



HARISH-CHANDRA RESEARCH INSTITUTE

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Allahabad-211 019

Phone: 0532-2274382

Fax: 0532-2569576, 2567444

NOTICE INVITING TENDER (LIMITED) FOR SUPPLY OF STATIONERY ITEMS

SINGLE BID SYSTEM

Ref NIT (L) No HRI/28/883

Date: 11 Jul 17

Sealed Tenders are invited on behalf of the Director, Harish-Chandra Research Institute, Allahabad from the Registered Firm Rate Contract for the Stationery items in the Institute for the period of **One Year** at Harish-Chandra Research Institute, Allahabad. Tender documents are available on the HRI web site (<http://www.hri.res.in/tenders/>). The tender document consists of the following two parts:-

Part-1(A to B)	“TERMS & CONDITIONS” & “VENDOR EVALUATION FORM” of the tender
Part-2(A to B)	“FINANCIAL BID FORMAT” of the tender

The main information is as follows:-

TITLE	Supply of Stationery items
BID REFERENCE No	HRI/28/883 dated 11 Jul 17
LAST DATE AND TIME FOR SUBMISSION OF BIDS	03 Aug 17 UPTO 1500HRS
DATE AND TIME OF OPENING OF BIDS	03 Aug 17 At 1600HRS
PLACE OF OPENING OF BIDS	Harish-Chandra Research Institute Chhatnag Road, Jhunsi, Allahabad - 211019
ADDRESS FOR COMMUNICATION	Stores & Purchase Officer Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Allahabad – 211019 For any communication regarding this tender, kindly mention Bid Reference No (HRI/28/883 dated 11 Jul 17) on the main envelop of the correspondence
Performance Bank Guarantee (PBG)	10,000.00 (Rupees Ten Thousand only)

It will be the responsibility of the bidders to check website <http://www.hri.res.in> for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

This Document Contains – 18 Pages



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Please superscribe the Title (**Supply of Stationery items**), NIT number (HRI/28/883 dated 11 Jul 17) and date of opening of the Bids (03 Aug 17) on the sealed cover to avoid the Bid being declared invalid. **The Tender, complete in all respects should be submitted up to 1500HRS on 03 Aug 17 which shall be opened on the same day at 1600HRS in presence of parties present at the time of opening of Tender.**

The sealed envelope containing “Terms & Conditions” and “Financial Bid” on prescribed tender document should reach the Registrar, Harish-Chandra Research Institute, Jhunsi, Allahabad on or before 03 Aug 17 upto 1500HRS otherwise the tender will not be accepted. The bidders may depute their representative, duly authorized in writing, to attend the opening of bids on the due date and time. Rate and important commercial / technical clauses quoted by the all the Bidders will read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

.....sd.....
(Ravindra Singh)
Registrar



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PART – 1(A)

TERMS & CONDITIONS OF

THE SUPPLY OF STATIONERY ITEMS FOR

HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, ALLAHABAD

1. **Last date and time for depositing the Bids:-** 1500HRS 03 August 2017
The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:-** Sealed Bids should be either dropped in the Tender Box marked as **Registrar Harish Chandra Research Institute** or sent by registered post at the address given below so as to reach by the due date and time. Late / Delayed tenders will not be considered. Printed conditions of the vendor submitted with the tender will not be binding on Harish Chandra Research Institute. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered. Please superscribe the above mentioned Title, NIT number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Registrar, Harish Chandra Research Institute
Deptt of Atomic Energy, Government of India
Chhatnag Road, Jhunsi, Allahabad-211019

3. **Time and date for opening of Bids:-** 1600HRS 03 August 2017
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer). The tender opening date may be extended in case adequate no of bids are not received to have fair competition and equal level playing field to all the bidders.

4. **Location of the Tender Box:-**
Harish Chandra Research Institute Room No 106 Chhatnag Road Jhunsi, Allahabad (UP)
Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:-** Conference Hall or any other place of Harish Chandra Research Institute. Place will be intimated by the Reception staff of the institute. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.



