper (JK)	41	Camel Gum Paste 700 ml
3	FS 75 GSM Xerox Paper (JK)	42	Glue Stick FEVISTIK 15 gms
4	A4 Executive Bond Paper	43	Gum Brush -1"
5	A4 Colour Paper (JK)	44	Gum Brush -1/2 inches
6	Photo Paper 250 gsm(Blank at the back side)	45	Stamp Pad Faber-Castell (88 mm x 54 mm)
7	Glossy Paper (Best Quality)	46	Camel Stamp Pad - Large, Medium, Small
8	Printed Notesheet as per requirement of purchaser	47	Omega Paper Tray Stand
	Office File, Plastic File and Folder	48	Fevistik -8gm
9	Office file	49	Fevikwik -2gm
10	Kobra Spring File	50	Fevicol- 1 Kg and 1/2 Kg Bottle
11	D Clip File (File max)		STAPLER/STAPLER PIN/GEM CLIP ETC.
12	Lever File (Deluxe)	51	Kangaroo Stapler No. 10 D
13	Plastic Patti File (Best Quality)	52	Kangaroo Stapler No. 24/6
14	Plastic Clip File (Best Quality)	53	Kangaroo Stapler No. HP45
15	4 and 8 Card Visiting Card Album	54	Jumbo Stapler No. 24/6 (Big)
16	Spiral Pad with lining No. 6 and 8 (Ajanta)	55	Stapler Pin No. 10 D
17	File Board -Two and Four Flap Ordinary	56	Stapler Pin No. 24/6
18	A4 Plastic Sheet (Transparent Sheet)	57	Stapler Pin No. HP45
19	Protocol File	58	Jumbo Stapler Pin No. 24/6 (Big)
20	Plastic Sheet - A4 Size (Blue/ Grey/ Black)	59	Alpine King
	Register Long Book & Spiral Pad	60	Kangaroo Double Punch Machine 52 No.
21	Cash Book Register	61	Kangaroo Double Punch Machine 280 No.
22	Ledger Book Register	62	Kangaroo Double Punch Machine 500 No.
23	Stock Book Register	63	Kangaroo Double Punch Machine 540 No.
24	Register of different size and no.	64	Kangaroo Single Punch Machine
25	Short Hand Note Book	65	Kangaroo Heavy Duty Stapler Machine
26	Note Pad -White	66	Kangaroo Stapler Pin Remover No. 500
27	Spiral Pad (No.7) 40 and 80 page	67	Binder Clip of different size
28	Spiral Pad (No.8)80 page	68	Extra Dark Pencil (Apsara)
29	Attendance Register	69	Apsara Pencil Sharpner
30	Muster Roll Register (Thin)	70	Apsara Non Dust Eraser
31	Vehicle Log Book Register	71	Maxwriter Ball point Pen
32	Conference pad 20 pages Mark with RCIBSD Logo	72	Add Gel Ball Pen (Different colors)
	Gum/ Stamp Pad / Stamp Pad ink etc.	73	Luxer Fluorescent Highlighter
33	Kores Typing Carbon	74	White Board Marker and Duster
34	Kores Correction Fluid with Diluter	75	Permanent Pointed Marker (Different Colors)
35	Kores Correction Fluid Pen	76	Nylon Rubber Stamp with 3,4 and 5 lines
36	Camel Gum Bottle 150 ml	77	Metal Scale 12"
37	Camel Gum Bottle 300 ml	78	Paper Weight - Glass
38	Camel Gum Bottle 700 ml	79	Removable self adhesive Notes Yellow 75mm x 125 mm (Oddy)

Contd....

