

No. D-15017/1/2012-Gen.II  
Government of India  
Planning Commission

Yojana Bhavan, Sansad Marg,  
New Delhi, May, 2013

e-TENDER NOTICE

**Subject: Invitation of on-line bids (Two Bids System) for supply of miscellaneous stationery items in Yojana Bhavan & Economic Advisory Council to Prime Minister at Vigyan Bhavan-reg.**

Online quotations (**Two Bids System**) are invited from reputed Stationery Supplier Firms/Agencies/Companies for supply of miscellaneous stationery items indicated at Annexure-I on regular basis in Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to Prime Minister at Vigyan Bhavan, Maulana Azad Road, New Delhi. No manual bids will be accepted. The bidders have to submit Tenders as per two bid system i.e. Technical Bids and Financial Bids.

2. The financial bid format in which the on-line bids are to be submitted, is at Annexure-I. The scanned copy of Earnest Money Deposit (EMD) of Rs. 1.00 lac (Rupees one lac only) must be uploaded with the Tender and the EMD in original (in sealed covers super-scribed "**EMD\_Tender for providing stationery items**") is to be dropped in the "**EMD box**" kept at the Reception area of Yojana Bhawan within the office hours w.e.f. 21.06.2013 (9.00 AM) to 28.06.2013 (upto 2.30 PM).

3. All the required documents in support of eligibility criteria are also to be uploaded along with the tender documents. The tenderers are advised in their own interest to submit the desired papers/documents with their bids as per the specifications indicated in Annexure-I failing which their bids may be declared un-responsive.

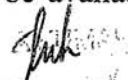
4. The last time and date for submission of Tender is 2.30 PM on 28.06.2013.

5. The Technical Bids will be opened on-line at 3.30 pm on 28.06.2013 by the Tender Opening Committee. The representative of bidders who wishes to be present to view the Tender opening process will be allowed to do so. The Financial Bids of only such bidders whose Technical Bids are found to be qualifying, will be opened. The bidders whose Financial Bids are to be opened, will be informed about the date and time.

6. Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of bid, the EMD will stand forfeited.

7. The Terms & Conditions of the tender are at Annexure-II and instructions for on-line bid submission are at Annexure III.

8. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) with effect from the date of publication. Information or any issue of corrigendum related to this tender, will be available only on website of Central Public Procurement Portal.

  
(T. Nanda Kumar)  
Under Secretary to the Govt. of India  
Tel. No. 011-23096746

**ANNEXURE-I**

**Tender inviting Authority: Under Secretary(General-II), Planning Commission**

**Name of Work: Supply of Stationery Items**

**Tender No. No. D-15017/1/2012-Gen-II**

**Bidder Name:**

**Financial Bid Rate quoted for the items indicated below**

Sl. No.	Articles	Tentative Total Annual Procurement	Rate/Unit (Rs.)(excluding tax)	Total Annual Procurement Value (excluding Tax)
1	Binder Clip-19 mm (SDI) Dozen	500 Doz		
2	Binder Clip-25 mm (SDI) Dozen	500 Doz		
3	Binder Clip-15 mm (SDI) Dozen	500 Doz		
4	Binder Clip-19 mm (SDI) Dozen	500 Doz		
5	Binder Clip-41 mm (SDI) Dozen	500 Doz		
6	Cello Tape-1/2 inch (Omax) (15 mtr.)	3000 pcs.		
7	Cello Tape-1 inch (Omax) (30 mtr.)	4000 pcs.		
8	Correcting Fluid(White with diluter) Kores (15 ml)			
9	Cutter Paper- small (Steel)Kebica	1000 pcs		
10	Dak Pad (Neelgagan)	1000 Pcs		
11	Envelop(A4 size) Brown (120 gsm) Star(250 no.)	10000 no.		
12	Envelop(A4 size) Yellow Laminated (120 gsm) Star(250 no.)	10000 no.		
13	Envelop(SE-6) Brown (100 gsm) (1000 no.)	30000 no		
14	Envelop(SE-5) Brown (100 gsm) (1000 no.)	30000 no		
15	Envelop(SE-8) Brown (cloth) (120 gsm) (500 no.)	10000 no		
16	Envelop(SF-8) Brown (cloth-Jaili) (120 gsm) (500 no.)	10000 no		
17	Eraser Pencil (Natraj)	5000 no.		

