

**No. D-15014/30/2018-Genl**  
Government of India  
Ministry of Road Transport & Highways  
(General Section)  
Transport Bhawan, 1, Parliament Street, New Delhi-110001

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Dated the 21 February, 2019

**E-TENDER**

**CRITICAL DATES**

1.	TENDER PUBLISHING DATE	21.02.2019 (03:00 PM)
2.	BID DOCUMENT DOWNLOAD START DATE	21.02.2019 (03:00 PM)
3.	BID SUBMISSION START DATE	21.02.2019 (03:00 PM)
4.	EMD/MSME SUBMISSION DATE & TIME	04.03.2019 (03:00 PM)
5.	BID SUBMISSION END DATE	04.03.2019 (03:00 PM)
6.	BID OPENING DATE	05.03.2019 (03:30 PM)

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Dated the 21 February, 2019

**Notice Inviting Tender**

**Sub : Printed stationery items (e-DISHA) for ERP Project - regarding.**

1. Online Competitive offers are being called for E-Tender for Printed stationery items (eDISHA) for ERP Project. The interested Companies/Firms/Agencies can submit the tender online at <http://eprocure.gov.in/eprocure/app> (CPPP) in Single Bid System i.e. in a single cover.

1(a). **Brief the proposed work:** Supply of good quality stationery items with printed logo eDISHA over it for the Ministry.

2. The selection of successful bidders shall be on the basis of the bidder must be L-1 in overall.

3. Tenderers/Contractors are advised to follow the instructions provided in the instructions to the Contractor/Tender for the e-submission of the bids online through the CPPP for e-procure at <http://eprocure.gov.in/eprocure/app>. The Tender Notice containing detailed terms and conditions is also available on Ministry of Road Transport and Highways website [www.morth.nic.in](http://www.morth.nic.in). Interested parties can download the Tender Document from any of the stated place and could submit their bid online. Bids Received Online through CPPP will only be accepted, bids received through any another medium will be summarily rejected.

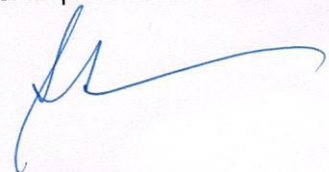
4. The tenderer is required to submit the Earnest Money Deposit of Rs. 5000/- (Rupees Five Thousand only) in the form of crossed Demand Draft in favour of **pay and Accounts Officer (Sectt)**, Ministry of Road Transport and Highways, Transport Bhawan, New Delhi.

4. (a) Please note, EMD is kept exempted for MSME. Physical copy of the EMD/Signed and Sealed MSME certificate should reach to office address" Room No 235, Transport Bhawan, New Delhi-110001" prior to specified Bid Opening Date & time.

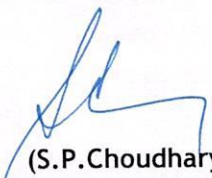
4. (b) Quotations of non-exempted bidders received without Earnest Money will be summarily rejected. The earnest Money of the firms whose Quotations are not approved shall be released after the award of contract to the successful tender. The Earnest Money shall be forfeited, if the contractor declared successful, declines the offer or does not accept the work for any reason, whatsoever.

5. In case, if you are interested to undertake the work, you may please submit your quotation **online** by Bid Submission End Date. E-Tender shall be opened by the Bid Opening Date in Room No. 235, where Bidder or its representative may be present, if interested.

6. Each page of this tender notice & all desired technical documents as per Annexure-I should be signed and rubber stamped by the bidder before uploaded on the portal.



7. The competent authority in the Ministry of Road Transport & Highways reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, whatsoever.



(S.P.Choudhary)

Under Secretary to the Government of India  
Telephone No. 23739028

**Copy to:**

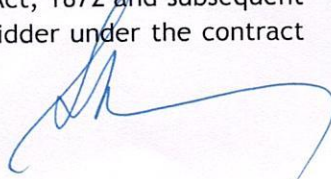
1. All Ministries/Departments for Circulation among their contract holders.
2. NIC with the request to upload it on the CPPP and official website of this Ministry for wide publicity.

**Copy for information to:**

1. Reception Officer, MoRTH, Transport Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Transport Bhawan.

Terms and Conditions

General:

