

**F.No.A.11019/43/2015-NMPB**  
**National Medicinal Plants Board**  
**(Ministry of AYUSH)**  
**Government of India**

Room No. 309, 3<sup>rd</sup> Floor,  
B-Block, AYUSH Bhawan,  
GPO Complex, INA,  
**New Delhi-110023**  
Tele: 011-24651823  
Dated: /10/2016

To  
All interested agencies

Subject: Limited Tender Enquiries for procurement of stationery items by the NMPB, Ministry of AYUSH, AYUSH Bhawan, New Delhi.

Sir,

I am directed to say that the National Medicinal Plants Board, Ministry of AYUSH intends to procure stationery items through limited tender enquiries. The details items to be procured are given in Annexure-I.

2. The following are the terms and conditions for the submission of bids:
- a) The firm should be reputed firm having its registered office.
  - b) The firm should be registered under the Delhi Sales Tax/ Delhi Value Added Tax (DAVT) Act, 2004.
  - c) The firm should have a minimum of five years experience in supplying stationery items to the Government Ministries/ Departments, PSUs, Statutory/ Autonomous Bodies etc.
  - d) The firm should have a valid PAN number.
  - e) The firm should have minimum annual turnover of Rs.50 Lakh during each of the last three years.
  - f) The firm should be in position to supply stationery items at a short notice as and when requisitioned by the Ministry.
  - g) The stationery items shall be delivered in the Stationery Cell of this Board near Gate no.02, Room No.309, Third Floor, B-Block, GPO Complex, AYUSH Bhawan, INA, New Delhi.
  - h) The owner / proprietor/ manager of the firm should be available on his direct telephone (office as well as residence) and also on mobile phone as and when contacted.
  - i) The rates quoted for different stationery items shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall be entertained after approval of the rates. However, in case of reduction in the market price of any of the items during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e. the lowest rates as may be offered by it to other clients.
  - j) The stationery items should be of standard quality. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.

- k) The Board reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- l) The contract for supply of items will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- m) In case the firm is not to supply the required items to this Board in time after placing of the supply order by it during the currency of the contract, the Board may terminate the contract and also forfeit the Performance Security.
- n) The above particulars are also available on the National Medicinal Plants Board's website i.e. [www.nmpb.nic.in](http://www.nmpb.nic.in).
- o) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- p) The firms should quote unconditional rates strictly as per list of items. There should be no cutting / overwriting in the bids.
- q) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi** alongwith the Technical Bids. The Earnest Money will be returned to the unsuccessful bidders after finalization of the bids.
- r) The successful bidder / tenderer will have to deposit a Performance Security Deposit of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm/ Agency but hypothecated to the Pay & Accounts Officer, Ministry of Health & Family Welfare, New Delhi or Demand Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi** for a period of 15 months. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful bidder/ tenderer.
- s) Tenderer should quote for all the stationery items mentioned in the list. Incomplete or part quotation will be rejected.

3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed format as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate covers which should be super-scribed "Bid for Stationery Items" addressed to the **Finance & Administrative Officer, National Medicinal Plants Board, Room No.309, Third Floor, B-Block, GPO Complex, AYUSH Bhawan, INA, New Delhi and should reach him/her latest by 01:00 PM on 2/11/2016** Bids received after the stipulated date/ time shall not be entertained. **The Bids will be opened on 2/11/2016 at 03:30 PM in Room No.309, Third Floor, B-Block, GPO Complex, AYUSH Bhawan, INA, New Delhi** in the presence of the bidder or their representatives who may wish to be present.

Yours faithfully,

Sd/  
(Ashok Kumar)  
Finance & Administrative Officer  
NMPB

Encls: As above.

**Copy to:** Parveen Kumar Wadhwa, National Medicinal Plants Board, Ministry of AYUSH for uploading on the website.

**Annexure - I**

## Application- Financial Bid

1. For supply of stationary items to NMPB.
2. Name of tending Company/Firm/Agency.
3. Rate of each stationary items are as follows:-

<b>Sl. No.</b>	<b>Name of Item</b>	<b>Quantity</b>
1.	Attendance register	Each
2.	Bill register (GAR 9)	Each
3.	Borosil Glass	Pack of 6
4.	Bowl	Each
5.	Calculator (Citizen – 12 digits display)	Each
6.	Carton packing clip	Per hundred
7.	Carton packing strip	Each bundle
8.	Cash Book GAR 31	Each
9.	Cello Gripper Pen (Black)	Each
10.	Cello Gripper Pen (Blue)	Each
11.	Cello Gripper Pen (Red)	Each
12.	Cello tape (Tixo small)	Each
13.	Color flags in 3/4 colors	Each
14.	Cup & Plate	Set
15.	Dak Pad (Neelgagan)	Each
16.	Dispatch register	Each
17.	Door mats (Small/medium/large)	Each
18.	Driver log book (200 pages) FS with numbering	Each
19.	Duracell AA	Each
20.	Duracell AAA	Each
21.	Dustbin	Each
22.	Duster (White)	Per dozen
23.	Duster (Yellow)	Per dozen
24.	DVD (Moser Bear)	Each
25.	Electric kettle (Inalsa/Usha/Bajaj/Philips)	Each
26.	Engagement Stand (plastic) (big)	Each
27.	Envelope (brown) (cloth) SE 10X12 3 Star 120 gms.	Per thousand
28.	Envelope (brown) (cloth) SE-8 3 Star 120 gms.	Per thousand
29.	Envelope (brown) (cloth) SE-8A 3 Star 120 gms.	Per thousand
30.	Envelope (brown) SE-5 3 Star 120 gms.	Per thousand
31.	Envelope (brown) SE-6 3 Star 120 gms.	Per thousand
32.	Envelope (brown) SE-7 A 3 Star 120 gms.	Per thousand
33.	Envelope (brown) SE-7 cloth 3 Star 120 gms.	Per thousand
34.	Envelope (White) Size SE-4 3 Star 120 gms.	Per thousand
35.	Envelope (White) Size SE-5 3 Star 120 gms.	Per thousand

36.	Envelope (White) Size SE-6 3 Star 120 gms.	Per thousand
37.	Envelope (Yellow) A4 3 Star 120 gms.	Per thousand
38.	Eraser (Non dust) (big)	Each
39.	Eraser (Non dust) (medium)	Each
40.	Extension cord	Each
41.	Fevi stick (Kores)	Each
42.	File Board (Neelgagan)	Per thousand
43.	File Cover (Neelgagan)	Per thousand
44.	File movement register	Each
45.	File register	Each
46.	Full plate	Each
47.	Gem Clip (plastic coated) (Triveni)	Per thousand
48.	Glass tumbler (Yerra)	Each
49.	Glossy paper	Each packet
50.	Gum tube (camel) (150ml.)	Each
51.	Half plate	Each
52.	Highlighter (Luxar)	Each
53.	Hit (Black)	Each
54.	Hit (Red)	Each
55.	Immediate/Most immediate slips	Each
56.	Index File	Each
57.	Jug (Plastic)	Each
58.	Leather File Bag	Each
59.	Mouse Pad	Each
60.	Note sheet (FS) (Neelgagan) (100 pages)	Each
61.	Packing tape (brown) 2" (Tixo)	Each
62.	Packing tape (transparent) 2" (Tixo)	Each
63.	Pad (Matrix) (300/400 pages)	Each
64.	Paper Cutter	Each
65.	Paper weight (Glass) (Kebica)	Each
66.	PBR (GAR 17)	Each
67.	Pen Drive 16 GB (Kingston)	Each
68.	Pen Drive 32 GB (Kingston)	Each
69.	Pen Drive 8 GB (Kingston)	Each
70.	Pen stand (Kebica) size 11x6.5 inch with 2 jotter golden pen (Luxar)	Each
71.	Pen stand (Kebica) size 12x7 inch with 4 golden pen (Luxar)	Each
72.	Pencil (Red & blue) (Natraj)	Each
73.	Pencil /pen tray (Kebica)	Each
74.	Pencil cell AA (Eveready)	Each
75.	Pencil cell AAA (Eveready)	Each
76.	Pencil/Pen bowl (Plastic)	Each
77.	Peon book	Each

78.	Permanent marker pen (Luxar)	Each
79.	Photostate paper (A3) (JK) (Red Pack) 75 GSM	Each ream
80.	Photostate paper (A4) (JK plus) (Red Pack) 75 GSM	Each ream
81.	Pilot High-tech pen (05) (Luxar) (Blue)	Each
82.	Pilot High-tech pen (05) (Luxar) (Green)	Each
83.	Pilot High-tech pen (05) (Luxar) (Red)	Each
84.	Pilot High-tech pen (V5) (Luxar) (Blue)	Each
85.	Pilot High-tech pen (V5) (Luxar) (Green)	Each
86.	Pilot High-tech pen (V5) (Luxar) (Red)	Each
87.	Pin cushion (Rolex)	Each
88.	Pin steel (solid headed) (Gem)	Each packet
89.	Pipe folder (stick folder) (Neelgagan)	Each
90.	Plastic file tray (Kebica)	Each
91.	Plastic folder (Black) (Neelgagan)	Each
92.	Plastic folder (Neelgagan)	Each
93.	Plastic folder (Yellow) (Neelgagan)	Each
94.	Plastic Scale (Kebica)	Each
95.	Punch (double hole) (Kangaroo)	Each
96.	Punch (single hole) (Kangaroo)	Each
97.	Quarter plate	Each
98.	Register ruled 1 quire (Neelgagan)	Each
99.	Register ruled 2 quire (Neelgagan)	Each
100.	Register ruled 4 quire (Neelgagan)	Each
101.	Register ruled 6 quire (Neelgagan)	Each
102.	Register ruled 8 quire (Neelgagan)	Each
103.	Room freshener	Each
104.	Rubber band (small & big size) (oswal)	Per KG.
105.	Scissor (Medium) (Kebica)	Each
106.	Self sticking pad 2x3 (small) (3M)	Each
107.	Self sticking pad 3x3 (medium) (3M)	Each
108.	Self sticking pad 3x5 (big) (3M)	Each
109.	Serving Tray (Big)	Each
110.	Serving Tray (Medium)	Each
111.	Sharpener (Pencil) (Natraj)	Each
112.	Shorthand note book (Neelgagan)	Each
113.	Shorthand pencil (Apsara)	Each
114.	Sketch pen set (Luxar) (big size)	Each
115.	Slip Book (Neelgagan)	Each
116.	Slip book (spiral) (Neelgagan)	Each
117.	Solo folder FS	Each
118.	Solo ring folder A4 size	Each
119.	Spiral pad (400 pages) (Neelgagan)	Each

120.	Stamp pad (Kores)	Each
121.	Stamp pad ink (Kores)	Each
122.	Stapler No. 101 (Kangaroo)	Each
123.	Stapler No. 24x6 (Kangaroo)	Each
124.	Stapler pin No. 10 (Kangaroo)	Each
125.	Stapler pin No. 24x6 (Kangaroo)	Each
126.	Steel Scale (Kebica)	Each
127.	TA/LTC bill form	Per
128.	Table Elevator	Each
129.	Table Spoon	Each
130.	Tag	Each bundle
131.	Tea Spoon	Each
132.	Tissue Paper (Premier - 100 pulls – 2 ply 200 sheets)	Per Packet
133.	Uniball pen UB 150	Each
134.	White fluid pen (Kores)	Each

**Format of Technical Bid**

1. Name of the firm:
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax / Delhi Value Added Tax (a copy of the registration Certificate to be attached):
6. PAN No. of the firm (a copy of PAN Card to be enclosed):
7. Experience in years (Documentary proof In support thereof may be attached):
8. Annual Turnover during the last three years:  
2013-14:  
2014-15:  
2015-16:
9. Details of Bid Security (Earnest Money):  
Demand Draft Amount:  
Demand Draft Number:  
Demand Draft Date:  
Name of Issuing Bank:

**Format of Financial Bid**

Sl. No.	Name of Stationery Item	Price / per item
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- Note:
1. The rates quoted should be exclusive of VAT.
  2. The names of the items should be indicated SI.No. wise as indicated in Annexure-I