*PK*

4400 pcs.  
5mm

18	File Board (Neelgagan) 400 gsm	20000		
19	File Tray (Cello)	100		
20	Folder (L-Shape) Neelgagan	25000		
21	Foot Roll (12") (Kebica)	1000 no.		
22	Gem Clips-Ordinary (Globe)-30 mm	4000 pkt.		
23	Glass Tumblers(Year) 200 ml	3000 pcs.		
24	Ink Stamp Pad (110 mmx70mm) (Supreme)	500 pcs.		
25	Pen-Ball (Reynolds) (045)	30000 pcs.		
26	Pencil (Shorthand) Apsara	10000 pcs.		
27	Punch (single) Kangaroo	200 pcs.		
28	Register-Diary (8 qr.)	1000 pcs.		
29	Register-File Movement (8 qr.)	1000 pcs.		
30	Register-Ruled (2 qr.) Neelgagan	1000 pcs.		
31	Register-Ruled (3 qr.) Neelgagan	1000 pcs.		
32	Register-Ruled (4 qr.) Neelgagan	1000 pcs.		
33	Register-Ruled (6 qr.) Neelgagan	1000 pcs.		
34	Register-Ruled (6 qr.) LB (Alpha)	100 pcs.		
35	Register-Ruled (8 qr.) Neelgagan	500 pcs.		
36	Rubber Band (500 gm) 3" (Good Quality)	35 kg		
37	Rubber Band (500 gm) 1" (Good Quality)	30 kg		
38	Scissors (KB) 7"	400 pcs.		
39	Sharpener-Pencil (10 pcs.) Natraj	3000 pcs.		
40	Shorthand Note Book (Neelgagan)	3000 pcs.		
41	Signature Pad (Neelgagan)	500 pcs.		
42	Sketch Pen (Luxor) 12 pcs.	1000 pkt.		
43	Weight- Paper (200 grm.)	500 pcs.		
44	File Tag (Good Quality)	500 Bundle		
45	Display File (A-4 DF 202, Solo	1000 pcs.		
46	Reynold Trimax (0.5mm)	5000 pcs.		

47	All Pin (Globe) 70 gm	1500 pkt.		
48	Adhesive Flag(3 colour) (post-it-prompt) 3 m	2000 pkt.		
49	Adhesive Slip(2x3) (post-it-Note) 3 M	2000 pkt.		
50	Adhesive Slip(3x3) (post-it-Note) 3 M	2000 pkt.		
51	Adhesive Slip(x4) (post-it-Note) 3 M	2000 pkt.		
52	Highlighter-Pen (Luxor Gloliter/Product No. 886)(5 pcs.)	2000 pkt.		
53	High-tech Pen(0.5)(Luxor)	8000 nos.		
54	High-tech Pen (V-5)(Luxor)	8000 nos.		
55	Mrker-OHP (Transparent) Luxor (5 pcs.)	100 set		
56	Marker-white Board(Luxor) (10 pcs.)	100 set		
57	Permanent Market-(Luxor) (10 Pcs.)	100 set		
58	Pen-Add Gel (PG-500) Each	5000 nos		
59	Pen-Golden for Pen Stand (Kebica)	100 pcs.		
60	Correcting Fluid (Infinity, CP-207	2000 pcs.		
61	Peon Book (Hard Binding)	500 Pcs.		
62	Pin Stapler(24/6) Kores/Kangaroo	2000 pkt.		
63	Pin Stapler(No. 10) Kores/Kangaroo	2000 pkt.		
64	Pin Cushion(Kebica)	200 pcs.		
65	Stand-Pen (4 socket) (Kebica) with pen medium size	100 pcs.		
66	Stand-Pen(Executive) (Kebica) with Pen & Paper Roll Big Size)	100 pcs.		
67	Stapler (No. 10-D) Kangaroo	1000 pcs.		
68	Stapler (24/6) Kangaroo	1000 pcs.		
69	Waste Paper Basket (Jali) Cello	1000 pcs.		
70	Note Sheet, pad (Green) Neelgagan(80 gsm) 100 sheets (FS size)	8000 pcs.		
71	Button Folder (Clear Bag ) Solo	2000 pcs.		
72	Transparent Folder A4 size (CH-101) Solo	15000 pcs.		
73	Spiral Note Book, Built Matrix(160 page, 21.6x14 cm) Single Rule)	500 pcs.		

