Q-11011/Admn (G)/18/2015-16/NASA
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy
(NSSTA)

1.1 **Notice Inviting Tender (NIT)** for engagement of a firm to supply stationery items at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

1.2 Online bids are invited under Two Bid Systems (Technical Bid and Financial Bid) from reputed, experienced and financially sound firms/ agencies for engagement of a firm to supply stationery items at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310 (UP). The Contract will be awarded for a period of one year.

1.3 Tender documents may be downloaded from M/o Statistics & PI's website www.mospi.gov.in (for reference only) and Central Public Procurement Portal (CPPP)'s website http://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under:

Published Date	18.11.2016 (2:00 PM)
Bid Document Download Start Date	19.11.2016 (10:00 AM)
Bid Submission Start Date	19:11.2016 (10:00 AM)
Bid Document Download End Date	12.12.2016 (2:00 PM)
Bid Submission End Date	12.12.2016 (2:00 PM)
Bid Opening Date	12.12.2016 (4:00 PM)

1.4 Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Tenderers/Contractors are advised to follow the instructions provided in the Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app.

1.5 Tenderer who has downloaded the tender from the MOSPI website www.mospi.gov.in and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, https://eprocure.gov.in/epublish/app shall not tamper/modify the tender form including downloaded price bid template in any manner.

1.6 **EMD Payment:** Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

1.7 Interested tenderers are advised to visit again MoSPI website www.mospi.gov.in and CPPP website https://eprocure.gov.in/eprocure/app at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

10/11/16

(Pavan Kumar)
Deputy Director & HO (NSSTA)
Tele: 0120-2324952

PAVAN KUMAR
Head of Office
National Statistical Systems Training Academy (NSSTA)
Ministry of Statistics & Programme Implementation
Government of India
Greater Noida 201310

Q-11011/Admn (G)/18/2015-16/NASA

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(Pavan Kumar)
Deputy Director & HO (NSSTA)

Q-11011/Admn (G)/18/2015-16/NASA

Online bids are invited under Two Bid Systems for engagement of firm to supply stationery items to National Statistical Systems Training Academy (NSSTA), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201310.

A. Scope of The Work: To supply the specified stationery items as mentioned in Annexure I of the tender document on short notice and also as and when needed.

B. Eligibility Criteria:

1. The agency should be registered under relevant Act.
2. The agency should have PAN/TIN.
3. The agency should not be blacklisted by any Govt. agency.

C. Instructions to Tenderers:

Submission of Tender: The tender shall be submitted online in Two part, viz.,Technical bid and Financial bid as detailed in para 1.4 to 1.6 of NIT. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.

Technical bid: The following documents are to be furnished by the bidders along with the Technical Bid as per Annexure-II of the tender documents.

1. Scan copy of registration certificate of the firm issued by the appropriate authority.
2. Scan copies of PAN/TIN.
3. Signed copy of the undertaking (As per Annexure-III & IV).

Financial BID: Financial bid is to be submitted as per format given in Annexure-V. Bidder shall not tamper/ modify downloaded financial bid template in any manner.

D. Terms & Conditions:

1. Rates mentioned in the quotation if accepted shall remain same during the rate contract period (for a period of one year from the date of award of contract) and no request for any increase in the rates will be entertained during the period of contract.

2. The firm should be in a position to supply the specified items mentioned in the list enclosed (estimated demand) on short notice also as and when needed. The estimated demand may increase or decrease.

3. The rate should be inclusive of delivery charges to the office of National Statistical Systems Training Academy, Plot No.-22, Knowledge Park-II, Greater Noida.

4. The firm should be registered with the government for the purpose of VAT/ Service Tax etc.

5. Delivery of supply order shall be made within 1-2 days maximum. If any complaint is not undertaken with a day and if the replacement of any defective/ damage stationery item is not done, a penalty as deem fit will be charged.

6. No advance payment shall be made to the agency; however payment shall be made after supply of all items of supply order. If any single item is not supplied of the supply order, the payment of whole will not be made in any circumstance. The rate contract shall be valid for a minimum period of one year from the date of notification of the rate contract. However, the contract period shall be extended further, subject to satisfactory service, on year to year basis on mutually agreed Terms & Conditions.

