



Govt. of India
National Disaster Management Authority
“NDMA Bhawan”, A-1, Safdarjung Enclave,
New Delhi – 110 029

File No. 1-13/2011-G&C Dated 11 .2.2013.

TENDER

FOR SUPPLY OF STATIONERY AND GENERAL ITEMS IN NATIONAL DISASTER
MANAGEMENT AUTHORITY, NEW DELHI.

(Visit us at www.ndma.gov.in)

Not transferable
Price of Bid Document: 500.00
Total Number of Pages: 31

cost

TABLE OF CONTENTS

Section	Title	Page No.
Section I	Notice Inviting Tender	3-4
Section II	Instructions to Bidders.....	5-13
Section III	General Commercial Conditions of the Contract	14-15
Section IV	Schedule of requirements	16
Section V	List of Items.....	17-19
Annexure I	Format for Contract Form.....	20
Annexure II	Format for Bid Form.....	21
Annexure III	Format for Performance Security Bond Form.....	22-23
Annexure IV	Format for Letter of authorization for attending bid opening	24
Annexure V	Price Schedules.....	25-29
Annexure VI	Checklist for documents to be submitted (Technical)	30
Annexure VII	Checklist for documents to be submitted (Financial)	31

SECTION – I

NATIONAL DISASTER MANAGEMENT AUTHORITY A-1, Safdarjung Enclave. New Delhi - 29

File No. 1-13/2011-G&C. Dated 11.02.2013

NOTICE INVITING TENDER

Sealed Tenders are invited for “**Supply of Stationery and General items in National Disaster Management Authority**”, as listed in enclosure from the prospective contractors for the NDMA.

Desirous companies/firms/agency may obtain tender documents on request in writing from Section Officer (General), National Disaster Management Authority “**NDMA Bhawan**”, **A-1, Safdarjung Enclave, New Delhi – 110 029 (Room No. – 102, Phone No. 011 – 26701829) on all working days (i.e. Monday to Friday) between 10.30 hours and 15.30 hours** i.e. after publication of tender in the Newspaper on 09.02.2013. Tender documents can be downloaded from the NDMA website www.ndma.gov.in or Central Public Procurement website i.e. www.tenders.gov.in, is also acceptable.

Tender documents downloaded from the NDMA website www.ndma.gov.in or Central Public Procurement website i.e. www.tenders.gov.in, is also acceptable provided the requisite tender fee i.e. **Rs.500/-** (Rupees five hundred only) is enclosed in the form of Account Payee Demand Draft from any of the scheduled bank, drawn in favour of **DDO, NDMA**, payable at New Delhi at the time of submission of bid document.

1. Schedule:

Tender No.	Cost of Bid Document	Bid Security	Service Jurisdiction
File No. 1-13/2011-G&C	Rs. 500/-	Rs. 50,000/-	Delhi

Sale of Bid document. : 11.2.2013
Last date & time for receipt of bids. : 04.3.2013 (1500 hrs)
Date & Time for opening of Technical Bid. : 04.3.2013 (1530 hrs)
Date & Time for opening of Financial bids for technically qualified bidders. : will be intimated later
Place of opening the bids : Ground Floor (Conference Hall) of NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi.
Validity of bid : 180 days from the date of opening of tenders

The bid shall not be accepted after this deadline under any circumstances whatsoever.

The interested Companies/Firms/Agencies may put bid document complete in all respects along with Earnest money Deposit (**EMD**) of **Rs.50,000/-** (Rupees fifty thousand only) and other requisite documents after publication of tender in the Newspaper on 09.02.2013 on all working

days (i.e. Monday to Friday) between 10.30 hours and 15.30 hours. in the Tender Box kept on the reception of NDMA Bhavan.

This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Secretary, NDMA, Govt. of India, in this regard shall be final and binding on all.

(Partha Kansabanik)
Under Secretary (Gen.)

SECTION - II
INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. DEFINITIONS:

- (a) "The NDMA" means the National Disaster Management Authority.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits its bid.
- (c) "The Supplier" means the Companies/Firms/Agencies supplying Stationery and general items under the agreement.
- (d) "The Goods" means the services which the vendor is required to supply all the Stationery and general items to the NDMA under the contract.
- (e) "The Advance Work Order"(AWO) means the intention of NDMA to place the Work Order on the bidder.
- (f) "The Work Order" means the order placed by the NDMA on the Supplier signed by the NDMA including all attachments and appendices thereto and all documents incorporated by reference therein. The Work Order shall be deemed as "Agreement" appearing in the document.
- (g) "The Contract Price" means the price payable to the supplier under the Work Order for the full and proper performance of its contractual obligations.
- (h) The selected bidder herein after called as "Supplier of Stationery and general items to NDMA", will undertake to supply the requisitioned Stationery and general items to NDMA subject to the terms and conditions contained in the agreement for which an agreement prescribed by NDMA has to be signed.
- (i) The agreement will be for "Supply of Stationery and general items to NDMA", under the agreement and no extra charges will be payable by the Authority for any other service. It will be the responsibility of the company/firm/agency to provide requisitioned stationery and general items.
- (j) The supply of Stationery items and general items may vary from time-to-time during the currency of the contract. Payment will be made within 15 days from the date of receipt of valid bills to the NDMA. The bill shall be submitted in duplicate to the Under Secretary(Gen), duly signed by the contractor.

