

**RATE CONTRACT FOR SUPPLY OF
STATIONERY ITEMS
TO NESAC UMIAM**

OCTOBER 2016

**भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space
उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre
उमियम/Umiam-793103, मेघालय/Meghalaya**

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भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space
उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre
उमियम/Umiam-793103, मेघालय/Meghalaya

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निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

निदेशक एनई-सैक उमियम मेघालय, प्रतिष्ठित सेवा प्रदाताओं, फर्मों, ठेकेदारों आदि को निम्नलिखित के लिए मोहरबंद प्रस्तावों को दो बोली में आमंत्रित करते हैं/Director, NESAC, Umiam, Meghalaya invites sealed offers in two bids from reputed Service Providers, Firms, Contractors etc for the following

एनआईटी सं. / NIT No.	कार्य का नाम / NAME OF THE WORK	इएमडी(₹) डीडी के रूप में / EMD (₹) IN THE FORM OF DD	निविदा शुल्क / TENDER FEE (₹)
NESAC/751/2016	RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS TO NESAC UMIAM	₹ 8200 /-	₹ 200/-

निविदा दस्तावेजों के विक्रय का दिनांक / Dates for selling of tender documents: 01.11.2016 to 30.11.2016 upto 1300 Hrs

निविदा दस्तावेजों को जमा करने की अन्तिम तिथि व समय / Last date & Time for submission of tender documents: 30.11.2016 upto 1400 Hrs

निविदा खोलने की तिथि, समय व स्थान / Date, Time & Venue of Bid Opening: 30.11.2016 at 1500 Hrs at एनई-सैक, उमियम / NESAC, UMIAM

OFFERS ARE TO BE SUBMITTED IN TWO PARTS ONLY

PART-I : TECHNICAL BID

PART-II : PRICE BID

INSTRUCTIONS ARE AS PER TENDER DOCUMENTS

NOTE:

Tender documents can be downloaded from the NESAC Website:
www.nesac.gov.in

Sd/-

Dated: 28.10.2016

निदेशक, एनईसैक / Director NESAC

SECTION 2 GENERAL TERMS AND CONDITIONS OF CONTRACT

1 Name of the Work:

- 1.1 Rate Contract for supply of Stationery Items at NESAC, Umiam for a period of 1 (one) year. However, NESAC reserves the right to continue the contract for a further period of one year upon mutual consent or curtail the period of contract as maybe decided by NESAC.
- 1.2 The bidder has to transport the items to NESAC, Umiam

2 ELIGIBILITY CRITERIA – The bidder should have and produce copy of the following.

- 2.1 Certification of Registration of firm. **(Valid VAT and Service Tax registration certificate to be enclosed)**
- 2.2 Copy of the PAN CARD along with A copy of the latest IT return filed by the firm
- 2.3 Bidder's Information **as per Annexure A1**
- 2.4 The Bidder must not be blacklisted/suspended or any service related dispute with any organization/Govt. Organizations/ Bank in India or outside India. **(An Undertaking to be given)**
- 2.5 The Bidder should be accepted the Contract Terms & Conditions **as per Annexure A3.**
- 2.6 The bidder must produce a Solvency Certificate for ₹0.50 lakhs (Rupees Fifty Thousand only) from a nationalized/ scheduled bank. **(Latest certificate to be enclosed)**
- 2.7 Non-tribal Service Providers should produce/furnish valid “Trading License” issued by the Khasi Hills Autonomous District Council (KHADC). If somehow the Service Providers fail to submit the Trading License with the quotation/technical bid of the tender documents, the Service Providers must assure in writing that they will submit the same before releasing of Work Order. It may be noted that even though selected, the Work Order shall not be released without furnishing the attested copy of Trading License issued by the concerned competent authority.

3 Cost of Bidding

3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will, in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.2 Earnest Money Deposit (EMD) of ₹ 8200/- should be submitted along with the bid in the following manner.

3.2.1 Crossed demand draft drawn on any Nationalized Bank in favour of Director, NESAC and payable at SBI, Umiam branch (Branch Code 2010)

3.2.2 EMD submitted in any form other than as specified above shall not be accepted and shall lead to rejection of the offer.

