



# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES

(An autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 110 095 (India)

Tel.: 22112136, 22583355, Fax: 22599227, E-mail: [directorihbas@vsnl.net](mailto:directorihbas@vsnl.net) Website: [ihbas.delhigovt.nic.in](http://ihbas.delhigovt.nic.in)

F. No. 14/02/PS(G)/IHBAS/2023/

Date:-

**Tender document contains 6 pages. Tender Fee – Rs.500/- and EMD – Rs.10,500/-**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

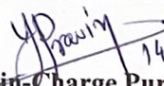
**Subject:- Inviting Quotations for Supply of Stationary items (registers) under LTE**

Sir,

This Institute invites quotations, under Single Bid System, as per terms and conditions given hereunder for supply of stationary items i.e. registers as per **Annexure-B** under LTE. If you are interested in supplying these items, you are requested to send your quotation as per **Annexure-B**. It may be ensured that item supplied should be of superior quality. If the item is found of inferior quality, the item will not be accepted.

The sealed envelope containing the price for the items quoted duly superscribed as **“Quotations for supply of Stationary items (registers)”** should be addressed to the Officer-In-charge (Purchase), IHBAS, Delhi and submitted latest by **11:00 a.m. on 22.06.2023**. Quotations received after due date will not be considered at any cost. **Cost of Tender Fee is Rs.500/-**.

Yours faithfully,

  
**Officer-in-Charge Purchase**  
(Non-Medical)

## **Terms & Conditions**

1. The quotations complete in all respects should be submitted by **11:00 a.m. on 22.06.2023** in the Tender Box of Purchase Section, IHBAS. The quotation will be opened in the room of OIC (Purchase) on the same date i.e. **22.06.2023 at 02:00 p.m.** in the presence of the Tenderers, who may like to be present at the time of opening of the Quotations. In case, the last date for depositing the Quotations is declared as a Closed/Public Holiday, the last date will be deemed to be the next working day.

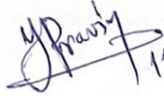
2. The Tenderer is required to submit the following documents along with the quotation:-
- a) Tender Form duly signed and stamped along with the tender fee of Rs.500/-.
  - b) Demand Draft/Banker Cheque/FDR/BG of Rs.10,500/- on account of EMD in the favour of Director, IHBAS, Dilshad Garden, Delhi-110095. Firm registered with MSME is exempted from submission of EMD (subject to the financial limits indicated in the MSME certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm/department has to submit the relevant certificate (MSME etc.) to avail this exemption.
  - c) Self-attested copy of GST.
  - d) Self-attested copy of Latest Income Tax Return (ITR).
  - e) Self-attested copy of Permanent Account Number (PAN).
  - f) An Undertaking as per Annexure-A on non judicial stamp of Rs.50/- (enclosed herewith).
  - g) ECS/RTGS details on tenderer's letterhead.

**Note:-If the above-mentioned certificates/documents are not submitted, they will not be considered for price evaluation and Tender will not be considered for acceptance.**

- 3. The rates will be quoted for the items as per Annexure-B. It may be ensured that item supplied should be of superior quality. If the item is found of inferior quality, the item will not be accepted.
- 4. **The rates quoted should be valid for a period of 12 months from the date of opening of tender**, which may be extended, at the discretion of the Institute, if necessary. The rate quoted should be inclusive of all charges, such as levies, packing, forwarding, etc., if any.
- 5. In addition, Tenderer will refund the difference cost in the event of supplying the items at lesser rate to other Governments/Institutions/Organizations during the validity period of rate contract.
- 6. The tender forms should be clearly and legibly handwritten or typewritten, giving full address of the Tenderer. The rates/amounts quoted should be in figures as well as in words and written in such a way that interpretation is clear. No blank space should be left.
- 7. Alterations/overwriting attested by the Tenderer shall disqualify the tender.
- 8. The quantity required may vary, increased or decreased according to requirement of the Institute. The bidder will not have the right for claiming the order for entire quantity in one go.
- 9. Delivery will be made within 15 days from the date of award of the order. In the event of non-supply of items within the stipulated date, the Director, IHBAS, will have the right to impose penalty as deemed fit and to resort to take services from the alternative service provider at the L-2 firms' cost and risk and may forfeit the Security Deposit in full or part thereof at his discretion. The decision of Director, IHBAS in this regard shall be final and binding.

*JP*  
14/6/2023

10. If the supply is not received on or before the stipulated date, the Director, IHBAS, will have the right to impose the penalty at the rate of:-
  - i. 2% of the amount of supply order for the first extension for a month or part thereof.
  - ii. 3% of the amount of supply order for the second extension of another one month or part thereof will be charged.
11. Quotation received after last date will not be entertained.
12. The delivery of the Items will have to be made at the General Store of this Institute on F.O.R destination basis at the quoted rates. Nothing extra will be paid on account of cartage, loading and unloading, etc.
13. The payment will be made through ECS/RTGS after making stock entry of the stationary items (registers) in the General store of the Institute and after necessary verification of the bill/recoveries, if any, in respect of penalty/damages/losses, etc.
14. No payment shall be made in respect of rejected items.
15. **Force Majure** will be accepted on adequate proof thereof.
16. Tenderer would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
17. Any action on the part of the Tenderer to influence anybody in the Institute will disqualify the Tenderer, resulting in rejection of the tender.
18. The Director, IHBAS shall be the final authority to reject full or any part of the supply, which is not in accordance with the specifications, terms and conditions of Tender/Schedule. The decision of the Director, IHBAS, in this regard, shall be final and binding.
19. The Tender Form and Terms & Conditions may be downloaded from the IHBAS website ([www.ihbas.delhigovt.nic.in](http://www.ihbas.delhigovt.nic.in)).
20. Quotations not adhering to the above requirements will be rejected at the discretion of the Director, IHBAS.

