

No. D-15014/6/2017-Ad.III
Government of India/Bharat Sarkat
Ministry of Home Affairs/ Grih mantralaya

North Block, New Delhi, the 1st May, 2017

e-TENDER NOTICE

e-Tenders are invited by the Ministry of Home Affairs under two bid systems (i.e. Part-1: Technical Bid and Part-II: Financial Bid) for the purchase of Stationery/General Items as detailed in the enclosed list at Annexure 'A' and 'B'. The items, as mentioned in Annexure 'A' are generally purchased on month-to-month basis whereas items mentioned in Annexure 'B' are purchased on requirement basis. Some of them are purchase in alternate month. It must be noted that the rates quoted should be valid till June, 2017. It may also be noted that the Stationery/General items will have to be delivered at Gate no. 6 (Jalebi Chowk), North Block, New Delhi. The annual value of the procurement of stationery etc. items by this Ministry would be around 1.80 crore.

2. The contract shall be initially for a period of one year from the date of letter awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (upto a maximum of two years) as may be decided by the competent authority, after review of performance.

3. The Tender shall be accepted under Two bid system. **The interested firms have to submit the Technical Bid and Financial Bids online in the prescribed profroma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only.** Tender sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

4. The Earnest money Deposit (EMD) of Rs. 5,00,000/- (Rupees five lakhs only) in the form of Account Payee Demand Draft drawn in favour of Drawing & Disbursing officer (Cash), Ministry of Home Affairs, New Delhi has to be submitted to the Under Secretary (Ad.III), Ministry of Home Affairs, New Delhi (Room No. 2, Ground Floor, North Block, New Delhi) from **01.05.2017 to 2:00 PM on 22.05.2017**. Bids shall not be considered in case the EMD is not submitted **by 2.00 P.M. on 22.05.2017**. Late receipt of EMD viz., after closure of online bidding time, will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. The said Earnest money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of contract.

5. The successful tenderer will have to deposit Performance Security Deposit (PFD) of 10% of the total value of Annual Procurement in the form of Fixed Deposit

SO (IT), NIC, MHA - Requested that the notice may be loaded on the website

Receipt (FDR) from a commercial bank made in the name of Agency/Firm and hypothecated to the DDO (Cash), Ministry of Home Affairs, North Block, New Delhi covering the entire period of contract. The Performance Security Deposit should remain valid for a period of ninety days beyond the stipulated date for cessation of the contract for initial one year. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.

6. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. In no case there should be any change in the format of the Financial Bid. The Bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.

7. Conditional bids shall not be considered and will be rejected summarily.

8. The Technical Bid shall be opened online on the scheduled date and time at **3:30 PM on 22.05.2017.**

9. The Financial Bid of only those tenderers will be opened who qualify in the technical bid. The Financial Bids of only those bidders who qualify in the technical bid will be opened by the Tender Evaluation Committee (TEC) on **26.05.2017 at 11:30 AM.**

10. The bidding firm has to give a self certificate to the effect that it has neither been blacklisted by any Central Ministry/Department, PSUs etc. nor any criminal case is registered/pending against the firm. The certificate has to be scanned and uploaded alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefor.

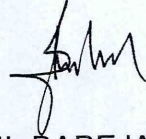
11. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.

12. The Technical Bids will be opened online on **22.05.2017 at 3:30 P.M.** by a Technical Evaluation Committee(TEC) of three officers constituted for the purpose in the Ministry of Home Affairs, North Block, New Delhi. At the first stage the technical bids shall be evaluated by the TEC. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened on **26.05.2017 at 11:30 A.M.** by the Committee Members. The TEC, after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected alongwith a comparative statement duly signed by the members of TEC.

13. The Ministry reserves the right to reject any or all the tenders at any time or relax/amend/withdraw any of the term and conditions contained in the Tender

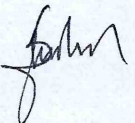
Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

14. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 01.05.2017 to 22.05.2017 upto 2:00 pm.



(SUNIL BAREJA)
Under Secretary to the Govt. of India
Tele: 23093284

Terms and Conditions

1. The contract shall be initially for a period of one year from the date of letter awarding the contract.
2. In case the bidders/successful bidder(s) are found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money deposited shall be forfeited after giving proper opportunity through show cause notice.
3. The firm(s) would be required to supply the stationery/general items on regular basis to North Block at Jalebi Chowk (Gate No-6) on all working days between 9:00 am to 5:30 pm. No separate charges for delivery of goods would be paid by the Ministry. Bills in triplicate of items supplied should be sent later and the payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of the Ministry. If, any items are found to be defective or not of the desired quality etc., the same shall be replaced by the firm(s) immediately for which no extra payment shall be made.
4. In case the firm fails to supply the items or replace the defected items within the stipulated period as mentioned in the supply order, 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 firm by issuing notice and necessary action for blacklisting the firm will also be taken. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills. 
5. The tendering firm must quote the rates of items of reputed firms/branded items. The rates should be in figures as well as in words of all the items as per the given specifications. Vat/Sales Tax/other charges, etc. if any should be mentioned specification separately, failing which no claim will be entertained at a later stage. The rates of the item + taxes should not exceed the MRP (Maximum Retail Price). If subsequently found that the firm has supplied the items at higher rates then the excess amount shall be recovered and the contract awarded shall be cancelled immediately and security deposit submitted by the firm shall be forfeited.
6. The firm should quote the rates of all the items, otherwise the tender would be rejected.
7. The requirement of stationery/consumable items can be increased or decreased and the firm(s) has to supply the items during the period of contract.
8. No request for increase in rates will be entertained during the period of contract nor the firm can raise the same.
9. No advance payment will be made.
10. Due to criticality of the requirement, the Ministry cannot depend on a single source of supply for these items. As such, the supply order may be splitted to more than one firm provided more than one firm are quoting the same rate for one item of same specification/brand. The Committee will consider the option

for splitting the supply to more than one firm after assessing the bids. However, the Ministry reserves the right to decide the quantity of the order to be placed, if it is found that there is a deficiency in the service provided by either vender.

11. The Tender processing committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and also to check the godown of the firm(s).
12. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and agreement will be governed by and be construed in accordance with the laws of India.



(SUNIL BAREJA)
Under Secretary to the Govt. of India
Ph.23093284

SIGN OF TENDERER _____

NAME IN BLOCK LETTERS _____

FULL ADDRESS _____

PROFORMA FOR TECHNICAL BID

1.	Name of the Agency	
2.	Nature of the concern i.e. sole proprietor or partnership firm or a Company	
3.	Full address of Regd. Company with Telephone no., Fax no. and e-mail address	
4.	Full address with Telephone no., Fax no. and e-mail address of operating/Branch Office in Delhi.	
5.	(i) Sales Tax /VAT registration Certificate along with TIN number. (ii) Latest VAT/Sales Tax Clearance Certificate. (documents are to be scanned and uploaded with bid documents)	
6.	Documents regarding Annual turnover of Rs. 4 crores for the last three years. (documents are to be scanned and uploaded with bid documents)	
7.	Authorization Certificate in case of authorized dealer. (documents are to be scanned and uploaded with bid documents)	
8.	List of Ministries/Government Departments to whom the stationery items mentioned in Annexure A and B were being supplied by the firm during the last three years. (documents are to be scanned and uploaded with bid documents)	
9.	Certificate of satisfactory performance from the organization(s) to whom the stationery articles were supplied. (documents are to be scanned and uploaded with bid documents)	
10.	Certificate to "Not blacklisting etc.	
11.	Earnest money as per para-4 of the e-tender Notice.	

Date:

Signature of authorized person

Place:

Name:

Seal:

DECLARATION

I.....Son/Daughter/Wife of
Shri..... Proprietor /Director/authorized signatory of the Agency
mentioned above, is competent to sign this declaration and execute this tender
document;

I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by the same;

The Information/document furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/we, am/are well aware of the
fact that furnishing of any false information/fabricated document would lead to
rejection of my/our tender at any stage besides liabilities towards prosecution under
prosecution under appropriate law and forfeiture of EMD and Performance Security.

