MORARJI DESAI NATIONAL INSTITUTE OF YOGA

(An autonomous organization under Ministry of AYUSH, Govt. of India)
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File No.MDNIY/S&P/2016-17/532 Dated: 04th April, 2017

Notice Inviting Tender (NIT) for supply of Stationery Items (Annual Contract) in MDNIY

Morarji Desai National Institute of Yoga (MDNIY) is an autonomous organization under Ministry of AYUSH, Govt. of India invites sealed quotations **in three bid systems (EMD, Technical Bid and Financial Bid)** for **supply of Stationery Items (Annual Contract) in MDNIY** as list enclosed herewith as **Annexure-'A'**.

Schedule of Invitation of bid:

Date of Issuance of NIT	**05.04.2017**
Last date and time of submission of bid document	**26.04.2017 up to 11.00 AM**
Bid document to be submitted to	**Director, Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001**
The EMD to be submitted	**Rs.10,000/- (Rupees ten thousand only) will be submitted in favour of "Morarji Desai National Institute of Yoga" through Bank Draft/ Pay Order only**
Tender Fee to be submitted separately	**Rs.500/- (Rupees five hundred only) will be submitted in favour of "Morarji Desai National Institute of Yoga" through Bank Draft/ Pay Order only**
Date and time of opening of Technical bid document	**26.04.2017 at 11.30 AM**
Date and time of opening of Financial Bid	**Shall be opened on 05.05.2017 at 11.30 AM only of those bidders who qualify in the Technical bid as per Check-list enclosed at Annexure-'B'.**

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The above jobs subject to the following terms and conditions:

1. Sealed quotation addressed to the Director, MDNIY, superscribing on the top of envelop as **"Quotation for Supply of Stationery Items"** should reach this office latest by **26th April, 2017 upto 11.00 am.** The quotations will be opened on the same date at 11.30 AM in the presence of the Tenderer or his authorized/nominated representative, if any present, failing which by the members of Purchase Committee for this purpose.

2. **The EMD amounting to Rs.10,000/- (Rupees ten thousand only) will be submitted in favour of "Morarji Desai National Institute of Yoga" through Bank Draft/ Pay Order only along with copies of VAT and PAN NUMBER/Sales Tax Registration/Service Tax No. etc. Audited Statement of Accounts/Form-16 having turnover Rs.30.00 lakhs or more for the 03 years 2013-14, 2014-15 and 2015-16.**

3. **The firm shall submit the separate Tender Fee in the mode of Demand Draft/Pay Order amounting to Rs.500/- (Rs. Five Hundred only) in favour of "Morarji Desai National Institute of Yoga" along with Bid. The financial bid shall not be considered, if the requisite cost of Tender Document is not paid by the firm.**

4. Quotation received after closing date and time will not be entertained.

5. The rates should be inclusive of Delivery charges etc.

6. The Service Tax/VAT will be applicable on the items as per rule.

7. The amount quoted by the firm and accepted by the Institute will be final. No other charges/increase in rates will be acceptable to MDNIY at a later date, in any case.

8. The firm which has quoted the rates and are successful in getting award for the above work but are unable to accept the contract due to any reason, their EMD will stand forfeited.

9. The approved rates will be valid for a period of one year from the date of issuance of Work Order.

10. The EMD of the successful bidder awarded the contract shall be refunded on receipt of Performance Security @ 10% (5% Security Deposit & 5% Performance Security) of the value of the contract so calculated, during the currency of the contract period to safeguard the interests of the Govt. to ensure that the supplier supply the good quality products/items un-interrupted ordered by MDNIY. The Performance Security shall be refunded to the bidder after 60 days of the completion of contract period including warranty obligations.

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11. The Institute reserves the right to accept or reject any quotation without assigning any reason thereof.

12. All the disputes shall be subject to Delhi jurisdiction only.

Yours faithfully,

(Dr. I.V. Basavaraddi)
Director

Copy to:-
Consultant (C&D) – With the request to upload the same on the Institute's website and Govt. Portal.