2. ELIGIBLE BIDDERS:

This invitation for bids is open to:

- (i) The company/firm/agency who are interested to supply the Stationery and general items to NDMA.
- (ii) The company/firm/agency who have the **experience** of supplying Stationery and general items as listed in Section 'V' for the **last three years (2010, 2011 & 2012) in any Central Government/State Government/Public Sector** is eligible to participate in the bid. Copy of the work orders for the last two years (2011 & 2012) from two clients (other than NDMA) should be enclosed.
- (iii) The company should have at least **Rs. 40 Lakhs of annual turnover in last three financial years (2009-10, 2010-11 and 2011-12)**. Turn over certificates from Chartered Accountant along with Income Tax Return and PAN to be enclosed (copy of balance sheet and profit and loss statements need **not** be enclosed).
- (iv) The bidder who have Taxpayer Identification Number (TIN).
- (v) Certificate of satisfactory performance from the two clients preferably with Central Govt./State Govt./Public Sector for the last one year (2012) in similar services shall be provided.

3. COST OF BIDDING:

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

B. THE BID DOCUMENTS:

4. BID DOCUMENTS:

4.1 The goods required, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:

- (a) Tender Notice
- (b) Instruction to Bidders
- (c) General (Commercial) Conditions of the Contract
- (d) Schedule of Requirements
- (e) List of items to be supplied
- (f) Format for Contract form
- (g) Format for Bid Form
- (h) Format for Performance Security Bond Form
- (i) Format for Letter of authorization to attend bid opening
- (j) Price Schedules
- (k) The check list

4.2 The Bidder is expected to go through all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid at the technical bid opening stage.

5. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring any clarification of the Bid Documents shall notify the NDMA in writing at the NDMA's mailing address indicated in the Invitation for Bids. The NDMA shall respond in writing to any request for clarification of the Bid Documents, which it receives not later than one week prior to the date for the submission of bids. Copies of the query (without identifying the source) and clarifications by the NDMA shall be sent to all the prospective bidders who have received the bid documents.

6. AMENDMENT OF BID DOCUMENTS:

6.1 At any time, prior to the date of submission of bids, the NDMA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

6.2 The amendments shall be notified in writing or by Fax or by e-mail to all prospective bidders on the address intimated at the time of purchase of bid document from the NDMA and these amendments will be binding on them.

6.3 In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, the NDMA may, at its discretion, extend the deadline for the submission of bids suitably.

C. PREPARATION OF BIDS

7. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise of **(1) The Technical bid and (2) Financial bid:**

7.1 The **Technical Bid** shall contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top.

- (a) The check list [as per annexure-VI].
- (b) Authorization letter for the bid opening [as per Annexure-IV].
- (c) Bid Security in the form of bank draft for Rs. 50,000/- [as per Section-I].
- (d) Clause by Clause compliance demonstrating substantive responsiveness to the commercial conditions by signing and stamping on all the pages of the original bid document No.1-13/2011-G&C (containing 31 pages) by the authorized person/persons [as per clause 11.2 of Section II].
- (e) Certificate from Chartered Accountant regarding Annual Turn over of more than 40 Lakhs business for last three years (2009-10, 2010-11 and 2011-12) along with Income Tax Return and PAN to be enclosed (copy of balance sheet and profit and loss statements need **not** be enclosed). [as per clause 10.1 Section II].
- (f) Valid Taxpayer Identification Number (TIN) [as per clause 10.1 Section II].
- (g) Certificate of Incorporation/ Firm Registration Certificate [as per clause 10.1 Section II].
- (h) Article of Memorandum of Association / proprietorship deed certificate [as per clause 10.1 Section II].
- (i) Document in support of experience of supplying Stationery and general items in Central/State Government/Public Sector from two clients for the last two years (2011 & 2012) (other than NDMA) should be enclosed [as per clause 2 (ii) Section II].
- (j) Certificate of satisfactory performance from two clients preferably with Central/State Government/Public Sector for the last one year (2012) in similar services.

7.2 The **Financial Bid** shall contain:

- (a) The check list [as per annexure-VII]
- (b) Bid Form [as per annexure-II]
- (c) Price Schedule [as per annexure-V]

Note: All the documents submitted (whether original or photocopy) in the bid must be legible, otherwise the bid is likely to be rejected.

8. BID FORM:

The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bid Documents as per Annexure- II and Annexure- V.

9. BID PRICES:

9.1 The bidder shall give the total composite price inclusive of all levies & taxes and the price need to be individually indicated against each item it proposed under the contract as per price schedule given in Annexure-V. The offer shall be firm in Indian Rupees. No foreign exchange will be made available by the NDMA.

9.2 The Rates quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected. If the bidder quotes two rates under different options, the lowest rate will be taken into account.

9.3 The unit price quoted by the bidder shall be in sufficient detail to enable the NDMA to arrive at prices offered for each item in annexure - V.

9.4 "DISCOUNT", if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc. into account.

9.5 The price approved by the NDMA for supply of Stationery and general items will be inclusive of all levies and taxes.

10. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

10.1 The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility, all the following documents or whichever is required as per terms and conditions of bid documents.

(i) Documentary evidence for having experience for supply of Stationery and general items, as per listed in Section 'V'.

(ii) Certificate of Incorporation/ Registration of Firm Certificate.

(iii) Articles of Memorandum of Association or proprietorship deed of the company.

(iv) Valid Taxpayer Identification Number (TIN).

(v) Annual Turnover of more than Rs.40 Lakhs - Certificate for last 3 years (2009-10, 2010-11 & 2011-12), duly certified by Chartered Accountant along with Income Tax Return and PAN to be enclosed (copy of balance sheet and profit and loss statements need **not** be enclosed).

11. DOCUMENTS ESTABLISHING GOODS CONFORMITY TO BID DOCUMENTS:

11.1 Pursuant to Clause 7, the bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the Bid document of all services, which he proposes to render under the contract.

11.2 The documentary evidence of services in conformity with the Bid Documents may be in the form of literature and data and shall furnish a clause-by-clause compliance on the NDMA's Technical specifications and commercial conditions demonstrating substantial responsiveness to the Technical Specification and commercial conditions in the form of signing & stamping all the pages of the original bid document by the authorized person/ persons. In Case of deviations a statement of deviations and exceptions to the provision of the Technical Specifications and commercial conditions shall be given by the bidder. A bid without clause-by-clause compliance of Technical specification (Section-II) and commercial Conditions (Section-III) and Schedule of requirements (Section-IV) shall not be considered.

