

DEPARTMENT OF ENVIRONMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002

Online Tenders through e-procurement are invited for the **purchase of Stationery/Store items** mentioned in Annexure-B for the year 2014-2015. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in/> before last date & time of submission of tender i.e. **22/07/2014 up to 2.00 PM.**

TERMS AND CONDITIONS

1. The rates must be quoted only for reputed brand items and should be clear in all respect.
2. All documents relating to the bid and contract shall be in the English language.
3. The tenderer should submit the tender in following two bids:
 - A. Technical Bid - Should contain the documents mentioned vide Clause 7 of tender document.
 - B. Financial Bid - Should have only Prices/rates quoted by the tenderer
4. The Tenderer should submit Technical bid and financial bid online only.
5. The technical bid will be opened at first instance and samples submitted by the tenderer will be evaluated by the purchase committee of Environment Department. At the second stage, only the technically accepted bids will be opened for evaluation of rates.
6. The bidder should have experience of satisfactorily performing similar contracts for the last two years in Govt. departments/PSUs. Copies of supply orders should be submitted along with the tender.
7. The tenderer should submit the following documents as Technical Bid along with tender, failing which the tender will not be entertained/considered:-
 - I. An earnest Money of **Rs. 12,000/- (Rs. Twelve Thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favour of DDO(Environment), Government of National Capital Territory of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-02. Earnest money will not be accepted in the form of Cash/Money order/cheques. The bid security shall remain valid up to **06/09/2014**. Bid Security of a tendered will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required Performance Security within the specified period, its Bid Security (EMD) will be forfeited. The EMD must be submitted physically before the last date and time of submission of tender.
 - II. The tenderer should be registered with Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of VAT/TIN Registration Certificate along with copy of VAT return for the quarter ending March 2014.
 - III. Audited balance sheet for proceeding three financial years i.e. 2010-2011, 2011-12 and 2012-13 showing minimum annual turnover of Rs. 5,00,000/- (Rs. Five Lakh only) & above in each financial year duly authenticated by a registered Chartered Accountant.
 - IV. An undertaking executed on stamp paper, duly attested their firm/agency has not been black listed by any Govt./Authority/Department.

- V. Copies of experience and satisfactory performance of similar contacts for the last two years in Govt. departments/PSUs copies of supply order should also be submitted with the tender.
8. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in/> before last date & time of submission of tender i.e. **22/07/2014 up to 2.00 PM**. Tenders will not be accepted if sent by post or any other medium, under any circumstances. All the tenders will be opened online on the same day i.e., on **22/07/2014 at 3.00 PM. in Room No. 608, Level-6, C-Wing**, in the presence of tenderers or their authorized representatives, who wish to be present on the occasion.
9. The person signing the tender (including the accompanying documents) must clearly indicate in what capacity he has signed.
- If the tender is submitted by an individual, it shall be signed by him with his full name and current business.
 - If the tender is submitted by a sole proprietorship concern, it shall be signed by the proprietor above his full name and the full name and current business address of his concern.
 - In case the tender is submitted by a partnership concern, the partner who signs the tender must have the authority (either by virtue of the partnership deed or by virtue of power of attorney duly executed by all the partners of the firm) to bind the firm/all partners in contracts, including the authority to enter into arbitration agreement on behalf of the firm, the partnership deed or power of attorney duly executed by all the partners of the firm must be enclosed along with the tender. In case of partnership concerns where no authority to enter into arbitration agreement on behalf of the firm, the partnership deed or power of attorney duly executed by all the partners of the firm must be enclosed along with the tender. In case of partnership concerns where no authority to enter into arbitration agreement on behalf of the firm has been conferred, the tender as well as all accompanying documents must be signed by all the partners of the firm above their full name and current addresses.
 - If the tender is submitted by a company, it shall be signed by a duly authorized representative of the company and shall be accompanied by the power of attorney/board resolution for signing the tender along with certified copy of Memorandum & articles of association and the current business address of all the Directors of the company.
10. The authorized signatory must sign all the papers of the tender submitted by the tenderer.
11. Any person who is in Government Service or an employee of the Department should not be and should not made a pro./partner/Director to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
12. All information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the contract award shall not be disclosed until the award to the successful bidders has been announced.
13. The rates quoted should be exclusive of all applicable taxes.
14. The tenderer should quote only one rate for any particular item for which he is capable of supplying as per the specification
15. The rates must be valid **up to 31 Mar'2015**, with effect from the date of acceptance of the tender and may be extendable, if required by this Department.
16. Successful bidder/tenderer shall submit Performance Security in the form **Account Payee Demand Draft, Fixed Deposit Receipt Bank Guarantee** from a

Commercial bank in favour of **DDO (Env)**, Govt. of NCT of Delhi along-with a signed contract/agreement on **Stamp paper of Rs. 100/-**(paid by tenderer) to supply the approved items. The performance security would be 10% of the expected annual purchases made by this department for their approved items. The earnest money ;draft submitted along-with tender document will be returned by the department on receipt of said performance security and duly signed contract/agreement for supply of approved goods. The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligation. In the event of failure to deposit performance security and/or execute the agreement the tender shall be awarded to the next lowest bidder and Earnest Money Deposit shall be forfeited.

17. The bid security should remain valid for a period of 45 days beyond the final bid validity period (please refer rule 157 GFR). The Bid Security of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impair or derogated from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required Performance Security within the specified period, its Bid Security (EMD) will be forfeited.
18. In case of break of contract by the contractor the Performance Security shall be forfeited by the Department and the firm shall be blacklisted in addition to termination of contract in question.
19. The Bid Security of unsuccessful bidder would be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of contract.
20. The supply shall have to be made within fifteen days from the date of receipt of the supply order or as desired in the order, failing which 10% penalty of total of supply order may be deducted.
21. The supply, if found not up to the mark as per approved sample or deficient due to any other reason, shall be rejected at once and will have to be removed/replaced immediately without extra charge. In case of failure to do so, the rejected supply can be disposed of by the Department and no claim for the same shall be entertained. In addition to above, the Performance Security shall also be forfeited to the extend decided by the Secretary (ENV).
22. The delivery of goods shall have to be made at the above given address of this department without any extra charges or as directed by this Department. No incidental or cartage charges will be paid by the Department.
23. All kinds of payments to the supplier will be made through Electronic Fund Transfer (EFT). The supplier should provide necessary details of the bank accounts for this purpose, at the time of signing/submitting the written agreement.
24. The Department reserves the right to terminate the contract or to withhold payment in the event of non-commencement or unsatisfactory performance by the Contractor. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. The extra charges paid by the department in this process shall be deducted from the bills

of the contractor. Contractor will be black listed by the Government for a period of four years to participate in any type of tender & security money shall also be forfeited.

25. If any information furnished by Contractor is found to be incorrect or false at any time, the contract will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
26. The Department reserves the right to increase or decrease quantities of supplies and the supplier shall be bound to supply the same on the same rate as has been agreed to.
27. The Department reserves the right to terminate the Contract without assigning any reason by giving the Contractor one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
28. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property or any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
29. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the tender Contract, or otherwise the matter shall be referred to a sole Arbitrator appointed by the Government of National Capital Territory of Delhi. Subject to the foregoing the courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
30. Willing Agencies/firms are requested to visit this office, before filling up the open tender forms for a pre-bid counseling scheduled on **16/07/2014 between 10.00 AM to 12.00 Noon** to discuss the issues requiring clarification, in the chamber of Dy. Secretary (Environment) convener of the Purchase Committee/Evaluation Committee. They may also visit website **www.environment.delhigovt.nic.in** for detail information and may inquire at Phone No. 23392028 for any clarification.

(JITENDRA KUMAR ARORA)
DY. SECRETARY (ENVIRONMENT)

**DEPARTMENT OF ENVIRONMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002**

PERFORMA FOR TECHNICAL BID FOR STATIONERY ITEMS FOR THE YEAR 2014-2015

1. Name of the firm
2. Address
(Tel. No.)
3. Name & Address of Prop. / :
Partner/Authorized signatory
(in case of Pvt. Ltd. firm)

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1.	Copy of self attested Sales Tax/VAT/TIN Regn. Certificate. Copy of the VAT return for the quarter ending March, 2014.	<u>Yes/NO</u>
2.	Pay order/Bank Draft for Rs.12,000/- in favour of DDO (ENVIRONMENT) as Earnest Money	<u>Yes/NO</u> Pay order/Bank Draft No. _____ Dated _____ Name of Bank and Branch _____
3.	Audited Balance Sheet showing annual turnover of Rs. 5,00,000 and above for the year 2010-11 2011-12 2012-13	<u>For the year 2010-11 Yes/No</u> <u>For the year 2011-12 Yes/No</u> <u>For the year 2012-13 Yes/No</u>
4.	Undertaking that their firm/agency is not declared black listed by any Govt./Authority/Department	<u>Yes/No</u>
5.	List of samples	<u>Yes/No</u>
6.	Whether signatory is an Authorized signatory	<u>Yes/No</u>
7.	Experience and Past performance on similar contracts with copies of work orders for last two years in Govt. departments/PSU	<u>Yes/No</u>

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(Signature of Tenderer/Authorized signatory)
(Rubber seal)

**DEPARTMENT OF ENVIRONMENT
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**PROFORMA FOR FINANCIAL BID FOR STATIONERY ITEMS FOR THE
YEAR 2014-2015**

1. Name of the Firm :
2. Sales Tax No./VAT/TIN :
3. Signature :
4. Seal of the Firm :
5. List of the Stationery/Store items for which rates are to be given for the quantity/make/brand name mentioned against each items:-

S. No.	Name of the items	Quantity for which rates are to be given	Expected quantity to be purchased	Rate excluding applicable taxes
1.	Photostat paper A-4 size 75 GSM ream of 500 sheets size 210 X 297 mm having capacity for double sided copying from reputed manufacturer	Per ream	300 reams	
2.	Photostat paper FS size 75 GSM ream of 500 sheets size 215 X 345 mm having capacity for double sided copying from reputed manufacturer	Per ream	100 reams	
3.	Calculator size 5" X 5" with large display	Per Piece	6 Nos.	
4.	Electric Kettle (Skyline) 1 Ltr. Plastic Body	Per Piece	5 Nos.	
5.	Correction Fluid pen type Non CFC, fine point of reputed brand	Per Piece	20 Nos.	
6.	Officers Glass	Per Set	10 Sets	
7.	Cup Plates (Bon China)	Per Set	10 Sets	
8.	Towel Cotton Large size 75 X 150 cms	Per Piece	15 Nos.	
9.	Towel Cotton Small size 35 X 60 cms	Per Piece	36 Nos.	
10.	Pilot Pen luxor (05)	Per Piece	50 Nos.	
11.	Hi-Tecpoint V5 Pen extra fine (Blue)	Per Piece	50 Nos.	
12.	HP Laserjet Tonner Cartridge No. 36 A	Per Piece	20 Nos.	
13.	HP Laserjet Tonner Cartridge No. 12 A	Per Piece	06 Nos.	
14.	HP Laserjet Tonner Cartridge No. 88 A	Per Piece	08 Nos.	
15.	HP Laserjet Tonner Cartridge No. 78 A	Per Piece	04 Nos.	
16.	HP Laserjet Tonner Cartridge No. 840-C	Per Piece	01 No.	
17.	Ball Pen ordinary with micro tip/fine carbure 045 refill of blue colour of reputed brand	Per Piece	240 Nos.	
18.	Ruled Register 2 Qr. 192 pages made from paper white maplitho good branded quality	Per Piece	25 Nos.	
19.	Ruled Register 4 Qr. 384 pages made from paper white maplitho good branded quality	Per Piece	35 Nos.	
20.	Alkaline Battery (Duracell) 1.5 Volt LR 6	Per Piece	100 Nos.	
21.	Photocopier Cartridge Toshiba e Studio 306 SE	Per Piece	02 Nos.	
22.	Photocopier Cartridge Toshiba e studio 305	Per Piece	02 Nos.	
23.	Photocopier Cartridge Toshiba e Studio 195	Per Piece	02 Nos.	
24.	Tissue Paper Ultra Soft white facial tissue	Per Box	50 Box	

25.	Pencil (Natraj)	Per Piece	12 Pkts. (120 Nos.)	
26.	Stapler small HD 10 D with loading capacity of 100 staple pin, stapling capacity of 20 papers and pin remover on tail covered with moulded plastic	Per Piece	15 Nos.	
27.	Hot Case Model Sliding Medium Dimensions (W X D X H) 24.5 X 10.25 X 16 Inches, Capacity 48 Lits, 700 Watts with light indicator	Per Piece	01 No.	
28.	Note Sheet pad made of azurlaid paper of light green colour with one green line on both side or above of A GRADE paper mill approx. 13.5" X 8.5" size. Duly punched (one hole) on upper left side.	Per pad of 100 Papers/ Sheets	100 Pads	
29.	Tag cotton white having length of minimum 15 cms made of high quality thread	Per bundle of 25 Nos.	20 Bundles	
30.	Highlighter pen fluorescent in different colours for marking on paper copy and fax of reputed brand	Per Piece	36 Nos.	
31.	Soap Lux (75 Grms)	Per Piece	24 Nos.	
32.	Self adhesive tape 2" size, width 12 mm super transparent clear length 10 yds. Of reputed brand	Per Piece	05 Nos.	
33.	Self adhesive tape 1" size, width 12 mm super transparent clear length 10 Yds of reputed brand	Per Piece	10 Nos.	
34.	Duster Cotton size 18" X 18"	Per Piece	12 Dozen (144 Nos.)	
35.	Scissor Big to cut papers etc. with stainless steel blades plastic handles elegant look of reputed brand	Per Piece	05 Nos.	
36.	Uniball eye pen (Blue) micro, water proof of reputed brand	Per Piece	50 Nos.	
37.	Glue Stick Non Toxic without solvents Net weight 15 gms of reputed brand	Per Piece	50 Nos.	
38.	Self stick note pads fluorescent prompts 3" X 1" (75 X 25 mm)	Per Pkt.	50 Pkts.	
39.	Plastic folder size FS side open, upper sheet made from soft transparent plastic and lower with non transparent plastic with leaf of good branded name.	Per Piece	100 Nos.	
40.	Envelope Khaki size 10 ½" X 4 ½" (size SE-6) made from paper of good quality/branded name	Per 1000 Nos.	3000 Nos.	
41.	File Board approx. size of 10" X 14" made from Hardboard. All corners and all sides covered with pasted binding cloth. Strong flaps made from fine quality material on both sides made of 4" binding cloth duly inserted with high quality white lace to tie the file covers	Per Piece	250 Nos.	
42.	Assistant Diary Registers 2 Qr. (192 pages) approx. size 13 ½" X 8 ½" of good quality paper with hardboard binding	Per Piece	05 Nos.	
43.	Note Pad (Slip Pad) 40 Pages	Per Piece	50 Nos.	
44.	Shorthand note Book 200 pages made from paper of good branded name	Per Piece	25 Nos.	
45.	Fax Roll (Panasonic KX-FM 131) 100 Mtrs.	Per Piece	05 Nos.	
46.	Punching Machine single punch having capacity to hole 4.5 mm with punching capacity of 1 mm thickness/reputed brand	Per Piece	20 Nos.	
47.	Envelop Khaki A-4 size made from paper of good	Per Piece	250 Nos.	

	quality/branded name			
48.	Thermos 1 Ltr. Vacuum Flask (Milton)	Per Piece	06 Nos.	
49.	Dustbin Plastic without lid (5 ltrs. Capacity)	Per Piece	15 Nos.	
50.	Extension Cord 230 V AC 50 Hz 5 AMP with four points	Per Piece	06 Nos.	
51.	Pen Drive 4 GB (Kingston)	Per Piece	05 Nos.	
52.	Pen Drive 8 GB (Kingston)	Per Piece	05 Nos.	

**(Signature of Tenderer)
Rubber Seal)**