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74	Pen Unibal Impact Gel-07 m.m	1000 pcs.		
75	Pen Uni-ball(l) Mico-150	2000 pcs.		
76	Transparent Sheet/Film(Oddy)	150 pkt.		
77	Plastic Cover (Binding )Oddy	150 pkt.		
78	Add Gel Diamond Roller Pen	150 pkt.		
79	Refill Add Gel Diamond Roller Pen	200 Nos.		
80	Register-Ruled(1 qr.) Neelgagan	1000 nos.		
81	Flip Chart(Lotus, 25 m.m., 50 sheet)	50 pcs.		
82	Two Ring Folder(Solo)	1000 pcs.		
83	Pin Stapler(12/17) Kores/Kangaroo	100 pkt.		
84	Scissors(KB) 9"	100 pcs.		
85	Envelop(post card size) white (120 gsm) (250 no.)	2000 no.		
			<b>GRAND TOTAL</b>	
		Taxes:-		
	<b>Total Tentative Annual Procurement(including Taxes)</b>			
	<b>Total In Figure</b>			
	<b>Total in words</b>			

*Handwritten signature and illegible text*

**I. Instructions to Bidders**

1. Tender received after the specified date and time will not be accepted. If the EMD is not delivered latest by 2.30 PM on 28.06.2013, the bid will be rejected. The EMD of the unsuccessful bidder will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid, the EMD will stand forfeited.
3. The bidders are advised in their own interest to quote their rates (exclusive tax) for all items as per specifications indicated in Annexure-I failing which bids shall be rejected. Taxes will be paid extra as admissible. The validity of bid shall be 180 days from the date of opening of bids.
4. The bidder should upload duly filled scanned copy of the details as per format at Annexure-I and also upload self attested copy of the supporting documents according to Annexure-II during the on-line bid submission.

**II. Eligibility Criteria**

5. The Registered Office or Branch Office of the Company/firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number during the online bid submission.
6. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Duly signed copy of the same should be uploaded with the Tender during the online bid submission.
7. The average turnover of the bidder in this sector should not be less than 50 Lakhs rupees during each of the assessment year 2010-11 and 2011-12. Proof of the same should also be uploaded.
8. The Stationery Supplier Company/Firm/Agency should self-certify that it has have one year experience and expertise in supplying misc. stationery items to Central Government Ministries/Departments/Public Sector Undertaking/Public Sector Bank. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be uploaded during the online submission
9. The bidder should upload duly signed certificate, along with its bid indicating that it has carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during online bid submission.
10. The bidder should upload an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
11. The stationery supplier Company/Firm/Agency whose services have been terminated by the Planning Commission before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the firm during online bid submission.

21/06/2013  
 NANDA KUMAR  
 Tender Officer  
 Jannir  
 /GO  
 4/11/2013

### III. Period of Contract

12. The contract will be initially awarded for a period of one year which may be extended up to three years (year to year basis) subject to satisfactory performance.

### IV Earnest Money Deposit (EMD)

13. The tender must be submitted online and accompanied by scanned copy of a Account Payee Demand Draft/ Pay Order of Rs. 100,000/- (Rupees One Lakh Only) as Earnest Money Deposit (EMD) drawn in favour of *Pay and Accounts Officer, Planning Commission* and payable at New Delhi. EMD in original (in sealed covers super-scribed "EMD\_Tender for providing stationery items) is to be dropped in the "EMD box" kept the Reception area of Yojana Bhawan within the office hours w.e.f. 21.06.2013 (9.00 AM) to 28.06.2013 (upto 2.30 PM).

14. The bidders who are exempted from submission of EMD shall be dealt as per General Financial Rule 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents should be submitted along with the bid.

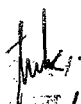
### V Bid Evaluation Criteria

15. The bid shall be opened by the Tender Opening Committee (T.O.C) on the scheduled date and time (at 3:30 PM. on 25.06.2013), in Room No. 439 of Yojana Bhawan, Planning Commission, New Delhi-110001 in presence of the representatives of the Company/Firm/Agency, if any, who wish to be present at the time of opening the tender.

