

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सूचना का
अधिकार

सं० 31016/1/2015-Ad (G)

No.

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107

Dated 22 June, 2015


Notice Inviting Tender

Subject: To invite Online Bid for Annual Rate Contract (ARC) for supply of Sanitary and Crockery items for use in the Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financial sound companies/firms/agencies for award of Annual Rate Contract (ARC) for supply of Sanitary and Crockery items for use in the Ministry of Steel for the period of one year from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.
3. The tender document contains the following enclosures:
 - Annexure-I -Term and Condition
 - Annexure-II -Proforma for Technical Bid Submission
 - Annexure-III -List of Sanitary items (Proforma for Financial Bid Submission for Sanitary items)
 - Annexure-IV -List of Crockery items (Proforma for Financial Bid Submission for Crockery items)
 - Annexure-V -Details of Bank Account
 - Annexure-VI - Instructions for Submission of e-Tender
4. Important Dates for the invitation of aforesaid Online bid:

✓ Publish Date of Bid	- 22.06.2015 11.00 AM
✓ Bid/Document Downloading Start Date	- 22.06.2015 11.30 AM
✓ Bid Submission Start Date	- 23.06.2015 09.00 AM
✓ Bid/Document Downloading End Date	- 13.07.2015 03.00 PM
✓ Bid Submission End Date	- 13.07.2015 03.00 PM
✓ Bid Opening Date	- 13.07.2015 03.30 PM
5. **The Bid should invariably be accompanied by a Demand Draft of ₹ 15,000/- (Fifteen Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover superscripted with 'BID FOR ARC FOR SUPPLY OF SUPPLY OF SANITARY AND CROCKERY ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 13th July, 2015 by 03.00 P.M.** The estimated value of the bid is **₹ 6,00,000/- (Six Lakh only).**
6. Tender may also be downloaded from the website of the Ministry of Steel (www.steel.nic.in).
7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.
8. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(H.K. Wadhwa)

Under Secretary to the Govt. of India

अवर सचिव/Under Secretary 23061243

इस्पात मंत्रालय/Ministry of Steel

उद्योग भवन/Udyog Bhawan

नई दिल्ली/New Delhi


Copy with request to upload it on the website of the Ministry of Steel to: www.steel.nic.in

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

Term and Condition for Supply of Sanitary and Crockery items in the Ministry of Steel

General Conditions

1. The period of Annual Rate Contract (ARC) shall be ordinarily be *valid for one year with effect from the date of awarding the Annual Rate Contract (ARC)*. This period may be further extended as per the requirement of the Ministry for a period of 6 months or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The rate quoted should clearly specify whether Sales Tax, Service Tax and VAT are applicable and, if so, at what rate. In case, this information is not indicated in the bid, it would be presumed that the rates quoted are inclusive of all type of taxes. The rates are to be quoted in the format given in Annexure-III and Annexure-IV.
3. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
4. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
5. The bidder will have to supply the Sanitary/Crockery items in good condition in the Administration (General) Section, Room No. 74, G Wing, Ministry of Steel, Udyog Bhawan, New Delhi at their own cost. No transportation or labour charge will be paid.
6. The firm should be in a position to supply Sanitary/Crockery items even on short notice as and when needed on receipt of written order from the authorized officer in the Administration (General) Section.
7. The firm should be *located in the in NCR of Delhi* and experience of supplying of Sanitary and Crockery items to at least three Government Ministries/Departments.
8. The firm would be registered with Income Tax Department, Department of Value Added Tax of NCT Delhi and Central Excise Department for Service Tax. A certificate to this effect should be enclosed with the bid.
9. The sample of the Sanitary and Crockery items likely to be required may be seen at Administration (General) Section, Room No. 74, G Wing, Ministry of Steel, Udyog Bhawan, New Delhi on any working day during 09.00 a.m. to 5.30 p.m.
10. *The rate should be compulsorily be quoted for all the Sanitary and Crockery items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and the format given in Annexure-III and Annexure-IV. Rate should be quoted for the Sanitary and Crockery items of specified brand where the brand name is specified and the rate should not be above Maximum Retail Price (MRP). For the Sanitary and Crockery items where the brand name is not specified, the rate should be quoted of stationery items of standard quality. The Sanitary items supplied adhere to the specification given in Column 3 of Annexure-III and Crockery items supplied adhere to the specification given in Column 3 & 4 of Annexure-IV. 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 Notice Inviting Tender and if any firm submits the bid with changed specification, their bid will be summarily/uprightly rejected.*


एच० के० वधवा/H. K. WADHWA:-
अवर सचिव/Under Secretary
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन/Udyog Bhawan
नई दिल्ली/New Delhi

11. The firm will supply all Sanitary/Crockery items on credit basis as settlement of bills may take some time depending on availability of funds. No advance payment will be made for supply of the Sanitary/Crockery items. **Payment shall be made by electronic transfer to the account of the firm on submission of bill in triplicate.** Bidder should furnish Details of its Bank Accounts in Annexure-V alongwith the other requisite documents. As far as possible, the bills would be settled on a monthly basis.

12. The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone for contracting. These contact phone numbers will have to be intimated to this Ministry immediately on award of contract.

13. The firm should be willing to supply all items.

14. On demand through issuance of supply order by the Ministry of Steel, the firm shall supply Sanitary/Crockery items as per specification. Any deviation from the approved specification shall make the firm liable to take back such items at his own cost. Ministry of Steel reserves the absolute right to reject any Sanitary/Crockery items which, in its opinion, is not of approved specification. Decision of Competent Authority of Ministry of Steel in this regard shall be final and binding upon the firm.

15. A penalty of ₹ 5,000/- (Five Thousand only) will be imposed if it is found, on the basis of complaints received from end-user of the Ministry, that Sanitary/Crockery items supplied is below the desired standard or substandard. In case of supply of such Sanitary/Crockery items once after imposition of penalty, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.

16. Quantity of Sanitary/Crockery items to be supplied may vary from time to time. Ministry of Steel shall place the order for supply of Sanitary/Crockery items on monthly basis as per the requirement, however, supply order may also be placed as and when Sanitary/Crockery items are required. All Sanitary/Crockery items of the supply order shall be supplied at one go as per quantity mentioned in the supply order. Ministry of Steel shall not accept part supply of any Sanitary/Crockery items. The delivery chalan shall be got signed by the Section Officer/Dealing Assistant as a proof of having supplied the items in full and the same should be attached with bills for payment.

17. The tender will be finalized on the basis of the total bid amount of Sanitary and Crockery items and not by item wise lowest rate quoted by the bidders.

18. Successful firm *will have to supply the items within two (2) working days after issuance of supply order.* In case the firms fail to supply the items within this period, the Sanitary/Crockery items 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. However, in certain circumstances, the supply of Sanitary/Crockery item ordered must be supplied on the same day without claiming any extra charges.



19. It should be ensured that the Sanitary/Crockery items supplied would be to the full satisfaction of the end-users of the Ministry. In case of any unsatisfactory report, the firm is liable to be not paid for such items.

20. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.

21. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.


22. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.

23. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Annexure-II (information furnished by the firm for evaluation of technical bids) in original
- (b) Earnest Money Deposit (EMD)
- (c) Copy of PAN Card
- (d) Copy of VAT/TIN//Sale Tax registration certificate
- (e) Copy of work experience certificate
- (f) Annexure-V (details of bank account of firm) in original
- (g) Copy of cheque from account furnished in Annexure-V
- (h) Copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

24. The contractor entered into shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.

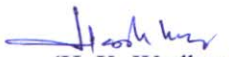
25. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.


एच० के० वधवा/H. K. WADHWA
अवर सचिव/Under Secretary
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन/Udyog Bhawan
नई दिल्ली/New Delhi

26. Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.
27. Overwriting or correction in any of the tender document is not permissible.
28. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.
29. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.

Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of ₹ 18 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.
2. *Earnest Money Deposit (EMD) of ₹ 15,000/- (Fifteen Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR ARC FOR SUPPLY OF SANITARY AND CROCKERY ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 13th July, 2015 by 03.00 P.M.*
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Rate Contract (ARC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of ₹ 30,000/- (Thirty Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD).* However, However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.


(H. K. Wadhwa)
Under Secretary to the Govt. of India

एच० के० वधवा/H. K. Wadhwa
अवर सचिव/Under Secretary
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन/Udyog Bhawan
नई दिल्ली/New Delhi


INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

S. No.	Particulars	To be filled by the bidder	
1.	(a) Name of the Firm		
	(b) Address of the Firm		
	(c) Name of Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f) Email Address		
2.	PAN Number (copy to be enclosed)		
3.	TIN Number (copy to be enclosed)		
4.	Service Tax Registration Number (copy to be enclosed)		
5.	List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed)		
6.	Annual Turn Over (in ₹) (copy of financial statement of account like Balance Sheet, Profit & Loss Account etc. to be enclosed) (Average Annual Turn Over during last three financial year should be at least of ₹ 18 lakh per annum)	Year	Annual Turn Over (in ₹)
		2011-12	
		2012-13	
		2013-14	
7.	Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank		
8.	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) No. 31016/1/2015-Ad (G) dated 22 June, 2015 and will abide by them till the completion of the contract period. We are also willing to supply the stationery items on credit basis and we understand that settlement of bills may take some time depending on availability of funds.

Date :
Place :


एच.के. वाधवा/H. K. WADHWA
अवर सचिव/Under Secretary
उद्योग मंत्रालय/Ministry of Steel
इस्पात भवन/Udyog Bhawan
नई दिल्ली/New Delhi

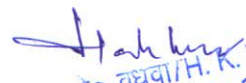
(Signature of the authorized person)
Name:
Designation:
Seal:

Note: Any bid received without all the details and the certificate dully signed with the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

LIST OF SANITARY ITEMS
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF
FINANCIAL BIDS

Sl. No.	Items	Specification or equivalent	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6	7
1.	Toilet Acid Bottle (1 Ltr)	Standard Quality	Number			
2.	Mosquito Repellant Refill	All Out	Number			
		Mortien	Number			
3.	Mosquito Repellant Machine	All Out	Number			
		Mortien	Number			
4.	Nariyal Jhadu with Stick (for roads)	Standard Quality	Number			
5.	Nariyal Jhadu	Standard Quality	Number			
6.	Phool Jhadu with Plastic Handle	Standard Quality	Number			
7.	Toilet Brush with Wooden Handle	Standard Quality	Number			
8.	Toilet Brush with Plastic Handle	Standard Quality	Number			
9.	Brush for Cleaning Road with Bamboo	Cello	Number			
10.	Plastic Bucket (10 Ltr)	Cello	Number			
11.	Plastic Bucket (20 Ltr)	Cello	Number			
12.	Plastic Bucket (50 Ltr)	Cello	Number			
13.	Bagyon Spray (5 Ltr)	Standard Quality	Number			
14.	Clenzo Metropole (5 Ltr) (Black)	Claire Ltd./ Metropole India	Number			
15.	Colin (500 ml)	Reckitt Beneckisr	Number			
16.	Mouse Catcher (Steel)	Standard Quality	Number			
17.	White Duster (24x24)	Standard Quality	Number			
18.	Yellow Duster (24 x24)	Standard Quality	Number			
19.	Liquid Soap (1 Ltr)	Dettol	Number			
		Lifeboy	Number			

Sl. No.	Items	Specification or equivalent	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6	7
20.	Liquid Soap (250 ml)	Dettol	Number			
		Lifeboy	Number			
21.	Plastic Dustbin (20 Ltr)	Cello	Number			
22.	Plastic Dustbin (60 Ltr)	Cello	Number			
23.	Plastic Dustbin (300 Ltr)	Cello	Number			
24.	Finit Pump Steel	Standard Quality	Number			
25.	Toilet Paper Roll	Standard Quality	Number			
26.	Floor Duster (60x60)	Standard Quality	Number			
27.	Insect Spray (Mosquito) (1 Ltr)	HIT	Number			
28.	Insect Spray (Cockroach) (1 Ltr)	HIT	Number			
29.	Napthalene Ball (500 gm)	Standard Quality	Pkt			
30.	Napthalene Ball (200 gm)	Standard Quality	Pkt			
31.	Odonil Stick (100 gm)	Lavender Meadows	Number			
32.	Soap	Rin	Number			
33.	Phynele Bottle (White)	Standard Quality	Number			
34.	Phynele Bottle (Black)	Standard Quality	Number			
35.	Room Freshener	Yardly	Number			
		Ambi Pure	Number			
36..	Soap (150 gm)	Lux	Number			
37.	Soap Case (Steel)	Standard Quality	Number			
38.	Soap Case (Plastic)	Cello	Number			
39.	Surf Excel (1 Kg)	Hindustan Uniliver Ltd.	Number			


 एच० के० वधवा/H. K. WADHWA
 अवर सचिव/Under Secretary
 इस्पात मंत्रालय/Ministry of Steel
 नई दिल्ली
 28/11/2020

Sl. No.	Items	Specification or equivalent	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6	7
40.	Towel Royal (40x80)	Bombay Dying	Number			
41.	Towel Royal (30x60)	Bombay Dying	Number			
42.	Towel Royal (60x120)	Bombay Dying	Number			
43.	Dormat (2.5 ft)	Standard Quality	Number			
44.	Dormat (3 ft)	Standard Quality	Number			
45.	Dormat (4 ft)	Standard Quality	Number			
46.	Floor Duster (40X40)	Standard Quality	Number			
47.	Vim Powder (1 kg)	Vim	Number			
48.	Wiper (5 ft)	Standard Quality	Number			
49.	Wiper (6 ft)	Standard Quality	Number			
50.	Metal Polish (450 ml)	Brasso	Number			
51.	Urinal Cube	Standard Quality	Pkt			
52.	Hand Towel	Bombay Dying	Number			
53.	Plastic Bag for Dustbin (200 Ltr)	Standard Quality	Pkt			
54.	Finit (5 Ltr)	Standard Quality	Number			
55.	Juna	Standard Quality	Number			
56.	Magic Duster	Standard Quality	Number			
57.	Harpick (1 Ltr)	Reckitt Benckisr	Number			
58.	Harpick Flush Marble Tablet	Reckitt Benckisr	Number			
59.	Mug (Plastic) (1 Ltr)	Cello	Number			

Sl. No.	Items	Specification or equivalent	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6	7
60.	Tissue Paper	Daffodil/Wonder	Pkt			
61.	Mouse Catch Pad	Standard Quality	Number			

Note:

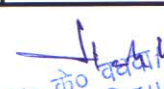
- 1) VAT and other taxes etc (Column No. 6) must be specified and filled in amount (in ₹) (not as percentage) so that Total Rate per unit (Column No. 7) will be filled with appropriate amount (in ₹).
- 2) Leaving any of the Column No. 5, 6 and/or 7 will be treated as incomplete and unresponsive bid and therefore liable to be rejected.



एच० के० वधवा/H. K. WADHWA
अवर सचिव/Under Secretary
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उद्योग भवन/Udyog Bhawan
नई दिल्ली

LIST OF CROCKERY ITEMS
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF FINANCIAL BIDS

Sl. No.	Items	Size/Quality etc.	Specification or equivalent	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6	7	8
1	Bowl (Super Fine Bone China)	Standard Size	UPC	1 Pc.			
			Corelle	1 Pc.			
2	Casserole	Small	Milton	1 Pc.			
		Medium	Milton	1 Pc.			
		Big	Milton	1 Pc.			
3	Coaster (Super Fine)	Standard Size	Standard Quality	1 Set (6 Pc.)			
4	Container (Plastic)	Small	Standard Quality	1 Pc.			
		Medium		1 Pc.			
		Big		1 Pc.			
5	Container (Stainless Steel)	Small	Standard Quality	1 Pc.			
		Medium		1 Pc.			
		Big		1 Pc.			
6	Cube Holder (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
7	Cube Holder (Super Fine Bone China)	Standard Size	Corelle	1 Pc.			
8	Cup and Saucer (Super Fine Bone China)	Normal Design	UPC	1 Set (6+6)			
			Corelle	1 Set (6+6)			
		Exclusive Design	UPC	1 Set (6+6)			
			Corelle	1 Set (6+6)			
			La Opala	1 Set (6+6)			
9	Cutlery Set (Stainless Steel)	24 Pc.	Standard Quality	1 Set			
10	Dinner Set (Super Fine Bone China)	36 Pc.	Corelle	1 Set			
			La Opala	1 Set			
		48 Pc.	Corelle	1 Set			
			La Opala	1 Set			
11	Fork (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
12	Plate (Super Fine Bone China)	Full (Exclusive Design)	UPC	1 Pc.			
			Corelle	1 Pc.			
			La Opala	1 Pc.			
		Quarter (Exclusive Design)	UPC	1 Pc.			
			Corelle	1 Pc.			
			La Opala	1 Pc.			
13	Glass (Cut)	Fancy Design	U/B	1 Pc.			
			Treo	1 Pc.			
			Borosil	1 Pc.			
			Corelle	1 Pc.			
			La Opala	1 Pc.			
14	Knives (Stainless Steel)	Standard Size	Glare	1 Pc.			


