OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

2011

No. D- 15014/05/2016-GS **Dated:13th May, 2016**

E-TENDER SCHEDULE

Subject:- Annual rate contract for supply of stationery & store items – reg.

Online bids are hereby invited under **Two Bid System** from reputed, experienced and financially sound Firms for award of Annual Rate Contract for supply of stationery and store items in this office.

Instructions to the tenderers.

Tender documents are to be submitted in two bid systems (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' should contain full information as required in **Annexure-I** and put in a folder titled **"Technical Bid".** The 'Financial Bid' in another folder that should contain full information as required in **BOQ** and titled **"Financial Bid"**. Both Bids should be put in a third folder which should be prominently super scribed as **"Annual rate contract for supply of stationery and store items"** and should reached at ORGI, 2A-Man Singh Road, New Delhi along with an Earnest Money of ₹ 50,000/- (Rupees Fifty Thousand only) in the form of Account Payee Demand Draft/Pay order of any Nationalized/ Scheduled Bank drawn in favour of **"Pay & Accounts Officer (Census)" payable at "New Delhi"**. All the interested firms may send their on line application on or before **30.05.2016 till 3:00 PM**. The Technical Bid will be opened on the same date at **3.30 PM** in presence of bidders and Financial Bid of technically qualified Firms will be opened on **06.06.2016 at 3:30 P.M.** If any, offers received after due date and time of submission and without EMD shall not be considered. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged/ returned as promptly as possible. **The EMD/ EMD relaxation certificate should reach at this office on or before 30.05.2016 till 3:00 PM.**

Instructions for Online Bid Submission

1. All interested bidders are requested to register themselves with the portal http://eprocure.gov.in and enroll their digital certificate with the user id for participation in the tender.

2. Bidders are requested to read following various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. **How to submit On-line Bids / Offers electronically against e-Tendering?**

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

i) Late and delayed Bids / Offers after due date / time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

iii) No bid can be modified after the dead line for submission of bids.

iv) No manual bids / offers along with electronic bids / offers shall be permitted.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor / Bidder can submit their Bids / Offers on-line only after digitally signing the bid / documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents

i) Bidders must submit on line offers by the date and time mentioned in the Notice Inviting Tender (NIT) at the website address stated therein.

ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.

iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.

iv) The bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD if applicable and any other documents mentioned in the tender documents have to be submitted offline. Prices should not be submitted in a sealed envelope. ORGI shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Physical Bids will not be accepted. All such physical Bids shall be considered as invalid offers and shall be rejected summarily without any consideration.

v) Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate along with tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.

vi) The bid shall be uploaded through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.

vii) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

i) Bid along with all the copies of documents should be submitted in the electronic form only through ORGI e-tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.

ii) The bid shall be opened on-line on the date & time mentioned in the NIT.

iii) The Price Bids only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser version internet explorer v8.0 or higher recommended.

11. The tender shall be submitted in major parts, namely 'Technical / Commercial Bid and Price Bid (BOQ).

12. As a part of software requirement for the e-tender, the main features are:

i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.

ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e-tender and submit the original EMD physically within the closing time & date as mentioned.

13. Earnest Money Deposit:

The EMD instrument in original has to be submitted by dropping it in the Tender-box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space.

It is mandatory for every tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI. Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.

Scope of Work and general instructions to bidders

1. The office of the Registrar General & Census Commissioner, India intends to enter into an Annual Rate Contract with reputed, well established and financially sound firms for supply of stationery and store items.

2. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may further be extended for a period of one year after the completion of contract as per the requirement of this office or may be curtailed/terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. This office, however, reserves the right to terminate the initial contract at any time after giving one week notice to the awardee firm.

3. The successful firm(s) are required to submit Bank Garuntee in the form of Demand Draft/Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". If the Security Deposit is not deposited within the time scheduled, the Earnest Money Deposit shall be forfeited. The "Performance Security" shall be released by Office of Registrar General, India after 14 Months. No interest will be payable for "Performance Security".

4. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted alongwith the bid.

