



**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN
REPRODUCTIVE AND CHILD HEALTH**

(formerly ICMR – National Institute For Research In Reproductive Health)

Jehangir Merwanji Street, Parel, Mumbai 400012, Maharashtra

Phone: 022-2419 2134; 022-2419 2135; 022-24192060; 24192019 Email: stores@nirrh.res.in

No. NIRRCH/ST/01/2022-2024

February 21, 2022

Subject: **Tender for supply of Stationery / Miscellaneous Items /Printer
Cartridges for the Financial Year 2022-2023 extendable upto
31st March 2024 under Rate Contract**

Due Date: **14th March, 2022; 17.00 Hrs.**

Sealed tenders are invited for supply of Stationery, Miscellaneous Items and HP/Canon/Samsung/Brother/Epson Printer Toners/Ink Cartridges from Authorized Distributors for the year 2022-2023 extendable/renewable on annual basis for a further period of one year, if required. The interested suppliers may get themselves registered by payment of non-refundable registration fees of `2,000/- payable by bank draft in favour of "Director, NIRRCH" payable at Mumbai. The suppliers, who have already registered against our Rate Contract Tender for the year 2020-21 to 2021-22 for stationeries, miscellaneous items and Cartridges have to pay only Rs. 1,000.00. Such suppliers may enclose a copy of their registration fees paid along with the tender.

The tenders quoting rates for items required completed in all respects, enclosing registration fee (wherever applicable) should be sent so as to reach the undersigned latest by **05:00 PM on 14th March, 2022**. The tender envelope should be super-scribed with "**Tender No. NIRRCH/ST/01/2022-2024 dated 21st March 2022**". The offers will be opened in front of tenderers at **3.00 PM on 16th March, 2022 in the Seminar / Conference Hall of the Institute** by a Committee duly nominated for this purpose.

The Director, NIRRCH reserves the right, to decide on registration and to accept or reject any of the offers without assigning any reasons. The Institute is not bound to place any order to suppliers for any quality/quantity material and it is at the sole discretion of the Director.

February 21, 2022

Sd/-
DIRECTOR

Application / Tender Form for Registration as a Supplier with

**To,
The Director
ICMR National Institute for Research in
Reproductive and Child Health
J.M. Street, Parel Mumbai
400012 Maharashtra.**

Sir/Madam,

Ref.: Your Tender Notice No.
dated

1. Identity of Organization : _____
(Name of the firm/company registration _____ number etc.)

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2. Communication Details:

(A) Full Address : _____

(B) Telephone / Mobile No. : _____

(C) Fax No. : _____

(D) Email ID. : _____

(E) Sales Tax Registration Number : _____

(F) Income Tax Number (P.A.N.) : _____

(G) Name of the Authorized Person : _____

(H) The Contact Telephone / Mobile
Number : _____

3. Name of the Category for Registration : _____
Applied : _____
: _____
: _____
4. Authority for Execution of Supply : _____
(Enclose letter of authorization in case of
supplier is an agent representative or whether
manufacturing company/sole selling agent
etc.)
5. Rate of Supply : _____
(Enclose Rate List in case of supply is made
by agent on behalf of manufacturing
organization)
6. Discount : _____
(Percentage of discount [up to two decimals]
on price list which will be offered by the
bidder on all supplies of the category and
brand mentioned)
7. Taxes and Transport Charges : _____
8. Has your firm been blacklisted by any : _____
Government Department or any other :
agency _____
9. Please state whether : _____
[New Supplier – (Yes / No) : _____
Old Supplier – (Yes / No) : _____
Earnest Money Deposit , if deposited : _____
Security Deposit, if deposited] : _____

Any other information:

I/We hereby certify that the information furnished above is true and correct. The terms and conditions are acceptable to me/us. In case of downward price movements during the period of contract, I/we promise to pass on the advantage to ICMR-NIRRCH.

Authorised Signature and Seal of the Bidding Firm with Date

To,

**The Director
ICMR-National Institute for Research in Reproductive and Child Health
Jahangir Merwanji Street, Parel,
Mumbai 400012.**

- For consideration & registration.



