

Issued to M/s. _____

REQUEST FOR PROPOSAL

FOR

ANNUAL RATE CONTRACTING OF OFFICE STATIONARY, PRINTED

STATIONARY, COMPUTER STATIONARY & COMPUTER

CONSUMABLES SPMU, NHM-U.P.



RFP Reference: SPMU/PROC/ST/HQ/2015-16/01 Dated- 01.04.2016

NATIONAL HEALTH MISSION, UTTAR PRADESH

Mission Director, NHM

19-A Vishal Complex, VidhanSabhaMarg

Lucknow (U.P.) India

STATE PROGRAMME MANAGEMENT UNIT,
NATIONAL HEALTH MISSION,U.P.
19- A, VISHAL COMPLEX,VIDHAN SABHA MARG, LUCKNOW

REQUEST FOR PROPOSAL

**Annual Rate Contracting of Office Stationary, Printed Stationary, Computer Stationary &
Computer Consumables
INVITATION TO BID**

Sealed Bids are invited from firms (on official letterheads) duly filled in Annexure- A & B for award of Annual Rate Contract as per the list given below SPMU, NHM Uttar Pradesh, Lucknow.

S No.	Description of work (Annual Rate Contract)	EMD in Rs.	Last date & Time of sale of bidding documents	Last date & time of bid submission	Date & Time of Bid Opening
1	Office Stationary	88000.00	13.04.2016	18.04.2016 till 11.00 am	18.04.2016 at 03.00 pm
2	Printed Stationary				
3	Computer Stationary				
4	Computer Consumables				

Tender form along with details of condition can be obtained from the office on any working day from 2:00 P.M. to 4:00 P.M. on payment of non refundable fee of Rs. 1000/- (Rupees One Thousand only) by way of Demand Draft/ Bankers cheque drawn in favour of State Health Society, Uttar Pradesh payable at Lucknow, mentioning name and full postal address of the firm.

Tender form can also be downloaded from the website upnrhm.gov.in. Such bidders, downloading the form from website will have to submit tender fees in the form of Demand Draft/ Bankers Cheque in favour of State Health Society, Uttar Pradesh payable at Lucknow.

Bidder shall submit his bid in one or all categories as mentioned in **Annexure B**

1. The bidder is required to submit the **Technical and Financial Bid** in two separate sealed covers clearly super scribed "Technical Bid for "Annual Rate Contracting of Office Stationary, Printed Stationary, Computer Stationary & Computer Consumables " and "Financial Bid for "Annual Rate Contracting of Office Stationary, Printed Stationary, Computer Stationary & Computer Consumables". The Bids in a sealed cover super scribed "Bids for "Annual Rate Contracting of Office Stationary, Printed Stationary, Computer Stationary & Computer Consumables" should reach the office of "Mission Director, National Health Mission, Uttar Pradesh, 19-A Vishal Complex, Vidhan Sabha Marg, Lucknow- 226001" before **11.00 am on 18.04.2016**

2. Technical Bids will be opened on **18.04.2016 at 03.00 pm** in the presence of such bidders or their duly authorized representatives as may be present. As a token of acceptance of all the terms and condition mentioned in this document, the bidder is required to sign all pages of this document and return the same along with their bid. Tenders of unsigned documents will be rejected. The price bid of those bidders will be opened who fulfill all the requirements of the technical bid.

**MISSION DIRECTOR
NATIONAL HEALTH MISSION- U.P.**

TENDER DATA

1.	Purpose of RFP	“Annual Rate Contracting of Office Stationary, Printed Stationary, Computer Stationary & Computer Consumables”
2.	Tender No and Date of Issue	SPMU/PROC/ST/HQ/2015-16/01 Dated- 01.04.2016
3.	Tender Fee	Rs. 1000.00 (Rupees Only Thousand only)
4.	Last Date for Submission	18.04.2016 till 11.00 am
5.	Bid Validity	90 days from the date of submission of the bid
6.	Address for Submission	Mission Director , NHM U.P. State Programme Management Unit 19 A,Vishal Complex , Vidhan Sabha Marg Lucknow-226001
7.	Date of Opening of Technical bid	18.04.2016 at 3.00 pm
8.	Date of Opening of commercial bid	To be notified at a later date after the Technical evaluation is completed. Short listed Service Provider shall be notified in writing or through mail.
9.	Contact for any queries	gmiecpro.nrhmun@gmail.com

Eligibility Criteria

- Bidder should have a valid registration and office should be located at Lucknow.
- The bidder shall have a valid VAT registration.
- The bidder shall have an annual turnover of Rs. 132000.00 in last three Financial Year 2012-13, 2013-14, 2014-15.
- The bidder shall have experience in providing similar services to reputed institutions/ govt. departments (copy of Rate contracts are to be enclosed)
- Experience with government departments / public sector undertakings shall be given preference.

