

No. D-15014/04/2018-Genl
Government of India
Ministry of Road Transport & Highways
(General Section)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Dated the 7 February, 2019

E-TENDER

CRITICAL DATES

1.	TENDER PUBLISHING DATE	07.02.2019 (03:00 PM)
2.	BID DOCUMENT DOWNLOAD START DATE	07.02.2019 (03:00 PM)
3.	BID SUBMISSION START DATE	07.02.2019 (03:00 PM)
4.	EMD/MSME SUBMISSION DATE & TIME	06.03.2019 (03:00 PM)
5.	BID SUBMISSION END DATE	06.03.2019 (03:00 PM)
6.	BID OPENING DATE	07.03.2019 (03:30 PM)

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Government of India
Ministry of Road Transport & Highways
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Transport Bhawan, 1 Parliament Street, New Delhi-110001

Dated the 7 February, 2019

Notice Inviting Tender

Sub : E-Tender for Annual Rate Contract for procurement of stationery, sanitary, crockery and other general items for the Ministry - regarding.

1. Online Competitive offers are being called for E-Tender for Annual Rate Contract for procurement of stationery, sanitary, crockery and other general items for the Ministry and to its office at Transport Bhawan, New Delhi. The interested Companies/Firms/Agencies can submit the tender online at <http://eprocure.gov.in/eprocure/app> (CPPP) in Two Bid System i.e. technical and financial in a two different cover.

1(a). **Brief the proposed work:** Supply of stationery, sanitary, crockery and other general items for the Ministry.

2. The selection of successful bidders shall be on the basis of the bidder must be L-1 in at least 5 items of total published items in CPPP for considering in tender, which may be relaxed based on recommendation of Competent Authority, if suitable suppliers are not found as it is distributive tender.

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. 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. 20000/- (Rupees Twenty 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.

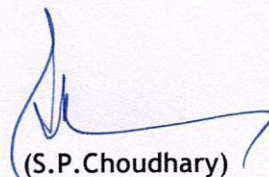
5. In case, if you are interested to undertake the work, you may please submit your quotation **online** by Bid Submission End Date. E-Tender shall be opened by the Bid



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.

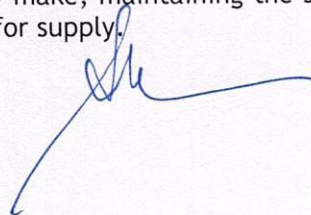
Copy for information to:

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

Terms and Conditions

a. **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 of 48 hours.
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 successful submission of desired Performance Security.
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. Vendor will keep all the awarded items ready at all the time to deliver on urgent basis, in case of non-supply the items as per specification and stipulated time, action may be taken against them or at the risk and cost of the same. In worst case the specified items are not delivered due to non-availability of the products in the market, supplier will have to write to the Ministry regarding this, and in such case the officials will take prior approval from the Competent Authority for the new make, maintaining the same specifications, before confirming new make to the seller for supply.



13. 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.

14. Tentative (only indicative) quantity requirement for a period of one year is provided as a separate document on portal. Quantity is only indicative and may vary to any extent up to the $\pm 50\%$ based on actual requirements. (as enclosed).

15. Where the brand is not mentioned in the make column, it means the desired product should be of good and acceptable quality.

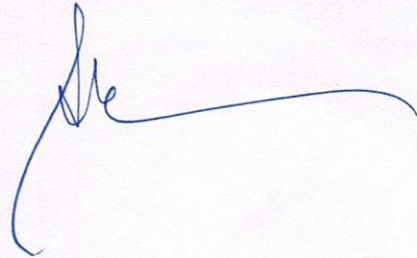
16. Bidders should visit the office to see the samples of various items in case of any doubt/ambiguity before quoting.

17. 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.

b. Scope of Work:

1. Performance Guarantee:

Successful tenderer will be required to provide Performance Security equal to Rs 20000/- in the form of Bank Guaranty/Fixed Deposit payable to "PAO Sect. MoRTH" payable at New Delhi Valid up to duration of contract within a fortnight of the issue of Contract Letter. Security Deposit will be forfeited, if the firm fails to performance in respect to the terms and Conditions of the tender.



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)**



Declaration Form

Basic Information	
Name of the Company/Firm/Individual	
Address & Tel. No.	
Name of the CEO/Proprietor with Contract number	
Name of the Authorized Signatory. Designation Contact number	
Basic Company Details	
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. 20,000/- (Rupees Twenty Thousand only) vide DD No. _____ dated _____ drawn on _____ Bank, _____ Branch or the MSME Certificate _____.

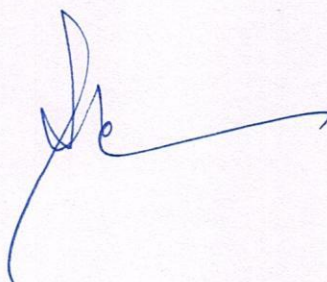
A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Performa) is enclosed.

Place::

Date:

Signature

(Name with company seal)



Annexure-II

E-Tender for Annual Rate Contract for procurement of stationery, sanitary, crockery and other general items for the Ministry - regarding.

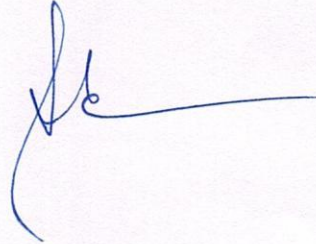
S.N.	Particular	Rate per Unit (in ₹)	Taxes (in ₹)	Total (in ₹)
I.	As per list			

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

Tel. No.

Mobile No.

Address



E-Tender for Annual Rate Contract for procurement of stationery, sanitary, crockery and other general items for the Ministry - regarding.

File No. D-15014/04/2018-General.

Sr. No.	Items	Specification	Make	Consumption	Unit
1.	Uni-ball Gel Impact pen	UB-153	Uniball	As per Demand	Per Pc.
2.	Refill	Reynold 0.45	Reynolds	As per Demand	Per Pc.
3.	Scale	Size 12" Plastic	Camel	As per Demand	Per Pc.
4.	Magnetic Paper Holder	Size A-4	Kebica	As per Demand	Per Pc.
5.	Permanent Marker		Luxor	360	Per Pc.
6.	White Board duster	Ordinary	Art Line	As per Demand	Per Pc.
7.	Binder clip	25 mm	Aster	600	Per Pc.
8.	Riso Master	Riso Master Roll Z-77	Riso	As per Demand	Per Pc.
9.	Riso Ink	Riso Ink z-Type	Riso	As per Demand	Per Pc.
10.	Naphthalene Balls	400 gram Packet	Trishul	As per Demand	Per Packet
11.	Keyboard	USB	Logitech	As per Demand	Per Pc.
12.	Converter	VGA to HDMI	As per sample	As per Demand	Per Pc.
13.	CD	R	Sony	As per Demand	Per Pc.
14.	CD	RW	Sony	As per Demand	Per Pc.
15.	DVD	R	Sony	As per Demand	Per Pc.
16.	DVD	RW	Sony	As per Demand	Per Pc.
17.	Stamp pad	Medium Size (Steel Case)	Ashoka	As per Demand	Per Pc.
18.	O.H.P. Marker		Luxor	360	Per Pc.
19.	Computer paper	10x12x180 GSM	Paper one	As per Demand	Per Ream
20.	Computer paper	10x12x280 GSM	Paper one	As per Demand	Per Ream
21.	Computer Paper	Carbon less 10x12x180 GSM	Paper one	As per Demand	Per Ream
22.	Computer Paper	Carbon less 10x12x280 GSM	Paper one	As per Demand	Per Ream
23.	Stapler Pin	No. 23/10	Kangaroo	As per Demand	Per Packet
24.	Ball Pen	Reynold 0.45	Reynold	As per Demand	Per Pc.
25.	Refill	Reynolds 045 fine carbure	Reynold	As per Demand	Per Pc.
26.	Lock	60mm Brass	Harrison	As per Demand	Per Pc.
27.	Clock	Table Alarm Clock	Ajanta	As per Demand	Per Pc.
28.	Dak Bag	Customised (165 mmx355mmx280 mm)	As per sample	As per Demand	Per Pc.
29.	Toilet Soap	Liquid 5 liter	Homacol	As per Demand	Per Pc.
30.	Tissue paper packet	100 Pulls	Wintex	1200	Per Pc.
31.	Brasso	200 ml	Brasso	As per Demand	Per Pc.
32.	Window envelopes	White SE-5 (GSM >80)	3 Star	As per Demand	Per Pc.
33.	Pencil	Short-hand pencil	Apsara	1200	Per Pc.
34.	Stapler Pin	No. 24/6	Kangaroo	2400	Per Box
35.	Gel Pen	Reynold Racer Gel	Reynold	As per Demand	Per Pc.
36.	Highlighter	Per Pc.	Luxor	2400	Per Pc.
37.	Highlighter	Yellow (Pack of 05)	Fabre Castle	As per Demand	Per Packet
38.	Punch machine	Double Hole (Stainless Steel) DP 600	Kangaroo	As per Demand	Per Pc.
39.	Desk Organizer	Acrylic Model 2063	Kebica	As per Demand	Per Pc.
40.	Plastic Folder	Normal (A4 Size) L shape	Solo (CH - 101)	4800	Per Pc.
41.	Stamp pad	Plastic case	Ashoka	As per Demand	Per Pc.
42.	Mouse Pad	Glue pad	As per sample	As per Demand	Per Pc.
43.	Dak Pad	As per sample	Neeraj	300	Per Pc.
44.	White Board	Per Square ft	As per sample	As per demand	Per Sq. Ft.
45.	Duster Yellow	36"x36 (For Drivers)	As per sample	100	Per Pc.
46.	Broom	(Phool) Heavy weight	Thukrall	As per demand	Per Pc.
47.	Dettol Liquid Soap	200 ML	Dettol	As per demand	Per Bottle
48.	Mosquito machine	Machine	Allout	As per demand	Per Pc.
49.	Plastic Juna	Big size	As per sample	As per demand	Per Pc.
50.	Dustbin	Peddle	Flora	300	Per Pc.
51.	DuploINK	F14 - Black (1000 ml)	Duplo	As per Demand	Per Pc.
52.	Rat Glue Pad	Big size	PCI	As per Demand	Per Pc.

