

RFP No. EDP/AN/174/Stationery/2016 – 2017

Dated : 19.09.2016

REQUEST FOR PROPOSAL

FOR

RATE CONTRACT FOR
STATIONERY ITEMS



1

सूचना प्रौद्योगिकी एवं प्रणालियाँ

Information Technology & Systems

कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्यकमान)

**O/o The Principal Controller of Defence Accounts (Central
Command)**

करियप्पा मार्ग लखनऊ

CariappaRoad, Lucknow – 226002

Table of Contents

Sl.No.	Contents	Page No.
1	Summary Sheet	4
2	Request for Proposal - overview	5-6
3	Part -I (Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.)	7-8
4	Part II - Essential Details of Items/Services required,.	9
5	Part III - Standard Conditions of RFP	10-13
6	Part IV - Special Conditions of RFP	14-16
7	Part V - Contains Evaluation Criteria and Price Bids issue	17
8	Annexure 'A' -Schedule of Requirement/ Price Bid Format (Financial Bid)	18
9	Annexure:- B - Documents to be attached for TECHNICAL BID Evaluation	19

SUMMARY SHEET

Name of the Department	Defence Accounts Department, Govt, of India, Ministry of Defence (MOD)
Date of Issue of Request for Proposal (RFP)	19.09.2016
Last date and time for Receipt of Proposal	29.09.2016 at 02.00 pm
Date and Time of opening of Technical Bids	30.09.2016 at 11.00 am
Date and Time of opening of financial Bids	04.10.2016 at 11.00 am
Place of Opening of Bids	Conference Hall ,Ist Floor(Front Building), O/o the PCDA(CC)1, CARIAPPA ROAD, LUCKNOW-226002
Address for Communication	ACDA(IT&S),O/o the PCDA(CC), 1, CARIAPPA ROAD, LUCKNOW-226002

Note :

- **Only UP based firms/vendors are eligible to participate in tender.**
- **This bid document is not transferable.**
- **Bids without relevant documents as specified in this Request for Proposal (RFP), shall be summarily rejected.**

REQUEST FOR PROPOSAL

Invitation of Bids for item rate contract for Stationery Items.

Request for Proposal (RFP) No.: RFP NO. EDP/AN/174/Cons/2016-17 DATE: 19/09/2016

1 Bids in sealed cover, **containing separate sealed envelopes for technical and financial bid**, are invited for supply of items listed in Annexure-‘A’ of this RFP. **Please super scribe the above mentioned Title, RFP number, technical/financial and date of opening of the Bids on the sealed cover** to avoid the Bid being declared invalid. Bids received without EMD shall be summarily rejected. **For applicability of EMD please refer to Para 12 of Part-I General Information.**

2. The sealed bids may be dropped in the Tender Box marked as **“QUOTATION FOR STATIONERY ITEMS”**, kept at **Reception** of this office or sent by courier/registered/speed post at the address given below so as to reach by the due date and time:

ACDA (IT&S)
O/o the PCDA(CC)
1, Cariappa Road,
Lucknow Cantt - 226002

For any clarifications regarding this RFP, Sr. Accounts Officer (IT&S) may be contacted at 0522-2451995.

3. This RFP is divided into five Parts as follows:

- a) Part I - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- b) Part II - Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- c) Part III - Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- d) Part IV - Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- e) Part V - Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. **PCDA(CC) i.e. Buyer has also reserves the right to withdraw the RFP, should it become necessary at any stage.**

5. Eligibility

The Firm/Company should have been in existence for at least five years as on 31.03.2016 (in case of mergers/acquisition/restructuring or name change, the date of establishment of the earlier/original Partnership Firm/Limited Company can be taken in to account) **The Firm/company should be registered in UP as authorized Dealer/Vendor/reseller for items listed under Annexure 'A'. The signed latest validity certificate from concern company is required.**

6. DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) applicants whether verbally or in documentary form by or on behalf of PCDA(CC), is provided to the bidder(s) on the terms and conditions set out in this Request for Proposal (RFP) document, and all other terms and conditions subject to which such information is provided.