3.3 EMD shall be forfeited in the following events:

3.3.1 If the offer is withdrawn during the period of validity of the offer or any agreed extension.

3.3.2 If the offer is modified/alterd without the knowledge of NESAC.

3.3.3 If the tenderer backs-out.

3.3.4 If the tenderer attempts to procure the contract by furnishing false/incorrect documents and by giving false declarations.

3.4 The EMD of the unsuccessful bidders shall be returned within a reasonable time or after expiry of the validity period. No interest shall be paid by NESAC on EMD.

Any offer without the EMD shall be summarily rejected.

4 Other terms and conditions

4.1 Only the firms/contractor/stockiest/wholesaler/supplier who is having their office in Meghalaya or Guwahati only and who fulfill the Eligibility Criteria can submit their quotation for this Tenders.

4.2 Vendor shall submit the technical bid and price bid separately in different envelops. The technical bid shall be opened first and the commercial bid of only those vendors who qualify the technical bid shall be opened for the final consideration.

- 4.3 The technical bid shall contain all the tender documents and supporting documents excluding the cost of the stationery. The commercial bid shall contain the price of the system quoted in the technical bid. **If the price of the quoted system appears in the technical bid, the offer shall be summarily rejected.** Both the technical and commercial bid shall be kept in a single envelop and submitted.
- 4.4 The bidder should quote the price of item(s) both in figures and words.
- 4.5 Prices shall be quoted in Indian rupees.
- 4.6 The bidder should sign with stamp in all the pages of the tender/documents in token of his/her /their having acquired himself/herself/themselves with the conditions of the tender as laid down. Any tender with any of the documents missing or not signed will not be considered.
- 4.7 Prices quoted should be on the basis of FOR NESAC, Umiam /delivery at site. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively if the contractor and the Purchaser shall pay only for such stores as are actually received in good condition in accordance with the contract.
- 4.8 The rate of compensation for delay is 0.5% per week subject to a maximum of 10% of the ordered value.
- 4.9 Any alteration made while filling the tender must be attested by initials of the bidder. Overwriting of figure/word is not permitted; failing to comply with either of these conditions will render the tender void. No change in the rate or conditions after opening of the tender will be entertained.
- 4.10 The bidder should read carefully the specifications, terms and conditions, etc. before filling/submitting the bid.
- 4.11 Director, NESAC reserves the right to accept or reject any or all tenders in part or in full without assigning any reason thereof.
- 4.12 NESAC reserves the right at the time of releasing purchase order to increase/decrease the quantity of the requirement/items without any change in unit price or other terms and conditions
- 4.13 Bidders may quote different rates for different brand against same items.

- 4.14 Director, NESAC at his discretion may select more than one party based on item wise lowest quote and his decision in this regard is final.
- 4.15 NESAC reserves the right not to consider the offer of those bidders, whose service against any other contract has been found unsatisfactory.
- 4.16 NESAC will award the contract to the successful bidder whose bid has been determined to be substantially responsive and as per the requirement of NESAC.
- 4.17 NESAC reserves the right to award the order to qualified party/parties only based on price bid evaluation.
- 4.18 Suppliers/Vendors shall be entirely responsible for all taxes, duties, license fees, octroi, road permit, insurance etc incurred until delivery of the items to NESAC.
- 4.19 a) All taxes/duties/levies whether by Central/State/Local government where legally leviable and intended to be claimed should be distinctly shown separately (in percentage and words) in the tender, otherwise price quoted will be treated as inclusive of all taxes.

While quoting the tender, the tenderer should take into account all the extant statutory deductions under Central/State/Local statutes where legally leviable and show it separately (in percentage and words) and if not separately shown it will be treated as inclusive of all statutory deductions applicable as per the extant statutes.

b) Our's being a Department of Government of India, we are exempted from payment of Excise Duty/Customs Duty.

- 4.20 Materials/items should be free from any manufacturing defect. Items with defect or inferior quality or expired dates items will not be accepted.
- 4.21 Materials/items should be dispatched to NESAC in good condition.
- 4.22 NESAC will not be responsible for any damage during transportation. Damaged materials will not be accepted and will to be taken back by the suppliers/Vendor at their own cost.
- 4.23 Under normal circumstances, short closing /termination of the purchase order is not foreseen. However, in case of continued non performance of the order resulting in inordinate delays in the delivery dates in spite of repeated written request for meeting the delivery schedule, NESAC reserves the right

to terminate wholly or partially the purchase order by giving a notice of not less than a month.