TERMS & CONDITIONS

1. **The 'TECHNICAL BID' must contain the following.**
 - a) Brief profile of the Bidder.
 - b) Attested copy of registration Certificate with Shops and Commercial Act
 - c) Attested photocopy of Audited Balance Sheet with P&L account for the last three years for turnover / financial status etc.
 - d) EMD for Rs 88000/- in the shape of DD/ Bankers Cheque or pay order drawn on any bank, in favour of "State Health Society" payable at Lucknow.
 - e) Affidavit from Notary about non-blacklisting of your agency and subcontractors.
 - f) Tender document duly signed and stamped by the bidder as a token of acceptance to all our terms and conditions.
 - g) List of Departments where worked during the last one year
 - h) Attested Copy of PAN Card & Registration with Sales Tax Department.
2. The bidder should quote the rates in figures as well as in words. Alteration, if any, unless legibly attested by the supplier, with their full signatures shall invalidate the bid. Each page of document should be signed by the supplier himself/themselves or his/their authorized agent on his/their behalf. In case the agent signs the document, the authority letter in his favour must be enclosed with the quotation.
3. The bidder should take care that the rates / amounts are written in such a way that interpolation is not possible. No blank should be left which would otherwise make the bid liable for rejection.
4. The price offered by the bidder shall be valid for a minimum period of 1 year from the date of issue of award of contract and its acceptance by the agency.
5. The tenure of the hiring of services can be extended for a further period of 1 year on the same rates, terms and conditions provided both parties are agreeable to the same.
6. The agency submitting his bid 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 bids.
7. SPMU-NHM reserves the right to cancel/reject full or any part of the tender, without assigning any reason.
8. Except with prior permission of SPMU-NHM, the bidder shall not assign the work to any other / firm/ agency, unless permission in writing is taken from SPMU-NHM.
9. Any action on the part of the bidder to influence anybody of SPMU-NHM will make his bid liable to rejection.
10. SPMU-NHM may, in writing, make any revision or change in the order, including additions or deletions from the quantities mentioned in the tender document that shall be communicated by SPMU-NHM.
11. SPMU-NHM reserves the right to cancel the rate contract in whole or any part thereof and shall be entitled to revise the rate contract wholly or in part by a written notice to the selected agency bidder, if:-
 - (a) The agency fails to comply with the terms of the order including specifications and other requirements;
 - (b) The agency becomes bankrupt or goes into liquidation;
 - (c) The agency fails to provide the cars on time.
 - (d) a receiver is appointed for any of the property owned by the agency
12. Upon receipt of the said cancellation notice, the agency shall not provide any services connected with the rate contract.
13. The bidder must have been actively engaged in the execution of a minimum of two contracts of a similar services and complexity comparable to this tender within the last five years immediately prior to the submission of the Bid.

