

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/6252-55

Dated, Dahung the 25th May, 2023

SUBJECT: INVITATION OF TENDER FOR QUOTATION FOR SUPPLY OF OFFICE STATIONERIES 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 office stationeries 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 office stationeries 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 **16th 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 office stationeries 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 Dorjey
Director
CIHCS, Dahung

Memo No. 4-161/2023/CIHCS/

Dated, Dahung the 26th 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 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 office stationeries 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 office stationeries 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 office stationeries 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

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

Technical Bid (For Envelope-1)

ANNEXURE-I

TERMS & CONDITIONS FOR SUPPLY OF OFFICE STATIONERIES 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 **16th 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 office stationeries 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 office stationeries 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 OFFICE STATIONERIES UNDERTAKEN IN OTHER ORGANISATIONS DURING THE LAST 3 (THREE) YEARS.

Sl. No.	Name & Address of other Organisation	Type of work done	Name of contact person of other organisation with mobile no.

(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 for supplying office stationeries 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.	JK Copier	A4 Size	
2.	JK Copier	FS Size	
3.	JK Copier	A3 Size	
4.	File Cover	Printed, Best Quality	
5.	File Board	Best Quality	
6.	Note Sheet	Best Quality	
7.	File Tag	Best Quality	
8.	Stapler machine	No-10, Best Quality	
9.	Stapler Pin	No-10, Best Quality	
10.	Single hole Punching Machine	Best Quality	
11.	Double hole Punching Machine	Best Quality	
12.	Paper Flag (Sticky note pad)	25x76 cm three colour x 80 sheets	
13.	Cello tape	Transparent, 1 inch, Best Quality	
14.	Cello tape	Transparent, 2 inch, Best Quality	
15.	Cello tape	Brown, 2 inch, Best Quality	
16.	U Clip	Best Quality	
17.	Ball Pen	Luxar, Blue	
18.	Correction Pen	Best Quality	
19.	Pencil	Apsara, HB	
20.	Paper Cutter	Best Quality. Medium Size	
21.	Scissor	Best Quality, Standard Size	
22.	Metal Scale	12 inch, Best Quality	
23.	Voucher File	Best Quality	
24.	Register	No. 8, Best Quality	
25.	Register	No. 10, Best Quality	
26.	Register	No. 12, Best Quality	
27.	Students attendance Register	No. 10, Best Quality	
28.	Stamp Pad	Blue, Best Quality, Big	
29.	Stamp Pad	Blue, Best Quality, Medium	
30.	Director 's Self inking Seal	Best Quality, Text as per specimen.	
31.	AAO's Self inking Seal	Best Quality, Text, as per specimen.	
32.	DSW's Self inking Seal	Best Quality, Text as per specimen.	
33.	Round Self inking Seal	Best Quality, Text as per specimen.	
34.	Numbering Machine Ink	Black Ink, Best Quality.	
35.	Stock Seal	Best Quality, as per specimen.	
36.	Battery	AAA, Best Quality	
37.	Battery	AA, Best Quality	
38.	Pencil Battery	23Amp. Best Quality	
39.	Battery for microphone	9Volt, 6F22, Best Quality	
40.	Highlighter	Green, Best Quality	
41.	Highlighter	Red, Best Quality	
42.	Glue Stick	15 Gram, Best Quality	
43.	White Board Marker Pen	Best Quality	
44.	Eraser	Best Quality	
45.	Pencil Sharpener	Best Quality	

Contd. to page-02

46.	White Board marker ink	Best Quality	
47.	Calculator	12 digits, Best Quality,	
48.	Spiral binding Plastic cover page	Best Quality, Transparent	
49.	Spiral binding Plastic cover page	Best Quality, Blue	
50.	HP Genuine Cartridge	HP 85A (HP LaserJet 1102W)	
51.	HP Genuine Cartridge	HP110A (HP Laser Jet 108w)	
52.	HP Genuine Cartridge	HP 745s Black	
53.	HP Genuine Cartridge	HP 745s Colour	
54.	HP Genuine Cartridge	HP 678 (Colour)	
55.	HP Genuine Cartridge	HP 678 (Black)	
56.	Genuine ink Cartridge for EPSON Printer	EPSON 673 (Bk, C, M, Y, LC, LM)	
57.	Genuine Cartridge for Kyocera Xerox Machine	TK 7119	
58.	Genuine Brother Toner Cartridge	TN 2365	
59.	Water Sponge Cup	Standard Size, Best Quality	
60.	Pureit Water Filter	Classic 23 Litres	
61.	HUL Pureit Germ Killer Kit-1500L	Classic 23 Litres	
62.	Dust Bin	Best Quality, Standard Size	
63.	Pen Drive	128 GB, Best Quality	
64.	Permanent Marker	Black, Best Quality	
65.	CD-DVD Marker	Black, Best Quality	
66.	Stick File	A4 Size, Best Quality	
67.	Stick File	FS Size, Best Quality	
68.	Lock & Key	Godrej, 6 Levers	
69.	Lock & Key	Godrej, 7 Levers	
70.	Stock Register	Best Quality, as per sample, 500 Pages.	
71.	Asset Register	Best Quality, as per sample, 500 Pages.	
72.	Despatch Register	Best Quality, 500 Pages, as per specimen	
73.	Receipt Register	Best Quality, 500 Pages, as per specimen	
74.	Metal Board Pin	Best Quality, Big Size	
75.	Flower Broom	Best Quality	
76.	Coconut Broom	Best Quality	
77.	Rubber Band	Best Quality, Medium size	
78.	Borosil Glass	120 ml. (Set of six)	
79.	Borosil Helena Cup & Saucer Set	140 ml. (Set of twelve)	
80.	Toilet Paper Roll	Standard Size, Best Quality	
81.	Liquid Milk	1 Litre Cartoon, Best Quality	
82.	Iodised Salt	1 Kg packet, Best Quality	
83.	Butter	500 Gms. packet, Best Quality	
84.	Tea Leaf	1 Kg. Packet, Best Quality	
85.	Pen and Pencil Holder	Standard Size, Best Quality	

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

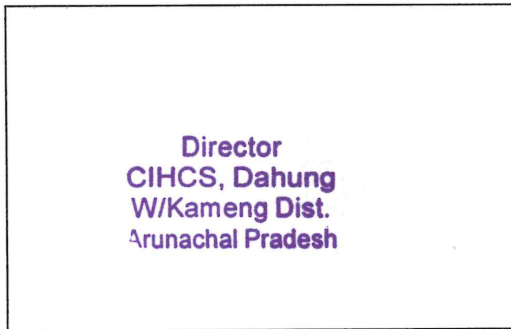
The near relative (s) means:

- 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)

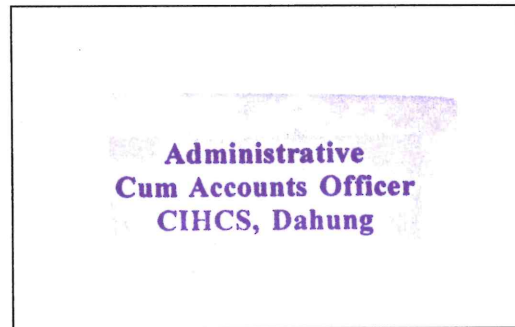
In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions 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

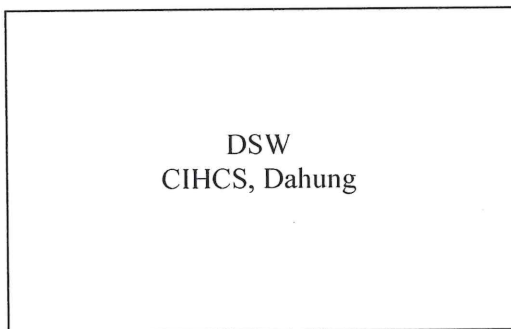
SPECIMEN OF SEALS



DIRECTOR'S SELF INKING SEAL



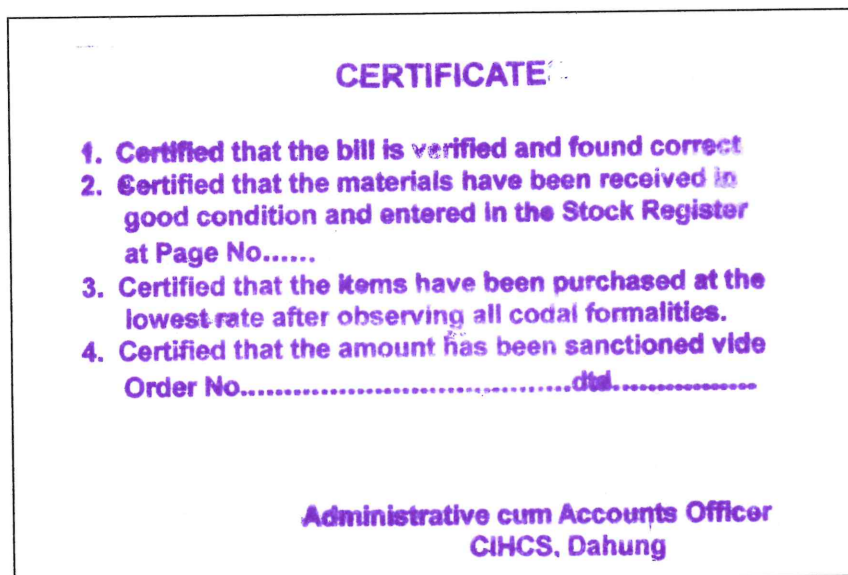
AAO'S SELF INKING SEAL



DSW'S SELF INKING SEAL



ROUND SELF INKING SEAL



STOCK SEAL

FORM GFR - 41
[See Rule 190. (2) (ii)]

STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC.

Name of Article _____ Unit of Accounts _____

Date	Particulars	Suppliers Invoice No. and Date	Receipt	Issue Voucher No.	Issue	Balance	Unit Price
1	2	3	4	5	6	7	8

NOTE: User's indent in original shall be treated as issue voucher. Issue voucher number shall be in consecutive order, financial year wise and it should be noted on each indent.

REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets _____

Date	Particulars of Asset	Particulars of supplier		Cost of Asset	Location of Asset	Remarks
		Name & address	Bill. No. & date			
1	2	3	4	5	6	7

NOTE: The items of similar nature but having significant distinctive features (e.g. study table, office table, computer table, etc.) should be accounted separately in stock.

