



Government of India
Ministry of statistics & Programme Implementation
National Sample Survey Office
Data Processing Centre
Ahmedabad

No. D-21019/Misc./2016/51

Date: 06.04.2016

Tender Notice for procurement of folders

Sealed tenders are invited from the interested vendors for procurement of about 800 specially designed plastic folders for office use from able and willing firms. The specification of the desired folder is given below:

1. SPECIFICATION:

- (i) The length, breadth and height of the desired folder should be about 36 cm, 25 cm and 3.5 cm respectively.
- (ii) The inner left side of the folder should have an envelope like arrangement in which a bundle of around 200 A-4 size papers can be accommodated.
- (iii) The inner right side of the folder should have the arrangement of clear pocket to file around 20 punched A-4 size papers.
- (iv) The flap cover of the folder should have press button.
- (v) The front side of the folder should have visiting card folder.
- (vi) The material of the folder must be in accordance with those of sample folder.

For better understanding the design & material of the folder, bidders are advised to visit the office and see the sample folders available in the office. The representative of the firm may be sent in the office situated at NSSO, DPC, 3rd floor, Navdeep House, Ashram Road, Ahmedabad with prior permission for examination of sample folder during 11 AM to 5 PM from 11.04.2016 to 22.04.2016 except on Saturdays, Sundays and Govt. Holidays.

2. AMENDMENT OF BID DOCUMENTS:

- (i) At any time, prior to the date for submission of bids, the Office may, for any reason whether suo motto or in the response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.
- (ii) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Office may, at its discretion, extend the deadline for the submission/opening of bids suitably.

3. PREPARATION OF BIDS:

The bidder shall bear all costs associated with the preparation & submission of the bid. The Office will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. SIGNING OF BID:
- (i) The bidder shall submit, as a part of his bid, the bid documents (in original) duly signed establishing the conformity of his bid documents.
 - (ii) The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder in which case, the person or persons signing the bid shall sign such corrections with date.
 - (iii) The tenderer will be bound by all terms & conditions as detailed in the tender documents.
 - (iv) Any tender with conditions other than those specified in the tender documents is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after submission of the tender.
5. SUBMISSION OF BIDS:
- (i) The tender should be submitted in a sealed envelopes super-scribed as "Tender for plastic folder".
 - (ii) On envelope the name, address and contact no. of the tenderer must be clearly mentioned & should be properly sealed.
 - (iii) The tenderer is to ensure the delivery of the tender at the correct address. The Office shall not be held responsible for delivery of bid to the wrong address.
 - (iv) The interested parties should send their proposal in a sealed cover super-scribing "Tender for plastic folder" to the Assistant Director and Head of Office, NSSO(DPC), 3rd floor, A-Wing, Navdeep House, Ashram Road, Ahmedabad – 380 014 latest **by 02.05.2016, 5:00 PM.**
6. LATE BIDS:
- Tenders will not be accepted after the specified date and time of submission of the tender and the same shall be rejected. It is the sole responsibility of the tenderer that he should ensure timely submission of the tender.
7. POSTPONEMENT OF TENDER OPENING:
- (i) Whenever it is considered necessary to postpone the opening date of tenders, it will be communicated to all bidders who have submitted their tender. Such notice of extension of date of opening will also be put-up on the notice board of the office.
 - (ii) In case the date fixed for opening the Bids of the tender is declared as holiday subsequently by the Government of India, the revised date and time for opening the bids will be notified. However, in the absence of any such notification, the bids will be opened on the next working day at the same time and venue as notified earlier.
8. MODIFICATIONS AND WITHDRAWAL OF BIDS:
- Bidder will not be allowed to modify or withdraw the bid subsequent to the submission of bids.
9. BID OPENING AND EVALUATION:
- The tenders will be opened on **03.05.2016 at 11.30 A.M.** Office will open the bids in the presence of bidders or their authorized representatives who choose to attend. The bidder's representatives, who are present, shall sign an attendance register.



10. CLARIFICATION OF BIDS BY THE OFFICE:

To assist in examination, evaluation & comparison of bids, the Office at its discretion ask the bidder for clarification of its bid. However, no post-bid clarification at the initiative of the bidder shall be entertained.

11. BID SECURITY:

- (i) A **bid security of Rs. 2500/-** in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or bank guarantee from any of the commercial banks in an acceptable form may be submitted alongwith technical bid.
- (ii) The bid security should remain valid for a period of forty-five days beyond the final bid validity period.

12. While submitting the Tender following points may be kept in mind:

- (i) The firm should provide documentary evidence of VAT number, PAN number, Trade License Number etc. alongwith the tender.
- (ii) The sample of the material to be used in making of folder should be enclosed alongwith the tender.
- (iii) The design and material of the desired folder must be in accordance with those of sample folder.
- (iv) Tenders without bid security shall be rejected.
- (v) The rate quoted in the tender should be valid for at least sixty days from the last date of the submission of the tender.

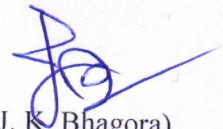
13. On acceptance of tender of any firm, the supply of folders with desired design and quality should be done within three weeks of issuing the order.

14. If the design and quality of the supplied plastic folders are not in accordance with those of sample folders, the same will not be accepted and order of supply will stand cancelled.

15. PAYMENT:

Payment will be made only after successful delivery of the desired folder to this office. No advance payment will be made.

16. This office reserves the right to reject any bid without assigning any reason.



(J. K. Bhagora)
Assistant Director &
Head of Office

Tel. No.: (079) 27545398

Copy to:

1. The DDG, Computer Centre, MOS&PI, New Delhi with a request to upload this on the website of the Ministry and on www.tenders.gov.in
2. Notice Board, NSSO, DPC, Ahmedabad