14. EMD:- The bidder shall furnish an EMD of Rs. 88000/- in the form of Bankers cheque /demand Draft in favour of "State Health society, Uttar Pradesh" payable at Lucknow valid for 90 days from the date of bid opening. Bid submitted without EMD shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened. EMD of unsuccessful bidder shall be returned as promptly as possible, but not later than 30 days after the expiry of validity period. the EMD may be forfeited-
- (a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or
 - (b) In case of successful bidder ,if the bidder fails:-
 - (1) to sign the agreement within 10 days from award of contract
 - (2) to furnish performance security in pursuant to clause no -26.
15. The price shall remain firm and will not be subject to escalation of any description during the execution of the rate contract. The rate/s offered by you shall include all applicable taxes/duties (Central and State) as per given scope of works. Also the rate/s offered by you shall be inclusive of all delivery charges, transportation etc. and no other charges will be payable to you by SPMU-NHM. There will be no change in the price in respect to change in the cost of materials, labour/ transportation and/or variations in taxes, duties and other levies on raw materials and components that may take place while the rate contract is under execution, even if the execution of the contract is delayed beyond the period mutually agreed upon.
16. The goods provided by the successful bidder shall be strictly in accordance with specifications stated, any alterations of those conditions shall not be made without consent of SPMU-NHM in writing. Any unauthorized deviation from the quality of the goods as well as scope of works shall not be permitted.
17. SPMU, NHM will place the orders for rate contracted goods based on the requirement of the Office.
18. Payment shall be released upon submission of Invoice within 30 days from the submission of Invoice
19. In case of any complaint by the user of the goods, suitable penalty shall be imposed as decided by SPMU-NHM.
21. TDS as applicable will be deducted at source as per Income Tax Act.
22. The schedule and time communicated by SPMU-NHM shall be strictly followed by the selected agency. In case of delay in executions of the order beyond the schedule time, SPMU-NHM reserves the right to
- (a) Impose a fine of 10% of the cost of ordered quantity per day and this shall be deducted from the bill as penalty
 - (b) Cancel the contract without prejudice to the right under (a) at above and also forfeit the earnest money / security deposit.

23. Settlement of Disputes

Amicable Settlement

The parties shall use their best efforts to settle amicably all disputes arising out of, or in connection with this Contract.

Arbitration:-

If any dispute arises between the parties in connection with or arise out of, the Contract which is not resolved amicably within the period of 30 days, thereafter matter shall be referred to the Arbitration within two weeks by either of the parties under the provision of Arbitration and Conciliation Act, 1996.

24. The place of arbitration shall be, in Lucknow, Uttar Pradesh.
25. Conditional bids shall not be considered and will be outrightly rejected in very fast instance.
26. **Performance Security** The successful tenderer will have to deposit performance security of Rs. 440000/- in the form of Bankers cheque /Demand Draft/Bank Guarantee of reputed Bank. within 7 days from award of Contract along with Rate Contract Agreement as in **Annexure C**. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tenderer.
27. The bidder will indemnify SPMU, NHM, UP, Lucknow to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to Agencies' violation of any patents and copy rights.

28. SPMU NHM, UP, Lucknow can terminate the services contract, for, at anytime by giving one month notice for repeated breach of the Rate Contract Terms and Conditions, as provided in the Agreement, by the bidder.
29. **FORCE MAJEURE:** If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.
30. **JURISDICTION:** The courts at Lucknow alone shall have the jurisdiction in any matter arising out of Correlating to this tender.

EVALUATION OF BIDS

1. TECHNICAL BID EVALUATION

- a) The Technical Bid form is given in Annexure – I which shall be used by the bidder to provide the technical bid pertaining to the bidder's firm/company.
- b) SPMU, NHM, UP, Lucknow will review the technical bids of the bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at the discretion of SPMU, NHM, UP, Lucknow.
- c) SPMU, NHM, UP, Lucknow may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or effect the relative ranking of any bidder.
- d) Technical evaluation would be carried out and all bidders who qualify the technical evaluation will be short listed for commercial evaluation.

2. FINANCIAL BID EVALUATION

- a) The Financial Bid form is given in Annexure – II which shall be used by the bidder to provide the financial bid pertaining to the bidder's firm/company.
- b) SPMU, NHM, UP, Lucknow will award the contract to the successful bidder (s) whose bid is determined to be substantially responsive and has been determined as the Lowest Financial bid (L1) for that item for which its bid is L1.

c) Arithmetic errors correction:

Arithmetic errors, if any, in the price breakup format will be rectified on the following basis:

- If there is discrepancy in the unit price quoted in figures and words, the unit price or in words, shall be taken as correct.

- d) SPMU, NHM, UP, Lucknow may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or effect the relative ranking of any bidder.

STATE PROGRAMME MANAGEMENT UNIT,**NATIONAL HEALTH MISSION,U.P.****19A,VIDHAN SABHA MARG, LUCKNOW****Technical Bid Evaluation Form for Rate contract of Office Stationary, Printed Stationary,
Computer Stationary & Computer Consumables.**

Under RFP no. SPMU/PRO /ST/2015-16/01 Dated- 01.04.2016

Sl. No.	Particulars	Response (Yes/No)	Page No.	
			From	To
1	EMD for Rs. 88000/- in the shape of DD or pay Order drawn on any bank, in favour of "State Health Society U.P." payable at Lucknow.			
2	Brief profile of the bidder.			
3	Copy of registration as per provisions of Shops & Commercial Act			
4	Photocopy of Audited Balance Sheet with annual turnover of Rs. 1322000/- or above in last three years.			
5	Affidavit from Notary about non-blacklisting of your agency & subcontractors proposed.			
6	Tender document duly signed and stamped by the bidder as a token of acceptance to all our terms and conditions.			
7	List of Departments and Govt. establishments where worked during the last one year			
10	Copy of PAN Card & Registration with Sales/Trade Tax Department			

Signature of authorized signatory

Name of the firm.....

