

TENDER SET NO.

Tender Document Cost: Rs. 500/- (Rupees five hundred only)

**Ministry of Science & Technology
Department of Science & Technology
(DST)**

**Technology Bhavan, New Mehrauli Road,
New Delhi-110016**

TENDER DOCUMENT

For

**PROCUREMENT OF STATIONERY AND
GENERAL ITEMS.**

1
No.9-6/2008-09- Admn.II-A
Government of India
Ministry of Science & Technology
Department of Science & Technology
(Admn. II-A Section)

Technology Bhavan, New Mehrauli Road,
New Delhi-110016

TENDER NO.: No. 9-6/2008-09- Admn.II-A

Dated 19-3-2009

To

M/s.

SUBJECT: ADVERTISED TENDER ENQUIRY FOR CONCLUDING ANNUAL RATE CONTRACTS FOR PROCUREMENT OF STATIONERY AND GENERAL ITEMS.

On behalf of the President of India, I invite you to submit your sealed Tenders quoting your best competitive rates against requirements detailed out in the Schedule to this tender Enquiry.

2. Contracts concluded on the basis of this tender enquiry shall be governed by the terms and conditions set out in this Enquiry.
3. Tenders received through e mail, Fax or courier shall not be considered /accepted under any circumstances. Tenders submitted in the prescribed format given in this Tender Enquiry will only be considered. Tenders submitted without accompanying the EMD and Tender Fee shall be rejected summarily. Tender Document can be downloaded from the departmental website www.dst.gov.in OR Government of India Tender Portal www.tenders.gov.in and use of the same shall be acceptable provided tender document cost is furnished in the manner stated in the tender enquiry.
4. Your tender contained in a sealed envelope should be dropped in the tender box (kept at the entrance of Technology Bhavan) latest by 1500 Hrs on 16-04-2009 be opened by the Department at 1530 hrs on the same date in the presence of such tenderers who wish to be present to witness the tender opening. This Department reserves the right to accept or reject any tender without assigning any reasons thereof.
5. This tender is not transferable.

Yours faithfully,

(RAJIV MAHENDRU)
Under Secretary
for and on behalf of the President of India
Tel: 26590349

No.9-6/2008-09- Admn.II-A
Government of India
Ministry of Science & Technology
Department of Science & Technology
(Admn. II-A Section)

Technology Bhavan, New Mehrauli Road,
New Delhi-110016

SCHEDULE TO TENDER ENQUIRY

TENDER NO.: No.9-6/2008-09- Admn.II-A Dated 19-03-2009

TIME AND DATE OF RECEIPT OF TENDER IN DST

LATEST BY 1500 HOURS ON the 16-04-2009

TIME AND DATE OF OPENING OF TENDERS AT 1530 HRS. ON 16- 04 -2009

TENDERERS TO KEEP THEIR OFFERS OPEN FOR ACCEPTANCE FOR 90 DAYS FROM THE TENDER OPENING DATE i e. UPTO 15-07-2009.

For and on behalf of the President of India, sealed tenders are invited in duplicate (original plus one copy containing all documents as in the original tender) for concluding Annual Rate Contracts for supply of stationery and general items to the Department of Science and Technology(DST for short), Technology Bhavan and office of the Minister of Science & Technology & Earth Sciences, Anusandhan Bhavan, Rafi Marg, New Delhi for the Rate Contract Period of one year from the date of conclusion of the Rate Contract.

Tendering firms are requested to quote their best competitive prices conforming to the requirements stated below:-

P.T.O.

