

File No.8/1/2013-Gen/242
Government of India
(Ministry of Commerce Industry & Textile)
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi

DETAILED INFORMATION/TERMS & CONDITIONS IN
CONNECTION WITH THE TENDER FOR SUPPLY OF STATIONERY
ITEMS

The Directorate General Of Foreign Trade invites sealed quotations for procurement of stationery items (as detailed in Annexure I & II). These items are generally purchased on demand basis for the period of one year, from the firms / vendors having annual turnover of Rs.50 lakh (Rupees fifty lakh only) for the last three financial years. The time schedule is as under :-

Closing Date & Time for Receipt of Tender	:	5 th June, 2013 (15:00 Hrs.)
Place for Submission of Tender	:	Tender Box kept in Rom No.202, Udyog Bhawan New Delhi -110011. Date & Time
Date of Opening of Tender (Technical/Financial Bid)	:	5 th June, 2013 at 15:30 Hrs
Place of Opening of Tender	:	Room No. 208, H-Wing, DGFT, Udyog Bhawan, New Delhi -110011.

* This Tender Document may also be downloaded from the DGFT website <http://www.dgft.gov.in> and from <http://www.eprocurement.gov.in>.

2. SUBMISSION OF BIDS :- The Bid, in the prescribed format in a sealed cover, duly superscribed "Quotation for Stationery Items" and addressed to Harit Kumar Shakya FTDO, Directorate General Of Foreign Trade, Room No. 202 " H-Wing, Udyog Bhawan, New Delhi-110011, should be sent by Registered Post or be dropped in the Tender Box kept in Room No. 202, DGFT, Udyog Bhawan, New Delhi -110011, **Not Later than 15:00 Hrs. on 5th June, 2013** containing two separate sealed covers - One containing "TECHNICAL BID" and another containing "FINANCIAL BID".

2.1 TECHNICAL BID :- This sealed cover superscribed as "TECHNICAL BID for Stationery Items" should contain following documents :-

- a) VAT /Sales Tax Registration Certificate along with TIN Number.
- b) Latest VAT/Sales Tax Clearance Certificate.
- c) Earnest Money Deposit Rs 50,000/- (Rupees Fifty thousand only) as per clause no.4 of the Tender Enquiry Document.
- d) List of Ministries/ Government Departments to whom the items mentioned in Annexure-I& II are/were supplied by the firm.

2.2 FINANCIAL BID :-

The sealed cover superscribed as "Financial Bid for Stationery Items" should contain price schedule, duly signed and stamped on each page, in the prescribed format. Unstamped and/or unsigned Bids will not be entertained. The price bid should be in the same format as per

Annexure-I & II (Without VAT). The percentage of VAT should be mentioned separately against the quoted price. The rates of the items should be inclusive of all costs i.e., cost of item, delivery charges and all other taxes except VAT.

2.3 The bidders should quote their unconditional rates, strictly as per the tender format. No cutting/overwriting in the tender will be accepted.

2.4 The tenderer has to quote the rates of all the items mentioned in Annexure-I & II. Otherwise, the Financial Bid would not be considered by the department.

3. OPENING OF THE BIDS

3.1 The Bids will be opened on the date indicated at Para - 1 above at 15:30 Hrs. in Room No. 208, DGFT, Udyog Bhawan, New Delhi -110011, in the presence of the bidders or their representatives who may like to be present.

3.2 Late Bids : Bids received after the specified date and time, as indicated in Para - 1 above, will not be considered.

4. EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

4.1 EMD of RS.50,000/- (Rupees Fifty Thousand Only) in the form of DD/Banker's Cheque from any commercial bank, payable in favour of the Account Officer, CPAO, DGFT, Payable at New Delhi, must accompany the Technical Bid. The Bid Security should be valid for 120 days. The Tenders received without EMD/Bid Security will be summarily rejected.

4.2 The firms registered with DGS&D/National Small Industries Corporation(NSIC)/NCCF/KB for all these items only are exempted from depositing bid security. However, they have to enclose valid registration certificate(s) with their tender in a sealed envelope superscribed "BID SECURITY DEPOSIT"

4.3 EMD of all the unsuccessful bidders will be returned to them after finalization of the contract. EMD of the successful bidders will be returned only after receipt of the Performance Security.

4.4 In case of successful tenderers, the Bid Security may be adjusted towards the Performance Security Deposit to be payable, on request. In the case of unsuccessful tenderers, the Bid Security will be refunded/returned within three months.

4.5 The amount remitted towards Bid Security is liable to be forfeited if the tenderer resiles from the offer after submission of the tender or after the acceptance of the offer by the department or fails to sign the contract or to remit the Performance Security Deposit.

4.6 No interest will be paid by the department on the Bid Performance Security Deposited/remitted.

5. PERFORMANCE SECURITY

5.1 The 'successful bidder will have to furnish Performance Security of Rs. 1.5 Lakh (Rs. One Lakh Fifty Thousand Only) in the form of F.D.R/Bank Guarantee from any of the commercial bank, in favour of the Account Officer, CPAO, DGFT, Payable at New Delhi, within 15 working days of the award of the contract.

5.2 Performance Security will be refunded to the supplier, after it duly performs and completes the contract in all respect.

5.3 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract.

5.4 In case, the firm fails to supply the items within specified delivery period, the materials will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bill of defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

6. DELIVERY PERIOD AND LOCATION:- Delivery should be made at the following address within 2 calendar days of placement of supply/purchase order:

Room Number-301A, DGFT, H-Wing
Udyog Bhawan,
New Delhi-110011

7. OTHER TERMS AND CONDITIONS:-

7.1 The tendered items would be purchased, generally, on monthly demand. However, in emergency, the supplier can be asked for immediate supply of the required item(s). The bidder should be able to provide these items on holidays/Sundays also.

7.2 The rates quoted should remain valid and firm for a period of one year from the date of letter of intent awarding the contract.

7.3 The owner/manager of the firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent case. The mobile number should also be given.

7.4 No advance payment will be made in any case.

7.5 The contractor shall be responsible for behaviour and conduct of its workers. No worker with doubtful integrity or having a bad record shall be engaged by the contractor.

8. TERMINATION FOR INSOLVENCY

The department may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

9. WARRANTY OF QUALITY AND QUANTITY OF STATIONERY

9.1 The awardees shall give warranty that all stationery items are as per specification, conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.

9.2 Upon receipt of notice from department for defective material, the firm shall within 7 days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the department for the replaced goods thereafter. If the firm fails to

replace the defective goods within a reasonable period, the department may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

10. ARBITRATION

In the event of any question, dispute or difference arising between the department and the company relating to any matter arising out of or connected with the manufacturing, packaging and delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by the JDG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.

 9/5/13

(Harit Kumar Shakya)
Foreign Trade Development Officer
Tel. No. 23063451

Copy to :

1. EDI for placing the above contract on Web site of DGFT,
2. CPP Portal.

List of consumable stationary items.

S.No	Stationary Item
1.	All pins
2.	Cloth (Green)
3.	Cloth (white)
4.	Candle
5.	Eraser (Rubber)
6.	Diary Register
7.	Diary Register (Asstt)
8.	Dak pads
9.	Desk calendar stands
10.	Desk calendar Refills
11.	Duster (white)
12.	Duster (yellow)
13.	Diary (Engagement)
14.	Diary (Executive)
15.	Duster white board
16.	Diary Tele phone
17.	Dak signature pad
18.	Diary cut A to Z
19.	Envelops size-5
20.	Envelops size-6
21.	Envelops size-7A
22.	Envelopsize-8A
23.	Envelops (window) 6*10
24.	Envelops (white plain)SE-6
25.	Envelops –SE-7A(Book size yellow)
26.	Envelops SE-8
27.	Envelops -7
28.	Engagement stand plastic
29.	File cover (printed)
30.	File Board flaps
31.	File Movement registrar
32.	Folders(Meeting)Agreement
33.	File folder (plastic printed)
34.	Folder Green
35.	Folder (Ring file)
36.	Fluid (white)
37.	Folder Transparent
38.	File Flags
39.	File Boards
40.	Clips(Gem clips)
41.	Glass Tumbler (coloured)
42.	Glass Tumbler cover
43.	Glass Tumbler (white)
44.	Gum bottle
45.	Glue stick
46.	Glass Table size (5x3)
47.	Glass Table size (3x2)