7. The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the competent Authority, National Statistical Systems Training Academy, Greater Noida.

8. Tender must be accompanied to be security (EMD) of an amount of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Account payee Demand Draft in favour of Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, payable at New Delhi. The EMD may be submitted at NSSTA, Greater Noida. Tender without EMD will not be accepted under any circumstances. The bid security (EMD) will be refunded to the unsuccessful bidders after finalization of the contract without any interest.

9. Successful bidder will have to further deposit an additional amount of Rs.50,000/- (Rupees fifty thousand only) as **performance security/ security deposit** in the form of Bank Guarantee/ Pay Order/ Demand Draft in favour of “Pay & Account Officer, Ministry of Statistics and Programme Implementation, New Delhi. The Security Deposit should be valid beyond 90 days of the completion of the contract. No interest will be paid to the Contractor for the amount of Security Deposit during the period of agreement. The Security Deposit will be returned without any interest after successfully competition of the contract. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.

10. The estimated quantity required has been indicated in Annexure-I in schedule of requirement. It is mandatory to fill the rates of all the items mentioned in Annexure-V, otherwise bids will be rejected.

11. Detailed information/ terms and conditions for the purpose can either be obtained from Head of Office, National Statistical Systems Training Academy, Plot No-22, KP-II, Greater Noida or downloaded from the website http://www.mospi.nic.in or http://eprocure.gov.in/eprocure/app.

12. Declaration/ undertaking Letter as per Annexure-III & IV should be filled in with the signature on the letter head of the company.

13. The National Statistical Systems Training Academy (NSSTA) reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the Tender Evaluation Committee (TEC) in this regard shall be final and binding on the firm.

14. **Penalty Clause:** This Academy will not accept any duplicate/ substandard item or items. The manufacturing date should not be older than six months from the date of supply order. If the supplier is not able to supply the items of desired quality, appropriate action such as imposition of penalty and cancellation of agreement or forfeiture of security deposit as the competent authority may deem fit will be taken against default suppliers. Therefore, the items supplied should be as per specifications/ brand from the original manufactures.

15. **Arbitration Clause:** In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/ firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Delhi/ Noida jurisdiction**.

16. **Criterion for Evaluation Financial bid:** The Financial Bids would be considered only of those bidders who have been technically qualified by the Tender Evaluation Committee of NSSTA. The L-1 Bidders will be decided by considering lowest prices quoted for all stationary items as per annexure V of tender document.

Annexure-I

Schedule of Requirement

S No.	Name of items	(Unit)
1.	Attendance Register	15
2.	Binder Clip 25mm pkt, SDI/Oddy	20 Packet
3.	Calculator (Casio, 12 Digit MJ-120D)	10
4.	Cartridge sheet (Lotus snow white A4)	1000 sheet
5.	Correction pen (World one/Camlin)	50
6.	Conference Pad (Hans/Lotus/Neelgagan)	200
7.	Cello Tape -2.5” (Classic/Wonder)	50
8.	Cello Tape -0.5” (Classic/Wonder)	50
9.	Certificate folder printed (as per sample)	1000
10.	Cell AAA (Duracell/ Nippo/ Eveready)	50
11.	Cell AA (Duracell/ Nippo/ Eveready)	50
12.	CD-R (Moserbaer)	500
13.	Dak Pad	100
14.	Duster White (24’’ * 24’’ cloth)	100
15.	Duster White Board magnetic (Oddy)	50
16.	Dispatch Register Ruled (6Qr, Saraswati/ABD)	20
17.	Diary Register (8Qr, ABD)	20
18.	Envelop yellow laminated 16”*12” (World one Printed as per sample)	500
19.	Envelop yellow laminated 12”*10” (World one Printed as per sample)	500
20.	Envelop kraft paper 10”*4.5” (Printed as per sample)	2000
21.	Envelop window kraft paper 10”*4.5” (Printed as per sample)	2000
22.	Eraser Natraj 621	100
23.	Flag (Desmat/ Oddy/ World one (25mm*25mm)	100
24.	Fevicol craft Glue tube 50gm	50
25.	File Board thick (Neelgagan 51)	1000
26.	File Cover (Duly Printed as per sample)	1000
27.	File Tag bundle of 20pcs as per sample	100
28.	Gem Clip (Rubber coated/ Oddy 26 mm)	100
29.	Glue Stick (fevi stick, 15 Gms)	100
30.	Gum Bottle 700ml Camel	10

31.	Glass tumbler (Borosil vision,350ml)	100
32.	Highlighter (Camlin, Glolitre)-Pack of 5 Colors	150
33.	Index Register (6 Qr ABD/ Saraswati)	5
34.	Marker Pen, White Board (Luxor)	200
35.	Marker Pen, Permanent (Luxor)	50
36.	My Clear Bag (World one, DC-205)	200
37.	Notesheet Pad (Neelgagan 100 GSM, 80 sheet)	500
38.	Notebook- Matrix Premium (as per sample)	1000
39.	Packing Brown Tape (3”*50 mtrs, classic/wonder)	20
40.	Pencil Natraj (621)	200
41.	Pen Reynolds (045)	200
42.	Pen Drive, (8GB, HP, V215B)	1000
43.	Pen Pilot 0.5 Luxor	1000
44.	Pen Pilot V5 Luxor	200
45.	Plastic Folder L-Type (World one)	200
46.	Punch Machine Single Hole Kangaro (SHP-20)	50
47.	Paper Cutter (Natraj big)	40
48.	Plastic Sutli	5 kg
49.	JK Photocopy Paper A-4 (75 GSM)	550 Rims
50.	JK Photocopy Paper A-3 (75 GSM)	10 Rims
51.	Packing Paper Brown	20
52.	Packing Cloth	50 meter
53.	Paper Weight Glass (Kabica)	50
54.	Pen Stand (As per sample)	100
55.	Post it sticky note 3”x3” (Desmat/ Oddy)	50
56.	Post it sticky note 3”x4” (Desmat/ Oddy)	50
57.	Post it sticky note 3”x5” (Desmat/ Oddy)	50
58.	Ruled Register Neelgagan 2 quire	50
59.	Ruled Register Neelgagan 4 quire	50
60.	Ruled Register Neelgagan 6 quire	50
61.	Spiral Pad (Duly printed as per our sample)	1000
62.	Sharpener Natraj	50
63.	Sheet protector (World one LF004, A4)	1000
64.	Stamp Pad (Fabber Castle/Ashoka)	10
65.	Stapler Machine (No. 10, Kangaro)	50

66.	Stapler Machine 12S/ 17 (kangaro)	5
67.	Stapler Machine (No. HD-10D, Kangaro)	50
68.	Stapler Pin (No. 10, Kangaro)	200 packet
69.	Stapler pin 12L/17 (kangaro)	50 packet
70.	Stapler Pin No. 24/6, Kangaro)	200 packet
71.	Scissor 7” (kangaro/ munix/ GL-2185)	10
72.	Spiral Binding Strip pkt (as per sample)	50
73.	Sheet Cover Sheet set pkt (as per sample)	100
74.	Scale 12” plastic (Camlin exam)	20
75.	Service Book (ABD)	100
76.	Sealing Wax-400gm pkt, (Ashoka)	5 Packet
77.	Stock Register (6 qr ABD/ Sarswati)	10
78.	Spiral Pad printed- 70 sheets (as per sample)	1000
79.	Training Bag_Official (as per sample)	1000
80.	Tissue Paper Soft (Essence)-2 Ply, 200 Sheets	400
81.	Towel Chair (full size)- Bombay Dying	50
82.	Towel hand (size 60 x 40 cm) - Bombay Dying	50
83.	Water bottle (Nayasa/ Milton/ Pearl pet)	50

Annexure-II

Proforma for Technical Bid

The agencies are requested to furnish the following information/documents for Technical evaluation. The documentary proof is required for each information:

