

No. 22/3/2016-DGAD
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Anti-Dumping and Allied Duties

4th Floor, Jeevan Tara Building,
Parliament Street, New Delhi - 110001
Dated: 17th June, 2016

e-TENDER NOTICE

For Annual Rate Contract for "**Supply of Stationery and other General Items**" in the office of Directorate General of Anti-Dumping and Allied Duties (DGAD) located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi from the interested firms/agencies for a period of one year.

Critical Date Sheet

Published Date & Time	17 June,2016 (17:00 PM)
Bid Document Download Start Date & Time	17 June,2016 (17:00 PM)
Seek Clarification Start Date & Time	20 June,2016 (11:00 AM)
Seek Clarification End Date & Time	30 June,2016 (03:00 PM)
Bid Submission Start Date & Time	17 June,2016 (17:00 PM)
Bid Submission Closing Date & Time	01 July,2016 (01:00 PM)
Bid Opening Date & Time	04 July,2016 (11:00 AM)



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Annual Rate Contract for "Supply of Stationery and other General Items" in the office of Directorate General of Anti-Dumping and Allied Duties (DGAD)

E-tenders are invited by Directorate General of Anti-Dumping and Allied Duties (DGAD) under two bid systems i.e. Part-I: Technical Bid and Part-II: Financial Bid from reputed, experienced and financially sound firm/agency for **Annual Rate Contract for "Supply of Stationery and other General Items"** in its office located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD. The quantum of requirement is given at **Annexure-I** which may vary as per the requirements of the Directorate.

- (a) **The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app>.**
- (b) The interested firm/agency may submit the **tenders online** at **<http://eprocure.gov.in/eprocure/app>** in two bid systems i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted **only** online through the Central Government e-Procurement portal **<http://eprocure.gov.in/eprocure/app>** as per the instructions contained in **Annexure-III**. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
- (c) The Earnest Money Deposit (EMD) of Rs. 40,000/- only (Rupees Forty Thousand Only) in the form of Account Payee **Demand Draft drawn in favour of**



Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi valid for a minimum period of three months after the date of issue, has to be submitted to the Under Secretary (Admn.), DGAD, Deptt. of Commerce, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi 110001 upto Bid submission closing date & time. Late receipt of EMD i.e. after closure of online bidding time, will make the bidder disqualified and his bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to DGAD. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by DGAD. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. The EMD shall be refunded to the successful bidder on receipt of Performance Security Deposit.

(d) The Technical Bids will be opened online on 04/07/2016 at 11:00 AM by a Committee of 3 Officers in the Directorate General of Anti-dumping & Allied Duties. The bidder who chooses to attend the online opening of e-tender or their authorized representative (one person only) having valid authorization letter (**Annexure-VIII**) may present in the office located at 4th Floor Jeevan Tara Building, Parliament Street, New Delhi on the scheduled date & time of tender opening. At the **first stage** the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Directorate. Only the bidders who qualify in Technical Bid evaluation will be eligible for Financial Bid evaluation at **second stage** and the financial bids of only technically qualified bidders will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected alongwith a comparative statement duly signed by the members of the TEC.

(e) The successful tenderer will have to deposit Performance Security Deposit (PSD) of 5% of the total cost of the tender quoted/approved, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi covering the entire period of the contract. The PSD should remain valid for a period of ninety (90) days beyond the stipulated date for completion of the contract for initial one year. In case, the contract is further extended beyond the



initial period, the PSD will have to be accordingly renewed by the successful tenderer.

(f) The competent authority in the Directorate General of Anti-dumping & Allied Duties (DGAD) reserves the right to:-

- (i) Cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
- (ii) Accept or reject any or all the Technical and financial Bids without assigning any reasons.
- (iii) Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of DGAD.

(g) The tenderer will have to submit an analysis of rates if called upon to do so by DGAD. DGAD may call for original documents for verification of the copies of the documents submitted by a tenderer, if found necessary by DGAD.

(h) If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then DGAD reserves the right to reject such tender at any stage of execution without any financial liability.

(i) For any clarification regarding any terms and conditions of the tender, bidders may contact to the Section Officer (AD-II), DGAD, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001 (Ph. No. 011-2334 9435).



(P.K.Verma)
Under Secretary to the Government of India
Tel No. 23349439

Copy To:

- (i) Central Public Procurement Portal, Govt. of India
- (ii) NIC, DOC for uploading on official website of DOC.

List of Stationery Items required in DGAD

S. No.	Name of Items	UNIT	Annual Requirement
1	A 4 SIZE PAPER REAM	Nos.	1500
2	ATTENDENCE REGISTER	Nos.	10
3	ALL OUT MACHINE (WITH REFILL)	Nos.	120
4	ALL OUT REFILL (45 NIGHTS)	Nos.	200
5	ALPHABET REGISTER (8 QUIRE) 768 PGS.	Nos.	5
6	ASSISTANT DIARY	Nos.	20
7	ALL PIN (NICKLE PLATED STEEL PIN)	Pkt.	26
8	BATTERY CELL (AAA)	Nos.	300
9	BATTERY CELL (AA)	Nos.	400
10	BROWN /BOPP TAPE Roll (4.8 X65 MTR.)	Nos.	200
11	CANDLE (1/2 Inch x 6 inch) (Pkt of 6)	Pkt.	20
12	CELLO TAPE (65 MTR.,1/2 INCH)	Nos.	500
13	CELLO TAPE(65 MTR: 1 inch)	Nos.	500
14	CELLO TAPE DISPENSER BIG	Nos.	On Demand
15	COLIN SPRAY (500 ml)	Nos.	300
16	CD BLANK (R)	Nos.	100
17	CD BLANK (RW)	Nos.	50
18	CARBON PAPER (A4 SIZE BLUE 100 SHEETS)	Pkt.	10
19	DUST BIN (Plastic without lid)	Nos.	50
20	DAK BAG (big)	Nos.	10
21	DAK PAD	Nos.	50
22	DESK CALENDAR STAND (STEEL)	Nos.	400
23	DUSTER WHITE	Nos.	1200
24	ERASER (Pencil eraser)	Nos.	1200
25	ENVELOP SE-8 (INNER CLOTH)	Nos.	5000
26	ENVELOP SE-5	Nos.	10000
27	ENVELOP SE-7	Nos.	5000
28	ENVELOP SE-6	Nos.	5000
29	ENVELOP SE-8	Nos.	5000
30	FILE COVER (PRINTED OFFICE NAME)	Nos.	3000
31	FILE BOARD	Nos.	1800
32	FILE TRAY (PLASTIC)	Nos.	50
33	FEVICOL (50 gm) (PACK OF 5)	Pkt.	20
34	FINIT PUMP (200 ml)	Nos.	10
35	GUM BOTTEL (150 ml)	Nos.	100
36	GEM CLIP (U CLIP) PLASTIC COATED	Pkt.	100
37	GLUE STICK	Nos.	900
38	GLASS TUMBLER (THICK)	Nos.	200
39	GLASS TUMBLER (CUT /FANCY) (SET OF 6)	Set	50
40	HIGHLIGHTER PEN (PACK OF 5)	Pkt.	350
41	HIT SPRAY 400 ml	Nos.	400
42	LOG BOOK	Nos.	20
43	L-SHAPE PLASTIC FOLDER	Nos.	1200
44	MOVEMENT REGISTER	Nos.	50