Address.....

Phone Number.....

ANNEXURE-B

Financial Bid
For Rate contract of Office Stationary

Item Code.	Particulars	Unit	Lowest Rate
1	Ball Pen Ordinary make Linc Starline	Each	
2	Brown Envelope Cloth Lined 8"x 10"	1000s	
3	Brown Envelope Without Cloth 8"x10"	1000s	
4	Brown Envelope Cloth Lined 10"x 12"	1000s	
5	Brown Envelope Without Cloth 10"x12"	1000s	
6	Brown Envelope Cloth Lined 12"x16"	1000s	
7	Brown Envelope Without Cloth 12"x16"	1000s	
8	Cotton Duster 36"x 36"	Each	
9	Common Pins Packet Kores	Per Packet	
10	Cello Tape 0.5" Transparent 9 mts Corporate	Each	
11	Correction Fluid Eraser Fluid with Diluter 15ml	Each	
12	Dispenser Tape Transparent 1" Tuff make 50 mts	Each	
13	Envelop White 9"x 4" Taj Mahal	1000s	
14	White Envelop 9"x 4" Window Taj Mahal	1000s	
15	Eraser Natraj	Each	
16	File Board Standard Good Quality	Each	
17	Gum Tube 30 ml Camel make	Each	
18	Glue Stick make (Fevi Stick) 22 gms	Each	
19	Hi Tech Point Ink 5ml Luxor	Each	
20	Hi Lighter Luxor	Each	
21	Index File Cavendar standard	Each	
22	OHP Marker Pen Luxor	Each	
23	Pilot Pen 05 Luxor	Each	
24	Photocopy Paper JK Brand A-4 Size 500 Sheets 75 GSM	Per Ream	
25	Photocopy Paper JK Brand Brand FS Size 500 Sheets 75 GSM	Per Ream	
26	Photocopy Paper JK Brand Brand A-3 Size 500 Sheets 75 GSM		
27	Post-It Pads 3"x3" Kores/Corporate	Each	
28	Post-It Pads 3"x1" Kores/Corporate (Pack of 3)	Each	
29	PVC File Folder	Each	
30	Plastic Scale 12" Natraj	Each	
31	Pencil HB Natraj	Each	
32	Pencil HB Faber Castle with rubber end	Each	
33	Pencil Black Matt – Fabre Castle	Each	
34	Sharperner Natraj	Each	
35	Permanent Marker Luxor make	Each	
36	Register 4 Quire Sangam make	Each	
37	Register 6 Quire Sangam make	Each	
38	Register 8 Quire Sangam make	Each	
39	Register 10 Quire Sangam make	Each	
40	Dak Despatch Register 6 Quire Sangam make	Each	
41	Dak Despatch Register 8 Quire Sangam make	Each	
42	Dak Receipt Register 6 Quire Sangam make	Each	
43	Dak Receipt Register 8 Quire Sangam make	Each	
44	Cello Sapphire Ball Pen	Each	
45	Cell Sapphire Refil	Each	
46	Cash Book 2 Quire	Each	
47	Cash Book 6 Quire	Each	
48	Ledger 6 Quire	Each	
49	Ledger 8 Quire	Each	
50	Ledger 10 Quire	Each	
51	Journal Book No. 2	Each	
52	Attendance Register 2 Quire	Each	

