



**No. Q/OS/8860/07/2017**

**Ministry of External Affairs**

(Establishment Division)

Office Stationery Section

23-D, Jawaharlal Nehru Bhawan

Janpath, New Delhi-110011

**Dated: January 10<sup>th</sup>, 2018**

**TENDER NOTICE-2018**

**ANNUAL RATE CONTRACT FOR  
SUPPLY OF STATIONERY ITEMS & PRINTED STATIONERY  
FOR MINISTRY OF EXTERNAL AFFAIRS**

**Signature of the tenderer**

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**Signature of the tenderer**



**Ministry of External Affairs**  
(Establishment Division)  
Office Stationery Section  
23-D, Jawaharlal Nehru Bhawan  
Janpath, New Delhi-110011

**(Section I)**

**No. Q/OS/8860/07/2017**

**Dated: January 10, 2018**

Ministry of External Affairs invites online bids under two bid system (Technical Bid and Financial Bid) from reputed manufactures/suppliers for award of Annual Rate Contract (ARC) for supply of Stationery items and Printed stationery.

<b>CRITICAL DATE SHEET</b>			
S.No.	Item	Date	Time
(i)	Date of publishing the tender	10.01.2018	17:15 Hrs
(ii)	Bid Document Download	10.01.2018	17:20 Hrs
(iii)	Clarification Start Date	10.01.2018	17:30 Hrs
(iv)	Clarification End Date	30.01.2018	17:00 Hrs
(v)	Pre-Bid Meeting	15.01.2018	11:30 Hrs
(vi)	Bid Submission Start Date	11.01.2018	10:00 Hrs
(vii)	Bid Submission End Date	30.01.2018	17:30 Hrs
(viii)	Technical Bid opening date	01.02.2018	11:00 Hrs
(ix)	Financial Bid opening date	<b>To be notified later</b>	

The bid shall be submitted online only at Central Public Procurement Portal website: <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

For any clarification regarding any terms and conditions of the tender, bidders may contact the undersigned.

**(Amitabh Ranjan)**  
**Administrative Officer (OS)**  
**Ministry of External Affairs,**  
**Room no. 4019, 4<sup>th</sup> floor, Jawaharlal Nehru Bhawan**  
**Janpath, New Delhi-110011,**  
**Tel. no. 011-49015110, Email: [aose2@mea.gov.in](mailto:aose2@mea.gov.in)**

**Signature of the tenderer**

## **Section - II**

### **INSTRUCTIONS FOR SUBMISSION OF TENDER**

#### **1. PREAMBLE**

Ministry of External Affairs intends to enter into a rate contract with a reputed firm for **Supply of Stationery and Printed Stationery** for use of its office. List of Stationery & other items are enclosed at **Annexure-II** to the Tender Document. The terms and conditions are described in “**Terms & Conditions Governing the Contract**” in Section-III.

#### **2. BONAFIDE OFFERS**

The bidder should be bonafide, which shall mean an entity:

- a) Having a registration certificate of the firm;
- b) Having Permanent Account Number;
- c) Having GST registration;
- d) Meeting all other requisite laid down in this section elsewhere.

#### **3. TENDER DOCUMENT**

The tender document consists of all documents listed at the page no. 2 of this document. Incomplete or conditional tender is also liable to be rejected.

4. The bid shall be submitted online only at Central Public Procurement Portal Website: <https://eprocure.gov.in/eprocure/app> (**Manual bids will not be accepted under any circumstances**)

#### **5. SUBMISSION OF TENDER**

The online bids (complete in all respect) must be uploaded online in Two Stages (Technical and Financial Bids) as explained below:-

**Stage 1-Technical Bid** (following documents to be uploaded online in .pdf format):

- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of Rs. ₹1,00,000/- (Rupees One lakhs only) towards Earnest Money Deposit
- Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- Copy of GST Registration Certificates;
- Copy of PAN Card.
- Copies of Income Tax Return filed for last three financial years;
- Copies of audited A/C statements i.e. Balance sheets/Profit & Loss A/c for last three financial years

**Signature of the tenderer**

➤ **Annual Turnover as on 01.04.2017, 01.04.2016 and 01.04.2015 (along with proof)**

The tendering firm must have an annual turnover of ***at least ₹10 Lakh (Rupees Ten Lakh) for the items listed at Annexure 'II'*** during the last three financial years. They are also required to submit firm/company's profile & balance sheet certified by a Chartered Accountant for the last 3 years clearly indicating turnover for these items, along with the Tender.