53.	Patch Cord	Cat 6 1 mtr	D-link	As per Demand	Per Pc.
54.	Table Top	Acrylic Full size	Boss	As per Demand	Per Pc.
55.	Matrix Pad	Small	Bilt	As per Demand	Per Pc.
56.	Matrix Pad	Medium	Bilt	As per Demand	Per Pc.
57.	Matrix Pad	Full Size	Bilt	As per Demand	Per Pc.
58.	Pen Drive	64 GB	Sony	As per Demand	Per Pc.
59.	Refill	Freshmatic Automatic spray	Air Wick	As per Demand	Per Pc.
60.	Telephone Directory	Index Diary (Telephone)	As per sample	As per Demand	Per Pc.
61.	Container	Plastic (500 ml)	Cello	As per Demand	Per Pc.
62.	Car perfume		Godrej aer Twist	As per Demand	Per Pc.
63.	Car polish	250 gr.	Waxpol	As per Demand	Per Pc.
64.	CD/DVD mailer		As per sample	As per Demand	Per Pc.
65.	Hand Sanitizer	200 ml	Dettol	As per Demand	Per Bottle
66.	Computer Mouse Pad	Square	Good Quality	As per Demand	Per Pc.
67.	Tricolour (Flags)	4' x 6	Khadi India	As per Demand	Per Pc.
68.	TTK Maps of any state		TTK	As per Demand	Per Pc.
69.	Tissue paper Napkin	2 ply	Wintex	As per Demand	Per Packet
70.	Tissue paper Napkin	M-Fold	Wintex	As per Demand	Per Packet
71.	Disposable glass	170 ml	Good Quality	As per Demand	Per Packet
72.	Disposable glass	300 ml	Good Quality	As per Demand	Per Packet
73.	Disposable cup	Paper	Good Quality	As per Demand	Per Packet
74.	Roll up Standee	Per square ft with Roll up	Good Quality	As per Demand	Per square ft
75.	Banner with required printing	Flex Per square ft	Good Quality	As per Demand	Per square ft
76.	- do -	Star Flex per Sq. Ft.	Good Quality	As per Demand	Per square ft
77.	- do -	Vinyl per Sq. Ft.	Good Quality	As per Demand	Per square ft
78.	- do -	Eco Vinyl per Sq. Ft.	Good Quality	As per Demand	Per square ft
79.	- do -	One way vinyl per Sq. Ft.	Good Quality	As per Demand	Per square ft
80.	- do -	Sun board per Sq. Ft.	Good Quality	As per Demand	Per square ft