

No. 14/23/2016-LNJJN-NICFS
Government of India
Ministry of Home Affairs
LNJJN National Institute of Criminology and Forensic Science

Rohini Sector-3
Outer Ring Road, New Delhi.
Dated, 03. Feb. 2017

TENDER NOTICE

The LNJJN National Institute of Criminology and Forensic Science (NICFS) invites sealed tenders under single bid system from eligible organizations for supply of Stationary & Sanitary Items for its campus in Sector-3, Rohini, New Delhi as per terms and conditions enclosed at annexure-I...

Time Lines:

Date of issue of tender document	Between 1100 Hrs and 1700 Hrs on all working days from 03.02.2017 to 27.02.2017
Last date and time for submission of tender	Up to 1700 hrs. on 27.02.2017
Date and time for opening of technical bid	At 1430 hrs. on 28.02.2017
Venue of opening of technical bid	Conference Room, (First Floor), Institute Campus
Address of communication	Administrative Officer, LNJJN National Institute of Criminology and Forensic Science, Sector 3, Outer Ring Road, Rohini, Delhi-110085.

- Tender document can also be downloaded from the website of the Institute www.nicfs.in.

S. Ch. Pandey
02/02/2017
(Harish Chandra Pandey)

Administrative Officer
Tel. No. 27511571
हरिश् चंद्र पंडेय/Harish Chandra Pandey
प्रशासनिक अधिकारी/Officer
लोकसज्जा सचिवालय/Ministry of Home Affairs
मुह. मंत्रालय/Ministry of Home Affairs
रोहिणी, दिल्ली/Rohini, Delhi-110085

Encl:

- 1) Terms and Conditions-
- 2) Technical Bid format -
- 3) Financial Bid format-

Annexure-I
Annexure-II
Annexure-III, IV & V

NOO: - Copy to Web Master to upload the Tender Document in the Institute website & CPP Portal of Govt. of India for wide publicity.

No. 14/23/2016-LNJJN-NICFS

LNJJN National Institute of Criminology and Forensic Science
(Ministry of Home Affairs), Government of India**Terms and Conditions****Subject: Tender for supply of Stationary & Sanitary Items for its campus in Sector-3, Rohini, New Delhi.**

LNJJN National Institute of Criminology and Forensic Science (NICFS) an attached office of MHA invites sealed tender for supply of Stationary & Sanitary Items for its campus at Sector-3, Rohini, New Delhi on the following terms and conditions:-

(a) Scope of Work:**Supply of items as per Annexure III, IV & V.**

- The quantity may be increased or decreased as per requirement of the office.

(b) Submission of tender:

- Tender documents can be obtained from the office of Administrative Officer between 1100 Hrs and 1700 Hrs on all working days between 03.02.2017 to 27.02.2017. Tender documents can also be downloaded from Institute website: www.nicfs.nic.in.
- The tenders must be submitted in sealed envelope and should be dropped in the Tender Box kept at main gate No.1 of the Institute on outer ring road side or may be sent by Speed Post/Registered Post/Courier addressed to Administrative Officer, LNJJN National Institute of Criminology & Forensic Science, Rohini, Sector-3, New Delhi-110085 so as to reach the Institute latest by 1700 Hrs. on 27.02.2017. Postal delay, if any, will not be considered by the Institute and the tenders received late will not be entertained. The Institute takes no responsibility for delay, loss or non-receipt of the bid sent by post/courier.

(c) Opening of bids: The bids will be opened on the scheduled date and time at the Institute's office in presence of the representatives of the bidders, if any, who are present on the spot at that time.**(d) Eligibility Criteria:**

The tendering Company/Firm/Agency is required to enclose attested photocopies of the following documents, along with the Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.

- The contractor should have completed at least 01 satisfactory job of Rs. 05 lakhs in Government Departments/PSU/State Government/Private Organizations/Hotel for last two years.
- The contractor should have carried out at least 02 satisfactory Government Tenders in respect of supply of Stationary & Sanitary Items for last 2 years (satisfactory certificate to be enclosed)
- The contractor has to submit affidavit on judicial paper that he should provide original Items of the reputed company. If any deficiency found penalty should be imposed or contract may be end or both.
- The contractor must submit affidavit stating that the agency is / has not been black listed/debarred by Centre/State Government/ PSU (Attach attested copy)
- The contractor must submit affidavit stating that there should be no criminal case pending either with the firm or owner/partners/directors.
- The contractor should produce a certificate of Bank Account in the name of firm.