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6. **Single Bid System**:- Technical and Financial Bid (both) would be opened on 03 August 17 at 1600HRS.
7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, etc and complete postal & e-mail address of their office.
8. **Clarification regarding contents of the NIT**:- A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids**:- A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.
10. **Clarification regarding contents of the Bids**: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of Bid. Conditional tenders will be rejected.
12. **Validity of Bids**: The Bids should remain valid till 90 days from the last date of submission of the Bids. However the Institute may in consent with the bidders increase the validity of bids.
13. Interested parties who fulfill following criteria are only eligible for purchase contract:-
 - (a) Registered with Goods and Service Tax (GST) No. Must have registered shop/office/show room.
 - (b) Experience of supplying similar items to reputed organisation (please attach copy of order/bill etc.).



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14. For further information/clarification in this respect, please contact Stores & Purchase Officer, HRI during working hours (Email: surendrayadav@hri.res.in) Telephone No 0532-2274382). It will be the responsibility of the bidders to check website <http://www.hri.res.in> for any amendment through corrigendum in the NIT (Limited). In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

15. All the items to be supplied should be new, of good quality and standard and as per the specifications / make & model mentioned in tender document. No deviation in the make/specification will be allowed during Contract Period.

16. Sample (for required items) has been kept in Stores & Purchase Department and can be inspected by the bidders.

17. **Delivery Period:** - Delivery period for supply of items would be 45 days from the issuance of Purchase Order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause. However in case of genuine reasons for late delivery, institute can waive / reduce liquid damages if firm approach in writing. Purchase Order will be placed as per requirement during the period of contract.

18. **TERMS OF DELIVERY**
Local Delivery at Site

DATE OF DELIVERY
The date on which the delivery is made at the consignee's site mentioned in the Purchase Order.

19. **Consignee details** -

Harish Chandra Research Institute
(Stores & Purchase Department)
Department of Atomic Energy
Chhatnag Road, Jhunsi
Allahabad-211019 (UP)

20. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the



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Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

21. **Liquidated Damages:** In the event of the Seller's failure to supply the stores/goods as mentioned in the Purchase Order the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the Purchase Order price of the delayed/undelivered stores for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 5% of the value of delayed stores.

22. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Institute regulations.

23. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee amounting Rs 10,000/- (Rupees Ten Thousand only) if firm get order for 10 or lower lines (items) firm will required to submit PGB for Rs 1,000.00 (Rupees One Thousand) only by way of Demand Draft / FDR / Bank Guarantee through Nationalized bank / Scheduled bank public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) within 15 days of Award of Contract. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry of contract. Format of Performance bank guarantee is annexed with this NIT(L).

24. **Fall clause:** The following fall clause will form part of the contract placed on successful Bidder: -

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all Purchase Orders placed during the currency of the rate contract is completed.



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(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to this Institute and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

25. **Risk & Expense clause: –**

(1) Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(2) Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(3) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

(a) Such default.

(b) In the event of the contract being wholly determined the balance of the stores remaining to be delivered thereunder.

(4) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 20% of the value of the contract.”



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26. **Parallel Rate Contract:** The purchaser reserves the right to enter into parallel contract/s with other firms for the item/s covered under RC.

- (a) The rate contract may be awarded to L-1 tenderer. Then the price of L-1 is to be counter offered to the higher quoting responsive tenderers (i.e. L2, L3, in preference). The tenderers who accept the counter offered rate will be awarded parallel rate contracts. Accordingly they will be considered for alternative arrangement.

27. On the basis of Lowest price offered by any firm (after fulfillment of terms & conditions, vendor evaluation form and required information of tender enquiry), contract may be awarded to L-1 firms.

28. No increase in rates will be allowed during the Contract Period due to any reason, after opening the bids.

29. In case, excise duty and/or trade tax/sales tax are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.

30. The prices quoted should be inclusive of all taxes, packing, forwarding and freight upto HRI Campus. HARISH-CHANDRA RESEARCH INSTITUTE will not provide any facility to send the material from Allahabad City to HARISH-CHANDRA RESEARCH INSTITUTE Campus.

31. Payment for the items to be supplied by the vendor against the purchase order shall be made by HARISH-CHANDRA RESEARCH INSTITUTE as follows:-

- (a) 100% after supply and inspected as per Purchase Order and physically verified by the competent authority.
- (b) Payment shall be released within 20 days on receipt of the original bill completed in all respect.

