



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, Web site: www.nhm.punjab.gov.in

Dated : 21.11.2020

NIQ-PURCHASE OF STATIONERY ITEMS

NHM, Punjab invites bids from the reputed suppliers of Chandigarh, SAS Nagar, Panchkula for supply of 66 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 26-11-2020, upon a payment of Rs. 200/- per document. Please visit our office website link: nhm.punjab.gov.in/nhmwebsite/tender.php if any, will be issued on website only). Interested suppliers are required to provide item wise rates on their letter-head by 27-11-2020, 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. 9,
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 5 days from the issue of award letter.
10. Late penalty charges @ 0.5% per day 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 etc.
20. Quotation must be in a sealed envelope superscripting “Quotation for supply of Stationery not to be opened before 27-11-2020 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:

12	Cutter (Big)	Emerald	Nos			5	4					2	4	2		5	5		10	4		41	4	45		
13	Dak Pad	Neelgagan	Nos.													2				3		5	5	10		
14	Diary Register	Reputed	Nos.					2					1									3	2	5		
15	Double side tape	Oddy	Nos.											2	2		3	2				9	1	10		
16	Duster	24X24 inch.	Nos.	2	6	2	1		1	2	3	2			2			4	2		24	186	64	250		
17	DVD's (Read only)	Moserbear	Nos								1	1	5									25	5	30		
18	Envelops (A3 Size)	Yellow inside plastic coated	Nos					1			5	1										66	34	100		
19	Envelops (A4 Size)	Yellow inside plastic coated	Nos		6						5	2	5	1	1	0	3				25	165	35	200		
20	Envelops 11*5	Sheesh Mehal	Nos.		6						5	2		1	5	3						22	3	25		
21	Envelops 9*4	Sheesh Mehal	Nos.								5	2										7	3	10		
22	Eraser	Apsara Non Dust	Nos		6	1		6			2	1	4	3	1	1	2	5		2	5	93	7	100		
23	Favistick	Kores/Corporate, 15 gms	Nos.					5													5	10	5	15		
24	Fevicol	White Adhesiv 200 gm	Bottles				6		6	2	1	3	2			3	2		8			33	2	35		
25	File Covers Index	Superior Lever Look	Nos					5	1		5	2	2		1							118	7	125		
26	File Covers Office	No. 400 with NHM Logo	Nos	5	3	1	2	1	2	1	1	1	0	5	1	1	5	1	1	5	2	200	100	5000	500	5500
27	File Covers Plastic	Reputed	Nos.								5	1	2	2			4	2	1			180	20	200		
28	Flags	Oddy Re-stick notes one by three	Pkts.	5	6	1	1	5	1	1	1	4	4	1	1	1	2	1	3	2	10	20	50	323	27	350

29	Flapper Card Board	14.5" x 10" with flapper Best quality	Nos.										2	3						2	50				120	30	150
30	Flappers	14.5" x 10" with flapper Best quality	Nos.	5	3	1	2	1	2	2	1	1	5	1	1	5	1	1	5	2	200	100	50		5150	350	5500
31	Fluid -Pen	Faber Castell 7 ml	Nos.		6	1	6		6	6	5	1	5	4	2		1	3	1	5	1	10		10	109	6	115
32	Glossy sheets	Oddy snap Shot Inkjet ID Paper	Nos.																		4				4	1	5
33	Glue Stick	Kores/Corporate, 15 gms	Nos.		6	1	1	2		1	1	4	5	2		1	1	1	5		10	8			112	13	125
34	Green Tag	Good Quality	Nos.	5								5	5		3							2			20	5	25
35	Gum Bottles	Kores (150 ml)	Nos.									1	2						2						5	5	10
36	Highlighter	Luxor	Nos.	5	2	5	1	2		1	5	5	3	5	1	1	1	1	5	1	5	4	4		120	30	150
37	L-Folders	Megha No. 154 with NHM logo printing	Nos.	1	5		1			1	2	5	6	2	3	5	3	1	1	2	10				1192	308	1500
38	Note Pad	33 nos. (Neelgagan)	Nos	5	1			4		6		2	5	1		2						8	10		148	2	150
39	Paper - A4	JK Easy Copier 70 gsm	Reams	5	3	3	5	3	1	1	1	4	2	6	1	3	2	1	1	7	200	10	15		714	36	750
40	Paper Noting	80 GSM, 500 Sheets in each packet	Reams	1	6	6	6		6	2	5	1	2	2	2	1	5	3	3	5	5	2			117	33	150
41	Paper Pin Puch	Oddy Push Pins	Nos.		6	4	4			4															18	2	20
42	Paper Weights	Good Quality	Nos.								4	2	4												10	5	15
43	Paper-FS (Legal)	JK Easy Copier 70 gsm	Reams	5	2	3	5	1	1	1	6	5	2	6	1	2	2	1	1	2	150	5	15		643	157	800

44	Pen Ball	Cello Deco Pens	Nos.	1	1	5	4	1	2	4	3	5	4	1	1	1	2	5	5	5	30	50	375	25	400	
45	Pen Drives (8 G.B)	Kingston	Nos.	3								1	2	6	2		2	7	2			34	1	35		
46	Pen Gel	Cello Deco Pens	Nos.		1		4		2	4	6	5	1	3	1	5	2	1	2	1	10		214	11	225	
47	Pen Pilot	V-7 Luxor mark on cap	Nos.		6			1		1		5	1	5	1		2	2	3	2	7	35	40	304	21	325
48	Pen Stand	Jamboree 3 Compartments Plastic Pen Stand with Sliding Drawer	Nos.																			3		3	2	5
49	Peon Book	Good Quality	Nos.									3	1											4	6	10
50	Permanent Marker	Luxor Black	Nos		6		2	4	5	6		1	5	4	2	8	1	5	5	1	6	4	2	76	4	80
51	Pins Clip (Plastic Colored)	Globe	Boxes				4				4	1	5	5	5			5	1		2			48	2	50
52	Punching Machine Double	Kangaro Double Hole Puncher DP 280	Nos.					1	1			2	2					2	1	1	2			12	3	15
53	Punching Machine single	Kangaro Single Hole Puncher FP 20	Nos.				2	1	1	2	3	2	2		3	2	5	2	8		1	2		36	4	40
54	Push Pins Colored	Oddy Push Pins	Nos.		6									3			5	5						19	1	20
55	Register (Dispatch)	8 Qr Neelgagan Legder Paper	Nos.						2			2	2			1	5		3					24	1	25
56	Register Stock	12 Qr Neelgagan Legder Paper	Nos.						2			2	1	2	2									36	4	40
57	Scale (Steel)	12 inch. Steel	Nos.									2	2				2				5			11	4	15
58	Scissor	Stainless Steel 6 inch.	Nos									2	4				5	2		2	2			17	3	20