  
14/6/2013  
**Officer Incharge Purchase  
(Non-Medical)**



Annexure-A

UNDERTAKING  
(To be attached with the Tender Form)

To

The Director,  
Institute of Human Behaviour & Allied Sciences,  
Dilshad Garden,  
Delhi – 110095.

**Subject:-Tender No. 14/02/PS(G)/IHBAS/2023 for supply of Stationary items (registers)**

Dear Sir,

I/We \_\_\_\_\_ hereby declare that:-

1. I/We have carefully read and understood all the contents along with all the terms and conditions of the Tender before submitting the same, and I/We do accept and abide by the same.
2. I/We do hereby declare that EMD (Bid security) deposited by me for Rs.10,500/- in the favor of "Director, IHBAS, Dilshad Garden, Delhi-110095 shall remain in the custody of IHBAS till the validity period of the tender, and I will not ask for refund of Bid Security during the validity of period of contract, if approved.
3. The rate (s) quoted are for the items conforming to the complete requirements given by the Institute and inclusive of all charges such as levies, packing, forwarding, loading, unloading etc., if any. The percentage of GST, wherever applicable, is mentioned separately.
4. The rates quoted shall be valid for a period of 12 months from the date of opening of tender, which may be extended, at the discretion of the Institute, if necessary. I/We do hereby confirm that the prices/rates quoted by me/us are the lowest one. Further, I/We certify that the items in question against the existing tender have not been supplied to any other Govt. Hospital/Departments at the rates below the rates mentioned in my/our quotations against the present tender. I/We will refund the difference in the cost in the event of found supplying at a lesser rate by us to other Government/Institutions/ Organizations during the validity period of Rate Contract.
5. I/We do hereby bind myself/ourselves to the Director, IHBAS for supply of the ordered items against this tender to IHBAS, Dilshad Garden, Delhi-110095, during the validity period of Rate Contract.
6. I/We will deliver the items of superior quality at the General Store of the Institute on F.O.R. destination basis. Nothing extra will be charged on account of cartage, loading and unloading charges, etc. If the supplies are not up to the specifications mentioned in the Tender, I/We bind myself/ourselves to replace all the items on the same day by 3.00

 14/6/2023

p.m. positively. Nothing extra will be charged on account of packing, cartage, loading, unloading, insurance charges, etc. for the replacement of rejected Stationery Items.

7. If I/We fail to supply stationary items (registers) within the scheduled time, the Director, IHBAS, will have the right to impose penalty as deemed fit and to resort to take services from the alternative service provider at the L-2 firms' cost and risk and may forfeit the Security Deposit in full or part thereof at his discretion. The decision of Director, IHBAS in this regard shall be final and binding.
8. I/We do hereby declare that the items shall be of the best quality and kind and as per requirement of the Institute. The decision of the Director, IHBAS, Delhi, as regards to the quality and kind of items shall be final and binding on me/us.
9. I/We declare that my/ our firm has not been blacklisted /debarred by any of the Govt. Hospitals/Institutions. If blacklisted or debarred in the past, they have revoked the same.
10. I/We also submit that our firm/principal has no vigilance case/CBI case pending against us/our principal.
11. I/We undertake that I/We have not submitted any false documents with the tender.
12. I/We understand that the Director, IHBAS, Delhi, is empowered/will have the right:
  - (a) To increase/decrease the quantity indicated in the schedule to any extent depending on the actual requirement of the Institute.
  - (b) To impose penalty as deemed fit in case the item is not supplied within the stipulated date as given in the Supply Order, if any, and can resort to purchase the items from alternative supplier at my/our cost and may forfeit my/our EMD (bid security) in full or part thereof at his discretion.
  - (c) To reject full or any part of the supply that is not of superior quality and in accordance with the requirement, terms and conditions of the tender.
  - (d) To deny payment for rejected items. I/We will not claim for the same. Further, I/We will remove the rejected items immediately at our cost and replace them as per terms and conditions of the Contract.
  - (e) To cancel or reject the tender at any stage without assigning any reasons thereof.
13. I/We have gone through the terms and conditions stipulated above before filling the quotation and accept them unconditionally.


Signature of Authorized Representative of the Firm \_\_\_\_\_

Name & Designation \_\_\_\_\_

Name of firm \_\_\_\_\_

Seal of Firm \_\_\_\_\_

Date \_\_\_\_\_

 14-6-2023

**Annexure-B**

**List of Stationary Items (Registers)**

S. No.	Name of the items	Specifications	Qty.	Price per register including GST
1.	Register	4 Qr (approx 384 pages)	390	
2.	Register	6 Qr (approx 576 pages)	247	
3.	Register	8 Qr (approx 768 pages)	100	
4.	Stock Register	12 Qr (approx 825 pages)	17	

*Handwritten signature*  
14-6-2023