

दूरभाष-2412920
भारत सरकार
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय
(क्षेत्र संकार्य प्रभाग)
केन्द्रीय सरकारी कार्यालय परिसर
ब्लाक-2, एन.एच.-4
फरीदाबाद-121001 (हरियाणा)

Speed-Post
Tel-2412920
Government of India
Ministry of Statistics & Programme
Implementation
National Sample Survey Office
(Field Operations Division)
C.G.O. Complex, Block-2,
N.H.-IV, Faridabad-121001.
(HARYANA)

D-15016/2/Stationary /2016-17/Admn.

Dated: 11.04.2016

To

As per list attached.

Sub:- Limited Tender Notice for award of rate contract for Purchase/ Supply of Official Stationery items and General items – reg.

Sir,

I am directed to say that this office intends to invite sealed quotations for award of rate contract for a period of one year for purchase/ Supply Of Official Stationery items and General items as per terms and conditions given in **Annexure-I**.

2. The reputed suppliers of stationery items are requested to submit their rate quotations. The Tender should be submitted in sealed cover superscribed as “**Purchase/ Supply of Official Stationery Items**” and should contain the following documents:

- (i) The proforma as per **Annexure-I**, duly filled in, alongwith relevant documents/ information.
- (ii) Earnest Money Deposit (EMD).

3. Tender should be addressed to the **Head of Office, NSSO (FOD), A.S.Wing, CGO Complex, Block No.II, N.H.-IV, Faridabad** and reach this Office latest by 05.00 P.M. on or before 29.04.2016.

4. The quotations will be opened by the Purchase Committee in Director’s Chamber on 02.05.2016 at 10.00 A.M. in the presence of participating bidders, who may wish to be present. Quotations received after stipulated time and date will be rejected forthwith.

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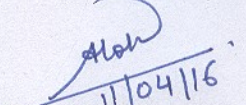
5. The Competent Authority of this office reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

6. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-1 before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this office.

7. The Tender document can be downloaded from the website of this Ministry i.e. www.mospi.gov.in

Encl: As above.

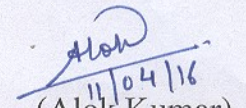
Yours faithfully,


11/04/16
(Alok Kumar)

Deputy Director & Head of Office

Copy to:

The Deputy Director General, Computer Centre, East Block, R.K.Puram, New Delhi with a kind request to upload the tender documents on the website of MoS & PI and the tender.gov.in under tender head.


11/04/16
(Alok Kumar)

Deputy Director & Head of Office

TERMS AND CONDITIONS

The terms and conditions of the contract are as indicated below:

1. The invitations is open to all manufacturers, their suppliers and general order suppliers, who are having at least 02 year of experience in supply of stationery items/other items to the Ministries/Department of the Central Government and also NCCF & Kendriya Bhandar. The bidder should be located in the National Capital Region of Delhi.
2. Quotation should be submitted on Letter Head of the Firm and the rates should be quoted in words as well as in figures. Corrections, if any, should be duly attested by the bidder.
3. Rates mentioned in the quotation, if accepted, shall remain same during the rate contract for a period of one year and no request for any increase in the rates will be entertained during the contract period. No advance payment will be made.
4. The firm whose rates are found to be lowest may be required to display sample of non-branded items. If sample of the lowest quoted firms is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
5. The sample deposited shall remain in the custody of this office during the contract period.
6. NSSO (FOD), A.S.Wing Faridabad will not accept any duplicate/ substandard items not matching the sample. If the supplier is not able to supply the items as per sample, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture of EMD/Performance Security deposited with the contract including blacklisting the firm.
7. The firm should be in a position to supply of Stationery/ Sanitary items on short notice and also as and when needed. The firm should be able to provide these items on holiday/ Saturday/ Sunday also.
8. All items have to supplied to NSSO (FOD), A.S.Wing, CGO Complex, Faridabad. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.
9. The firm should be registered with the Government for the purpose of VAT/States Tax etc. and the copy of certificate should be attached with the bid documents alongwith TIN number.
10. Rates should be quoted in the prescribed proforma as at **Annexure-III**. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT/CST and local Taxes, if any, which shall be paid by NSSO (FOD), A.S.Wing Faridabad.
11. The competent authority in the NSSO (FOD), A.S.Wing, Faridabad reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) or not to award the contract to the lowest bidder without giving any

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notice or assigning any reason thereof. The decision of competent authority in this regard will be final and binding.

12. Duly constituted committee shall open and evaluate the bids. The bidder(s) with the lowest quotation shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other technically responsive bidders of the items for which his/their rates are higher.
13. After expiry of the contract, NSSO (FOD), A.S.Wing, Faridabad may extend the contract for the period decided by the competent authority.
14. In case of repeated failure to supply the items indented by the NSSO (FOD), A.S.Wing, Faridabad within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from performance security or from the pending bills, the firm shall also be barred from participating in any future Tenderers of the NSSO (FOD), A.S.Wing, Faridabad.
15. The items as per the approved specifications should be supplied within three days after receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cost per day of delay, if the delay, if the delay is attributable to supplier).
16. The Stationery items are generally purchased on monthly/quarterly basis. However, the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity. Hence, NSSO (FOD), A.S.Wing shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during the validity.
17. EMD of an amount of Rs.20,000/- (Rupees Twenty thousand only) has to be deposited in the form of Demand Draft drawn in favour of "PAO, Ministry of Statistics & Programme Implementation, New Delhi. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidder within 15 days after finalization of the contract. Successful bidder will have to further deposit an amount of equivalent to 10% of the approximate total value of the contract in the form of demand draft or fixed deposit receipt or Bank Guarantee as performance security which will remain with the NSSO (FOD), A.S.Wing till 2 months (60 days) after the expiry of the contract. The EMD of successful bidder will be refunded once he deposits performance security.
18. In case a supplier is not able to supply the above items which have been requisitioned on urgent basis on telephone without formal supply orders, within the stipulated period of time, the supply order shall be cancelled and the Performance Security shall also be forfeited immediately.
19. In case, the supplier is found in breach of any condition(s) of the contract at any state or services of the supplier is found not to be the satisfaction of competent authority of this office, the contract may be terminated. The decision of the competent authority shall be final and binding in this regard.
20. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in NSSO (FOD), A.S.Wing, Faridabad.
21. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.

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Information related to the firm/supplier

S.No.	Particulars	To be filled by the Tenderer
1.	(a) Name of Firm/Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2.	PAN Number (copies to be enclosed)	
3.	CST/VAT Registration Certificate (copies to be enclosed) (TIN Numbers)	
4.	Service Tax Registration No. (copies to be enclosed)	
5.	List of Government Ministries/Department/Clients showing experience in the field (copies/contracts/orders placed on the agency during last 2 year should be attached)	
6.	Whether copies of Income Tax Return for last 2 year attached.	
7.	Details of EMD	
	i. Amount	
	ii. Draft No.	
	iii. Date	
	iv. Issuing Bank	
8.	Whether terms and conditions is acceptable or not?	
9.	Whether the firm is blacklisted by any Government/Department or any criminal case is registered against the firm or its owner/Partners anywhere in India (If No, an undertaking to this effect may be attached)	

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:

Place:

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Annexure-III

		कम्प्यूटर सामग्री का विवरण इस प्रकार है :-		
No	Name of Item	Rate	Rate	
1	Sponge Pad (Star)		1 Dotmatrix Ribbon TVSMSP 445	
2	Fevistick Size 15 gm (Kores)		2 Dotmatrix EPSON 2175 Printer Ribon	
3	Cello tape 1/2"		3 Toner 2612A (HP)	
4	Renold Pen Blue,Red & Black (045 Renole Fine Carbure)		4 Toner 53A (HP)	
5	Pilot Pen Blue Vs(Hi-Tec Point 0.5)		5 Toner 5949A (HP)	
6	White Fluid Pen(Kores) Eraz-Ex 12 ML		6 Toner 78 A (HP)	
7	White Fluid (Kores)Eraz-Ex		7 Toner 36 A (HP)	
8	Gems Clips (Plastic Cover)Libra Colour		8 Computer Paper 80 Col.(Century) Citizen	
			9 Anti Virus(Quick Heal) 1 Pkt. Of 10	
			10 Toner 901 (Black)	
9	Scale (Plastic 12") जममस		11 Toner 901 (Coloured)	
10	Tag(50 each)		विभिन्न प्रकार का सामान का विवरण इस प्रकार है :-	
11	Colour Flag slip			
12	Paper Cutter(Natraj)		1 Batary 12V x 17Ah(Exide)	
13	Eraser (Apsara Nondust eraser Pkd of 20)		2 Batary 7V x 17Ah(Exide)	
14	Sharpener (Natraj)		3 Candle (6 Candles total wgt.500 G.)	
15	Highlighter Pen (Cello)			
16	Photostat Paper(Century) Star of aprox 75 GSM		4 Dirking Glass(Set) of medium quality(give name of Brand)	
17	Stappler Pin(Kangaro)No.10 (1M)		5 Cup set(Hitkari) of Fine Bone china	
18	Stapler(Kangaro) 10/Ex.No.24/6		6 Pencil Cell (Everyday)	
19	File Flaps with cloth		7 Phynyl(Trisul) - 5 litre (WhiteColour)	
20	File Cover with Printetd details as per enclosed matter)		8 Liquid Shoap (5 litre) (Detol)	
	File Without Printed			
21	Register 2 Qrs. (195 pages)		9 Phool Jharo Heavy	
22	Register 1 Qrs. (98 pages)		10 Acid bottle (1 litre)	
23	Diary Register (12 Qr.)		11 Harpic (1 litre) Power Plus	
24	Dispach Register(12Qr.)			
25	Envelop S.E.-7A(Cloth)11/13		12 Colin Spray 500 ml.	
26	Envelop S.E.-5 Brown 1000 (10X4)		13 Duster(Farash) 36 X 36	
27	Envelop S.E.-6 Brown/White 11x5		14 Duster (Pocha) 36 X 36	
28	Note Sheet Pad (Shipra)		15 Vim 1 Kg.	
29	Writing Pad Citizen No33 (70 Sheet)		16 Odonil (big) Air freshner Jasmine Mist, 75 GramPkd	
30	Carbon(Kores)		17 Room Freshner (Jasmine Logic)	
31	Sealing Wax (Good Quality)		18 Sanitary Cube (Homacol)	
			19 Phynyl ball per packed	
			20 Baygon Sspray (1 Litre Jar) Johnson	
32	Duster (Small) 15 "x 15" of Medium Good Quality		21 Tube light(Philips) 28 W	
33	Paper Weight(Plastic) small		22 PL-C865/4P(Philips)18W	
34	Bindr Clip (Small)of 25mm of SASA		23 Sutli Good Quality (Plastic) Standard	
			24 Hashan clothe (per Mitre)	

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**List of Tenderers for Purchase/ Supply of Official Stationary Items &
General Items**

- 1- M/s. Choice Traders Co., 3A-91, NIT, Faridabad.
- 2- M/s Anand Traders, Shop No.98, New Market No3, NIT, Faridabad.
- 3- M/s Balaji Traders, Shop No. 72, 1st Floor, NH-IV, Behind K.C. Cinema, Faridabad
- 4- M/s The Faridabad Central Co-op. Consumer Stores Ltd., 2A-9A, B.P., NIT, Faridabad.
Super Bazar)
- 5- M/s.Kendriya Bhandar, Sector-47, NHPC, Faridabad.
- 6- M/s Haryana Stationery Mart, Market -1, NIT, Faridabad.
- 7- M/s Chirag Traders, 3-B/6, NIT, Faridabad.
- 9- M/s Delhi Stationery Mart, D-11, Behind Canara Bank, Nehru Ground, Faridabad
- 10- M/s Munjal Book Depot, KC Raoad, NIT, Faridabad
- 11- M/S Haryana Book Depot, KC Raoad, NIT, Faridabad
- 12- M/s Deepak Enterprises, Shop No.1, Saluja Complex, Faridabad
- 13- M/s Horizon Technologies Stationers & Traders, Shop NO-7 Sector 16-A, Opp-
Nehru College, Faridabad
14. M/s Mahadev Pustak Bhandar, Shop No. 191, Huda Mkt., Sect-09, Faridabad –
121006
- 15 M/s Shiv Industrial Stationars, Shop No-E-37, Main Road Sanjay Colony, Sect-22
Faridabad-121005 (Opposite Punjab Rolling Mill)
16. M/s Gulalti Pustak Bhandar, Shop No 5-6, NIT, Faridabd, Haryana -121001
- 17- Notice Board

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