11.3 For purposes of compliance to be furnished pursuant to clause 11.2 above the bidder shall note that the standards for workmanship and material and reference to brand names or catalogue

number, designated by the NDMA in its Technical Specifications are intended to be descriptive only and not restrictive.

12. BID SECURITY (Earnest Money Deposit):

12.1 The bidder must deposit Rs.50,000/- (Rupees fifty thousand only) as Bid Security (Non-Interest Bearing). The Bid Security shall be in the form of DD from any nationalized bank payable at DDO, NDMA for 90 days from the date of tender opening.

12.2 The successful bidder's bid security will be discharged/adjusted upon the bidder's acceptance of the award of contract satisfactorily and furnishing the performance security.

12.3 The bid security may be **forfeited**.

- (a) If the bidder withdraws his bid during the period of validity specified in the bid form or
- (b) If the successful bidder fails to sign contract within a week of the issue of letter of intent or
- (c) If the successful bidder fails to furnish performance security.
- (d) In both the cases of (b) and (c) above, the bidder will not be eligible to participate in the tender for same item for one year from the date of issue of APO (Advance Purchase Order). The bidder will not approach the court against the decision of NDMA in this regard.

12.4 The bid security of the unsuccessful bidder will be discharged/returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.

12.5 The estimated value of the contract is Rs. 20-22 Lakhs.

13. PERIOD OF VALIDITY OF BIDS:

13.1 Bid shall remain valid for 180 days after the date of bid opening prescribed by the NDMA, pursuant to clause 19.1. A bid valid for a shorter period shall be rejected by the NDMA as non-responsive.

13.2 In exceptional circumstances, the NDMA may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security provided under Clause 12 shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder granting the request will not be permitted to modify his bid.

14. FORMAT AND SIGNING OF BID:

14.1 The bidder shall prepare the Technical and Financial bids separately.

14.2 The copy of the Bid shall be typed or printed and shall be numbered consecutively and signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be submitted in writing accompanying the bid. All pages of the bid shall be signed & stamped by the person or persons authorized for signing the bid. The bids submitted shall be sealed properly.

14.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person(s) authorized for signing the bid.

D. SUBMISSION OF BIDS

15. SEALING AND MARKING OF BIDS:

15.1 The bidders shall seal the technical and financial bids in separate envelopes and keep them in a bigger sealed envelope. The Technical Bid shall bear the name “TECHNICAL Bid of Tender No. 1-13/2011-G&C” on the envelope, while the financial Bid shall bear the name “FINANCIAL Bid of Tender No. 1-13/2011-G&C.” on the envelope for avoiding any confusion. The Technical and Financial bid should contain documents as laid down in clause 7 of section II.

15.2 The bigger sealed envelope, containing Technical and Financial bids in separate sealed envelopes, shall be:

(a) Addressed to:

Under Secretary (General),
National Disaster Management Authority,
A1, Safdarjung Enclave, New Delhi - 29.

(b) Bear the tender No. 1-13/2011-G&C and the words ‘DO NOT OPEN BEFORE’ (due date), and

(c) The envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is received late.

(d) Tenders be dropped in the tender box placed in Reception Area of NDMA Bhawan, National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110029 on or before due date. The NDMA shall not be responsible if the bids are delivered elsewhere.

15.3 If the envelope is not sealed and marked as required at paras 15.1 & 15.2 the bid shall likely be rejected.

15.4 In case, firm has downloaded the tender documents from the NDMA’s website i.e. www.ndma.gov.in or Central Public Procurement website i.e. www.tenders.gov.in, they must ensure that requisite tender fee/cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of DDO, NDMA, New Delhi with their tender, failing which the tender will be treated as incomplete and will be ignored.

16. SUBMISSION OF BIDS:

16.1 Bids must be received by the NDMA at the address specified under Para 15.2 not later than the prescribed time on due date.

16.2 The NDMA may, at its discretion extend this deadline for the submission of the bids by amending the bid documents in accordance with Clause 6 in which case all rights and obligations of the NDMA and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

17. LATE BIDS:

17.1 Any bid received by the NDMA after the deadline for submission of bids prescribed by the NDMA pursuant to Clause 16, shall be rejected and returned unopened to the bidder.

18. MODIFICATION AND WITHDRAWAL OF BIDS:

18.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the NDMA prior to the deadline prescribed for submission of bids.

18.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of bid submission in accordance with the provision of clause 15. A withdrawal notice may also be sent by telex/Fax but followed by a signed confirmation copy by post, marked not later than the deadline for submission of bids.

18.3 Subject to clause 20, no bid shall be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION

19. OPENING OF BIDS:

19.1 The Technical bids shall be opened in the presence of bidders or his authorized representatives who choose to attend on opening date and time. The Bidder's representatives, who are present, shall sign their attendance in a register. The Authority letter (Annexure-IV) to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

19.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

19.3 The Bidder's names, Bid prices, modifications, bid withdrawals and such other details as the NDMA, at its discretion, may consider appropriate; will be announced at the opening.

20. CLARIFICATION OF BIDS:

20.1 To assist in the examination, evaluation and comparison of bids the NDMA may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

21. TECHNICAL EVALUATION/ TECHNICAL BID OPENING:

21.1 NDMA shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist given at the last.

21.2 Prior to the financial Bid opening, pursuant to clause 22, the NDMA will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without material deviations. The NDMA's determination of bid's technical qualification is to be based on the contents of the bid itself without recourse to extrinsic evidence.

