

F.No. 2/3/2015-Gen/ 480
Government of India
Ministry of Commerce and Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhavan, New Delhi
Dated: 22nd September, 2015

Tender Notice

Subject: Tender for Annual Maintenance contract for binding of office records at DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites tenders for Annual Maintenance Contract for binding of office records at DGFT(Hqrs.) from Delhi/NCR based interested firms. Interested firms are requested to send their tender. The last date of receipt of tender is by **3.00 P.M. on 6th October, 2015**. The tender in sealed cover superscribed "**Tender for Annual Maintenance Contract for binding of office records at DGFT(Hqrs.)**." Containing Technical and Financial bids should be addressed to the Foreign Trade Development Officer (General Section) Room No. 202(Tele: 23063451), Udyog Bhavan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 3,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" without which the quotation will not be considered. The bids will be opened on 6th October, 2015 at 3.30 P.M. Those tenderers who wish to be present, may do so at this office.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure I & II respectively. The list of required documents is enclosed at Annexure-III. The quoted rate should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.

Harit Kumar Shakya
22.9.15

(Harit Kumar Shakya)
Foreign Trade Development Officer
Tel. No: 23063451
Email address: haritk.shakya@nic.in

1. FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

Terms and conditions

1. The currency of the contract will be initially for one year which will be extended for another one year, if work/services found satisfactory;
2. The contractor will have to get the police verification of the worker at his own cost and submit the same to this office.
3. The worker would be equipped with mobile on the expenses of firm.
4. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
5. Under no circumstances, the rates once approved will be changed during the contractual period. This revision of rates may be done after one year of commencement of contract. Similar pattern would be followed, if the contract is further extended.
6. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. In case of any dispute, the decision of the Directorate shall be final.
7. The contract is not transferable.
8. No advance payment in any case would be made.
9. The firm should have 5 year experience in the field.
10. EMD of Rs.3000/- (Rupees Three thousand only) in the form of Demand draft/pay order, from any scheduled commercial bank, payable in favour of the "Accounts Officer, CPAO, DGFT, New Delhi", must accompany the Bid. The Bid Security should be valid for 120 days. The Tenders received without EMD/Bid Security will be rejected.
11. EMD of all the unsuccessful bidders will be returned to them after finalization of the contract. The EMD of successful bidder will be returned after submission of performance security as at Sl. No. 14 below.
12. The amount remitted towards Bid Security is liable to be forfeited if the bidder 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. The Amount of EMD shall not be adjusted against performance security as at Sl. No.14 below:
13. No interest will be paid by the department on the Bid Performance Security Deposited/remitted.
14. The successful bidder shall have to deposit Security of 5% value of the contract amount in form of Demand Draft. FDR or a Bank Guarantee form a scheduled commercial Bank in favour of "Accounts Officer, CPAO, DGFT, New Delhi", Security deposit shall be valid for a minimum period of sixty days beyond the period of the contract. The security amount shall be deposited with this Directorate within 15 days from the date of award of the contract.
15. The Security deposit will be refunded only after the satisfactory expiry of contract. If services of firm are not found satisfactory or if the firm fails to perform any of the term & conditions of the contract, this Directorate reserve the right to forfeit the security Deposit of firm.
16. In case the firm backs out of the contract midstream, without explicit consent of the Department the firm will be liable to recovery of the higher rates vis-a-viz those contracted with the firm that may be incurred by this Department on any item for which contract has been entered for the balance period of contract through alternative means. The payment for that month and performance guarantee will be forfeited and the firm shall be debarred from any future contract in the Department.

17. If any loss has been occurred to this Directorate due to carelessness of worker of firm or due to ineffective services of firm, this Directorate reserve the right to recover the same from the pending bill of firm or/and security deposit of firm.
18. If the work is found un-satisfactory or in disregard of the contract, this office is at liberty to entrust the job any other firms/party at your risk/expenses;
19. Payment of charges will be made on quarterly basis. This firm is required to obtain satisfactory services certificate from the officers/sections and to submit the same alongwith bill.
20. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the workers(s) while performing duty for the department. All liabilities legal or monetary shall be borne by the firm.
21. Tax would be deducted at source as per rules.
22. The firm should not have been blacklisted by any Govt. Department/Organisation.
23. The owner/Manager of the firm should be available on his/her own direct telephone/mobile. The telephone/mobile number should also be given in Technical bid.
24. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.
25. Cutting/overwriting in the rates mentioned is not allowed. Such bids will not be considered.
26. In the event of any question, dispute or difference arising between the department and the company in relation to any matter arising out of or connected with the services/job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by ADG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.
27. All disputes rising out of the contracts shall be subject to the jurisdiction of Delhi Courts only.

PROFORMA FOR TECHNICAL BID

To,

The Foreign Trade Development Officer
Directorate General of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Tender for Annual Maintenance contract for binding of office records at DGFT(Hqrs.) regarding.
Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 2/3/2015-Genl. dated 22nd September, 2015. The information regarding technical details is as following:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm Agency. : _____
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed)
5. The details of the PAN, Service tax number and other Statutory Registration.(Attested Copy) : _____
6. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)
7. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

Annexure-II

PERFORMA FOR FINANCIAL BID

To,

The Foreign Trade Development Officer
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Tender for Annual Maintenance contract for binding of office records at DGFT(Hqrs.) regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No.2/3/2015-Genl dated 22nd September, 2015. The information regarding Financial details is as follows:-

S.No.	No. of pages in the document	Rates			
		Ordinary binding	Leather binding	Spiral binding	Stitching
1.	Upto 25 (between 1 to 25)				
2	Upto 50 (between 26 to 50)				
3	Upto 100 (between 51 to 100)				
4	Upto 150 (between 101 to 150)				
5.	Upto 200 (between 151 to 200)				
6	Upto 250 (between 201 to 250)				
7	Upto 300 (between 251 to 300)				
8	Upto 350 (between 301 to 350)				
9	Upto 400 (between 351 to 400)				
10	Upto 450 (between 401 to 450)				
11	Upto 500 (between 451 to 500)				
12.	Above 500				

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

Annexure-III

List of Documents to be enclosed with tender

1. EMD of Rs. 3,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Self Attested copy of PAN
3. Self Attested copy of Service Tax Registration
4. Self attested copies of Experience certificates of 5-10 years in Govt. Department
5. Self attested copies of Satisfactory service certificates from atleast 2 Govt. Department
6. Certificate/self declaration on Stamp Paper of Rs. 10/- that firm has never blacklisted by any Govt. Ministry/Department.