



INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
P.O. NEW FOREST, DEHRADUN - 248 006
UTTARAKHAND

**LIMITED TENDER ENQUIRY DOCUMENT
FOR
PROCUREMENT OF STATIONERY AND OTHER CONSUMABLE ITEMS**

TENDER DOCUMENT No. 3-3/Store/Admin-ICFRE/Stationery/2015-16 dated 06.08.2015

Sealed limited tenders are invited from prospective suppliers for procurement of stationery and other consumable items. The schedule of tender and the Terms and Conditions shall be as under: -

1. Schedule of Tender:-

Sale of Tender Document	:	From 17.08.2015 on all working days (10.00 AM to 4.00 PM)
Last time and date for submission of Tender	:	Upto 3.00 P.M. on 08.09.2015
Time and date for opening of Tenders for technical offers	:	At 4.00 PM on 08.09.2015
Dully filled in Tender Document must be submitted to:	:	Assistant Director General Directorate of Administration Indian Council of Forestry Research & Education P.O. New Forest, Dehra Dun - 248 006 (Uttarakhand)

- ☛ The Tenders will be opened in the presence of bidders or their authorised representatives, if any.
- ☛ The Tender may be either modified or cancelled in part or full, at the discretion of the Assistant Director General (Admin.), ICFRE, without assigning any reason thereof.
- ☛ The bidder shall submit all the documents required as per tender document at the time of submitting bid.

Earnest Money Deposit of Rs. 5,000/- With Minimum one year Validity.

TERMS AND CONDITIONS

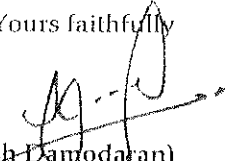
The contract is for a period as stated below on following terms and conditions:

1. **Taxes:** The rates are inclusive of all taxes, levies and forwarding charges, FOR destination at ICFRE, Dehradun.
2. **Quantity Limit:** As in Annexure-1.
3. **Delivery:** The delivery shall be made within 3-4 days from the date of order at ICFRE irrespective of the quantity of material ordered (applicable for one item also irrespective of amount of bill).
4. **Order:** Supply order shall be placed to the agency with lowest quoted rates as per rules.
5. **Payment:** (a) Payment will be made within 15 days from the date of receipt of the material in good conditions as certified in terms of quantity, quality and specifications by the user. (b) Payment is liable to TDS applicable under Income Tax Law. (c) In case of any dispute, the decision of Director General, ICFRE will be final and binding on both the parties.
6. **Fall Clause:** The price charges for the stores supplied by the supplier should not, in any case, exceed the lowest price at which the contractor sells stores of identical description/specification to other persons during the period of the contract.
7. The supplier should maintain stocks and make firm deliveries against orders.
8. In case the supplier is unable to supply the material within stipulated period due to some unavoidable reasons the same may be informed to the concerned officer stating time frame within which the supply will be made. The officer placing the supply order will notify his acceptance of delivery time offered by the supplier or negotiate until an agreement is reached. In all cases the delivery time, as accepted by the supplier and the officer placing the order, shall be deemed to be the essence of the contract and the delivery must be completed within time. In case the supplier still fails to supply the material, the officer placing the order will have the right to purchase the material from the market and the difference between the approved rates and the market price will have to be borne by the supplier.
9. In case of any dispute, the decision of Director General, ICFRE will be final and binding on both the parties.
10. No legal proceedings to enforce any claim and no suite shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.
11. If the supplier violates any of these terms and conditions, he shall be liable to forfeit the whole or a part of security deposit as decided by ADG (Admin) and the contract may be cancelled.
12. The cost of tender document is Rs.250/- (Rupees two hundred fifty only), which is non-refundable. Payment of the same is to be made in cash at the time of obtaining the tender document from the office of ADG (Admin.), ICFRE (Hqrs.), P.O. New Forest, Dehradun-248006. In case the tender has been downloaded from the website <http://www.icfre.gov.in>, a Demand Draft of Rs.250/- in favour of DDO, ICFRE, Dehradun, is to be attached with the tender document towards the cost.

This issue with the approval of Competent Authority.

Thanking you,

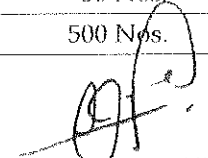
Yours faithfully


(Abhilash Damodaran)
Procurement Officer

Sub: Purchase of stationery and other consumable items for the year-2015-16.