Signatures of Bidder

ITEM NO. - 1

Sl.No.	Description of the Items	Make/Brand/Specification	Unit	Price Quoted Rs.
1.1	Correcting Fluid	Camlin /Kores	Set	
1.2	Non-Dust Eraser (Pencil)	Apsara	No.	
1.3	Pencil Lead (10 in a box)	Natraj	Box	
1.4	Pencil Shorthand (10 in a box)	Apsara	Box	
1.5	Sharpner with Cap	Natraj	No.	
1.6	Cello Ordinary Refil	Cello Gripper	No.	
1.7	Ball Pen Ordinary	Cello Gripper	No.	
1.8	Ball Pen Reynold 0.45	Reynold	No.	
1.9	Ball Pen Jotter(Good Quality)	Perform/flair	No.	
1.10.	Jotter Refil (pointed tip)	Perform	No.	
1.11.	Pilot Pen (V-5)	Luxor	No.	
1.12.	Pilot Pen (O-5)	Luxor	No.	
1.13.	Ball Pen Holder (Jotter)	Link	No.	
1.14.	Add gel Pen	Achiever	No.	
1.15.	Stamp Pad	Supreme	No.	
1.16.	Stamp Pad Ink	Supreme	Bottle	
1.17.	Gum Bottle (150 ml.)	Camel	Bottle	
1.18.	Gem Clip (in box)	Plastic quoted	Box	
1.19.	All Pin	Apex	Packet	
1.20.	Punch – Single	Kangaroo	Per Piece	
1.21.	Punch – Double	Kangaroo	Per Piece	
1.22.	Stapler HD-10 D	Kangaroo	Per Piece	
1.23.	Stapler HD-45	Kangaroo	Per Piece	
1.24.	Stapler Pin No. 10 1M	Kangaroo	Box	
1.25.	Stapler Pin No. 24/6	Kangaroo	Box	
1.26.	Heavy duty Stapler (TOHO Stapler-12S/17)	TOHO	Per Piece	
1.27.	Heavy duty Staple Pin (23/17)	Kangaroo	Box	
1.28.	Cello Tape (1/2” x 65 mtrs.)	Omex	Per Piece	
1.29.	Cello Tape (1/2” x 24 mtrs.)	Premier	Per Piece	
1.30.	Shorthand Note Book	Swaraswati/Bittoo	No.	
1.31.	Color flag (tri-color)	De’smat/Promote	Per Pad	
1.32.	Self sticking yellow Slip (3” x 4”/76mm x 102mm)	De’smat/Promote	Per Pad	
1.33.	Self sticking yellow Slip (3” x 3”/76mm x 76mm)	De’smat/Promote	Per Pad	
1.34.	Carbon Paper (A-4 size)	Kores	Box	
1.35.	Permanent Marker Product No.970	Luxor	Per Piece	
1.36.	White Board Marker	Luxor	Per Piece	
1.37.	Steel scale 12”	Elora	No.	
1.38.	Ruled Register (192 pages)	Century/Bharat	No.	
1.39.	Ruled Register (288 pages)	Century/Bharat	No.	
1.40.	Ruled Register (384 pages)	Century/Bharat	No.	