- 4.24 In case of major change in policies of the Government of India, as a result of which NESAC is compelled to curtail its requirement wholly or partially; NESAC and the bidder shall enter into negotiation to mutually agree to terminate the purchase order wholly or partially.
- 4.25 Initially the contract will be valid for one year from the date of first order; it may be extended upon mutual consent or curtail the period of contract as maybe decided by NESAC.
- 4.26 Materials/Items need to be supplied within the specified date mentioned in the order failing which compensation for delay as per clause 4.8 will be imposed.
- 4.27 Arbitration: In the Event of any question, dispute or differences arising under these conditions or any conditions contained in the Purchase Order or in connection with this contract (except as to any matters the decision of which is specially provided for by these conditions) the same shall be referred to the sole arbitration of the Director or any other person appointed by him. It will be no objection that the arbitrator is a Government Servant that he had to deal with matter which the contract relates or that in the course of his duties as a Government Servant he has expressed views on all over any of the matters in dispute of difference. The award of the Arbitrator shall be final and binding on the parties of this contract.

It is a term of this contract: -

a) If the Arbitrator be the Director, NESAC.
in the event of his being transferred or vacating his office by resignation or otherwise it shall be lawful for his successor-in office-either to proceed with the reference himself or to appoint another person as Arbitrator or in the event of his being unwilling or unable to act for any reason, it shall be lawful for the Director to appoint another person as Arbitrator or

b) If the Arbitrator be a person appointed by the Director, NESAC:-

- 4.28 In the event of his dying neglecting or refusing to act, or resigning or being unable to act, for any reason, it shall be lawful for the Director either to proceed with the any reason. It shall be lawful for the Director either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator. Subject as aforesaid, the Arbitration Act 1940 and the rules there under and any statutory Modifications thereof for

the time being in force shall be deemed to apply to the arbitration proceeding under this Clause. The Arbitrator shall have the power to extend with the consent of the Purchaser and the Contractor the time of making and publishing the award. The venue of an arbitration shall be the place as the Purchaser in his absolute discretion may determine. Work under the Contract shall if reasonably possible, continue during Arbitration Proceedings.

- 4.29 Successful tenderer will have to furnish Performance Security of ₹ 30,000/- (Rupees Thirty Thousand Only) in the form of a Bank Guarantee or in any other form as called for by the purchaser towards adequate security for the materials/property provided by the Purchaser for the due execution for the contract.
- 4.30. Packing and Forwarding: The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor.
- 4.31. "The Purchaser reserves the option to give price preference to the offers from Public Sector Units and/or Small Scale/Cottage Industries/Units over those from other firms in accordance with the policies of Government from time to time".
- 4.32 Should a part or whole of systems covered by this order be delayed in delivery due to reasons of Force Majeure which shall include lock-outs, strikes, riots, civil commotions, fire accidents, acts of God and war stoppage of deliveries by Government; refusal of non-receipt of import license for import items, the delivery period referred in their order shall be extended by a period(s) not in excess of duration of such force majeure. Each party undertakes to advise the other as soon as it becomes aware of the circumstances of such force majeure, so that actions under the provisions of this order can be mutually reviewed and agreed upon between the tenderer and NESAC. If the force majeure condition extends over a period of two months both the parties of the order shall mutually discuss and arrive at an agreement for continuation or termination of the contract.
- 4.33 In order to avail of the benefits extended by Government of India to the Micro and Small Sector, please submit attested copy of valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre along with the offer and valid certificate from NSIC.

SECTION 3 – INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER:

1. Tender must be submitted in Two bid system. Envelop A containing Technical bid and Envelop B containing Price bid.
2. The Quotation **MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date** & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
3. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.** Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amount quoted in words shall prevail.
4. Tender should be dropped in the tender box kept in the office of concerned Department / Section or to Indenter. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
5. Quoting of Price (s) : Price quoted should be in Indian Rupees, free delivery at NESAC, Umiam
6. If Price bid is not quoted in PRICE BID as provided in Tender document then, NESAC will Reject Bid along with forfeiting Earnest Money Deposit.
7. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
8. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current E-mail address.

CANCELLATION OF TENDER:

- 1 Notwithstanding anything specified in this tender document, Purchaser / NESAC in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tenders terms.
 - d) To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

VALIDITY OF THE OFFER :

Quotation should be valid for atleast 120 days from the date of opening of the tender.

TRANSFER AND SUBLETTING:

The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

EVALUATION OF OFFER :

1. NESAC evaluate technical and price acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - a) Non- submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, NESAC shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.

SECTION 4 – PRICE BID

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Unit Price (In ₹.)
1.1	Binder Clip	-	Any Good Quality	50 Pkts for each Binder clip				
1.1(i)	51 mm							
1.1(ii)	32 mm							
1.1(iii)	25 mm							
1.1(iv)	19 mm							
1.2	Paper Gem Clip (Plastic coated)	Small-30mm / Big- 35mm		30 Pkts				
2.1	Battery	AA (Pencil)	Red Eveready\ Durocell/OR any Any Good Quality	70				
2.2	Battery	D (Flashlight)		70				
2.3	Battery	AAA		70				
2.4	Rechargeable Battery	AA (Pencil)		15				
2.5	Bond Paper	A4 size 120gsm	JK, Bilt, Modi etc	15 Pkts				
3.1.	Brown Tape	Big 65mtrsx48mm	Apollo/Packwell/ Xtreme	40Nos				
		Medium 30mtrsx35mm		30 Nos				
		Small 33x12mm		30				
3.2	Cello Tape (Transparent)	Big 66mtrsx50mm	Omex/Appollo/P ackwell/Xtreme	50				
		Medium 33mtrsx19mm		30				
		Small 33mtrsx12mml		30				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
3.3	Double Side sticker tape	Big 1 ½"		15				
		Medium 1"		15				
		Small ½"		15				
3.4	Self adhesive PVC electrical insulation tape 18mm x 7mtre x 0.125mm	Black Tape	Any Any Good Quality ISI Mark	6				
		Red Tape		6				
		Green Tape		6				
4.1	Calculator (12 Digit)(100 steps checks auto review & correct facility	12 digits / 100steps / big display / two way power / key rollover / tax / 00 key / normal size	Citizen/Casio	20				
4.2	Scientific Calculator	Standard size (Vertical shape)		6				
5	CD Mailer	100 piece per pack	Any Any Good Quality	20 pkts				
6.1	Blank DVD	4.7 GB 5 DVD per Pack	Moserbaer/Sony etc	50 pkts				
6.2	Blank DVD-R Rewriteable	4.7 GB 5 DVD per Pack	Moserbaer/Sony etc	50 pkts				
7.1	Stick Removable Notes	Big (76 mm x 101 mm), 100 sheets	Any Good Quality	30				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
7.2	Stick Notes (Post It Pad)	Medium 25mm x 3inch, 200sheets (4 colours)	Any Good Quality	30				
		Small 3inch x 3inch, 100 sheets		30				
8.1	Correction Pen	7 ml	Kores/Camlin/ Faber-Castell etc	20				
8.2	Correction Fluid with diluter	15 ml	Kores/Camlin/ Faber-Castell etc	20				
9	Counting Sponge/Damper	Standard Size	Any Good Quality	5				
10	Duster for White Board	Standard magnetic	Any Good Quality	5				
11	Eraser	Small (33mm x 17mm x 10mm)	Apsara Non Dust	20				
12	Glue Stick (non-toxin, washable free)	15gm	Corporate/Kores /Fevistick/ Faber-castell etc	50				
13	Highlighter Pen	Normal Size	Luxor/Faber-castell etc	12 Nos				
14	Triangular Transparent Meeting Name Plates (Table ID)	Size - 7"	Any Good Quality	100				
15	Sharpener (pencil)		Any Good Quality	10				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
16	Pencil	HB/SH (10 Nos per pack)	Apsara/Camlin/Faber-Castell/Classmate/Nataraj	24Nos				
17.1	Paper Punching Machine (Single Punch)	Standard	Kangaro/etc	20				
17.2	Paper Punching Machine (double Punch)	Big	Kangaro/etc	20				
		Medium		20				
		Small		20				
18	Paper Weight (Glass/Crystal)	Standard	Any Good Quality	10				
19	Paper Pin							
	Alpin		Any Good Quality	15 pkts				
	Drawing/Push Pin		Any Good Quality	20 boxes				
	Thump pin		Any Good Quality	20 Boxes				
20	Paper Cutter	Large	Nataraj/Korex/ OR Any Good Quality	20				
		Meduim		20				
		Small		20				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
21	Files							
	1. Box File	For filing double punch A/4-A/3 papers	Any Good Quality	80				
	2. Plastic Flat Files		Any Good Quality	200 Nos				
	3. File Board		Any Good Quality	50Nos				
22	Scissor	Big/Medium/Small	Any Good Quality	15 Nos				