S. R. Singh
02/02/2017

(e) **Period of Contract:**

1. The contract will be valid for 12 months from the date of award of contract; however it may be extended with the approval of competent authority if the firm's performance is satisfactory.
2. The contract is liable to be terminated after one month's notice if the services rendered by the firm are not found satisfactory. The decision of the Institute in this regard will be final.
3. The contract may also be extended on mutual consent for further period not exceeding three years on the same terms and conditions.
4. NICFS reserves the right to terminate the contract with one month's notice without assigning any reason.

(f) **Earnest Money Deposit:**

- i. (EMD) amounting to Rs.15,000/- (Rs. Fifteen thousand only) in the form of Demand Draft favoring PAO-II, CRPF, MHA, payable at New Delhi should be enclosed alongwith tender document.
- ii. EMD will be returned to unsuccessful bidders after finalization of the contract.
- iii. EMD of the successful bidders will be returned after the firm deposit security deposit.
- iv. EMD of the successful bidders will be forfeited if the firm fails to enter into contract after finalization.

(g) **Bid :**

- i. Bid should be submitted as per format given in **annexure-III, IV & V** in a separate sealed envelope.
- ii. Technical Bid-document should be submitted as per **annexure-II**.
- iii. Only technically qualified bids should be considered for financial opening as per **annexure-III, IV & V**.
- iv. No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.
- v. Firm having overall lowest price of the all items should be selected for supply of items mentioned in **Annexure-III, IV & V**.
- vi. **L-1** should be selected on the basis of overall cost of all items not on item wise rates. i.e. **Lowest combined total of Annexure-III, IV & V**.
- vii. Total cost of the items should be written both in figure and words. In the event of discrepancy cost in word will be considered. If there is totaling error, the unit cost will prevail.

(h) **Security Deposit:**

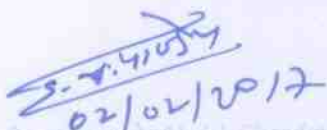
- i. The successful contractor/firm will be required to deposit the security amount at the rate of 05% of the total order value in the shape of Fix Deposit/Bank guarantee in favour of PAO-II, CRPF, MHA, payable at New Delhi.
- ii. This security will be returned after successful completion of the contract as per terms and conditions of the contract.
- iii. Security deposit will be forfeited if the firm fails to abide by terms and condition(s) of the contract.
- iv. No interest will be payable on performance security deposit.

(i) **Payment:**

- i. Payment will be made through RTGS, on receipt of bill, within 30 days after receiving of bill.

(j) **Jurisdiction of Courts in case of disputes:** - All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the courts in Delhi.

(All the clauses from (a) to (i) and terms & conditions accepted by the undersigned)


02/02/2017
हरीश चन्द्र पांडे/Harish Chandra Pandey
प्रशासनिक अधिकारी/Administrative Officer

Seal & Signature of Bidder
With date & seal

BID DOCUMENT

1	Name and address of the firm with phone number, fax number and e-mail etc.	
2	Name and designation of the contact person with telephone/mobile number etc.	
3	Details of Bank Account	
4	Whether the contractor has completed at least one satisfactory jobs of Rs. 05 lakhs in Government Departments/State Government/ Private Organization/Hotel during last two years.	Yes/ No Attach documentary proof
5	Whether the contractor have carried out at least 02 satisfactory Government Tenders in respect of supply of Stationary and Sanitary Items for last 2 years.	Yes/ No Attach documentary proof
6	Whether the contractor submitted affidavit on judicial paper that he should provide original Items as quoted in their quotation. If any deficiency found, penalty should be imposed or contract may be end or both.	Yes/ No Attach affidavit
7	Whether contractor has submitted affidavit stating that the agency is / has not been black listed/ debarred by Centre/State Government/ PSU.	Yes/ No Attach affidavit
8	Whether the contractor has submitted affidavit stating that there is no criminal case pending either with the firm or owner/partners/directors.	Yes/ No Attached affidavit
9	Whether EMD of Rs.15, 000/- enclosed.	Yes/ No Name of Bank _____ DD No. _____ Date : _____ Amount _____
10	Whether terms and conditions document as per annexure-I duly accepted and signed enclosed.	Yes/ No

Certified that all above information are correct to the best of my/our information, knowledge and belief.

H. C. Parashar
02/02/2017

हरिश् चन्द्र पारशर/Harish Chandra Parashar
प्रशासनिक अधिकारी/Administrative Officer
सो.ना.ज.ना. स.स.ना.वि.स./LNJM NICFS
गृह मंत्रालय/Ministry of Home Affairs
रोहिणी, दिल्ली/Rohini, Delhi-110085

Signature and Seal of the
Bidder with date

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Annexure-III

HIGIENE & SANITARY YEARLY DEMAND 2016-17

Sl No	Item	Qty Required	Unit Price	Total	Tax	Total with tax	Remarks if any
1	Floor Cleaner,(Diluted Acid)	25Ltrs					
2	All Out Machine (45N)	50 nos					
3	All Out Rifle (60 N)	100 nos					
4	Broom (Phool)	200 nos					
5	Broom (Narial)	200 nos					
6	Brush Floor cleaning (Brush length 30 inch in wooden) with bamboo	05 nos					
7	Dust Pan (Plastic, Panja)	05 nos					
8	Bamboo 5 ft. (01 inch radii.)	10 nos					
9	Bell Remote (CONA Model No. 2701)	05 nos					
10	Bucket Plastic (20 Ltr)	15 nos					
11	Vim Powder (1Kg Pouch)	200 Kg.					
12	Glass Tumbler (Borosil) (6Pc set)	05 set					
13	Begon Sprey (01 Ltr Pack)	20 nos					
14	Clenzo (5 Ltr. Jar)	30 nos					
15	Candle (50gm)	10 nos					
16	Collin (500 ml)	100 nos					
17	Cotton Roll (200 gm)	20 nos					
18	LED Tube Light, (20w) 4'	50 nos					
19	Hit (Red/Black) (500ml)	20 nos					
20	Duster (Yellow) (27X27 inch)	50 dzn					
21	Duster (White) (24X24 inch)	50 dzn					
22	Duster (Floor) (32X32 inch)	50 dzn					
23	Dry Cell 1.5V (Big) (Toureh)	210 nos					
24	Dry Cell 1.5V (Pencil)	200 nos					
25	Dry Cell 1.5V (Remote)	50 nos					
26	Finit Pump (minimum 100 ml capacity)	10 nos					
27	Dustbin (P) With Lid (15 Ltr)	15 nos					
28	Dustbin (P) Without Lid (15 Ltr)	15 nos					
29	Dustbin (P) Big 80 Ltrs	02 nos					
30	Viper (18-21 inch)	15 nos					
31	Electric Tape (minimum 5 meter length)	30 nos					
32	Extension Board 5 mtr, CONA	10 nos					
33	Shoe Polish Liquid	04 Ltr					
34	Ringin Bell (Remote) (CONA Model No, 2701)	05 nos					
35	Finit (5 Ltr Jar)	04 nos					
36	Coaster (Cello/Equivalent) (6 pc set)	05 set					
37	Glass Disposal (Thermocol)	6000 nos					
38	Glass (Tumbler)	50 nos					
39	Homocoal	30 Ltr					
40	Homocoal Cube (400 gm)	30 pkt.					
41	Harpic (500 ml)	80 nos					
42	Hand Sanitizer (BioShields Sterimax 500 ml)	30 nos					
43	Jug Plastic (02 Ltr)	15 nos					
44	Locks (Medium) (7 Lever Godrej)	10 nos					
45	Multi Plug 5 Amp, CONA	50 nos					
46	Multi Plug 15 Amp, CONA	30 nos					
47	Mayur Jug (5 Ltrs)	05 nos					
48	Fena washing powder	100 Kg.					

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S. Chandra Pandey
02/02/2017

इशर चन्द्र पाण्डेय / Ishar Chandra Pandey
प्रशासनिक अधिकारी / Administrative Officer
लोक जन शक्ति पार्टी / LNJN NICPS
मह. संचालन / Director of Home Affairs