16. All terms and conditions stipulated in the tender documents shall be considered for selection of a firm. However, the tendering Department will decide L1(lowest bidder) for each item and the tender quoting minimum rate for a particular item will be given contract for that particular item. That means different tenderers may be L1 for different items. It is **mandatory for all the participating bidders to quote their rates (exclusive tax) for all the items** as per specifications indicated at Annexure-I **failing which their bids shall be considered as non-responsive**. The taxes shall be paid extra as admissible.

17. The successful bidder/supplier (lowest bidder) has to deposit a Performance Security Deposit amounting to 10% of the total annual contract value in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi from a commercial bank covering the period of warranty and maintenance after date of installation. The performance security should remain valid for a period of 60 days beyond the date of expiry of the period of contract.

18. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

  
Director / T.O.C  
Director / L. O.  
Director / P.O.  
Director / S.O.  
Director / J.O.

## VI Specific Terms and Conditions

19. The contract shall be for a period of one year from the date of award of contract. The contract may be extended for a further period of 02 years (not more than one year at a time), on the same terms and conditions. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract or extension.

20. The normal delivery period for supply of the selected items would be a maximum of 07 days from the date of supply order issued. This period can be shortened with prior notice, depending upon the circumstances. Supply should be strictly in accordance with the quality, specifications, dimensions, etc given in the tender document (Annexure-I).

21. Order for items shall be placed on requirement basis. If the selected firm fails to deliver the stationery items or replace the defected/spurious items within two days, a penalty @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency by the Commission, for the desired stationery items, whichever is higher, shall be adjusted against the firm's pending bills.

22. The firm would be required to deliver the goods at their own cost in the premises of Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan at Maulana Azad Road, New Delhi.

23. This Commission shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to Planning Commission and Economic Advisory Council to Prime Minister, New Delhi in connection with purchase order/supply order for stationery items.


24. The Planning Commission reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the bid shall not be entertained.

## VII General Terms and Conditions

25. Non-satisfactory service during the period of contract may lead to forfeiture of performance security deposit.

26. The Competent Authority in the Planning Commission would, at his/her own discretion, be free to annul the contractual agreement if the supplies are not made in time or the items/articles supplied by the firm are deficient in quality in any way or found not upto the mark.

27. Payment will be made by Electronic Clearing System (ECS) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.

  
Secretary  
Planning Commission  
of India  
New Delhi



28. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.

29. Planning Commission reserves the right to reject any or all the tenders without assigning any reasons thereof.

30. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Adviser (Admn.), Planning Commission, New Delhi or the officer of equivalent rank in Govt. of India or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as nominated by the Joint Secretary even though the said officer is an employee of the Planning Commission, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Joint Secretary shall act as arbitrator. The decision of the Joint Secretary or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.

31. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

32. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

33. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.



(T. Nanda Kumar)

Under Secretary to the Govt. of India

Tel. No. 011-23096746

Copy to:-

Director (C&I), Planning Commission with the request to upload the tender document in the Planning Commission's website.

***Instructions for Online Bid Submission***

**Instructions to the Bidders to submit the bids online  
thro' the eProcurement site  
<https://eprocure.gov.in>**

1. Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
2. Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
3. Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
4. Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
5. Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
6. Only one DSC should be used for a bidder and should not be misused by others.
7. Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
8. If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
9. Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
10. Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document , latest by the last date of bid submission.
11. Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.
12. From the my favourites folder, he selects the tender to view all the details indicated.

13. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
14. The bidder has to select the payment option as offline to pay the EMD as applicable.
15. 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 bid submitted will not be acceptable.
16. The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
17. The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
18. The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
19. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
21. For any clarifications with the TIA, the bid number can be used as a reference.
22. Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
23. Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However of the file size is less than 1 MB the transaction uploading time will be very fast.
24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
25. All the data being entered by the bidders would be encrypted using **PKI encryption** techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

26. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
27. Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
28. For any queries, the bidders are asked to contact by mail [cphp-nic@nic.in](mailto:cphp-nic@nic.in) or by phone: 1-800-233-7315 well in advance.

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