

D-15014/02/2016-Genl.
Government of India
Ministry of Statistics & P. I.

Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated: 21/07/2016.

TENDER NOTICE

Subject: Rate contract for procurement of binding materials in this Ministry- reg.

Sealed quotations in the prescribed Proforma (Annexure I) are hereby invited for procurement of binding materials in this Ministry for the period of one year from the date of award the contract.

2. Interested firms may drop their quotations in the drop box of this Ministry available at the Ground Floor, Sardar Patel Bhavan, New Delhi between **10 AM to 3 PM till 10/08/2016**. Quotations received after stipulated date and time shall not be entertained. The quotation will be opened on the same day **at 4:00 PM in** the presence of Tender Evaluation Committee (TEC) of this Ministry. Tenderers may either themselves or through authorized person may present on the day of opening the quotations.


3. The terms and conditions for the contract are as indicated below:

(i) Rates mentioned in the quotation if accepted shall remain same during the rate contract period and no request for any increase in the rates will be entertained during the period of contract.

(ii) This Ministry will not accept any duplicate/substandard item or items. 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.

(iii) The Tenderer should have a well-established office, located within the Municipal Area of Delhi.

(iv) The firm should be in a position to supply consumables mentioned in the list enclosed on short notice and also as and when needed.


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(v) 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.

(vi) 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.

(vii) The bidder should sign all the pages of the annexure while quoting rates.

(viii) The bidder should be a reputed government supplier (GOI/Sate Govt./PSU of GOI/NCT of Delhi) of said items with an experience of 2 years.

(ix) Successful firms will have to supply the items within 24 hours after issuance of supply order. In case the firms fail to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firms and necessary action for blacklisting the firms will also be taken.

(x) **No advance payment shall be made to the agency; however payment shall be made subject to satisfactory report received from the users. The Rate Contract shall be valid for a minimum period of one year from the date of award of the contract. However, the contract period may be extended further, subject to satisfactory services, on year to year basis on mutually agreed Terms & Conditions.**

(xi) 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.

4. Tender must be accompanied with bid security (EMD) of an amount of **Rs.20,000/-** (Rupees Twenty 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. Successful bidder will have to deposit an amount of **Rs.30,000/-** (Rupees Thirty Thousand Only) in the form of Account payee Demand Draft or Pay Order as performance security which will be returned after successful completion of the contract. The bid security amount will be

returned to the un-successful bidder after finalization of contract and to the successful bidder only after depositing performance security amount.

6. Detailed information/terms and conditions for the purpose can either be obtained from Section Officer (Genl.), **Room No. 426 'E'**, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi (Ph. No. 011-23747929) or downloaded from the websites <http://www.mospi.nic.in> or <https://eprocure.gov.in>.

7. 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.



(Sunder Singh)

Under Secretary to the govt. of India.

To

1. Shri S.L. Bodat, Director (Computer Centre) for posting on the website of the Ministry under intimation to this office.



Annexure-I**SCHEDULE OF REQUIREMENT**
(As per sample)

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

Sl. No.	Binding materials	Rate per box/packet (Rs.)	Tax (%)
1	Sure binding strips (box of 100 pcs.)		
2	Spiral binding strips (box of 100 pcs.)		
3	Sheet cover A-4 size front (packet of 100 pcs.)		
4	Sheet cover A-4 size back (packet of 100 pcs.)		

Signature
21/7/16

Signature with date and
Seal of the Firm

Annexure -II

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.

S. H. M.
21/7/16

Yours Faithfully,

(Signature of Bidder)