

TENDER NO. A.11016/4/2015-SDE

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
(MSDE)

2ND FLOOR, SHIVAJI STADIUM ANNEXE BUILDING,
SHAHEED BHAGAT SINGH MARG,
NEW DELHI – 110001

TENDER DOCUMENT

FOR

PROCUREMENT OF STATIONERY, SANITARY AND GENERAL ITEMS

**No. A.11016/4/2015-SDE
Government of India
Ministry of Skill Development and Entrepreneurship**

**2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg,
New Delhi – 110001
18-12-2015**

NOTICE INVITING TENDERS FOR ANNUAL CONTRACT RATE

FOR

PROCUREMENT OF STATIONERY/SANITARY/GENERAL ITEMS

Sealed tenders in Two Bids (Technical & Financial) are invited from interested and eligible firms for Annual Rate Contract for supply of Stationery, Sanitary and General items in the Ministry of Skill Development and Entrepreneurship, New Delhi. List of stationery, sanitary and general items are enclosed in the Annexure to the Tender Document.

Estimated value of the Contract

**Approximately Rs. 15.00 lakhs (Rupees fifteen lakhs only)
(for initial contract period of One Year)**

Contract period: Initially for One Year, extendable from year to year basis, subject to satisfactory performance of the firms during the contract period and subject to maximum of five years (including the initial One Year).

EMD: Rs. 25,000/- (Rupees twenty five thousand only)

Date of Pre-Bid Meeting : 04.01.2016 at 4 PM in the Conference Room of MSDE

Last date of submission of Bid :- 11.01.2016 at 15:00 hrs.

Date and time of opening of Technical Bids:- 11.01.2016 at 16:00 hrs.

For further details and getting the copy of tender document visit our web site (<http://www.msde.gov.in>) or contact the undersigned:

**Deputy Secretary to the Govt. of India
Ph: 23450816**

**New Delhi
Dated: 18 .12.2015.**

Sealed tenders in Two Bids (Technical & Financial) are invited from interested and eligible firms for Annual Rate Contract for supply of Stationery, Sanitary and General items in the Ministry of Skill Development and Entrepreneurship, New Delhi. List of stationery, sanitary and general items are enclosed in the Annexure to the Tender Document.

Estimated value of the Contract

**Approximately Rs. 15.00 lakh (Rupees fifteen lakh only)
(for initial contract period of one year)**

Contract period: Initially for one year, extendable from year to year basis, subject to satisfactory performance of the firms during the contract period and subject to maximum of five years (including the initial one year).

EMD: Rs. 25,000/- (Rupees twenty five Thousand only)

Last date of submission of Bid : 11.01.2016 upto 15:00 hrs

Date and time of opening of Technical Bids: 11.01.2016 upto 16:00 hrs

PROCEDURE FOR SUBMITTING TENDERS

1. Tenders would be received in TWO BIDS system;
(a) Technical Bid and (b) Financial Bid
2. Financial bids of only those bidders would be opened who fulfil the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee.
3. (a) Technical Bid duly signed and EMD should be put in one separate cover and wax sealed (Cover-A). This cover should be super-scribed as:

“TECHNICAL BID FOR SUPPLY OF STATIONERY ITEMS”

- (b) Financial Bid should be put in another separate cover and wax sealed (Cover-B). This cover should be super-scribed as:

“FINANCIAL BID for Supply of Stationery Items”

4. Both the envelopes containing the Technical Bids and the Financial Bids should be put in the third envelope (C) duly sealed.
5. The Offer/Tender should be dropped in the locked Sealed Tender Box kept at Reception area of the Shivaji Stadium Annexe Building, 2nd Floor, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi – 110001. The tender should be dropped latest by **15:00 Hrs. 11.01.2016**. Tender Box will be opened at **16.00 Hrs. sharp on 11.01.2016** by the duly authorized Officer / Team of officers of SDE in the presence of all such bidders who wish to be present. **Late/delayed offers shall not be opened/entertained under any circumstances.** Offers received by due time and date will be opened.