48.	Hammer
49.	Register (Alaphabhat)
50.	Knife
51.	Log book
52.	Lok Sabha slips
53.	Rajya sabha slips
54.	Most Immediate card
55.	Match Box
56.	Metal Seal
57.	Needles
58.	Note sheet pad
59.	Note book (short hand)
60.	Peon book
61.	Pen (uni-ball)
62.	Pen v-5(pilot)
63.	Pen Add-Gel
64.	Pen Add-Gel/ Refill
65.	Pen Reynolds
66.	Pen Reynolds/Refil
67.	Pen Marker
68.	Pen cello Gripper
69.	Pen cello Gripper /Refil
70.	Pen sketch
71.	Pen High lighter
72.	Pen correcting (white)
73.	Pen (Golden)
74.	Pen stand(2pen)
75.	Pen stand(4 pen)
76.	Pencil (H.B.Natraj)
77.	Pencil(short hand)
78.	Pen pilot(H-Tech point)
79.	Pin cushion
80.	Pocker
81.	Punch (single hole)
82.	Punch (Double hole)
83.	Post it slip 3x3
84.	Paper weight
85.	Pen & pencil container
86.	Register Attendance
87.	Register (ruled) 2qr
88.	Register (ruled) 3qr
89.	Register (ruled) 4qr
90.	Register (ruled) 5qr
91.	Register (ruled) 6qr
92.	Register (ruled) 8qr
93.	Register (stock)
94.	Register (Dispatch)
95.	Sealing wax
96.	Soap case
97.	Soap (Toilet)
98.	Scale (plastic)
99.	Stapler Machine 24/6
100.	Stapler Pin 24/6
101.	Stapler Machine -10D
102.	Stapler pin 10-D

103	Stamp pad (ink)
104.	Stamp pad (self)
105	Scissor
106	Sharpener
107	Service book (191 page)
108	Service book (64 page)
109	Tape (Brown/khaki)
110	Tape cello(small)
111	Tape cello(Big)
112	Tag Bundle(white)
113	A-3 size Photocopy paper
114	Thread ball(thick)
115	Tag Bundle (Green)
116	Tape (scotch tape)
117	Signature pad
118	Green sheet (A-4) Size
119	Sutli (jute) bundle
120	Spiral binding printed slip book
121	Urgent slip
122	Visit card Album
123	Water sponge
124	White Board Marker pen
125	T.R.6 challan form
126	GAR-14
127	GAR-3
128	GAR-27
129	GAR-23
130	GAR-14A
131	GAR-14B
132	GAR-14C
133	GAR-29
134	Calculator
135	A-4 Size Photocopy paper(75GSM)
136	Full scape Photocopy paper(75GSM)
137	Slip book
138	PBR Register 150
139	PBR Register-100

Annexure-2**List of consumable Sundry items.**

S.No	Sundry Item
1	All out Machine
2	All out Refill
3	AAA .Cell
4	Alarm clock
5	Cup saucers
6	Dettol liquid soap
7	Dustbin
8	Electric kettle (1.2 liter)
9	Glass Borosil (Large)
10	Glass Borosil (small)
11	Hit (Mosquito killer)
12	Indicator Bulbs (Green & Red)
13	Jug Plastic
14	Pencil cell
15	Room freshner
16	Towel
17	Tray
18	Tissue paper
19	Thermos
20	Tube Light
21	Toilet paper roll
22	Vim ultra
23	Wall clock
24	Umbrella