This Request for Proposal (RFP) is neither an agreement nor an offer and is only an invitation by PCDA(CC) to the interested parties for submission of bids. The purpose of this Request for Proposal (RFP) is to provide the bidder(s) with information to assist the formulation of their proposals. This Request for Proposal (RFP) does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigation and analysis and should check the accuracy, reliability and completeness of the information in this Request for Proposal (RFP) and where necessary obtain independent advice. PCDA(CC) makes no representation or warranty and shall incur no liability under any law, statute, rules or regulation as to the accuracy, reliability or completeness of this Request for Proposal (RFP). PCDA(CC) may in its absolute discretion, but without being under any obligations to do so, update, amend or supplement the information in this Request for Proposal (RFP).

Part I - General information

1. **Last date and time for depositing the bids: 29/09/2016, 02.00 pm**: The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing bids**: Sealed bids should be sent by Courier/speed post/registered post at the address given above so as to reach by the due date and time. The sealed bids may be dropped in the tender box as mentioned in Para 2 at Page 5 of this letter. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered. Title i.e. **“Quotation for Stationery Items”** and date of opening of bids should be mentioned clearly on top of the sealed quotation envelopes.

3. **Time and date for opening of bids: 30/09/2016, 11.00 am for Technical bids and 04/10/2016, 11.00 AM for financial bids.**(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Place of opening bids:**

**Conference Hall, First Floor, Office of the PCDA(CC),
1, Cariappa Road, Lucknow Cantt. - 226002.**

The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representative of firms that have quoted for the tender.

5. **Forwarding of bids** - Bids should be forwarded by the bidders under their original memo / letter pad inter-alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc. and complete postal & e-mail address of their office.

6. **Modification and Withdrawal of Bids**: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between time deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

7. **Clarification regarding contents of the bids:** During evaluation and comparison of bids, the Buyer may, at its, discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

8. **Rejection of bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

9. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting bidder may be removed from the list for the given range of items as mentioned in this RFP.

10. **Validity of bids:** The bids should remain valid till 30/11/2016.

11. **Validity of rate contract:** The rate contract will remain operational for a period of 1 Year from the date of execution of the contract.

12. **Earnest Money Deposit:** - Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 20,000/- (Rs. Twenty Thousand Only)** along with their bids. **The EMD may be submitted in favour of “PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS, LUCKNOW CANTT”** in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the public sector banks, or a private sector bank authorized to conduct government business as per Form DPM-13 (Available in MoD website and can be provided on request). **EMD is to remain valid for a period of forty-five days beyond the final bid validity period.** EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD is not required to be submitted by those Bidders who are registered for the same item/range of products/goods or service with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of Ministry of Defence (MOD) or MOD itself** The bid security/earnest money will be liable to be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect during the period between the deadline for submission of bids and expiry of the bid validity period. No separate order is required for forfeiture of Bid Security which follows on default and should be credited at once to the Government Account.

Part II - Essential Details of Items/Services required

1. **Schedule of Requirements** - List of items / services required is enclosed as Annexure 'A' to this letter. **Only those firms are eligible to bid for supply of computer stationery who have specific authorization/OEM for the Bulk Supply of branded stationery.**

2. **Delivery Period** - This is a rate contract and the supply orders will be placed by the buyer as per the requirements only, during the contract period. The Delivery of the items should be completed **within 07 working days** from the date of supply order. In case the purchaser desires to have deferred deliveries, the purchaser shall specify the same. In such case, the vendor shall deliver the items as per the delivery schedule mentioned by the purchaser in the Supply Order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted deliver period. Extension of contracted deliver period will be at the sole discretion of the Buyer, with applicability of Liquidated Damages (LD) clause. Items will be delivered at the respective offices mentioned in schedule of requirement i.e. Annexure 'A' :

(All Expenses for sending stationery to the above address should be borne by the vendor only)

Part III - Standard Conditions of RFP

The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract to be concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Union of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** Normally the contract shall come into effect on the date of signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated /provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability'/ penalty as the Buyer may deem proper, including but not limited to

termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the total value of goods/services delayed beyond the original date of delivery /completion of supplies/service as indicated in the contract/supply order.

7. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:

- a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than two month) after the scheduled date of delivery.
- b) The Seller is declared bankrupt or becomes insolvent.
- c) The delivery of material is delayed due to causes of Force Majeure by more than three months) provided Force Majeure clause is included in contract.
- d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- e) As per decision of the Arbitration Tribunal.

8. **Notice :** Any notice required or permitted by the contract shall be written in the Hindi/English language and may be delivered personally or may be sent by FAX or registered prepaid mail/airmail, addressed to the last known address of the party to whom it is sent.

9. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.

10. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature

and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

11) Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

12) Taxes and Duties i)

General

- a. If Bidder desires to ask for excise duty or Sales Tax / VAT extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
- b. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
- c. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
- d. If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on this respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- e. Any change in any duty/tax upward/downward as a result of any statutory variation in exercise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

ii) Sales Tax /VAT:

- a. If it is desired by the Bidder to ask for Sales tax/VAT to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidders are inclusive of sales tax and no liability of sales tax will develop upon the Buyer.
- b. On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

iii) Octroi Duty & Local Taxes: Octroi exemption certificate will be provided by the buyer.

Part IV - Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of Performance Bank Guarantee (PBG) is given in Form DPM-15 (Available in Ministry of Defence website and can be provided on request). Performance Bank Guarantee (PBG) will not be required to be submitted, in case of contract value is up to Rupees 2 lakhs.
2. **Option Clause:** The contract will have an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Tolerance Clause** - To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 25% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.
4. **Validity of the rates:** The rates quoted will be valid till **31thOctober 2017**. However, if there is any reduction in prices/taxes in the market is noticed, vendor should pass on the benefit of the reduced prices to the buyer.
5. **Payment Terms:** The payment will be made by Principal Controller of Defence Accounts, Lucknow Cantt through electronic mode (RTGS/NEFT). 100% payment will be made after successful completion of entire supplies against respective supply order. The bank details like account holder name, bank name, bank account number, IFSC Code, MICR Code for E-payment must be submitted with the bill.

6. **Risk & Expense clause:**

- a. Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 30 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.
- b. Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the Buyer's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

7. **Force Majeure clause:**

- a. Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military' operation, blockade. Acts or Actions of State Authorities or any other circumstances beyond the parties' control that have arisen after the conclusion of the present contract.
- b. In such circumstances time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.
- d. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- e. If the impossibility of complete or partial Performance of an obligation lasts for more than 3 (three) months, either party hereto reserves the right to terminate the contract totally or partially upon

giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

8. **Earliest Acceptable Year of Manufacture:** January 2016 with minimum life of one year at the time of delivery of the item. Quality / Life certificate will need to be enclosed with the Bill.

9. **Warranty:** Vendors will provide at least one-year on-site warranty for the Stationery items supplied commencing from the date of Acceptance. During warranty, the vendor will repair/replace without any cost any defective stores. The Buyer may invoke the bank guarantee in case the vendor fails to ensure rectification of defects/ replacement of stores within two weeks of the defect being intimated to you.

10. **Extension of Rate Contract:**The Rate Contract may be extended on the same terms and conditions on year to year basis for upto three years at the sole discretion of the buyer.

11. **Conditions during warranty:** The stationary items should fulfill the following conditions during the warranty.


a. Any failure of the consumable items to meet our requirement of smooth printing on our Printers/taking back up, and/or consumable items which does not meet the requirements shall be treated as non-fulfilling of the conditions of warranty. Such consumable items should be replaced with good and acceptable quality of similar consumable items within a maximum period of 48 hours of lodging a complaint.

b. If the replacement is not received with : a period of ONE WEEK, a penalty at the rate of Rs. 250/- (Rs. Two hundred fifty only) per day will be charged or recovered out of the Bank Guarantee held towards warranty. In case of any stores not supplied for more than seven working days, the purchaser has the option to get the same from any suitable agency at the risk and cost of vendor, which will be deducted from the Bank Guarantee due to vendor. The rejected quantities, after replacement by the vendor, will be taken back by the vendor at his cost. The purchaser shall not be responsible for arranging for any loading or un-loading of such rejected material. Such removing will be done within 48 hours of the replacement with good and acceptable quality of stores.

