

**HARYANA INSTITUTE OF RURAL DEVELOPMENT**  
**NILOKHERI (KARNAL)**

**Telephone: (01745-246039, 245649)**

**TENDER NOTICE**

Sealed Tenders are invited on the prescribed tender form from the manufacturer/firms/societies for supply of the following material:-

<b>Sr. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Approx. Cost</b>	<b>Earnest Money</b>
1.	Ball Point Pen, Butter Flow (Cello)	60000 Nos.	7,50,000/-	75,000/-
2.	Spiral Binding Note Book, 40 Leaf (80 Pages) Size: 8.5" X 5.5", Title: Art Paper-250 Gsm (with Printing), Text Paper: 70 Gsm (As per Sample)	60000 Nos.	9,00,000/-	90,000/-
3.	Plastic File Folder with 02 Pocket of Reputed Branded Make (As per sample)	60000 Nos.	12,00,000/-	1,20,000/-

The last date of receipt of Tender Form is 27-07-2016 by 1400 hrs and will be opened on the same day at 1500 hrs in the presence of Tenderers. Tender Form without earnest money will not be entertained. Sample can be seen in the office between 18-22 July, 2016 during working hours (9:00 am to 5:00 pm).

The interested parties may apply to the Director, Haryana Institute of Rural Development (HIRD), Nilokheri (Karnal) on or before 27-07-2016 by 14:00 hrs on the Prescribed Tender Form alongwith earnest money by way of Bank Draft in favour of Director, Haryana Institute of Rural Development, Nilokheri. Cheque/cash will not be accepted.

The Prescribed Tender Form alongwith terms and conditions can be downloaded from Institute's website [www.hirdnilokheri.com](http://www.hirdnilokheri.com) or can be obtained from HIRD Office on payment of Rs. 2,000/- (Non-Refundable) on or before 27-07-2016 by 1200 hrs. The parties who download the tender form from website shall enclose Bank Draft of Rs. 2,000/- (Non-Refundable) towards cost of tender form in favour of Director, Haryana Institute of Rural Development, Nilokheri. The Director, HIRD reserves the right to accept or reject/cancel any or all the tenders without assigning any reason thereof.

Date: 14/07/2016

Director  
HIRD, Nilokheri

**HARYANA INSTITUTE OF RURAL DEVELOPMENT  
NILOKHERI (KARNAL) - 132 117**

**TENDER FORM-CUM-FINANCIAL BID**

Sl. No.	Particulars	Details
1.	Name of the Firm/ Manufacturers/Suppliers	
2	Registration No. & Date	
3	Complete Address	
4	Telephone/Fax/Mobile	
5	Email	
6	TAN PAN No. T.I.N.	No. .... No. .... No. ....
7	Details of Earnest Money	Bank Draft No. .... Date..... of Rs. .... of.....(Name of Bank)
8	Details of Cost of Tender Form Paid/Deposited	Rs. 2,000/- paid vide Bank Draft No..... /Receipt No. .... dated .....

I/We have carefully read and understood the terms and conditions of the Tender Document and on inspection of samples of the material, I/We quote the rates for supply of following material as under:

Sr. No.	Description	Qty.	Earnest Money	Rate (In words & figures) Inclusive of all taxes and FOR, Nilokheri
1.	Ball Point Pen, Butter Flow (Cello)	60,000 Nos.	75,000/-	
2.	Spiral Binding Note Book, 40 Leaf (80 Pages) Size: 8.5" X 5.5", Title: Art Paper- 250 Gsm (with Printing), Text Paper: 70 Gsm (As per Sample)	60,000 Nos.	90,000/-	
3.	Plastic File Folder with 02 Pocket of Reputed Branded Make (As per sample)	60,000 Nos.	1,20,000/-	

I/We shall abide by all the terms and conditions of the tender attached to this Tender Form duly signed by me/us. I/We shall supply the material as per sample of the Institute.

**Date:**

**Signature of the Tenderer with Seal**

**DECLARATION**

(To be attached with Tender Form-cum-Financial Bid)

To

The Director  
Haryana Institute of Rural Development  
Nilokheri

I/We hereby offer to supply the material in accordance with the general conditions of the Tender hereto annexed apart from the condition as may be agreed to between the HIRD and successful tenderer, at the price given by me/us as per the terms in the schedule attached to the Tender and within the delivery period set forth in the said schedule. I/We enclose the Demand Draft No. .... Dated ..... of (Bank) for Rs. .... being the earnest money deposit. I/We have carefully read and understood the terms and conditions. I/We agree to hold this offer for a period upto 31-12-2016 from the date of placement of order. I/We further agree to comply with the terms and condition of the contract that may be awarded to me/us on the basis of this offer and in the event of my/our failing to do so during the period of contract, I/We agree to the forfeiture of the earnest money deposited of Rs. ....

I/We further declare that I/We have not been declared blacklisted by any Government/Board/ Corporation/Society.