45	MATCH BOX (Pack of 10 pcs)	Pkt.	10
46	MOUSE PAD	Nos.	50
47	NOTE SHEET PAD (GREEN)	Nos.	600
48	NOTE BOOK (SLIP PAD) 40 SHEETS	Nos.	500
49	NOTE PAD (SPIRAL) 40 SHEETS	Nos.	600
50	NOTE BOOK (JUMBO SIZE 18x24 cm Soft cover 180 P	Nos.	150
51	PENCIL (HB) (Pack of 10)	Pkt.	120
52	PEON BOOK	Nos.	50
53	PAPER PUNCH (DOUBLE)	Nos.	20
54	PAPER PUNCH (SINGLE)	Nos.	50
55	PAPER WEIGHT (GLASS)	Nos.	30
56	PEN BALL (RED) (REYNOLDS)	Nos.	200
57	PEN BALL (BLACK)(REYNOLDS)	Nos.	200
58	PEN BALL (Blue) (REYNOLDS)	Nos.	900
59	PEN ADD GEL	Nos.	200
60	PEN PILOT HI -TECH 0.5	Nos.	300
61	PEN PILOT (HI-TECH) V-5	Nos.	300
62	PEN UNI-BALL (EYE) UB-150	Nos.	200
63	PEN JETTER BALL	Nos.	400
64	PEN STAND (container type)	Nos.	50
65	PEN STAND (2 SOCKET)	Nos.	20
66	PEN STAND (4 SOCKET)	Nos.	15
67	POKER (LONG STEEL HEAD)	Nos.	30
68	PERMANENT MARKER PEN (BULLET TIP)	Nos.	300
69	PAPER CUTTER	Nos.	50
70	PLASTIC JUG	Nos.	20
71	ROOM FRESHNER (500 ml Spray Bottle)	Nos.	300
72	REGISTER (1 QR.) SIZE 12.5"X 7.5" (96 Sheets)	Nos.	50
73	REGISTER (2 QR.) SIZE 12.5"X 7.5" (192 Sheets)	Nos.	600
74	REGISTER (3QR.) SIZE 12.5"X 7.5" (288 Sheets)	Nos.	300
75	REGISTER (4 qr.) Size :12.5"x7.5" (384 sheets)	Nos.	40
76	REGISTER (5qr.)SIZE : 12.5"x7.5" (480 Sheets)	Nos.	30
77	REGISTER (6 qr.) SIZE: 12.5"X7.5" (576 Sheets)	Nos.	10
78	RUBBER BAND (250 gm)	Pkt.	10
79	SHARPENER (Pencil Sharpner)	Nos.	600
80	SIGNATURE PAD	Nos.	60
81	SKETCH PEN Colour (standard pack)	Pkt.	100
82	STAPLER (SMALL) HD-10D	Nos.	100
83	STAPLER (BIG) HD-45D	Nos.	50
84	STAPLER HEAVY DUTY (HD-1217	Nos.	On Demand
85	SCALE (STEEL)	Nos.	50
86	SCISSOR (BRASS HANDLE) TAILOR TYPE	Nos.	On Demand
87	SCISSOR (PLASTIC HANDLE Standard big size)	Nos.	100
88	STOCK REGISTER OF CONSUMABLE ITEMS (200 PAGES) HARD BOUND	Nos.	5
89	SECTION DIARY REGISTER (S-30) 200 PAGES Hard Bound	Pkt.	20
90	SELF-STICK NOTES (yellow slip) (3"X3")	Pkt.	400
91	SELF-STICK NOTES (Coloured) (1"X3")	Pkt.	800
92	SLIP "PRIORITY"	Nos.	500

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93	SLIP "IMMEDIATE"	Nos.	500
94	SOAP CASE	Nos.	40
95	SUTLI JUTE (per kg)	Bundle	5
96	SEALING WAX	pkt.	20
97	STAMP PAD	Nos.	50
98	STAMP PAD INK refill	Nos.	50
99	STAPLE PIN (SMALL) (10-1M) (pack of 20)	Pkt.	20
100	STAPLE PIN (BIG)(24/6) (pack of 20)	Pkt.	10
101	STAPLE PIN (23/13-H) Single pkt	Pkt.	20
102	STAPLER PIN (23/17-H) Single pkt	Pkt.	20
103	STAPLE PIN (23/10) Single pkt	Pkt.	20
104	TUMBLER BASE SET (1X6)	Pkt.	50
105	TUMBLER COVER SET (1X6)	Pkt.	50
106	THREAD BALL	Bundle	30
107	TISSUE PAPER FOR CABINS	Pkt.	600
108	White Board Marker (pack of 4 pcs)	Pkt.	50
109	WHITE TAG (1 Bundle-500 PCS)	Bundle	120
110	WHITNER (CORRECTING FLUID Pen) (set of 12)	Pkt.	30
111	VIM POWDER (1 kg. pkt)	Pkt.	12

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TERMS & CONDITIONS GOVERNING THE CONTRACT

1. PREAMBLE:

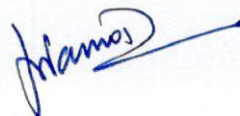
Directorate General of Anti-Dumping and Allied Duties (DGAD) is an Attached Office under Department of Commerce, Ministry of Commerce & Industry of Govt. of India

2. TERMS AND CONDITIONS:

- i. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contract. The Annual Rate Contract awarded as a result of this Tender Notice will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
- ii. DGAD reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
- iii. If the successful Bidder fails to fulfil his obligations under this Tender i.e. Non-adherence to the terms and conditions contained in this Tender, DGAD after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the MD/Performance Securities of such Firm shall be forfeited to the Government.
- iv. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.
- v. The prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description and number to any person(s)/organisation(s) during the period till performance of all Supply Orders is completed.
- vi. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organisation(s) at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the DGAD and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
- vii. DGAD reserves the right to terminate the Agreement any time without assigning any reason/notice.

3. Terms of Delivery:

Delivery of items will be at DGAD office located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi. The Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.



4. Delivery Period:

Within 3 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirement indicated as immediately will be supplied urgently not later than next day of Supply Order. In case of delay in delivering items at specified time and place by more than 2 days from the specified date, a penalty of Rs.200/ - will be levied for each day of delay. Payment terms: (i) 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances. (ii) TDS and all other taxes will be deducted as per applicable rules.

5. Despatch Instructions:

Stores are required to be delivered at the DGAD Office premises on free delivery i.e. no cost as freights/transportation paid etc. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

6. Guarantee/Warranty:

The contractor shall guarantee that the stores, articles sold/ supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender Notice. The date of manufacturing of the items supplied will not be more than one year old. The contractor shall guarantee that the said goods/ stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of providing of the said goods/stores/articles to the purchaser.

The decision of the DGAD shall be final as to the quality of the stores and shall be binding upon the Contractor and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the Contractor shall be borne by the Contractor himself. It will be the responsibility of the Contractor to ensure that articles supplied are of the best quality and free from all defects. The acceptance of articles will be given only when the articles are found upto the specifications given in the Tender Notice and free from all defects. The rejected items must be removed by the Contractor from the consignee premises within 03 days from the date of the information about the rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

7. Duration of Contract:

At the initial stage, the contract shall be awarded for a period of one year from the date of commencement of the Agreement. DGAD will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of DGAD.



However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

8. Performance Security Deposit:

The successful tenderer whose rates are finally accepted shall deposit 5% of the total tendered value (per annum) as Performance Security Deposit (PSD) within 7 days from the date of the communication of award of contract in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Under Secretary (Cash), Department of Commerce, Udyog Bhavan, New Delhi covering the entire period of the contract. The PSD should remain valid for a period of ninety (90) days beyond the stipulated date for completion of the contract for initial one year. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer. No interest will be paid by DGAD on the performance security deposit.

9. Force Majeure:

If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of openings of any such event is given by the firm to DGAD within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of DGAD as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Agreement.

10. Laws Governing Agreement:

The Agreement entered into between DGAD and the firm shall be governed by the laws of India for the time being in force.

11. Jurisdiction of Courts:

The court of the place where the Agreement is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement.

12. Arbitration:

Any variation, addition and/or omissions in the quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the



tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.

In the event of any dispute arising between DGAD and the firm in any matter covered under this Agreement or arising directly or indirectly there from or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Designated Authority, DGAD who may himself act as sole arbitrator or may nominate an officer of DGAD as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of DGAD as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration conciliation Act and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

13. Clarification

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Under Secretary (DGAD) and the decision conveyed by him in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and the decision conveyed shall be final and binding.



INSTRUCTIONS FOR ONLINE BID SUBMISSION

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 registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which 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 (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 DSC's 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.



- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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 generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "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 they can 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 enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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 the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured



(unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) 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.
- 7) 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. Data storage encryption of sensitive fields is done. 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfil the following qualifying criteria in order to be eligible for clearing the technical evaluation of the bid. The technical bids of the bidders will be opened in the first stage and will be evaluated on the basis of following documents which must be **scanned and uploaded** in the Technical Bid:-

- (i) Tender Acceptance Letter (**Annexure-VII**) duly signed with official seal of the Firm/Agency.
- (ii) Demand Draft of Rs. 40,000/- (Rupees Forty Thousand only) towards Earnest Money Deposit (EMD).
- (iii) Proof of address having an office located in Delhi/New Delhi/NCR
- (iv) Copy of registration certificate of the firm/agency.
- (v) Proof of registration for Service Tax, Sale Tax and VAT.
- (vi) Copy of TIN number allotment/certificate.
- (vi) Copy of PAN Card.
- (vii) The firm/agency should have its own Bank Account. The Certified copy of the account maintained for the last two years (2014-15 & 2015-16) issued by the Bank.
- (vii) Copies of Income Tax Returns for the last two years, i.e. 2014-15 and 2015-16 should also be submitted.
- (vii) Documents indicating at least two purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/State Govt. & Public Sector Undertaking within the preceding five years as on 31.03.2016.
- (viii) An affidavit on a stamp paper of appropriate value to the effect that the tenderer has not been black listed by Central/State Government or have not been terminated on account of poor performance.
- (ix) Duly filled and signed proforma for Technical Bid




PROFORMA FOR TECHNICAL BID
(Information related to firm/supplier)

S. No.	Particulars	To be filled by the Tenderer
1	(a) Name of Firm/Agency	
	(b) Address <i>(copy of address proof)</i>	
	(c) Telephone/Mobile No.	
	(d) Email address	
	(e) Name of business partner, if any <i>(copy of partnership deed)</i>	
2	PAN Number of the Firm/Agency <i>(Self attested copy)</i>	
3	(a) Firm Registration Number	
	(b) TIN Number	
	(c) Service Tax /Sale Tax/VAT Registration Number <i>(Copies of supporting documents)</i>	
5	Name of Government Ministries/Department/ PSUs showing supply experience of the items <i>(copies of Contract/purchase orders etc.)</i>	
6	Bank Account statements of last two years (2014 & 2015)	
7	Copies of Income Tax Return for last two financial years (2014-15 and 2015-16)	
8	Details of EMD	
	i) Demand Draft No. & date ii) Issuing Bank	
9	Affidavit on a stamp paper of appropriate value to the effect that the tenderer has not been black listed by Central/State Government or have not been terminated on account of poor performance	

Bidders to ensure

- A.** That all Documents being uploaded have been stamped and signed by the authorized person(s).
- B.** **All the relevant/supporting documents should be scanned in PDF format and submitted along with the Technical bid.**
- C.** That scanned copies of all the documents are clear & legible (clearly readable). DGAD reserves the right to reject the bid in case of illegible copy of documents uploaded.

(Signature & Seal of the authorized Person)



FINANCIAL BID EVALUATION

The financial bids will be opened only in respect of those firms, which qualify in the technical bid evaluation. The Financial Bids will be evaluated as per the criteria given below and as per the rates quoted by the bidders in the BoQ file as described in the "Instructions for online bid submission" (**Annexure-III**).

- i. The bidder is required to quote rates for all the items. Bids which are not for all items will not be considered.
- ii. The rates should be filled in carefully after considering all the aspects of work as described in the "Terms & conditions governing the Contract" given in **Annexure-II**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.
- iii. The L-1 will be determined according to total cost for all the items, worked out on the basis of rates quoted by the firm multiplied by the quantity of these items projected by DGAD.



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. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of Tender for Supply of Stationery & other general items in DGAD.

A person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of
(Bidder) as per details given below.

Name of representative

Specimen Signature

.....

.....

Signatures of bidder or
Person authorised to sign the bid
documents on behalf of the bidder
with seal of the Firm/Agency

Note: Only one representative will be permitted to attend bid opening. Permission to attend the bid opening may be refused in case authorization as prescribed above is not received.

