



**National Cooperative Consumers Federation Limited, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110016**

**NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF
OFFICE STATIONERY ITEMS AND ALLIED SERVICES AS OFFICE STAMP MAKING),
CLEANING MATERIALS, COMPUTER CONSUMABLES (CARTRIDGE, PEN DRIVE ETC.),
PRINTING MATERIAL (REGISTER, FORMS, ENVELOPS, VISITING CARD ETC.)**

NCCF is a National Cooperative Society and the Apex Body of all the consumer cooperatives of all over the Country. Personnel & Administration department, of National Cooperative Consumers Federation of India Limited invites Tenders as mentioned hereunder in the attached prescribed format from reputed vendors/firms/establishments having adequate experience in the field of providing us Supply of Office Stationery items and allied services as (Printing, Photocopying and Office Stamp making), cleaning materials, computer consumables (Cartridge, pen drive etc.), Printing Material (Register, Forms, Envelops, visiting card etc.)

"TENDER FOR EMPANELMENT OF FIRMS FOR PROVIDING STATIONERY ITEMS AND OTHER ALLIED . The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of Rs. 2000/- through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of "MD, NCCF" payable at New Delhi. Tenders without the Earnest Money Deposit (Demand Draft Only) will be deemed rejected.

Interested firms/establishments can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their own letter head from the Office of General Manager (P&A), National Cooperative Consumers Federation of India Limited, non-refundable Demand Draft only of Rs.590 (Rupees Five Hundred Ninety Only) drawn on any Nationalized/Scheduled Bank in favour of "MD, NCCF" payable at New Delhi on all working days (Monday to Friday) between 10.00 A.M. to 3.30 P. M. The time schedule of tendering is specified below:


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| 1. | Issue of Tender Document | From 11.00 AM to 4.00 PM on all working days (Monday to Friday). |
| 2. | Tender Document Fee (Non-refundable) | Rs. 590/- (Rupees Five Hundred Ninety Only) |

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| 3. | Last Date and Time for submission of Tender | 27.06.2022 upto 4.00 PM |
| 4. | Date and Time of opening of Technical Bid. | 29.06 .2022 at 11.00 AM. |
| 5. | Date and Time of opening of Financial Bid. | 29 . 06.2022. Will be intimated to bidders as a later date. |
| 6. | Earnest Money Deposit (EMD). | Through Demand Draft only of Rs.590 - (Rupees Two Thousand Only) to be placed in the sealed Envelope. Payment of E.M.D. Through any other mode is not acceptable. |

The Tender Document can also be downloaded from the website and the same will be accepted along with the Tender Fee of Rs. 590/- (Rupees Five Hundred Ninety Only) through a separate Demand Draft Only drawn on any Nationalized/Scheduled Bank favouring "MD, NCCF" which is non-refundable and required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be unloaded on the Company's Website <https://nccf-india.com> in and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates.

General Manager of the Personnel & Administration Department, reserves the right to reject all or any Tender without assigning any reason, whatsoever.


 (Asit Chand Poricha)
 General Manager (P&A)

QUOTATION FORM

ANNEXURE-1

"Annual contract for repair and maintenance of electric items (Heater, Heat convector, Tube light sets, 2x2 ceiling lights ,Hot case, Fan, Extension Board etc.) in the NCCF HO New Delhi.

Pg. N

- 1. Name of the tenderer (in Block letters) _____
- 2. Address _____
- 3. Telephone No. _____
- 4. Bank Draft No & date _____
- 5. Amount of Draft _____
- 6. Name of the Bank _____
- 7. GST _____
- 8. PAN No. (please enclose copy) _____
- 9. Copy of license _____
- 10. Experience in repair/ maintenance of electric items in Govt. Department /organization:-
Name of Dept/Org. Period _____

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice dated 07/06/2022 - Admn. dated _____ Accordingly, I/ we accept the terms and conditions and hereby offer the rates for maintenance/ repair of electric items and for providing material as indicated at ANNEXURE-I1.

Signature _____

Name of the tenderer _____

