

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

8<sup>th</sup> floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road  
New Delhi-110003,  
Dated the 15<sup>th</sup> July 2015

NOTICE INVITING TENDERS FOR ANNUAL RATE CONTRACT  
FOR PROCUREMENT OF SANITARY & GENERAL ITEMS

Sealed tenders in Two Bids system (Technical & Financial) are invited from interested and eligible firms for Annual Rate Contract for supply of sanitary & general items in the Ministry of Drinking Water and Sanitation, CGO Complex, Lodhi Road, New Delhi-03. List of stationery and general items are enclosed in the Annexure to the Tender Document.

2. Estimated value of the Contract

Approximately Rs. 3.00 lakhs (Rupees three lakhs only)  
(for initial contract period of one year)

3. Cost of Tender Document: Rs. 500/- (Rupees Five hundred only)

4. Contract period: Initially for one year, extendable from year to year basis, subject to satisfactory performance of the firms during the contract period and subject to maximum of two years (including the initial one year).

5. EMD: Rs.6,000/- (Rupees six thousand only)

6. Last date of submission of Tender : 04 Aug 15 at 1500 hrs.

7. Date and time of opening of Technical Bids: 04 Aug 2015 at 1530 hrs.

8. For further details and getting the copy of tender document visit our web site (<http://www.mdws.gov.in>) or contact to the undersigned.



(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

TENDER NOTICE ANNUAL RATE CONTRACT  
FOR PROCUREMENT OF SANITARY AND GENERAL ITEMS

Sealed tenders in Two Bids system (Technical & Financial) are invited from interested and eligible firms for Annual Rate Contract for supply of , Sanitary and General items in the Ministry of Drinking Water and Sanitation, New Delhi-03. List of sanitary and general items are enclosed in the Annexures -I to the tender document.

2. Estimated value of the Contract

Approximately Rs. 3.00 lakhs (Rupees three lakhs only) (for initial contract period of two years)

3. Contract period: Initially for one year, extendable from year to year basis, subject to satisfactory performance of the firms during the contract period and subject to maximum of two years (including the initial one years).

4. EMD: Rs.6,000/- (Rupees six thousand only)

5. Cost of Tender Document: - Rs. 500/- (Rupees Five hundred only)

6. Last date of submission of Bid: 04 Aug 2015 at 1500 hrs.

7. Date and time of opening of Technical Bids: 04 Aug 2015 at 1530 hrs.

(A) PROCEDURE FOR SUBMITTING TENDERS

i). Tenders would be received in two bids system;

(a) Technical Bid and (b) Financial Bid

ii). Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee of TEC.

iii). (a) Technical Bid duly signed and EMD should be put in one separate cover and wax sealed (Cover-A). This cover should be super-scribed as:

“TECHNICAL BID FOR SUPPLY OF SANITARY AND GENERAL ITEMS”

(b) Financial Bid should be put in another separate cover and wax sealed (Cover-B). This cover should be super-scribed as:

“FINANCIAL BID FOR SUPPLY OF SANITARY AND GENERAL ITEMS”

iv). Both the envelopes containing the Technical Bids and the Financial Bids should be put in the third envelope (C) duly sealed.

- v). Tender should be submitted in General Section, 8<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003. The tender should be reached latest by 1500 Hrs on or before 04 Aug 2015. Tender will be opened at 1530 Hrs. on 04 Aug by the duly authorized Officer /Team of officers in the presence of all such bidders who wish to be present. Late/delayed offers shall not be opened/entertained under any circumstances. Offers received by due time and date will be opened, (For the Technical Bids only) in Conference Room 4<sup>th</sup> Floor Paryavaran Bhawan at 1530 Hrs on 04 Aug 2015 itself. Authorized representatives of the quoting parties may be present for the opening of the Technical Bids, if they so desire.
- vi). Tenders/Offer received shall be processed in two parts. All information and documents contained in Cover-A, mentioned in above shall be deemed to be the Technical Bid. In the event, prices are indicated by the party in the Technical Bid, the Offer shall stand rejected. Details furnished in the Technical Offer shall be assessed/evaluated by a Committee appointed in Ministry of Drinking Water & Sanitation for the purpose. Financial Bids (Cover-B) of only those bidders/Parties shall be opened at a later date whose Technical Offers are found valid, eligible, acceptable and suitable as per Ministry of Drinking Water & Sanitation requirements in the opinion of the aforesaid Committee/Competent Authority. Tenderers who have qualified in the Technical Bids will be informed for Financial Bid opening date and time and their Financial Bid will be opened in the presence of authorized representatives of the technically qualified tenders, who wish to be present on the occasion.
- vii) Technical Bids should be accompanied by EMD of Rs. 6,000/-.
- viii) Technical Bid should also be accompanied with Tender Fee of Rs.500/-.
- ix) The firm should fulfill all other essential conditions/requirements mentioned in this tender document.