12. **Repeat Order Clause:** -This contract will have a Repeat Order clause, wherein the Buyer can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, tire cost, terms & conditions remaining tire same. The bidder is to confirm acceptance of tire clause. It will be entirely tire discretion of the Buyer to place the Repeat order or not.

Part V - Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
- a. Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both **technically and commercially**. **Documents to be attached for technical evaluation are mentioned in Annexure - "B"**
 - b. The Lowest Bids (**item wise**) will be decided upon the lowest price quoted for each type of stationary items listed at annexure-'A', by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows:
 - i. Ultimate cost to the buyer would be the deciding factor for ranking of bids.
 - ii. Sales tax and other local levies, i.e. octroi, entry tax etc. would be ignored.
 - iii. The Bidders are required to spell out the rates of VAT, Service Tax, etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.
 - iv. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - v. The Lowest Acceptable Bids (**item wise**) will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer.
 - vi. **The vendor will furnish a certificate to the effect that the rates quoted by him are not above the MRP of the item after including taxes/charges.**
2. **Price Bid Format:** The Price Bid Format is given in Annexure 'A' and Bidders are required to fill this up correctly with full details.

Yours Sincerely

Mohit Sharma
IDAS
GO (IT&S)

ANNEXURE ' A '

Statement of demands and requirement to purchase of Stationary

Sr No	Particulars	GSM	O/O PCDA (CC) Lko	PAO (ORS) AMC Lko	PAO (ORS) 11GRRC Lko	PAO (Ors), 39 GTC, Varanasi	PAO (Ors), DRC, Faizabad	PAO (Ors) RRC Fatehgarh	PAO (Ors) SLI Fatehgarh	AAO (CC), Allahabad	LAO (A) Jhansi	LAO (A) Babina	AAO (CC), Kanpur	Total Quantity Required (Anticipated)	Rate per unit (in Rs)	TOTAL (in Rs.)
1	15X12X01 Paper	70	10000	30000	0	0	0	0	0	0	0	0	0	40070		
2	15X12X02 Paper	70	0	0	0	0	0	0	0	10000	0	0	0	10070		
3	10X12X03 Paper	70	0	0	0	0	750	0	0	0	0	2500	60500	63820		
4	10X12X02 Paper	70	7500	7500	0	0	0	0	0	46500	0	0	30000	91570		
5	10X12X01 Paper	70	0	0	0	0	15000	0	15000	49000	0	0	0	79070		
6	Full Scape Paper	70	150	0	0	0	0	0	0	0	0	0	0	220		
7	A4 Size Paper	70	1150	450	100	150	380	180	120	171	25	80	193	3069		
TOTAL : (₹)																

Documents to be attached for Technical Evaluation

For Annual Rate Contract for supply of Stationery Items to PCDA (CC), Lucknow Cantt.

1. Certificate of Registration
2. Attach copy of NEFT Mandate Form
3. PAN No. (Attach copy).
4. TIN No. (Attach Copy)
5. VAT/Sales Tax Registration No.(Attach copy)
6. Annual financial turnover of the bidder during the last three financial year ending 31st Mar 2016(Audited copy of Balance Sheet), should not be less than Rs.5 Lakhs. (YES/NO)
7. (i) Whether the firm intends to bid for supply of Computer stationary. (YES/NO)

(ii) If yes, please attach latest valid authorization certificate as per eligibility criteria enumerated under pare 5 of RFP at page No. 6
8. (i) Whether the firm registered with CPO (i.e. DGS&D), NSIC, Department of MoD or MoD itself for supply of Computer stationery or consumables (YES/NO)

(ii) If YES, please attach copy of the registration certificate.
(iii) If NO, Details of Earnest Money Deposit Rs. 20,000/- Instrument (Cheque, DD, FD, BG etc.) No. & Date : Drawn on Bank
9. The supplier should be registered with register of firms/companies and should be based at UP only. Certificate of incorporation to be provided.
10. **Declaration:** We hereby declare that the information submitted above are true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us in our quotation is liable to be rejected.
11. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person
Full Name & Designation:

Date:

Seal:

Place: