

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

Indian Council of Medical Research

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)
Tel: +91 9449067643, +91 9449033748 Fax: 080 30723643, Email: ncdire@ncdirindia.org

No. NCDIR/HCA/Cont./2016

21-11-2016

NOTICE INVITING SEALED QUOTATION

National Centre for Disease Informatics and Research, Bengaluru Invites quotation from well established / registered suppliers for supply of the following stationery / computer consumable items:

Sl. No.	Particulars	Unit	Rate /unit
	Stationery Items		
1	JK copier Paper A4 (Red) 80 GSM	Ream	
	Computer Items		
2	HP Laserjet Printer Cartridge CE278A (78A)	Nos.	
3	HP Laserjet Printer Cartridge M202DW (88A)	Nos.	
4	HP Laserjet Printer Cartidge Q2613A (13A)	Nos.	
5	HP Color Printer Cartridge (Black) CE 320 A	Nos.	
6	HP Color Printer Cartridge (Cyan) CE 321 A	Nos.	
7	HP Color Printer Cartridge (Yellow) CE 322 A	Nos.	
8	HP Color Printer Cartridge (Majenta) CE 323A	Nos.	

1. Detailed information / terms and conditions and schedule of goods required are enclosed.
2. Interested parties may send their quotations quoting rates for all the items.
3. In case any firm is already supplying these items to any other Central Govt. or State Govt. Office details thereof may be furnished along with quotations. The rates quoted should be valid till 3 months.
4. The cover containing the quotation should be sealed and superscribed "Quotation for supply of stationery / computer consumable items" and should be addressed to the undersigned.

The schedule of receipt and opening of quotation is as under:

Last date and time for receipt of quotation: 25th November 2016 (3:00 PM)

Director
NCDIR Bengaluru

TERMS & CONDITIONS

1. The invitation is open to all registered/well -established suppliers who are having PAN/TAN/VAT registration in their name,
2. National Centre for Disease Informatics and Research, Bengaluru requires the stationery items/general items. These items are generally purchased on quarterly basis and some items on requirement basis.
3. It must be noted that the rates quoted are for the ISI-approved items or must have the approval of some other recognized rating agency. Specification i.e. brand of each item must be mentioned against each item.
4. The supplier should be in a position to supply these items mentioned in the schedule of goods at short notice as well as on holidays/Sundays also as and when required at the designated premises.
5. The proprietor or his agent shall be available on his direct telephone (Office as well as residence) land also on mobile phone so as to enable this Office to call him in emergency cases. Mobile number (s) may also be given.
6. The supplier will be responsible for delivery of the goods in good condition in the NCDIR Bengaluru office at his own risk and cost.
7. It should be mentioned that whether the products for which rates are quoted are from authorized dealer or not, wherever applicable.
8. Wherever MRP is indicated on the product, the quotation should indicate whether discounts are allowed on MRP and if so, how much.
9. In case a supplier is not able to supply the goods for which supply order has been placed within the stipulated period of time, the supply order shall be cancelled.
10. Quotations for part items indicated in schedule of goods will only be accepted in case of non-availability of quotations for all items contained in the schedule of goods.
11. Agency may please quote their unconditional rates strictly as per schedule of goods enclosed. Cutting/over-writing if any should be countersigned by the tenderer.
12. Director, NCDIR Bengaluru reserves the right to reject any or all the tender in full or part without assigning any reason therefore and without giving any compensation. The decision of the Director, NCDIR Bengaluru in this regard shall be final and binding on all.
13. It should be clearly mentioned whether the rates are inclusive of VAT or otherwise.

14. On their selection as L-1, the firms will have to deposit sample in respect of each items for which they are selected as L-1 for whole financial year or till the agreement remains in existence. The sample deposited will be signed by the owner of the firm along with acceptance letter of each terms and conditions stipulated; by this Office. If it is found that the sample is not of standard quality, no agreement will be made with the firm and opportunity to supply the items will be given to next L-1 firm in respect of those particular items. NCDIR will not accept duplicate/substandard items or items not matching the samples/prescribed specifications.
15. This Office would not purchase the refilled/duplicate cartridges and if found, appropriate action such as imposition of penalty and cancellation of agreement as the competent authority deem fit will be taken against default suppliers. Therefore, the items supplied should be quality/branded items, from the original manufacturers and in accordance with the sample given in first stage by the firm. The suppliers will ensure replacement of the defective cartridges, if found, within a week's time, at his own cost.

Director
NCDIR Bengaluru