Sl. No.	Items		
		102	12" x 10" White Cover 70 gsm
80	U Clips (35mm and 26 mm) plastic	103	6" x 4" Brown Cover
81	Omega Pen Stand with Calender Holder	104	9" x 4" Brown Cover
82	Paper Weight - Metal	105	11" x 5" Brown Cover
83	Paper Cutter Small and Big	106	16" x 12" Brown Cover
84	Paper Cutter Blade Small and Big	107	16" x 6" Brown Cover
85	Tag Bundle - ordinary and Nylon	108	12" x 10" Brown Cover
86	White Lace Bundle 36" (Best Quality)	109	16" x 12" Cloth Cover
87	White Lace Bundle 24" (Best Quality)	110	16" x 6" Cloth Cover
88	Rubber Band Box	111	12" x 10" Cloth Cover
89	Rubber Band Box (1 Kg Packet)	112	16" x 12" Cloth cover Extra Thick Superior
90	Steel Scissors - Small Ordinary	113	12" x 10" Cloth Cover
91	Steel Scissors - Medium Fisker	114	Envelop (9" x 4") 80 gsm KRAFT
92	Steel Scissors - Small Fisker	115	Envelop (11" x 5") 80 gsm KRAFT
93	Steel Scissors - Big Ordinary	116	Envelop (16" x 6") 80 gsm KRAFT
94	Table Calculator 10 and 12 digit (Casio)	117	Envelop (16" x 6") (New cloth/ jali in inner side) 80 gsm KRAFT
95	Scientific Calculator (Casio)	118	Envelop (16" x 12") 80 gsm KRAFT
96	Arcylic Table Name Plate 6" x 5"	119	Envelop (16" x 12") (New cloth/ jali in inner side) 80 gsm KRAFT
97	Arcylic Table Name Plate 8" x 6"		
98	ID Card Cover Clips / Ribbon		
	Envelope white-Brown and Cloth		
99	6" x 4" White Cover 70 gsm		
100	9" x 4" White Cover 70 gsm		
101	11" x 5" White Cover 70 gsm		



Officer on Special Duty,
Regional Centre IBSD,
Tadong, Gangtok-737102

Annexure III

BID FORM / TENDER FORM

Tender Reference No.

Date.....

To,
The Director (i/c)
Institute of Bioresources and Sustainable Development,

Dear Sir,

Having examined the tender documents including all the Annexure the receipt of which is hereby duly acknowledged, we the undersigned, offer to work as Vendor as mentioned in the Scope of the work as required by Director, IBSD in conformity with the said tender documents.

I/ We declare that we are an established Service Provider in the area of under the name and style of

We declare that we are equipped with adequate machinery/ technology for providing the services as open the parameters laid down in the tender document and we are prepared for live demonstration of our capability and preparedness before the representatives of the RCIBSD Office.

I/ We undertake that the prices are in conformity with the specification prescribed. The quote is inclusive of all costs likely to be incurred for executing this work.

I/ We undertake, in the event of acceptance of our Bid, the services shall be provide as stipulated in the schedule to the bid document and that we shall profound all the incidental services.

I/ We agree to abide by this Bid for the period of 180 days after the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until of formal contract is prepared and executed, this Bid offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may received.

We agree to the terms and conditions mentioned in the Tender documents.

Signature of signatory authority

Witness.....

Tele No.....

Signature

Fax No.

Address.....

E-Mail Address

Annexure IV

PRICE SCHEDULE

Sl. No. of items	Items	Details of items	Qty	Rates per unit	Total Cost

Please quote total cost in figure and words (Inclusive of all the required charges)

Any cutting in the rates/ over writing should be attested by the authority signing the bid. Bid received with cutting/ over writing without attestation will not be considered.

Note: If the individual price of all the items is not given item wise, then the tender will not be considered and liable to be rejected.

Tender Notice No.: RCS/13/STAT/5/2011/01

Annexure V

CONTRACT FORM

1. This agreement is made this daybetween herein after called “name of company” the first party which expression shall includes his heirs, executors and administrators/ their successors and Regional Centre IBSD, Sikkim herein after called “RCIBSD”, the second party, through under Director, IBSD, Imphal herein after include his successors and assignees, shown as under

2. That WHEREAS the first party shall and will deliver stationery & other related items for RCIBSD, Sikkim details of which are given in Annexure-II to this office Tender NoticeDatedat the rated quoted byvide their Tender.....dated and as per all the terms and conditions given in Notice Inviting Tender (NIT)and the aforesaid tender notice dated which shall become part and parcel of this agreement.

3. That the first party would raise demand and the payment shall be done in accordance with clause, Annexure I of aforesaid tender document.

4. The EMD submitted would be forfeited by second party in case first fails to delivered items and/breaches terms & condition of the aforesaid tender document.

5. In accordance with the Annexure-I of this tender notification, No. RCS/13/STAT/5/2011/01 dated 30th August 2011, this agreement is made for a period of one year from.....,as in clause B11 of Annexure I of the bid document as decided upon to do so by the second party on the same terms, conditions and rate.

IN WITNESS THEROF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THISDAY OF.....2010.

Witness for Contractor.

Witness for RCIBSD

Annexure VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING.

Subject: Authorization for attending bid opening on(date) in the tender of.....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

Order of preference	Name	Specimen signature
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I

II

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.