- A self-certificate to the effect that the tenderer has not been blacklisted in the past or its contracts have not been terminated on account of poor performance
- Proof of experience in **ANY** organization (Government or Private) during last 3 years.
- Certificate that sample have been inspected/seen (**Annexure IV**)

**Stage 2- Financial Bid** (to be submitted online in .xls format)

- Financial bid in the prescribed format (BOQ.XXXX file)- specified at **Annexure V** of this tender document

**6. Ministry reserves the right to:-**

- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
- Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of Ministry.
- Disqualify the tenderers blacklisted in the past or whose contracts have been terminated on account of poor performance.

**7. Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.**

**8. OPENING OF BIDS:**

8.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at 11:30 hrs on due date. The bidder's representatives present at the time of opening of bid shall sign in an attendance register.

8.2 Only one representative for any bidder shall be authorized and permitted to attend the bid opening.

8.3 The bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.

**Signature of the tenderer**

8.4 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

#### **9. VALIDITY OF OFFER:**

The tenderer will be required to keep the offer open for a period of **120 (One Twenty)** days from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to Ministry.

#### **10.ACCEPTANCE OF TENDER:**

10.1 **Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**

10.2 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, then Ministry of External Affairs reserves the right to reject such tender at any stage of execution without any financial liability.

#### **11.EXECUTION OF AGREEMENT:**

11.1 The tenderer whose tender is accepted shall be required to appear at the office of the OS Section in person or if the tenderer is a firm, Company or a Corporation, a duly authorized representative shall so appear and **execute the Agreement within fifteen (15) days of the date of issue of communication from OS Section's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

11.2 The tenderer shall treat the contents of the tender document as private and confidential.

Sd/-  
**(Amitabh Ranjan)**  
**Administrative Officer (OS)**  
**Ministry of External Affairs**

**Signature of the tenderer**

### Section-III

## TERMS & CONDITIONS GOVERNING THE CONTRACT

### **1. TERMS AND CONDITIONS**

- 1.1 The Rate Contracts shall be valid for the period of minimum **15 months** from the date of awarding the Contract. 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.
- 1.2 Ministry of External Affairs 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.
- 1.3 If the successful Bidder fails to fulfil his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, Ministry after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.
- 1.4 The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the any organization have not been banned.
- 1.5 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.
- 1.6 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 the Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the Ministry 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 stand correspondingly reduced.

### **2. Terms of Delivery:**

- 2.1 The items as per the approved specifications should be supplied within five working days (Ten working days in case of printed stationery) after receipt of the purchase order, failing which a penalty will be imposed (*equal to 1% of indent cost per day of delay, if the delay is attributable to the supplier*). Any loss sustained by the Ministry as a result of non-compliance with delivery schedule questionable quality of stores and short delivery during the validity of Contract shall be recoverable from the Tenderer out of the Security Deposit.

**Signature of the tenderer**

2.2 Door delivery at Stationery Store of Ministry of External Affairs, **23D, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011**. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.

3. **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.

4. **GUARANTEE/WARRANTY:** The decision of the Ministry of External Affairs 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 items/articles supplied will not be more than 3 months (Three months) old. The acceptance of articles will be given only when the articles are found up to the specifications given in the tender enquiry and free from all defects. The rejected items must be removed by the tenderers from consignee's premises within 03 days from the date of the information about their rejection. The Store In-charge 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. The security deposit may also be forfeited at the discretion of the Ministry of External Affairs.

#### 5. **DURATION OF CONTRACT:**

5.1 At the initial stage, the contract shall be awarded for a period of **15 months** from the date of commencement of the Agreement. **Ministry of External Affairs will have discretion of extending it for further term of one or more years** on mutually acceptable terms and conditions and rates at the sole discretion of MEA.

5.2 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.

#### 6. **EARNEST MONEY:**

6.1 The tenderer will be required to deposit a sum of ₹1, 00,000/- (Rupees One Lakhs Only) as earnest money along with completed tender documents. The earnest money is towards and 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 Ministry of External Affairs. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by Ministry.

6.2 The deposit as referred to under para 5.1 above shall be made by **Demand Draft** made in favour of **Pay & Accounts Officer, Ministry of External Affairs, New Delhi** and valid for a minimum period of three months after the date of issue.