Date:

Signature of authorized person

Place:

Full Name:

BILLS OF ITEMS**Annexure 'A'**

S.No.	Name of Item	Brand Name	Rates per unit	Monthly Requirement projected by MHA	Total Cost (Rates quoted should be inclusive of taxes/charges etc. and not more than MRP of the item)
1.	Candles (Pkt. Of 6 Candle) (170 gms)			100	
2.	Cello tape (small			2000	
3.	Cello tape big –white 1”			Need basis (NB)	
4.	Cello tape big brown 1”			NB	
5.	Dak Pad			100	
6.	Document folder (hard cover with clip)			NB	
7.	Engagement Stand (A-4 size)			NB	
8.	Envelopes brown SE-6A (cloth in inner side)			5000	
9.	Envelopes brown SE-7A (cloth in inner side)			5000	
10.	Envelopes brown SE-10A (cloth in inner side)			1000	
11.	Envelope white A4 size (120 gsm) Laminated			NB	
12.	File cover (printed green) 450 gsm (thick)			3000	
13.	File flaps 3.5”			NB	
14.	Green court paper (FS size)			NB	
15.	Jotter refill			NB	
16.	Match box Pkt.			200	
17.	Needle big (Pkt.) 4”			NB	
18.	Pilot Pen Ink			NB	
19.	Pen/Pencil tray-Each			NB	
20.	Photocopier paper 80 gsm (A4 size)			2500	
21.	Photocopier paper 80 gsm (A3/Statement size)			NB	
22.	Photocopier paper(Colour) A4 (Blue/Green/Pink/Yellow)			NB	

23.	Photocopier paper (Colour) FS (Blue/Green/Pink/Yellow)			NB	
24.	Plastic file tray-Each			NB	
25.	Poker – each			NB	
26.	Refill			NB	
27.	Refill fine grip (Cello)			NB	
28.	Slip book (Printed) Spiral			500	
29.	Stapler pin (23/8)			NB	
30.	Stapler pin (23/10)			NB	
31.	Sutli (1 Kg.) (Jute)			10	
32.	Table Glass (Small) (1½' X 2') – Each			NB	
33.	Table Glass (Big) (2' X 3') – Each			NB	
34.	Typing paper (A4 size) Ream			NB	
35.	Waste paper basket-Each			100	
36.	Wrapping Paper-Ream (100 gsm)			NB	
37.	Library Box			NB	

BILLS OF ITEMS**Annexure 'A-1'**

S.No.	Name of Items	Brand Name	Rates per unit	Monthly Requirement projected by MHA	Total Cost (Rates quoted should be inclusive of taxes/charges etc. and not more than MRP of the item)
1.	Agarbatties			200	
2.	Battery Cell 23 AE (12 V)			NB	
3.	Beygon 5 Ltr. Tin			NB	
4.	Brasso 500 ml			20	
5.	Bulbs 0 Wat			NB	
6.	Finit pumps			20	
7.	Glass cut			300	
8.	Glass cover (pkt. of 6)			NB	
9.	Glass mat (pkt. of 6)			NB	
10.	Harpic 500 ml			50	
11.	Hit Spray			100	
12.	Homocol cubes (1 Kg. Pkt.)			NB	
13.	Odonil (Square)			100	
14.	Odonil (Stick)			100	
15.	Old dhoties (Cotton)			100	
16.	Peaxol 5 Ltr. Tin			20	
17.	Plastic jug (2 Ltr.)			NB	
18.	Room freshener Yardly			NB	
19.	Room freshener Premium			200	
20.	Soap Lux (90 gm)			500	
21.	Tube light (4 feet)			NB	
22.	Tube light (T5 28 W)			NB	
23.	Tube light (36 W)			NB	
24.	Tube light (36 W) (4 Pin)			NB	