53	Attendance Register 4 Quire	Each	
54	Stock Book 6 Quire	Each	
55	Stock Book 8 Quire	Each	
56	Paper Weight	Each	
57	Photo Resolution paper 254 gsm Desmat 20 Sheet Packet	Per Packet	
58	Stapler Kangaroo HD-1217	Each	
59	Stapler No: 10 Kores/Kangaroo Steel Trendy	Each	
60	Stapler No: 24/6 Kores/Kangaroo HP-45	Each	
61	Staple Pins No: 23/8 H 8mm (5/16")	Each (1000 Pins)	
62	Staple Pins No: 23/8 H 10mm (3/8")	Each (1000 Pins)	
63	Staple Pins No 23/13 H	Each(1000 Pins)	
64	Staple Pins No: 23/17 H	Each (1000 Pins)	
65	Staple Pins No: 23/15	Each (1000 Pins)	
66	Staple Pins No: 10 Kores/Kangaroo	Each (1000 Pins)	
67	Staple Pins No: 24/6 Kores/Kangaroo	Each (1000 Pins)	
68	Sketch Pens Luxor	Each	
69	Single Punch Kangaroo make	Each	
70	Double Punch Kangaroo make DP-52	Each	
71	Slip Pad 1/8 40 Pages ruled on white orient paper 65 GSM	Each	
72	Slip Pad ¼ 40 Pages ruled on white orient paper 65 GSM	Each	
73	Tags for File Cover 8" with broad metal ends 20 Tags per bundle	Per Bunch	
74	U Clips Vinyl coated 26 mm Kores/Oddy make 50 Pc pack	Each	
75	Both Side Tape 1"	Each	
76	Pencil Cell for watch (Evaready)	Each	
77	Dura cell	Each	
78	Flip Chart 25 Pages Shipra make	Each	
79	Flip Chart 50 Pages Shipra make	Each	
80	Stamp Pad Kores/Ashoka	Each	
81	Stamp pad Ink 30 ml Camel/Ashoka	Each	
82	Paper Knife/Cutter Ikon medium size heavy duty	Each	
83	Small scissors Wilson make	Each	
84	Binder Clips 41 mm SDI/Oddy make	Each	
85	MS Board Clip with spring medium size	Each	
86	Board Pins Brass Scholar make 72 Pc Packet	Each	
87	Board Pins Plastic Omega make 12 Pc Packet	Each	
88	Brown Tape 2" 65 mts Prithvi	Per Packet	
89	Dispenser Tape Machine 1" ITW	Per Packet	
90	Petty Cash Ledger 2 Quire Register Sangam make	Each	
91	Attendance Cash Ledger 4 Quire Register Sangam make	Each	
92	Casual leave Register 4 Quire Register Sangam make	Each	
93	Standard Plastic Dust Bins Prince	Each	
94	Pen Stand with 2 Pen Set Wilson	Each	
95	Pencil Carbon Paper Packet Kores Sapphire Blue make	Each	
96	White Board Marker Pens Luxor	Each	
97	OHP Transparent Sheets 100 nos.	Each	
98	Vehicle Log Book	Each	
99	Shorthand Notebook	Each	
100	Service Book Offset Print 8.25" length x 8.75" width	Each	
101	Clutch pencil	100s	
102	Hard Plastic Folder Ring type Size A-4 Solo/Corporate	Each	
103	Hard Plastic Folder Ring type Size F/S Solo/Corporate	Each	
104	Hard Plastic Folder with pocket leaves Size A-4	Each	