5. The firms are required to upload copies of the following documents alongwith the Technical Bid (Annexure I), failing which their bids shall be summarily/outrightly rejected and will not be further considered.

6. Conditional bids shall not be considered and will be rejected outrightly at the very first instance.

7. This office reserves the right to annul any or all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING FIRMS

1. The tendering firms should fulfill the following technical specifications:

(a) The Registered Office or one of the Branch Office's of the firm should be located either in Delhi or New Delhi or in any of the Satellite Towns of Delhi;
(b) It should be registered with the appropriate registration authority;
(c) It should have atleast 3 years experience in providing supply of stationery and store items to Public Sector Companies/Banks or Government Departments etc;
(d) It should have its own Bank Account;
(e) It should be registered with the Income Tax and VAT/Sales Tax Authorities of the Government.

TERMS AND CONDITIONS

(a) **General**

1. The contract is to be commenced from the date of award of contract to the firm and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service or supply of sub-standard quality of materials.

2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting firm and this office.

3. The contract may be extended on the same terms and conditions and on satisfactory performance for a further period of one year.

4. The contracting firm shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of this office.

5. The contracting firm will be bound by the details furnished by him/her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.

6. Financial bids of only those firms who are technically qualified shall be evaluated.

7. This office reserves the right to terminate the contract during initial period also after giving a week's notice to the firm.

8. The contracting firm should be in a position to supply stationery and store items mentioned in the list enclosed on short notice as and when needed. It may be noted that the items entered into Annual Rate Contract are to be delivered at 2-A, Man Singh Road, New Delhi – 110 011.

9. All expenses for sending the stationery/store items to this office should be borne by the firm.

10. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.

11. The owner/firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone so that he/her may be contacted immediately in emergent cases. The Mobile Number may also be provided.

12. On their selection as L-1, the firm(s) will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm alongwith acceptance letter of each terms and conditions stipulated by this office. If it is found that the sample is not of standard quality, the item will not be purchased from the firm even if they are L-1. This office will not accept duplicate/substandard items or items not matching the samples/prescribed specifications.

13. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting firm.

14. Before award of contract, all original documents will be checked by this office and at that time attested photocopies are required to be furnished.

15. Order for items shall be placed on requirement basis. If the selected firm fails to deliver the items or to replace the defective/spurious items with a valid time, penalty to such effect would be charged, which would be required to be paid to an outside agency by this office for the desired items and shall be adjusted against the firm's pending bills.

16. This office shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to this office in connection with the purchase/supply order of stationery/store items.

17. In the event of failure to accept the offer of contract or failure of submission of performance security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.

Bid Evaluation Criterion

All terms & conditions in the tender document shall be considered for selection of firm(s). However, the Firm offering lowest rates for maximum no. of items of each group (items at BOQ) would be given the offer to supply other items in the group at the lowest rates of other firms.

(M.S. Bhati)
Deputy Director (Hqrs.)

Annexure –I

Technical Bid

For Annual Rate Contract for supply of stationery/store items to Office of the Registrar General and Census Commissioner, India, New Delhi

1. Name of Tendering Firm :
   (Attach certificate of registration)

2. Name of Director of Firm/Active Partner of Firm/Proprietor :

3. Full address of Registered Office :
   Telephone No./ Fax No. :
   e-mail address :

4. Full address of Operating/Branch Office at Delhi/New Delhi :

5. Banker of the Firm :
   Full address
   (uploaded copy of latest bank statement)

6. Details of Earnest Money Deposit
   DD/PO No. & Date :
   Drawn on Bank (upload copy)

7. PAN No. (upload copy) :

8. TIN No. (upload copy) :

9. VAT/Sales Tax Registration No. :
   (upload attested copy)

10. Give details of gross income of the firm as evident from the IT Returns for the years 2013-14, 2014-15 and 2015-16.

	2013-14	2014-15	2015-16
Gross Income			

11. Additional information, if any (attach separate sheet, if required)

Signature of authorized person

Full Name & Designation:

Seal of the firm:

Place: New Delhi
Date: