

F.N. 8/1/2017-Gen. 10⁰⁸
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi.
Dated: 3 March, 2017

E-Tender Notice

Sub: Contract for supply of stationery & sundry items in DGFT (Hqrs), Udyog Bhavan New Delhi, during the year 2017-18.

The Directorate General of Foreign Trade invites e-tenders from the Delhi/NCR based eligible firms on CPP portal for supply of stationery & sundry items in DGFT (Hqrs), Udyog Bhavan New Delhi initially for one year. The supply of stationery & sundry items will be subject to eligibility criteria and terms & conditions as per Annexure –I of the contract. The last date of receipt of e-tender is on **20.3.2017 by 2.00 P.M.** The Technical and Financial bids, in prescribed format and other required documents as per e-tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/eprocure/app>. Bidders are requested to furnish/upload scanned copies of all necessary documents in pdf.format. **EMD of Rs. 50,000/-** drawn in favour of “Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi” should be submitted to General Section, 202, Udyog Bhawan, New Delhi before last date of bid submission without which the quotations will not be considered. The bidders who are exempted on submission of EMD should also submit their certificate of exemption before the last date of submission of bid. The technical bids will be opened on **20.3. 2017 at 3.00 P.M.**

2. The prospective bidders are requested to go through the enclosed eligibility criteria, terms and conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure II & III.** Instructions for online submission of tender for bidders are enclosed in Annexure-IV. Firms should also upload the “Tender Acceptance letter” as per Annexure-V. The rates quoted should be inclusive of all charges except taxes. No correction either in the technical or financial bid is permitted. Incomplete, conditional or ambiguous bids will not be considered. The tender can be downloaded from the website i.e. <http://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 180030702232 of Central Public Procurement portal for obtaining guidance to fill online tender.

(Kirti Vardhan)
Deputy Director General of Foreign Trade
Tele: 23063669

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract will commence from the date of award of contract and shall continue for a period of one year, unless it is curtailed or terminated by this Directorate owing to deficiency of service or supply of sub-standard quality of materials.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by mutual consent.
3. The contract may be extended on the same terms and conditions or with some addition/deletion/ modification and on satisfactory performance, for a further period of one year.
4. This tender is not transferable.
5. The contracting firm will be bound by the details furnished by the Directorate, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract and making the Firm liable for legal action besides termination of contract.
6. Financial bids of only those Firms who are technically qualified shall be evaluated.
7. Director General of Foreign Trade reserves the right to accept or reject any or all tenders/contract without assigning any reasons.
8. The contracting firm should be in a position to supply stationery & sundry items mentioned in the list enclosed on short notice as and when needed. It may be noted that the stationery & sundry items are to be delivered at Room No.301 A, Udyog Bhavan, New Delhi-110011.
9. All expenses for sending the stationery & sundry items to this Directorate at Room No. 301 A, Udyog Bhavan, Maulana Azad Road, New Delhi -110011 should be borne by the firm.
10. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
11. The owner/firm should be available on direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergent cases. The Mobile Number shall also be provided.
12. On their selection as L-1, the firm will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm along with acceptance letter of each items as per terms and conditions stipulated by this Directorate. If it is found that the sample is not of standard quality, the item will not be

- purchased from the firm even if they are L-1. This Directorate will not accept duplicate/substandard item or items not matching the samples/prescribed specifications.
13. This Directorate will not purchase duplicate/sub standard stationery & sundry items and if it is found that any duplicate/substandard stationery & sundry items have been supplied. Appropriate action such as imposition of penalty and cancellation of agreement as the competent authority deem fit will be taken against defaulting firm. Therefore, the items supplied should be of standard quality from the original manufacturers and in accordance with the sample given in first stage by the firm. The firm will ensure replacement of the defective stationery & sundry items etc., if found, within a week's time, at its cost.
 14. This Directorate shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting firm.
 15. Before award of contract, all original documents will be checked by the Directorate and at that time attested photo-copies are required to be furnished.
 16. Order for stationery & sundry items shall be placed on requirement basis. If the selected firm fails to deliver the items or to replace the defective/spurious items with a valid time, penalty to such effect would be charged, which would be required to be paid to an outside agency by the Directorate for the desired items and shall be adjusted against the firm's pending bills.
 17. In the event of failure to accept the offer of contract or failure of submission of performance\ security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.
 18. The Firm shall be responsible for behavior and conduct of its workers. No worker with doubtful integrity would be engaged by the firm.
 19. The participating Firms are required to deposit an Earnest Money Deposit (EMD) of Rs.50,000/-(Rupees Fifty Thousand only) in the form of Demand Draft/Pay Order from any of the Commercial Bank drawn in favor of "Account Officer, CPAO, DGFT, New Delhi" valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected. However, NCCF/KB or any firm registered with DGS&D/ NSIC exempted to furnish EMD, **should submit their exemption letter before the closing of the bid submission.**
 20. The scanned copy of the Earnest Money Deposit (EMD) of Rs.50, 000/- (Rupees Fifty Thousand only) must be uploaded with the Technical bid and original of the same should be deposited before the last date of submission of tender in the Room No. 202, Udyog Bhawan. Technical bid not accompanied with EMD shall be rejected out-rightly. The EMD in respect of firms who do not qualify the Technical Bid (First Stage)/Financial Bid (Second Competitive Stage) shall be returned to them without any interest.

21. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi Village Industries Board or Coir Board of national Small Industries Corporation or Directorate or handicrafts and Handlooms 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 Micro and Small Enterprises.
22. There will be special provisions for Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes. Out of 20% target of annual procurement from Micro and Small enterprises, a sub-target of 20% (i.e. 4% out of 20%) shall be earmarked for procurement from Micro and Small enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements an L1 price, 4% sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.
23. The successful firm will be required to furnish Bank Guarantee in the name of "Account Officer, CPAO, DGFT, New Delhi" for an amount of Rs. 50,000/- within 15 days of award of contract, which will be released to the firm on satisfactory completion of the contract. If the work is found unsatisfactory or if firm dishonor the contract, the security money may be forfeited and the job may be entrusted to another firm without giving any notice. In this regard, the decision of this Directorate shall be final and binding on the firm.
24. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
25. The amount remitted towards Bid security is liable to be forfeited if the Firm 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.
26. In case , the firm fails to supply the items within specified 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 bills of defaulting firm or from both in case the recoverable amount exceeds the amount or performance security.
27. Directorate General of Foreign Trade reserves the right to obtain the supply from other sources.
28. No advance payment will be made in any case.
29. The firm should not be blacklisted by any Govt. Department. firm must attach self-declaration certificate in this regard.
30. **The firm must upload tender acceptance letter as per annexure-V.**
31. All disputes arising out of the contract shall be subject to the jurisdiction of Delhi Courts only.

Eligibility Criteria

1. The tendering Firms should fulfill the following technical specifications:
 - (a) It should be registered with the appropriate registration authority;
 - (b) It should have at least 5 years' experience in providing supply of stationery & sundry items to Public Sector Companies/Banks or Government Departments, etc. ;
 - (c) It should have its own Bank Account and PAN Number.
 - (d) It should be registered with the Income Tax and VAT/Sales Tax authorities of the Government;
 - (e) List of Ministries /Government Department to whom the items mentioned in Annexure-III are /were supplied by the firm.
 - (f) The firm must have annual turnover of Rs. 0.5 Crores during the last 3 financial years. i.e 2013-14, 2014-15 & 2015-16. Documents in support of turnover (along with Income Tax Returns for the relevant years) must be attached with the tender.
 - (g) The firm must be Delhi/NCR based.

Technical Bid

**For Annual Rate Contract for supply of stationery & sundry items to Directorate
General of Foreign Trade (Hqrs.) New Delhi.**

1. Name of Tendering Company/Firm/Agency :
(Attach certificate of registration)
2. Name of Director of Company/ :
Active Partner of Firm/Authorized Agent/Proprietor
3. Full Address of Registered Office :
Telephone No. :
FAX No. :
E-Mail Address :
4. Full address of Operating/ Branch Office :
at Delhi/New Delhi
5. Banker of the Company/ Firm/Agency :
Full address
(Upload copy of latest bank statement)
6. Details of Earnest Money Deposit Rs.50,000/-
DD/PO No. & Date :
Drawn on Bank
(Upload copy)
7. PAN/GIR No. (Upload copy) :
8. TIN No. (upload copy)
9. VAT/Sales Tax Registration No. :
(upload attested copy)
10. (i) Experience certificate as per point 1 (b) of eligibility criteria
(ii) Satisfactory service certificates from atleast 3 Ministry/Department
11. Give details of gross income of the firm as evident from the IT Returns for the years
2013-2014, 2014-2015 and 2015-2016.

	2013-2014	2014-2015	2015-2016
Gross Income			
12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person
Full Name & Designation.:
Seal:

Date:
Place:

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading/ getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.

- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, one can/ bidder can select the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule. Generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB, the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under 'My Space option' and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder should read the terms & conditions and accept the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.

- 19) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to – cppp-nic@nic.in.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official

Seal)