21.3 A bid determined as technically non-qualified will be rejected by the NDMA and shall, not subsequent to the bid opening, be made technically qualified by the bidder by correction of the non-conformity.

22. FINANCIAL EVALUATION/FINANCIAL BID OPENING OF TECHNICALLY QUALIFIED BIDDERS:

22.1 The NDMA shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 21. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non qualified technical bidders shall not be opened and destroyed unopened.

22.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the NDMA. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

22.3 The evaluation shall be done on L-1 vendor of total package cost of all the items. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies.

23. CONTACTING THE NDMA:

23.1 Subject to Clause 20, no bidder shall try to influence the NDMA on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

23.2 Any effort by a bidder to influence the NDMA in the NDMA's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

24. NDMA'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The NDMA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the NDMA's action.

25. AWARD OF CONTRACT:

25.1 The NDMA shall consider placement of orders for supply of Stationery and general items to NDMA on that bidder whose offers have been found technically, commercially and financially acceptable.

26. NDMA'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD:

The NDMA reserves the right at the time of award of contract or during the continuance of the contract to decrease or increase the quantity of items offered for supply of Stationery and general items to NDMA on the basis of reduction by virtue of expiry of life of the item or addition after expiry of warranty period and services specified in the schedule of requirement without any change in unit price for similar configured items on the same terms and conditions. The number of requisitioned items may vary from time-to-time during the currency of the contract. Payment will be made within 15 days from the date of receipt of valid bills to the NDMA.

27. ISSUE OF ADVANCE WORK ORDER:

27.1 The issue of an Advance Work Order shall constitute the intention of NDMA to enter into the contract with the bidder.

27.2 The bidder shall within 15 days of issue of an advance work order give his acceptance along with performance security in conformity with Annexure III provided with the bid documents.

28. SIGNING OF CONTRACT:

28.1 The issue of work Order shall constitute the award of contract on the bidder.

28.2 Upon the successful bidder furnishing of performance security, the NDMA shall discharge its bid security, pursuant to clause 12.

29. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 28 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the tender shall be cancelled and NDMA may call for new bids.

30. FORFEITURE OF EMD:

The Bid security may be forfeited (a) if a bidder withdraws his bid during the period of bid validity specified by the bidder on bid form or (b) in case of a successful bidder fails (i) to sign the contract (ii) to furnish performance security. In both the cases, the bidder will not be eligible to participate in the tender for same item for one year from the date of issue of APO. The bidder will not approach the court against the decision of NDMA in this regard.

F. PERIOD OF CONTRACT:

31. The contract will initially be valid for a period of one year from the date of award and may be extended further subject to satisfactory performance of the Firm and subject to the approval of the competent authority and mutually agreed terms and conditions. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.

SECTION – III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION:

The General Conditions shall apply in contracts made by the NDMA for the supply of Stationery and general items to NDMA by the bidder.

2. STANDARDS:

The services provided under this contract shall conform to the standards prescribed in the schedule of requirements as mentioned in Section-IV.

3. PERFORMANCE SECURITY:

3.1 The supplier shall furnish Performance Security to the NDMA for an amount of 10% of contract value in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Comemercial bank, Bank Guarantee from a Commercial bank as in Proforma of Annexure-III.

3.2 The Performance Security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider including warrenty obligations. In case of extension of Tender, the Performance Security is to be extended correspondingly.

3.3 The Bid Security shall be refunded to the successful bidder on receipt of Performance Security.

3.4 The Performance Security Bond will be discharged by the NDMA after completion of the supplier's performance obligations under the contract.

3.5 In the event of breach of contract by the supplier in terms of the contract signed by him, Performance Security will be forfeited and credited to NDMA Account.

4. WARRANTY:

4.1 The contractor shall provide the warranty for 6 months that items supplied/ replaced shall be new and free from all defects and faults in material.

5. PAYMENT TERMS:

5.1 Payment will be made within 15 days from the date of receipt of valid bills to the NDMA. The bills shall be submitted in duplicate to the Under Secretary(Gen), duly signed by the contractor.

6. PRICES:

Price once fixed will remain valid for the period of contract. Increase and decrease of taxes/ duties will not affect the price during this period.

7. SUB CONTRACTS:

The supplier shall notify the NDMA in writing of all subcontracts awarded under this contract if not already specified in his bid. Such notification, in his original bid or later shall not relieve the FSMA vendor from any liability or obligation under the Contract.

8. TERMINATION FOR DEFAULT:

8.1 The NDMA may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this Contract in whole or in part.

(a) If the supplier fails to supply the items within the time period(s) specified in the Contract or any extension thereof granted by the NDMA pursuant to Clause 5 of section IV.

(b) If the supplier fails to perform any other obligation(s) under Contract: and

(c) If the supplier, in either of the above circumstances, (s) does not remedy his failure within a period of 30 days (or such longer period as NDMA may authorize in writing) after receipt of the default notice from NDMA.

8.2 In the event the NDMA terminating the contract in whole or in part, pursuant to Para 10.1 the NDMA may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the NDMA for any excess cost for such services. However, the supplier shall continue performance of the contract to the extent not terminated.

8.3 The NDMA reserves its right to terminate the agreement at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for supply of stationery and general items to NDMA already performed in terms of the contract, the same would be paid to it as per the contract terms.

9. TERMINATION FOR INSOLVENCY:

The NDMA may at any time terminate the contract by giving written notice to the Supplier, without compensation to the supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the NDMA.

10. ARBITRATION:

10.1 In the event of any question, dispute or difference arising under this Agreement, or in connection thereof, except as to matter, the decision of which is specifically provided elsewhere under the Agreement, the same shall be referred to an Arbitral Tribunal, hereinafter called the "TRIBUNAL" consisting of sole Arbitrator to be appointed upon nomination made by Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India.