1. The bidder must be from Delhi/Delhi NCR or would ensure to deliver the awarded items on time even at a short notice.
  2. As on date the firm/company should not be blacklisted or debarred by any Govt. Department/Ministry. **An undertaking in this regard, duly signed by owner/Proprietor (Annexure -II) should be uploaded online and original must be dropped along with EMD or MSME certificate.**
  3. EMDs submitted by unsuccessful bidders will be refunded after release of order to successful bidder, and for successful bidder, the EMD will be returned on the successfully completion of the desired work.
  4. For any required clarification, Bidder may contact Section Officer (Room No: 235, General Section, Transport Bhawan, New Delhi) for clarifications prior bid submission on CPPP.
  5. The rate quoted by the supplier/bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.
  6. Tender received after the prescribed cut-off date and time will be rejected forthwith.
  7. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant work order shall have the jurisdiction of the competent Court at New Delhi only.
  8. No conditional bid will be accepted, bidder need to Bid as per the above terms and conditions only and will be declared non-responsive.
  9. All statutory payments and arrangements, like transportation, helper, loading or supply of goods to the premises, compensation in case of accident or loss, etc., to the workers or machinery employed by the supplier shall be borne by the supplier only.
  10. Bidder is liable to bear all the losses made to the office premises by bidder or any of its representative, the probable amount could be adjusted in the Security deposit or any other medium as decided by the competent authority.
  11. The payment against supply of items will be made on supply basis for which bills may be submitted monthly as per approved rates.
  12. In case any items are found in unsatisfactory condition, the same will have to be replaced by firm immediately on directions of this Ministry within the stipulated period.
  13. Where the brand is not mentioned in the make column, it means the desired product should be of good and approved by the Ministry.
  14. Bidders should visit the office to see the samples of items in case of any doubt/ambiguity before quoting.
  15. The contract shall be governed by the Indian Contract Act, 1872 and subsequent revisions/ amendments thereto. All payments due from the bidder under the contract shall be made in Indian currency.
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**List of Bidding Documents**

**Physical Copy :-**

The Tendering Companies/Firms Agencies are required to enclose self-signed and sealed original copy of the below stated documents in physical Bid.

The Physical Copy of the stated document must reach the below stated address prior Bid opening marked to

**Under Secretary (General Section),  
Ministry of Road Transport and Highways,  
Room No: 232, Transport Bhawan, New Delhi.**

Bidder must specify the Tender Subject on the cover page to consider your Bid for the same.

- **Original EMD or Self Signed Sealed MSME Certificate.**
- **Self-Signed and Sealed Copy of Annexure - II**

**Online Submission:**

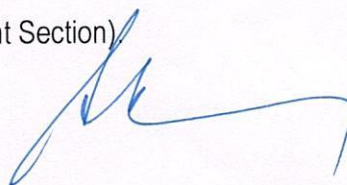
The Tendering Companies/Firms Agencies are required to enclose Scanned Copies of the following documents (Self attested) along with the Bid Online: -

**Technical Cover**

- **Registration certificate/ Copy of the GST registration certificate.**
- **Copy of PAN/GIR card/Proprietor.**
- **EMD/MSME Certificate (Under Payment Section)**

**Financial Cover**

- **Prince Bid ( ".xls" shared online )**



**Annexure - II**

File No. No. D-15014/30/2018-Genl

**Declaration Form**

<b>Basic Information</b>	
Name of the Company/Firm/Individual	
Address & Tel. No.	
Name of the CEO/Proprietor with Contact number	
Name of the Authorized Signatory. Designation Contact number	
<b>Basic Company Details</b>	
GST No. of the Organization/ Company Registration Cert.	
PAN CARD No.(Company/proprietor/ Partnership Firms)	

**DECLARATION**

**It is certified that the information furnished above is correct to the best of our knowledge & belief.** I/We have read the Terms & Conditions to Bidders and accepted the same. I/We have made my/our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We hereby declare that we are not blacklisted by any Central/State Government Department/ Undertaking at any time during past.

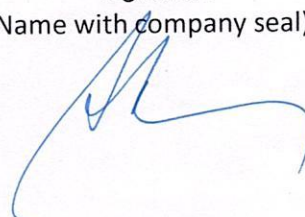
I/We have remitted an EMD of Rs. 5,000/- (Rupees Five Thousand only) vide DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch or the MSME Certificate \_\_\_\_\_.

**A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Performa) is enclosed.**

Place::

Date:

Signature  
(Name with company seal)

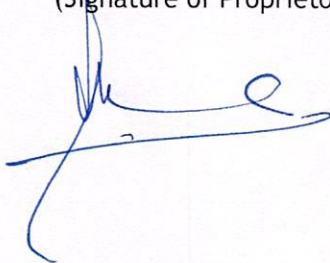


E-Tender for printing and procurement of stationery and other general items for the Ministry - regarding.

S.N.	Particular	Unit	Qty	Rate per Unit (in ₹)	Taxes (in ₹)	Total (in ₹)
I.	Button Folder (As per sample)	Nos.	1000			
II.	Pen (Uni Ball Vision Elite (0.8) ink colour)	Nos.	1000			
III.	Writing Pad (As per sample)	Nos.	1000			
IV.	Pencil (As per sample)	Nos.	1000			
V.	Mouse Pad (As per sample)	Nos.	1000			
VI.	Mug (Coffee) (in box)	Nos.	500			

- All items will be printed with e-DISHA logo.
- Bidders are requested to visit office during working hours to see samples before quoting.
- Supply will be completed within one week of acceptance of Tender/Bid.
- The bidder is required to submit samples of the items within two days of acceptance of tender.

(Signature of Proprietor/authorized signatory with date)  
(Seal of Firm)



Tel. No.

Mobile No.

Address