BILLS OF ITEMS**Annexure 'B'**

S.No.	Name of Item	Brand Name	Rates per unit	Monthly Requirement projected by MHA	Total Cost (Rates quoted should be inclusive of taxes/charges etc. and not more than MRP of the item)
1.	Tumbler glass (small)			Need Basis	
2.	Bowl (Bone-china)			Need Basis	
3.	Dinner set (Bone-china)			Need Basis	
4.	Dinner set (Stainless Steel)			Need Basis	
5.	Fork			Need Basis	
6.	Plates (quarter)			Need Basis	
7.	Soup bowls			Need Basis	
8.	Tea set			Need Basis	
9.	Tea Spoon			Need Basis	
10.	Thermos Flask ½ Ltr.			Need Basis	
11.	Tray (big)			Need Basis	
12.	Tray (set of big/medium/small)			Need Basis	
13.	Liquid soap container (plastic)			Need Basis	
14.	Plastic drum big size with lid (100 Ltrs.)			Need Basis	
15.	Plastic glass			Need Basis	
16.	Plastic spoon			Need Basis	
17.	Plastic/paper plate			Need Basis	
18.	Briefcase			Need Basis	
19.	Leather dak bag for peons			Need Basis	
20.	Leather bag (good quality)			Need Basis	
21.	Leather File Box with wheels			Need Basis	
22.	Suitcase 20"			Need Basis	
23.	Suitcase 24"			Need Basis	
24.	Suitcase 26"			Need Basis	
25.	Suitcase 29"			Need Basis	

BILLS OF ITEMS**Annexure 'B-1'**

S.No.	Name of Items	Brand Name	Rates per unit	Monthly Requirement projected by MHA	Total Cost (Rates quoted should be inclusive of taxes/charges etc. and not more than MRP of the item)
1.	All Out machine with refill			Need Basis	
2.	All Out refill			Need Basis	
3.	Good night refill			Need Basis	
4.	Add Gel Pen (PG 500)			Need Basis	
5.	Cloth fancy folder			Need Basis	
6.	Damper (Spunge)- each			Need Basis	
7.	Drawing pin pkt.			Need Basis	
8.	Drawing pin coloured			Need Basis	
9.	Engagement Stand (6" X 8½")			Need Basis	
10.	Envelopes laminated (white/ yellow/blue) A/4 Size-per hundred			Need Basis	
11.	Hard board sheet A/4			Need Basis	
12.	Key purse med size			Need Basis	
13.	Key purse big size			Need Basis	
14.	Luxor sign pen			Need Basis	
15.	Lock 65 mm (branded)			Need Basis	
16.	Lock 75 mm (branded)			Need Basis	
17.	Lock 65 mm (brass)			Need Basis	
18.	Folding Leather folder (As per sample)			Need Basis	
19.	Meeting folder (Leather) (As per sample)			Need Basis	
20.	Parliament Leather Pad			Need Basis	
21.	CFL bulb (23 W)			Need Basis	
22.	CFL bulb (18 W)			Need Basis	
23.	CFL bulb (15 W)			Need Basis	
24.	CFL bulb (5 W)			Need Basis	
25.	CFL bulb (Yellow)			Need Basis	
26.	Spot one Captelux Bulb			Need Basis	
27.	Attendance Register (100 Pgs.)			Need Basis	
28.	Assistant's Diary 6 Qr.			Need Basis	

29.	Diary Register (8 Qr.) .			Need Basis	
30.	Dispatch Register (8 Qr.) .			Need Basis	
31.	File Movement Register (8 Qr.)			Need Basis	
32.	Index Diary			Need Basis	
33.	Register – Alphabet 4 Qr.			Need Basis	
34.	Register – Alphabet 6 Qr.			Need Basis	
35.	Register – Alphabet 8 Qr.			Need Basis	
36.	Service Book with binding (4 Qr.)			Need Basis	
37.	Service Book without binding (2 Qr.)			Need Basis	
38.	Stapler HD 1217			Need Basis	
39.	Stapler pin (12/17)			Need Basis	
40.	Tag large (bundle of 10 X 100)			Need Basis	
41.	Torch with two cell			Need Basis	
42.	Torch with three cell			Need Basis	
43.	Tube light (2 feet)			Need Basis	
44.	Tube light (40 wat) yellow colour			Need Basis	
45.	Umbrella big size			Need Basis	
46.	Umbrella small			Need Basis	
47.	Wrapping Cloth -per meter			Need Basis	