



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & IT
DEPARTMENT OF TELECOMMUNICATIONS
O/O CONTROLLER OF COMMUNICATION ACCOUNTS
M.P. TELECOM CIRCLE, 1ST FLOOR DOORSANCHAR BHAWAN, BHOPAL-462 015**

BID DOCUMENT

**OPEN – E TENDER FOR
SUPPLY OF STATIONERY ITEMS
O/o THE CONTROLLER OF COMMUNICATION ACCOUNTS
M.P. TELECOM CIRCLE, 1ST FLOOR, DOORSANCHAR BHAWAN, BHOPAL-462 015**

Tender No: **CCAMPT/ADMIN/Stationery/16-17** Dated: 09-02-2017

Not transferable

ORDER FOR ARRANGEMENT OF DOCUMENTS

1. Application –Bid and declaration;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last one year.
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest Income Tax return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Certified documents in support of entries in column of Qualifying Bid application;
8. Copy of the terms and conditions of the Tender Document with each page duly signed and sealed by the Agency itself or authorized signatory of the agency in token of their acceptance.

NB:- All copies must be attested by a Gazetted officer.

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कार्यालय
नियंत्रक संचार लेखा
संचार एवं सूचना प्रौद्योगिकी मंत्रालय,
प्रथम तल, दूरसंचार भवन,
होशंगाबाद रोड, भोपाल-462015,
फोन 2765466 फैक्स 2767666



भारत सरकार
Govt. of India

OFFICE OF
Controller of Communication
Accounts
Ministry of Communication & I.T.
First Floor Door-Sanchar Bhawan,
Hoshangabad Road, Bhopal – 462 015,
Phone: 2765466, Fax: 2767666

No. CCA/MPTC/Admn./Stationery/2016-17/

Dtd. 09/02/2017

Notice Inviting E-Tender

Subject: Procurement of Stationery and non-stationery items for a period of one year.

For and on behalf of the President of India online Tenders are invited for purchase of stationery and non-stationery items as per the list enclosed as Annexure III. The yearly consumption of the stationery as well as non-stationery items would be approximately ` 2.50 lakh. Interested parties may download the tender document and the Financial Bid from the site <http://eprocure.gov.in> or ccamp.nic.in and after completion of the needful may upload the same on the site <http://eprocure.gov.in> " The Tender and Financial Bid completed in all respects should be uploaded on to the CPP Portal latest by 06-03-2017 before 18:00. The e tenders will be opened on 08/03/2017 11:00 hours.

The tenders are in two parts. First part containing specifications and allied Technical details mentioned in the Tender Document uploaded and other part will be Price Schedule of the various items i.e. the Financial Bid. The technical bid of the e tenders will be opened on the date as mentioned above by a duly constituted Tender Evaluation Committee. On satisfying of the technical bid by the TEC, the report of which will be uploaded on the CPPP site, the financial bid containing the rate of various items will be opened on a suitable date later on by the TEC and its report will also be uploaded on the CPPP site.

The tenderers are required to pay Rs. 200- (Rs. Two Hundred Only) as cost of the Tender Document and EMD Rs. 5,000- (five Thousand Only) in the form of the Demand Draft in favour of the Sr.A.O. (Cash) payable at Bhopal and be submitted to the CCA (Admn.) Room No. 111 First Floor Doorsanchar Bhavan Bhopal up to **18:00 hours on 06/03/2017**. The photocopies of such D.Ds. may also be uploaded along with the Tender Document i.e Technical Bid. In absence of the D.Ds. for the cost of the Tender Document and EMD the tender will be rejected summarily.

A hard copy of the Bid Document, duly signed and sealed by the tenderer, in a sealed envelope may be dropped in a locked box kept in the chamber of ACCA (Admn.).

The system of procurement of stationery and non-stationery items can be continued/renewed for further years(s) subject to satisfaction of the department and on mutual consent of both the parties subject to the conditions/rules framed by the Government of India from time to time.

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TENDER NOTICE FORM

For providing stationery items in O/O the CCA MPTC Bhopal

SN	Activity Description	Time Schedule
1	Tender No.	CCA/MPTC/Admn.Stationery /2016-17 Dtd. 09/02/2017
2	Cost of Tender document	Rs. 200/-
3	Estimated cost of tender	Rs. 2.5 Lakhs including all types of other charges and taxes as applicable.
4	Download of Tender Document	From 18:00 Hrs. of 09/02/2017 to 18:00 of 06/03/2017
5	Last date and Time of Receipt (Upload) of tender document	18:00 Hours of 06-03-2017
6	Amount of EMD to be deposited.	Rs. 5000/-
7	Security Deposit	5% of approved cost of the Tender
8	Time and Date of Opening of Tender / Bid	11:00 Hours of 08.03.2017
9	Validity of tender	90 days from the date of Opening
10	Items to be provided	Stationery items as and when required as in Annexure II
11	Date of issue of DD for Cost of Tender Document and the EMD (To be filled by the Bidder)	
12	Issued in favour of (To be filled by the Bidder)	
13	Duration of contract	One year from the date of award of contract which may be further extended for a period of one year on the same rates, terms and conditions.


(.....)
ACCA (Admin)

General Terms and Conditions.

Subject : Notice Inviting e- Tender for Stationery and Non-Stationery items for the Department of Telecom, Door Sanchar Bhawan, Bhopal.

1. Parties

The parties to the contract are the contractor (the tenders to whom the work have been awarded) and Government of India through Dy CCA, Department of Telecom on behalf of the President of India.

2. Address:

For all purpose of the contract including arbitration there under the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by Registered post with acknowledgment due to the Department of Telecom. The contractor shall be solely liable for the consequence of any omission or error to notify in change of address in the aforesaid manner.

3. Earnest Money

Earnest Money of `5000/ (Five thousand only) must be deposited by bidder The earnest money shall be in the form of Demand Draft from any nationalized bank payable at Bhopal in favour of Sr. AO (Cash) O/o CCA MP Telecom Circle, Bhopal valid for 90 days from the date of tender opening. Scanned copy of the Demand drafts may be uploaded along with the Tender Document. Cheque will not be entertained.

No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.

Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.

The Tenders without Earnest Money will be summarily rejected.

No claim will be raised against Government/Department in respect of erosion in value or interest on the amount of EMD or security whatsoever.

3. Preparation and Submission of Tender:

The tender should be submitted online in two parts, namely: (i) Technical Bid and (ii) Commercial Bid. The scanned copy of duly filled up Tender Document along with copy of the Demand Draft for EMD shall be uploaded along with all papers of the tender document of the Technical bid. The bidders will also download the Commercial bid from the above site and after quoting the prices of the itmes will upload the same on to the site <http://eprocure.gov.in> along with the uploading of the Technical Bid.

5. Signing of Tender:

Individual signing the tender and other document concerned with contract must specify whether he/she sign as

- (a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- (b) In case of partnership of firm he/she must have authority to execute the 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 or Directors of the Company, if it is a company.

N.B

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by 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 the case of partnership, firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.

(3) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it found that the person so signing had no authority to do so, the Secretary, Department of Telecom may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damaged under the civil and criminal remedies available.

(4) The Tenderer should sign and affix his/her firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by the Tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.**

5 **Technical bid :** The Tenderer should submit the technical details as per Annexure-I of Contract form.

5(a) **Financial bid:** It should first be downloaded from the site <http://eprocure.gov.in> and the price quoted should be consolidated price that is inclusive of the taxes and shall be fixed and final. Taxes, if any to be paid need to be duly indicated in the bid, otherwise no extra payment would be made on the account. At the time of payment Income Tax or any tax payable shall be deducted at sources. And thereafter upload the same to the said site.

6. **Opening of Tender:**

The tenders submitted online will be opened on 8th March 2017 and while opening of such e tenders the presence of the tenderes is not required. Immediately after opening of the received tenders the opening summary will be uploaded on the site. After opening of these tenders the print out of the same will be handed over to the " Technical Evaluation Committee " constituted in this office and report of the same will be uploaded on the site as soon as the same is submitted by the said Evaluation Committee. The report of the Technical Evaluation Committee will contain admittance / rejection of the tenders received with reasons for such admittance/ rejection.

7. **Validity of the bids:**

The bids shall be valid for a period of 90 days from the date of opening of the tender.

8. **The e- payment clause:**

The bill in triplicate may be sent to this office for settlement after delivery of the material has been effected satisfactorily. The bill should have full particulars of the item(s). The e- payment will be made within one month from the date of receipt of the bill(s). More details about payment may please be gone through at para 15 below. All the payment will be made electronically for which the successful tenderes will have to furnish Bank details of the payee containing Name of the Bank, Branch Name, IFSC code of the Bank and Accounts No. for this the tenderer may also submit a cancelled copy of cheque book.

9. **Communication of Acceptance/Right of Acceptance.**

The Department of Telecom reserves all right to reject any tender including of those tenders who fails to comply with instructions with assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Department of Telecom in this regard will be final and binding.

10.(i) The tender will be evaluated on overall L1 basis.

10.(ii) Any failure on part of the contractor to observe the prescribe procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

10.(iii) Successful Tenderers will be informed of the acceptance of his/her tender electronically and by letter as well. Necessary instruction regarding the amount and time for providing Security Deposit, if any, will be communicated.

11. Performance Security

The successful Tenderer will be required to furnish 5% of the contract value or ₹10,000 (Rs. Ten Thousand) whichever is more, as Security Deposit by Demand Draft in favour of Sr.AO (Cash) O/O The CCA Bhopal payable at Bhopal only in CCA MPTC Bhopal and produce the receipt (ACG 67) in original to the Department within 7 days from acceptance of the tender or alternatively through furnishing a bank guarantee of any nationalized bank for the period of one and half year from the date of award of the contract.

The security deposit can be forfeited by order of the Department of Telecom in the event of any breach or negligence on non-observance of any condition of contract or for unsatisfactory performance. On expiry of the contract, such portion of the said security deposit as may be considered by Department of Telecom sufficient to cover any incorrect or excess payment made on the bill to the firm shall be retained.

12 Period of Delivery:

Delivery of goods shall be made by the supplier within 2 weeks of placing of purchase order. However, in case of emergent requirement he/she has to supply the required quantity of goods within 24 hrs of placing of purchase order. The supply should be normally on quarterly basis.

13 Liquidated Damages

13(i) The date of delivery of the Store, stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should however, deliveries be made after the expiry of contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage under clause 13(ii) below.

13(ii) Should the supplier fails to delivery the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of delayed supply for each week of delay or part thereof for a period up to 4 (four) weeks and thereafter at the rate 1% of the value of the delayed supply for each week of delay or part thereof for another 4 (four) weeks of delay. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.