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Sl No	Item	Qty Required	Unit Price	Total	Tax	Total with tax	Remarks if any
49	Mug Plastic, 01 ltr	20 nos					
50	Stick Jhadu	50 Kg.					
51	Nepthelin Ball (500 gm pkt)	30 pkt					
52	Nepkin (Paper) (Soft Hand use Premium mark)	100 pkt.					
53	Old Dhoti	50 nos					
54	Odonil (50 gm)	100 nos					
55	Phenyl (5 Ltr pack, Genda Brand)	30 nos.					
56	Room Freshner eco-friendly (150 gm Odonil)	100 nos					
57	Fena washing soap (200 gm)	100 nos					
58	Soap (Lifeboy/medimix/toilet 5-10 gm)	1000 nos					
59	Soap (Dettol, 225 gm)	500 nos					
60	Soap Case plastic with cover	10 nos					
61	Surf Excel (01 kg Pack)	25 Kg.					
62	Tube Light 4'	25 nos					
63	Top Plug (20 Amp), CONA	10 nos					
64	Top Plug (5 Amp), CONA	20 nos					
65	Top Plug (15 Amp), CONA	30 nos					
66	Rat Trap	10 nos					
67	Dettol Handwash Liquid 500 ml (jar)	05 nos					
68	Toilet Quib Red/White (pkt.)	50 nos					
69	Toilet Brush HockyType	30 nos					
70	Toilet Roll (100 mtr Length)	30 nos					
71	Tissue Paper (M/C Fold Pkt.)	50 nos					
	Grand Total						

Total Amount in words (Rupees)

Signature and Seal of the Bidder with date

Note:- Sample of the printed material can be collected from the office during office hours accordingly sample made by the firm must be submitted along with the tender document.




02/02/2017
हरिश् चन्द्र पाण्डेय/Harish Chandre Pandey
प्रशासनिक अधिकारी/Administrative Officer
लोक न्याय स.अ.स.वि.सि.स./L.N.J.N. NICFS
गृह मंत्रालय/Ministry of Home Affairs
रोहिणी, दिल्ली/Rohini, Delhi-110005

Annexure-IV
STATIONARY YEARLY DEMAND

Sl No	Item	Qty	Unit Price	Total	Tax	Total with tax	Remarks if any
1	All Pins (Bell)	50 pkt					
2	Slip Pad (Spiral Binding Neelgagan No. 66)	1500 nos					
3	Scale Metallic (Good quality)	30 nos					
4	Assistant Diary (D/H) (Amir Book Depot.)	30 nos					
5	Add Gel Pen (Blue)	100 nos					
6	Ball Pen Black (Reynolds 045)	250 nos					
7	Ball Pen Blue (Reynolds 045)	1000 nos					
8	Ball Pen (Red) (Reynolds 045)	150 nos					
9	Blotting Paper	1000 nos					
10	Punching Machine (Kangaroo DP 600)	30 nos					
11	Paper Weight (Rebica)	30 nos					
12	Cello Tape 1" (Wonder 65 Mtr.)	100 nos					
13	Cello Tape 3" (Wonder 65 Mtr.)	100 nos					
14	Carbon Paper (Kores 100 pc pack)	100 pkt					
15	Folder Ring (SOLO RB-402)	50 nos					
16	Correcting Pen (W) (Flair CP-250)	100 nos					
17	Chocks (White) (Vidyarthi)	100 box					
18	Chocks (Colored), (Vidyarthi)	100 box					
19	Promptus File Flag (Colored)(19mmx76mmx150 Sheets)	200 pkt.					
20	C D Writable (Moserbaer)	200 nos					
21	File cover Board	2000 nos					
22	Calculator (CASIO MJ-120D)	10 nos					
23	Paper Typing	20 ream					
24	Pencil (Red/Blue) (Natraj)	100 nos					
25	Dak Pad (Neelgagan)	50 nos					
26	Dater ink (Bottle) (Camel 50 ml)	10 nos					
27	Diary Register (Neelgagan)	30 nos					
28	Duster for (W) Board	15 nos					
29	DVD (RW) (Moserbaer)	2000 nos					
30	Envelop File Size (Y) (Laminated)	5000 nos					
31	Envelop Size 10x12 (Y) (Laminated)	5000 nos					
32	Envelop Size 11x5 (W)	1000 nos					
33	Envelop Size 11x4.5	1000 nos					
34	Envelop A-4 Size (Y) (Laminated)	1000 nos					
35	Tape Roll Tamper proof	10 nos					
36	Tape Roll Brown 3" (65 Mtr)	50 nos					
37	Photo copier A-3 Size(J.K. Red)	05 ream					
38	Stapler Pin (Small) (Kangaroo No.10)	300 nos.					
39	Stapler Pin (Big) (Kangaroo No.2416)	200 nos					
40	Stapler Machine (Small) (Kangaroo No.10 D)	30 nos					
41	Stapler Heavy Duty (Kangaroo No.HD-45)	05 nos					

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02/02/2017
इसका केंद्र प्रमुख/Principal Officer
प्रशासनिक अधिकारी/Administrative Officer
लोहापुला, राजस्थान/LOHANIPULA, RAJASTHAN
N.I.C.F.S.