10.2 The supplier of Arbitration shall be New Delhi or anywhere in India, as may be fixed by the TRIBUNAL. The Arbitration proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996 as amended or replaced from time to time.

11. Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as

events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of Under Secretary (Gen.), NDMA as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

12. SET OFF:

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the NDMA or any other person or persons contracting through the NDMA and set off the same against any claim of the NDMA or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with NDMA or such other person or persons contracting through NDMA.

SECTION – IV

SCHEDULE OF REQUIREMENTS

1. This Schedule of Requirements shall supplement the ‘Instruction to the Bidder’ as contained in Section- II & General (Commercial) Conditions of the Contract as contained in Section- III and wherever there is a conflict, the provision herein shall prevail over those in Section- II and Section- III.
2. Date fixed for opening of the bids is, if subsequently, declared as holiday by NDMA, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. Non-performance of supplier shall attract penalties as per penalty clause.
4. Penalty: The contract may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts.
 - a) If the Vendor fails to supply the stationery and general items within the period specified in the contract or any extension thereof granted by the Under Secretary (Gen.), NDMA.
 - b) If the contractor fails to perform any other obligations under the contract agreement.
5. The agreement shall be in force for a period of one year initially, which shall be extendable by a further period of up to one year on same terms and conditions by giving notice in writing before the expiry of current agreement, if decided upon to do so by NDMA.
6. NDMA reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the erstwhile NDMA. NDMA also reserves the right to blacklist a bidder for a suitable period in case if he fails to honour his bid without sufficient grounds.
7. NDMA reserves the rights to counter offer rate(s) against bids quoted by any other bidder.
8. Bids shall be evaluated as per the cost given by bidder in price schedule.
9. Only one rate should be quoted against each item; quoting of multiple rates against a single item will tantamount to violation of the tender clauses and the bid will be rejected.
10. The prospective bidder has to take the NDMA personnel for inspection of the sites where they are already in business contract for verification, if necessary, at their own cost.
11. NDMA is located at A-1, Safdarjung Enclave, NDMA Bhawan, New Delhi-29. In case NDMA is shifted to a single or multiple premises at Delhi during the currency of the contract, the supplier will have to provide the services as enumerated in the contract under the same rates, terms and conditions.

(Partha Kansabanik)
Under Secretary (General)
For & on behalf of the President of India
National Disaster Management Authority
A-1, Safadarjung Enclave,
NDMA Bhawan, New Delhi-29.
Phone No. 26701796

SECTION - V

PROFORMA FOR QUOTING RATES FOR EACH STATIONERY ITEM

S.No.	Item description	Brand Name	Estimated quantity of various stationery items
(1)	(2)	(3)	(4)
1.	Attendance register 2 Qr (F/S size)	Neelgagan	30
2.	Assistant Diary 6 Qr (F/S Size)	-- do --	50
3.	All pin steel 100 Gram	Bell	100 pkts.
4.	All pin container	Omega	50
5.	Acquaintance roll register (Cash Section) 200 pages	ABD	05
6.	Box file (Good Quality) Rexine	Neelgagan	100
7.	Binder clip (19/25/32/41 mm)	SDI	100 each
8.	Cello tape big 65 meter (1" size)	Classic	500
9.	Cello tape small 10 meter (1/2" size)	-- do --	100
10.	Cello tape brown 65 meter (2" size)	--do--	50
11.	Cello tape brown 65 meter (3" size)	--do--	300
12.	Gum bottle small 300 ml	Camlin	100
13.	Gum bottle big 700 ml	-- do --	25
14.	Gum tube 30 ml	-- do--	50
15.	Gum glue stick 15 gram	Fevistic	800
16.	Gem clip plastic coated	Zen	500 pkts.
17.	Cash book (Cash Section) 8 Qr (leather bound)	Neelgagan	05
18.	Challan forms (Cash Section) (100 sheets pad)	ABD	10 pads
19.	Envelope brown SE-5 (Plain) (1000 nos)	Star (100 GSM)	8000
20.	Envelope brown SE-6 (Plain) (1000 nos)	-- do --	7000
21.	Envelope brown SE-7 (Plain) (1000 nos)	-- do --	8000
22.	Envelope brown SE-8 (Plain) (1000 Nos)	-- do --	8000
23.	Envelope yellow A-4 Cloth (Plain) (1000 nos)	-- do--	3000
24.	Envelope white SE-5 (Plain) (1000 nos)	Sunshine 120 gsm	7000
25.	Envelope white SE-6 (Plain) (1000 nos)	-- do --	7000
26.	Engagement Stand Fancy A-4 size (Superior quality)	Kebica	30
27.	Executive Diary (Good Quality) (A-4 size)	One date one page	20
28.	Fluid white pen	Uni (japan)	400
29.	Fluid white bottle (set)	Kores	10
30.	File board (good quality) 400 GSM	Neelgagan 51 No.	5000
31.	File cover (good quality) 400 GSM	Neelgagan 55 No.	5000
32.	Flat file board Green (Good quality)	Neelgagan 444 No.	100
33.	Folder parliament (good quality) Thick (FS Size)	Leather	100
34.	Fevicol tube 30 ML	Pidilite	20
35.	File movement register 6 Qr	Neelgagan	40
36.	File folder plastic (Thick) One side transparent	Neelgagan (DO IT)	6000
37.	Gem clip steel 35 MM	Vikram	500 pkts.
38.	Highlighter pen set 5 pieces	Luxor	80 pkts.
39.	ink pilot pen	-- do --	100
40.	Ink stamp pad (plastic)	Chelpark	10
41.	'Immediate' slip (Printed) (100 slip pad) (V/card size)	On ivory card	50 pkts.
42.	Log book (vehicle) 6 Qr	Neelgagan	30
43.	Lok Sabha/Rajya Saha slips (100 slip pad v/card size)	On ivory card	10 pkts.
44.	LPC form (double full scape size)	ABD	1 pkt.
45.	Mouse pad (good quality)	Logistic (scroll)	50
46.	Note sheet green F/S (100 sheets)	Neelgagan	800
47.	Note sheet plane (white) (100 sheets)	-- do --	100
48.	Ball pen Reynolds	0.45 no.	4000
49.	Pen pilot 05	Luxor	1000
50.	Pen pilot V5	-- do --	1000
51.	Pen uniball	UB- 180 & UB-157	1800
52.	Pen Adgell	Achiever	100

53.	Pen parker vector roller	Parker (luxor)	10
54.	Pen signature (uniball)	V-Signature	50
55.	Pen jotter	Reynolds (Metalica)	100
56.	Pen jotter for pen stand	VIP	100
57.	Pen white board marker	Reynolds	50
58.	Pen (sign)	Luxor (921 no.)	50
59.	lead pencil (HB)	Natraj	2000
60.	Pencil Steno	Apsara	100
61.	Pencil Earaser (plasto)	Natraj	300
62.	Plastic scale 12"	Kebica (chairman)	100
63.	Paper weight (Good quality) Glass	Kebica	50
64.	Peon book 200 page	Neelgagan	100
65.	Pin cushion magnetic	Omega	10 pkts.
66.	Punching machine single H.D.	Kangaroo	100
67.	Punching machine double H.D.	Kangaroo (520 No.)	10
68.	Plastic folder simple (A-4 size)	Solo Ch 101	5000
69.	Pen stand small W/2 pen (superior)	Kebica	30
70.	Pen stand big W/4 (Superior)	-- do --	20
71.	Pencil tray	-- do --	20
72.	Pen pencil mug (Jali)	-- do --	50
73.	Riffle N-4	Reynold (0.45)	100
74.	Riffle jotter	Luxor	50
75.	Riffle parker roller	Parker	50
76.	Riffle Adgell	NBR-20	50
77.	Reffle gel pen	Cello	50
78.	Riffle cello griper	Cello	50
79.	Cello gripper pen	Cello	100
80.	Ruled register 2 QR (ordinary binding)	Neelgagan (full size)	25
81.	Ruled register 4 QR (ordinary binding)	-- do --	100
82.	Ruled register 6 QR (ordinary bindng)	-- do --	50
83.	Ruled register A to Z 8 Qr (leather bound) Indexed	-- do --	10
84.	Register stock 8 Qr (leather bound)	-- do --	10
85.	Register dispatch 8 Qr (leather bound)	-- do--	10
86.	Ring file	Solo (RB 402)	75
87.	Stapler pin No.10	Max (japan)	700 pkts.
88.	Stapler pin heavy duty	Max 23/17 (japan)	300 pkts.
89.	Signature pad (good quality)	Neelgagan	20
90.	Stapler No.10	Max (japan)	180
91.	Stapler medium size 24/6 (30 No.)	Max (japan)	50
92.	Stapler big size (heavy duty)	Max HD-1217 (Japan)	10
93.	Slip book plain 40 sheets	Neelgagan	1000
94.	Slip book spiral 40 sheet	-- do --	800
95.	Short hand note book 200 pages	-- do --	300
96.	Sharpener pencil	Natraj	200
97.	Scissor big size 9"	Cartiny	50
98.	Sealing wax (red)	National 3 star	10 pkts.
99.	Stamp pad large	Chelpark	10
100.	Steel clamp 4 No.	Panama	10
101.	Sticker flag color (3x3 size)	3 M	300 pkts
102.	Service book 200 pages	Neelgagan	50
103.	Thread ball (good quality) (white)	Box (4pc) Ambica	100
104.	Tag cotton (good quality) white 6" (bundle of 400 pcs)	Nylon	100
105.	Stapler medium with handle grip No. HP-45	Kangaroo	2
106.	Visiting card album (good quality) 500 cards	Solo (406 No.)	20
107.	Green folder special (for conference)	Good leather quality	50
108.	Signature agreement folder	Leather	10
109.	Section diary 8 Qr register	Neelgagan	20
110.	Optical Mouse	logistic	20
111.	Pen Drive	Kingston	
	(i) 4 GB		100
	(ii) 8 GB		50
	(iii) 16 GB		10
	(iv) 32 GB		5

112.	Cobra file	Neelgagan 888 No.	10
113.	Ball point – (flow gel)	cello	50
114.	Photostate paper (A-4/FS/A-3 /B-4 size)	Modi Xerox 75 gsm (Mill Packed) (green packing)	200 pkts. (Total)
115.	Photostate paper (A-4/FS/A-3/B-4 size)	JK papers (Red packing) (Mill packed) 75 gsm	4000 pkts. (Total)

PART – I
Contract Form

1. This agreement is made this day.....between, herein after called “ name of company” the first party which expression shall include his heirs, executors and administrators/ heir successors and National Disaster Management Authority, herein after called “NDMA”, the second party, through Under Secretary (General), NDMA, New Delhi herein after include his successors and assignees, shown as under :--

2. That WHEREAS the first part shall and will execute the work described as “supply of Stationery and general items” in National Disaster Management Authority, New Delhi details of which are given in section-V to this office tender noticedatedat the rated quoted byvide their tender..... dated and as per all the terms and conditions given in Notice Inviting Tender (NIT) dated..... which shall become part and parcel of this agreement.

3. That WHEREAS, the second party shall and will pay on production of bills of supply of stationery and general items as per payment terms stipulated in clause 5 of section- III of bid document.

5. In accordance with the NIT this agreement is made for a period of one year from, as in clause 4.1 of section- II of the bid document as decided upon to do so by the second party on the same terms, conditions and rate.