***Date:***

***Signature of the Tenderer with Seal***

**HARYANA INSTITUTE OF RURAL DEVELOPMENT  
NILOKHERI (KARNAL) - 132 117**

*Terms and Conditions of Tender for supply of Ball Pen, Notepad and Bag*

**1. GENERAL:**

- 1.1 Wherever HIRD mentioned in the document should be read as Haryana Institute of Rural Development, Nilokheri and wherever Director mentioned, be read as Director, Haryana Institute of Rural Development, Nilokheri.
- 1.2 The tender schedule consists of the following prescribed formats
  - a) Tender Form – Annexure-I
  - b) Declaration – Annexure - II
- 1.3 The Tenderers shall furnish Tender Form-cum-Financial Bid along with declaration and Tender documents containing terms and conditions in a sealed envelop superscribed as **Tender for supply of Ball Pen, Notepad and Plastic File Folder** on or before 27-07-2016 by 1400 hrs. The prescribed form for financial bid is given in Annexure-I and for Declaration in Annexure-II.
- 1.4 The Tender Forms can be downloaded from the website [www.hirdnilokheri.com](http://www.hirdnilokheri.com) or can be obtained from HIRD Office on payment of Rs. 2,000/- (Non-Refundable) on or before 27-07-2016 by 12:00 hrs. Sample can be seen in the office as prescribed in the Tender Notice.
- 1.5 In case any deduction on account of income tax or service tax is applicable, it shall be deducted from the payment of the bills if applicable.
- 1.6 The Tender Accepting Committee constituted for this purpose, reserves the right to reject all or any of the tenders in full or in part without assigning any reason thereof. In all matters connected with this tender, the decision of the Tender Accepting Committee shall be final and binding on all concerned.
- 1.7 Conditional Tenders will not be entertained/accepted.
- 1.8 The tenderer will have to make a declaration (Annexure-II) that the tenderer/firm/society/supplier is not blacklisted by any Government/Board/Corporation/Society.

**2. OPENING OF TENDER**

- 2.1 The tender shall be opened by the Committee constituted for this purpose, in the presence of Tenderers in the office of Director, HIRD on 27-07-2016 at 3:00 PM.
- 2.2 Only one authorized representative of each tenderer will be allowed to participate in the opening of tender. The participants for the tender opening should bring necessary authorization letter issued by their management to participate in the opening of the tender.
- 2.3 Tender shall not be accepted after the closing date and time fixed for receipt of tenders. Fax/Telegraphic/email tender will not be accepted in any circumstances. Tender received after the hours and dates so fixed, will not be accepted.

**3. VALIDITY OF TENDER**

- 3.1 The tender shall be firm and valid upto 31-12-2016.

#### **4. EARNEST MONEY DEPOSIT (EMD)**

- 4.1 Each tender must be accompanied by an earnest money as prescribed in the Tender Notice and Tender Form in the form of demand draft **payable at Nilokheri** and drawn in **favour of Director, HIRD**.
- 4.2 No interest shall be payable on EMD
- 4.3 The EMD shall be refunded to the unsuccessful tenderers on finalization of the tender within a reasonable time. The EMD will be refunded to the successful tenderers by 30-9-2016 subject to the condition of this document.
- 4.4 The EMD is liable to be forfeited without notice if the tenderers fails to supply the material within delivery period.
- 4.5 The tenders submitted without EMD and in the approved form shall be summarily rejected.

#### **5. FURNISHING OF RATES**

- 5.1 The tenderers are required to go through the terms and conditions thoroughly before making the offer.
- 5.2 The tenderers shall quote the rates inclusive of all taxes and FOR Nilokheri. Any increase in taxes and duties after acceptance of rates would not be permitted.
- 5.3 The rates shall be quoted only in the prescribed format (Annexure-I) duly signed by the authorized signatory of the tenderer, failing which the tender shall be rejected. Over writing/cutting in offered rates shall not be considered as valid rates.
- 5.4 The rates shall be quoted both in figures and in words and in cases of discrepancy between the prices quoted in figures and in words, lower of the two shall be considered and binding. All corrections made in the tender schedule must be authenticated.
- 5.5 The approved rates will remain valid upto 31-12-2016.

#### **6. SUPPLY AND DELIVERY**

- 6.1 Supply of material (Half Quantity) shall be within 15 days of the issue of supply order and remaining material shall be supplied within 10 days. The bills shall be raised in the name of Director, HIRD.
- 6.2 The tenderers shall be liable for penalty @ 1% of supply order, per day in case of delay in supply within the prescribed period given in the supply order and in no case the delay in supply shall be more than 5 days. The EMD of the tenderer shall be forfeited in case the material is not supplied in extended time.

#### **7. PAYMENT TERMS**

- 7.1 The payment of material shall be subject to the supply of material in terms of quality as per sample and in terms of quantity as per order duly verified by the Sub-Committee.
- 7.2 The payment of material so supplied shall be made within 10 days of the completion of supply.

#### **8. LEGAL PROCEEDINGS**

- 8.1 In case any legal proceedings arise between the tenderer and the HIRD, the Court situated at Karnal shall have the jurisdiction to entertain such dispute and no other Court shall have jurisdiction to entertain dispute arising between tenderer and HIRD.

Date

Signature of the Tenderer with Seal