6.3 **SECURITY DEPOSIT:** Successful Tenderers/supplier(s) should deposit a **"Bank Guarantee" / "Demand Draft"** from the date of award of the Contract @ 10% of the total/actual contract value of the items to be supplied during the period of contract, made in favour of the **"Pay & Accounts Officer, Ministry of External Affairs"** and in

**Signature of the tenderer**



the format prescribed by the Ministry of External Affairs (**Annexure-III**). If successful Tenderer(s) fails to furnish the required “**Bank Guarantee**”/ “**Demand Draft**” within the specified period, its EMD will be forfeited, and shall be barred from participating in future Tenders of the Ministry. The Bank Guarantee deposited by the successful tenderer(s) shall be retained by the Ministry as ‘Performance guarantee/security deposit’ for the due fulfillment of the terms and conditions of the contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. **No interest will be paid on the performance security.**

**7. Ministry reserves the right to terminate the Agreement any time without assigning any reason/notice.**

**8. CRITERIA FOR EVALUATION OF BIDS:**

8.1 **Technical Bid :-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:

- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of Rs. ₹1,00,000/- (Rupees One Lakhs only) towards Earnest Money Deposit.
- Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- GST Registration Certificates;
- Copy of PAN Card.
- Copies of Income Tax Return filed for last three financial years;
- Copies of audited A/C statements i.e. Balance sheets/Profit & Loss A/c for last three financial years;
- **Annual Turnover as on 01.04.2017, 01.04.2016 and 01.04.2015 (along with proof)**  
The tendering firm must have an annual turnover of at least at least **₹10 Lakh (Rupees Ten Lakh)** for the items listed at **Annexure ‘II’ during the last three financial years.** They are also required to submit firm/company’s profile & balance sheet certified by a Chartered Accountant for the last 3 years clearly indicating turnover for these items, along with the Tender.
- A self-certificate to the effect that the tenderer has not been blacklisted in the past or its contracts have not been terminated on account of poor performance.
- Proof of experience in **ANY** organization (Government or Private) during last 3 years.
- Certificate that sample have been inspected/seen (**Annexure IV**)

8.2 **Financial Bid: -**The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. **The financial bids for supply of stationery and other general items will be evaluated as per the criteria given below and as per the rates quoted by the bidders in Schedule of Rates (in BoQ form).**

**Signature of the tenderer**

**EVALUATION OF CRITERIA:**

- Only those Bids will be evaluated which are found to be fulfilling all the eligibility and the qualifying requirements.
- If a firm quotes *NIL charges/consideration*, the bid shall be treated as unresponsive and will not be considered.
- **Rate Contract will be awarded to item-wise L1 vendors.**

**9. FORCE MAJEURE:**

9.1 If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exit, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

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

**10. Termination for Default:**

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part, if

- (a) The supplier fails to deliver any or all the goods/items within the time period(s) specified in the purchase order, or any extension thereof granted by the purchaser;
- (b) The supplier fails to perform any other obligation(s) under the Contract; and
- (c) The supplier, in either of the above circumstances, does not remedy his failure within a period of 3 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

In event the purchaser terminates the contract in whole or in part pursuant to para 10 above, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However the supplier shall continue the performance of the contract to the extent not terminated.

**Signature of the tenderer**

**11. Settlement of Disputes:**

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary of Ministry of External Affairs or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

**12. Governing Laws and Disputes:**

This shall be construed and governed by the laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

**GENERAL:**

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 Administrative Officer (OS) whose decision 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 his decision shall be final and binding.

Sd/-

**(Amitabh Ranjan)**

**Administrative Officer (OS)**

**Room no. 4019, 4<sup>th</sup> floor**

**Jawaharlal Nehru Bhawan**

**Janpath, New Delhi-110011**

**Tel. no. 011-49015110**

**The scope of work and all terms and conditions listed from para 1 to 12 along with their sub-para have been read carefully, understood and accepted.**