23	Noting Pad (one line)	Regular 15cm/24cm Spiral 15cm/24cm	Neelgagan	300				
24	ID Cover (Transparent Plastic case)	10cmX8cm	Any Good Quality	200Nos				
	ID Tag		Any Good Quality	200Nos				
25	Filing Tag (thread)		Any Good Quality	300 Nos				
27.1	Stapler Pin No.10	No.10,24/6, 23/17-H	Kangaroo/Kores / Any Good Quality	50 Nos				
27.2.	Stapler Pin No.24/6			50				
27.3	Stapler Pin No.23/17-H			10				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year				
28.1	Stapler machine No.10-1M	For the above stated stapler pins (Sl.No.27)	Kangaroo/Kores / Any Good Quality	20				
28.2	Stapler machine No.24/6			20				
28.3	Stapler machine No.5/8" (23/17-H)			20				
28.4	Heavy Duty			03				
29	Conference Folders	Standard (26cmsx38cms)	Jimmy (model 423)	100				
	Transparent plastic folder with holder (Stick)	To accommodated A4 papers (26cmsx34cms)	Any Good Quality	200				
	Transparent plastic Folder	A/4 (26cmsx34cms)	Icon 311	200				
	Transparent plastic Folder	A/4 (26cmsx34cms)	Neelgagan No.520	200				
	Transparent L Shape Folder	A/4	Any Good Quality	20 pkts				
	Transparent Twin envelop Shape Folder (Elegant & Sharp)	A/4	Any Good Quality	100				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
	OHP Sheets (Transparent)	A4 (210mm x 297mm) 100 sheets	Any Good Quality	05 pkts				
30	Sketch Pen	a packet of 12 color	Kores/Camlin/Faber-Castell etc	5pkts				
31	Pen	Blue/Black/Red/Green	Flair Spin Extra Fine pen etc	24Nos				
	Pen	Blue/Black/Red/Green	Cello maxriter (F) etc	24Nos				
	Pen	Blue/Black/Red/Green	Cello Techno Tip 0.6 etc	24Nos				
	Pen (Ball pen ₹ 5-₹ 10)	Blue	Pierre cardin-paris/ Pens in Fashion etc	200				
	Pen (Gell pen ₹ 30-₹50)	Blue	Reynolds premiere™ Gold	200				
	Pen (Pilot pen ₹50-₹100)	Blue	Reynolds Jetter Metallica™ FX	100				
	Pen (Good Quality Ball Pen ₹100-₹200)	Blue	Any good Quality	50				
32	Stick Holder for transparent sheet (Plastic)	A/4	Any Good Quality	300				
33	Permanent Marker	Blue, Black, Red, Green	Reynoldf/Camel/Faber-Castel	20				
	Fine OHP Marker (CD/DVD marker)	Black/Blue	Camel/Luxor/Reynold/Faber castel	20				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
	White Board Marker	Blue, Black, Red, Green	Any Good Quality	20				
34	Pin/Gem Holder (Magnetic)		Gripex/Standard /Kings	15				
35	Envelope	Big/Medium/Small	Good Quality	50 nos				
36	Pen Stand (With/With out Calendar)	2/4 pen	Any Good Quality	30 nos				
37	Poker (Plastic Handle)		Any Good Quality	15				
38	Scale (size spec to be mentioned)	Plastic/Steel	Any Good Quality	15				
39	Xerox Paper/Print out paper (White)	A4 size (75 GSM, 500 Sheets per pack)	Any Good Quality	70				
	Colour A4 paper (Pink/Green etc)	A4 size (75 GSM, 500 Sheets per pack)	Any Good Quality	08				
	Xerox Paper/Print out paper White	A3 (297X420mm, 75 GSM, 500 Sheets per pack)	Any Good Quality	5				
	Xerox Paper (Legal) White & Green	70GSM (21.5 cmX34.5cm)	Any Good Quality	5				
40	Visiting Card Holder		Any Good Quality	10				
41	Sealing Wax	a packet of 8-10 sticks	Any Good Quality	4				
42	Rubber Band	Different Size	Regular/Nylon	300 nos				
43	Stamp Pad	Violet, Black, Red, Green	Faber-castell etc	06 nos				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
44	Stamp Pad Ink	Violet, Black, Red, Green (110 x 70mm)	Faber-castell etc	10				
45	Register	One line/blank	Diplomat/Apsara / any good Quality	30Nos				
	1. No.6							
	2. No.8							
	3. No.10							
	4. No.12							
	5. No.14							
	6. No.16							
46	Table Calender Refill		Any Good Quality	35				
47	Glossy paper	A/4 & A3 100 nos. per packet	Any Good Quality	10 pkts				
48	Photo glossy paper			10 pkts				
49	File Tray		Any Good Quality	12				
50	Facsimile Refill Roll (Fax Film)	Panasonic KX-FA93 (50 M / 164 Ft)		15				
51	Lock	Big/Meduum/Small	Any Good Quality	15				

Sl.No.	Description	Specifications	Make	Estimated quantity of the year	Unit Price (In Rs.)	VAT %	Other charges Specify	Total Price (In ₹.)
54	Carbon Paper (100 sheets)	(210 mmx330 mm)	Kores	05 pkts				
55	Certificate Paper	A4	Any Good Quality	100 nos				

TOTAL (based on present MRP)

Place :

VAT Registration No :

Date :

TIN Registration No :

Signature : Name:

Office Address::

Affix Rubber Stamp:

SECTION 5 – ANNEXURE

ANNEXURE A- 1 : BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of the Bidders :		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Details of the Incorporation of the Company	Date:
		Ref. Document-
5	Valid Sales Tax Registration No.	
6	Valid Service Tax Registration No.	
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	

ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK
Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Date :

The Administrative Officer
North Eastern Space Applications Centre
Government of India, Department of Space
Umiam – 793 103, Meghalaya

Sir,

Ref: RFP No. NESAC/751/2016 dated 28.10.2016 for “Rate Contract of suppliers for supplying Stationery Items

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

ANNEXURE A-3 : DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS

(On Company / firm's Letterhead)

To,

Date :

The Administrative Officer
North Eastern Space Applications Centre
Government of India, Department of Space
Umiam – 793 103, Meghalaya

Sir,

Ref: RFP No. NESAC/751/2016 dated 28.10.2016 for “Rate Contract of suppliers for supplying Stationery Items

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

ANNEXURE A-4 : CLIENT DETAILS

(On Company / firm's Letterhead)

To,

Date :

The Administrative Officer
North Eastern Space Applications Centre
Government of India, Department of Space
Umiam – 793 103, Meghalaya

Sir,

Ref: RFP No. NESAC/751/2016 dated 28.10.2016 for “Rate Contract of suppliers for supplying Stationery Items

I/we hereby mention following list of our clients where our firm had provided our materials timely and in good condition. (Supported by copy of Purchase orders/work orders for your reference:

Sr. No.	Name of Client	Short Description of Work done	Contact Person & Telephone No.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

Encl : As above

**ANNEXURE A-5 : DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

The Administrative Officer
North Eastern Space Applications Centre
Government of India, Department of Space
Umiam – 793 103, Meghalaya

Date:

Sir,

Ref: RFP No. NESAC/751/2016 dated 28.10.2016 for “Rate Contract of suppliers for supplying Stationery Items

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

E Y. 2015 - 2016

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. F Y. 2015 – 2016 . Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

Encl : As above

SECTION 6 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope "A"

- a) Demand Draft for ₹. /- (Rs.) towards cost of Bid document
- b) Demand Draft for ₹. /- (Rs. only) towards Earnest Money Deposit.
- c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- d) Copy of this RFP document duly sealed and signed by the authorized signatory on every pages.
- e) Annexure A1 : Bidder's Information
Annexure A2 : Declaration Regarding Clean Track by Bidder
Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
Annexure A4 : Client's Details
Annexure A5 : Declaration Of Annual Turnover And Income Tax Return

2. Envelope "B"

- a) Commercial Bid :

Your quotation must be submitted in two envelopes **Technical Bid (Envelope A) and Price Bid (Envelope B)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**