6. Tenders/Offer received shall be processed in two parts. All information and documents contained in Cover-A, mentioned in above shall be deemed to be the Technical Bid. **In the event, prices are indicated by the party in the Technical Bid, the Offer shall stand rejected.** Details furnished in the Technical Offer shall be assessed/evaluated by a Committee appointed for the purpose. Financial Bids (Cover-B) of only those bidders/Parties shall be opened at a later date whose Technical Offers are found valid, eligible, acceptable and suitable as per requirements in the opinion of the aforesaid Committee/Competent Authority. Tenderers who have qualified in the Technical Bids will be informed for Financial Bid opening date and time and their Financial Bid will be opened in the presence of authorized representatives of the technically qualified tenders, who wish to be present on the occasion.

Technical Bids should be accompanied by EMD of Rs. 25,000/-.

The firm should fulfil all other essential conditions/requirements mentioned in this tender document.

IMPORTANT INFORMATION

1.	Purchaser	The President of India
2.	Consignee	Ministry of Skill Development and Entrepreneurship, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi -110001.
3.	Period of Contract	one year from the date of conclusion of Rate Contract. Contract period may be extended on year to year basis for a maximum period of five years including the initial one year contract, subject to satisfactory performance of the firms.
4.	Firm & Fixed Rates	(a) Rates should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name is specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected. (b) The Firms should give a declaration alongwith their Technical Bids that rates quoted in their Financial Bids are firm/valid for a minimum of 4 months from the date of opening of the Tender.
5.	Non-Transferability	This tender is non-transferable.
6.	Terms & Conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Ministry.
7.	Earnest Money	An amount of Rs. 25,000/- has to be deposited in the form of Demand Draft, Pay Order / Banker's Cheque in favour of DDO, Ministry of Skill Development and Entrepreneurship, New Delhi while submitting the tender. Tenders received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of MSDE.
8.	Performance Security	Successful bidder who are awarded the Annual Rate Contract on the basis of this Tender Enquiry shall be required to furnish a Performance Security of Rs.1,00,000/- (Rupees one Lakh only) in the form of Demand Draft or Pay Order/Banker's Cheque in favour of PAO, Ministry of Skill Development and Entrepreneurship, New Delhi.

9.	Prescribed Forms	Only Tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.
10.	Late/Delayed Tenders	Tenders received after closing date and time prescribed in this tenders enquiry shall NOT be accepted under any circumstances.
11.	Purchasers Rights	This Department reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12.	Evaluation & Award of Contract	(a) Contract shall be awarded to the firm(s) offering the lowest/net bundled price (Schedule wise) and not with reference to the lowest prices quoted for the sub-items. However, price for each and every item for each schedule must be quoted without which the tender shall not be accepted. In case price of any specific item or items in a Schedule is unreasonable vis-à-vis market price, the Committee may exclude such item or items from the scope of supply.
		(b) The Department will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per category-wise – A, B, C, D & E as indicated at (a) above.
		(c) Notwithstanding the above, the Department reserves the right to Seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
		(d) The tenderer(s) whose rate is accepted will be notified for the award of contract by the Ministry prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.
		(e) In case two firms offering the lowest evaluated prices (Category-wise), then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item-wise on L1 basis.
		(f) While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from MSDE at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.

Signatures of the bidder

GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the Terms & Conditions and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders should be submitted in duplicate. Duplicate copy of the tender set should contain the same sets of documents as enclosed with the original tender.
5. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
6. Tenderers are requested to enclose a copy of their valid certificate of **PAN No.** with their tender.
7. Tenders received without EMD amount by way of DD or Pay Order/ Banker’s Cheque in the name of DDO, Ministry of Skill Development & Entrepreneurship, New Delhi will not be considered at all.
8. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
9. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in MSDE will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11. Late/delayed tenders received in MSDE due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Deputy Secretary (Admn.) will be taken as standard and decisive.
12. Tendering firms are at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorised to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorised to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.
13. The Envelope containing the “Technical Bid” should have the following documents/information:
 1. Name & Address of the firm with proof :-
 2. Registration /Dealership Certificate.
 3. Attested Copy of Proof of Registration for Supply Contract existing with other Government/Semi-Government/PSUS etc.
 4. Certified copy of PAN Card
 5. Sale Tax/VAT Registration Certificate
 6. Postal Address/Telephone/FAX/E-Mail of the Firm:-
 7. Name of the Bank & Account No.
 8. Bank Statement with P&L Account No. for the last one year :
 9. Copy of IT Return for the last 3 years:
 10. Annual turn over of the firm during the last 3 years :-

Signatures of the Bidders

TERMS AND CONDITIONS

The Rate Contracts shall be valid for the period of two years from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage. Based on the expenditure incurred during the current year, contract value for the proposed R/C period are expected to be around Rs. 15 lakhs.

2. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.1,00,000/-(Rupees one lakh only) through Demand Draft or in the form of a Bank Guarantee from any Nationalised Indian Bank within 15 days of the award of the Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall stand forfeited.

3. MSDE reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.

4. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the Ministry of Skill Development & Entrepreneurship after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.

5. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Head of the Department . Appeal against the decision of the HOD will lie to the Joint Secretary (Administration), MSDE.

6. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Delhi only.

7. Intending Tenderers will have to furnish a copy of their PAN No., Sale Tax Registration Number(proof to be attached), Audited Balance Sheets for the Financial Years 2012-13, 2013-2014 & 2014-2015.

8. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a) a "sole proprietor" of the concern or constituted attorney of such sole proprietor;
- b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

Signatures of the bidder

NOTES:

1. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
2. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
3. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, MSDE may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
4. The tenderer **should sign at each page of the tender and all its Annexures**. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
5. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned. This declaration may be furnished in the format given in **Annexure – 2** attached to this Tender Document.
6. **Offering of lowest prices to MSDE:**
 - 6.1 The prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organisation(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed.
 - 6.2 If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organisation(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the MSDE and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
 - 6.3 The Contractor shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract.

“I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to MSDE under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organisation(s) including the purchaser or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to MSDE.”

7. Indenting Authority : Ministry of Skill Development & Entrepreneurship, New Delhi.
8. Consignee: General Section, Ministry of Skill Development & Entrepreneurship, New Delhi
9. Terms of Delivery: Door delivery at MSDE, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi-110001. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.
10. Delivery period : Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
11. Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
12. Despatch instructions : Stores are required to be delivered at the MSDE premises on free delivery to the consignee's premises, freights/transportation paid basis.
13. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
14. **GUARANTEE/ WARRANTY:**

The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of installation of the said goods/stores/articles to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or approved the said goods /stores/articles, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

Signatures of the bidder

15. All firms are required to submit the Performance statement for the year 2014-2015 in respect of Stationery and General items supplied to Central Government offices at New Delhi. Performance Statement must be submitted in the format enclosed at **Annexure-1** to this tender document
16. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments upto date.
17. **Duties & Taxes**
- a) **Sales Tax:** Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
- b) **Octroi Duty and Local Taxes:** Normally the stores supplied to Government Departments against Government Contracts are exempted the from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of Exemption Certificate from authorized officers. As the tenderers are requested to quote their prices on F.O.R. destination, door delivery basis, Octroi Exemption Certificate will *not* be issued by this Department and any separate charges for Octroi & local taxes will be borne by the supplier himself only.
18. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).
19. The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.
20. The decision of the MSDE shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.
21. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

Signatures of the bidder

ANNEXURE-I

CATEGORY-A

S.No.	Description of the Items (Stationery)	Make / Brand / Specification	Unit	Price Quoted Rs.
1.1	Correcting Fluid	Camlin /Kores	Set	
1.2	Non-Dust Eraser (Pencil)	Apsara	No.	
1.3	Pencil Lead (10 in a box)	Natraj	Box	
1.4	Pencil Shorthand (10 in a box)	Apsara	Box	
1.5	Sharpener with Cap	Natraj	No.	
1.6	Cello Ordinary Refil	Cello Gripper	No.	
1.7	Ball Pen Ordinary (10 in a pkt.)	Cello Gripper	No.	
1.8	Ball Pen Reynold 0.45	Reynolds	No.	
1.9	Ball Pen Jotter (Good Quality)	Perform/flair	No.	
1.10	Jotter Refil (pointed tip)	Perform	No.	
1.11	Pilot Pen (V-5)	Luxor	No.	
1.12	V5 Signature pen (blue/ black)		No.	
1.13	Pilot pen V-10		No.	
1.14	Pilot Pen (0.5)	Luxor	No.	
1.15	Ball Pen Holder (Jotter)	Link	No.	
1.16	Add gel Pen	Achiever	No.	
1.17	Uniball Pen	Uniball	No.	
1.18	Stamp Pad	Supreme	No.	
1.19	Stamp Pad Ink	Supreme	Bottle	
1.20	Gum Bottle (150 ml.)	Camel	Bottle	
1.21	Gum Bottle (300 ml)	Camel	Bottle	
1.22	Gem Clip (in box)	Plastic quoted	Box	
1.23	All Pin	Apex	Packet	
1.24	Punch – Single	Kangaroo	Per Piece	
1.25	Punch – Double	Kangaroo	Per Piece	
1.26	Stapler HD-10 D	Kangaroo	Per Piece	
1.27	Stapler HD-45	Kangaroo	Per Piece	
1.28	Stapler Pin No. 10 1M	Kangaroo	Box	
1.29	Stapler Pin No. 24/6	Kangaroo	Box	
1.30	Heavy duty Stapler DS-12S/17	Kangaroo	Per Piece	
1.31	Heavy Duty Staple Pin (23/17)	Kangaroo	Box	
1.32	Cello Tape (1/2" x 65 mtrs.)	Omex	Per Piece	
1.33	Cello Tape (1/2" x 50 mtrs.)	Premier	Per Piece	
1.34	Shorthand Note Book	Swaraswati / Bittoo	No.	
1.35	Color flag (tri-color) 3x3"	De'smat / Promote	Per Pad	
1.36	Self sticking yellow Slip (3" x 4"/ 76mm x 102mm)	De'smat / Promote	Per Pad	
1.37	Permanent Marker Product No.970	Luxor	Per Piece	
1.38	White Board Marker	Luxor	Per Piece	
1.39	Steel scale 12"	Elora	No.	

1.40	Ruled Register (192 pages) (Hard board cover)	Neel Gagan / Bharat	No.	
1.41	Ruled Register (288 pages)	Neel Gagan / Bharat	No.	
1.42	Ruled Register (384 pages)	Neel Gagan / Bharat	No.	
1.43	Yellow slip Rural 3"x4"			
1.44	File leather box with wheel			
1.45	Ring Folder (2D)	Solo		
1.46	Ring Folder (3D)	Solo		
1.47	Index file box			
1.48	Thick board/ separator with printing (A4 size)			
1.49	File movement Register			
1.50	Attendance Register			
1.51	Diary Register			
1.52	Peon Book			
1.53	Assistant Diary Register			
1.54	Stock cum distribution Register			
1.55	Extension Board (5 Amp)			
1.56	Extension Board (15 Amp)			
1.57	Remote Bell (cona)			
1.58	Remote bell (baoji)			
1.59	Multiplug (5 amp)	Anchor/ cona		
1.60	Multiplug (15 Amp)	Anchor/ cona		
1.61	Wire (2 coir)		Per met.	
1.62	Wire (3 coir)		Per met.	