Signatures of the bidder

ITEM NO. – 2

Sl.No	Name of the Items	Make/Brand/ Specification	Unit	Price Quoted Rs.
2.1.	Pen Stand (4 Socket) Product No. 1439	Kebica Stationery	Per Piece	
2.2.	Pen Stand (2 Socket) Product No. 202	Kebica Stationery	Per Piece	
2.3.	Desk Calender Stand Product No. 4	Kebica Stationery	Per Piece	
2.4.	White Duster (36" x 36") Fine quality Cotton	As per sample	Dozen	
2.5.	White Duster (24" x 24") - do -	-do-	Dozen	
2.6.	Yellow Duster (36" x 36") Grade 'A'	-do-	Dozen	
2.7.	Yellow Duster (24" x 24") - do -	-do-	Dozen	
2.8.	Tag (White)(200 tags pack)	-do-	Bundle	
2.9.	Dak Pad	Neelgagan	Per Piece	
2.10.	DST Slip Pad with Print of 25 pages	As per Sample	Per Pad	
2.11.	Spiral Pad (50 Sheets, A5 size)	Shipra/Neelgagan	Per Pad	
2.12.	Spiral Pad(50 Sheets, A4 size)	Shipra/Neelgagan	Per Pad	
2.13.	Towel (76 x 152cms.)	Opel Towels from Arakal Udyog	Piece	
2.14.	Soap (150 gm.)	Lux	No.	
2.15.	Match Box (10 Boxes in a Packet)	Ship	Packet	
2.16.	Extra Strong Thread Ball	Ambika Make	Roll	
2.17.	File Tray	Kebica/Brite	No.	
2.18.	Heavy duty Cell, R-20	Red Eveready	No.	
2.19.	Pencil Cell, AA R-6	Red Eveready	No.	
2.20.	Dura Cell AAA (2 cells in a set)	Dura Cell	Set	
2.21.	Candle (6 in a box)	Tiger	Box	
2.22.	Sealing Wax (10 in a box)	National 3 star	Box	
2.23.	Glue Stick (15g.)	Kores	Per Piece	
2.24.	Gloliter (5 in a set)	Luxor	Set	
2.25.	Sketch Pen (OHP)(5 in a set)	Luxor	Set	
2.26.	Sketch Pen (12 Pc. Set)	Faber Castle	Set	
2.27.	Packing Tape (Brown) (2 ½" x 65 mtrs.)	Wonder	Roll	
2.28.	Packing Paper (Brown) (29 x 44 cm.)	100 gsm star mills	Sheet	
2.29.	Packing Cloth (white Markin)	As per sample	Meter	
2.30.	Malaysia (Grey)	As per sample	Meter	
2.31.	Glass Tumbler Plain	Yera	Per Piece	
2.32.	Glass tumbler Design/Printed	Yera	Per Piece	

Signatures of the bidder

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ITEM NO. – 3

Sl.No.	Name of the Items	Make/Brand/ Specification	Unit	Price Quoted Rs.
3.1.	Envelop (Brown) SE-5	As per sample	No.	
3.2.	Envelop (Brown) SE-6	As per sample	No.	
3.3.	Window Envelop white SE-5 printed	As per sample	No.	
3.4.	Window Envelop white SE-6 printed	As per sample	No.	
3.5.	Envelop white without window White SE-5 printed	As per sample	No.	
3.6.	Envelop white without window White SE-6 printed	As per sample	No.	
3.7.	Printed File size Envelop Brown with cloth lining	As per sample	No.	
3.8.	Printed Book size Envelop Brown with cloth lining	As per sample	No.	
3.9.	Plastic folder with print	Mega Brand single side transparent (L) shape	Per Piece	
3.10.	File Cover Printed	As per sample	Per Piece	
3.11.	File Board	As per sample	Per Piece	

Signatures of the bidder

6
ITEM NO. - 4

Sl.No.	Name of the Items	Make/Brand/ Specification	Unit	Price Quoted Rs.
4.1.	Typing Paper (A-4 size)	Century	Ream	
4.2.	Photocopy Paper (A-4 size)	J.K.Mills. 75 gsm	Ream	
4.3.	Photocopy Paper (A-3 size)	J.K.Mills. 75 gsm	Ream	
4.4.	Full Scape Paper	J.K.Mills. 75 gsm	Ream	
4.5.	Photoglossy Paper A-4 Size, Product No. PG-230A 450	Oddy	Box	
4.6.	Note Sheet (A-4 size) Green, 100 sheet	80 GSM. Ballarpur ladger paper with teen Ekke water mark	Per Pad	