Annexure-'A'

Financial Bid

1	2	3	4	5	6	7	8	9
Sl.No.	Item	Unit	Brand	Rate	VAT	Any other Brand of good quality	Rate	VAT
1.	Pencil HB	Pkt. of 10	Natraj					
2.	File Board	Each	Good quality					
3.	Cello Tape 1"	Each	Wonder					
4.	Stapler Big HD-45	Each	Kangaroo					
5.	Tags small 1x500	Bdl.	Good quality					
6.	Folder plastic L Shape with half pocket	Each	Mega					
7.	Fevistick 15 gm.	Each	Pdlite					
8.	Marker OHP 1x5	Set	Luxer					
9.	Scale plastic	Each	Luxer					
10.	Stock register L/B	Each	Neeraj					
11.	Pen drive 8 GB	Each	Sandisk					
12.	White Board Marker Pen	Each	Luxer					
13.	All Pin	One pkt.	Omax					
14.	Attendance Register (Class)	Each	Good quality hard bound					
15.	All pin container	Each	Omax					
16.	Coloured flag	One pkt.	Stick on					
17.	Drawing pin	One pkt.	Fanta					
18.	Double side tape 1"	Each	Good quality					
19.	Dak pad	Each	Neeraj					
20.	Diary register	Each	Neeraj					
21.	Dispatch register	Each	Neeraj					
22.	Eraser	Pkt. of 10	Natraj					
23.	Folder Plastic (clear)	Each	Sun					
24.	Note-Sheet (Green)	Each Pad	Neeraj					

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Sl.No.	Item	Unit	Brand	Rate	VAT	Any other Brand of good quality	Rate	VAT
25.	Pen (Blue/Red) 045	Pkt. of 10	Reynold					
26.	Highlighter	Each	Luxer					
27.	Paper weight	Each	Boss					
28.	Paper Cutter	Each	Premier					
29.	Pen Pilot 0.5	Pkt. of 10	Luxer					
30.	Register (192 pages)	Each	Neeraj					
31.	Sharpener	Pkt. of 10	Natraj					
32.	Stapler (Small no.10)	Each	Kangaroo					
33.	Stapler pin (Small no.10)	Each pkt.	Kangaroo					
34.	Gem Clip Steel	Each pkt.	Globe					
35.	White Board Duster	Each	Omax					
36.	Stapler pin (Big)	Each pkt.	Kangaroo					
37.	Sketch pen	Set of 12	Luxer					
38.	File movement register	Each	Neeraj					
39.	Cash Book Register GAR-3 (200 pages)	Each	Amir					
40.	Register (04 qrs.)	Each	Neeraj					
41.	Register (02 qrs.)	Each	Neeraj					
42.	Cello Tape 2”	Each	Wonder					
43.	Punch (Single)	Each	Kangaroo					
44.	Punch Double no-280	Each	Kangaroo					
45.	Slip pad 20 pages sp02	Each	Neelgagan					

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Sl.No.	Item	Unit	Brand	Rate	VAT	Any other Brand of good quality	Rate	VAT
46.	Slip pad 40 pages no.33	Each	Neelgagan					
47.	Register (10 qrs.)	Each	Neeraj					
48.	Register GAR-4	Each	200 pages leather binding (good quality)					
49.	Register (04 qrs.)	Each	Neeraj					

Signature with seal

Annexure-'B'

Check list for submission of Technical Bid

Sl. No.	**Particulars**	**Remarks/documents to be attached**
1.	Name of the Agency	
2.	Address of Head Offices: Telephone: E-Mail Fax Number (if any): Name(s) of the contact person(s):	
3.	Self attested copy of PAN NUMBER	Page No.....
4.	Self attested copy of D-VAT NUMBER	Page No.....
5.	Self attested copy of Sales Tax Registration/Service Tax No.	Page No.....
6.	Self attested copy of Audited Statement of Accounts/Form-16 having turnover Rs.30.00 lakhs for the 03 years 2013-14, 2014-15 and 2015-16.	Page No.....
7.	Details of Bid Security Fee: (Rs.10,000/-)	Page No.....
8.	Details of Tender Fee: (Rs.500/-)	Page No.....
9.	Enclosed terms and conditions duly signed and stamped by the agency, if accepted.	Page No.....

Signature with Seal