IN WITNESS THEROF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THISDAY OF.....2013

Witness

For

Vendor

Witness
NDMA

For

ANNEXURE – II
BID FORM

Tender No.

Date.....

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos.... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver..... in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within () months and to complete delivery of all the items specified in the contract within () months calculated from the date of issue of your Work Order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of2013

Signature of in capacity of
Duly authorized to sign the bid for and on behalf of.....

Witness.....

Tele No(s):-

Signature.....

FAX No(s)

Address.....

E-Mail Address:-

ANNEXURE – III

PERFORMANCE SECURITY BOND FORM

In consideration of the President of India (hereinafter called ‘the Government’) having agreed to exempt ----- (hereinafter called ‘the said Contractor(s)’) from the demand, under the terms and conditions of an agreement / (Work Order) No. ----- Dated ----- made between ----- and ----- for the supply of ----- (hereinafter called ‘the said Agreement’), of performance security for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on Production of a bank guarantee for ----- we, (Name of the bank) ----- (hereinafter referred to as ‘the Bank’) at the request of -----contractor(s) do hereby undertake to pay to the Government an amount not exceeding ----- against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor (S) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the bank) ----- do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Government in these counts shall be final and binding on the bank. However, our Liability under this guarantee shall be restricted to an amount not exceeding -----.

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) ----- Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ----- (office/ Department) Ministry of - ----- certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(S)and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE and HALF YEAR from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (Name of the bank) ----- further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any

manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contract(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government Against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contract(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the supplier(s).

7. We (name of the bank) ----- lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

Dated the ----- day of -----

For -----

(Indicate the name of the bank)

Witnesses:-

1.

Telephone No.(s):-

STD Code-

FAX No.

E-Mail Address:-

2.

ANNEXURE – IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the tender of -----
----- Following persons are hereby authorized to attend the bid opening for the tender
mentioned above on behalf of --- ----- (Bidder) in order of preference given below.

Order of Preference Name Specimen signature

I

II

Alternate Representative

Signatures of bidder

Or,

Officer authorized to sign the bid

Documents on behalf of the bidder.

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE – V

PRICE SCHEDULE

Tender No. 1-13/2011-G&C

Dated:

Sl.No.	Item description	Brand Name	Rate per item incl. VAT/Sales Tax, if any. (Both in figures and words)
(1)	(2)	(3)	(4)
1.	Attendance register 2 Qr (F/S size)	Neelgagan	
2.	Assistant Diary 6 Qr (F/S Size)	-- do --	
3.	All pin steel 100 Gram	Bell	
4.	All pin container	Omega	
5.	Acquaintance roll register (Cash Section)200 pages	ABD	
6.	Box file (Good Quality) Rexine	Neelgagan	
7.	Binder clip (19/25/32/41 mm)	SDI	
8.	Cello tape big 65 meter (1" size)	Classic	
9.	Cello tape small 10 meter (1/2" size)	-- do --	
10.	Cello tape brown 65 meter (2" size)	--do--	
11.	Cello tape brown 65 meter (3" size)	--do--	
12.	Gum bottle small 300 ml	Camlin	
13.	Gum bottle big 700 ml	-- do --	
14.	Gum tube 30 ml	-- do--	
15.	Gum glue stick 15 gram	Fevistic	
16.	Gem clip plastic coated	Zen	
17.	Cash book (Cash Section) 8 Qr (leather bound)	Neelgagan	
18.	Challan forms (Cash Section) (100 sheets pad)	ABD	
19.	Envelope brown SE-5 (Plain) (1000 nos)	Star (100 GSM)	
20.	Envelope brown SE-6 (Plain) (1000 nos)	-- do --	
21.	Envelope brown SE-7 (Plain) (1000 nos)	-- do --	
22.	Envelope brown SE-8 (Plain) (1000 Nos)	-- do --	
23.	Envelope yellow A-4 Cloth (Plain) (1000 nos)	-- do--	
24.	Envelope white SE-5 (Plain) (1000 nos)	Sunshine 120 gsm	
25.	Envelope white SE-6 (Plain) (1000 nos)	-- do --	
26.	Engagement Stand Fancy A-4 size (Superior quality)	Kebica	
27.	Executive Diary (Good Quality) (A-4 size)	One date one page	
28.	Fluid white pen	Uni (japan)	
29.	Fluid white bottle (set)	Kores	
30.	File board (good quality) 400 GSM	Neelgagan 51 No.	
31.	File cover (good quality) 400 GSM	Neelgagan	

		55 No.	
32.	Flat file board Green (Good quality)	Neelgagan 444 No.	
33.	Folder parliament (good quality) Thick (FS Size)	Leather	
34.	Fevicol tube 30 ML	Pidilite	
35.	File movement register 6 Qr	Neelgagan	
36.	File folder plastic (Thick) One side transparent	Neelgagan (DO IT)	
37.	Gem clip steel 35 MM	Vikram	
38.	Highlighter pen set 5 pieces	Luxor	
39.	ink pilot pen	-- do --	
40.	Ink stamp pad (plastic)	Chelpark	
41.	'Immediate' slip (Printed) (100 slip pad) (V/card size)	On ivory card	
42.	Log book (vehicle) 6 Qr	Neelgagan	
43.	Lok Sabha/Rajya Saha slips (100 slip pad v/card size)	On ivory card	
44.	LPC form (double full scape size)	ABD	
45.	Mouse pad (good quality)	Logistic (scroll)	
46.	Note sheet green F/S (100 sheets)	Neelgagan	
47.	Note sheet plane (white) (100 sheets)	-- do --	
48.	Ball pen Reynolds	0.45 no.	
49.	Pen pilot 05	Luxor	
50.	Pen pilot V5	-- do --	
51.	Pen uniball	UB- 180 & UB-157	
52.	Pen Adgell	Achiever	
53.	Pen parker vector roller	Parker (luxor)	
54.	Pen signature (uniball)	V-Signature	
55.	Pen jotter	Reynolds (Metalica)	
56.	Pen jotter for pen stand	VIP	
57.	Pen white board marker	Reynolds	
58.	Pen (sign)	Luxor (921 no.)	
59.	lead pencil (HB)	Natraj	
60.	Pencil Steno	Apsara	
61.	Pencil Earaser (plasto)	Natraj	
62.	Plastic scale 12"	Kebica (chairman)	
63.	Paper weight (Good quality) Glass	Kebica	
64.	Peon book 200 page	Neelgagan	
65.	Pin cushion magnetic	Omega	
66.	Punching machine single H.D.	Kangaroo	
67.	Punching machine double H.D.	Kangaroo (520 No.)	
68.	Plastic folder simple (A-4 size)	Solo	