S No	**Description**	**Detailed to be filled up**	**Page Number of this tender document where copy/certificate is attached**
1	Name of the firm/ company		
2	Address (along with phone no and Email)		
3	Registration no. of the firm/ company (copy enclosed)		
4	Whether firm is registered under Sales Tax/ service tax/ VAT etc (copy enclosed)		
5	PAN No TIN No VAT No (copy enclosed)		
6	Whether Declaration as per Annexure III and Undertaking as per Annexure IV submitted. (copy enclosed)		
13	Details of Earnest Money Deposit (EMD)		

Note: Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. NSSTA may demand original documents for verification.

Authorized Signatory _____
Name _____
Designation_____

Place:
Date:

Annexure-III

DECLARATION

I,.....Son/ Daughter/ Wife of Shri.....Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

2. It is certify that I/ we have carefully read the entire terms & conditions of the tender documents of the contract agreement and shall abide hereby the terms & conditions/ clauses contained therein.

3. I/ We,am/are not involved in any major litigation that may have impact of affecting or compromising the delivery of the services as required under this tender.

4. The information/documents furnished along with the above are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

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Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:
Date:

ANNEXURE-IV

UNDERTAKING BY THE AGENCY

I,_____on behalf of _____(Name of the firm/agency) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I,_____ on behalf of _____ (Name of the firm/agency) hereby declare that our organisation or the staff to be provided has no business or direct family relationship with member(s) of NSSTA and /or NSSTA employees or persons positioned in or on the Board of these two organisations by whatever process.

I,_____on behalf of _____(Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I,_____ on behalf of _____(Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____(Name of the firm/agency) would be debarred from any further engagement by NSSTA ever.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:
Date:

Annexure-V

Financial Bid

S.No.	Name of items	Quantity	Rates in Rs (Inclusive of all taxes)*
1.	Attendance Register	Per piece	
2.	Binder Clip 25mm pkt, SDI/ Oddy	Per packet	
3.	Calculator (Casio, 12 Digit MJ-120D)	Per piece	
4.	Cartridge sheet (Lotus snow white A4)	Per piece	
5.	Correction pen (World one/Camlin)	Per piece	
6.	Conference Pad Hans/ Lotus/ Neelgagan)	Per piece	
7.	Cello Tape 2.5”(Classic/Wonder)	Per piece	
8.	Cello Tape -0.5” (Classic/Wonder)	Per piece	
9.	Certificate folder printed (as per sample)	Per piece	
10.	Cell AAA (Duracell / Nippo / Eveready)	Per piece	
11.	Cell AA (Duracell / Nippo / Eveready)	Per piece	
12.	CD-R (Moserbaer)	Per piece	
13.	Dak Pad	Per piece	
14.	Duster White (24’’ * 24’’ cloth)	Per piece	
15.	Duster White Board magnetic (Oddy)	Per piece	
16.	Dispatch Register Ruled (6Qr, Saraswati /ABD)	Per piece	
17.	Diary Register (8Qr, ABD)	Per piece	
18.	Envelop yellow laminated 16”*12” (World one Printed as per sample)	Per envelop	
19.	Envelop yellow laminated 12”*10” (World one Printed as per sample)	Per envelop	
20.	Envelop kraft paper 10”*4.5” (Printed as per sample)	Per envelop	
21.	Envelop window kraft paper 10”*4.5” (Printed as per sample)	Per envelop	
22.	Eraser Natraj 621	Per piece	
23.	Flag (Desmat/ Oddy/ World one 25mm*25mm)	Per packet	
24.	Fevicol craft Glue tube 50gm	Per piece	
25.	File Board thick (Neelgagan 51)	Per piece	
26.	File Cover (Duly Printed as per sample)	Per piece	
27.	File Tag bundle of 20pcs as per sample	Per bundle	
28.	Gem Clip (Rubber coated/ Oddy 26 mm)	Per packet	

