

Sardar Patel Bhawan,  
Sansad Marg, New Delhi-110001  
Dated: 07/04/2015.

**E - TENDER NOTICE**

**Sub:-E-TENDER FOR SUPPLY OF STATIONERY ITEMS IN THE MINISTRY OF STATISTICS & PROGRAMME IMPL EMENTATION.**

Ministry of Statistics & Programme Implementation invites online tender under two bid system from registered and authorized service providers/ agencies for supply of Stationery items in this Ministry. **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/Tenderers 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	08 <sup>th</sup> April, 2015
Clarification Start Date	08 <sup>th</sup> April, 2015
Clarification End Date	08 <sup>th</sup> April, 2015
Pre bid meeting	Not applicable
Bid Submission Start Date	08 <sup>th</sup> April, 2015
Bid Document Download end date	03:00 PM, 29 <sup>th</sup> April, 2015
Bid Submission End Date	03:30 PM, 29 <sup>th</sup> April, 2015
Technical bid opening date	04:00 PM, 29 <sup>th</sup> April, 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 <https://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 tempered or modified in any manner, tender will be completely rejected and EMD will be forfeited and Tenderer will be liable to be banned for future.

### **Instructions for Online Bid Submission**

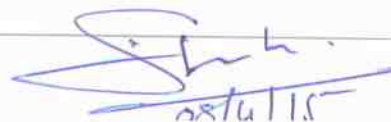
The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More useful information for submitting online bids on the CPP Portal may be obtained 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 CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username 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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a 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



Handwritten signature and date: 28/6/15



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.

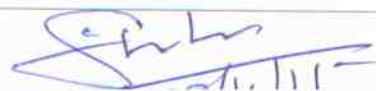
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **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/DWF/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.
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no., date & time of submission of the bid with all other relevant details.
- 10) 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 or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.

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## DETAILED TERMS & CONDITIONS OF THE TENDER

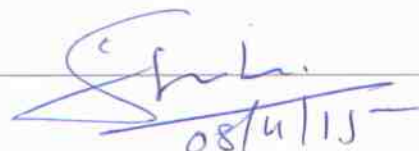
1. Rates mentioned in the quotation if accepted shall remain same during the rate contracted period and no request for any increase in the rates will be entertained during the period of contract.
2. This Ministry will not accept any duplicate/substandard item or items. The manufacturing date should not 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 manufacturers.
3. The tenderer should have a well-established office, located 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 office of Ministry of Statistics & Programme Implementation located at Sardar Patel Bhavan, Sansad Marg, New Delhi, Jeevan Prakash Building, K.G. Marg, New Delhi and West Block, R.K. Puram, New Delhi.
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/Sate 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 of last three years with the quotation.
9. Delivery of Supply order shall be made within 1-2 days maximum. If any complaint is not undertaken within a day and if the replacement of any defective/damage stationery item is not done a penalty as deem fit, will be charged.
10. **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 to year basis on mutually agreed Terms & Conditions.**
11. 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, 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.

12. Tender must be accompanied to bid security (EMD) of an amount of **Rs.50,000/-** (Rupees Fifty 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 unsuccessful bidders after finalization of the contract. Successful bidder will have to further deposit an additional amount of **Rs.1,50,000/-** (Rupees One Lakh Fifty Thousand Only) in the form of Account payee Demand Draft or Pay Order as performance security which (Total Rupees Two Lakh Only) will be returned after successful completion of the contract.
13. 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 I. Maximum variation in quantity can be limited to  $\pm 20\%$ . 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.
14. Detailed information/terms and conditions for the purpose can either be obtained from Under Secretary (Genl.), **Room No. 201**, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi (Ph. No. 011-23747929) or downloaded from the website <http://www.mospi.nic.in> or <http://eprocure.gov.in/eprocure/app>.
15. Tender Acceptance Letter as per **Annexure II** should be filled in with the signature on the letter head of the company. Technical specification should also be filled strictly as per **Annexure III**. The 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 Joint Secretary, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the firm.

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08/4/15

**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	Rate/ unit (Rs.)	% of VAT, if any
1	Attendance Register	75		
2	Assistant Diary	50		
3	Binder Clip 25 mm pkt	100		
4	Binder Clip 30 mm pkt	100		
5	Candle 6"	100		
6	White Fluid Pen Kores	1500		
7	Cello Tape 1"	600		
8	Duster White	2000		
9	Duster Orange	500		
10	Dispatch Register	50		
11	Dak Pad Neelgagan	50		
12	Signature Pad Neelgagan	50		
13	Diary Register	100		
14	Eraser Natraj	2000		
15	Engagement Stand Kebica	30		
16	Flag Oddy	1500		
17	File Board Neelgagan	15000		
18	File Tag bundle of 20 pcs	1500		
19	File Register	50		
20	File Movement Register	50		
21	Gem Clip (Rubber coated)	1500		
22	Glue Stick Kores	2500		
23	Gum Bottle 300ml Camel	500		
24	Gum Bottle 700ml Camel	200		
25	Glossy Paper Kodak	50		
26	Highlighter Luxar	1500		
27	Inkjet Paper	50		
28	Log Book	50		
29	Marker Pen Luxar	1000		
30	My Clear Bag	5000		
31	Notesheet Pad Neelgagan 100 GSM	2500		
32	Paper Supporter	1000		
33	Packing Tape 2" X 30-35 mtrs	1000		
34	Pencil Natraj	2500		
35	Pen Reynolds 0.5	5000		






36	Pen Cello 0.5 Gripper	1000		
37	Pen Pilot 0.5	5000		
38	Pen Pilot V5	1500		
39	Pen Addgel Achiever	1500		
40	Pen Uniball UB-150	500		
41	Pen Uniball UB-157	500		
42	Plastic Folder L-type Neelgagan	5000		
43	Punch Machine Single Hole Kangaroo (SHP-20)	500		
44	Punch Machine Double Hole Kangaroo	100		
45	Peon Book hard bound	500		
46	Paper Cutter	250		
47	Plastic Sutli - per kg	60		
48	JK Photocopy Paper A-4 (75 GSM)	8000		
49	JK Photocopy Paper A-3 (75 GSM)	20		
50	JK Photocopy Paper FS/Legal (75 GSM)	200		
51	Packing Paper Brown	600		
52	Packing Cloth per mtr			
53	Pen Pilot V 10	200		
54	Pen Reynolds Jetter	1500		
55	All Pin Packets	100		
56	Pin Cushion	500		
57	Paper Weight glass	250		
58	Pen Pencil Tumbler Kebica	100		
59	Pen Stand 4 socket with pen Kebica	30		
60	Pen stand 4 socket with pen and peper roll Kebica	30		
61	Pen stand 2 socket with pen Kebica	50		
62	Ruled Register Neelgagan 2 quire	1000		
63	Ruled Register Neelgagan 4 quire	600		
64	Ruled Register Neelgagan 6 quire	200		
65	Rubber Band - per kg	15		
66	Slip Pad A-5 size 40 pages Neelgagan	5000		
67	Slip Pad spiral A-5 size 50 pages Neelgagan	1000		
68	Sharpener Natraj	2000		
69	Stamp Pad Faber Castle	150		
70	Shorthand Notebook Neelgagan	500		
71	Stapler Machine No. 10 Max-Japan	1000		
72	Stapler Machine No. 24/6 Max-Japan	400		
73	Stapler Pin No. 10 Kores	600		
74	Stapler Pin No.24/6 Kores	300		
75	Post it sticky note 3"X3"	300		



76	Post it sticky note 3"X4"	250		
77	Post it sticky note 3"X5"	200		
78	Scissor 7"	100		
79	Spiral Binding Strip pkt as per sample	50		
80	Sure Binding Strip pkt as per sample	50		
81	Sheet Cover Sheet set pkt as per sample	100		
82	Self-Adhesive Lable	50		
83	Stapler Machine 12LS/17	5		
84	Stapler Pin 12LS/17	10		
85	Scale 12" Plastic Kores	150		
86	Transparent Folder as per sample	2000		
87	White Board Marker Luxar	250		
88	Alphabate Register	20		
89	File Tray	100		
90	Matrix Premium Notebook	50		
91	Ring File Folder	100		
92	Reynolds Trimax Pen	200		
93	Service Book	500		
94	Sealing Wax -250gm pkt	5		
95	Stock Register	10		
96	Index Register	5		
97	Tag Big Green bundle of 20 pcs	50		
98	Fevicol 20gm Tube	500		
99	Table Top Stand Kebica	10		
100	Shorthand Pencil Natraj	200		

Signature with date  
Seal of the Firm

  
08/4/15

**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 conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/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.

Yours Faithfully,

(Signature of Bidder)

  
08/4/15



**TECHNICAL BID  
STATIONERY ITEMS**


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)	
4.	Name of the authorized signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory and other Telephone Numbers of the Firm/ company	
7.	Whether the firm had enclosed EMD. If "YES" then DD/Pay order no	
8.	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.	
9.	Whether proof/copies of Work Order on items at Sl.No.8 enclose (Yes/No)	
10.	Income Tax return for last two years ( copy enclosed) ( 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,

Name & Signature with date  
Seal of the firm.

  
20/11/15