42	Stapler pin (Rod Type) (Kangaroo No.2317)	20 nos					
43	Favi Quick	20 nos					
44	Rubber/Erraser (Apsara)	100 nos					
45	Stamp Pads (Big) (Ashoka)	30 nos					
46	Plastic Folder Solo-CH101, Printed logo of NICFS (As per sample)	500 nos					
47	Gum Bottle (200 ml) (Kores)	20 nos					
48	Gum Bottle(700 ml) (Kores)	20 nos					
49	PVC Sheet Transparent, A-4 size	2000 nos					
50	PVC Sheet Blue, A-4 size	2000 nos					
51	Short Hand Note Book, (Neelgagan)	30 nos					
52	Glue Stick, (Fevi Stick 158 M)	200 nos					
53	Gem Clip/U Clip (Zen)	50 nos					
54	Gel Pen (Blue) (Rorito, T-Max)	200 nos					
55	High Lighter (Yellow) (Luxor)	100 nos					
56	Ink for Stamp Pad (Superime 500 ml)	50 nos					
57	Punching Machine(Kangaroo SHP-20)	10 nos					
58	Register 2 Qrs/3Qrs (neelgagan)	100 nos					
59	Register 4 Qrs (neelgagan)	100 nos					
60	Register 6 Qrs, (neelgagan)	50 nos					
61	Register 8 Qrs, (neelgagan)	20 nos					
62	Lamination Roll 12"	12 nos					
63	Sharpener Pencil (Natraj)	70 nos					
64	Marker for white Board, (Luxor)	50 nos					
65	Photo State A-4 Size (J.K.Red, 75 GSM)	500 ream					
66	Post-it-slip pad(3M)	50 pkt					
67	Marker (Permanent) (Luxor)	50 nos					
68	Note Sheet Pad (Neelgagan)	100 nos					
69	Scissor (Big)	20 nos					
70	OHP (Pen) Marker (Luxor)	10 nos					
71	Pan Drive (4GB) (SanDisk)	10 nos					
72	Paper Cutter (SDI)	30 nos					
73	Pilot Pen (Blue) (Luxor 0.5)	100 nos					
74	Pilot Pen (Red) (Luxor 0.5)	30 nos					
75	Pilot Pen (Black) (Luxor 0.5)	50 nos					
76	Pilot Pen (Green) (Luxor 0.5)	10 nos					
77	Staedtler triplus fineliner (dry safe) pen (Blue)	50 nos					
78	Staedtler triplus fineliner (dry safe) pen (Green)	25 nos					
79	Staedtler triplus fineliner (dry safe) pen (Red)	25 nos					
80	Staedtler triplus fineliner (dry safe) pen (Black)	10 nos					
81	Pasting Paper (Sticker) (A-4 Size)	10 nos					
82	Stapler Machine (Big) Kangaroo 235/17)	10 nos					
83	Scissor (Small)	20 nos					
	Grand Total						

Total Amount in words (Rupees)

Signature and Seal of the Bidder with date

S. N. Pandey
02/02/2017
रजिस्ट्रार जनरल/Registrar General
प्रशासनिक अधिकारी/Administrative Officer
लोकप्रिय सचिवालय/LN/JN NICFS

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Annexure-V

Demand of Cartridges

S. No.	Model No of Cartridge	Quantity	Unit Price	Total	Tax	Total with tax	Remarks if any
01	HP 88A	40					
02	HP CF350A	01					
03	HP CF351A	01					
04	HP CF352A	01					
05	HP CF352	01					
06	HP 12A	30					
07	HP 49A	04					
08	HP 55A	05					
09	HP 540A	02					
10	HP 541A	02					
12	HP 542A	02					
13	HP 543A	02					
14	Canon ink cartridge no. 810-811	03					
15	Canon FX9	05					
16	Sharp AR-208ST	05					
	Grand Total						

Total Amount in words (Rupees)

Signature and Seal of the
Bidder with date

Note:- Sample of the printed material can be collected from the office during office hours accordingly sample made by the firm must be submitted along with the tender document.



S. T. Pandey
02/02/2017

हरिष चन्द्र पाण्डेय/Harish Chandra Pandey
प्रशासनिक अधिकारी/Administrative Officer
लोक जन राक्षस विभाग/LNJR NICFS
गृह मंत्रालय/Ministry of Home Affairs
रोहिणी, दिल्ली/Rohini, Delhi-110086