	Solo/Corporate		
105	Hard Plastic Folder with pocket leaves Size A-4 Solo/Corporate	Each	
106	Raise Desk Table Top Standard	Each	
107	Soft Display Notice Board with Aluminum Frame size 3ftx2ft Alko-sign	Each	
108	Calculator Casio make Model HL-122L with 12 months warranty OR Calculator Citizen make Model CT-500 with 12 months warranty	Each	
109	Add Gel Achiever	Each	
110	Add Gel Refil for Achiever	Each	
111	Pilot Hi-Tech V-5 Pen	Each	
112	Pilot Hi-Tech V-5 Refil	Each	
113	Mitsubishi Uni Ball Pen	Each	
114	Plastic Folder Transparent L-Shape A-4 Size Corporate/Solo	Each	
115	Plastic Folder Transparent L-Shape FS Size Corporate/Solo	Each	
116	Ball Point Pen with long caps Luxor/Linc	Each	
117	Smart Gel Pen with long caps Luxor/Linc	Each	
118	Stick File Corporate/Cello A-4 Size	Each	
119	Stick File Corporate/Cello FS Size	Each	
120	Report File Corporate/Cello A-4 Size	Each	
121	Report File Corporate/Cello FS Size	Each	
122	Punch less File with centre locking press device Corporate/Solo A-4 size	Each	
123	Punch less File with centre locking press device Corporate/Solo F/S size	Each	
124	Plastic Folder My Clear Bag, Cello/Corporate with Button A-4 size	Each	
125	Plastic Folder My Clear Bag, Cello/Corporate with Button F/S size	Each	
126	Magic Clipper (Xylon)	Each	
127	Magic Clips box of 50	Each	
128	Spiral note Book A/8 40 pages	Each	
129	Spiral note Book A/8 100 pages	Each	
130	Spiral note Book A/8 140 pages	Each	
131	Spiral note Book A/8 180 pages	Each	
132	Card Sheet (Chart Paper) All Colours	Per Sheet	
133	Water Jug Cello/Milton 1 Litre Capacity Inside Steel	Each	
134	White Board 3 ft x 2 ft with Aluminium Frame with Stand	Each	
135	White Board 4 ft x 3 ft with Aluminium Frame with Stand	Each	
136	Large clips for attaching Flip Charts on Board	Each	
137	Wooden Stand for White or Soft Board	Each	
138	Win-HAPPY Pen	Each	
139	Bold Marker (Round)	Each	
140	Pin Cushion	Each	
141	Pencil Mug	Each	
142	Reyonlds Pen Trimax	Each	
143	Clip Board	Each	
144	Spiral (for Spiral Binding)	Per kg.	
145	A4 Size plastic Sheet white (for Spiral Binding) Agarwal Brand	Per 100 Sheet	
146	A4 Size plastic Sheet colour (for Spiral Binding) Agarwal Brand	Per 100 Sheet	
147	Scissors (Big Size Wilson make)	Each	
148	Half Cash Book	Each	
149	Brown Tape 2"x65mtrs (Prithivi)	Each	
150	Clip Board (Good Quality)	Each	
151	Fevicol Tube	Each	
152	Eraser Pen	Each	

153	Distribution Executive Bag FS Size	Each	
154	Meeting bags of Canvas cloth with printing two chain with three pockets	Each	
155	Meeting bags of jute cloth with printing two chain with three pockets	Each	

Signature:

Name of Firm:

Address:

Phone No:.....

Mobile Nos:

Fax No:

Financial Bid For Rate contract of Computer Stationary& Computer Consumables

S.No.	Items	Make / Model	Unit	Rate in Rs.
1	HP toner cartridge for P1505 Laser Printer	HP 36A	Single	
2	HP toner cartridge	HP 12A	Single	
3	HP toner for Laser jet 2700n printer - Black	HP Q7562A	Single	
4	HP toner for Laser jet 2700n printer – Cyan	HP Q7562A	Single	
5	HP toner for Laser jet 2700n printer – Yellow	HP Q7562A	Single	
6	HP toner for Laser jet 2700n printer – Magenta	HP Q7562A	Single	
7	HP toner for laserjet printer M2727nf	HP 53 A	Single	
8	HP toner cartridge for printer 1007	HP 88A	Single	
9	HP Ink cartridge - Black	HP852	Single	
10	HP Ink cartridge - Colour	HP855	Single	
11	HP OJ J4580 -Black	HP901	Single	
12	HP OJ J4580 –color	HP901	Single	
13	HP Ink Cartridge for office jet printer 8000 Pro-black	HP940 XL	Single	
14	HP Ink Cartridge for office jet printer 8000 Pro – cyan	HP940 XL	Single	
15	HP Ink Cartridge for office jet printer 8000 Pro-magenta	HP940 XL	Single	
16	HP Ink Cartridge for office jet printer 8000 Pro-yellow	HP940 XL	Single	
17	HP Ink Cartridge for Office Jet Printer	HP 4580	Single	
18	HP Ink Cartridge for Photo Smart	HP 4600	Single	
19	Samsung Toner	Samsung 2850	Single	
20	Toner Cartridge for Samsung MFD SCX 4521	Samsung MFD SCX 4521	Single	
21	HP LaserJet all in one HP Pro 200 Black	HP 131 A	Single	
22	HP LaserJet all in one HP Pro 200 Yellow	HP 131 A	Single	
23	HP LaserJet all in one HP Pro 200 Magenta	HP 131 A	Single	
24	HP LaserJet all in one HP Pro 200 Cyan	HP 131 A	Single	
25	HP Desk Inkjet C 4688 Cartridge Black	818	Single	
26	HP Desk Inkjet C 4688 Cartridge Colour	818	Single	
27	CD-R	Moser Bear /Samsung	Pack of 10	
			Pack of 100	
28	CD-RW	Moser Bear /Samsung	Pack of 10	
			Pack of 100	
29	CD Mailer (Padded with foam)	--	Pack of 10	
			Pack of 100	
30	CD Mailer (Plain)	--	Pack of 10	
			Pack of 100	

31	Mouse Pad	--	Single	
32	8 port switch	D-Link	Single	
33	16 port switch	D-Link	Single	
34	24 port switch	D-Link	Single	
35	Optical mouse	Logitech	Single	
36	DVD-R	Moser Bear /Samsung	Pack of 10 Pack of 100	
37	Pen Drive 4 GB	SanDisk	Single	
38	Pen Drive 8 GB	SanDisk	Single	
39	Pen Drive 16 GB	SanDisk	Single	
40	Pen Drive 32 GB	SanDisk	Single	
34	USB hard disk- 520 GB	Seagate or Equivalent	Single	
35	USB hard disk- 1 TB	Seagate or Equivalent	Single	
36	Key Board USB based	Logitech, I Ball Or Equivalent	Single	
37	Wireless Acces Point	D-link	Single	
38	Wireless Key Board	Logitech, Or Equivalent	Single	
39	Wireless Mouse	Logitech, Or Equivalent	Single	
40	Power chord 3 pin type	-----	Single	
41	Power chord male-female type	-----	Single	
42	1 GB DDR- I RAM – Laptop & Desktop	Samtronics or Equivalent	Single	
43	1 GB DDR- II RAM – Laptop & Desktop	Samtronics or Equivalent	Single	
44	1 GB DDR- III RAM – Laptop & Desktop	Samtronics or Equivalent	Single	
45	DVD jackets – 50 DVDs	-----	Single	
46	DVD jackets – 100 DVDs	-----	Single	
47	Network patch chord (Standard) 2 mtr	D-Link	Each	
48	Network patch chord (Standard) 3mtr	D-Link	Each	
49	Quick heal Total Security 1 User 1 Year	-----	Each	
50	Quick heal Total Security 3 User 1 Year	-----	Each	
51	Quick heal Total Security 5 User 1 Year	-----	Each	
52	Quick heal Total Security 10 User 1 Year	-----	Each	
53	SMF Battery for UPS 12v/7AH	-----	Each	
54	SMF Battery for UPS 12v/12AH	-----	Each	
55	Patch Cord	D-Link	Each	
56	VGA Cable	D-Link	Each	
57	Web Camera with Head Phone	Logitech	Each	
58	RJ Connector	D-Link	Each	

59	RJ Punching Tool	Tap aria	Each	
60	Adaptor (9V)	D-Link	Each	
61	External DVD Writer		Each	
62	Extension Board (5 Switch)	Anchor	Each	
63	Network Cable (Cat - 6) 300 mtr	D-Link	Bundle	

Signature:

Name of Firm:

Address:.....

Phone No:.....

Mobile Nos:

Fax No:

FORMAT FOR ANTI-COLLUSION CERTIFICATE

(On the letter head of the Bidder)

ANTI-COLLUSION CERTIFICATE

I/We hereby certify and confirm that in the preparation and submission of this Proposal,

I/We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed, or thing which is or could be regarded as anti-competitive.

I/We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal.

Date thisDay of201_.

Name of the Bidder.

Signature of the Authorised Representative

Name of the Authorised Representative

FORMAT 4 AFFIDAVIT (To be furnished by the Bidder)

(On Non – judicial stamp paper duly attested by notary public)

1. I, the undersigned, do hereby certify that all the statements made in our proposal are true and correct.

2. The undersigned hereby certifies that neither our Company/ Society/ Trust/ Firm M/s _____ nor any of its Directors/ President/ Chairperson/ Trustee have abandoned any work for the Government of Uttar Pradesh or any other State Government during last five years prior to the date of this Bid.

3. The undersigned also hereby certifies that neither our Company/ Society/ Trust/ Firm M/s _____ nor any of its directors/ President/ Chairperson/ Trustee have been debarred/blacklisted by Government of Uttar Pradesh, or any other State Government or Government of India for any work.