		Ch 101	
69.	Pen stand small W/2 pen (superior)	Kebica	
70.	Pen stand big W/4 (Superior)	-- do --	
71.	Pencil tray	-- do --	
72.	Pen pencil mug (Jali)	-- do --	
73.	Riffle N-4	Reynold (0.45)	
74.	Riffle jotter	Luxor	
75.	Riffle parker roller	Parker	
76.	Riffle Adgell	NBR-20	
77.	Reffle gel pen	Cello	
78.	Riffle cello griper	Cello	
79.	Cello gripper pen	Cello	
80.	Ruled register 2 QR (ordinary binding)	Neelgagan (full size)	
81.	Ruled register 4 QR (ordinary binding)	-- do --	
82.	Ruled register 6 QR (ordinary bindng)	-- do --	
83.	Ruled register A to Z 8 Qr (leather bound) Indexed	-- do --	
84.	Register stock 8 Qr (leather bound)	-- do --	
85.	Register dispatch 8 Qr (leather bound)	-- do--	
86.	Ring file	Solo (RB 402)	
87.	Stapler pin No.10	Max (japan)	
88.	Stapler pin heavy duty	Max 23/17 (japan)	
89.	Signature pad (good quality)	Neelgagan	
90.	Stapler No.10	Max (japan)	
91.	Stapler medium size 24/6 (30 No.)	Max (japan)	
92.	Stapler big size (heavy duty)	Max HD-1217 (Japan)	
93.	Slip book plain 40 sheets	Neelgagan	
94.	Slip book spiral 40 sheet	-- do --	
95.	Short hand note book 200 pages	-- do --	
96.	Sharpener pencil	Natraj	
97.	Scissor big size 9"	Cartiny	
98.	Sealing wax (red)	National 3 star	
99.	Stamp pad large	Chelpark	
100.	Steel clamp 4 No.	Panama	
101.	Sticker flag color (3x3 size)	3 M	
102.	Service book 200 pages	Neelgagan	
103.	Thread ball (good quality) (white)	Box (4pc) Ambica	
104.	Tag cotton (good quality) white 6" (bundle of 400 pcs)	Nylon	
105.	Stapler medium with handle grip No. HP-45	Kangaroo	
106.	Visiting card album (good quality) 500 cards	Solo (406 No.)	
107.	Green folder special (for conference)	Good leather quality	

108.	Signature agreement folder	Leather	
109.	Section diary 8 Qr register	Neelgagan	
110.	Optical Mouse	logistic	
111.	Pen Drive i. 4 GB ii. 8 GB iii. 16 GB iv. 32 GB	Kingston	
112.	Cobra file	Neelgagan 888 No.	
113.	Ball point – (flow gel)	cello	
114.	Photostate paper (i)A-4 (ii)FS (iii) A-3 (iv) B-4	Modi Xerox 75 gsm (Mill Packed) (green packing)	
115.	Photostate paper (i)A-4 (ii)FS (iii) A-3 (iv) B-4	JK papers (Red packing) (Mill packed) 75 gsm	
	Total::		

ANNEXURE – VI

(i) Checklist and the order in which the documents are to be submitted for the technical bid

Please check whether all the below mentioned Documents have been supplied for participating in tender for supply of Stationery and general items to NDMA. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

Sl. No.	Documents (Please refer to clause 7.1 of Section- II for filling this checklist).	Page No.
1	Documentary Evidence/Certificate of being a supplier of Stationery and general items.	
2	Authorization letter for attending the bid opening.	
	Cost of tender paper for Rs.500/- (if downloaded from website).	
3	Bid Security in the form of bank draft for Rs.50,000/-.	
4	Clause by clause Compliance in the form of signing & stamping all the pages from 1 to 31 by Authorized person/ persons.	
5	Certificate from CA Regarding Annual Turn over of more than 40 Lakhs for last three years (2009-10- 2010-11 and 2011-12) along with Income Tax Return & PAN.	
6	Valid Taxpayer Identification Number (TIN).	
7	Certificate of Incorporation / Firm Registration Certificate as the case may be.	
8	Article of Memorandum of Association / proprietorship deed certificate as the case may be.	
9	Experience of supplying stationery and general items as per listed in Section 'V' for the last two years (2011 & 2012) from two clients in Central/State Government/Public Sector. Copy of the current work orders of providing similar services from two clients (other than NDMA) for the last two years (2011 & 2012) should be enclosed.	
10	Certificate of satisfactory performance from the two clients preferably with Central Govt./State Govt./Public Sector for the last one year (2012) in similar services shall be provided.	
11	Any other Documents (Please Specify).	

Bidder to ensure

- A. That all Pages have been stamped & signed by the authorized person/ persons.
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible (clearly readable).

ANNEXURE – VII

(ii) Checklist and the order in which the documents are to be submitted for the financial bid

Sr. No.	Documents (Please refer to clause 7.2 of Section- II for filling this checklist)	Page No.
1	Bid form as per Annexure -II	
2	Price Schedule as per Annexure-V	