

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सूचना का
अधिकार

15015/1/2015-Ad (G)

सं० _____

No. _____

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

नई दिल्ली-110107

New Delhi-110107

Dated 10th April, 2015

Notice Inviting Tender

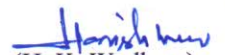
Subject: To invite Online Bid for Annual Rate Contract (ARC) for supply of Stationery items for use in the Ministry of Steel - regarding.

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 Stationery 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 Stationery Items (Proforma for Financial Bid Submission)
Annexure-IV	-	Instructions for Submission of e-Tender
Annexure-V	-	Details of Bank Account
4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	- 10.04.2015 11.00 AM
✓ Bid/Document Downloading Start Date	- 10.04.2015 11.30 AM
✓ Bid Submission Start Date	- 11.04.2015 09.00 AM
✓ Bid/Document Downloading End Date	- 08.05.2015 03.00 PM
✓ Bid Submission End Date	- 08.05.2015 03.00 PM
✓ Bid Opening Date	- 08.05.2015 03.30 PM
5. **The Bid should invariably be accompanied by a Demand Draft of ₹ 50,000/- (Fifty 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 STATIONERY 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 08th May, 2015 by 03.00 P.M.** The estimated value of the bid is ₹ 15,00,000/- (Fifteen Lakh only).
6. Tender may also be downloaded from the website of the Ministry of Steel (<http://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

एच० के० वधवा/H. K. WADHWA

अवर सचिव/Under Secretary

उद्योग भवन/Ministry of Steel

नई दिल्ली/New Delhi

23061243

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

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

Term and Condition for Supply of Stationery Items in the Ministry of SteelGeneral 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.
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 stationery 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 all stationery 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 stationery items to at least three Government Ministries/Departments. Documentary evidence to this effect should be submitted.
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 stationery item 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 stationery 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. Rate should be quoted for the stationery items of specified brand where the brand name is specified and the rate should not be above Maximum Retail Price (MRP). For the stationery items where the brand name is not specified, the rate should be quoted of stationery items of standard quality. The stationery items supplied adhere to the specification given in Column 3 of Annexure-III. 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.*


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अवर सचिव/Under Secretary
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उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi
2061243

11. The firm will supply all stationery 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 stationery items. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted 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. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

13. 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.

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

15. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD).* However, M/s Kendriya Bhandar and M/s NCCF are exempted from depositing Earnest Money Deposit (EMD).

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

17. 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 stationery item supplied is below the desired standard or substandard. In case of supply of such stationery item 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.

18. Quantity of stationery items to be supplied may vary from time to time. Ministry of Steel shall place the order for supply of stationery items on monthly basis as per the requirement, however, supply order may also be placed as and when stationery items are required. All stationery 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 stationery 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.

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

20. *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 stationery 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 stationery item ordered must be supplied on the same day without claiming any extra charges.



...3/-

21. It should be ensured that the stationery items supplied would be to the 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. Overwriting or correction in any of the tender document is not permissible.
29. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.
30. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.


एच० के० वधवा / H. K. WADHWA
अवर सचिव/Under Secretary
इस्पात मंत्रालय/Ministry of Steel
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Udyog Bhawan, New Delhi
Phone.-23061243

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 ₹ 45 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 ₹ 50,000/- (Fifty 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 STATIONERY 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 8th May, 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 ₹ 1,50,000/- (One Lakh Fifty 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.*


(H. K. Wadhwa)

Under Secretary to the Govt. of India

एच० के० वधवा / H. K. WADHWA
अवर सचिव / Under Secretary
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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 ₹ 45 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. 15015/1/2015-Ad (G) dated 10th April, 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.

(Signature of the authorized person)

Date :

Name:

Place :

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 STATIONERY ITEMS
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF
FINANCIAL BIDS

S. 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	All Pin	Omax	Pkt.			
2	Alphabetic Register	8 Qr	No.			
3	Assistant Diary	4 Qr	No.			
4	Attendance Register	Standard Quality	No.			
5	Binder Clip 19 mm	Standard Quality	Pkt.			
6	Binder Clip 25 mm	Standard Quality	Pkt.			
7	Binder Clip 32 mm	Standard Quality	Pkt.			
8	Calculator	Casio 12 Digit	No.			
9	Candle	Standard Quality	No.			
10	Carbon Paper	Kores	Pkt.			
11	Card Board A4	Standard Quality	No.			
12	CD-R (700 MB)	Sony	No.			
13	CD-RW (700 MB)	Sony	No.			
14	Cell AA Size	Duracell	No.			
15	Cell AAA Size	Duracell	No.			
16	Cello Tape 1"	Standard Quality	No.			
17	Cello Tape 1/2"	Standard Quality	No.			
18	Cello Tape 2"	Standard Quality	No.			
19	Cello Tape 3"	Standard Quality	No.			
20	Cello Tape Dispenser	Standard Quality	No.			
21	Clip Folder	Standard Quality				
22	Comb for Binding	Standard Quality	No.			
23	Correction Pen	Kores 7 ml	No.			
24	Dak Bag with Wheels	Leatherite with Number Lock, Belt and Handle	No.			
25	Dak Pad	Neelgagan	No.			
26	Day Book	Standard Quality	No.			
27	Desk Calendar Refill	Kebica	No.			
28	Desk Calendar Stand	Kebica	No.			
29	Dispatch Register	6 Qr	No.			
30	Drawing Pin	Standard Quality	Pkt.			
31	Dumper Sponge	Kebica	No.			
32	DVD-R (4.7 GB)	Sony	No.			
33	DVD-RW (4.7 GB)	Sony	No.			
34	Engagement Stand	Kebica	No.			
35	Envelope A4 (Brown)	100 GSM	No.			
36	Envelope A4 (White)	100 GSM	No.			


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S. 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
37	Envelope A4 (Yellow)	100 GSM	No.			
38	Envelope A4 (Yellow) (Laminated)	100 GSM	No.			
39	Envelope SE-5 (Brown)	100 GSM	No.			
40	Envelope SE-5 (White)	100 GSM	No.			
41	Envelope SE-6 (Brown)	100 GSM	No.			
42	Envelope SE-6 (White)	100 GSM	No.			
43	Envelope SE-7A (Brown)	100 GSM	No.			
44	Envelope SE-7A (Yellow)	100 GSM	No.			
45	Envelope SE-8 (Brown)	100 GSM	No.			
46	Envelope SE-8A (Brown)	100 GSM	No.			
47	Envelope SE-8A (Yellow)	100 GSM	No.			
48	Eraser	Apsara Non-Dust	No.			
49	Executive Diary	Standard Quality	No.			
50	Executive Folder FS Size	Leather Folder with both side pocket and Golden Embelm Embossed on it	No.			
51	File Board	450 GSM Neelgagan	No.			
52	File Cover	Printed 350 GSM	No.			
53	File Movement Register	4 Qr	No.			
54	File Register	6 Qr	No.			
55	File Tray	Kebica	No.			
56	Flag (Tricolor)	Stick On	No.			
57	Folder My Clear Bag	Standard Quality	No.			
58	GAR-11 (Aquitance Roll Register)	8 Qr	No.			
59	GAR-13 (PBR Inner Form)	Pad of 100 Sheets	Pad			
60	GAR-13 (PBR Outer Form)	Pad of 100 Sheets	Pad			
61	GAR-14A (TA Bills on Tour)	Pad of 100 Sheets	Pad			
62	GAR-14B (TA Bills for Transfer) (TR-25)	Pad of 100 Sheets	Pad			
63	GAR-14C (LTC Form)	Pad of 100 Sheets	Pad			
64	GAR-17 (Pay Bill Register)	8 Qr	No.			
65	GAR-18 (Pay Bill Abstract Register)	8 Qr	No.			
66	GAR-25 (Register for Undisbursed Pay and Allowances)	8 Qr	No.			
67	GAR-27 (Register for Contigent Charges)	8 Qr	No.			
68	GAR-29 (Fully Vouched Contigent Bill)	Pad of 100 Sheets	Pad			
69	GAR-3 (Cash Book)	8 Qr				

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1	2	3	4	5	6	7
70	GAR-36 (Bill for Long Term Advance Motar/Car)	Pad of 100 Sheets	Pad			
71	GAR-37 (Bill for Short Term Advance)	Pad of 100 Sheets	Pad			
72	GAR-39 (Monthly Abstract of Short Term Advance/Payment etc)	Pad of 100 Sheets	Pad			
73	GAR-4 (Register of Cheque Issued)	8 Qr	No.			
74	GAR-45 (Receipted Bill)	Pad of 100 Sheets	Pad			
75	GAR-5 (Register of Valuables)	8 Qr	No.			
76	GAR-6 (Receipt Book)	4 Qr	No.			
77	GAR-7 (Challan Form) (TR-6)	Pad of 100 Sheets	Pad			
78	GAR-9 (Bill Register)	8 Qr	No.			
79	Gem Clip (Plastic Coated)	Kores	Pkt.			
80	Gem Clip (Steel)	Kores	Pkt.			
81	Glue Stick	Kores 15gm	No.			
82	Green Legal Paper FS Size	Standard Quality	Pkt.			
83	Gum Bottle	Camel 300 ml	No.			
84	Gum Tube	Camel 50 ml	No.			
85	Hammer	Standard Quality	No.			
86	Hot & Cold Thermos 10 ltr	Milton	No.			
87	Hot & Cold Thermos 20 ltr	Milton	No.			
88	Index Diary	Standard Quality	No.			
89	Index Folder	Standard Quality	No.			
90	Jug (Plastic)	Standard Quality 2 ltr	No.			
91	Leather Folder (for Rajya Sabha/Lok Sabha) (FS Size)	Leatherite with Golden Emblem embossed on it	No.			
92	Lever Folder	Standard Quality	No.			
93	Library Box	Standard Quality	No.			
94	Log Book	6 Qr	No.			
95	Lok Sabha/Rajya Sabha/RTI/Immediate Slip	Pad of 100 Sheets	Pad			
96	Markin Cloth	Fine Quality	Mtr.			
97	Match Box	Ship	Pkt.			
98	Needle (Big)	Standard Quality	No.			
99	Notesheet Pad (Green)	100 GSM Pad of 100 Sheets Standard Quality	Pad			
100	Packing Paper (Brown)	Standard Quality	Sht.			
101	Packing Tape (Brown) 1"	Standard Quality	No.			
102	Packing Tape (Brown) 2"	Standard Quality	No.			
103	Packing Tape (Brown) 3"	Standard Quality	No.			
104	Paper Cutter	Kebica	No.			
105	Paper Weight (Glass)	Kebica	No.			
106	Paper Weight (Plastic)	Kebica	No.			


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S. 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
107	Pen Add Gel Achiever	Add Gel	No.			
108	Pen Add Gel Diamond Roller	Add Gel	No.			
109	Pen CD Writter	Kores	No.			
110	Pen Cello Butter Fine	Cello	No.			
111	Pen Cello Fine 0.5	Cello	No.			
112	Pen Cello Griper	Cello	No.			
113	Pen Drive 16 GB	SanDisk	No.			
114	Pen Drive 32 GB	SanDisk	No.			
115	Pen Drive 4 GB	SanDisk	No.			
116	Pen Drive 8 GB	SanDisk	No.			
117	Pen Highlighter	Luxor	No.			
118	Pen Marker (Permanent)	Luxor	No.			
119	Pen Marker (White Board)	Luxor	No.			
120	Pen Parker	Parker	No.			
121	Pen Pilot 0.5	Luxor	No.			
122	Pen Pilot V-5	Luxor	No.			
123	Pen Reynold 0.45	Reynold	No.			
124	Pen Reynold Jotter	Reynold	No.			
125	Pen Sketch	Kores	No.			
126	Pen Sparkel	Vector	No.			
127	Pen Stand with Pens (2 Sockets)	Kebica	No.			
128	Pen Stand with Pens (4 Sockets)	Kebica	No.			
129	Pen tumbler	Kebika	No.			
130	Pen Uniball Fine	Uniball	No.			
131	Pen Uniball Gel Impact	Uniball	No.			
132	Pencil (HB)	Natraj	No.			
133	Pencil (Shorthand)	Apsara	No.			
134	Peon Book	4 Qr	No.			
135	Photo Gloosy Paper A4	Standard Quality	Pkt.			
136	Photocopy Paper A3	75 GSM JK	Ream			
137	Photocopy Paper A4	75 GSM JK	Ream			
138	Photocopy Paper A4	Mx-75 GSM Challenger	Ream			
139	Photocopy Paper FS	75 GSM JK	Ream			
140	Pin Cushion	Omax	Pkt.			
141	Pin Stapler 23/10	Kangaroo	Pkt.			
142	Pin Stapler 23/17	Kangaroo	Pkt.			
143	Pin Stapler 24/6	Kangaroo	Pkt.			
144	Pin Stapler Medium (24/6)	Kangaroo	Pkt.			
145	Pin Stapler Small (10D)	Kangaroo	Pkt.			
146	Plastic Folder (L-type)	Neelgagan	No.			
147	Plastic Folder (Transparent)	Standard Quality	No.			
148	Plastic Transparent Folder with Stick	Standard Quality	No.			
149	Pocker (Steel)	Standard Quality	No.			
150	Post It Yellow Slip (2x3)	Stick On	No.			

S. 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
151	Post It Yellow Slip (3x3)	Stick On	No.			
152	Post It Yellow Slip (5x3)	Stick On	No.			
153	Punch (Double)	Kangaroo	No.			
154	Punch (Single)	Kangaroo	No.			
155	PVC Cover Binding Sheet (A4) (Thick) (Blue)	Standard Quality	No.			
156	PVC Cover Binding Sheet (A4) (Thick) (White) (Transparent)	Standard Quality	No.			
157	Register (2QR)	Neelgagan	No.			
158	Register (4 QR)	Neelgagan	No.			
159	Register (6 QR)	Neelgagan	No.			
160	Register (8QR)	Neelgagan	No.			
161	Ring Folder	Standard Quality				
162	Rubber Band	Nylon 500 gm	Pkt.			
163	Scale (Plastic)	Kebica 12"	No.			
164	Scale (Steel)	Kebica 12"	No.			
165	Scissors (Big)	Kebica	No.			
166	Scissors (Small)	Kebica	No.			
167	Sealing Wax	National 5 star	Pkt.			
168	Section Diary/Diary Register	6 Qr	No.			
169	Service Book	8 Qr	No.			
170	Sharpener	Natraj	No.			
171	Short Hand Note Book	Standard Quality	No.			
172	Signature Book	Standard Quality	No.			
173	Signature Pad	Neelgagan	No.			
174	Slip Book (Ordinary)	Neelgagan	No.			
175	Slip Book (Spiral)	Neelgagan	No.			
176	Spring Folder	Standard Quality	No.			
177	Stamp Pad	Kores	No.			
178	Stamp Pad Ink 500 ml	Kores	No.			
179	Stapler Big (12/17)	Kangaroo	Pkt.			
180	Stapler Big (25/17)	Kangaroo	Pkt.			
181	Stapler Heavy Duty	Kangaroo	No.			
182	Stapler Medinm (24/6)	Kangaroo	Pkt.			
183	Stapler Pin remover	Kangaroo	No.			
184	Stapler Small (10D)	Kangaroo	Pkt.			
185	Stock Register	8 Qr	No.			
186	Sutli (Jute)	Standard Quality	Kg.			
187	Sutli (Plastic)	Standard Quality	Kg.			
188	Tag (Green)	Standard Quality Gucchi of 50 tag	Gucchi			

S. 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
189	Tag (White)	Standard Quality Gucchi of 50 tag	Gucchi			
190	Telephone Diary	Standard Quality	No.			
191	Thread Ball	Standard Quality	No.			
192	Visiting Card Box	Kebica	No.			

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.



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Udyog Bhawan, New Delhi
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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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उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi
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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 stationery items given in Annexure-III) 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 date. 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 STATIONERY 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.
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.

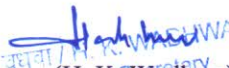
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12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected 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.


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