Signatures of the bidder

(B) IMPORTANT INFORMATION

1. PURCHASER: THE PRESIDENT OF INDIA
2. CONSIGNEE: MINISTRY OF DRINKING WATER AND SANITATION  
8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
3. PERIOD OF CONTRACT: One year from the date of conclusion of Rate Contract. Contract period may be extended on year to year basis for a maximum period of two years including the initial one year contract, subject to satisfactory performance of the firms.
4. FIRM & FIXED RATES:
  - (a) Rates should be quoted on a firm & fixed price basis. Request or enhancement of contracted rates shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name is specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected.
  - (b) The Firms should give a declaration alongwith their Technical Bids that rates quoted in their Financial Bids are firm/valid for a minimum of 12 months from the date of opening of the Tender.
5. NON-TRANSFERABILITY: This tender is non-transferable.
6. TERMS & CONDITIONS: Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Ministry.
7. EARNEST MONEY: An amount of Rs. 6,000/- has to be deposited in the form of Demand Draft, Pay Order/Banker's Cheque in favour of PAO, Ministry of Drinking Water and Sanitation while submitting the tender. Tenders received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of Ministry of Drinking Water & Sanitation.
8. PERFORMANCE SECURITY: Successful bidder who are awarded the Annual Rate Contract on the basis of this Tender Enquiry shall be required to furnish a Performance Security of Rs. 20,000/- (Rupees twenty thousand only) in the form of Demand Draft or Pay Order/Banker's Cheque in favour of DDO, Cash, Ministry of Drinking Water & Sanitation within 15 days of the award of the Contract.

9. PRESCRIBED FORMS:

Only Tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed form shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.

10. TENDER FEE:

Tendering firms are required to furnish a tender fee of Rs.500/- (Rupees five hundred only) alongwith the Tender. Tender Documents can be obtained from Section Officer (Genl.), 8<sup>th</sup> floor, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-03 on furnishing a Demand Draft, Pay Order or Banker's Cheque of Rs. 500/- in the name of PAO, Ministry of Drinking Water & Sanitation, New Delhi. Tender Document can also be downloaded from website [www.mdws.gov.in](http://www.mdws.gov.in) or Government of India Tender portal [www.tenders.gov.in](http://www.tenders.gov.in). Sealed tenders received in this Ministry without the Tender Fee Coupon shall not be taken into consideration at all and shall be rejected straightaway. Firms using Tender Document downloaded from Ministry website will have to submit DD/Pay Order/Banker's Cheque of Rs.500/- alongwith their sealed tender failing which their offer shall be rejected straightaway.

11. LATE/DELAYED TENDERS:

Tenders received after closing date and time prescribed in this tenders enquiry shall NOT be accepted under any circumstances.

12. PURCHASER'S RIGHTS:

This Ministry reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

13. EVALUATION & AWARD OF CONTRACT: -

a) Contract shall be awarded to the firm(s) offering the lowest net bundled price( list wise) and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, net-bundled price offered shall not be accepted.

b) The Ministry will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

c) Notwithstanding the above, the Ministry reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.

d) The tenderer(s) whose rate is accepted will be notified for the award of contract by the Ministry prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.

e) In case two firms offering the lowest evaluated prices(Category-wise),then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firm's item-wise on L-1 basis.

f) While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from this Ministry at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.

Signatures of the bidder

© GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the “Terms & Conditions” and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures .
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders should be submitted in duplicate. Duplicate copy of the tender set should contain the same sets of documents as enclosed with the original tender.
5. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
6. Tenderers are requested to enclose a copy of their valid certificate of PAN No. with their tender.
7. Tenders received without Tender Fee Coupon, EMD amount by way of DD or Pay Order/Banker’s Cheque in the name of PAO, Ministry of Drinking Water & Sanitation, New Delhi will not be considered at all.
8. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
9. The tender documents can be obtained from Section Officer (Genl.), 8<sup>th</sup> floor, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) on any working day between 10.30 AM to 5. PM.
10. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in the Ministry will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11. Late/delayed tenders received in Ministry due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.) will be taken as standard and decisive.
12. Tendering firms are at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorised to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorised to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.
13. The Envelope containing the “Technical Bid” should have the following documents/information:
  - i) Name & Address of the firm with proof :-
  - ii) Postal Address/Telephone/FAX/E-Mail of the Firm:-
  - iii) Registration /Dealership Certificate.
  - iv) Attested Copy of Proof of Registration for Supply Contract existing with other Government/Semi-Government/PSU etc.
  - v) Certified copy of PAN Card
  - vi) Sale Tax/VAT Registration Certificate
  - vii) Name of the Bank & Account No.

- viii) Bank Statement with P&L Account No. for the last one year :
- ix) Copy of IT Return for the last 3 years:
- x) Details of annual turnover of the firm last three years
- xi) Performance certificate for two/three Ministries/Department/PSU etc. be enclosed.

Signatures of the Bidders



(D) TERMS AND CONDITIONS

1. The Rate Contracts shall be valid for the period of two years from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage. Based on the expenditure incurred during the current year, contract value for the proposed R/C period are expected to be around Rs. 3.00 lakhs.
2. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.20,000/- (Rupees twenty thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the Contract. The format for such purpose will be provided by DST alongwith the Rate Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall stand forfeited.
3. The Ministry of Drinking Water and Sanitation reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
4. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the Ministry of Drinking Water & Sanitation after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.
5. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Head of the Department. Appeal against the decision of the HOD will lie to the Joint Secretary (Administration), Ministry of Drinking Water & Sanitation.
6. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Delhi only.
7. Intending tenderers will have to furnish a copy of their PAN No., Sale Tax Registration Number(proof to be attached), Audited Balance Sheets for the Financial Years 2012-2013, 2013-2014 and 2014-2015.
8. Annual financial turnover of the firm during last three years should not be less than Rs. 3 lakhs.
9. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the Capacity in which the tender documents are signed as:

- a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

Signatures of the bidder

(E) NOTES

1. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
2. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
3. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, Ministry of Drinking Water & Sanitation may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
4. The tenderer should sign at each page of the tender and all its Annexures. No page should be removed /detached from the tender document.
5. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned. This declaration may be furnished in the format given in Annexure – 2 attached to this Tender Document.
6. Offering of lowest prices to Ministry of Drinking Water & Sanitation:
  - 6.1 The prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organisation(s) including the purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed.

If at any time during the said period, the Contractor reduces the sale price, sells or offers to sell such stores to any person(s)/organisation(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the Ministry of Drinking Water & Sanitation and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
  - 6.2 The Contractor shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract.

“I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to Ministry of DWS under the contract herein and such stores have not been offered/sold by me/us to any person(s)/organisation(s) including the purchaser or any department of Central Government or any Department of a State Government or any statutory Undertaking of

the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to DST.”

7. Indenting Authority : Ministry of Drinking Water and Sanitation, Paryavaran Bhawan, New Delhi-03.
8. Consignee: Ministry of Drinking Water and Sanitation 8<sup>th</sup> Floor Paryavaran Bhawan, New Delhi
9. Terms of Delivery: Door delivery at Ministry of Drinking Water and Sanitation, 8<sup>th</sup> floor, Parayavaran Bhavan, CGO Complex, Lodi Road, New Delhi-03. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.
10. Delivery period: Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
11. Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
12. Dispatch instructions: Stores are required to be delivered at the Ministry of Drinking Water & Sanitation premises on free delivery to the consignee's premises, freights/transportation paid basis.
13. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
14. GUARANTEE/ WARRANTY:

The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of installation of the said goods/stores/articles to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or approved the said goods /stores/articles, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

15. All firms are required to submit the Performance statement for the last 3 years in respect of Stationery and General items supplied to Central Government offices PSU etc. at New Delhi. Performance Statement must be submitted in the format enclosed at Annexure-II to this tender document.
16. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments upto date.

17. Duties & Taxes

Sales Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the exemption certificate issued by the appropriate authority may be furnished.

18. Octroi Duty and Local Taxes: Normally the stores supplied to Government Departments against Government Contracts are exempted from the levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of exemption certificate from authorized officers. As the tenderers are requested to quote their prices on F.O.R. destination, door delivery basis, Octroi Exemption Certificate will not be issued by this Department and any separate charges for Octroi & local taxes will be borne by the supplier himself only.
19. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).
20. The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.
21. The decision of the Ministry shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/articles supplied will not be more than 3 months (Three months) old. The acceptance of articles will be given only when the articles are found upto the specifications given in the tender enquiry and free from all defects. The rejected items must be removed/lifted by the tenderers from the consignee's premises within 03 days from the date of the information about their rejection of stores. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.
22. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

Signatures of the bidder

STATIONERY ITEMS

Sr. No.	No. of Printer cartridges	Make/Brand/ Specification	Unit	MRP (Including taxes)	Rate offered
1.	All Pin	Apex	Packet		
2.	Attendance Reqr.	Apsara	No.		
3.	Acquaintance Reqr.	Natraj	Box		
4.	Binding Clip (Small)	Apsara	Box		
5.	Binding Clip (Medium)				
6.	Binding Clip (Big)	Natraj	No.		
7.	Brown Tape	Cello Gripper	No.		
8.	Bill Reqr.	Cello Gripper	No.		
9.	Box File		Box		
10.	Boral (Non-Magnetic)	Reynold	No.		
11.	Bag (My Clear Bag)	Perform/flair	No.		
12.	Binder Ring (41 mm)				
13.	Binder Ring (51 mm)	Perform	No.		
14.	Correcting Pen	Camlin/Kores	No.		
15.	Cello Tape (Small)	Omex/Premier	Per Piece		
16.	Cello Tape (Big)	Omex/Premier	Per Piece		
17.	CD/DVD	Achiever	No.		
18.	CD (RW)	Uniball	No		
19.	Colour Flag	De'smat/Promo te	Per Pad		
20.	Computer Paper	Supreme	Pkt		
21.	Cash Book		Pkt		
22.	Calculator		No		

		rat			
87.	Ruled Regr. (384 pages)	Neelgagan/Bha rat	Per No.		
88.	Stappler (Small)		Per No		
89.	Stappler (Medium)		Per No		
90.	Stappler (Big)		Per No		
91.	Stappler Pin (Small)	Kangaroo	Per Box		
92.	Stappler Pin(Medium)	Kangaroo	Per Box		
93.	Stappler Pin(Big)	Kangaroo	Per Box		
94.	Spiral Pad (50 sheets)	Shipra/Neelgag an	Per Pad		
95.	Slip Pad		Per pad		
96.	Shorthand Book	Swaraswati/Bitt oo	No.		
97.	Sharpner	Natraj	Per Piece		
98.	Service Book		Per No		
99.	Sign Pad	Neelgagan	Per piece		
100.	Scissors(small size)		Per No		
101.	Stamp Pad	Supreme	Per Piece		
102.	Tag (White) (200 tag pack)	As per sample	Per Bundle		

Signatures of the bidder

PERFORMANCE STATEMENT FOR THE LAST 3 YEARS 2012-13, 2013-14 AND 2014-15

Name of the firm.....

Contract No.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay
1	2	3	4	5	6	7	8

Signature of Bidder



DECLARATION

From:-

M/s.....

.....

.....

To  
The Under Secretary(Admn)  
Ministry of Drinking Water & Sanitation,  
8<sup>th</sup> Floor, Paryavaran Bhavan,  
CGO Complex, Lodi Road,  
New Delhi-110 003.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Supply Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Ministry of Drinking Water and Sanitation, New Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name: \_\_\_\_\_

Designation with Seal of the Firm

Date:

TENDER FEE COUPON

TENDER NO.: No. D-13015/14/2015-Genl.

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ 2015

TENDER SET NO \_\_\_\_

ISSUED TO

M/s.....  
.....  
.....

Against request letter No. \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ 2015

And payment of an amount of Rs.500/- (Rupees Five hundred only) vide Demand Draft/

Pay order/Banker's Cheque No. \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/2015.

Drawn at \_\_\_\_\_ Bank

TENDER DOCUMENT ISSUED ON \_\_\_\_\_.