

File No.Q-11011/Admin(G)/18/2015-16/NASA  
Government of India  
Ministry of Statistics & Programme Implementation  
**NATIONAL STATISTICAL SYSTEMS TRAINING ACADEMY  
(NSSTA)**

**Tender No. Q-11011/Admin(G)/18/2015-16/NASA**

- 1.1 Notice Inviting Tenders (NIT) for engagement of a firm to supply stationery items and printer cartridges to NATIONAL STATISTICAL SYSTEMS TRAINING ACADEMY (NSSTA), plot No. 22, Knowledge Park-II, Greater Noida – 201310, (U.P.)
- 1.2 Online bids are invited under Two Bid Systems for engagement of for engagement of a firm to supply stationery items and printer cartridges to National Statistical Systems Training Academy (NSSTA), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201310.The contract will be awarded for a period of one year.
- 1.3 Tender documents may be downloaded from MOSPI website [www.mospi.gov.in](http://www.mospi.gov.in) (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

Published Date	04.06.2015
Bid Document Download Start Date	05.06.2015
Bid Submission Start Date	06.06.2015
Bid Document Download End Date	26.06.2015
Bid Submission End Date	27.06.2015
Bid Opening Date	29.06.2015

- 1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
- 1.5 Tenderer who has downloaded the tender from the MOSPI website [www.mospi.gov.in](http://www.mospi.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.
- 1.6 EMD Payment: Earnest Money Deposit of Rs. 20,000/-(Rupees Twenty Thousand only) **is to be deposited at NSSTA in the form of Demand Draft/ Pay Order in favour** of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid Preparation. Tender received without EMD will not consider for Technical evaluation.
- 1.7 Intending tenderers are advised to visit again MOSPI website [www.mospi.gov.in](http://www.mospi.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

## **Tender No. Q-11011/Admin(G)/18/2015-16/NASA**

Online bids are invited under Two Bid Systems for engagement of firm to supply stationery items and printer cartridges to National Statistical Systems Training Academy (NSSTA), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201310.

**A. SCOPE OF THE WORK:-** To supply the specified stationery items and printer cartridges as mentioned in the tender document on short notice and also as and when needed.

**B. ELEGIBILITY CRITERIA:**

- (1) The agency should be registered under relevant Act.
- (2) The agency should have PAN/TIN.
- (3) The agency should not be blacklisted by any Govt. agency.

**C. INSTRUCTIONS TO TENDERERS**

**I Submission of Tender:-**The tender shall be submitted online in Two part, viz., Technical bid and Financial bid as detailed in para 1.4 to 1.6 of NIT. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**II Technical bid:-**The following documents are to be furnished by the bidders along with the Technical Bid as per Annexure-I of the tender documents.

- (1) Scan copy of registration certificate of the firm issued by the appropriate authority.
- (2) Scan copies of PAN/TIN.
- (3) Signed copy of the undertaking (As per Annexure-III).

**III Financial BID:-**Financial bid is to be submitted as per format given in Annexure-IV. Bidder shall not tamper/modify downloaded financial bid template in any manner.

**D. TERMS & CONDITIONS**

1. Rates mentioned in the quotation if accepted shall remain same during the rate contracted period (for a period of one year from the date of award of contract) and no request for any increase in the rates will be entertained during the period of contract.
2. The firm should be in a position to supply the specified items mentioned in the list enclosed (estimated demand) on short notice also as and when needed. The estimated demand may increase or decrease.

3. The rate should be inclusive of delivery charges to the office of National Statistical System Training Academy, Plot No.-22, Knowledge Park-II, Greater Noida.
4. The firm should be registered with the government for the purpose of VAT/ Service Tax etc.
5. Delivery of supply order shall be made within 1-2 days maximum. If any complaint is not undertaken with a day and if the replacement of any defective/ damage stationery item is not done a penalty as deem fit, will be charged.
6. 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 service, on year to year basis on mutually agreed Terms & Conditions.
7. 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, National Statistical System Training Academy, Greater Noida.
8. Tender must be accompanied to be 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. The EMD may be submitted at NSSTA, Greater Noida. Quotations without EMD will not be accepted under any circumstances. The bid security (EMD) will be refunded to the unsuccessful bidders after finalization of the contract without any interest.
9. Successful bidder will have to further deposit an additional amount of Rs. 50,000/- (Rupees fifty 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.
10. 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, otherwise bids will be rejected.
11. Detailed information/ terms and conditions for the purpose can either be obtained from Head of Office, National Statistical System Training Academy, Plot No.-22, KP-II, Greater Noida or downloaded from the website <http://www.mospi.nic.in> or <http://eprocure.gov.in/eprocure/app>.