32. HARISH-CHANDRA RESEARCH INSTITUTE reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of supply. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).



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33. The Institute reserves the right to reject any or all quotations without assigning any reason therefore.
34. This NIT will be binding to the successful vendor as contract documents. Purchase Order will be issued to successful vendor with applicability of all terms & conditions of this NIT.
35. Decision of the Director of the Institute will be final and binding for all concerned.
36. All disputes subject to Allahabad jurisdiction.

.....sd.....
(Ravindra Singh)
Registrar

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the NIT document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 36. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name:

Designation:

On behalf of:

(Company Seal)



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PART – 1(B)

BIDDER ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION AND ATTACH PROOF OF THE SAME FOR ASSESSMENT OF THEIR CREDENTIALS

1.	Name of the Company	
2.	Full address of company alongwith Telephone no. Fax no. E-mail address :	
3.	Local address of company for communication, if any	
4.	Are you a manufacturer or dealer / reseller (please attach relevant document)	
5.(a)	Goods and Service Tax (GST) Registration No. (Certificate to be enclosed)	
5.(b)	PAN No	

Note: Irrespective of registered with HRI, all firms are requested to submit the GST No with certificate.



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PART – 2(A)

FINANCIAL BID FORMAT FOR THE SUPPLY OF STATIONERY ITEMS

AT

HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, ALLAHABAD

Sl No	Description of items	Unit	Lot size	Unit Bulk Price including all taxes, freight (delivered at HRI, Jhunsi, Alld.) in INR
1.	Envelopes Plastic Laminated on Craft/Cover Paper-120 GSM with screen printing of Institute Name, Address & Logo. (As per Sample)			
(a)	Size: 10" x 8" – A5	Nos	1000	
(b)	Size: 11" x 5" – Medium	Nos	1000	
(c)	Size: 12" x 10" – A4	Nos	1000	
(d)	Size: 18" x 12" – A3	Nos	1000	
2.	Envelopes Cloth Pasted on Craft/Cover Paper - 120 GSM with screen printing of Institute Name, Address & Logo. (As per Sample)			
(a)	Size: 12" x 10" – A4	Nos	1000	
(b)	Size: 18" x 12" – A3	Nos	1000	
(c)	Size: 10" x 8" – A5	Nos	1000	
3.	Envelopes White with screen printing of Institute Name, Address & Logo. Paper Quality: Sunshine 120 GSM (As per Sample)			
(a)	Size: 11" x 5" – Big	Nos	1000	
(b)	Size: 9" x 4" – Medium	Nos	1000	
(c)	Size: 6" x 4" – Small	Nos	1000	
(d)	Size: 9" x 4" – Window	Nos	1000	
4.	COBRA FILE (CLIP FILE) (30.6Kg Triplex Board) AS PER OUR SAMPLE WITH INSTITUTE'S NAME AND ADDRESS (BILINGUAL) TO BE PRINTED BY SCREEN PRINTING (SAMPLE CAN BE INSPECTED ON ANY WORKING DAY AT HRI, STORES)	Nos	500	
5.	TAG FILE WITH 2 HOLES (22.6Kg Triplex Board) AS PER OUR SAMPLE WITH INSTITUTE'S NAME AND ADDRESS (BILINGUAL) TO BE PRINTED BY SCREEN PRINTING (SAMPLE CAN BE INSPECTED ON ANY WORKING DAY AT HRI, STORES)	Nos	500	



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6.	FILE COVER BROWN WITH FLAP AS PER OUR SAMPLE WITH INSTITUTE'S NAME AND ADDRESS (BILINGUAL) TO BE PRINTED BY SCREEN PRINTING (SAMPLE CAN BE INSPECTED ON ANY WORKING DAY AT HRI, STORES)	Nos	500	
7.	PHOTOCOPIER PAPER - WHITE SIZE: A4 QUALITY: 75 GSM PAPER MAKE: J.K.	Ream	100	
8.	PHOTOCOPIER PAPER - WHITE SIZE: A3 QUALITY: 75 GSM PAPER MAKE: J.K.	Ream	10	
9.	PHOTOCOPIER PAPER – COLOUR SIZE: A4 QUALITY: 80GSM MAKE: BILT	Ream	10	
10.	NOTE BOOK – PLAIN 40 SHEET (80 PAGES) WITH INSTITUTE NAME PRINTING ON COVER PAGE	Nos	100	
11.	SPIRAL NOTE BOOK – PLAIN PAPER – 70 GSM JK BOND PAPER WHITE COLOUR. COVER – LIGHT GREEN CARD SHEET WITH PRINTING OF INSTITUTE NAME. BACK – PLAIN LIGHT GREEN CARD SHEET SIZE – A4 SHEET – 80 (160 PAGES) SPIRAL – THICK WITH PROPERLY ROUNDED.	Nos	100	
12.	SPIRAL NOTE BOOK – RULED PAPER – 70 GSM JK BOND PAPER WHITE COLOUR. COVER – LIGHT GREEN CARD SHEET WITH PRINTING OF INSTITUTE NAME. BACK – PLAIN LIGHT GREEN CARD SHEET SIZE – A4 SHEET – 80 (160 PAGES) SPIRAL – THICK WITH PROPERLY ROUNDED.	Nos	100	
13.	WRITING PAD – PLAIN MAKE – NEELGAGAN – No. 55 (80 SHEETS, 160 PAGES)	Nos	100	
14.	WRITING PAD – RULED MAKE – NEELGAGAN – No. 55 (80 SHEETS, 160 PAGES)	Nos	100	
15.	WRITING PAD – RULED - SMALL Size: 8.5" x 5.5" (80 SHEETS, 160 PAGES) Quality: As per sample	Nos	100	



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PART – 2(B)

FINANCIAL BID FORMAT FOR THE SUPPLY OF STATIONERY ITEMS AT

HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, ALLAHABAD

SI No	Description of items	Unit	Lot size	Unit Bulk Price including all taxes, freight (delivered at HRI, Jhunsi, Alld.) in INR
1	RORITO RACEMAX GEL PEN Blue / Black / Red	Nos	100	
2	RORITO RACEMAX GEL REFILL Blue / Black / Red	Nos	100	
3	ALLPIN GOOD QUALITY	Pkt	50	
4	ATTENDANCE REGISTER – BILINGUAL Page: 150 (75 Sheet), Size: 13" x 8.5"	Nos	10	
5	BINDER CLIPS – 25 MM	Nos	100	
6	BINDER CLIPS – 32 MM	Nos	100	
7	BINDER CLIPS – 41 MM	Nos	100	
8	CADAK BOARD (GOOD QUALITY) AS PER SAMPLE	Nos	50	
9	CARBON PAPER - KORES BLACK 503	Pkt	10	
10	CARBON PAPER - KORES SAPPHIRE BLUE	Pkt	10	
11	CLIP BOARD PLASTIC – OMEGA	Nos	20	
12	CLOTH FOLDER – GOOD QUALITY (As per sample)	Nos	50	
13	ERAZ-EX (CORRECTION FLUID) Pen Type Make: KORES/CAMLIN/DESMAT	Nos	20	
14	CD-R WITH JEWEL BOX Make: Moserbaer / Sony	Nos	50	
15	CD-RW WITH JEWEL BOX Make: Moserbaer / Sony	Nos	50	
16	CHALK WHITE – APSARA (100Pcs in each box)	Pkt	20	
17	CHALK COLOUR – APSARA (100Pcs in each box)	Pkt	10	
18	LETTER DESPATCH REGISTER (KHARWA BINDING) WITH NUMBERING ON EACH PAGE - 800	Nos	05	



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19	DOCUMENT ENVELOP – BUTTON (CH 107) – SOLO	Nos	50	
20	DRAWING PIN / BOARD PIN – BIG (PLASTIC HEAD)	Pkt	100	
21	DRAWING PIN / BOARD PIN – SMALL (PLASTIC HEAD)	Pkt	100	
22	DUPLICATE BOOK – 100 X 2 PAGES COPY SIZE	Nos	50	
23	DUSTER FOR BLACK BOARD - OMEGA	Nos	50	
24	DUSTER FOR WHITE BOARD - OMEGA	Nos	50	
25	DVD-R WITH JEWEL BOX MAKE: MOSERBAER/SONY	Nos	50	
26	DVD-RW WITH JEWEL BOX MAKE: MOSERBAER/SONY	Nos	50	
27	ENVELOP WITH BUTTON LANDSCAPE – SOLO (CH-118)	Nos	50	
28	ERASER NON DUST – APSARA / CAMLIN	Nos	100	
29	GLUE STICK - BIG – KORES/CAMLIN Size: 15Gms	Nos	100	
30	GLUE STICK - SMALL – KORES/CAMLIN Size: 08Gms	Nos	100	
31	GUM BOTTLE 150 ML – CAMEL / KORES	Nos	20	
32	GUM BOTTLE 700 ML – CAMEL / KORES	Nos	20	
33	HIGHLIGHTER – CAMLIN/LUXOR (PEN TYPE)	Nos	100	
34	JAMES CLIP PLASTIC 35 MM - Small (100 NOS. of Each Box)	Pkt	100	
35	LAMINATION SHEET – A4 SIZE 125Micron (100 Sheets in each Pkt)	Pkt.	05	
36	LEAVE REGISTER – 75 PAGES	Nos	10	
37	LETTER RECEIPT REGISTER KHARWA BINDING (ABOUT 800 PAGES)	Nos	05	
38	L-FOLDER PLASTIC WHITE MAKE: SOLO CH-101	Nos	100	
39	LOG BOOK – FOR VEHICLE – 96 PAGES (TWO QUIRE)	Nos	20	
40	NOTE BOOK (COPY) – 100 PAGES GOOD QUALITY	Nos	100	
41	OFFICE CALL BELL	Nos	10	
42	OHP MARKER PEN – LUXOR/CAMLIN	Nos	10	
43	PAPER KNIFE 9MM – NATARAJ / KANGAROO	Nos	50	
44	LAMINATION ROLL – 09”	Nos	05	



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45	PAPER SCISSOR – SIZE: 8” GEM OR GOOD QUALITY	Nos	10	
46	PEN CELLO GRIPPER BLUE / BLACK / RED	Nos	100	
47	PEN CELLO GRIPPER REFILL BLUE / BLACK/RED	Nos	100	
48	PEN BALL POINT NATARAJ CLASSIC BLUE / BLACK/RED	Nos	100	
49	PENCIL – APSARA HB	Nos	100	
50	PILOT PEN INK – LUXOR (BLUE/BLACK)	Nos	50	
51	PILOT PEN – LUXOR (BLUE/BLACK/RED)	Nos	50	
52	PIN / CLIP HOLDER PLASTIC (PIN CUSHION)	Nos	10	
53	PLASTIC SHEET – BLUE (First Quality) (LOWER SIDE FOR SPIRAL BINDING)	Nos	500	
54	PLASTIC SHEET - WHITE (First Quality) (UPPER SIDE FOR SPIRAL BINDING) WITH PRINTING OF INSTITUTE NAME	Nos	500	
55	PUNCHING M/C (SINGLE) – KANGARO	Nos	10	
56	PUNCHING MACHINE HEAVY DUTY – HDP 2320 KANGARO	Nos	05	
57	PUNCHING MACHINE DP 480 KANGARO	Nos	10	
58	REGISTER STOCK ALPHABETICAL- ABOUT 350 PAGES	Nos	10	
59	REGISTER INDEX CUTTING ALPHABETICAL-ABOUT 350 PAGES	Nos	10	
60	REGISTER - 3 QUIRE SIZE: 8.5” X 13.5” 192 PAGES ORIENT 57GSM PAPER FANCY BINDING	Nos	100	
61	REGISTER - 4 QUIRE SIZE: 8.5” X 13.5” 256 PAGES ORIENT 57GSM PAPER FANCY BINDING	Nos	100	
62	REGISTER - 6 QUIRE SIZE: 8.5” X 13.5” 384 PAGES ORIENT 57GSM PAPER FANCY BINDING	Nos	100	
63	REGISTER - 1 QUIRE SIZE: 8.5” X 13.5” 64 PAGES ORIENT 57GSM PAPER FANCY BINDING	Nos	100	
64	RORITO RACERITE BALL PEN (BLUE/BLACK/RED)	Nos	100	



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65	RORITO RACERITE BALL PEN REFILL (BLUE/BLACK/RED)	Nos	100	
66	RING BINDER FILE 20 RING-C – CORPORATE	Nos	20	
67	RING BINDER FILE 2D RING (RB 402) – SOLO	Nos	20	
68	RUBBER BAND – 3" NYLON (BIG SIZE)	Kg	02	
69	SCALE PLASTIC 12" NATRAJ / CAMEL EXAM	Nos	50	
70	SHARPENER-NATRAJ / APSARA	Nos	100	
71	SKETCH PEN BLACK – LUXOR	Nos	50	
72	SKETCH PEN SET (COLOUR)– LUXOR	Pkt	10	
73	SPIRAL (FOR BINDING) – 1/2"	KG.	05	
74	SPIRAL (FOR BINDING) – 1"	KG.	05	
75	SPIRAL (FOR BINDING) – 3/4"	KG.	05	
76	SPIRAL BINDING COMB – 12MM	Nos	100	
77	SPIRAL BINDING COMB – 14MM	Nos	100	
78	SPIRAL BINDING COMB – 16MM	Nos	100	
79	SPIRAL BINDING COMB – 22MM	Nos	100	
80	SPIRAL BINDING COMB – 28MM	Nos	100	
81	SPONGE DAMPER - OMEGA	Nos	10	
82	STAMP PAD (110 x 70 MM) MEDIUM – CAMEL / KORES	Nos	10	
83	STAMP PAD INK – CAMEL/KORES - 25 ML	Nos	10	
84	STAPLER 10 D – KANGARO	Nos	50	
85	STAPLER HD-23S17 – KANGARO	Nos	05	
86	STAPLER HP-45 – KANGARO	Nos	10	
87	STAPLER PIN 10 - KANGARO/MAX JAPAN	Pkt	100	
88	STAPLER PIN HD 23S17 (23/17) - KORES/KANGARO	Pkt	20	
89	STAPLER PIN 24/6 -KORES/KANGARO	Pkt	20	
90	STICKY PAD YELLOW 2"x1.5"	Nos	50	
91	STICKY PAD YELLOW 3"x2"	Nos	50	
92	STICKY PAD YELLOW 3"x3"	Nos	50	
93	STICKY PAD PAGE MARKER 3"x3" (TRI- COLOUR)	Nos	50	
94	TAG GREEN – GOOD QUALITY AS PER SAMPLE	BNDL	20	
95	TAG WHITE – GOOD QUALITY OF SILK THREAD – 8"	BNDL	20	
96	TAPE BROWN - 2" Length: 100Mtr	Nos	50	
97	TAPE DISPENSER 1" BIG – OMEGA	Nos	10	
98	TAPE DISPENSER 1/2" SMALL – OMEGA	Nos	10	



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99	TAPE TRANSPARENT – 1" Length: 100Mtr	Nos	100	
100	TAPE TRANSPARENT – 2" Length: 100Mtr	Nos	50	
101	TAPE TRANSPARENT SMALL- 1/2" – KORES/TUFF	Nos	100	
102	TRIPPLICATE BOOK – 100 X 3 PAGES	Nos	20	
103	WHITE BOARD MARKER - LUXOR / CAMLIN	Nos	50	
103	GIFT WRAPPING PAPER – 29 X 39 SYNTHETIC	Nos	100	

Signature and seal of the bidder:



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BANK GUARANTEE FORMAT

Whereas(hereinafter called the "Bidder") has submitted their offer dated.....for the supply of(hereinafter called the "Bid") against the Buyer's NIT No ... datedKNOW ALL MEN by these presents that WEof having our registered office at.....are bound unto (hereinafter called the "Buyer) in the sum offor which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents.
Sealed with the Common Seal of the said Bank this.....day of.....2016

The conditions of obligations are –

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- (2) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - (a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

We undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name & address of the Bank and address of the Branch