

Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry
(GA Section)

Dated 15th July, 2016

Notice Inviting Tender

Subject: To invite Online Bid for Annual Rate Contract (ARC) for supply of Stationery/Sanitary items for use in the Department of Heavy Industry - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of Annual Rate Contract (ARC) for supply of Stationery items for use in the Department of Heavy Industry 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 single bid system) 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 evaluation of bid submission |
| Annexure-III | - | List of Stationery Items (Proforma for 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 | - | 16/07/2016 | 10.00 AM |
| ✓ Bid/Document Downloading Start Date | - | 16/07/2016 | 10.00 AM |
| ✓ Bid Submission Start Date | - | 16/07/2016 | 11.00 AM |
| ✓ Bid/Document Downloading End Date | - | 01/09/2016 | 02.00 PM |
| ✓ Bid Submission End Date | - | 01/09/2016 | 03.00 PM |
| ✓ Bid Opening Date | - | 01/09/2016 | 03.30 PM |

5. The Bid should invariably be accompanied by a Demand Draft of Rs.50,000/- (Rupees Fifty Thousand only) in favour of 'DDO, Department of Heavy Industry' 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 superscribed with 'BID FOR ARC FOR SUPPLY OF STATIONERY/SANITARY ITEMS IN DEPARTMENT OF HEAVY INDUSTRY' in the Tender Box fixed outside Room No. 15, Department of Heavy Industry, Udyog Bhavan, New Delhi on or before 01.09.2016 by 03.00 P.M. The annual estimated value of the bid is Rs.15,00,000/- (Rupees Fifteen Lakh only).

6. Tender may also be downloaded from the website of the Department of Heavy Industry (<http://dhi.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.



(S.K. Saxena)

Under Secretary to the Govt. of India

 23061106

Copy to

NIC, DHI with request to upload it on the website of the Department of Heavy Industry.


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Annexure-I

Term and Condition for Supply of Stationery/sanitary Items in the Department of Heavy Industry

General Conditions

1. The period of Annual Rate Contract (ARC) shall be ordinarily *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 Department for a period of one year 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 General Admn. Section, Room No. 15, Department of Heavy Industry, 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 required on receipt of written order from the authorized officer in the General Administration Section.
7. The firm should be *located in the NCR of Delhi* and should be having experience of supplying of stationery items to at least three Government Ministries/Departments. Self-attested documentary evidence to this effect should be submitted.
8. The firm would be registered with Income Tax Department, Department of Value Added Tax of Govt. of NCT Delhi and Central Excise Department for Service Tax. Attested-copy of the certificates to this effect should be enclosed with the bid.
9. The sample of the stationery item likely to be required may be seen at General Administration Section, Room No. 15, Udyog Bhavan, Udyog Bhawan, New Delhi on any working day during 09.00 a.m. to 5.30 p.m.
10. *The rate should compulsorily be quoted for all the stationery/sanitary items otherwise the bid shall be treated as incomplete and unresponsive and therefore rejected. The rate should be quoted according to the given specification and in the format given at 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. 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.***



Contd..3/-

11. The firm will supply all stationery items on credit basis as settlement of bills may take some time. No advance payment will be made for supply of the stationery items. **Payment will 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 other requisite documents. As far as possible, the bills would be settled on 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. These contact numbers will have to be intimated to this Department immediately on award of contract.

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

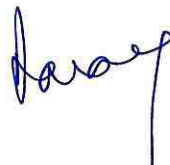
15. *No exemption will be given to any firm with regard to deposit of Earnest Money Deposit (EMD).* However, in few cases exemption from depositing Earnest Money Deposit (EMD) may be given as per the provisions of GFR 2005.

16. On demand through issuance of supply order by the Department of Heavy Industry, 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. Department of Heavy Industry reserves the absolute right to reject any stationery/sanitary item which, in its opinion, is not of approved specification. Decision of the Competent Authority of this Department in this regard shall be final and binding upon the firm.

17. A penalty of Rs.5,000/- (Rupees Five Thousand only) will be imposed if it is found, on the basis of complaints received from end-user of the Department, that stationery item supplied is below the desired standard or substandard. In case of supply of such stationery/sanitary 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. In case of any unsatisfactory report, the firm is liable to be not paid for such items.

18. Quantity of stationery items to be supplied may vary from time to time. Department of Heavy Industry shall place the order for supply of stationery/sanitary items on monthly basis as per the requirement. However, supply order may also be placed as and when stationery items are required. All stationery/sanitary items of the supply order shall be supplied at one go as per quantity mentioned in the supply order. Department of Heavy Industry shall not accept part supply of any stationery/sanitary items. The delivery challan shall be got signed from 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/sanitary 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.

21. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Department of Heavy Industry. In case, it is found at later stage that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by this Department.

22. The contract entered into is liable to be terminated by this Department 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. In this connection the decision of this Department will be final and shall be binding upon the contractor.

23. 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.

24. The contractor entered into shall indemnify the Department of Heavy Industry against all damages/expenses for which the Department 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.

25. 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 for arbitration to the sole arbitrator to be appointed by the Competent Authority, Department of Heavy Industry. 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.

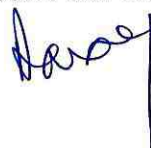
26. Pending the submission of and/or a dispute difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

27. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.

28. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.

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 Rs.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 other requisite documents.

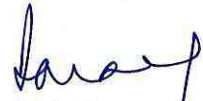


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2. Earnest Money Deposit (EMD) of Rs.50,000/- (Fifty Thousand only) by way of Demand Draft or FDR in favour of 'DDO, Department of Heavy Industry' payable at New Delhi is to be dropped in a sealed cover superscribed with 'BID FOR ARC FOR SUPPLY OF STATIONERY/SANITARY ITEMS IN THE DEPARTMENT OF HEAVY INDUSTRY' in the Tender Box fixed outside Room No. 15, Department of Heavy Industry, Udyog Bhavan, New Delhi on or before 30.08.2016, 2016 by 3.00 P.M.

3. Earnest Money Deposit (EMD) of unsuccessful bidders will be returned after 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 Rs.1,00,000/- (Rupees One Lakh only) by way of Fixed Deposit Receipt (FDR) which will be returned on satisfactory completion of the contract. No interest will be paid on performance security deposit.



(S.K. Saxena)

Under Secretary to the Govt. of India

Annexure-II**INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF 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 Rs.) (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 Rs.45 lakh per annum)	Year	Annual Turn Over (in Rs.)
		2013-14	
		2014-15	
		2015-16	
7.	Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank		
8.	Whether terms and conditions of the tender are 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 conditions of the Notice Inviting Tender (NIT) No.D-15015/1/2015-GA dated 15/07/2016 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.

Contd..10/-

STATIONERY ITEMS

S.No	Name of Items	Make/Brand/ Specification	Unit	Rate	Amount in Rs.	Tax) (In Rs.)
1.	Adhesive Flag (Tri-color)	De'smat Promote	Nos.			
2.	Adhesive yellow slip 2x3	De'smat Promote	Nos.			
3.	Adhesive yellow slip 3x3	De'smat Promote	Nos.			
4.	Adhesive yellow slip 5x3	De'smat Promote	Nos.			
5.	All pin	Apex	Nos.			
6.	Assistant Diary Register 4 qr.	ADB	Nos.			
7.	Attendance Register	ADB	Nos.			
8.	Bond paper (120 GSM)	JK/Bilt	Pad			
9.	Brown packing tape 2" size	Wonder	Nos.			
10.	Brown packing tape 1" size	Wonder	Nos.			
11.	Brown packing tape 3" size	Wonder	Nos.			
12.	Butter Paper A-4 size		Pkt.			
13.	Bucket (Plastic) 20 Ltrs.	*	each			
14.	Mugga	*	each			
15.	Carbon Paper Pkt	Korse	Pad			
16.	Card Board 300 gsm	*	Nos.			
17.	Cash Book 200 page	*	Nos.			
18.	Cello tape ½" size	Diamond	Nos.			
19.	Cello tape 1" size	Diamond	Nos.			
20.	Cello tape 2" size	Diamond	Nos.			
21.	Cello tape 3" size	Diamond	Nos.			
22.	Cello tape Dispenser (big size)	*	Nos.			
23.	Cello tape Dispenser (small size)	*	Nos.			
24.	Chart Paper (100 gsm)	*	Nos.			
25.	Cut Glass/colour glass	*	Dzn.			
26.	Borosil glass large size	*	Dzn.			
27.	Borosil glass medium		Dzn.			
28.	Borosil Juice Glass		Dzn.			
29.	Correction fluid pen	Kores	Nos.			
30.	Dak Pad	Neel Gagan	Nos.			
31.	Desk calendar refill	*	Nos.			
32.	Drawing Pin	*	Nos.			
33.	Engagement stand	Kebica	Nos.			
34.	Envelop SE-8A white 120 gsm (with jali) plain	Star	Per 1000			
35.	Envelop SE-5 brown 120 gsm	As sample	per 1000			
36.	Envelop SE-5 white 120 gsm with adhesive	As sample	per 1000			
37.	Envelop SE-6 brown 120 gsm	As sample	per 1000			
38.	Envelop SE-6 White 120 gsm	As sample	Per 1000			
39.	Envelop SE-7A brown 120gsm with jail	As sample	per 1000			
40.	Envelop SE7A brown 120gsm (with cloth)	As sample	Per 1000			
41.	Envelop SE-8A brown 120gsm (with cloth)	As sample	per 1000			
42.	Envelop SE-8A white 120 gsm(with jail)	As sample	Per 1000			
43.	Envelop SE-8A white 120 gsm(with cloth)	As sample	per 1000			

S.No	Name of Items	Make/Brand/Specification	Unit	Rate	Amount in Rs.	Tax) (In Rs.)
44.	Envelop SE-A4 white/yellow 120 gsm(with jail)	As per sample	Per 1000			
45.	Envelop SE-A4 white/yellow 120 gsm(with jail)	As per sample	per 1000			
46.	Eraser pencil – Non-Dust	Natraj	Nos.			
47.	Eraser pencil – Non-Dust	Apsra	Nos.			
48.	File board	Neelgagan	Nos.			
49.	File Cover Printed 300 gsm with logo of swachh Bharat & RTI	As per sample	each file			
50.	File flap	Rexine	Nos.			
51.	File Tray (12x18 inch)	Kebica Stationery	Nos.			
52.	Folder (My Clear Bag) Solo 115	Solo	Nos.			
53.	Folder Solo 101	Solo	Nos.			
54.	Folder L-shape one side transparant	Neelgagan	Nos.			
55.	Gem clip plastic coated	Kores 35 mm	Pkt.			
56.	Glossy/Inkjet paper	Kodak	Pkt.			
57.	Glue Stick 15 gm	Kores	Nos.			
58.	Gloliter (5 in a set)	Kores	Set			
59.	Gum bottle (300 ml)	National/camel	Nos.			
60.	Gum bottle (700 ml)	National/camel	Nos.			
61.	Index folder	Solo	Nos.			
62.	Spring Folder RB 432	Solo	NoS			
63.	Ink bottle	Chelpark	Nos.			
64.	Ink bottle	Montblanc	Nos.			
65.	Ink bottle	Sheaffer	Nos.			
66.	Liver Folder	Sona	No.			
67.	Library Box A4 size	good quality	No.			
68.	Library Box (Legal size)	good quality	No.			
69.	Log Book	ADB	Nos.			
70.	Match box	Ship	Nos.			
71.	Napkin paper	*	Nos.			
72.	Notesheet 80 gsm green	(Neelgagan)	Pad			
73.	Packing paper Brown (good qty)	100 gsm	Ream			
74.	Paper weight	Glass	Nos.			
75.	Paper weight (Plastic)	Kebica	Nos.			
76.	Paper Photostat A3 75 gsm	J.K.	ream			
77.	Paper Photostat A4 75 gsm	J.K.	Ream			
78.	Paper Photostat FS 75 gsm	J.K.	Ream			
79.	Green Court Paper FS	Ballarpur mill	Ream			
80.	Ruled Paper for Exam 75gsm (500 sheets)	Ballarpur mill	Ream			
81.	Packing Paper sheet 100 gsm	Ballarpur mill	Each sheet			
82.						
83.	Pen	Butter flow	Nos.			
84.	Pen	Flair Technomatic	Nos.			
85.	Pen	Reynold 0.45	Nos.			
86.	Pen	Trimax	Nos.			
87.	Pen(Gel Impact)	Unibal	Nos.			
88.	Refill unibal gel impact	--	Pkt.			
89.	Pen Add Gel	Achiever	Nos.			

S.No	Name of Items	Make/Brand/Specification	Unit	Rate	Amount in Rs.	Tax) (In Rs.)
90.	Pen	Cello Griper	Nos.			
91.	Pen Sketch	Luxor	Nos.			
92.	Pen highlighter	Luxor	Nos.			
93.	Pen Jotter	Reynolds	Nos.			
94.	Pen Marker White Board	Reynolds	Nos.			
95.	Pen permanent market	Reynolds	Nos.			
96.	Pen pilot 0.5	Luxor	Nos.			
97.	Pen Sketch	Luxor/Echo	Nos.			
98.	Pen/pencil container	Kebica	each			
99.	Pen V-5 pilot High Tech	Luxor	Nos.			
100.	Pencil (Shorthand)	Apsra	Nos.			
101.	Pencil HB (ord.)	Natraj	Nos.			
102.	Pen-Golden for pen stand flair	*	Nos.			
103.	Pen/Pencil container	Kebica	Nos.			
104.	Pen-Uni Ball UB-150	Fine	Nos.			
105.	Pen-Uni Ball UB-150	Micro	Nos.			
106.	Peon Book 200 page	ADB	Nos.			
107.	Pilot pen ink	Luxor	Nos.			
108.	Pin Cushion Jumbo Deluxe	Kebica	Nos.			
109.	Pin Stapler (Medium) 24/6	Kangaru	Nos.			
110.	Pin Stapler 23/10	Kangaru	Nos.			
111.	Pin Stapler 23/17	Kangaru	Nos.			
112.	Pin Stapler 23/8	Kangaru	Nos.			
113.	Pin Stapler (Small) 10D	Kangaru	Nos.			
114.	Punch Double DP 600	Kangaru	Nos.			
115.	Punch single	Kangaru	Nos.			
116.	Register Alphabetic 8 qr.	Neelgagan	Nos.			
117.	Register Dispatch 8qr.	ABD	Nos.			
118.	Register File Heading (ABD) 8qr.	ABD	Nos.			
119.	Register file movement (ABD) 8qr.	ABD	Nos.			
120.	Register pay bill 100 page	ABD	Nos.			
121.	Register Pay Bill 150 page	ABD	Nos.			
122.	Register Pay bill 200 page	ABD	Nos.			
123.	Register pay bill 250 page	ABD	Nos.			
124.	Register Section Diary (ABD)8qr.	ABD	Nos.			
125.	Register stock (ABD) 8 qr	ABD	Nos.			
126.	Rubber band	Nylon *	250 gms			
127.	New Service book of 120 pages	as per sample	each			
128.	Sealing wax (good qty)	National 3 star	Pkt.			
129.	Sharpener	Natraj	Nos.			
130.	Short Hand Note Book	Bitto	Nos.			
131.	Signature Pad	Neelgagan	Nos.			
132.	Slip Book ord.	Neelgagan	Nos.			
133.	Slip Book Spiral	Neelgagan	Nos.			
134.	Slip Book spiral A4	Neelgagan	Nos.			
135.	Spring file	Solo	Nos.			
136.	Stamp Pad	Supreme	Nos.			
137.	Stamp Pad ink	Supreme	Nos.			
138.	Stapler (Medium) 24/6	Kangaru	Nos.			
139.	Stapler (small) 10 D	Kangaru	Nos.			