29.	Glue Stick (fevistick, 15 Gms)	Per piece	
30.	Gum Bottle 700ml Camel	Per piece	
31.	Glass tumbler (Borosil vision,350ml)	Per piece	
32.	Highlighter (Camlin, Glolitre)- pack of 5 colors	Per piece	
33.	Index Register (6 Qr ABD/ Saraswati)	Per piece	
34.	Marker Pen, White Board (Luxor)	Per piece	
35.	Marker Pen, Permanent (Luxor)	Per piece	
36.	My Clear Bag (World one, DC-205)	Per piece	
37.	Notesheet Pad (Neelgagan 100 GSM, 80 sheet)	Per piece	
38.	Notebook- Matrix Premium (as per sample	Per piece	
39.	Packing Brown Tape (3”*50 mtrs, classic/wonder)	Per piece	
40.	Pencil Natraj (621)	Per piece	
41.	Pen Reynolds (045)	Per piece	
42.	Pen Drive, (8GB, HP, V215B)	Per piece	
43.	Pen Pilot 0.5 Luxor	Per piece	
44.	Pen Pilot V5 Luxor	Per piece	
45.	Plastic Folder L-Type (World one)	Per piece	
46.	Punch Machine Single Hole Kangaro (SHP-20)	Per piece	
47.	Paper Cutter (Natraj big)	Per piece	
48.	Plastic Sutli	Per kg	
49.	JK Photocopy Paper A-4 (75 GSM)	Per Rim	
50.	JK Photocopy Paper A-3 (75 GSM)	Per Rim	
51.	Packing Paper Brown	Per Sheet	
52.	Packing Cloth	Per Meter	
53.	Paper Weight Glass (Kabica)	Per piece	
54.	Pen Stand (As per sample)	Per piece	
55.	Post it sticky note 3”x3” (Desmat/ Oddy)	Per Packet	
56.	Post it sticky note 3”x4” (Desmat/ Oddy)	Per Packet	
57.	Post it sticky note 3”x5” (Desmat/ Oddy)	Per Packet	
58.	Ruled Register Neelgagan 2 quire	Per piece	
59.	Ruled Register Neelgagan 4 quire	Per piece	
60.	Ruled Register Neelgagan 6 quire	Per piece	
61.	Spiral Pad (Duly printed as per our sample)	Per piece	
62.	Sharpener Natraj	Per piece	

63.	Sheet protector (World one LF004, A4)	Per piece	
64.	Stamp Pad (Fabber Castle/Ashoka)	Per piece	
65.	Stapler Machine (No. 10, Kangaro)	Per piece	
66.	Stapler Machine 12S/ 17 (kangaro)	Per piece	
67.	Stapler Machine (No. HD-10D, Kangaro)	Per piece	
68.	Stapler Pin (No. 10, Kangaro)	Per packet	
69.	Stapler pin 12L/17 (kangaro)	Per packet	
70.	Stapler Pin No. 24/6, Kangaro)	Per packet	
71.	Scissor 7” (kangaro/ munix/ GL-2185)	Per piece	
72.	Spiral Binding Strip pkt (as per sample)	Per Packet	
73.	Sheet Cover Sheet set pkt (as per sample)	Per Packet	
74.	Scale 12” plastic (Camlin exam)	Per piece	
75.	Service Book (ABD)	Per piece	
76.	Sealing Wax-400gm pkt, (Ashoka)	Per Packet	
77.	Stock Register (6 qr ABD/ Sarswati)	Per piece	
78.	Spiral Pad printed-70 sheets (as per sample)	Per piece	
79.	Training Bag_Official (as per sample)	Per piece	
80.	Tissue Paper Soft (Essence)-2 Ply, 200 Sheets	Per piece	
81.	Towel Chair (full size)- Bombay Dying	Per piece	
82.	Towel hand (size- 60x 40 cm)- Bombay Dying	Per piece	
83.	Water bottle (Nayasa/ Milton/ Pearl pet)	Per piece	
TOTAL			

*Rates must be quoted inclusive of all taxes and as per unit indicated in the column.

Total Cost (inclusive of all taxes)= Rs……..

(Both in Rs. And words)=……

(Signature of Authorized Signatory
alongwith Official seal)

Place:
Date: