

**GOVT. OF NATIONAL CAPITAL TERRITORY DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**

No.F. 40(05)/DSSSB/CT/2014/

6015-24

Dated :- 1.6.15

LIMITED TENDER NOTICE

- 1 Limited Tender/ Sealed quotations are invited for Purchase of Stationery Itmes of the office of Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, and Delhi 110092. All the vendors should submit the Tender/Sealed-quotations on or before 30.06.15 up to 01.00 pm which will be opened on the same day at 3.30 PM. The Bid /Sealed Quotation/ Tender should reach physically on or before the last date & time fixed for submission of quotations in the office of DSSSB, Delhi.
2. EMD Rs. 05,000.00 (In favour of DDO, DSSSB)
Performance Security Rs. 10, 000.00 (In favour of DDO, DSSSB)
Period of Contract One year (Extendable for further Two Years on year to year Basis)

SRN	PARTICULARS	DATE
01	Start Date for submission of Quotations	15.06.2015
02	Last date for Submission of Quotations	30.06.2015 upto 1.00Pm
03	Date and Time for opening of Quotations	30.06.2015 at 3.30PM

ELIGIBILITY:-

- 01 The tenderer should have the experience of providing similar works for at least One years in any of the Department/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.
- 02 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Employees Provident Fund Account Number; ESI Registration Number; License Number under Contract Labour Act. (If Applicable)
- 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 (Prescribe Performa as per Annexure Attached).
- 04 Resolution of Board meeting authoring the person to sign tender document. (If Applicable)

- 06 The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted /signed with the stamp of the prospective bidder.

PROCEDURE OF SUBMISSION OF BIDS: The following documents should be placed/ enclosed/ attached with the Technical Bids if applicable:-

- 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 Employees Provident Fund Account allotted letter.
- 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 EMD/Bid Security of **Rs.05, 000/-**
- 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 meeting authorizing the person to sign Tender Document (if Applicable)
- 12 Prescribed Technical Bid tender form (as per Annexure-I)
- 13 Prescribed Financial Bid form (as per Annexure-II).

OPENING OF TECHNICAL BID

- 01 Technical bid will be opened only of those firms whose EMD in is 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 in 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.

CANCELLATION OF TENDER 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 SECURITY/PERFORMANCE SECURITY: -

The Bid Security/Performance 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.

TERMS & CONDITIONS:

Terms and Conditions of the tender are as under:-

- 01 The tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
- 02 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
- 03 The successful tenderer shall have to deposit a performance security by way of a Fixed Deposit of Rs.10,000.00 to the Board on or before of the Award of work.
- 04 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.
- 05 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.
- 06 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 worker or person deployed by the Tenderer during the course of performing duties.
- 07 The rate contract shall be valid initially for one year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.
- 08 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India.