S. No.	Name of items	Specification	Approx. Qty. Required
1	Add Gel Refill	PGR-20	250 Nos.
2	Cello Tape (1" Transparent)	Classic	150 Rolls.
3	Cello Tape (Coloured 2")	Classic	30 Rolls.
4	Cello Tape 2" (Binding)	Classic	20 Rolls.
5	Correcting Fluid	Kores	150 Sets.
6	Dust bin (Plastic) Medium Size	Ganga (Medium)	40 Nos.
7	Duster (SKT TM)	SKT Deluxe Qty.	300 Nos.
8	Envelop (File Size) 90 GSM Laminated	Yellow colour	1000 Nos.
9	Envelop (A4 Size) 90 GSM Laminated	Yellow colour	2500 Nos.
10	Envelope (11X5)	Surya	3000 Nos.
11	Envelop (9X4)	Surya	4000 Nos.
12	File Cover Printed	31.5 KG Card	2500 Nos.
13	File Board	32 Ozs. Card Board.	2500 Nos.
14	Glue Stick 15 gms	Pidilite	200 Sticks.
15	Highlighter Pen	Faber -Castell	75 Nos.
16	Note Sheet Pad	(Size -A4) 80 GSM	250 Pads.
17	O.H.P Pen (Set of 6)	Luxor	15 Sets
18	Pen -Add Gel	Achiever	200 Nos.
19	Pen Blue	Montex Mega Top	700 Nos.
20	Pen Red	Montex Mega Top	150 Nos.
21	Pencil	HB (Apsara	400 Nos.
22	Eraser (Rubber)	Non-Dust	300 Nos.
23	Photo Copy paper, A4 (75 GSM)	CENTURY(STAR)	1500 Reams.
24	Post -it-pad (Size 25X75) 3 PC	Desmat	200 Pads.
25	Post -it-pad (Size 75X75)	Desmat	30 Pads.
26	Scale (Plastic 30 cm),	NATARAJ 621	50 Nos.
27	Ruled Register 240 pages	Sunil	100 Nos.
28	Ruled Register 288 pages	Sunil	50 Nos.
29	Ruled Register 336 pages	Sunil	50 Nos.
30	Ruled Register 384 pages	Sunil	50 Nos.
31	Ruled Register No.10	Sunil	25 Nos.
32	Shorthand Note Book , 160 pages	Neelgagan	50 Nos.
33	Stamp Pad (Size: 110mm X 69 mm)	Faber- Castell	50 pads.
34	Stapler No.10	Kangaroo HD-10D	50 Nos.
35	Stapler pin 24/6	kangaroo	100 pkts.
36	Stapler Pin No.10	Kangaroo	200 pkts.
37	Stapler Pin (23/17)	Kangaroo	10 Pkts
38	Tag Small (White Bunch 50)pcs,	7 inch long.	200 Bunches.
39	U-clip (35 mm Pointed)	Bell Clips	100 pkts.
40	Transparency Sheet (A4) 100 micron	Citizen	20 pkts.
41	Writing Pad Ruled (40 Sheets)	Desmat	300 pads.

S. No.	Name of items	Specification	Approx. Qty. Required
42	Paper cutting Scissor	Best Quality	25Nos.
43	Paper cutter	NATRAJ	200 Nos.
44	Photo Glossy Paper	Desmat	10 Pkts.
45	Sutli (Plastic)	white Plastic	5 Kg
46	Towel Coloured	Bombay Dying (Tulip)	25 Nos.
47	Towel Standard Size	Century	25 Nos.
48	Tube Light (40 Watt)	PHILIPS	300 Nos.
49	Choke 40 Watt (Silver line Plus)	PHILIPS	50 Nos.
50	Starter (for tube light)	PHILIPS	100 Nos.
51	Vim	POWDER (1 KG)	200 Kg.
52	Wheel Powder	1 Kg pack	50 Kg.
53	Colin	500 ml	250 Nos.
54	Harpic	500 ml	200 Nos.
55	Odonil	50 gms. pack	300 Nos.
56	Toilet Acid (1 L)	Good Quality	300 Nos.
57	Naphthalene Ball	Trishul	15 Kg.
58	Liquid Soap	Detol (1 L Pack)	30 Bottle
59	Water Jug (Plastic)	Best Quality	20 Nos.
60	Glass Tumbler	YERA Brand	300 Nos.
61	Soap	Dettol	100 Nos.
62	Urinal Cube	Dabur A-1	30 Pkts.
63	Markeen Cloth (Thick)	Fagwara Mill	150 Meters.
64	Phenyl	White	200 Ltrs.
65	Phool Broom	Double Gulab	100 Nos.
66	Naryal Broom	Superior Quality	50 Kg.
67	Poucha Extra Large/Full Size	Cotton	10 Dozen.
68	Scotch Bright	Scotch Bright	100 Nos.
69	All Out	All Out	50 Nos.
70	All Out Refill	All Out	50 Nos.
71	L-Folder	Sun Brand	500 Nos.


 Procurement Officer
 ICFRE