 K. WADHWAN
 अवर सचिव/Under Secretary
 इस्पात मंत्रालय/Ministry of Steel
 उद्योग भवन/Udyog Bhawan
 नई दिल्ली/New Delhi

Sl. No.	Items	Size/Quality etc.	Specification or equivalent	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6	7	8
15	Milk Pot (Super Fine Bone China)	Standard Size	UPC	1 Pc.			
			Corelle	1 Pc.			
16	Milk Pot (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
17	Service Tray	Small	Standard Quality	1 Pc.			
		Medium		1 Pc.			
		Big		1 Pc.			
18	Service Tray (Stainless Steel)	Small	Standard Quality	1 Pc.			
		Medium		1 Pc.			
		Big		1 Pc.			
19	Sieve/Chhanni (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
20	Sugar Pot (Super Fine Bone China)	Standard Size	UPC	1 Pc.			
			Corelle	1 Pc.			
21	Sugar Pot (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
22	Tea Pot (Super Fine Bone China)	Standard Size	UPC	1 Pc.			
			Corelle	1 Pc.			
23	Tea Pot (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
24	Spoon	Small	Standard Quality	1 Pc.			
		Medium		1 Pc.			
		Big		1 Pc.			
25	Tea Set (Super Fine Bone China)	Exclusive Design	UPC	1 Set			
			Corelle	1 Set			
			La Opala	1 Set			
26	Thermo Flask	Standard Design	Milton	1 Pc.			
		Steel Body	Milton	1 Pc.			
		Outer-Inner Both Steel	Milton	1 Pc.			
27	Soup Bowl (Super Fine Bone China)	Exclusive Design	UPC	1 Pc.			
			Corelle	1 Pc.			
			La Opala	1 Pc.			
28	Service Spoon (Stainless Steel)	Standard Size	Standard Quality	1 Pc.			
29	Cook & Serve Set (Stainless Steel)	Standard Size	Standard Quality	1 Set (3 Pc.)			
30	Coffee Mug (Super Fine Bone China)	Standard Size	Corelle	1 Pc.			
			La Opala	1 Pc.			
31	Glass Tumbler	Standard Size	Standard Quality	1 Pc.			
32	Tea Bag Holder	Standard Size	Standard Quality	1 Pc.			
33	Used Tea Bag Holder	Standard Size	Standard Quality	1 Pc.			

Note:

1) VAT and other taxes etc (Column No. 7) must be specified and filled in amount (in ₹) (not as percentage) so that Total Rate per unit (Column No. 8) will be filled with appropriate amount (in ₹).

2) Leaving any of the Column No. 6, 7 and/or 8 will be treated as incomplete and unresponsive bid and therefore liable to be rejected.

H. K. WADHWA
 एच.के. वधवा/H. K. WADHWA
 अवर सचिव/Under Secretary
 इस्पात मंत्रालय/Ministry of Steel
 उद्योग भवन/Udyog Bhawan
 नई दिल्ली/New Delhi

DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	


I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date :
Place :

Name:
Designation:
Seal:

Note: Please attach a photocopy of cheque


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Instructions for Submission of e-Tender (in two bids system-Technical Bid and Financial Bid)


As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). 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 submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at www.eprocure.gov.in/eprocure/app

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal 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 (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/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 DSCs 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.


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 they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
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" 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.


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SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she 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 either details of the instruction.
4. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) alongwith the other requisite document in .pdf format and Financial Bids (rate of sanitary items given in Annexure-III and crockery items given in Annexure-IV) in .xls format.***
5. 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.
6. 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.
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, 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 e-Tender has been invited under two bids system (Technical Bid and Financial Bid).*** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.
10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with 'BID FOR ARC FOR SUPPLY OF SANITARY AND CROCKERY ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.


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11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-V (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-V
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.



(H. K. Wadhwa)

Under Secretary to the Govt. of India

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