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LIST OF CARTRIDGES (HP/EPSON/CANON/SAMSUNG/BROTHER)

The agency quoting for the said category should quote for original, new cartridges only. Refilled and Recycled cartridges are not acceptable. Such agencies should not participate.

HP

Sr. No.	Printer Model	Cartridge Number	Unit Price
1	HP Laserjet M1005 MFP	12A	
2	HP Laserjet P2055d/ P2050	05A	
3	HP Laserjet 3005d	Q7551A/51A	
4	HP Laserjet CP1525n	CE 321A	
5	HP Laserjet CP1525n	CE 322A	
6	HP Laserjet CP1525n	CE 323A	
7	HP Laserjet CP1525n	CE 320A	
8	HP Laserjet Pro M1213 MFP & M128 MFP & M127	CC388A	
9	HP Laserjet 2420d	C11A	
10	HP Laserjet 1200 series PCL5	15 A C7115A	
11	HP Laserjet P1606dn	78A	
12	HP Laserjet 100 color MFP M175nw	Black - CE310A	
13	HP Laserjet 100 color MFP M175nw	Yellow - CE312A	
14	HP Laserjet 100 color MFP M175nw	Magenta - CE313A	
15	HP Laserjet 100 color MFP M175nw	Cyan - CE311A	
16	HP Color Laserjet CP1215/ CP1515n	CB540A	
17	HP Color Laserjet CP1215/ CP1515n	CB541A	
18	HP Color Laserjet CP1215/ CP1515n	CB542A	
19	HP Color Laserjet CP1215/ CP1515n	CB543A	

EPSON

Sr. No.	Printer Model	Cartridge Number	Unit Price
1	EPSON Stylus Photo R230	Yellow - T0494	
2	EPSON L4150/L4160/L6160 /L6170/L6190/ L14150	Ink Bottle Black for L4150/L4160/L6160 /L6170/L6190/ L14150	

CANON

Sr. No.	Printer Model	Cartridge Number	Unit Price
1	Canon LBP6018B	Canon 925	
2	Canon	Yellow - Canon 331	
3	Canon	Magenta - Canon331	
4	Canon	Cyan - Canon331	
5	Canon	Black - Canon331	

SAMSUNG

Sr. No.	Printer Model	Cartridge Number	Unit Price
1	Samsung Xpress M2876ND	D116S/D116L	

BROTHER

Sr. No.	Printer Model	Cartridge Number	Unit Price
1	Brother Inkjet MFC J3720	Magenta - LC583	
2	Brother Inkjet MFC J3720	Blue - LC583C	
3	Brother Inkjet MFC J3720	Yellow LC 583Y	
4	Brother Inkjet MFC J3720	LC 583BK	
5	Brother	Black - LC589XL	
6	Brother	Yellow - LC585xl	
7	Brother	Cyan - LC585XL	
8	Brother	Magenta - LC585XL	

List of Miscellaneous Items

Sr. No.	Particulars	Qty.	Rate
1.	Cleaning Powder (Odopic 4.5 Kg.)	1	
2.	Alluminium Foil (Super Wrap 30 cm x 9 m)	1	
3.	Absorbent Cotton (net weight 500 gm.)	1	
4.	Non-Absorbent Cotton (net weight 500 gm)	1	
5.	Toilet Soap (Homocol 1 x 5 Lit)	1	
6.	Floor Washing liquid Soap Pheaxol (1 x 5 lit)	1	
7.	501 Bar Soap (net weight 250 gm.)	1	
8.	Filter Paper Ordinary (1 x 500 sheet) (Kalpi Make)	1	
9.	Adhesive Tape(Johnson Plast (5 cm x 5m)	1	
10.	Nylon Scrubber (1 x 12 in packet)	1	
11.	Surgical gloves (No.6 ½ 1 x 25 pair in box)	1 Box	
12.	Surgical gloves (No.7 & 8 1 x 25 pair in box)	1 Box	
13.	Tissue paper Roll	1	
14.	Lifebuoy Toilet Soap (net weight 125 gm)	1	
15.	Naphthalene Bolls (small packet)	1 Pkt.	
16.	Floor Duster(full size good quality)	1	
17.	Glass Duster(full size good quality)	1	
18.	Yellow Duster (full size good quality)	1	
19.	Sanitary Cubes(weight 200 gm)	1 Pkt.	
20.	Soft Broom (good quality)	1	
21.	Hard Broom(good quality)	1	
22.	Disposable Plastic black bag (dustbin bag 30 micro)	1 Pkt.	
23.	Teepol B-300 liquid (1 x 10 lit)	1	
24.	Dettol (1 x 500 ml)	1	
25.	Non Chlorinated Plastic Bags [50 Microns] (Red Colour with Biohazard Symbol as per Schedule IV of Biomedical Waste Management Rules, 2016) (17" x 22")	1	
26.	Non Chlorinated Plastic Bags [50 Microns] (Yellow Colour with Biohazard Symbol as per Schedule IV of Biomedical Waste Management Rules, 2016) (17" x 22")	1	
27.	Black Garbage Bag (50 Kg Capacity)	1	
28.	Phenyle - Sunny Brand (1 Litre)	1	

List of Stationery Items

Sr. No.	Stationery Items	Qty.	Rate
1.	Ball Pen (Lexi make)	1	
2.	Binder Clip (Small , Medium & Big)	1 Box	
3.	Box file (Deluxe make)	1	
4.	Brown Tape 3"	1	
5.	Calculator (Orpat make 12 digit)	1	
6.	Cello Tape (1" & 3")	1	
7.	Chit Block (Sunny No.2)	12	
8.	Correction Pen (Camlin / Kores make)	1	
9.	Double Punch (Kangaroo 280)	1	
10.	Fevi Stick (Medium)	1	
11.	Folder Ordinary (good quality 25cm x 31 cm)	1	
12.	Green Envelope (Plastic Coated) 12" x 10"	1	
13.	Gum Bottle (Small 150 ml & 300 ml)	1	
14.	Lace Folder - Ordinary (as per sample)	1	
15.	Marker (Glass Marker)	1	
16.	Note Books (200 pg. Small size)	1	
17.	Office Clip File (Deluxe)	1	
18.	Plastic Scale (Camlin make)	1	
19.	Plastic Folder Maraco make	1	
20.	Paper (T Pins)	1 Box	
21.	Paper Clip (Vikram make)	1 Box	
22.	Pencil Ordinary (Natraj make) [1 x 10]	1 Box	
23.	Ring file (as per sample)	1	
24.	Registers (Deluxe make 200 pg.)	1	
25.	Ruled Sheet (Full-scape 1 x 10)	1 Pkt.	
26.	Stapler Pin (Kangaroo No.10 - 1mm)	1 Box	
27.	Stapler (Max 10 & HP 45 Kangaroo)	1	
28.	Stamp - Pad (Big /Medium)	1	
29.	Sketch Pen packet	1	
30.	Tag - Red (Medium)	1 Set	
31.	Tag - White (Medium / Big)	1 Set	
32.	White Envelope (Plastic Coated) 12" x 10"	1	
33.	White Envelope 12" x 10"	1	
34.	Xerox Paper A/4 Size (Copy Power & Modi Xerox)	1 Ream	

TERMS AND CONDITIONS

1. The quotations should be submitted in **sealed covers, super scribing "Tender for Supply under Annual Rate Contract from April 2022 -[_____ (Category - One from list)]"** and addressed to **'The Director, ICMR-National Institute for Research in Reproductive and Child Health (ICMR-NIRRCH), Jahangir Merwanji Street, Parel, Mumbai 400012, Maharashtra'**. **Separate quotes** should be made for **each category** i.e. Chemicals/Reagents, Glassware, Plastic-ware; Surgical Items; Drugs/Medicine; Fresh Vegetables/Fruits, Food Grains etc. **Quotation sent through fax/email will not be accepted.**
2. Articles of indigenous origin are required except where specified otherwise. Where indigenous make is not available foreign made articles can be quoted for, provided, payment is acceptable in Indian currency.
3. Duly completed tenders should reach The Director, ICMR-NIRRCH, Parel, Mumbai **on or before 05:00 Hrs. on 14th March 2022.** Tenders received after the closing date and time will not be accepted under any circumstances. The tenders will be opened by a **Committee constituted by The Director, ICMR-NIRRCH in the presence of Committee duly nominated for this purpose at ICMR - NIRRCH, Parel, Mumbai on 16th March, 2022 at 15.00 Hrs.**
4. The bidders must pay ` 2,000/- as Registration Fees along with the tender which is non-refundable through account payee demand draft drawn in favour of **DIRECTOR, NIRRH** payable at Mumbai. The suppliers who have already registered for supply of aforesaid categories against our Rate Contract Tender April 2020, should pay `1,000/- and also submit the photocopy of document as proof of `1,000/- paid for the Rate Contract Tender in April 2020. The firms who quote for multiple categories are required to pay Registration Fees only once.
5. The bidder should ensure that the products tendered for will not be sold cheaper than the discount/rate offered to ICMR-NIRRCH, to any other clients.
6. No additional charges towards transport/ other service charges by whatsoever name called, shall be payable after entering in the Rate Contract. However, if there is a

downward price movement during the Rate Contract period, the firm under Rate Contract should pass on the advance to ICMR-NIRRCH.

7. The discount/rates quoted should be Free on Delivery at ICMR-NIRRCH, J.M. Street, Parel, Mumbai 400012, Maharashtra.
8. Discount/Rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and request to increase the rate during the contract period shall not be considered. However, the firms may offer validity for Rates quoted for more than a year also (i.e. Two Years).
9. The selected firms will have to provide the soft/hard copy of the price list / catalog.
10. All entries in the tender form should be legible and filled clearly. Cutting, if any, must be initialed by the person authorized. No over-writing or cutting is permitted in the discount / rate offered. In such cases, the tender shall be summarily rejected.
- 11. Incomplete and conditional tenders will be summarily rejected. The tender should be signed by the authorized person of the bidder on each page and stamp of the firm affixed.**
12. The bidder should be original manufacturer or authorized dealer / distributor of the brand quoted. Dealer / agent / distributor quoting on behalf of the original manufacturer should be authorized by the same and a valid proof should be produced.
13. Payment terms are normally within 30 days. Payment against the bill / invoice shall be released after successful delivery, inspection of the items and submission of original bill in duplicate. **No advance payments will be made in any case.**
14. Ordered items should be supplied within 15-30 days of receipt of Purchase Order. Delayed execution of order would be deemed to be unsatisfactory performance and repeated delays may lead to cancellation of contract. ICMR-NIRRCH reserves the right to cancel the supply order and arrange the supply from another source if delivery period is not adhered to. The additional amount paid for such purchases along with **additional 15% of the value of the order**, towards administrative costs as

Risk Purchase cost shall be debited to the account of the vendor. The Director, NIRRCH may at its sole discretion waive these charges.

15. The Rate Contract can be terminated at any time by giving three months' notice from either side.
16. ICMR-NIRRCH reserves its right to enter into parallel Rate Contracts with different suppliers.
17. The Director, ICMR-NIRRCH reserves the right to reject any or all of the tenders without assigning any reason.
18. The Director, NIRRCH also reserves the right to extend the validity of the Rate Contract for more than two years as mutually agreed upon.
19. The tenders must be valid for acceptance for a period of 3 months from the due date.
20. The Tenderer should furnish along with tender **a notary affidavit on Non Judicial Stamp Paper of `100.00** stating therein as under:
 - a) I. That the firm is never been blacklisted /penalized /defaulted by any Government Institution / Hospitals within last 5 year.
II. That there is no Judicial Case pending against the firm & the firm has not been convicted by any Court of Law.
 - b) That the rates quoted by the firm are the lowest and not higher than the wholesale market rates /quoted in any other Institution or Hospitals. Rates have been checked by me / us and if approved I shall supply that items in the specified period.

**DIRECTOR
ICMR-NIRRCH,**

I/We have read the Terms and conditions and the same are acceptable to me/us.

Authorised Signature and Seal of the Bidding Firm