**Signature of the tenderer**

**Annexure 'I'****TECHNICAL BID DETAILS PERFORMA**

<b>S. NO.</b>	<b>Particulars</b>	
1.	Name of the Company	
2.	Address of the Company	
3.	Whether EMD of Rs. 1,00,000/- enclosed in the form of Bank Draft/Pay Order (No. & Date)	
4.	Year of Registration/Incorporation Certificate to be enclosed	
5.	GST Code No. (proof to be attached)	
6.	GST Registration No.	
7.	PAN card number	
8.	Income Tax Return for last 3 financial years	
9.	Audited A/c statements (Balance sheets/Profit & loss A/c for last 3 years) along with proof	
10.	Annual Turnover as on 01.04.2017, 01.04.2016 & 01.04.2015 (along with proof)	
11.	Self- certificate related to tenderer has not been blacklisted/contracts have not been banned/terminated on account of poor performance	
12.	Proof of experience in <b>ANY</b> organization ( <u>Govt or Pvt.</u> ) during last 3 years.	
13.	Certificate that sample have been inspected / Seen	
14.	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
15.	Telephone No.	Office : Residence :
16.	Mobile No.	
17.	Name, Address and Telephone Number of the proprietor	

It is hereby certified that I/we, before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Dated:**

**Place:**

**Signature of the Authorized Person)**

**Name .....**

**Designation.....**

**Business Address.....**

**Signature of the tenderer**

**Annexure 'II&III'**

Tender Inviting Authority: **OS Section, Establishment Division, Ministry of External Affairs**

Name of Work: **Annual Rate Contract for Supply of Stationery items and Printing items for 2017-18**

Contract No: **Q/OS/8860/07/2017**

Name of the Bidder/ Bidding Firm / Company :	
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**PRICE SCHEDULE**  
**(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR))**  
**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the tender. Bidders are allowed to enter the Bidder Name and Value)**

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATES entered by Bidder Rs.
1	2	3	4	5	12	7
1	<b>Stationery Items and Printed Items</b>					
2	Stationery Bag- As per sample	item1	1.0	Nos	INR	
3	Dak Bag (Big)- As per sample	item2	1.0	Nos	INR	
4	Diplomatic Bag (Small)- As per sample	item3	1.0	Nos	INR	
5	Diplomatic Bag (Medium)- As per sample	item4	1.0	Nos	INR	
6	Diplomatic Bag (Large)- As per sample	item5	1.0	Nos	INR	
7	Lead Seal (per kg.)- As per sample	item6	1.0	Nos	INR	
8	Room Security Register- As per sample	item7	1.0	Nos	INR	
9	CCB Register (100 pages)- As per sample	item8	1.0	Nos	INR	
10	Brown Envelope (SE-5)- 100gsm printed per thousand- Star Kraft	item9	1.0	Nos	INR	

**Signature of the tenderer**

11	Brown Envelope (SE-6)- 100gsm printed per thousand- Star Kraft	item10	1.0	Nos	INR	
12	Brown Envelope (SE-7)- 100gsm printed per thousand- Star Kraft	item11	1.0	Nos	INR	
13	Brown Envelope (SE-8)- 100gsm printed per thousand- Star Kraft	item12	1.0	Nos	INR	
14	Brown Envelope (SE-8A) coated with cloth inside- 100gsm printed per thousand- Star Kraft	item13	1.0	Nos	INR	
15	White Self-sticking Envelope with screen printing & lamination (SE-8) Printed per thousand- Star Kraft	item14	1.0	Nos	INR	
16	Waterproof Self-sticking Envelope with screen printing & lamination size (11x5) Printed per thousand- As per sample	item15	1.0	Nos	INR	
17	Waterproof Self-sticking Envelope with screen printing & lamination size (16x12) Printed per thousand- As per sample	item16	1.0	Nos	INR	
18	Waterproof Self-sticking Envelope with screen printing & lamination size (10x12) Printed per thousand- As per sample	item17	1.0	Nos	INR	
19	Window Self-sticking Envelope with screen printing (25cmx12cm)- 120gsm (SE-5) per thousand- Sunshine super PTG (White)	item18	1.0	Nos	INR	
20	Plain Self-sticking Envelope with screen printing (SE-5)- 120gsm per thousand-Sunshine super PTG (White)	item19	1.0	Nos	INR	
21	Window Self-sticking Envelope with screen printing (SE-6) - 120gsm per thousand-Sunshine super PTG (White)	item20	1.0	Nos	INR	
22	Plain Self-sticking Envelope with screen printing (SE-6)- 120gsm per thousand-Sunshine super PTG (White)	item21	1.0	Nos	INR	
23	White Self-sticking Envelope with screen printing (SE-5) self sticking- 120gsm per thousand- As per sample	item22	1.0	Nos	INR	
24	White Self-sticking Envelope with screen printing self adhesive (11x5)- 120gsm SE-6 per thousand- As per sample	item23	1.0	Nos	INR	
25	Plain Self-sticking Envelope with screen printing (10"x12")- 120gsm (White) per thousand- As per sample	item24	1.0	Nos	INR	
26	Plain Self-sticking Envelope with screen printing (10"x12")- 120gsm (Yellow) per thousand- As per sample	item25	1.0	Nos	INR	
27	Plain Self-sticking Envelope with screen printing (12"x16")- 120gsm (White) SE-8 per thousand- As per sample	item26	1.0	Nos	INR	
28	Plain Self-sticking Envelope with screen printing (12"x16")- 120gsm (White) with sticking and lamination SE-8A per thousand- As per sample	item27	1.0	Nos	INR	
29	Plain Self-sticking Envelope with screen printing (12"x16")- 120gsm (Yellow) SE-8 per thousand- As per sample	item28	1.0	Nos	INR	
30	Plain Self-sticking Envelope with screen printing (12"x16") with sticking and lamination- 120gsm (Yellow) per thousand- As per sample	item29	1.0	Nos	INR	
31	Plain Self-sticking Envelope with screen printing (14"x17")- 120gsm (Yellow) with sticking and lamination per thousand- As per sample	item30	1.0	Nos	INR	

**Signature of the tenderer**

32	D.O Letter head (Red)- Large size- A4 Executive Bond 70gsm per 100sheet	item31	1.0	Nos	INR	
33	D.O Letter head (Red)- Medium size- 1/5 Executive Bond 70gsm per 100sheet	item32	1.0	Nos	INR	
34	D.O Letter head (A4 size) on German D.O. Paper- 100gsm with Golden Emblem and Screen Printing per 100 sheet- As per sample	item33	1.0	Nos	INR	
35	D.O Letter Head (Small size)- 1/8 on German D.O Paper- 100gsm with Golden Emblem and Screen Printing per 100 sheet- As per sample	item34	1.0	Nos	INR	
36	D.O Letter Head (Medium size)- 19.5cm x 25.5cm on German D.O Paper- 100gsm with Golden Emblem and Screen Printing per 100 sheet- 1/5 size As per sample	item35	1.0	Nos	INR	
37	D.O Letter Head (Small size)- on German D.O Paper- 100gsm with Red Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item36	1.0	Nos	INR	
38	D.O Letter Head (A4 size)- on German D.O Paper- 100gsm with Red Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item37	1.0	Nos	INR	
39	D.O Letter Head (A4 size)- on German D.O Paper- 120gsm with Red Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item38	1.0	Nos	INR	
40	D.O Letter Head (Medium size)- on German D.O Paper- 90gsm with Golden Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item39	1.0	Nos	INR	
41	D.O Letter Head (A4 size)- on German D.O Paper- 100gsm with Golden Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item40	1.0	Nos	INR	
42	D.O Letter Head (A4 size)- on German D.O Paper- 120gsm with Golden Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item41	1.0	Nos	INR	
43	D.O Letter Head on hand made (Medium size)- on D.O Paper- 100gsm with Golden Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item42	1.0	Nos	INR	
44	D.O Letter Head on hand made (Medium size)- on German D.O Paper- 120gsm with Golden Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item43	1.0	Nos	INR	
45	D.O Letter Head on hand made (A4 size)- on German D.O Paper- 120gsm with Golden Emblem and Screen Printing (with phone no., fax no. & E-mail on Bottom per 100 sheet- As per sample	item44	1.0	Nos	INR	
46	Ministry Letter Head (Black)- A4 size (Royal Executive Bond) 70gsm per 100 sheet- As per sample	item45	1.0	Nos	INR	

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47	Ministry Letter Head (Black)- 1/5 size (Royal Executive Bond) 70gsm per 100 sheet- As per sample	item46	1.0	Nos	INR	
48	Complimentary Slip with Golden Emblem (Royal Executive Bond) 120gsm per 100 sheet- As per sample	item47	1.0	Nos	INR	
49	Complimentary Slip with Screen Printing (Royal Executive Bond) 120gsm per 100 sheet- As per sample	item48	1.0	Nos	INR	
50	White Ivory card folder with Golden Printing 400gsm- As per sample	item49	1.0	Nos	INR	
51	White Ivory card folder with Screen Printing 400gsm- As per sample	item50	1.0	Nos	INR	
52	Signature Card (Extra thick) with Screen Printing 366gsm- As per sample	item51	1.0	Nos	INR	
53	Parchment Paper with Emblem- As per sample	item52	1.0	Nos	INR	
54	Gate Pass Book- 60gsm- 100 sheets in duplicate- As per sample	item53	1.0	Nos	INR	
55	Challan Book (100 sheets 60gsm)- As per sample	item54	1.0	Nos	INR	
56	Shipping bills (In triplicate 150 sheets) Full Scape- As per sample	item55	1.0	Nos	INR	
57	Triplicate Form 1/5 60gsm- As per sample	item56	1.0	Nos	INR	
58	Committee Room Slip Book (Large)- 30 pages - As per sample	item57	1.0	Nos	INR	
59	Committee Room Slip Book (Small)- 30 pages - As per sample	item58	1.0	Nos	INR	
60	Printing Book for RTI 150 pages 1/8 in Triplicate (Carbonless)- As per sample	item59	1.0	Nos	INR	
61	SE-6 Envelope window sunshine screen printed (White)-120gsm per thousand	item60	1.0	Nos	INR	
62	SE-6 Envelope window (Yellow) Laminated screen printed-120gsm per thousand	item61	1.0	Nos	INR	
63	Spiral Note pad (Small) 11x7cm- 40 pages- As per sample	item62	1.0	Nos	INR	
64	Spiral Note pad (Medium) 18.5x11cm- 40 pages- As per sample	item63	1.0	Nos	INR	
65	Immediate, Most Immediate, Confidential, Secre, Top Secret Slip etc.- As per sample	item64	1.0	Nos	INR	
66	File Covers (Printed)- As per sample	item65	1.0	Nos	INR	
67	D.O Letter Head (Cream)- A4 size per 100 sheets- 120gsm A4 Executive Bond	item66	1.0	Nos	INR	
68	D.O Letter Head (Cream)- Medium size per 100 sheets- 120gsm 1/5 Executive Bond	item67	1.0	Nos	INR	

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69	Way-bill proforma (100 sheets Full Scape) - As per sample	item68	1.0	Nos	INR	
70	Visiting card with Screen printing per thousand cards (Without Emblem) - (2-3 visits required for proof/printing of visiting cards)	item69	1.0	Nos	INR	
71	Visiting card with Screen printing per thousand cards (With Golden Emblem) - (2-3 visits required for proof/printing of visiting cards)	item70	1.0	Nos	INR	
<b>Total in Figures</b>						
<b>Quoted Rate in Words</b>						INR

**Signature of the tenderer**

**Annexure 'III'****BANK GUARANTEE FOR PERFORMANCE SECURITY**

**To**  
**The Under Secretary (OS, OF&OE)**  
**Ministry of External Affairs**  
**Jawaharlal Nehru Bhawan,**  
**23-D, Janpath, New Delhi.**

WHEREAS..... (herein after called "the supplier") has undertaken, in pursuance of contract no. Q/OS/8860/07/2017 dated ..... with the Ministry of External Affairs, New Delhi to supply stationery items (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial institution recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, and deposit a "**Bank Guarantee**" / "**Demand Draft**" from the date of award of the Contract on behalf of the supplier of Rs. \_\_\_\_\_ (@ 10% of the total/actual contract value of the items estimated to be supplied during the period of contract), and we undertake to pay you, upon first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of rupees fifty thousand as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change of addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the.....day of....., 20.....

.....  
 (Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

**Signature of the tenderer**

**Annexure IV**

M/s \_\_\_\_\_

New Delhi

**CERTIFICATE**

All the samples of stationery items including printed stationery items have been properly seen & duly noted prior to quoting their rates in the tender for 'Annual Rate Contract' of the Ministry of External Affairs, Govt. of India, New Delhi, in respect of office stationery items including printed stationery.

2. I undertake that all the items, in the event of awarding ARC – 2017-18 in respect of these items to our firm, will be supplied as per the specifications/match of samples seen by us.

**Signature with Stamp****Signature of the tenderer**

## **Instruction to bidders**

### **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 then 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 enrol 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 Enrolment” 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 user name 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 / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their 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 / email in case there is any corrigendum issued to the tender document.

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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 Help desk.

### **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" are 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

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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 (ie 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. The contact number for the helpdesk is 1800 3070 2232.

**For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005**

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**Signature of the tenderer**