No.D-15015/1/2015-GA

S.No	Name of Items	Make/Brand/ Specification	Unit	Rate	Amount in Rs.	Tax) (In Rs.)
140.	Stapler 127/7 Big	Kangaru	Nos.			
141.	Stapler 12S/17Big	Kangaru	Nos.			
142.	Supli (small)	*				
143.	TA Bill Pad (200 page)	*	Pad			
144.	Tag bunch of 10 tags	(Good Qlty)	each bunch			
145.	Thread Ball	Ambika	Nos.			
146.	Umbrella Big	good quality	Nos.			
147.	Umbrella Small	good quality	Nos.			
148.	White flued pen (kores)	Kores	each			

* It should be of good quality as per sample available in the Department.

List of Sanitary Items

No.D-15015/1/2015-GA

S.No.	Name of Items	Make/Brand/ Specification	Unit	Rate	Amount in Rs.	Tax) (In Rs.)
1.	Ambi pure car freshner		Each			
2.	Aer Godrej car freshner	Godrej	Each			
3.	Agreement Folder for MOU with Logo	(as per Sample)	Each			
4.	Agreement Sheet 100 gsm (50 sheets)	As per sample	Pkt.			
5.	Air wick freshmatic automatic refill spray machine		Each			
6.	Air wick freshmatic automatic refill spray.	250 ml.	Each			
7.	Aer twist car fragrance	Godrej	Each			
8.	Allout Machine	Allout	Each			
9.	Allout Refill	Allout	Each			
10.	Baygon 1 Ltr.	*	Each			
11.	Baygon Spray 5 Ltrs.	*	Tin			
12.	Clinzo 5 Ltrs.		Tin/Jar			
13.	Lyzol tile cleaner 5 Ltrs.		Tin/Jar			
14.	Brasso 500 ml.	Brasso	Each			
15.	Bromm Phool (Product No.555)	Deepak Jyoti	Each			
16.	Bromm with Long stick	As per sample	Each			
17.	Colin Spray 500 ml	Rekiit Benckiser	Each			
18.	Cut Glass		Each			
19.	Borosil Juice glass	Borosil	Dzn.			
20.	Bucket (plastic)		each			
21.	Mugga (Plastic)		each			
22.	Borosil glass	Borosil	Dzn.			
23.	Glass Plain		Yerra			
24.	Detol Liquid Hand Wash	Detol	Each			
25.	Detol Soap 150 gms	Detol	Each			
26.	Domex tile cleaner 5 Ltrs.	Domex	Each			
27.	Duster Floor 40x40 fine	As per sample	Each			
28.	Finit Spray Pump	HP Brand	Each			
29.	Hand Glove rubber 1x2	*	Set			
30.	Harpic 500 ml	Harpic	Each			
31.	Harpic Tables (two in set)	Harpic	Each set			
32.	Homocol cube 500 gram	Bengal chemical	Pkt.			


Handwritten signature

S.No	Name of Items	Make/Brand/Specification	Unit	Rate	Amount in Rs.	Tax (In Rs.)
33.	Hit Spray 490 ml	*	Each			
34.	Hit Spray 320 ml.	*	Each			
35.	Hit 250 ml.	*	Each			
36.	Jug Plastic 2 Ltr.	Milton	Each			
37.	Juna Plastic	*	Each			
38.	Juna Scotch Brite	Scotch Brite	Each			
39.	Liquid Soap Homocol 5 Lltr.	Homacol	Tin			
40.	Lizol	*	Each			
41.	Nariyal Broom	As per sample	Each			
42.	Napthalin Ball	Trishul	Kgs.			
43.	Odonil 75 gms	Odonil	Each			
44.	Pheyhle 5 Ltr.	Gainda	Tin			
45.	Room Freshner	premium	Each			
46.	Soap 150 gms	Lux	Each			
47.	Sooply (plastic)	plastic	Each			
48.	Soft Tissue Paper	Wonder	Each			
49.	Surf pkt. ½ kg.	branded	Each			
50.	Tissue Paper	Wonder	Each			
51.	Toilet Cleaning Brush	*	Each			
52.	Toilet Flush Tank Matic Ball (blue and green)	Harpic	Each			
53.	Toilet Paper Roll	Daffodil	Each			
54.	Vim Ultra (500gm Pkt)	Vim	Pkt.			
55.	Vim Bar	Vim	Each			
56.	Vim liquid	Vim	Each			
57.	Wiper (ord)	Gold star	Each			
58.	Wiper Big with Long Handle Movable	Gold star	Each			
59.	Wiper Big with long Handle Movable (for Glass)	Gold star	Each			
60.	Full plate bone china	Bone china	Dzn.			
61.	Qtr. Plate	Bone china	Dzn.			
62.	Cups & Soucers	Bone china	Set			
63.	Cups & Soucers	Royal	Set			
64.	Bowl set bone china	Bone China	Set			
65.	Tea spoon	Good quality	Dzn.			
66.	Table Spoon	Good quality	Dzn.			
67.	Spoon medium	Good quality	Dzn.			
68.	Tube light 24W	Branded	each			
69.	Tube light 40W	Branded	each			
70.	Tray (small) for cups & saucers	Good quality	No.			
71.	Tray (big) for cups & saucers	Good quality	No.			
72.	Electric Kettle 1.5 Ltrs. Steel	Murphy Richards	No.			
73.	Electric Kettle 1.5 ltrs. Plastic	Usha Luxor	No.			
74.	Towel big (white & colour)	Century	Nos.			
75.	Towel (Hand towel)	Century	Nos.			
76.	Sutli	Jute	Kg.			
77.	Plastic sutli role		Kg.			
78.	Markeen cloth	*	Meter			
79.	Milton Water Jug	Milton 5 Ltrs.	each			
80.	Hot & cold thermos	Eagle 2.2 ltr.	Nos.			
81.	Duster (Yellow) 60x60 cm	*	Dzn.			
82.	Duster (White) 40x40 cm	Fine quality	Dzn.			

Handwritten signature

S.N	Name of Items	Make/Brand/ Specification	Unit	Rate	Amount in Rs.	Tax) (In Rs.)
83.	Dumper (Sponge)	Kebica	Nos.			
84.	Dustbin covered (big)	As per sample	Each			
85.	Dustbin covered 20 Ltrs.	As per sample	Each			
86.	Dura Cell (big)	Dura	Nos.			
87.	Cell (big)	Eveready	Nos.			
88.	Dura Cell AA	Dura	each			
89.	Dura Cell AAA	Dura	Each			
90.	Pencil cell AA	Eveready	each			

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Instructions for Submission of e-Tender (in single bids system)

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 enrol 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.

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 Bid information in Annexures attached.
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 data. 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 single bids system.*** The interested firms are advised to submit their bids "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/SANITARY ITEMS IN THE DEPARTMENT OF HEAVY INDUSTRY' in the Tender Box fixed outside Room No. 15, Department of Heavy Industry, 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.

12. The firms are required to upload copies of the following documents along with the *Bid* (information furnished by the firm for evaluation of 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 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 of 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 Department of Heavy Industry reserves the right to reject any or all bids without assigning any reason.



(S.K. Saxena)

Under Secretary to the Govt. of India

Annexure-V**DETAILS OF BANK ACCOUNT**

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility
For Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date :
Place :

Name:
Designation:
Seal:

Note: Please attach a photocopy of cheque