Signatures of the bidder

CATEGORY-B

Sl.No.	Name of the Items	Make/Brand/Specification	Unit	Price Quoted Rs.
2.1.	Pen Stand (4 Socket) Product No. 1439	Kebica Stationery	Per Piece	
2.2	Pen Stand (2 Socket) Product No. 202	Kebica Stationery	Per Piece	
2.3.	Desk Calender Stand Product No. 4	Kebica Stationery	Per Piece	
2.4.	White Duster (36" x 36") Fine quality Cotton	As per sample	Dozen	
2.5.	White Duster (24" x 24") - do -	-do-	Dozen	
2.6.	Yellow Duster (36" x 36") Grade „A“	-do-	Dozen	
2.7.	Yellow Duster (24" x 24")- do -	-do-	Dozen	
2.8.	Tag (White)(200 tags pack)	-do-	Bundle	
2.9.	Dak Pad	Neelgagan	Per Piece	
2.10.	Slip Pad with Print of 25 pages	As per Sample	Per Pad	
2.11.	Spiral Pad (50 Sheets, A5 size)	Shipra/Neelgagan	Per Pad	
2.12.	Spiral Pad(50 Sheets, A4 size)	Shipra/Neelgagan	Per Pad	
2.13.	Towel : 24x 48 27x54 30 x 60 Hand Towel	Bombay Dying	Piece	
2.14.	Soap (150 gm.)	Lux	No.	
2.15.	Match Box (10 Boxes in a Packet)	Ship	Packet	
2.16.	Extra Strong Thread Ball (gm.)	Ambika Make	Roll	
2.17.	File Tray	Kebica/Brite	No.	
2.18.	Heavy duty Cell, R-20	Red Eveready	No.	
2.19.	Pencil Cell, AA R-6	Red Eveready	No.	
2.20.	Dura Cell AAA (2 cells in a set)	Dura Cell	Set	
2.21.	Candle (6 in a box)	Tiger	Box	
2.22.	Sealing Wax (10 in a box)	National 3 star	Box	
2.23.	Glue Stick (15g.)	Kores	Per Piece	
2.24.	Gloliter (5 in a set)	Luxor	Set	
2.25.	Sketch Pen (OHP)(5 in a set)	Luxor	Set	
2.26.	Sketch Pen (12 Pc. Set)	Faber Castle	Set	
2.27.	Packing Tape (Brown) (2 ½" x 65 mtrs.)	Wonder	Roll	
2.28.	Packing Paper (Brown) (29 x 44 cm.)	100 gsm star mills	100 Sheets	
2.29.	Packing Cloth (white Markin)	As per sample	Meter	
2.30.	Malaysia (Grey)	As per sample	Meter	
2.31.	Glass Tumbler Plain	Yera	Per Piece	
2.32.	Glass tumbler Borosil	Borosil	Per Piece	

Signatures of the bidder

ANNEXURE-III**CATEGORY-C**

Sl. No.	Name of the Items	Make/Brand/ Specification	Unit	Price Quoted Rs.
3.1.	Envelop (white/brown) SE-5 printed	As per sample	100 Nos.	
3.2.	Envelop (white/brown) SE-6 –do-	As per sample	100 Nos.	
3.3.	Envelop (white/brown) SE-7 –do-			
3.4.	Envelop (white/brown) SE-7A –do-			
3.5.	Envelop (white / brown) A4 -do-			
3.6.	Window Envelop white SE-5 printed	As per sample	100 Nos.	
3.7.	Window Envelop white SE-6 printed	As per sample	100 Nos.	
3.8.	Window Envelop (white/brown) SE-7 –do-	As per sample	100 Nos.	
3.9.	Window Envelop (white/brown) SE-7A –do-	As per sample	100 Nos.	
3.10.	Printed File size Envelop Brown / white with cloth lining	As per sample	100 Nos.	
3.11.	Printed Book size Envelop Brown with cloth lining	As per sample	No.	
3.12.	Plastic folder with print	L shape single side transparent	10 Pcs.	
3.13.	Plastic folder with print	Solo double side transparent	10 Pcs.	
3.14.	File Cover Printed	As per sample	10 Pcs.	
3.15.	File Board	As per sample	10 Pcs.	

Signatures of the bidder

ANNEXURE-IV**CATEGORY-D**

S.No.	Description of the Items	Make / Brand / Specification	Unit	Price Quoted Rs.
4.1	Typing Paper (A-4 size)	Century	Ream	
4.2	Photocopy Paper (A-4 size)	J.K.Mills. 75 gsm	Ream	
4.3	Photocopy Paper (A-3 size)	J.K.Mills. 75 gsm	Ream	
4.4	Full Scape Paper	J.K.Mills. 75 gsm	Ream	
4.5	Royal Executive bond paper (A-4 size)	Bilt, 100 gsm	Ream	
4.6	Glossy paper	Desmat, 180 gsm	Pack of 50 Sheets	
4.7	Glossy paper	Desmat, 254 gsm	Pack of 50 sheets	
4.8	Photoglossy Paper A-4 Size, Product No. PG-230A 450	Oddy	Box	
4.9	Note Sheet (A-4 size) Green, 100 sheet	80 GSM. Ballarpur		
4.10	Cup & Saucer (Bone china)	Seashell	Per pc	
4.11	Full Plate (Bone china)	Seashell	Per pc	
4.12	Half Plate (Bone china)		Per pc	
4.13	Water Glass (borosil)	Borosil	Per pc	
4.14	Table Spoon (Steel)		Per pc	
4.15	Tea Spoon (Steel)		Per pc	
4.16	Fork (Steel)		Per pc	
4.17	Electric Kettle (1.2 lt bajaj)	Bajaj	Per pc	
4.18	Serving Tray (Medium/ big)	Good quality	Per set	
4.19	Coaster (acrylic/ plastic)			
4.20	Coaster (wooden)		Per set	

Signatures of the bidder

ANNEXURE-VCATEGORY-E

S.No.	Name of the Items	Make / Brand / Specification	Unit	Price Quoted Rs.
5.1	Broom Phool (Product No.555)	Deepak Jyoti	10 Piece	
5.2	Broom Nariyal	As per sample	10 Piece	
5.3	Broom Stick with handle	-do-	Set	
5.4	Wiper with handle	Gold Star	Set	
5.5	Floor Duster (36 x 36)	As per Sample	Dozen	
5.6	Room Freshener (200 ML)	Yardlay/Lavender	Bottle	
5.7	Car Freshener	Freshco	10 Nos.	
5.8	Colin (500 ML.) Spray	Rekiit Benckiser	No.	
5.9	Phynele (5 ltrs. Tin/Jar)	Bengal/Gainda	Tin/Jar	
5.10	Finit Spray (5 ltrs. Tin)	HP Brand	Tin	
5.11	Cleanzo (5 litre)	Metropol India	Jar	
5.12	Acid (5 ltrs. Jar) Muriatic	-	Jar	
5.13	Homacol (5 ltrs. Jar)	Homacol	Jar	
5.14	Homacol (20 ltrs. Jar)	Homacol	Jar	
5.15	Fem Liquid Soap (5 ltrs. pack) Pink color, Rose odour	Fem	Jar	
5.16	Dettol Liquid Soap (ml.)	Dettol	Bottle	
5.17	Herpic (ml.)	Herpic	Bottle	
5.18	Herpic Flush (2 pieces in a set)	Herpic	Set	
5.19	Vim Powder (1 kg. pack)	Vim	Kg.	
5.20	Fena Washing powder (1 kg. pack)	Fena	Kg.	
5.21	Sanitary cubes (per packets)	Bengal Chemicals	Packet	
5.22	Odonil 100 gms.	Odonil	Packet	
5.23	Brasso (500 ML. pack)	Brasso	Bottle	
5.24	Min Polish (100 ML.)	Rekiit Benckiser	Bottle	
5.25	Silvo Polish(100 ML.)	Rekiit Benckiser	Bottle	
5.26	Napthalene Balls (1 Kg. pack)	Sunny	Kg.	
5.27	Hockey Brush (Plastic Nylon)	As per Sample	Per Piece	
5.28	Toilet Roll (mtr.)	Daffodil	Roll	
5.29	Tissue Paper Box (mtr.)	Wintex	Box	
5.30	Bucket (20 ltrs.)	Wonder	Per Piece	
5.31	Dustbin	Wonder	Per Piece	
5.32	Water Jug (1 ltr.)	Wonder	Per Piece	
5.33	Sutli Ball (Jute/Plastic)		Ball (Per Kg.)	
5.34	Garbage Bag (Big Black) (for 70 Ltrs. Drum)		Per Bag	

Signatures of the bidder

PERFORMANCE STATEMENT FOR THE YEAR 2014-2015

Name of the firm.....

1	2	3	4	5	6	7	8
Contract No.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay

Signatures of Bidder

DECLARATION

From:-

M/s.....

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To

The Deputy Secretary, Admn.
Ministry of Skill Development & Entrepreneurship,
Shaheed Bhagat Singh Marg,
New Delhi-110 001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Supply Orders.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the MSDE, New Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Designation with Seal of the Firm

Dated