

F. No. D-15014/1/2015-CC
GOVERNMENT OF INDIA
COMPUTER CENTRE
MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION

East Block 10, R.K. Puram
New Delhi 110 066
Dated: 26.05.2015.

E – TENDER NOTICE

Sub:- E- TENDER FOR SUPPLY OF STATIONERY, SANITARY, MISCELLANEOUS AND COMPUTER CONSUMABLE ITEMS IN THE COMPUTER CENTRE.

Computer Centre, Ministry of Statistics & Programme Implementation invites online tender under two bid system from registered and authorised service providers/ agencies for supply of stationery, sanitary, miscellaneous and computer consumable items in this Centre. **Manual bids shall not be accepted.**

2. Bids/Tenders should be submitted only online through Central Public Procurement Portal (CPPP): <http://eprocure.Gov.in/eprocure/app>. Tenderers/ Contractors are advised to follow the instructions provided in the Instructions to the Contractors/Tenders for the e-submission of the bids online through the CPPP for e-Procurement at <http://eprocure.Gov.in/eprocure/app>.

3. CRITICAL DATE SHEET:

Procedure/Schedule for Tender	Date
Bid Document Download / sale start Date	27 th May, 2015
Clarification Start Date	27 th May, 2015
Clarification End Date	27 th May, 2015
Pre bid meeting	Not applicable
Bid Submission Start Date	27 ^h May, 2015
Bid Document Download end date	03.00 PM, 16 th June, 2015
Bid Submission End Date	03.30 PM, 16 th June, 2015
Technical bid opening date	04.00 PM, 16 th June, 2015
Financial bid opening date	Will be notified later.

4. Tender documents can be downloaded from Ministry's Website <http://www.mospi.nic.in> and CPP Portal <http://eprocure.Gov.in/eprocure/app>. Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and Central Public Procurement Portal (CPPP) website <http://eprocure.Gov.in/eprocure/app> shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered or modified in any manner, tender will be completely rejected and EMD will be forfeited and Tenderer will be banned for future.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP. From: <http://eprocure.Gov.in/eprocure/app>

REGISTRATION:

- 1) Bidders are required to enrol on the e- procurement module of the Central Public Procurement Portal (URL: <http://eprocure.Gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPPP which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as a part of the registration process. These would be used for any communication from the CPP portal.
- 4) Upon enrolment, the bidders will be required to register their valid digital Signature Certificate (Class 2 or Class 3 Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. sify/nCode/eMudhra tec.), with their profile.
- 5) Online one valid DSC should be registered by bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then may log in to the site through the secured log-in by using their user ID and password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. To search for a tender published on the CPP.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 2) Please go through the Tender Advertisement and the tender document carefully to understand the documents required to be submitted. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready their bid documents to be submitted as indicated in the Tender document/schedule and generally, they can be in PDF/XLS/RAR/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same, set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not to upload again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i. e. on or before the bid submission date & time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/ EMD as applicable and enter details of the consumables.
- 4) Bidder should prepare the EMD as per the instructions specified in the Tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the Tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission. Otherwise the uploaded bid will be rejected.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded Tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender document become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal) will be displayed with the bid no., date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- 1) Any query relating to the Tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.
- 2) Any queries relating to the process of online bid submission of queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.

DETAILED TERMS & CONDITIONS OF THE TENDER:

- 1) Rates mentioned in the quotation if accepted shall remain same during the rate contracted period and no request for any increase in the rates will be entertained during the period of contract.
- 2) This Centre will not accept any duplicate/substandard item of items. The manufacturing date should not be more 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 specification/brand from the original manufactures.
- 3) The tenderer should have a well-established office, within the Municipal area of Delhi.
- 4) The firm should be in a position to supply the specified items mentioned in the list enclosed on short notice also as and when needed.

- 5) The rate should be inclusive of delivery charges to the Computer Centre, Ministry of Statistics & Programme Implementation located at East Block-10, R.K. Puram, New Delhi-110066.
- 6) The firm should be registered with the government for the purpose of VAT/Service Tax etc. and the copy of certificate should be attached with the bid documents failing of which bids will not be accepted.
- 7) The bidder should sign all the pages of the annexure while quoting rates.
- 8) The bidder should be a reputed government supplier (GOI/State Govt./PSU of GOI/NCT of Delhi) of said items with an experience of 3 years and also having sound financial standing with average annual turnover of Rs.50 Lakh (Rupees Fifty Lakh Only). Bidder should attach their audited balance sheet and Income Tax Returns of last three years (2011-12, 2012-13 & 2013-14) with the quotation.
- 9) The firm should have authorized distributor of the consumables. Ink signed Tender Specific Authorization letter (letter date should be on or after the date of publication of Tender Notice) should be attached with the tender.
- 10) Delivery of supply order shall be made within 1-2 days maximum. If the replacement of any defective/damage stationery item is not done a penalty as deem fit, will be charged.
- 11) **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 services, on year basis on mutually agreed terms & conditions.**
- 12) 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, Computer Centre, Ministry of Statistics & Programme Implementation, New Delhi. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi in the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
- 13) Tender must be accompanied with bid security (EMD) of an amount of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Account payee Demand Draft/pay order drawn in favour of Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, payable at New Delhi. Quotations without bid security will not be accepted under any circumstances. The bid security will be refunded to the bidders after finalization of the contract.

- 14) The estimated quantity required for a whole year is indicated in Annexure 1 in schedule of requirement. It is mandatory to fill the rates of all the items mentioned in Annexure 1. However, items will be ordered as and when required during the year. Maximum variation in quantity can be limited to +_ 20%. The firms are requested to keep in mind the economy of scale while quoting for the same. Different firms may be given different items depending upon L-1 quotation.
- 15) Detailed information/terms and conditions for the purpose can either be obtained from Under Secretary/General Administration, Computer Centre, Ministry of Statistics & Programme Implementation, East Block-10, R.K. Puram, New Delhi (Ph. No. 011-26103956) on all the working days from 16.00 to 17.00 hrs. or downloaded from the website <http://www.mospi.nic.in> or <http://eprocure.Gov.in/eprocure/app>.
- 16) Tender Acceptance Letter as per Annexure 2 should be filled in with the signature on the letter head of the company. Technical specification should also be filled strictly as per Annexure 3. The Computer Centre, Ministry of Statistics & Programme Implementation reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the Competent Authority, Computer Centre, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the firm.


(SHAKUN PARDASANI)

Under Secretary to the Government of India

✓ Copy to: Shri R.P. Thakur, Deputy Director (Web Unit), Computer Centre, with the request to arrange to upload the tender.

SCHEDULE OF REQUIREMENT

Rates should be quoted as per the unit/quantity indicate against each item.

Sl. No.	Name of the items	Estimated quantity required during the year	Rate/unit (Rs.)	% of VAT, if any
1.	Attendance Register	5		
2.	Assistant Diary	10		
3.	White Fluid Pen Kores	50		
4.	Cello Tape 1"	50		
5.	Duster White Small	1000		
6.	Duster White Big	200		
7.	Despatch Register	5		
8.	Dak Pad Neelgagan	20		
9.	Diary Register	15		
10.	Eraser Natraj	50		
11.	Engagement Stand Kebica	5		
12.	Flag Self adhesive multicolour	100		
13.	File Board neelgagan	500		
14.	File Tag bundle of 20 pcs	15		
15.	File Movement Register	5		
16.	Gem Clip (Rubber coated)	50		
17.	Glue Stick Kores	200		
18.	Highlighter Luxar	50		
19.	Log Book	2		
20.	Marker Pen Luxar	30		
21.	Notesheet pad neelgagan 100 GSM	100		
22.	Pencil Natraj	100		
23.	Pen Reynolds 0.5	1000		
24.	Pen Cello 0.5 Gripper	250		
25.	Pen Addgel Achiever	250		
26.	Pen Uniball	200		
27.	Punch Machine Single Hole Kangaroo	50		
28.	Plastic Folder L-type Neelgagan	500		
29.	Peon Book hard bound	10		
30.	Paper Cutter	50		
31.	Plastic Sutli – per kg	15		
32.	JK Photocopy Paper A-4 (75 GSM)	400		
33.	JK Photocopy Paper FS/Legal (75 GSM)	10		
34.	Packing Cloth per mtr	20		
35.	All Pin Single Packet	100		
36.	Pin Cushion	50		
37.	Paper Weight glass/plastic	100		
38.	Pen stand 4 socket with pen and paper roll Kebica	10		

39.	Pen stand 2 socket with pen kebica	30		
40.	Ruled Register Neelgagan 2 quire	200		
41.	Ruled Register Neelgagan 4 quire	20		
42.	Rubber Band – per kg	5		
43.	Slip Pad No.55 Neelgagan	100		
44.	Slip Pad No.33 Neelgagan	350		
45.	Sharpener Natraj	50		
46.	Stamp Pad Faber Castle	20		
47.	Shorthand Notebook Neelgagan	50		
48.	Stapler machine No. 10 Max-Japan	60		
49.	Stapler machine No. 24/6 Max-Japan	30		
50.	Stapler Pin No. 10 kores	50		
51.	Stapler Pin No. 24/6 Kores	50		
52.	Scissor 7"	20		
53.	Scale 12" Steel Kores	50		
54.	White Board marker Luxar	20		
55.	Alphabate Register	5		
56.	File Tray	40		
57.	Tag Big Green bundle of 20 pcs	5		
58.	Shorthand Pencil Natraj	20		
59.	Floor Duster	150		
60.	Wiper with stick	60		
61.	Broom stick soft	150		
62.	Broom stick hard	75		
63.	Cilinjo in ltrs.	100		
64.	Phenoyl in ltrs.	50		
65.	Dust collector	20		
66.	Dustbin	50		
67.	Homocol liquid soap in ltrs.	100		
68.	Odonil	100		
69.	Homocol Napthalene Balls in pkts.	100		
70.	Homocol Sanitary Cubes in pkts.	75		
71.	Room Freshner Spray	100		
72.	Harpic	150		
73.	Colin	150		
74.	Surf powder in kg.	100		
75.	Vim powder in kg.	100		
76.	Scrubber sponge	50		
77.	Scrubber steel	50		
78.	Mug	20		
79.	Bucket plastic normal size	10		
80.	Water Jug plastic Cello/Milton	50		
81.	Hit Red	75		
82.	Hit Black	75		
83.	Mayur Jug 15 ltr.	5		
84.	Water Bottle Pet 1 ltr.	30		
85.	Pencil Cell	200		
86.	Wall Clock without pendulum (Round or oval shape in Standard size.)	10		
87.	Tube light slim 28 watts. Bajaj	200		
88.	Tube light slim 36 watts. Bajaj	200		

89.	Choke for 28 watts tube light Bajaj	50		
90.	Choke for 36 watts tube light Bajaj	50		
91.	Envelope white small	500		
92.	Envelope white medium	1000		
93.	Envelope A-4 size yellow colour with plastic lamination inside.	500		
94.	Envelope brown SE-8	200		
95.	Glass Tumbler (Plain)	100		
96.	Glass Tumbler (Borosil)	60		
97.	Glass cover coaster	60		
98.	Cup and Saucer – 1 set of 6 nos	10		
99.	Towel Bombay Dyeing (78 x 150)	40		
100.	HP toner CE 278A	10		
101.	HP toner Q 7553A	3		
102.	HP toner Q 6511A	2		
103.	HP toner Q7551A	3		
104.	HP toner CE505AC	1		
105.	HP toner Q5949A	2		
106.	HP toner Q2610A	1		
107.	Xerox Printer 3210 Catridge	7		
108.	DVD with jewel case	500		
109.	CD with jewel case	200		
110.	CD Mailer	1000		

Signature with date
Seal of the Firm

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

.....
.....
.....

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:-
.....
.....

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No _____ to _____ (including all documents like annexure(s), schedule(s) etc.), Which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender condition of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklist/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect /untrue or found violated, then your department/Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Your Faithfully,

(Signature of Bidder)

Seal

TECHNICAL BID

Sl.No.- 1.	Name of firm	
2.	Address of Firm	
3.	Registration No. Of the firm/ company (copy enclosed) (Yes/ No)	
4.	PAN/ TIN/ VAT Registration No. (copy must be enclosed) (Yes/No)	
5.	Name of the authorized signatory	
6.	Specimen Signature of the authorized signatory	
7.	Telephone Number of the authorized signatory and other Telephone Numbers of the Firm/ Company	
8.	Whether the firm had enclosed EMD. If "YES" then DD/Pay order no	
9.	Details of the Contract/ Agreement with Ministries/ Departments/ Organizations/PSUs etc. in which the firm is engaged in supplying of stationery items for at least five years. Copies of work orders in which they have been given order for supplying of stationery items. Copies must be enclosed.	
10.	Income Tax returns as mentioned in the detailed terms and conditions of the tender: (Yes/No)	
11.	Under taking/ acceptance of terms & Conditions by the firm. (Separate sheet enclosed) – (Yes/No.)	

1. I have fully read the terms & conditions of the tender documents and agreeable to me/us.

Thanking you,

Yours faithfully,

Signature with date
Seal of the Firm