

[www.maids.ac.in](http://www.maids.ac.in), [www.madch.ac.in](http://www.madch.ac.in)  
**MAULANA AZAD INSTITUTE OF DENTAL SCIENCES**  
(AN AUTONOMOUS BODY UNDER GOVT. OF NCT OF DELHI)  
MAMC Complex, BSZ MARG, NEW DELHI-110002  
**Purchase Branch**

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**Notice Inviting Tenders for Stationary Items**

**e-Tender ID:**

Sealed Tenders are invited for procurement of Stationary Items and entering into Rate Contract under Three Bids System. Detailed Programme alongwith Terms & Conditions is as under:-

**Programme**

Sl. No.	Description	Date & Time
1.	Bid Submission Start date & time.	From 04.30 P.M on 23 <sup>rd</sup> Jan., 2014.
2.	Bid Submission end date & time.	<b>Upto 01:00 P.M. on 6<sup>th</sup> Feb., 2014</b>
3.	Submission of EMD in Physical Form.	Upto closing date & time of Limited Tender
4.	Opening of Bids date & time (Pre-qualification Documents & EMD)	On 6 <sup>th</sup> Feb., 2014 at 02.30 P.M.
5.	Opening of Technical Bids date & time.	On 6 <sup>th</sup> Feb., 2014 at 03:00 P.M.
6.	<b>Amount of EMD</b>	<b>Rs.10,000/-</b>

*The Tenders shall remain Valid for 90 days from the date of opening.*

*The Rate Contracts with the successful Bidders shall remain valid upto 31<sup>st</sup> March 2015.*

**The Tenderers who participated in last Tender closed on 16<sup>th</sup> Jan. 2014 need not send their Bids again.**

Copy of each and every document including EMD and Price Bids shall be submitted in the physical Form in the room no. 08, Planning and Purchase Branch, Ground Floor, MAIDS building, without fail upto submission end Date & Time.

IN CASE ANY CLARIFICATIONS PERTAINING TO THESE LIMITED TENDERS IS REQUIRED, PLEASE CONTACT THE PURCHASE BRANCH OF MAIDS, ROOM NO.08, BETWEEN 02.00 P.M. TO 04.00 P.M. ON ANY WORKING DAY PERSONALLY (EXCEPT SATURDAY) OR ON PHONE NO. 011-23233884 EXTN. 1053 OR MOBILE NO.9654700986.

**Three Bid Tender Systems is to be followed as under:-**

**The EMD in Physical Form shall be deposited by closing date and time.**

**A. EMD and Pre-Qualification Documents:-**

**EMD**

The EMD shall be submitted in the physical form. The EMD shall be in the form of Bank Guarantee/F.D.R. in the name of Director-Principal, MAIDS. Its validity shall be upto 31<sup>st</sup> March 2015. **In case of successful Bidders, the EMD shall be treated as Security Deposit.**

### **Pre-Qualification Documents**

- i. Self attested photocopy of PAN Card of the Firm/Individual participating in Tenders.
- ii. Particulars/Information pertaining to the Tenderer shall be submitted in **Annexure-I** with ECS details.
- iii. An Undertaking on “Non-Judicial” Stamp Paper of Rs.50/- duly attested by Notary Public on Prescribed Proforma in **Annexure-II**.
- iv. An Affidavit on “Non-Judicial” Stamp Paper of Rs.50/-on Prescribed Proforma for Criminal Liability in **Annexure-III**.
- v. Copy of VAT Registration with Govt. of Delhi.

Serial Numbers of submitted documents should be in sequence as mentioned above.

***In absence of any of these documents, the Tenders will be rejected outright.***

***Physical copies the these documents including EMD may also be submitted in the Purchase Branch, Room No. 08, MAIDS Building upto the closing date & time of submission of Tenders.***

***TECHNICAL BIDS OF ONLY THOSE TENDERERS SHALL BE OPENED WHOSE ABOVE DOCUMENTS ARE FOUND TO BE IN ORDER.***

### **B. Technical Bid:**

Technical details of the various items shall be submitted in **Annexure-IV** Format.

Samples / Leaflets will be accepted in the MAIDS till closing date and time of receipt of the Tenders in the Stationery Store by the Store Keeper.

- i) Samples/ Leaflets should be labeled and should be of the same item as quoted in Tender.
- ii) These should be submitted in Containers / Envelops / Boxes. The detailed list of items with name of the Company should also be pasted on it otherwise the samples will not be considered. **They should be numbered properly & placed in Serial Order. Each sample may also be stamped with Company Name.**
- iii) The Tenders will be decided on the basis of best quality of items quoted as per Tender Specifications.

### **C. Price Bid:-**

***Price Bids may be submitted in Annexure-V only.***

***Price Bids of only those Tenderers shall be considered which meet our technical specifications in Technical Bid Evaluation.***

If the Bids/Rates quoted by the Tenderer are accepted by MAIDS, the same shall remain valid upto **31<sup>st</sup> March 2015**. The Tenderers shall be bound to supply the ordered goods on these rates whenever Ordered by the MAIDS.

All the Documents and sample and Price Bids in Annexure – V shall be submitted by last date and time.

### **General Terms & Conditions:-**

1. **Prices are to be quoted in Indian Rupees only.**
2. The Quotations / Bids shall be submitted in physical form in prescribed format given in the Tender Document i.e. “ Annexure-V”. Physical Copy of the Tender Documents with each page signed and stamped by the Tenderer may be deposited in Purchase Branch as acceptance of Terms & Conditions.
3. The supplies of the Stationary Items will be for Maulana Azad Institute of Dental Sciences, MAMC Complex, Bahadur Shah Zafar Marg, New Delhi-110002. *The rates should be quoted for F.O.R. destination.*
4. **The validity of the quotation will be upto 31<sup>st</sup> March 2015.** The Tenderer is bound to supply the stores during the validity of quotation at the approved rates.
5. Only those items should be quoted which can be supplied by the firm within the period stipulated in the supply orders which is 30 days from date of issue of Purchase Order for all Items.
6. Penalty of 1% of the value of Order per week or part for delayed supply shall be deducted subject to a maximum of 10% of the total value of the Order from the bill raised by the Supplier or from the Security Money deposited.

In case of defective supply, the same shall have to be replaced by the Firm within one week from the date of intimation failing which the Security Money/EMD Money deposited by the Firm shall be forfeited and action may be taken against it as per Rules.

*Payment shall be made on receipt of full quantities of the ordered Goods. No payment shall be made for Part Supply.*

7. The specifications of items quoted by the Firm should conform to the specifications quoted in Tender document. Wherever the Tenderer feels that these specifications are not fully detailed or differ otherwise, the exact specifications of every item offered/quoted should be given.  
**Samples of the quoted items should be submitted in the Stationery Store upto closing Date & Time.**

**Tenders submitted without Samples / Leaflets may not be considered.**

**The offered rates of the quoted items may not be considered for approval even if they are lowest, if samples are not submitted.**

8. The rates should be quoted showing the **prices only. Taxes shall be shown separately.** The Unit for which price is quoted shall be clearly defined whether a single unit or a Box containing multiple quantities of the item.
9. **The Tenderer will quote firm rates. No variation shall be allowed during the validity of rates.**
10. **After the opening of Tenders there will be no correspondence between the firm and Institute till the tenders are finalized.**
11. The rates quoted should be certified as the lowest quoted for any Govt. Department or private Institutions in Delhi. If the price of any item is reduced due to any reason during the validity of

tender, the Tenderer will intimate the Maulana Azad Institute of Dental Sciences of reduced rates immediately and will charge reduced rates instead of rates quoted / agreed.

12. The items which are required on Monthly/Quarterly basis will have to be supplied by the Tenderer within the stipulated period and reduced supply time.
13. **Risk Purchase:** If the successful Bidder fails to supply the ordered goods and dishonors the Rate Contract, MAIDS may procure the stores on Risk Purchase Basis and Performance Security of the Contractor shall be forfeited besides taking other actions as deemed fit.
14. ***Bills/Invoices for supplied items shall be from Delhi Address only.*** No Bill/Invoice generated from Outside Delhi shall be entertained as per Govt. Of Delhi order.
15.
  - a) The Disputes, if any, shall be referred to the Arbitrator to be appointed by the Secretary (Health), Govt. of Delhi.
  - b) In case of any dispute, the Jurisdiction of Delhi Courts only shall be applicable.
16. **THE DIRECTOR-PRINCIPAL, MAULANA AZAD INSTITUTE OF DENTAL SCIENCES, NEW DELHI HAS THE FULL AND EXCLUSIVE RIGHT TO ACCEPT OR REJECT ANY OR ALL THE TENDERS AND ALSO TO CANCEL THE SUPPLY ORDER AT ANY TIME WITHOUT ASSIGNING ANY REASON.**

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## **Annexure-I**

**Information shall be provided by the Tenderers alongwith the Tenders as follows:-**

1. Name of the Proprietor / Authorized Signatory :
2. Name of the Participating Firm / Company :
3. Postal Address :
4. Email address :
5. Telephone nos. :
6. FAX no. :
7. Mobile no of Authorized Signatory :
8. PAN number of the Firm / authorized signatory :
9. VAT Registration number :
10. Bank Account details for ECS payment
  - a) **Beneficiary Name** :
  - b) **Bank name & Branch Address** :
  - c) **Account number** :
  - d) **IFSC** :

**UNDER TAKING (To be executed on Rs.50/-Non-Judicial Stamp Paper)**

To,

The Director-Principal,  
Maulana Azad Institute of Dental Sciences,  
New Delhi-110 002

Sir,

1. The Undersigned certify that I/we have gone through the terms and conditions mentioned in the Tender Form and undertake to comply with them. **I have no objection to any of the condition of the tender document. I undertake not to submit any complaint/representation against the tender document after expiry of submission date and time of the tender.** The rates quoted by me/us are valid and binding on me/us for acceptance for supply of quoted items on receipt of Purchase Order upto the period ending **31<sup>st</sup> March 2015.**
2. I/We undersigned hereby bind myself /ourselves to Director-Principal, MAIDS to supply the various items for Maulana Azad Institute of Dental Sciences, New Delhi, or on behalf of the President of India during the period under Contract as per rates quoted by us and negotiated / finalised by the MAIDS.
3. I/We Supply the items which are of the best quality and kind as per the requirement of the Institution. The decision of the Director-Principal, Maulana Azad Institute of Dental Sciences, New Delhi as regard to the quality and kind of article shall be final and binding on me/us.
4. Bid Security in the form of FDR/Bank Guarantee in the name of the Director-Principal, New Delhi has been deposited in Purchase Branch of MAIDS and shall remain in the custody of the Director-Principal upto its validity period if Tender is accepted.
5. I/We shall forfeit to the Director-Principal, MAIDS the Security money in case of any delay occurs on my part or I or my agent fails to supply the articles of the desired specifications within the specified period of supply of goods.
6. In case of the purchase of the articles approved in my favour for the supply are purchased from any other source due to delay or non-supply, the extra amount paid may be deducted from the Security submitted by me.
7. Should the Director-Principal deem it necessary to change any article on being found of inferior quality or defective, it shall be replaced by me free of cost in time to prevent inconvenience.
8. The conditions contained herein shall form part of the Agreement.
9. If I/We fail to supply the stores in stipulated period, the MAIDS has full powers to compound or forfeit the Security Money and make Risk Purchase from Open Market.
10. I/We declare that no legal/financial irregularities/cases are pending against the proprietor/partner of the tendering firm or manufacturer.
11. I/We undertake that the rates quoted by us when approved and selected by the Director-Principal, Maulana Azad Institute of Dental Sciences, New Delhi-2 will be valid for the asked period. I undertake to supply the equipment/stores within 30 days for Indian make and imported items. However, 90 days time for imported items shall be allowed from the date of issue of Purchase Order. ***If imported after the receipt of your Purchase Order. Proof that items have been imported after receipt of your Purchase Order shall be given.*** I undertake to supply the ordered goods

within stipulated period and if I fail to supply ordered goods during the stipulated period, the necessary action can be taken by the Director-Principal, Maulana Azad Institute of Dental Sciences, New Delhi as per Terms & Conditions of Tender Document.

12. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
13. I/We undertake that the items supplied shall be as per sample/catalogue/technical literature description approved by the MAIDS.
14. I/We undertake that the quoted rates are the same or lower as with the other Govt. Institutions in Delhi as well as in India.

**Affirmation**

I/we pledge and solemnly affirm that the information submitted in tender documents are true to the best of my/our knowledge and belief. I/we further pledge and solemnly affirm that nothing has been concealed by me/us and if anything comes to the notice of purchaser during the validity of tender period, Director-Principal Maulana Azad Institute of Dental Sciences will have full authority as he deems fit, which may amount to rejection of tender without assigning any reason and forfeiting the Bid Money.

**Signature**

**(Name of Tenderer)**

**Seal of the Firm.....**  
**Mobile No.....**  
**PAN No.....**  
**e-mail .....**

**Place.....**

**Date.....**

**AFFIDAVIT ON CRIMINAL LIABILITY**

**CRIMINAL LIABILITY UNDERTAKING ON RS. 50/- Non Judicial Stamp Paper**

I .....S/o Sh .....  
Resident of (Address).....  
do solemnly pledge and affirm :-

1. That I am the proprietor/Partner/Director of the M/s.....  
.....
2. That no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against the firm at the time of submission of Tender.

**Signature of the Tenderer/Manufacturer**  
**Rubber Stamp of Tenderer**

**Name.....**  
**Mobile No.....**  
**PAN No.....**  
**e-mail .....**

## List of Stationery Items for the year 2013-2014

S. No.	Name of Item	Per unit/ Pack / pcs/ price as indicated	Approximate Qty. Reqd. for 1 year
1	2	3	4
1	All Pin	per pk	29
2	Alphabetical order indexed book	per pc	2
3	Attendance Register (Office)	per pc	80
4	Attendance register Student	per pc	20
5	Ball pen (black) (Green) (Blue) (Red)	per pc	70 30 1100 247
6	Brown Paper	per roll	120
7	Brown paper file	per pc	40
8	Brushes	per pc	16
9	Calculator 12 digit	per pc	14
10	Calculator simple	per pc	11
11	Carbon Paper	pk of 100	68
12	Cardboard file	per pc	30
13	CD Cover (100 leafs)	per pc	22
14	CD Cover (500 leafs)	per pc	101
15	CD	per pc	185
16	CD-RW	per pc	46
17	Cello Tape Big	per pc	52
18	Cello Tape Dispenser Small	per pc	27
19	Cello Tape Dispenser big	per pc	4
20	Cello tape Small a. 1/2"	per pc	179
21	Cello tape Small b. 1"	per pc	22
22	Cello tape Small c. 1.5"	per pc	44
23	Colored sketch pens	per pk	54
24	Correction Pen	per pc	78
25	Dak pad	per pc	7
26	Divider	per pc	2
27	Drawing Pins	per pk	36
28	Dumper	per pc	9
29	DVD	per pc	90
30	DVD R-W	per pc	42
32	Envelop 9" X4"	pk of 100	150
33	Envelop OPG, Ceph X-ray	pk of 100	5000

34	Envelop White	pk of 100	280
<b>S. No.</b>	<b>Name of Item</b>	<b>Per unit/ Pack / pcs/ price as indicated</b>	<b>Approximate Qty. Reqd. for 1 year</b>
35	Envelop X-ray IOPA	pk of 100	40000
36	Envelope (10"22")	per pc	50
37	Envelope (25"30")	per pc	0
38	Envelope SE-5	per pc	470
39	Envelope SE-6	per pc	370
40	Envelope-Brown SE-8	pk of 100	490
41	Envelope-Brown 10"X12"	per pc	170
42	Eosin pencils	per pc	20
43	Eraser Non Dust	per pc	175
44	Fevicol Tube	per pc	160
45	Fevistick	per pc	166
46	File Board	per pc	525
47	File Cover	per pc	2085
48	Gel Pen a. Blue b. Red c. Green d. Black	per pc	B-224 R-36 G-05 Bla-67
49	Gum Bottle 250 ml	per pc	32
50	Haematoxylin pencils	per pc	20
51	Highlighter Pen (Pack of 4)	per pk	20 pkt
52	Indent Book	per pc	44
55	magnetic pins cushion	per pc	2
56	Metal Ring File	per pc	10
57	Mouse pad	per pc	7
58	Note Sheet Pad	per pc	83
59	Office file Document	per pc	6
60	OHP Markers	per pk	27
61	Paper Weight	per pc	45
62	Permanent Marker	per pc	88
63	Pen Stand	per pc	9
64	Pen V5 a). Blue b). Black c). Red d). Green	per pc	06 12 08 02
65	Pencil HB	per pk	60 pk
66	Pencil Sharpener	per pc	108
67	Peon book	per pc	1
68	Photostate( Paper A-4 a). 75GSM Photocopier	per ream	678

69	Pilot Pen	per pc	237
<b>S. No.</b>	<b>Name of Item</b>	<b>Per unit/ Pack / pcs/ price as indicated</b>	<b>Approximate Qty. Reqd. for 1 year</b>
70	Plastic Folders	per pc	305
71	Punching Machine D.S	per pc	15
72	Punching Machine S.S	per pc	15
73	Quick Fix	per pc	98
74	Ring File	per pc	77
75	Ruled Register 2 Qr.	per pc	115
76	Ruled Register 6 Qr.	per pc	96
77	Rulled Register 3 Qr.	per pc	81
78	Rulled Register 4 Qr.	per pc	121
80	Rulled Register 5 Qr.	per pc	94
81	Scale Plastic	per pc	5
82	Scissor Big 10"	per pc	10
83	Scissor Small 6"	per pc	12
84	Sealing wax	per pk	1
85	Short Hand Note Book	per pc	44
86	Silver pen for making X-Ray Film	per pc	5
87	Slip Pad	per pc	72
88	Stamp Pad	per pc	57
89	Stamp Pad Ink Red	per pc	12
90	Stamp Pad Ink Blue	per pc	29
91	Stamp Pad Red	per pc	10
92	Stapler small	per pc	42
93	Stapler Big (24/6)	per pc	30
94	Stapler Pin Big (24/6)	per pk	109
95	Stapler pin small	per pk	148
96	Steel scale 12"	per pc	47
97	Steel scale 6"	per pc	17
98	Stick flag paper	per pk	87
99	Stick flag plastic	per pk	35
100	Stick pad big	per pk	114
101	Stick pad small	per pk	82
102	Stock register 200 pages	per pc	20
103	Stock register 400 pages	per pc	20
104	Tags	per pk	720
105	U clips	per pk	555
106	White board marker	per pc	B-62 R-10
107	White fluid	per pc	63

<b>S. No.</b>	<b>Name of Item</b>	<b>Per unit/ Pack / pcs/ price as indicated</b>	<b>Approximate Qty. Reqd. for 1 year</b>
108	File Tray	per pc	10
109	Paper Roll Big	per pk	7
110	Drawing sheet	per pc	20
111	Steel Measuring Tape Roll	per pc	1

**Technical Bid Format**

<b>Tender Inviting Authority: Director - Principal, MAIDS</b>					
<b>Name of Work: Supply of Stationery Items for the year 2013-2014</b>					
<b>Bidder name</b>					
<b>Sl. No.</b>	<b>Item name and Description</b>	<b>Unit</b>	<b>Make and Model</b>	<b>Pack Size Single unit or pack of multi unit</b>	<b>Whether samples submitted (Y/N)</b>
<b>1</b>	<b>As per list attached</b>				

**In absence of samples or literatures of the quoted items, same may not be considered for Technical evaluation.**

**MAULANA AZAD INSTITUTE OF DENTAL SCIENCES  
(AN AUTONOMOUS BODY UNDER GOVT.OF NCT OF DELHI)  
MAMC COMPLEX, NEW DELHI- 110002.**

**Purchase Branch**

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**TENDER FOR SUPPLY OF ITEMS DURING 2013-2014**

**PRICE BID WITH SPECIFICATIONS**

*To be submitted in Sealed cover*

**PRICES SHALL REMAIN VALID UPTO 31<sup>st</sup> March 2015.**

**NAME OF THE GROUP :- Stationery Items**

**Name of the Company:-**

<b>Tender Sl. No.</b>	<b>Name of the ITEM</b>	<b>Piece / Pack</b>	<b>Price Per Unit In Rs.</b>

**\*Please describe what comprises of pack size.**

**Prices are to be quoted for the lowest possible unit as mentioned in the list so that rates of items in different pack size become comparable. Wherever pack size is mentioned, rate should be quoted for the same.**

**VAT / Taxes as applicable.**

**Name(s) & Signature of the Tenderer (s) with date & place**

**Mobile No.....**

**PAN No.....**

**e-mail .....**