

# CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung::West Kameng District::Arunachal Pradesh-790116

Phone: 03782 207030, email: cihcsdahung@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

No. 4-161/2023/CIHCS/6256-59

Dated, Dahung the 25<sup>th</sup> May, 2023

**SUBJECT: INVITATION OF TENDER FOR QUOTATION FOR SUPPLY OF HEALTH & HYGIENE ITEMS TO THE OFFICE OF THE DIRECTOR, CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG.**

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, invites sealed tender for quotations under two-bid system from reputed and experienced companies/agencies for supply of health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung.

1. The interested companies/agencies/firms are required to submit the Technical and Financial bids separately. The bids in Sealed Cover-I containing "Technical Quotation" and Sealed Cover-II containing "Financial Quotation" should be placed in another cover superscribed "Quotation for supply of health & hygiene items to the office of the Director, Central Institute Of Himalayan Culture Studies, Dahung" and should be sent to The Director, Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 by Registered/Speed Post only. Quotations shall not be received either through tender box or by hand.
2. The last date of submission of Tender is **16<sup>th</sup> June, 2023, 04:00 PM.**
3. No tender for quotation shall be accepted after the last date & time of submission.
4. The rates quoted must be inclusive of all applicable taxes.
5. **The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Quotation (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Quotation for supply of health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung".**
6. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
7. The quotation shall remain valid for 120 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated on institute's website.
8. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
9. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).

Thanking You

Yours sincerely

Sd/-

**Dr. Gurmet Dorje**

**Director**

**CIHCS, Dahung**

**Memo No. 4-162/2023/CIHCS/**

**Dated, Dahung the 26<sup>th</sup> May, 2023**

Copy to:

1. The Chairman, Tender Opening Committee to take necessary action on priority for submission of the proceeding to the Director through the AAO within two working days from the last date of submission of Tender.
- ✓ 2. Computer Instructor cum Website In-charge for uploading the Tender Notice in PDF Format in the website of the Institute immediately after receipt of the tender documents.
3. Konjo Dorjee, MTS to assist the Committee for keeping the records of the tenders received and its safe custody.
4. Office copy.



**(Aakash Shah)**

**Administrative cum Accounts Officer**

**CIHCS, Dahung**

**For Envelope-1****(Specimen Application)***(To be furnished in the official letter head of the firm)*

No: .....

Date: .....

To,

The Director  
Central Institute of Himalayan Culture Studies  
PO: Dahung  
West Kameng District  
Arunachal Pradesh-790116

**Sub: Quotation for supply of health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung**

*Ref: Your Tender Notice vide no:..... dtd. ....*

Sir,

In response to your above referred to Tender Notice for supply of health & hygiene items to the office of the Director, Central Institute Of Himalayan Culture Studies, Dahung, I/We a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars (*enclose a copy each of the self attested supporting document*):

Sl. No.	Description	Particulars
1.	Name of the Firm	
2.	Year of establishment	
3.	Trading License/Registration Number of the firm with a self attested copy of Trading License / Registration Certificate	
	Self attested copy of PAN Card in the name of the Firm/Proprietor.	
	Self attested copy of GST Certificate	
	Bank account details of the firm with self attested xerox copy of the pass book	
4.	Registered Postal Address	
	Telephone No.	
	Mobile No.	
	Website address	
	E-mail address	
10.	Name of Director (in case of Company, Proprietor, Partner (in case of Partnership firm), PA Holder (in case of Power of Attorney Holder)	
11.	Name & designation of the authorised signatory	
	Address for communication	
	Contact Details: Mob., e-mail etc.	

Having acquired the requisite information related to the items, I/We the undersigned hereby offer for supply of health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung strictly in accordance with the terms and conditions as indicated by you in the said document.

I/We understand that the CIHCS, Dahung reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons.

Thanking You.

Yours faithfully

Signature .....

Date .....

Name of the Firm .....

Seal of the Firm



**Technical Bid (For Envelope-1)**

**ANNEXURE-I**

**TERMS & CONDITIONS FOR SUPPLY OF HEALTH & HYGIENE ITEMS TO THE OFFICE OF THE DIRECTOR, CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG.**

1. The price quoted should be inclusive of all applicable taxes and should be quoted in Indian Rupees only. No additional information will be entertained after due date.
2. The last date of submission of Tenders is **16<sup>th</sup> June, 2023, 04:30 PM.**
3. No tender for quotation shall be accepted after the last date & time.
4. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
5. Each bidder shall submit only one quotation.
6. The bid should not contain corrections or over writing.
7. **Quotations must be submitted through Registered or Speed post only.**
8. The quotation shall remain valid for a period not less than 120 days after the deadline specified for submission of quotations.
9. Incomplete bids are liable to be ignored / rejected.
10. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications.
11. Notwithstanding the above terms & conditions, the competent authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
12. The decision of the Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 shall be binding on all issues relating to quotation.
13. **The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Quotation (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Quotation for supply of health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung".**
14. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
15. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
16. **Submission of quotation:** Sealed quotation super-scribed on the envelope as **"supply of health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung"** must be despatched by Registered or Speed Post to the following address:

**The Director  
Central Institute of Himalayan Culture Studies  
PO: Dahung  
District: West Kameng  
Arunachal Pradesh-790116**

This is to certify that I/We before signing the tender for quotation have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by the said terms & conditions.

Name of the Firm/Agency .....

Signature with Seal.....

Date .....

*(To be furnished in the letter head of the firm)*

**ANNEXURE-II**

**FOR ENVELOPE-1:**

**DETAILS OF SUCH SUPPLY OF HEALTH & HYGIENE ITEMS UNDERTAKEN IN OTHER ORGANISATIONS DURING THE LAST 3 (THREE) YEARS.**

<b>Sl. No.</b>	<b>Name &amp; Address of other Organisation</b>	<b>Type of work done</b>	<b>Name of contact person of other organisation with mobile no.</b>

*(Enclose supporting documents regarding experience in concerned area of work)*

Name of the Firm: .....

Signature with Seal: .....

Office address: .....

.....

Phone No. (Office) .....

Date: .....

*(To be furnished in the letter head of the firm)*

**ANNEXURE-III**

**FINANCIAL QUOTATION (For Envelope-2):**

**FINANCIAL QUOTATION FORMAT FOR SCHEDULE OF QUOTATION / RATE.**

**Note: The firm will be solely responsible to supply health & hygiene items to the office of the Director, Central Institute of Himalayan Culture Studies, PO: Dahung, West Kameng District, Arunachal Pradesh-790116.**

Sl. No.	Particular of items	Specification	Rate (in Rs.)
1.	Plastic Bucket	21 Ltrs., ISI/BSI marked	
2.	Plastic Bucket	16 Ltrs., ISI/BSI marked	
3.	Plastic Bucket	12 Ltrs., ISI/BSI marked	
4.	Plastic Bucket	10 Ltrs., ISI/BSI marked	
5.	Plastic Bucket	3 Ltrs., ISI/BSI marked	
6.	Plastic Mug	1 Ltr., ISI/BSI marked	
7.	Toilet brush	ISI/BSI marked	
8.	Spin Mop Bucket with Spinner, Stainless Steel Stick with Microfiber Mop.	Standard Size, ISI/BSI marked	
9.	Floor Wiper with long handle	ISI/BSI marked	
10.	Floor Mop with long handle	ISI/BSI marked	
11.	Hand Wash	200 ml., ISI/BSI marked or IMC approved	
12.	Harpic	1 Ltr., ISI/BSI marked	
13.	Phenyle	1 Ltr., ISI/BSI marked	
14.	Disinfectant	1 Ltr., ISI/BSI marked	
15.	Odonil	75 Gram, ISI/BSI marked	
16.	Sanitizer Spray	500 ml., ISI/BSI marked or IMC approved	
17.	Flower Broom	Best Quality	
18.	Coconut Broom	Best Quality	

- ISI: Indian Institution Standard.
- BSI: Bureau of Indian Standards.
- IMC: Indian Medical Council.

Name of the Firm/Agency: .....

Signature with Seal .....

Office Address .....

.....

Phone No. (Office) .....

Date .....

**For Envelope-1**

**ANNEXURE - IV**

*(To be furnished in the official letter head of the firm)*

**CERTIFICATE**

I/We/ M/s \_\_\_\_\_ are registered  
Company / Ltd Company / Proprietorship firm etc. as per Registration Certificate No.  
\_\_\_\_\_ issued by \_\_\_\_\_ having registered office  
at \_\_\_\_\_  
and manufacturing/supply base at \_\_\_\_\_ do hereby  
declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have  
ever been cancelled by any State/UT/Central Government or any partner or shareholder either  
directly or indirectly connected with or has any subsisting interest in the business of my/our firm  
nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied  
due to delay of non-completion of work/service/supply order by any State/UT/Central  
Government or by any authority.

**Place:** \_\_\_\_\_

Signature of the tenderer with seal

**Dated :** \_\_\_\_\_

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and  
correct to the best of my knowledge and beliefs. No part of it is false and nothing has been  
concealed therein.

**Place :** \_\_\_\_\_

Signature of the tenderer with seal

**Dated :** \_\_\_\_\_



*(To be furnished in the official letter head of the firm)*

**CERTIFICATE FOR NO NEAR RELATIVE (S) OF THE SUPPLIER**  
**WORKING IN CIHCS, DAHUNG**

I ..... S/o Shri .....

R/o .....

Hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal