

NATIONAL HEALTH MISSION

DEPARTMENT OF HEALTH & FAMILY WELFARE, PUNJAB

Prayaas Building, 5th Floor, Sector 38-B, Chandigarh

☎ 0172-4012030, 4012011 Fax: 0172-4012012

E-mail: mdnrhmpunjab@gmail.com, Website: <https://nhm.punjab.gov.in/>



No. NHM/Store/2022/174

Date:01/04/2022

NIQ-PURCHASE OF STATIONERY ITEMS

NHM, Punjab invites bids from the reputed suppliers of Chandigarh, SAS Nagar, Panchkula for supply of 79 nos. of different stationery items to be purchased for official use in NHM, Pb Head Office. Detailed documents comprising list of items, terms & conditions etc. can be obtained on any working day between 10:00 AM to 4:00 PM, from Room No. 9 (above address) till 12-04-2022, upon a payment of Rs. 200/- per document. Please visit our office **website link: <https://nhm.punjab.gov.in/nhmwebsite/tender.php>** for further information / terms & conditions etc (Corrigendum, if any, will be issued on website only). Interested suppliers are required to provide item wise rates on their letter-head by 13-04-2022, till 03:00 PM in Room No. 9 (above address). The rates will be opened on the same day at 03:30 PM in presence of the bidders. The undersigned reserves the right to reject any or all quotations without assigning any reasons.

Sd/-
Mission Director, NHM,
Punjab

TO BE GIVEN BY THE SUPPLIER ON ITS LETTER HEAD

To

Mission Director,
National Health Mission, Punjab
Prayaas Building, Room No. 09,
5th Floor, Sector 38-B, Chandigarh

Subject: Quotation for Supply of Stationery

Dear Sir,

This has reference to your publication in the press. We are enclosing herewith our offer along-with duly accepted terms & conditions for your consideration.

Thanking you,

Yours Sincerely,

Authorized Signatory

Terms & Conditions

1. Every paper/document submitted must be attested and authenticated by the Authorized signatory of the firm.
2. The quotation should be valid for the period of 180 days after the date of submission prescribed by the Society.
3. The rates must be indicated exclusive of taxes & as applicable to Govt. Supplies should be separately indicated along-with the other charges if any. If taxes are not indicated separately it will be termed as inclusive of all taxes.
4. Quantity can be decreased or increased at the time of supply order.
5. Quoted rates should be F.O.R. Destination i.e. National Health Mission, Punjab, Paryaas Building, Room No. 9, 5th Floor, Sector 38-B, Chandigarh.
6. No negotiation will be regarding price & specifications.
7. Earnest money of Rs. 20,000/- in the shape of Bank Draft in favour of State Health Society, Punjab payable at Chandigarh must be accompany the quotation. Bids not accompanied by earnest money will be rejected straightway.
8. The earnest money of the unsuccessful bidders will be refunded after the opening of the bids. The earnest money of the successful bidders will be retained and shall be released only after satisfactorily execution of the work order. No interest shall be paid on the earnest money.
9. Delivery period is 7 days from the issue of award letter.
10. Late penalty charges @ 0.5% per week max. up-to 10% will be imposed for late supply of goods over and above delivery period specified.
11. The material will be inspected by this office before accepting.
12. The supplier must give a certificate on his quotation from that his firm has never been blacklisted by the Central Govt., any State Govt., DGS&D or any other Govt. undertaking (on affidavit) for the material he is quoting now.
13. The bidder must enclose a certificate that the rates quoted are the lowest & neither has been quoted at lower than these to any other Department.
14. The purchaser and supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
15. If after 30 days from the commencement of such informal negotiations the purchaser and the supplier have been unable to resolve amicably the contract dispute either party may require that the dispute be referred for resolution to Secretary Health, Punjab who or his nominee will act as a sole Arbitrator and his decision will be binding on both purchaser and supplier.
16. Material should be as per specifications prescribed in the schedule of requirement enclosed as Annexure-1.
17. Each item will be evaluated separately.
18. Packing – The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the supply order.

19. Copy of PAN No (PAN Card) must be attached. also RTGS details and GST ect.
20. Quotation must be in a sealed envelope superscripting “Quotation for supply of Stationery not to be opened before 13-04-2022 at 03:00 PM should reach this office as per the date & time mentioned in the publication. The rates will be opened on the same day at 03:30 PM in presence of the bidders.
21. The Mission Director, NHM, Punjab reserves the right to reject any or all quotations without assigning any reasons.

Encl: As stated above.

ACCEPTED

Signatures & Seal

FULL NAME:

COMPLETE ADDRESS OF THE FIRM:

List of Stationery items					
Sr. No.	Items	Quality/ Brand of Items	Qty.	Volume	Rate Quote (Inc. Tax)
1	Bulldog Clip Big	Bombino, 51 mm	40	Boxes	
2	Bulldog Clip Small	Bombino, 41 mm	40	Boxes	
3	Brown Tape	Wonder 3" (65 Mtr.)	30	Nos.	
4	Calculator	Citizen CT-555 Original	30	Nos.	
5	Cloth Duster	Good Quality	300	Nos.	
6	CD Marker	Luxor	20	Nos.	
7	Cello Tape Small	Wonder 1" (65 Mtr.)	50	Nos.	
8	Cello Tape Big	Wonder 3" (65 Mtr.)	50	Nos.	
9	Clear Bag	Megha Deluxe W-209 P	100	Nos.	
10	Colin	Colin	100	Nos.	
11	Conference Pad	Neelgagan Conference Pad (page 20)	70	Nos.	
12	Cutter	Emerald	60	Nos.	
13	Dak Pad	Neelgagan	20	Nos.	
14	Double Side Cello Tape	Oddy	30	Nos.	
15	Envelops (A3 Size)	Yellow inside plastic coated	20	Pkts.	
16	Envelops (A4 Size)	Yellow inside plastic coated	40	Pkts.	
17	Eraser	Apsara Non Dust	120	Nos	
18	Fevicol	White Adhesiv 200 gm	80	Bottles	
19	File Covers Office	No. 400 with NHM Logo	6500	Nos.	
20	Flags	Oddy Re-stick notes one by three	330	Pkts.	
21	Flappers	Best Quality	6500	Nos.	
22	Flappers Card Board	Best Quality	550	Nos.	
23	Fluid –Pen	Faber Castell 7 ml	150	Nos.	
24	Glue Stick	Kores/Corporate, 15 gms	170	Nos.	
25	Gum Bottles	Kores (150 ml)	30	Nos.	
26	Highlighter	Luxor	110	Pkts.	
27	L-Folders	Megha No. 154 with NHM logo printing	1900	Nos.	
28	Note Pad	33 nos. (Neelgagan)	200	Nos.	
29	Note Pad (Spiral)	Savan (Spiral Note book five in one)	250	Nos.	
30	Paper – A4	JK Easy Copier 70 gsm	1150	Reams	
31	Paper Noting	80 GSM, 500 Sheets in each packet	150	Reams	
32	Paper-FS (Legal)	JK Easy Copier 70 gsm	1000	Reams	
33	Pen Ball (Blue Black)	Luxor Uniflo Pens	980	Nos.	
34	Pen Drives (8 G.B)	HP (Steel)	25	Nos.	
35	Pen Drives (16 G.B)	HP (Steel)	20	Nos.	
36	Pen Drives (32 G.B)	HP (Steel)	30	Nos.	
37	Pen Gel (Blue Black)	Cello Butter flow Pens	400	Nos.	
38	Pen Pilot V-5 various colors	V-5 Luxor mark on cap	420	Nos.	
39	Pen Pilot V-7 various colors	V-7 Luxor mark on cap	490	Nos.	
40	Uniball Pens Blue	UB-157 Blue	70	Nos.	
41	Peon Book	Good Quality	20	Nos.	
42	Pencils	Natraj	100	Boxes	
43	Permanent Marker	Luxor Black	100	Nos.	
44	Photo Paper Glossy (A4 Size)	Kodak 200GSM 4X6 Inkjet Paper 100 Sheets	10	Pkts.	
45	Pins Clip (Steel)	KESETKO 35mm Paper Clips	20	Boxes	
46	Poker	Good Quality	10	Nos.	
47	Printer Cartridge 78-A	HP 78-A (Original)	2	Nos.	
48	Printer Cartridge 88-A	HP 80-A (Original)	2	Nos.	
49	Printer Cartridge 12-A	HP 12-A (Original)	5	Nos.	
50	Printer Cartridge UV 337	HP UV 337 (Original)	3	Nos.	

51	Printer Cartridge HP 327	HP 327(Original)	2	Nos.	
52	Printer Cartridge CC 388A	CC388A (Original)	2	Nos.	
53	Printer Cartridge 925	HP 925 (Original)	2	Nos.	
54	Printer Cartridge 326	HP 326 (Original)	3	Nos.	
55	Push Pins Colored	Oddy Push Pins	60	Boxes	
56	Punching Machine	Kangaro Double Hole Puncher DP 280	52	Nos.	
57	Punching Machine single	Kangaro Single Hole Puncher FP 20	32	Nos.	
58	Paper Wight	Good Quality	10	Nos.	
59	Pen Stand	Sketchfab Wooden	10	Nos.	
60	Register (200 Pgs)	Shyamaraj Single Line Long Register with 200 Pages	40	Nos.	
61	Register (300 pgs)	Shyamaraj Single Line Long Register with 300 Pages	40	Nos.	
62	Register (Diary)	8 Qr Neelgagan Legder Paper	10	Nos.	
63	Register (Dispatch)	8 Qr Neelgagan Legder Paper	5	Nos.	
64	Register Stock	12 Qr Neelgagan Legder Paper	10	Nos.	
65	Scale (Steel)	12 inch. Steel	30	Nos.	
66	Scissors	Kangaro GI-2185	50	Nos.	
67	Sharpener	Natraj	120	Nos.	
68	Slip Pad Yellow	Oddy 3"x3" (75x75 mm)	120	Pkts.	
69	Stamp Pad	Kores Size 70x111 mm	5	Nos.	
70	Stapler Big	Kangaro No HP 45	50	Nos.	
71	Stapler small	Kangaro No HD -10 D	60	Nos.	
72	Staples No. 10 (Small)	Kangaro	150	Pkts.	
73	Tags small	Good Quality	220	Pkts.	
74	Green Tag	Good Quality	120	Pkts.	
75	Transparent Folder size A-4	Good Quality	450	Nos.	
76	Transparent Folder size Legal	Good Quality	350	Nos.	
77	White Board Durster	Good Quality	10	Nos.	
78	White Board Marker	Luxor 1223	10	Nos.	
79	Attendance Register	Neelgagan	10	Nos.	

Note: Quantity can be decreased or increased at time of Supply order.

Please check before you submit the quotation for the following documents, please (√) against each.

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| 1. Earnest Money in the form of Demand Draft | Yes | No |
| 2. Bid Validity for 90 days | Yes | No |

Signatures

Full Name_____

COMPLETE ADDRESS OF THE FIRM