

File No.D-13015/14/2015-Genl(Stationary)

Government of India

Ministry of Drinking Water and Sanitation

(General Section)

MDWS, 8th floor,
Pt. Deendayal 'Antyodaya Bhawan'
CGO Complex, Lodhi Road,
New Delhi-110003,
Dated 16th Jan, 2017

E-Tender Notice

**E- Tenders for ANNUAL RATE CONTRACT
FOR PROCUREMENT OF STATIONERY ITEMS**

Online bids are hereby invited under **two bids system** i.e. Technical bid & Financial bid from interested and eligible firms for Annual Rate Contract for supply of **stationery items** in the Ministry of Drinking Water and Sanitation, CGO Complex, Lodhi Road, New Delhi-03. List of stationery is enclosed in the financial bid for a period initially for one year, extendable further period of one year on mutual agreement and subject to satisfactory performance of the firm during the contract period. Tender documents can be downloaded through CPP portal <https://eprocure.gov.in/eprocure/app>. **Manual bids shall not be accepted.**


1. The bids completed in all respect will be accepted through CPP portal <https://eprocure.gov.in/eprocure/app> . Intending bidders must be registered with the Public Procurement <https://eprocure.gov.in/eprocure/app>.
2. **EMD:** Rs. 40,000/- (Rupees two lakhs only)
3. **Schedule of invitation of E-tender:**

Critical Date Sheet

SI No.	Activity	Date
1.	Published Date	17 Jan 2017 (09.00 AM)
2.	Bid Documents Download	18 Jan 2017 (09.00 AM)
4	Bid submission Start Date	18 Jan 2017 (09.00 AM)
5.	Bid submission End Date	30 Jan 2017 (12.00 PM)
6.	Bid Opening Date & time	31 Jan 2017 (03.30 PM)

4. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

5. Tenderer/Contractor 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>'.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
7. Intending tenderers are advised to visit again 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.
8. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any of the tenders without assigning any reasons there- for.



(S. Sanyal)

Under Secretary to the Govt. of India
For & on behalf of the President of India
Tel: 24368612

Copy to :

1. Technical Director (NIC) for publishing of tender in the Ministry web-site
2. CPP Portal
3. Hindi Section - for translation in Hindi
4. All Ministries / Departments

SECTION - I
File No. D-13015/14/2015-Genl.(Stationary)
Government of India
Ministry of Drinking Water and Sanitation
(General Section)

MDWS, 8th floor,
Pt. Deendayal 'Antyodaya Bhawan'
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Sl No.	Activity	Date/Remarks
1.	Total No. of pages of the e-tender documents	22
2.	Duration of Tender	Initially for one year, extendable further period of one year on mutual agreement and subject to satisfactory performance of the firm during the contract period
3.	Tender No.	D-13015/14/2015-Genl/ dated 30 th Nov' 2016
4.	Name of organization	Ministry of Drinking Water & Sanitation
5.	Published Date	17 Jan 2017 (09.00 AM)
6.	Bid Documents Download	18 Jan 2017 (09.00 AM)
7.	Bid submission Start Date	18 Jan 2017 (09.00 AM)
8.	Bid submission End Date	30 Jan 2017 (12.00 PM)
9.	Bid Opening Date & time	31 Jan 2017 (03.30 PM)

10.	Amount for submission of EMD in the form of DD, FDR, Bankers Cheque or Bank Guarantee from any commercial Bank in an acceptable form drawn in favour of DDO(Cash), Ministry of Drinking Water & Sanitation, New Delhi	Rs. 40,000/- (Rupees forty thousand only)
12.	Address for communication	The Under Secretary(Genl), Ministry of Drinking Water & Sanitation, 8 th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003



(S. Sanyal)
Under Secretary to the Govt. of India
For & on behalf of the President of India
Tel-24368612

Section - II

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 information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1. REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" 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 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 logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2. 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 Portal.
- 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.

3. 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 as part of the bid. 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 the 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 be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. 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 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 instrument.
- 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 time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) 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.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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. and the 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.

5. ASSISTANCE TO BIDDERS

- 1) Any queries 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 0120-4200462, 0120-4001002 and +91 8826246593.

6. Performance Security

- i. The successful bidder shall be required to deposit an amount equal to 10% of the work value within 10 days of issue of the letter of intent, as performance security.
- ii. Performance security shall be submitted in the form of bank guarantee issued by a nationalized bank as per Form III of the bid document.
- iii. Performance security will be discharged after the completion of contractor's performance obligations under the supply the stores.
- iv. If the contractor fails or neglects any of his obligations under the terms and conditions of services, it shall be lawful for the Ministry to forfeit either whole or any part of the performance security furnished by the bidder as penalty for such failure.



7. Cost of Tender

The Bidder shall bear all costs associated with the preparation and submission of the bid. Ministry shall not be responsible for these costs regardless of the conduct and outcome of the bidding process.

8. Technical Bid Documents

(a) The following documents are to be furnished by the Contractor alongwith Technical Bid as per the tender documents:

- (i) Notice Inviting E-Tender
- (ii) Bid Form as per the format at FORM-I
- (iii) EMD Form as per the format at FORM-II
- (iv) Performance Security Bond Form as per the format at FORM-III
- (v) Bidder's profile as at Section-III
- (vi) Documents in support of eligibility conditions as mentioned in para 1 of Section-IV above.

(viii) Signed and scanned copy of Experience certificates, award letters and performance certificates of last three years i.e. 2013-14, 2014-15 & 2015-16 issued by the concerned authorities should be enclosed.

(ix) The firm should have (i) Service Tax No. and (ii) PAN. Copies of these documents be enclosed with the tender.

(x) Signed and Scanned copy of previous three years Income-tax/VAT tax return/latest VA clearance certificate, TIN No. certificate/Affidavit of partnership firm.

b. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per the Bid Document or submission of the Bid not substantially responsive will be at the Bidder's risk and may result in rejection of the Bid.

c. In case, any clarification is required by the bidder, they may contact at Tele. No. 011-24368612.

9. Bid Form

The Bidder shall complete the Bid Form as per Form - I and the appropriate Financial Bid (Price Schedule) at Section V as per details furnished in Section II in the Bid Document covering the services to be rendered.

10. Financial Bid (Price Bid)

(i) A bid submitted with an adjustable price quotations will be treated as non-responsive and will be rejected.

(ii) Discount or extra charge, if any, mentioned by the Bidder shall not be considered unless these are specifically indicated in the Price Schedule.

(iii) No revision of price will be permissible on account of revision of necessary items/any inputs prices etc. No escalation during the period of contract would be allowed on any account.

(iv) The L-1 will be selected on the basis of the lowest bundled prices offered by the bidders. However, if it is follows that rate of any item/items quoted by bidder is relatively high is comparison to other(s), the rate of that item(s) may be



negotiated and will be come down to at par with the rate of other bidder whose rate is lowest one.

(v) Quoting of rate of each and every items is compulsory. If rate of any items is not quoted by the bidder, it may be treated as non responsive and its tender will be summarily rejected.

11. Earnest Money Deposit (EMD)

11.1 The Bidder shall furnish, as part of his bid, Earnest Money Deposit of **Rs. 40,000/- (Rupees forty thousand only)** in the form of **DD, FDR, Bankers' Cheque or Bank Guarantee** from any Commercial Bank in an acceptable form, drawn in favour of **DDO(Cash), Ministry of Drinking Water & Sanitation, CGO Complex, Lodhi Road, New Delhi-03**. Earnest Money of the unsuccessful bidders will be returned within 60 days of final award of the contract. Such EMD shall not carry any interest.

11.2 This EMD is required to protect Ministry against the risk caused by Bidder's conduct, which would warrant the forfeiture of the security.

11.3 The successful Bidder's EMD will be discharged upon the Bidder's acceptance of the Letter of Intent satisfactorily as award of contract and furnishing of the Performance Security.

11.4 Bidder should prepare the Bid as per the instructions specified in the tender document. **The original should be dropped in a sealed envelope in the Tender Box/General Section, addressed to Under Secretary(Genl), Ministry of Drinking Water & Sanitation, 8th Floor Pt. Deendayal, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-03 latest by 12:00 Noon on 30th January, 2017.** The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned document, otherwise the bid will be rejected.

11.5 The EMD may be forfeited:-

- (i) If the Bidder withdraws his bid during the period of bid validity specified by the Bidder in the Bid Form, or
- (ii) In the case of successful Bidder, if the Bidder :
 - (a) Fails to accept the terms and conditions of services as specified, or
 - (b) Fails to furnish Performance Security, or
 - (c) Fails or refuses to honor his own quoted price or part thereof.
 - (d) EMD of the successful Bidder shall be retained towards making of the security of the performance of the contract and shall only be discharged after submission of the required Performance Security.

(iii) In case of failure as noted under clause 6.6 (a) and (b), the Bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The Bidder will not approach any court against the decision of Ministry in this regard.

12. Format and Signing of Bid

12.1 All tender documents be submitted online.

13. **Venue of the Tender Opening:**

Online Tender will be opened in the Conference Hall 4th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi in the presence of Committee of

Officers and the representatives of bidders who may desire to remain present during opening of technical bid. If the tender opening date happens to be a holiday, then the next working day will be the date of opening, venue and time of opening will remain unaltered.

14. Opening of Bids

14.1 Technical Bids shall be opened by the Tender Opening Committee consisting of officers of the Ministries/Departments housed in Pt. Deendayal Antyodaya Bhawan. The Bidders or their authorized representatives (only one representative of each Bidder) may also remain present during opening of Technical bid on the scheduled date and time for opening in the Conference Hall 4th Floor, Pt Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-03.

14.2 The date fixed for opening of bids, if subsequently declared as a holiday by the Central Government, the revised date of schedule will be notified. However, in the absence of such notification, the bids will be opened on the next working day, time and venue remaining unuttered.

14.3 Before outright rejection of the bid by the Bid Opening Committee for non-compliance of any of the provisions, the Bidder/Company will be given sufficient opportunity to explain their position. However, if the person representing the company is not satisfied with the decision of the Bid Opening Committee, he/she can submit a representation to the Bid Opening Committee immediately, but in no case after closing of the tender process, with full justification quoting specifically the violation of tender conditions, if any.

15. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the Ministry may, at its discretion ask the Bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the Bidder shall be entertained.

16. Preliminary Evaluation

16.1 The Ministry shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required documents have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

16.2 Prior to detailed evaluation, the Ministry will determine the substantial responsiveness of each bid to the Bid Document for the purpose of these clauses. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviation. The determination of bid's responsiveness by Ministry shall be based on the contents of the bid itself without recourse to extrinsic evidence.

16.3 Ministry of Drinking Water and Sanitation may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

17. Evaluation

17.1 Ministry of Drinking Water & Sanitation shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.



17.2 Based on evaluation of the Technical Bids, a short-listing of bids will be carried out and the Financial Bids of only these short-listed bids will be opened. Short-listed Bidders shall be informed of the opening of Financial Bids and they may depute their representative on the day of opening of Financial Bid.

72.3 Ministry of Drinking Water & Sanitation shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the Price Schedule.

18. Award of Contract

Ministry of Drinking Water & Sanitation shall consider placement of Letter of intent to those Bidders, whose offers have been found technically, commercially and financially acceptable. The Bidder shall within 10 days of issue of Letter of intent, give his acceptance along with performance security.

19. Annulment of Award

Failure of the successful Bidder to comply with the requirement of clause 10 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event, Min of Drinking Water & Sanitation at the discretion of Ministry or call for new bids.

20. Period of Validity of Bids

(i) The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by the Ministry as non-responsive.

(ii) A Bidder accepting the request of the Ministry for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.



Section - III

Bidder's Profile

NAME OF THE TENDERING COMPANY AND ITS OWNER OR DIRECTOR ETC.	
REGISTERED ADDRESS OF THE BIDDER WITH TELEPHONE NO. & MOBILE NO.	
FULL ADDRESS OF OPERATING/BRANCH OFFICE IN DELHI OR NCR	
STATUS OF THE BIDDER	
NAME OF THE PERSON/AUTHORISED SIGNATORY FOR SUBMITTING THE TENDER/OTHER DOCUMENTS AND EMPOWERED FOR MAKING CORRESPONDENCE WITH MINISTRY	
PARTICULARS OF EARNEST MONEY DEPOSIT	D.D.NO.: DATE :..... AMOUNT NAME OF THE BANK : BRANCH :
PAN NO.	Uploaded scanned attested copy.
PARTICULARS OF SERVICE TAX REGISTRATION	Uploaded scanned attested copy attested copy.
TELEPHONE NOS. (WITH STD CODE) OF AUTHORISED SIGNATORY	Office : Residence : Mobile : Fax No.: E-mail :
NAME (S) OF PROPRIETOR/ALL PARTNERS/ALL DIRECTORS	

Section - IV

Instructions to Bidders:

1. Eligibility Conditions

- i. The bidder should have carried out supply of Stationary Items to Govt. offices PSU offices during last three year.
- ii. Attested copies of work order and satisfactory supply of stored completion report from the concerned agency in support of meeting the above eligibility requirement at above shall be submitted along with the technical bid.
- iii. Signed and Scanned copy of previous three years Income-tax/VAT tax return/latest VA clearance certificate, TIN No. certificate/Affidavit of partnership firm.
- iv. The agency should have Registration of Service Tax/Sales, Tax and TIN etc. and documentary proof to this effect should be submitted with the technical Bid.
- v. The agency should have valid PAN in its name. The documentary proof should be submitted with the technical bid.
- vi. The Agency/firm should have been in existence at least for five years and should have its office in Delhi or NCR. Documentary proof in support of this shall be submitted along with the technical bid.
- Vii. Attested copies of certificates in support shall be submitted along with the technical bid.
- viii. Bidder, whose near relative is/are employed under Ministry is/are not eligible to participate in the tender. Self-declaration to this effect should be submitted along with the technical bid.
- ix. Pre-Bid meeting will be held on 25/1/2017 at 11:00AM. Only those bidders reported for pre-bid meeting will be entertained for acceptance of E-tender for supply of stores.



Section - V

Financial Bid (Price Schedule)

Schedule of Requirement and Rates supply of general/sanitary items in the Ministry of Drinking Water and Sanitation, New Delhi.

Name of the Contractor / Agency:

I/we have gone through the entire Tender Document and understood the terms and conditions stipulated therein before quoting the rates hereunder:-

Table A

Sr. No.	Name of Items	Make/Brand/ Specification	Unit	Rate per Unit Inclusive all the taxes & Levies	Total price
1.	All Pin	As Per Sampel	Packet		
2.	Binder Clip 19 Best & Best	Best & Best	Box		
3.	Binder Clip 25 Best & Best	Best & Best	Box		
4.	Binder Clip 32 Best & Best	Best & Best	Box		
5.	Binder Clip 41 Best & Best	Best & Best	Box		
6.	Brown Tape (2 inch 65 mtr) Wonder	Cello	Per Piece		
7.	Board Marker Luxor	Luxor	Per Piece		
8.	Brasso 500ml	Brasso	Per Piece		
9.	Correcting Pen Kores	Kores	Per Piece		
10.	Cello Tape (1 Inch Small) Omex/Premier	Omex	Per Piece		
11.	Cello Tape (1 inch Big) Omex/Premier	Omex	Per Piece		
12.	Cello Tape (2 inch 65 mtr)	Wonder	Per Piece		
13.	Cell Torch Dura cell	Dura cell	Per Piece		
14.	DVD Sony	Sony	Per Piece		
15.	DVD (RW) Sony	Sony	Per Piece		
16.	Colour Flag Stick On	Stick On	Per Pad		
17.	Calculator Casio 512	Casio 512	Per Piece		
18.	Coaster Tumbler Top Plastic quoted	Plastic quoted	Box		
19.	Dak Pad Neelgagan	Neelgagan	Per Piece		
20.	Dura Cell (AA) Dura Cell	Dura Cell	Per Piece		
21.	Dura Cell (AAA) Dura Cell	Dura Cell	Per Piece		
22.	Drawing Pin		Per Box		
23.	Diary Telephone	Nescefe size 300 pages	Per Piece		
24.	Eraser Natraj	Natraj	Per Box		
25.	Engagement Stand A4 size Boss	Boss	Per Piece		
26.	File Board		Per Piece		
27.	File Tray Omex		Per Piece		
28.	File Ring 402	SOLO	Per Piece		
29.	File Index	SOLO	Per Piece		
30.	Gem Clip (in Box) Gem	Plastic quoted	Per Box		
	Gem Clip Megnetic Holder				
31.	Glue Stick (35 gms.) Kores	Kores	Per Piece		
32.	Kodak Paper High Gloss 300GSM	Kodak	Per Pkt		
33.	High Lighter Luxer	Luxer	Per Piece		
34.	Knife Kebica Steel		Per Piece		
35.	Log Book ABD		Per Repr.		
36.	My Clear Bag A4 SOLO	SOLO	Per Piece		
37.	Note Sheet (Green) 90GSM (100Sheet)		Per Pad		

38.	Note Book Spiral (80 Sheets) Neelgagan	Neelgagan	Per Pad		
39.	Pencil Natraj	Natraj/Mongol	Per Piece		
40.	Pencil Shorthand Apsra	Apsra	Per Piece		
41.	Montex	Cello Grip	Per Piece		
42.	Pen (Add Gel) Achiever	Achiever	Per Piece		
43.	Pen (Uni Ball) 157	Uni Ball	Per Piece		
44.	Pen (Pilot) (V-5) Luxor	Luxor	Per Piece		
45.	Pen (Pilot) (V-7) Luxor	Luxor	Per Piece		
46.	Pen (Pilot) (V-10) Luxor	Luxor	Per Piece		
	HP Pen Drive of 8GB Steel Body	HP	Sony		
	HP Pen Drive of 16GB Steel Body				
	HP Pen Drive of 32GB Steel Body				
47.	HP Pen Drive of 64GB Steel Body				
48.	Plastic Folder	Neelgagan	Per Piece		
49.	Plastic Folder Transparent 10 Piece per pkt	SOLO	Per Piece		
50.	Punch Single Kangaroo	Kangaroo	Per Piece		
51.	Punch Double Kangaroo	Kangaroo	Per Piece		
52.	Photo Copy Paper JK(A-4 Size)	JK Paper	Per Ream		
53.	Post It Pad 2x3 Post-it 3m	Post-it	Per Pad		
54.	Post It Pad 3x3 Post-it	Post-it	Per Pad		
55.	Post It Pad 3x4 Post-it	Post-it	Per Pad		
56.	Post It Pad 3x5 Post-it	Post-it	Per Pad		
57.	Permanent Marker Luxor	Luxor	Per Piece		
	Pen Stand (4 Socket) Kebica	Kebica	Per Piece		
58.	Pen Tumbler				
59.	Peon Book		Per Piece		
60.	Paper Weight Acrelic 210gm		Per No		
	Paper (cutter) Big Kebica	As Per Sample	Per No		
61.	Rubber Band Nylone 4 inch	As Per Sample	Per Pkt		
62.	Ruled Reqr. (192 pages) Neelgagan Excle Size	Neelgagan	Per No.		
63.	Ruled Reqr. (288 pages) Neelgagan Excle Size	Neelgagan	Per No.		
64.	Ruled Reqr. (384 pages) Neelgagan Excle Size	Neelgagan	Per No.		
65.	Stappler (Small) Kangaroo	Kangaroo	Per No		
66.	Stappler (Medium) Kangaroo	Kangaroo	Per No		
67.	Stappler (Big) Kangaroo	Kangaroo	Per No		
68.	Stappler Pin (Small) Kangaroo	Kangaroo	Per Box		
69.	Stappler Pin(Medium) Kangaroo	Kangaroo	Per Box		
70.	Stappler Pin(Big) Kangaroo	Kangaroo	Per Box		
71.	Slip Pad 20 Sheet Neelgagan		Per pad		
72.	Shorthand Note Book Bittoo	Swaraswati/ Bittoo	Per Pad		
73.	Sharpner Natraj	Natraj	Per Piece		
74.	Signature Pad Neelgagan	Neelgagan	Per piece		
75.	Scissors (Medium size) 167mm (Kebica)	Spar goodliving	Per No		
76.	Stamp Pad Feber Castel	Supreme	Per Piece		
77.	Stamp Pad Ink Feber Castel		Per Bottle		
78.	Sutli Plastic	As per sample	Per Kg.		
79.	Sutli Jute	As per sample	Per Kg.		
80.	Tag (White) (200 tag pack)	As per sample	Per Bundle		
81.	Tape Dispenser Kebica	As per Sample	Per Piece		

FORM-I

BID FORM

E-Tender Notice No.D-13015/14/2015-Genl(Stationary) dated 16th Jan, 2017.

To:

The Under Secretary Genl)
Ministry of Drinking Water & Sanitation ,
8th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-03

1. We undertake to accept the terms and conditions of the Bid documents within one week of being called upon to do so and bear all expenses including charges for stamps etc.
3. If our Bid is accepted, we will obtain the guarantees of a Nationalized Bank for an amount equal to 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid of a period of 15 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until acceptance of work order, this Bid together with your written acceptance thereof in your notification of award shall be binding upon us.
6. Bid submitted by us is properly prepared so as to prevent any subsequent replacement and the original EMD of Rs, 40000/- (Rupees forty thousand) only in the form of DD/Bankers cheque or Bank Guarantee in the prescribed Performa will be submitted on or before 12.00 Noon on 30th January, 2017.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of Jan 2017. Signature of
.....in the capacity of
and duly authorized to sign the bid for and on behalf of

Signature of Witness

Address

Signature of Bidder



FORM -II

BID SECURITY FORM

Date..... No.

To:
The Under Secretary (Genl)
Ministry of Drinking Water & Sanitation,
Pt. Deendayal Antyodaya Bhawan,
8th Floor, CGO Complex, Lodhi Road,
New Delhi-03

Whereas..... (Hereinafter called "the Bidder") has submitted its bid datedfor supply of stationer items vide E-Tender Notice No. D-13015/14/2015-Genl(Stationary) Dated 16th Jan, 2017.

KNOW ALL MEN by these presents that WE having our Registered office at (hereinafter called „the Bank“) are bound unto Ministry in the sum of Rs. 40,000/- (Rupees forty thousand) only for which payment will and truly to be made of the Ministry of Drinking Water and Sanitation, the Bank binds itself, its successors and assignees by these presents.

The conditions of the obligations are:-

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form
OR

2. If the Bidder, having been notified of the acceptance of his bid by Ministry, during the period of bid validity.

(a) Fails or refuses to execute the Contract.
OR

(b) Fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.
OR

(c) Fails or refuse to perform their duties fully or partially to the satisfaction of Ministry. We undertake to pay Ministry of Drinking Water and Sanitation to the above amount upon receipt of its first written demand, without the Ministry having to substantiate its demand, provided that in its demand Ministry will state that the amount claimed by it is due to it owing to the occurrence of any on or both of the conditions, specifying the occurred condition or conditions.



This guarantee will remain in force as specified in clause 8 of Section- IV of the Bid document up to 180 days and including 30 (thirty) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of witness Authority

Name of witness :

Address of witness

Signature of the Bank

Name :

Signed in the capacity of :

Full address of the Branch

Tel No. of Branch :

Fax No. of Branch :



Signature of Bidder

FORM - III

PERFORMANCE SECURITY BOND FORM

1. In consideration of Under Secretary(Genl), Min of Drinking Water and Sanitation , New Delhi having agreed to exempt (Hereinafter called the Contractor(s) from the demand of Security Deposit/Earnest Money of Rs..... Rupees (.....) only for the due fulfillment by the said Contractor(s) of the terms and conditions to be contained in an Agreement dated and Tender Document No.D-13015/14/2015-Genl(Stationary) dated 16th Jan, 2017 in connection with the contract for supply of stationery items (name of the bank) (Hereinafter referred to as "the Bank") at the request of Contractor(s) do hereby undertake to pay to DDO(Cash), Ministry of Drinking Water & Sanitation New Delhi, an amount of not exceeding Rs.(Rupees) only against any loss or damage caused to or suffered or would be caused to or suffered by Ministry of Drinking Water and Sanitation , Pt. Deendayal Antyodaya Bhawan, New Delhi, by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the contract.

2. We (name of the bank)do hereby Undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from Ministry of Drinking Water and Sanitation Pt. Deendayal Antyodaya Bhawan, New Delhi, stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by Ministry, Drinking Water and Sanitation Pt. Deendayal Antyodaya Bhawan by reason of breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) breach of any terms and conditions of the contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, where the decision of Ministry, on these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs(Rupees.....only).

3. We undertake to pay to Ministry of Drinking Water and Sanitation, Pt. Deendayal Antyodaya Bhawan New Delhi, any money so demanded not withstanding any dispute raised by the Contractor(s)/Supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s)/Supplier(s) shall have no claim against us for making such payment.

We (name of the bank) further agreed that the guarantee herein contained shall remain in full force and effect initially for a period Initially for one year, extendable from year to year basis, subject to satisfactory performance of the firm during the contract period and subject to maximum of two years (including the initial one year).

. It shall continue to be enforceable till all the dues of the Ministry, under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till Ministry, certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of three months from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.



4. We(name of the bank) further agree With the Ministry, that the Ministry, shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said contract or extend time of performance by the said Contractor(s) from time to time or to postpone for any from time to time any of the powers exercisable by the Ministry of Drinking Water & Sanitation, Pt. Deendayal Antyodaya Bhawan, New Delhi the said Contractor(s)/Supplier(s) and to forbear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, and or any omission on the part of Ministry of Drinking Water and Sanitation, New Delhi or any indulgence by Ministry, to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of relieving us.

5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).

6. We (name of the Bank) Lastly undertake not to revoke this guarantee during this currency except with the previous consent of Ministry in writing.

This guarantee is valid from..... to

Date : For and behalf of

(Indicate the name of the Bank)

N.B: This guarantee should be issued on non-judicial Stamped Paper, stamped in accordance with the Stamp Act.

Signature of Bidder



FORM - IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To:
The Under Secretary (Genl))
Ministry of Drinking Water & Sanitation ,
8th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-03

Sub: Authorization for attending bid opening on.....(date) vide No. No.D-

13015/14/2015-Genl(Stationary) dated 16th Jan, 2017

Dear Sir,

The following person(s) is/are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below:-

ORDER OF PREFERENCE NAME

SPECIMEN SIGNATURES

1.

2.

3.

Alternate Representative:

Signature of the Bidder or the Officer authorized to sign the bid:

Documents on behalf of the Bidder:

Note:

1. Maximum of two representatives will be permitted to attend the bid opening. In cases, where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in the absence of authorization as prescribed above.

Signature of Bidder



FORM -V

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

Dated _____

To,

The Under Secretary (Genl))
Ministry of Drinking Water & Sanitation ,
8th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-03

Tender Reference No. No.D-13015/14/2015-Genl(Stationary) dated 16th Jan, 2017

Name of Tender :-

Dear Sir,

1. I/we have downloaded/obtained the tender documents for the above mentioned tender/work from the web site(s) namely <https://eprocure.gov.in/eprocure/app>. As per your advertisement, given in the above mentioned web site(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from page No. **1 to 22** (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 Ministry too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents/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 Ministry 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 deposited absolutely.

Yours faithfully,

(Signature of the Bidder with Official Seal)

