



Govt. of NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi – 110 092.

TENDER DOCUMENT FOR SUPPLY OF **Stationary & Store items** ITMES FOR THE YEAR 2016-17

Period of contract	two year(Extendable for another one year)
COST OF THE TENDER	Rs.12 Lac (Rs. 6 Lac per annum)
Bid submission start date & time	03.10.16 by 11.00 AM
Bid submission end date & time	18/10/16 by 12.00 Noon
Date and time of opening of online Technical Bids	18 /10/16 by 03.00 PM`
Opening of online financial Bids	After evaluation of technical bids
Performance Security	60,000.00 Valid up to 02 Months beyond the contract period.
Bid Security	30,000/-
ANY AMENDMENT OR CORRECTION WILL BE UPLOADED ON DSSSB WEBSITE	

- 01 On line e-Tender are invited for **Stationary & Store items** Items from reputed Firms having capacity to supply **Stationary & Store items**, HAVING BUSINESS IN DELHI and having Capacity and experience in this field at least one year for the supply of **Stationary & Store items**. Tenderers/Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidders have considered and accepted **all** the terms and conditions of this tender.
- 02 Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document.
- 03 The Technical Bid must be accompanied by the scanned copy of an Earnest Money Deposit (EMD) /Bid Security in the form of Bank Draft/ Fixed Deposit in favour of DDO, Delhi Subordinate Services Selection Board.
- 04 The EMD in original should also be dropped in the Tender Box kept at the Reception Counter in the office of the DSSSB before the schedule time of opening of Tender .
- 5** The prospective bidder shall furnish the following documents along with their Technical bid (Annexure I). In case any document is not applicable the Proprietor /Authorized signatory of the firm will submit a certificate on the letter Head of the Firms stating the reason for non applicability of the same.
- 5(1)** Self attested copy of valid Sale Tax Registration Number
- 5(2) Self attested copy of PAN No. card under Income Tax Act;
- 5(3) Self attested copy of Service Tax Registration Number;
- 5(4) Self attested copy of Valid Registration No. of the Agency/Firm;
- 5(5) Self attested copy of valid Employee Provident Fund Registration Number;
- 5(6) Self attested copy of valid ESI Registration Number;
- 5(7) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 5(8) Scanned copy of Bid Security.
- 5(9) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.
- 5(10) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

- 5(11) Proof to the effect that tenderer/Firm/Agency have experience of providing similar works for one year.
- 5(12) Resolution of Board of Directors of the company authorizing the person to sign Tender Document (if Applicable)
- 5(13) Tenderer should submit an undertaking along with the Technical Bid to the effect that he or his firm is having capacity to supply the Stationary & Store items.

SCHEDULE FOR INVITING TENDER:-

- 01 Name of the Client: President of India through the Secretary, Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi.
- 02 The Tender should be submitted on line on or before as mentioned in herein.
- 03 The EMD in original should be dropped in the Tender Box kept at the Reception Counter in the office of the DSSSB before the schedule time of opening of Tender.
- 04 Place, date and time of opening of Technical Bid: IN THE ROOM OF DY. SECRETARY (Admn.), Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi, FC-18, Institutional Area, Karkardooma, Delhi – 110 092.
- 05 Financial Bid will be opened as mentioned in the Tender.

ELIGIBILITY:

- 01 The tenderer should have the experience of providing similar works at least one year in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid. **The gross turnover of the Firm is not less than Rs. 10 Lacs.**
- 02 The tenderer firm/agency/company should have a valid registrations such as Sale Tax Registration Certificate, Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Provident Fund Registration Number; ESI Registration Number; License Number under Contract Labour Act.
- 03 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid.
- 04 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm have capacity for supply of **Stationery & store** Items.
- 5 Resolution of Board meeting authoring the person to sign tender document .
(if Applicable)
- 06 The tenderer should submit an undertaking with the Technical Bid on letter Head of the Firm/Company to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder.

SUBMISSION OF BID

The bidder shall submit the Pre-qualification Bid / Technical Bid online and the Financial Bid should also be submitted online.

PROCEDURE OF SUBMISSION OF BIDS: The scanned copy of following documents should be placed/ enclosed/ attached with the Technical Bids:-

- 01 Self attested copy of PAN No. card under Income Tax Act;
- 02 Self attested copy of Service Tax Registration Number;
- 03 Self attested copy of Valid Registration No. of the Agency/Firm;
- 04 Self attested copy of valid Provident Fund Registration Number;
- 05 Self attested copy of valid ESI Registration Number;
- 06 Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 07 Scanned copy of Bid Security.
- 08 An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- 09 Terms and conditions duly accepted/signed with the stamp of the prospective bidder;
- 10 Proof to the effect that tenderer have experience of providing similar works for at least One year.
- 11 Resolution of Board of director of the company authorizing the person to singe Tender Document (if Applicable)

- 12 Tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm is having capacity for supply of **Stationery & store items as mentioned in the Tender Document.** (Prescribed Performa as per annexure-III)
- 13 Prescribed Technical Bid tender form (as per Annexure-I)
- 14 Prescribed Financial Bid form (as per Annexure-II).
- 15 Self attested copy of sale tax registration number;

OPENING OF TECHNICAL BID:-

- 01 Technical bid will be opened only of those firms whose EMD in original received on or before schedule time of opening of Technical Bid as per tender Document.

OPENING OF FINANCIAL BID:-

- 01 Financial Bids will be opened only of those firms which qualify technical bid.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

REFUND OF EMD:-

EMD in respect of the successful tenderer will be retained till the depositing of Performance Security as well as signing of the Agreement under the said tender. However, EMD in respect of unsuccessful firm will be refunded on finalization of the tender without any interest.

PERFORMANCE SECURITY:-

The firm whose tender is accepted shall deposit Performance Security amounting Rs. 60,000.00 within 10 days from the date of issue of offer of work or Supply order by the Department. Performance Security may be furnished in the form of Fixed Deposit Receipt from a commercial bank. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.

CANCELLATION OF TENDER BID OR CONTRACT

- 01 The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

FORFEITURE OF BID SURETY:-

The Bid Security will be forfeited in the following conditions:-

- 01 If at any stage, any of the information/declaration given by the bidder is found false.
- 02 If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- 03 In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- 04 In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

PERIOD OF CONTRACT

The contract shall be valid for a period of Two year. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department for further one years.

SAMPLE OF ITEMS:-

Sample of each quoted item will be physically deposited with the Care Taking Department by the successful bidder on or before of the issuance of the supply order.

TERMS & CONDITIONS:

Terms and Conditions of the tender are as under:-

- 01 The tenderer shall invariably ensure the time bound Supply of **Stationery & store items** and material to the satisfaction of the DSSSB.
- 02 The tenderer should take care that no column of the Technical Bid as well as Financial Bid of e-tender should be left blanks which would be otherwise made the tender liable for rejection.
- 03 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.

- 04 The successful tenderer shall have to deposit a Performance Security in the form of Fixed Deposit Receipt from a commercial bank, in an acceptable form in favour of DDO, DSSSB to the Board on or before of issue of Supply order.
- 05 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 06 Tenders not conforming to the requirements of the Board will be rejected and no correspondence thereof shall be entertained, whatsoever.
- 07 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 08 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Tenderer during the supply of articles.
- 09 The rate contract for supply of items shall be valid initially for one year.
- 10 During the period of contract, the rates will not be revised except on revision of any rate/ taxes by the Government of NCT of Delhi or by the Government of India.
- 11 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.
- 12 The prices quoted should be inclusive of all charges and excluding taxes.
- 13 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of **15 days** to the Tenderer at any point of time during any of the years of the contract.
- 14 The Tenderer shall, however, be required to meet time bound supply of STATIONERY items and material to the satisfaction of the DSSSB.
- 15 In case the tenderer fails to provide the items, the Board reserve the right to purchase the items from other source at the cost of the bidders .
- 16 The rates quoted should be valid for a period of 02 years from the date of agreement of tender, which may be extended for further one year, at the discretion of the DSSSB, if necessary.
- 17 Supply Order for the items under Rate Contract will be given as per requirement of the DSSSB from time to time during the contract period.
- 18 The bidders should quote prices on actual and standard basis for all items. Nothing extra on account of loading, unloading, cartage charges etc. will be paid by the DSSSB except the price quoted.
- 19 The quantity/items mentioned in the Financial Bid may be withdrawn or decrease/**increase** according to the requirement of the DSSSB. While issuing the order the supplier will have to supply the ordered items at DSSSB according to the requirement of the DSSSB.
- 20 It shall be presumed that all the Terms & Conditions mentioned in the Tender have been duly accepted by bidder in the case he submits the Tender. No enquiries, verbal and written shall be entertained in respect of acceptance or rejection of the tender.
- 21 The Chairman, DSSSB shall be the final authority to reject full or any part of the supply, which is not in accordance with the required specification, terms and conditions of the tender/schedule. The decision of the Chairman, DSSSB, in this regard, shall be final and binding on the tenderer.
- 22 The DSSSB has the full right to reject/withdraw/revoke/cancel whole or any part of the Tender or Supply Order at any stage without assigning any reason thereof.
- 23 Any interested bidder contact to the CT Branch for any clarification as well as bidding process/ rejection of bid if any as per GRF Rules.
- 23 All the disputes shall be subject to Delhi Jurisdiction.

PAYMENT TERMS:

01 The payment shall be made on submission of the bills (In triplicate) after the satisfactory completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.

BID EVALUATION CRITERIA:

01 Among eligible bidders, the Department Bid Evaluation Committee shall select the bidders who are charging reasonable rates.

TECHNICAL BID (DETAILS OF THE AGENCY)

SR.NO	PARTICUALRS		
01	Name of the Firm/Agency		
02	Address of the Firm		
03	Mobile No/Phone No.		
04	Name of the Tenderer		
05	Mobile no./Phone		
06	Registration No. of the Firm		
07	Name, Designation and Mobile No, of the Person authorized to deal with the Board		
08	Constitution of the Firm (Attach Proof) if applicable		
09	Permanent Account Number under income tax Act(Attach Proof)		
10	Service Tax Regn. Number(Attach Proof) if applicable		
11	TIN Number (Attach Proof) if applicable		
12	Last One Year Experience as mentioned in the Tender Document (Attach Proof) if applicable		
13	Employee Provident Fund Registration Number (Attach Proof) If applicable		
14	ESI Registration Number (Attach Proof) If applicable		
15	License & Number under Contract Labour (Attach Proof) If applicable		
17	Whether Agency has been blacklisted by any of the Department/Organizations (Attach Undertaking on the letter Head of the Firm duly signed and stamped)		
18	Whether Terms and conditions of Tender duly accepted (Attach Undertaking on the letter Head of the Firm duly signed and stamped)		
19	The firm/ Agency have capacity to provide the stationery items on short notice. Attach Undertaking on the letter Head of the Firm duly signed and stamped)		

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:
Date: ___/___/2016

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Annexure-II

PERFORMA FOR FINANCIAL BID FOR STATIONERY ITMES.

NAME OF THE FIRM _____

SALES TAX NO./VAT/TIN _____

LIST OF STATIONERY ITEMS FOR WHICH RATES ARE TO BE GIVEN FOR THE QUANTITY/MAKE/BRAND NAME MENTIONED AGAINST EACH ITMES:-

Sr No.	NAME OF THE ITEMS	Rated quoted by the firm
1.	Assistant Register	
2.	Dak Pad	
3.	Permanent Marker Black bold tip	
4.	White Board Marker pen bolt tip	
5.	Single Hole punch	
6.	Calculator	
7.	Peon Book	
8.	Highlighter Pen	
9.	Black Tape(Big)	
10.	Slip Pad	
11.	Ball Pen (Reynolds) Blue	
12.	Ball Pen (Reynolds) Red	
13.	Cello Tape (Transparent) 1”	
14.	Cello Tape (Brown) 1”	
15.	Cello Tape (Brown) 2”	
16.	Water Jug	
17.	Tag	
18.	Pencil HP	
19.	Sketch Pen Black	
20.	Correction Pen	
21.	Eraser	
22.	Envelope(Window)	
23.	Board Pin	
24.	Duster Yellow	
25.	Duster White	
26.	Rulled Register 1 Quire	
27.	Rulled Register 2 Quire	
28.	Rulled Register 4 Quire	
29.	Sharper	
30.	Envelopes	
31.	Fevi Stick	
32.	Note Sheet Pad Green	
33.	Stapler Big	
34.	Stapler Small	
35.	Stapler Pin Big	
36.	Stapler Pin Small	
37.	Despatch Register & Dairy Register	
38.	Post Slip Pad (White)	
39.	Pilot Pen Green	
40.	Pilot Pen Red	
41.	Pilot pen V-5 Blue	
42.	Pilot pen V-5 Black	
43.	Uniball Pen Blue	
44.	Remote Pencil Cell	
45.	Watch Pencil Cell	
46.	Mike Cell	
47.	C.D.	
48.	D.V.D.	

49.	Short Hand Note Book	
50.	Officer Glass	
51.	Glass Tumbler	
52.	White Fluid	
53.	Cutter	
54.	Scale	
55.	Towel Big Size White	
56.	Towel Small Size White	
57.	Napkin	
58.	CFL Lamp 14 Watt	
59.	Tube Light 28 Watt	
60.	Tube Light 18 Watt (2 Pin)	
61.	Tube Light 36 Watt (4 Pin)	
62.	Uni Ball Pen Impact Blue	
63.	Uni Ball Pen Impact Black	
64.	Drawing Pins, Upins	
65.	Thick Gatta (A-4 Size) for OMR sheet	
66.	Packing/sealing material for exam centres (candles)	
67.	sealing wax,	
68.	sutli,	
69.	Sharpner,	
70.	match box)	
71.	Poly bags	
72.	Rubber bands (big)	
73.	Ball pen red	
74.	Clip Board	
75.	Carbon Paper	
76.	Scissor	
77.	Alpines	
78.	Wall Clock	
79.	Bulb	
80.	Dinner Sheet	
81.	Cello Tape	
82.	Damper	
83.	Clip Board	
84.	Rubber	

85.	Pen Drive (16 GB)	
86.	External Hard Disc (01 TB)	
87.	External Hard Disc (02 TB)	

Important Instructions: - The items mentioned in the tender document may be decreased/ increased or deleted without any notice.

During the period of contract, the rates will not be revised further in any case. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible.

No blanks should be left which would be otherwise made the tender liable for rejection.

Place:
Date: ___/___/2016

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Annexure III

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on

Name of the Signatory _____ Date: __/__/2016
the Firm/agency _____

Signature of the Tenderer _____ Place:
Name of _____

Seal of the Firm/Ag _____