Signatures of the bidder

7
ITEM NO. - 5

Sl.No.	Name of the Items	Make/Brand/Specification	Unit	Price Quoted Rs.
5.1.	Broom Phool (Product No.555)	Deepak Jyoti	Per Piece	
5.2.	Broom Nariyal	As per sample	Per Piece	
5.3.	Broom Stick with handle	-do-	Set	
5.4.	Wiper with handle	Gold Star	Set	
5.5.	Floor Duster (36 x 36)	As per Sample	Dozen	
5.6.	Room Freshner (200 ML)	Yardlay/Lavender	Bottle	
5.7.	Car Freshner	Freshco	No.	
5.8.	Colin (500 ML.)Spray	Rekiit Benckiser	No.	
5.9.	Phynele (5 ltrs. Tin/Jar)	Bengal/Gainda	Tin/Jar	
5.10.	Finit Spray (5 ltrs. Tin)	HP Brand	Tin	
5.11.	Cleanzo	Metropol India	Jar	
5.12.	Acid (5 ltrs. Jar)	-	Jar	
5.13.	Homacol (5 ltrs. Jar)	Homacol	Jar	
5.14.	Homacol (20 ltrs. Jar)	Homacol	Jar	
5.15.	Fem Liquid Soap (5 ltrs. pack) Pink color, Rose odour	Fem	Jar	
5.16.	Dettol Liquid Soap	Dettol	Bottle	
5.17.	Herpic	Herpic	Bottle	
5.18.	Herpic Flush (2 pieces in a set)	Herpic	Set	
5.19.	Vim Powder (1 kg. pack)	Vim	Kg.	
5.20.	Fena Washing powder (1 kg. pack)	Fena	Kg.	
5.21.	Sanitary cubes (per packets)	Bengal Chemicals	Packet	
5.22.	Odonil 100 gms.	Odonil	Packet	
5.23.	Brasso (500 ML. pack)	Brasso	Bottle	
5.24.	Min Polish (100 ML.)	Rekiit Benckiser	Bottle	
5.25.	Silvo Polish(100 ML.)	Rekiit Benckiser	Bottle	
5.26.	Napthalene Balls (1 Kg. pack)	Sunny	Kg.	
5.27.	Hockey Brush (Plastic Nylon)	As per Sample	Per Piece	
5.28.	Toilet Roll	Daffodil	Roll	
5.29.	Tissue Paper Box	Wintex	Box	
5.30.	Bucket (20 ltrs.)	Wonder	Per Piece	
5.31.	Dustbin	Wonder	Per Piece	
5.32.	Water Jug (1 ltr.)	Wonder	Per Piece	
5.33.	Sutli Ball	--	Ball	
5.34.	Garbage Bag (Big Black) (for 70 Ltrs. Drum)	--	Bag	

Signatures of the bidder

NOTES :

1. Prices/Rates against all items should be quoted excluding Taxes. In case the rates are quoted inclusive of taxes, percentage of such taxes included may be specifically declared failing which the offers are liable to be summarily ignored.
2. Tenderers may collect sample of items from DST store against the article marked (as per sample) before quoting rates. Tenderer should also furnish their samples as asked for. For the items where sample submission has been stipulated, quotations received without samples shall be summarily ignored. Samples submitted after tender opening time shall not be accepted.
3. Prices should be quoted on F.O.R. Destination basis (Free delivery at site).
4. The Department will not be bound to accept the lowest quotation and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of DST. The decision of the Department shall be final in this regard.

SIGNATURES OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORISED SIGNATORY:
(IN BLOCK LETTERS)

CAPACITY/POSITION IN COMPANY :
IN WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY:

PIN CODE:

TELEPHONE Nos. : LANDLINE

MOBILE

FAX NO.

(RAJIV MAHENDRU)
Under Secretary
for & on behalf of the President of India.

IMPORTANT INFORMATION

1. PURCHASER : THE PRESIDENT OF INDIA
2. CONSIGNEE : DEPARTMENT OF SCIENCE & TECHNOLOGY
MINISTRY OF SCIENCE & TECHNOLOGY
Technology Bhavan, New Mehrauli Road, New Delhi-110016,
3. PERIOD OF CONTRACT: One year from the date of conclusion of Rate Contract.
Contract period may be extended up to further one year depending upon requirements with mutual agreement.
4. FIRM & FIXED RATES : Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
5. NON TRANSFERABILITY : This tender is non-transferable.
6. TERMS & CONDITIONS : Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department
7. EARNEST MONEY DEPOSIT : An amount of Rupees twenty five thousand only has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Photocopy of the Demand Draft, Order/Banker's Cheques should be attached alongwith the Duplicate copy of the tender document. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of DST. NSIC/ Kendriya Bhandar/NCCF State Co-operative Societies having majority shareholding by the Central Govt. or firms registered with DGS&D shall be exempted from furnishing the EMD.
8. PERFORMANCE SECURITY : Successful bidder who are awarded the Annual Rate Contract on the basis of this Tender Enquiry shall be required to furnish a Performance Security of Rs. 50,000/- (Rupees fifty thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalised India Bank within 15 days of the award of the Contract. The format for such purpose will be provided by DST along with the Rate Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender by such firms shall stand forfeited. Kendriya Bhandar/NCCF/ state Co-operative Societies having majority shareholding by the Central Govt. shall be exempt from furnishing Performance Security.

Signatures of the bidder

9. PRESCRIBED: FORMS Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.
10. TENDER FEE: Tendering firms are required to furnish a tender fee of Rs. 500/- (Rupees five hundred only) alongwith the Tender. Tender Documents can be obtained from Section Officer, Admn.II-A, Hall E, Warehousing Block, Technology Bhavan on furnishing a Demand Draft, Pay Order or Banker's Cheque of Rs. 500/- in the name of DDO, DST. Tender Document can also be downloaded from DST website www.dst.gov.in or Government of India Tender portal www.tenders.gov.in . Sealed tenders received in this Department without the Tender Fee Coupon (as per Annexure-3 to this Tender Document) shall not be taken into consideration at all and rejected straightaway. Firms using Tender Document downloaded from DST website will have to submit DD/Pay Order/Banker's Cheque of Rs.500/- alongwith their sealed tender failing which their offer shall be rejected straightaway. Kendriya Bhandar/ NCCF/ Stae Co-operative Societies having majority shareholding by the Central Govt. are exempted from payment of Tender Fee.
11. LATE/DELAYED: TENDERS Tenders received after closing time prescribed in this tender enquiry shall **NOT** be accepted under any circumstances.
12. PURCHASERS' : RIGHTS Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

Signatures of the bidder

GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders should be submitted in duplicate. Duplicate copy of the tender set should contain the same sets of documents as enclosed with the original tender.
5. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
6. Tenderers are requested to enclose a copy of their valid certificate of PAN No. with their tender.
7. Tenders received without Tender Fee Coupon, EMD amount by way of DD or Pay Order/Banker's Cheque in the name of DDO, DST, New Delhi will not be considered at all.
8. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
9. The tender documents can be obtained from Section Officer (Admn.II-A), Hall E, Warehousing Block, DST on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) on any working day between 10.30 am to 5 pm.
10. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11. Late/delayed tenders received in DST due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-A) will be taken as standard and decisive.
12. Tendering firms are at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorised to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorised to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.

Signatures of the bidder

- 13 . The tenders should be submitted in double cover. The **First cover** should contain DD/Pay Order/Banker's cheque, Tender Fee Coupon/DD, Registration Certificate copy from DGS&D, NSIC, Kendriya Bhandar, NCCF, any other State Govt., copies of Supply Orders and successful execution of the Contract for past performance, Copy of PAN No., TIN No., Audited Balance Sheets, copy of Constitution of firm/company, The **Second cover** should contain the prescribed tender form duly filled in and signed alongwith the quoted prices. Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself. Sample(s) wherever required as per tender may be deposited separately on or before the tender opening date.

The sealed tender envelope should be superscribed as under:

“TENDER NO. 9-6/2008-09-Admn.II.A”

“TENDER FOR SUPPLY OF STATIONERY AND GENERAL ITEMS TO DST”

14. The sealed tender should be dropped in the Tender Box kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi. In case the sealed envelope is bigger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II A or S.O. Admn.II A.

Signatures of the bidder

TERMS AND CONDITIONS

The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry 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. However, during the last year period, an expenditure of about Rs.15 lakhs (Rupees Fifteen lakhs only) was incurred on procurement of stationery items. Based on the expenditure incurred during the current year, draws against the proposed R/C period are expected to be around Rs. 28 lakhs.

2.. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.50,000/-(Rupees fifty thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalised Indian Bank within 15 days of the award of the Contract. The format for such purpose will be provided by DST alongwith the Rate Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall stand forfeited.

3. DST 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.

4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Head of the Department . Appeal against the decision of the HOD will lie to the Joint Secretary (Administration), DST.

5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Delhi only.

6. Intending Tenderers will have to furnish a copy of their PAN No., Sale Tax Registration Number(proof to be attached), Audited Balance Sheets for the Financial Years 2005-2006, 2006-2007, 2007-2008.

7. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

Signatures of the bidder

NOTES:

- I) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- II) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- III) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, DST may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

8. The tenderer **should sign at each page of the tender and all its Annexures. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**

9. 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. This declaration may be furnished in the format given in Annexure – 2 attached to this Tender Document.

10. Offering of lowest prices to DST:

10.1 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 to any person(s)/organisation(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed.

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) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, 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 DST 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.

10.2 The Contractor shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract.

“I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to DST under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organisation(s) including the purchaser or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to DST.”

Signatures of the bidder

11. Indenting Authority : Department of Science and Technology (DST), Technology Bhavan,
New Delhi
12. Consignee: Stationery Store In Charge, DST, Technology Bhawan, Shaheed Jit Singh Marg,
New Delhi
13. Terms of Delivery: Door delivery at DST, Technology Bhawan, New Mehrauli Road, New
Delhi-110016. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting
of stores from their outlets shall stand rejected.
14. Delivery period : Within 10 days of the placement of confirmed supply order on the firm or as
stipulated in the Supply Order..
15. Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles
ordered. Advance payment will not be made under any circumstances.
16. Despatch instructions : Stores are required to be delivered at the Technology Bhawan premises
on free delivery to the consignee's premises, freights/transportation paid basis.
17. 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.
18. **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 enquiry. 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 installation of the said goods/stores/articles to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or approved the said goods /stores/articles, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

Signatures of the bidder

19. All firms are required to submit the following alongwith their quotation failing which their offer will be ignored:

- a) Name and full address of their Banker with their Account Number.
- b) Performance statement for the year 2008-2009 in respect of Stationery and General items supplied to Central Government offices at New Delhi. Performance Statement must be submitted in the format enclosed at Annexure-1 to this tender document

20. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments upto date.

21. **Duties & Taxes**

Sales Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

(iii) **Octroi Duty and Local Taxes:** Normally the stores supplied to Government Departments against Government Contracts are exempted the from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of Exemption Certificate from authorized officers. As the tenderers are requested to quote their prices on F.O.R. destination, door delivery basis, Octroi Exemption Certificate will *not* be issued by this Department and any separate charges for Octroi & local taxes will be borne by the supplier himself only.

22. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).

23. The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.

24. The decision of the DST shall be final as to the quality of the stores and shall be binding upon the tenderers 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 suppliers shall be borne by the supplier. It will be the responsibility of the supplier 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 enquiry and free from all defects. The rejected items must be removed by the tenderers from the consignee's premises within 03 days from the date of the information about their 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.

25. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

26. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 1/2 % per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.

Signatures of the bidder

PERFORMANCE STATEMENT FOR THE YEAR 2008-2009

Name of the firm.....

1	2	3	4	5	6	7	8
Contract No.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay

Signatures of Bidder

DECLARATION

From:-

M/s.....

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To

The Under Secretary, Admn. II-A,
Department of Science & Technology,
Technology Bhavan, New Mehrauli Road,
New Delhi-110 016.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Supply Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Department of Science and Technology, New Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

TENDER FEE COUPON

TENDER NO.: No.9-6/2008-09- Admn.II-A Dated _____ 2009

TENDER SET NO.:

ISSUED TO

M/s.....

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Against request letter No. _____ Dated _____ 2009

And payment of an amount of Rs.500/- (Rupees five hundred only) vide Demand Draft/

Pay Order/Banker's Cheque No. _____ Dated _____ 2009

drawn on _____ Bank.

TENDER DOCUMENT ISSUED ON _____.