12. Tender Acceptance Letter as per Annexure-III should be filled in with the signature on the letter head of the company. Technical specification should also be filled strictly as per Annexure-I. The National Statistical System Training Academy reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the Tender Evaluation Committee National Statistical System Training Academy, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the firm.
13. **Penalty Clause:** - This Academy 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 specifications/ brand from the original manufactures.
14. **Arbitration Clause:-**In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Delhi.
15. **Criterion for Evaluation Financial bid:** The Financial Bids would be considered only of those bidders who have been technically qualified by the Tender Evaluation Committee of NSSTA. The L-1 Bidders will be decided by considering lowest prices quoted for all stationary items as per annexure IV of tender document.

**Schedule of Requirement**

S.No.	Name of items	(Unit)
1.	Attendance Register (S-37 Govt)	15
2.	Binder Clip 25mm pkt , SDI/Oddy	20 Packet
3.	Calculator (Casio, 12 Digit MJ-120D)	10
4.	Cartridge sheet (Lotus as per sample)	1000 sheet
5.	Correcting pen (World one/Camlin)	50
6.	Conference pad ( Hans/Lotus/Neelgagan)	500
7.	Cello Tape 1"*50 Mtrs,( Classic/ Wonder)	50
8.	CDR (Moserbear)	500
9.	Duster White (24*24 cloth)	100
10.	Duster Orange (30*30 Magnetic)	50
11.	Dispatch Register (6Qr, Sraswati /ABD)	20
12.	Diary Register (ABD)	20
13.	Envelop yellow laminated 16"*12" (World one Printed as per sample)	500
14.	Envelop yellow laminated 12"*10"( World one Printed as per sample)	500
15.	Envelop kraft paper 10"*4.5"( Printed as per sample)	2000
16.	Envelop window kraft paper 10"*4.5"( Printed as per sample)	2000
17.	Eraser Natraj 621	100
18.	Flag ( Desmat/Oddy/World one (25mm*25mm)	100
19.	Fevicol 20gm Tube	50
20.	File Board ( Neelgagan 51)	1000
21.	File cover (Dually Printed as per sample)	1000
22.	File Tag bundle of 20 pcs As per sample	100
23.	Gem Clip (Rubber coated/ Oddy 26 mm)	100
24.	Glue Stick (fevi stick, 15 Gms)	100
25.	Gum Bottle 700ml Camel	10
26.	Highlighter ( Camlin, Glolitre)	200
27.	Index Register ( 6 Qr ABD/Sarswati)	5
28.	Marker Pen, white board ( Luxer)	200
29.	Marker Pen, Permanent ( Luxer)	50
30.	My Clear Bag (World one, DC-205)	1000
31.	Notesheet Pad (Neelgagn 100 GSM,80 sheet)	200
32.	Packing Tape (3"*50 mtrs, classic/wonder)	20
33.	Pencil Natraj (621)	200

34.	Pen Reynolds 045	200
35.	Pen Drive,( 8GB, HP)	50
36.	Pen Pilot 0.5 Luxor	1000
37.	Pen Pilot V5 Luxor	200
38.	Plastic Folder L-Type (World one)	200
39.	Punch Machine Single Hole Kangaroo (SHP-20)	50
40.	Paper Cutter (Natraj big)	40
41.	Plastic Sutli-	5 kg
42.	Printer Cartridge HP-CB-436A	10
43.	Printer Cartridge HP-CB-543X	5
44.	Printer Cartridge HP-CB-7551A	10
45.	Printer Cartridge HP-CB-530A	2
46.	Printer Cartridge HP-CB-531A	2
47.	Printer Cartridge HP-CB-532A	4
48.	Printer Cartridge HP-CB-533A	2
49.	FX-9	2
50.	JK Photocopy Paper A-4 (75 GSM)	500 Rims
51.	JK Photocopy Paper A-3 (75 GSM)	20 Rims
52.	Packing Paper Brown	20
53.	Packing Cloth	50 meter
54.	Paper Weight Glass ( Kabica )	50
55.	Post it sticky note 3"x3" (Desmat/Oddy)	50
56.	Post it sticky note 3"x4" (Desmat/Oddy)	50
57.	Post it sticky note 3"x5" (Desmat/Oddy)	50
58.	Ruled Register Neelgagan 2 quire	50
59.	Ruled Register Neelgagan 4 quire	50
60.	Ruled Register Neelgagan 6 quire	50
61.	Sprial Pad ( Dually printed As per our sample)	1000
62.	Sharpener Natraj	50
63.	Sheet protector (World one SKU-LF004)	1000
64.	Stamp Pad (Faber Castle/Ashoka)	10
65.	Stapler Machine (No. 10, Kangrro)	50
66.	Stapler Machine ( No. HD-10D,Kangrro)	50
67.	Stapler Pin (No. 10, Kangrro)	200 Packet
68.	Stapler Pin No. 24/6 , Kangrro	200 packet
69.	Scissor 7" (kangrro/munix/GL-2185)	10

70.	Spiral Binding Strip pkt (as per sample)	50
71.	Sheet Cover Sheet set pkt (as per sample)	100
72.	Stapler Machine 12S/ 17 (kangro)	5
73.	Stapler pin 12L/17 ( kangro)	50 Packet
74.	Scale 12" plastic (camlin exam)	20
75.	Matrix Premium Notebook (As per sample)	50
76.	Service Book ( ABD)	100
77.	Sealing Wax- 400gm pkt, ( Ashoka )	5 Packet
78.	Stock Register ( 6 Qr ABD/Sarswati)	10

**Tender Acceptance Letter**

To

Head of Department

National Statistical Systems Training Academy

Plot No.22, KP-II, Greater Noida, U.P

Subject: Acceptance of Terms & Conditions of Tender

Dear Sir,

I/ We hereby certify that I/ we have read the entire terms & conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) and corrigendum(s) issued from time to time by your department/ organization which form part of the contract agreement and I/ we shall abide hereby the terms/ conditions/ clauses contained therein.

2. I/ We hereby unconditionally accept the tender conditions or above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.

3. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector undertaking.

4. 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)



**TECHNICAL BID**

S.No.	Name of firm	
1		
2	Address of Firm (along with phone number, E-mail address)	
3	Registration No. of the firm/ company (copy enclosed) (Yes/No)	
4	PAN/TIN/VAT Registration No. (copy must be enclosed) (Yes/No)	
5	Whether the firm had enclosed EMD. If "YES" then DD/Pay order No.	
6	Under taking/ acceptance of terms & conditions as per annexure III by the firm. (Whether enclosed- Yes/No)	

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

Thanking you,

Yours faithfully,

Name & Signature of authorized signatory with date  
Seal of the firm

**Financial Bid**

<b>S.No.</b>	<b>Name of items</b>	<b>Rate (Inclusive of all tax)*</b>
1.	Attendance Register (S-37 Govt)	Per piece
2.	Binder Clip 25mm pkt , SDI/Oddy	Per packet
3.	Calculator (Casio, 12 Digit MJ-120D)	Per piece
4.	Cartridge sheet (Lotus as per sample)	Per piece
5.	Correcting pen (World one/Camlin)	Per piece
6.	Conference pad ( Hans/Lotus/Neelgagan)	Per piece
7.	Cello Tape 1"*50 Mtrs, classic/ Wonder	Per piece
8.	CDR (Moserbaer)	Per piece
9.	Duster White (24*24 cloth)	Per piece
10.	Duster Orange (30*30 Magnetic)	Per piece
11.	Dispatch Register (6Qr, Sraswati/ABD)	Per piece
12.	Diary Register (ABD)	Per piece
13.	Envelop yellow laminated 16"*12" World one ( Printed as per sample)	Per envelop
14.	Envelop yellow laminated 12"*10" World one ( Printed as per sample)	Per envelop
15.	Envelop kraft paper 10"*4.5" ( Printed as per sample)	Per envelop
16.	Envelop window kraft paper 10"*4.5" (Printed as per sample)	Per envelop
17.	Eraser Natraj 621	Per piece
18.	Flag ( Desmat/Oddy/World one (25mm*25mm)	Per packet
19.	Fevicol 20gm Tube	Per piece
20.	File Board ( Neelgagan 51)	Per piece
21.	File cover (duly Printed as per sample)	Per piece
22.	File Tag bundle of 20 pcs As per sample	Per bundle
23.	Gem Clip (Rubber coated/ Oddy 26 mm)	Per packet
24.	Glue Stick (fevi stick, 15 Gms)	Per piece
25.	Gum Bottle 700ml Camel	Per piece
26.	Highlighter ( Camlin, Glolitre)	Per piece
27.	Index Register ( 6 Qr ABD/Sarswati)	Per piece
28.	Marker Pen (white board Luxer)	Per piece
29.	Marker Pen ( Permanent Luxer)	Per piece
30.	My Clear Bag (world one, DC-205)	Per piece
31.	Notesheet Pad (Neelgagn 100 GSM,80 sheet)	Per piece
32.	Packing Tape (3"*50 mtrs, classic/wonder)	Per piece
33.	Pencil Natraj (621)	Per piece

34.	Pen Reyonolds 045	Per piece
35.	Pen Drive,( 8GB, HP)	Per piece
36.	Pen Pilot 0.5 Luxor	Per piece
37.	Pen Pilot V5 Luxor	Per piece
38.	Plastic Folder L-Type (World one)	Per piece
39.	Punch Machine Single Hole Kangaroo (SHP-20)	Per piece
40.	Paper Cutter (Natraj big)	Per piece
41.	Plastic Sutli-	Per Kg
42.	Printer Cartridge HP-CB-436A	Per piece
43.	Printer Cartridge HP-CB-543X	Per piece
44.	Printer Cartridge HP-CB-7551A	Per piece
45.	Printer Cartridge HP-CB-530A	Per piece
46.	Printer Cartridge HP-CB-531A	Per piece
47.	Printer Cartridge HP-CB-532A	Per piece
48.	Printer Cartridge HP-CB-533A	Per piece
49.	FX-9	Per piece
50.	JK Photocopy Paper A-4 (75 GSM)	Per Rim
51.	JK Photocopy Paper A-3 (75 GSM)	Per Rim
52.	Packing Paper Brown	Per sheet
53.	Packing Cloth	Per Metre
54.	Paper Weight Glass ( Kabica )	Per piece
55.	Post it sticky note 3"x3" (Desmat/Oddy)	Per Packet
56.	Post it sticky note 3"x4" (Desmat/Oddy)	Per Packet
57.	Post it sticky note 3"x5" (Desmat/Oddy)	Per Packet
58.	Ruled Register Neelgagan 2 quire	Per piece
59.	Ruled Register Neelgagan 4 quire	Per piece
60.	Ruled Register Neelgagan 6 quire	Per piece
61.	Sprial Pad Dualy printed As per our sample	Per piece
62.	Sharpener Natraj	Per piece
63.	Sheet protector (World one SKU-LF004)	Per piece
64.	Stamp Pad (Faber Castle/Ashoka)	Per piece
65.	Stapler Machine (No. 10, Kangrro)	Per piece
66.	Stapler Machine ( No. HD-10D,Kangrro)	Per piece
67.	Stapler Pin (No. 10, Kangrro)	Per packet
68.	Stapler Pin No. 24/6 , Kangrro	Per packet
69.	Scissor 7" (kangrro/munix/GL-2185)	Per piece

70.	Spiral Binding Strip (pkt as per sample)	Per Packet
71.	Sheet Cover Sheet pkt ( as per sample)	Per packet
72.	Stapler Machine 12S/ 17 kangrro	Per piece
73.	Stapler pin 12L/17 kangrro	Per packet
74.	Scale 12" plastic (camlin exam)	Per piece
75.	Matrix Premium Notebook	Per piece
76.	Service Book ( ABD)	Per piece
77.	Sealing Wax- 400gm pkt, Ashoka	Per packet
78.	Stock Register ( 6 Qr ABD/Sarswati)	Per piece
79.	<b>Total</b>	

**\*Rate must be quoted inclusive all taxes and as per unit indicated in the columns.**