4. The undersigned further certifies that
 - a) Our Company/Society/Trust/Firm has not been punished for any offence and/or
 - b) the Director/ President/ Chairman/ Trustee of our Company/ Society/ Trust/ Firm have/has neither been convicted of any offence nor any criminal case(s) is/are pending before any Competent Court.

5. The undersigned hereby authorise(s) and request(s) any bank, person, firm, Competent Authority or corporation to furnish pertinent information deemed necessary and requested by National Health Mission U.P. to verify this statement or regarding my (our) competence and general reputation.

6. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the National Health Mission U.P. Lucknow, Uttar Pradesh,

Signed by an authorised Officer of the
Company/Society/Trust/Firm

Title of Officer

Name of Company/Society/ Firm

Date

ANNEXURE-E

AGREEMENT FOR SUPPLY OF OFFICE STATIONARY, COMPUTER STATIONARY & COMPUTER CONSUMABLES

This agreement is made on this _____ day of _____ 20_____ between M/s_____ (herein after called the Agency/ Firm whose term includes its successors and assignees) whose registered office is at _____ and is acting through its authorized official _____, AND _____ / Mission Director, NHM, U.P., (herein after called the Employer whose term includes its successors and assignees) Whose office is situated at_ 19-A Vishal Complex ,Vidhan Sabha Marg, Lucknow-226001. The Agency/Firm will provide goods as per terms and conditions herein contained, and rates as mentioned in Annexure- A.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as following.

1. The Agency/Firm shall during the period of this contract that is to say from _____ 20__ to _____ 20__ or until this contract is determined by such notice as herein after mentioned, will provide goods, on the rates accepted as described in the schedule vide Annexure- A to this agreement. It is agreed by the Agency/Firm that number of vehicles required is likely to change and may be demanded according to the exigencies of service by the Employer.
2. The Agency/Firm shall comply with all the terms and conditions of tender/calling of quotation notice which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The Agency/Firm agrees with the Employer and with each authority competent to order that every contract of hire order should be subject to the terms of this agreement for vehicle hire and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for vehicle hire shall prevail.
4. Agency/Firm will provide goods to SPMU, NHM, and registered for the purpose only. Taxes; insurance etc. due on such goods shall be the liability of the Agency/Firm.
5. The Agency/Firm should provide the particular model/ make/ brand of goods as agreed upon in the contract which shall not be changed under any circumstances. If for any reason whatsoever SPMU, NHM is not happy with the supply, the Agency/Firm office will be informed immediately and they should accept the liability to replace it as per requirement. If for any reason the Agency/Firm is not in a position to provide a substitute as demanded by SPMU- NHM, then the Employer will be free procure these goods from the open market and debit the expenditure on account of it on the claims payable to the Agency/Firm.
6. Agency/Firm will submit bills to the General Manager Head Quarters SPMU, NHM, U.P on monthly basis for release of payment by the Employer.
7. If the Agency/Firm fails to provide the goods to SPMU, NHM and if the service is not found satisfactory enough, the SPMU- NHM shall have the right to terminate the contract in whole or part.
8. In the event of short supply/ non- supply, may attract penalty of 10% of the cost of the ordered goods per day.
9. That Agency/Firm is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of goods provided by Agency/Firm.SPMU- NHM will not be liable for any loss, damages, etc. suffered / to be suffered by Agency / Firm or third party as the case may be.
10. If for any reason the SPMU-NMH is dissatisfied in any way with the standard of the goods supplied during the Rate Contract period, it will be reported to the Agency/Firm in writing. The Agency without raising

any dispute on such assessment by the Employer regarding the standard of the goods provided or quality of service rendered by them may immediately replace such goods on receipt of such complaint.

11. The Agency / Firm will ensure that they will not supply the goods to SPMU- NHM which are either owned by employees of SPMU or their near relatives as defined in Sch-IV of Company Act 1959.

15. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Mission Director, SPMU, NHM, U.P.

16. If the Agency/Firm institutes any legal proceedings against the Employer to enforce any of its rights under this agreement it shall be in the legal jurisdiction of Lucknow.

Signed_____

Signed_____

For and on behalf of the SPMU, NHM, U.P

For and on behalf of the Agency

Name (caps)_____

Name (caps)_____

Position_____

Position_____

Date_____

Date_____

In the presence of Witnesses

In the presence of Witnesses

1.

1.

2.

2.