



Fair Competition
For Greater Good

Competition Commission of India
Hindustan Times House,
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001

D-15015/1/2017-CSD(109)
Competition Commission of India
Hindustan Times House,
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001

Dated : 20th April, 2017

BID DOCUMENT

**Tender for Annual Rate Contract for
Supply of Stationery & Other General Items
For CCI Offices**

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

Not transferable

Signature of the tenderer

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SECTION-I

**Competition Commission of India
Hindustan Times House
18-20, Kasturba Gandhi Marg
New Delhi – 110 001**

No. D-15015/1/2017-CSD(109)

Dated : 20th April, 2017**TENDER**

Office of Issue	:	Competition Commission of India Corporate Services Division 3 rd Floor, Hindustan Times House 18-20, Kasturba Gandhi Marg New Delhi – 110 001
Tender No.	:	D-15015/1/2017-CSD(109)
Tender Forms can be downloaded from	:	Website : http://www.cci.gov.in
Last date of submission of Bids	:	Upto 12 th May, 2017, Time 1500 Hrs.
Date of opening of Technical bid	:	On 12 th May, 2017, Time 1530 Hrs. [If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at 15:30 Hrs.]
Date of opening of Financial bid	:	To be notified later
Earnest Money	:	₹ 50,000/- (Rupees Fifty Thousand only)
Total Estimated Cost	:	Approx. ₹ 20.00 Lakhs (Per Annum)

Sealed tenders under two bid system i.e. "**Technical Bid**" & "**Financial Bid**" are invited from interested and eligible firms for Annual Rate Contract for "Supply of Stationery and other General Items" in Competition Commission of India, New Delhi.

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscripted as "**Technical Bid - Supply of Stationery and other General Items**" and "**Financial Bid - Supply of Stationery and other General Items**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted as "**Tender for Supply of Stationery and other General Items**".

Bidders shall have to submit Earnest Money Deposit (EMD) of ₹ 50,000/- (Rupees Fifty Thousand only) in the form of '**Demand Draft / Pay Order**' drawn on any scheduled bank in favour of "**Competition Commission of India (Competition Fund) Account**" payable at Delhi along with the bid documents.

Intending eligible bidders may download the bid document from the website of Competition Commission of India i.e. www.cci.gov.in.

For any clarification regarding any terms and conditions of the tender, bidders may contact the **Deputy Director (CS Division)**, Competition Commission of India, Corporate Services Division, 3rd Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi- 110004 (**Ph. No. 011-23473689**).

Dy. Director (CS Division)

Section - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

Competition Commission of India (CCI) intends to enter into a rate contract for **Supply of Stationery and other General Items** for use by its office. Requirement of Stationery & other General Items are enclosed at **Annexure - I** to the Tender Document. The terms and conditions are described in "**Terms & Conditions Governing the Tender**" in **Section-III**.

2. BONAFIDE OFFERS

The bidder should be bonafide, which shall mean an entity:

- (a) Having a registration certificate of the firm;
- (b) Having Permanent Account Number;
- (c) Having Sales Tax and VAT registration (Vendor should give undertaking that their Firm will register for GST regime as and when applicable);
- (d) Having minimum turnover of Rs. Forty Lakhs during each of the last three financial years (2013-14, 2014-15 & 2015-16).
- (e) Should have supplied stationery and general stores items of value not less than Rs. 16 Lakhs in one contract or Rs. 10 Lakhs each in two contracts or Rs. 8 Lakhs each in three contracts during the last three financial years to any Central/State Govt. & Public Sector Undertaking/Autonomous Bodies;
- (f) Meeting all other requisites laid down in this Section and elsewhere in the tender document.

3. TENDER DOCUMENT

The tender document consists of all documents listed at the page No. 2 of this document. The tender must be submitted through a '*Letter of Submission of Tender*' as per **Annexure-II** in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender shall be rejected.**

4. SUBMISSION OF TENDERS – TIME LIMIT/MODE

The tender documents duly completed should be submitted in **two separate** parts. The **first part** should be sealed in a separate envelope and superscripted as "**Technical Bid - Supply of Stationery & other General Items**". This should contain all the information as given at **Annexure-III** which would enable CCI to decide on credentials of the tenderers for supplying the required items besides EMD (para 10 of Section-III) and other documents listed below in para 4.1.1 and elsewhere in the Section. The **second part (Annexure-VII)** will consist of the "**Financial Bid - Supply of Stationery & other General Items**" and should be superscripted on the second envelope as such and should also be sealed. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for - Supply of Stationery & other General Items**" and addressed to Dy. Director, CS Division, CCI.

Signature of the tenderer

4.1.1. The following documents must be submitted in the Technical Bid :-

- Letter of Submission of Tender along with **Annexure-III**.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft/Pay Order of ₹ 50,000/- (Rupees Fifty Thousand only) towards Earnest Money Deposit.
- Copy of Certificate of Incorporation/Registration
- Copy of PAN Card.
- Proof of registration for Service Tax, Sale Tax, VAT.
- Documentary proof showing minimum turnover of Rs. Forty Lakhs during each of the last three financial years (2013-14, 2014-15 & 2015-16). (Income Tax Returns and Audited Statements of Accounts for last three years).
- Copies of proof of supplying stationery and general store items of value not less than Rs. 16 Lakhs in one contract or Rs. 10 Lakhs each in two contracts or Rs. 8 Lakhs each in three contracts during the last three financial years to any Central/State Govt. & Public Sector Undertaking/Autonomous Bodies;
- An undertaking (as per Annexure-V) to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.

4.1.2 The Schedule of Rates (SOR) given at **Annexure-VII** duly filled in and signed by the tenderer, shall be submitted in the '**Financial Bid**'. **A bidder is required to quote for all the items in full as given in SOR. Bids which are not for all the items in full in SOR, will not be considered.**

4.2 **All rates shall be quoted only in the proper form i.e. in the SoR (Annexure-VII) indicating MRP, Unit Price Offered to CCI and rate of taxes separately.** Each page shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.

4.3 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the **Section-III** on "**Terms & Conditions Governing the Tender**". No request for change or variation in rates or terms and conditions of the tender shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.

4.4 The tender document duly completed as described in para above must reach the designated address up to **1500 hrs on 12th May, 2017**.

4.5 Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders can be dropped in the tender box kept at CCI Reception, 3rd Floor, H.T. House, Kasturba Gandhi Marg, New Delhi.

Signature of the tenderer

- 4.6 Tenders received after the scheduled date and time shall not be considered under any circumstances.
- 4.7 The tenderer will have to submit an analysis of rates if called upon to do so by CCI.
- 4.8 CCI reserves the right to:-
- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
 - Withdraw/Cancel the tender process without assigning any reasons thereto.
 - Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor performance.
- 4.9 Any variation, addition and/or omissions in the quantity/quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.

5. EARNEST MONEY:

- 5.1 The tenderer shall deposit a sum of ₹ 50,000/- (Rupees Fifty Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to CCI. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited. The EMD of the unsuccessful bidders shall be returned after entering into agreement with the successful bidder. EMD of the successful bidder shall be returned after furnishing Security Deposit.
- 5.2 The deposit as referred to under para 5.1 above shall be made by Pay Order' or Demand Draft made in favour of **Competition Commission of India (Competition Fund) Account** payable at New Delhi and valid for the period of validity of the tender.

6. OPENING OF BIDS:

- 6.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at **1530 hrs on 03rd March, 2017** at CCI. Authorisation letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- IV**).
- 6.2 Only one representative for each bidder shall be authorized and permitted to attend the bid opening.
- 6.3 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, at the same time and venue.

Signature of the tenderer

7. PREVIOUS EXPERIENCE:

The tenderers shall enclose copies of proof of supply of stationery and general stores items of value not less than Rs.16 Lakh in one contract or Rs.10 Lakh each in two contracts or Rs. 8 Lakhs each in three contracts during the last three financial years to any Central/State Govt. & Public Sector Undertaking/Autonomous Bodies.

8. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of **120 (One Hundred Twenty) days** from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner, else the EMD shall be forfeited and the tenderer shall be blacklisted.

9. ACCEPTANCE OF TENDER:

- 9.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of CCI who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.
- 9.2 Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.
- 9.3 All the tender documents submitted by a tenderer shall become the property of CCI and CCI shall have no obligation to return the same to the tenderers.
- 9.4 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
- 9.5 If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then CCI reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

10. EXECUTION OF AGREEMENT:

- 10.1 The firm whose tender is accepted shall be required to **execute an Agreement within fifteen (15) days of the date of issue of communication from CCI's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract.
- 10.2 The tenderer shall treat the contents of the tender documents as private and confidential.

11. POSTAL ADDRESS FOR COMMUNICATION:

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

(Ramesh Chand)
Dy. Director

Section – III**TERMS & CONDITIONS GOVERNING THE TENDER****1. TERMS AND CONDITIONS:**

- 1.1 The Rate Contract for supply of stationery and other general stores items shall be valid for a period of one year from the date of commencement of Contract and shall not be subject to variation on any account. However, in case of decrease in prices, the benefit shall be passed on to the purchaser. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. CCI does not give any guarantee of minimum purchase under the present RC.
- 1.2 If the successful Bidder fails to fulfil his obligations under the present RC i.e., non-adherence to terms and conditions, CCI 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 CCI.
- 1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

2. Delivery period:

- 2.1 Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days. In case of delay beyond the stipulated period, a penalty of Rs. 200/- per day of delay will be levied.
- 2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items. Else, penalty @ Rs.200/ per day will be levied.
- 2.3 In the case of short supply, the items are to be replenished within the time stipulated in the supply order. Otherwise, penalty @ Rs.200/- per day of delay will be levied.

3. Payment terms:

- 3.1 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

4. Despatch instructions: Stores are required to be delivered at CCI's Office at Hindustan Times House, Kasturba Gandhi Marg, New Delhi-110001 and at Office of DG CCI, HUDCO Vishala Building, Bhikaji Cama Place, New Delhi premises and no additional payment will be made on account of freights/transportation. CCI will not pay separately for transit insurance and the tenderer will be responsible till the entire stores ordered for, arrive in good condition at the CCI offices

Signature of the tenderer

5. **Risk Purchase:** In case the tenderer fails to supply the ordered quantity within the stipulated time limit, CCI may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

6. **GUARANTEE/WARRANTY:**

6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the CCI under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be beyond the date of expiry.

6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by CCI. Decision of CCI will be final on this account. The rejected items must be removed by the successful tenderer from CCI's premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

7. **DURATION OF CONTRACT:**

7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. CCI will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of CCI.

7.2 However, it will be obligatory on the part of the tenderer to continue to work at the rates prevailing on the last date of the Contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

8. **SECURITY DEPOSIT:** The successful tenderer whose rates are finally accepted shall deposit a sum of ₹ 2,00,000/- (Rupees Two Lakhs only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Fixed Deposit Receipts or Bank Guarantee which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of ₹ 50,000/- deposited by bidder will be refunded on furnishing of Security Deposit. No interest will be paid on the performance security.

9. **CCI reserves the right to terminate the Contract at any time without assigning any reason/notice.**

10. **CRITERIA FOR EVALUATION OF BIDS:**

10.1 **Technical Bid:-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of tender.
- The tender document with all pages duly signed with official seal.

Signature of the tenderer

- Copy of Certification of Incorporation/Registration.
- Copy of Income tax PAN Card.
- Copy of Service Tax, Sale Tax, VAT Registration.
- Documentary proof showing minimum turnover of Rs. Forty Lakhs during each of the last three financial years (2013-14, 2014-15 & 2015-16). (Income Tax Returns and Audited Statements of Accounts for last three years).
- Copies of proof of supplying stationery and general store items of value not less than Rs. 16 Lakhs in one contract or Rs. 10 Lakhs each in two contracts or Rs. 8 Lakhs each in three contracts during the last three financial years to any Central/State Govt. & Public Sector Undertaking/Autonomous Bodies;
- Earnest Money Deposit of ₹ 50,000/- (Rupees Fifty Thousand only) in form of bank draft/ pay order.
- An Undertaking to the effect that the tenderer has not been blacklisted by Central/ State Govt./Public Sector Units/Autonomous Bodies, or its contracts have not been terminated on account of poor performance.

10.2 **Financial Bid**:- The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. The financial bids for supply of stationery and other general items will be evaluated as per the weightage given in SOR and as per the rates quoted by the bidders in Schedule of Rates (Annexure-VII). The Financial Bids shall be checked for any arithmetical errors in computation and summation, and corrected figures will be taken for evaluation of bids.

10.3 **EVALUATION CRITERIA:** *The L-1 bidder will be determined based on total cost of the items to be worked out on the basis of unit price quoted by the firm multiplied by the weightage (in %) indicated for the items in the SOR.*

- For a valid quote, a bidder is required to quote for all the items in the SOR and the rate quoted (Unit Price Offered to CCI and taxes) for branded items shall not be more than the MRP in any case.
- Contract will be awarded to the firm which emerges as L1 (as determined by the procedure given in Evaluation Criteria).

11. FORCE MAJEURE:

- 11.1 If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to CCI within seven calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm,

Signature of the tenderer

as soon as practicable, after such event comes to an end or ceases to exist. The decision of CCI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

11.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

12. LAWS GOVERNING AGREEMENT/CONTRACT:

The Agreement/Contract entered into between CCI and the firm shall be governed by the laws of India for the time being in force.

13. JURISDICTION OF COURTS:

The court of the place where the Agreement/Contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement/Contract.

14. ARBITRATION:

In the event of any dispute arising between CCI and the firm in any matter covered under this Agreement/Contract or arising directly or indirectly therefrom or connected or concerned with the said Agreement/Contract in any manner of its implementation of any terms and conditions of the said Agreement/Contract, the matter shall be referred to the Secretary, CCI who may act as sole arbitrator or may nominate an officer of CCI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of CCI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made thereunder. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

15. GENERAL:

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Dy. Director (CS), CS Division, CCI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to him and his decision shall be final and binding.

(Ramesh Chand)
Dy. Director

The scope of work and all terms and conditions listed from para 1 to 15 along with their sub-paras have been read carefully, understood and accepted.

Signature of the tenderer

LIST OF STATIONERY & OTHER GENERAL ITEMS**STATIONERY ITEMS**

S.No.	Description of the Items	Make/Brand	Approx. Annual Qty. required	
1	Attendance Register - 96 pages	ABD	20	nos.
2	Binder Clips(19mm)	Best	100	Pkts.
3	Binder Clips(25mm)	Best	100	Pkts.
4	Binder Clips(32mm)	Best	100	Pkts.
5	Blue Sheet	Diamond	4	Pkts.
6	Board marker	Luxor	80	nos.
7	CD Case (100 CD stronger)	Moserbaer	2	nos.
8	CD Mailer	Moserbaer	100	nos.
9	CD marker	Luxor	50	nos.
10	CDs (RW) - Pack of 10 CDs	Moserbaer	40	Pkts.
11	CDs(R) - Pack of 10 CDs	Moserbaer	20	Pkts.
12	Cello tape (1") Transparent (65 m)	Wonder	50	nos.
13	Cello tape (1/2") Transparent(65 m)	Wonder	100	nos.
14	Cutter (Paper) (Blade 0.5 mm thick)	Best	50	nos.
15	Dak Pad	Neelgagan	20	nos.
16	Diary Register (400 pgs)	Neelgagan	50	nos.
17	Drawing Pin (Plastic Head)	Zen	50	Pkts.
18	DVDs(RW) - Pack of 10 DVDs	Moserbaer	20	Pkts.
19	DVDs(R) - Pack of 10 DVDs	Moserbaer	10	Pkts.
20	Engagement Stand (A4 size)	Kebica	10	nos.
21	Envelops White (10 x 4 1/2)	Satyam	200	nos.
22	Envelops Yellow laminated A-4 size	Satyam	200	nos.
23	Envelops yellow with cloth A-4 size	Satyam	200	nos.
24	File Board	Neelgagan	3000	nos.
25	File & Magazine Rack	Solo	20	nos.
26	File Cover (size 10"x 14", 350 GSM with centre cloth patti)	Neelgagan	200	nos.
27	File tray	Solo	20	nos.
28	Paper Clip Plastic coated	Zen	200	Pkts.
29	Glue Stick(15 g)	Faber Castle	450	nos.
30	Gum bottle(150ml)	Camlin	10	nos.
31	Highlighter (All Colours)	Luxor	450	nos.
32	Lever Arch File(RK-102)	Solo	150	nos.
33	Log Book (400 pages)	ABD	20	nos.
34	Magnetic Duster	Aeromax	20	nos.

Signature of the tenderer

S.No.	Description of the Items	Make/Brand	Approx. Annual Qty. required	
35	Micron Sheet(A4 size) Transparent	Diamond	4	Pkts.
36	Mouse Pad	Comfort	20	nos.
37	Note Sheet(Legal size) 80 GSM	Neelgagan	500	Pkts.
38	Packing tape (Brown)(2 ^{1/2} x65mtr.)	Wonder	200	nos.
39	Paper Separator	Solo	100	sets.
40	Pen (Roller Ball)	Uniball	250	nos.
41	Pen Pilot	Luxor Pilot Hi-Tecpoint 05	150	nos.
42	Pen Ball Point	Reynolds	2500	nos.
43	Pen Gel	Trimax	1500	nos.
44	Pen Pencil Holder	Solo	25	nos.
45	Pen stand	Kebica	10	nos.
46	Pencil Writing (HB Non-Toxic)	Natraj	150	Pkts.
47	Pencil Eraser (Non-Dust)	Natraj	400	nos.
48	Pencil Sharpener	Apsara	400	nos.
49	Peon Book (Hard Bound)	Neelgagan	40	nos.
50	Permanent marker	Luxor	100	nos.
51	Photocopy Paper - A4 75 gsm	J.K	4000	ream
52	Photocopy Paper(legal size) 75 gsm	J.K	500	ream
53	Paper Pin (Awl Pin) Net Wt. 60 gms	Globe	50	Pkts.
54	Pin cushion	Aeromax	20	nos.
55	Plastic Folder - Normal	Neelgagan	6000	nos.
56	Plastic Folder solo (101)	Solo	3000	nos.
57	Poker (Steel)	Aeromax	10	nos.
58	Prompts (Coloured Flags tri-colour)	Post-it	800	nos.
59	Prompts MultiColoured Transparent Plastic Flags 5x25 sheets/pack	Post-it	100	Pkts.
60	Self Adhesive Slips - Yellow 3"x2" - 100 Sheets	Post-it	300	Pkts.
61	Self Adhesive Slips - Yellow 3"x3" - 100 Sheets	Post-it	300	Pkts.
62	Paper Punch Double (No. 280)	Kangaro	25	nos.
63	Paper Punch Double (No. 800)	Kangaro	5	nos.
64	Paper Punch Single	Kangaro	50	nos.
65	Register -2 quire	Neelgagan	150	nos.
66	Register- 4 quire	Neelgagan	200	nos.
67	Register- 6 quire	Neelgagan	200	nos.
68	Register- 8 quire	Neelgagan	50	nos.
69	Ring Binder(A4 DC101)Delux clip	Solo	150	nos.
70	Ring Binder(RB-402) Delux clip	Solo	50	nos.

Signature of the Tenderer

S.No.	Description of the Items	Make/Brand/Specification	Approx. Annual Qty. required	
71	Ring Binder(RB-406) Delux clip	Solo	10	nos.
72	Rubber Band(Fluorescent - 2" Dia.)	Satyam	5	Pkts.
73	Scale Plastic (long-12')	Aeromax	50	nos.
74	Scissors Stainless Steel - 16 cms	Kebica	80	nos.
75	Short Hand Note Book	Neelgagan	50	nos.
76	Short hand Pencil	Apsara	20	nos.
77	Signature Pad	Neelgagan	10	nos.
78	Sketch Pen	Luxor	400	nos.
79	Conference Pad-15 x 21 cm(20 pgs)	Neelgagan	1000	nos.
80	Spico (10mm)	GBS	1	box
81	Spico(12mm)	GBS	2	box
82	Spico(14mm)	GBS	2	box
83	Spico(16mm)	GBS	2	box
84	Spico(19mm)	GBS	3	box
85	Spico(22mm)	GBS	1	box
86	Spico(25mm)	GBS	1	box
87	Spico(28mm)	GBS	1	box
88	Spico(45mm)	GBS	1	box
89	Spico(51mm)	GBS	1	box
90	Spiral pad Class-SC code no.-211	Neelgagan	600	nos.
91	Spiral pad no. 33	Neelgagan	20	nos.
92	Spiral Pad no. 66	Neelgagan	20	nos.
93	Sponge	Diamond	10	nos.
94	Stamp Pad	Supreme	10	nos.
95	Stamp Pad Ink	Supreme	20	nos.
96	Stapler 10D	Kangaroo	100	nos.
97	Stapler 45D	Kangaroo	50	nos.
98	Stapler HD-1217	Kangaroo	5	nos.
99	Stapler Pin 23/17-H	Kangaroo	20	nos.
100	Stapler Pin 24/6-IM	Kangaroo	200	nos.
101	Stapler Pin No-10-1M	Kangaroo	600	nos.
102	Strip Binder	Solo	50	nos.
103	Tag Cotton (Green) - 15"	Diamond	50	Bunch
104	Tag Cotton(White)-6/12" Superior (10 Bunches of 50 Tags each)	Diamond	500	Bunch
105	Visiting Card Holder/Book	Solo	20	nos.
106	Visitor Register(Gate register)	ABD	10	nos.
107	White fluid (Pen)	Kores	200	nos.

Signature of the Tenderer

GENERAL STORES ITEMS

SN	Description of the Items	Make/Brand/Specification	Approx. Annual Qty. required	
1	Bowl (Soup Bowl)	Royal	50	nos.
2	Mosquito Repellant Machine	All Out	10	nos.
3	Mosquito Repellant Liquid Refill	All Out	20	nos.
4	Calculator(12digit)	Casio	20	nos.
5	Stand Candle(Pack of 6 Candles)	Prakash	2	Pkts.
6	Battery Cell (AAA)	Eveready	50	nos.
7	Battery Cell (AA) Pencil Cells	Eveready	300	nos.
8	Coasters(Box containing 6 pieces.)	Flora	10	Box
9	Cup & Saucer(Set of 6 cups & saucers)	Royal Queen	25	sets.
10	Dak bag (Leather) with wheels	Solo	5	nos.
11	Dust Bin (Plastic)	Wonder	30	nos.
12	Duster white(24"x24")	J.K	1000	nos.
13	Duster yellow(24"x24")	J.K	100	nos.
14	Electric kettle 1000 ml	Philips	5	nos.
15	Extension Cord 5 AMP	Anchor	20	nos.
16	Extension Cord 15 AMP	Anchor	10	nos.
17	Glass Tumbler(Medium) 295 ml (Box of 6 Glasses)	Borosil	30	Box
18	Mosquito & Cockroach Repellant Spray	Hit	20	nos.
19	Mirror (1' x 1½' size) with wooden frame	PK	12	nos.
20	Plate (full)	Royal Queen	50	nos.
21	Plate (quarter)	Royal Queen	50	nos.
22	Room freshener	Premium	80	nos.
23	Spoon(Tea spoon/Desert Spoon)	Royal	100	nos.
24	Fork	Royal	50	nos.
25	Acrylic Table Top Elevator Writing Table Desk (STANDARD SIZE) 21x15 Inches 8MM Thickness	RASPER	5	nos.
26	Flask - 1000 ml	Milton	30	nos.
27	Thread Plastic	Neeraj	10	nos.
28	Tissue/Napkin Paper	Wintex	700	Pkts.
29	Cotton Towel (Big)	Bombay Dyeing	40	nos.
30	Cotton Towel (Small)	Bombay Dyeing	50	nos.
31	Serving Tray(Acrylic) 36 x 27.5 cm)	Royal	15	nos.
32	Wall Clock	Ajanta	20	nos.
33	Plastic Water Jug 2500 ml	Nayasa	50	nos.
34	Wax (Sealing)	Komal	5	nos.
35	White Board 3' x 2'	Citizen	10	nos.

Signature of the Tenderer

LETTER OF SUBMISSION OF TENDER

To

The Dy. Director (CS)
Competition Commission of India
Corporate Service Division
3rd Floor, Hindustan Times House
18-20, Kasturba Gandhi Marg
New Delhi – 110 001

Subject: Tender for "**Supply of Stationery & other General Items**" for a period of one year from the date of commencement of contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above mentioned TENDER, I/We hereby tender for supply of stationery and other general stores items for CCI for its offices located at H.T House, Kasturba Gandhi Marg and Bhikaji Cama Place, New Delhi at the rates specified in the SOR (Annexure - VII of the tender documents). I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all the terms and conditions laid therein.

2. The following certificates/ documents are enclosed herewith:-
 - 2.1 Certificate of Incorporation/Registration.
 - 2.2 Documentary proof showing minimum turnover of Rs. Forty Lakhs during each of the last three financial years (2013-14, 2014-15 & 2015-16). (Income Tax Returns and Audited Statements of Accounts for last three years).
 - 2.3 Copies of proof of supplying stationery and general store items of value not less than Rs. 16 Lakhs in one contract or Rs. 10 Lakhs each in two contracts or Rs. 8 Lakhs each in three contracts during the last three financial years to any Central/State Govt. & Public Sector Undertaking/Autonomous Bodies;
 - 2.4 Copy of Income Tax PAN Card;
 - 2.5 Copy of Service Tax, Sales Tax, VAT Registration;
 - 2.6 A sum of ₹50,000/- (Rupees Fifty Thousand only) towards Earnest Money in the form of pay order/demand draft No. _____ dated ____ drawn on the bank/branch In favour of Competition Commission of India (Competition Fund) Account, payable at New Delhi.
 - 2.7 An undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.

Signature of the tenderer

- 2.8 The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by CCI.
- 2.9 Duly signed tender document.
- 2.10 Duly filled Technical Bid Proforma (Annexure-III)

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer / (s)

Place :

Date :

Seal

Name: _____
Mobile/Tel No.: _____
Designation: _____
Address : _____

PROFORMA FOR TECHNICAL BID

1. Name of the Firm & Owner :
(With Tel./Mob. Nos.)
2. Office Address with :
Tel./Fax/Mob. Nos.
3. Date of Incorporation/Registration :
(Attach documentary proof)
4. Registration No. (Copy of :
Certificate to be attached)
4. Contact Person(s) Name :
Tel./Fax/Mob. Nos.
5. Annual Turnover : 2013-14
(Copies of Audited Statement of 2014-15
Accounts to be Attached) 2015-16
6. PAN/TIN No./Service Tax No/
Sales Tax/VAT Regn. No. :
(copies to be attached)
7. Details of supplying stationery :
& general stores items of value
not less than Rs.16 Lakh, Rs. 10 Lakh,
Rs. 8 Lakh in one contract, two contracts
or three contracts respectively during the
last three financial years.
(Copies of supply orders to be attached
as a proof)
9. Details of Earnest Money : PO/DD No. dt.
10. Whether Terms & Conditions
issued by CCI are acceptable
to the Firm
11. Undertaking of Non-blacklisting to be attached:
12. Income Tax Returns : 2013-14, 2014-15 and 2015-16
(copies to be attached)
13. Whether copies of all certificates
have been attached as per
Checklist.

Signature of Tenderer / (s)

Place :

Date :

Seal

Name: _____

Mobile/Tel No.: _____

Designation: _____

Address : _____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: **Authorization for attending bid opening of Tender for Supply of Stationery & other general items.**

The undermentioned person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Name

Specimen Signature

Signatures of bidder

Or

Seal

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is 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.

Signature of the tenderer

UNDERTAKING

I/We undertake that _____ (*name of the company*) _____ has not been blacklisted
by any Govt. Deptt /Public Sector Undertaking/Autonomous Body.

Signature of the authorized
Signatory of the firm/
Company/Organization
Official stamp/ seal.

Date:

Place:

**CHECK LIST 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 the tender for Annual Rate Contract for Supply of Stationery & Other General Items. The documents are to be submitted in descending order:-

S.No.	Documents	Page No.
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft of ₹ 50,000 / - towards Earnest Money Deposit.	
4.	Copy of PAN Card	
5.	Proof of copy of Service Tax, Sales Tax, VAT Registration.	
6.	Copies of Certificate of Incorporation/Registration	
7.	Documentary proof showing annual turnover of Rs. Forty Lakhs (Copies Income Tax Returns and Audited Statement of Accounts for the last three years).	
8.	Copies of proof of supply of stationery and general stores items of value not less than Rs. 16 Lakhs, Rs. 10 Lakhs, Rs. 8 Lakhs in one contract, two contracts or three contracts respectively during the last three financial years. to any Central/State Govt. & Public Sector Undertakings/Autonomous Bodies	
9.	An Undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt/Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.	
10.	Technical Bid Proforma duly filled (Annexure-III)	
11.	Authorization letter for the bid opening [as per Annexure – IV)	
12.	Any other document (s) [Please specify]	
13.	Schedule of Rates (as per Annexure-VII)/Financial Bid	

Bidders to ensure

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).

Signature of the tenderer

(To be kept in a separate envelope)

ANNEXURE - VII

PROFORMA FOR FINANCIAL BID**SCHEDULE OF RATES (SOR) TO BE QUOTED FOR SUPPLY OF STATIONERY & OTHER GENERAL ITEMS****STATIONERY ITEMS**

S.No.	Description of the Items	Make/Brand	Unit	MRP	Unit Price Offered to CCI (excl. of taxes)	Tax Rate	Weightage (in %)	Total
(a)	(b)	(c)			(d)	(e)	(f)	(g) = (d) x (f)
1	Attendance Register - 96 pages	ABD	nos.				0.06	
2	Binder Clips(19mm)	Best	Pkts.				0.24	
3	Binder Clips(25mm)	Best	Pkts.				0.28	
4	Binder Clips(32mm)	Best	Pkts.				0.38	
5	Blue Sheet	Diamond	Pkts.				0.01	
6	Board marker	Luxor	nos.				0.1	
7	CD Case (100 CD stronger)	Moserbaer	nos.				0.12	
8	CD Mailer	Moserbaer	nos.				0.04	
9	CD marker	Luxor	nos.				0.03	
10	CDs (RW) - Pack of 10 CDs	Moserbaer	Pkts.				1.13	
11	CDs(R) - Pack of 10 CDs	Moserbaer	Pkts.				0.38	
12	Cello tape (1") Transparent (65 m)	Wonder	nos.				0.14	
13	Cello tape (1/2") Transparent (65	Wonder	nos.				0.05	
14	Cutter (Paper) (Blade 0.5 mm thick)	Best	nos.				0.08	
15	Dak Pad	Neelgagan	nos.				0.09	
16	Diary Register (400 pgs)	Neelgagan	nos.				0.76	
17	Drawing Pin (Plastic Head)	Zen	Pkts.				0.06	
18	DVDs(RW) - Pack of 10 DVDs	Moserbaer	Pkts.				0.61	
19	DVDs(R) - Pack of 10 DVDs	Moserbaer	Pkts.				0.24	
20	Engagement Stand (A4 size)	Kebica	nos.				0.2	
21	Envelops White (10 x 4 1/2)	Satyam	nos.				0.06	
22	Envelops Yellow laminated A-4 size	Satyam	nos.				0.06	
23	Envelops yellow with cloth A-4 size	Satyam	nos.				0.07	
24	File Board	Neelgagan	nos.				2.21	
25	File & Magazine Rack	Solo	nos.				0.26	
26	File Cover (size 10"x 14", 350 GSM with centre cloth patti)	Neelgagan	nos.				0.17	
27	File tray	Solo	nos.				0.18	
28	Paper Clip Plastic coated	Zen	Pkts.				0.23	
29	Glue Stick(15 g)	Faber Castle	nos.				0.81	
30	Gum bottle(150ml)	Camlin	nos.				0.02	
31	Highlighter (All Colours)	Luxor	nos.				0.51	
32	Lever Arch File(RK-102)	Solo	nos.				1.13	
33	Log Book (400 pages)	ABD	nos.				0.28	
34	Magnetic Duster	Aeromax	nos.				0.11	

Signature of the tenderer

S.No.	Description of the Items	Make/Brand	Unit	MRP	Unit Price Offered to CCI (excl. of taxes)	Tax Rate	Weightage (in %)	Total
35	Micron Sheet(A4 size) Transparent	Diamond	Pkts.				0.28	
36	Mouse Pad	Comfort	nos.				0.04	
37	Note Sheet(Legal size) 80 GSM	Neelgagan	Pkts.				2.27	
38	Packing tape (Brown)(2 ^{1/2} x65mtr.)	Wonder	nos.				0.82	
39	Paper Separator	Solo	sets.				0.76	
40	Pen (Roller Ball)	Uniball	nos.				0.9	
41	Pen Pilot Hi-Tecpoint 05	Luxor Pilot	nos.				0.54	
42	Pen Ball Point	Reynolds	nos.				0.9	
43	Pen Gel	Trimax	nos.				4.05	
44	Pen Pencil Holder	Solo	nos.				0.28	
45	Pen stand	Kebica	nos.				0.31	
46	Pencil Writing (HB Non-Toxic)	Natraj	Pkts.				0.36	
47	Pencil Eraser (Non-Dust)	Natraj	nos.				0.07	
48	Pencil Sharpener	Apsara	nos.				0.07	
49	Peon Book (Hard Bound)	Neelgagan	nos.				0.19	
50	Permanent marker	Luxor	nos.				0.11	
51	Photocopy Paper - A4 75 gsm	J.K	ream				42.61	
52	Photocopy Paper(legal size) 75 gsm	J.K	ream				6.54	
53	Paper Pin (Awl Pin) Net Wt. 60 gms	Globe	Pkts.				0.08	
54	Pin cushion	Aeromax	nos.				0.03	
55	Plastic Folder - Normal	Neelgagan	nos.				7.58	
56	Plastic Folder solo (101)	Solo	nos.				2.27	
57	Poker (Steel)	Aeromax	nos.				0.01	
58	Prompts (Coloured Flags tri-colour)	Post-it	nos.				2.12	
59	Prompts MultiColoured Transparent Plastic Flags 5x25 sheets/pack	Post-it	Pkts.				0.32	
60	Self Adhesive Slips - Yellow 3"x2" - 100 Sheets	Post-it	Pkts.				0.8	
61	Self Adhesive Slips - Yellow 3"x3" - 100 Sheets	Post-it	Pkts.				0.99	
62	Paper Punch Double (No. 280)	Kangaro	nos.				0.11	
63	Paper Punch Double (No. 800)	Kangaro	nos.				0.33	
64	Paper Punch Single	Kangaro	nos.				0.2	
65	Register -2 quire	Neelgagan	nos.				0.53	
66	Register- 4 quire	Neelgagan	nos.				1.21	
67	Register- 6 quire	Neelgagan	nos.				1.49	
68	Register- 8 quire	Neelgagan	nos.				0.57	
69	Ring Binder(A4 DC101)Delux clip	Solo	nos.				0.81	
70	Ring Binder(RB-402) Delux clip	Solo	nos.				0.42	

Signature of the tenderer

S.No.	Description of the Items	Make/Brand	Unit	MRP	Unit Price Offered to CCI (excl. of taxes)	Tax Rate	Weightage (in %)	Total
71	Ring Binder(RB-406) Delux clip	Solo	nos.				0.07	
72	Rubber Band(Fluorescent - 2" Dia.)	Satyam	Pkts.				0.07	
73	Scale Plastic (long-12')	Aeromax	nos.				0.03	
74	Scissors Stainless Steel - 16 cms	Kebica	nos.				0.34	
75	Short Hand Note Book	Neelgagan	nos.				0.07	
76	Short hand Pencil	Apsara	nos.				0.01	
77	Signature Pad	Neelgagan	nos.				0.03	
78	Sketch Pen	Luxor	nos.				0.19	
79	Conference Pad-15 x 21 cm(20 pgs)	Neelgagan	nos.				0.63	
80	Spico (10mm)	GBS	box				0.05	
81	Spico(12mm)	GBS	box				0.13	
82	Spico(14mm)	GBS	box				0.14	
83	Spico(16mm)	GBS	box				0.16	
84	Spico(19mm)	GBS	box				0.29	
85	Spico(22mm)	GBS	box				0.11	
86	Spico(25mm)	GBS	box				0.12	
87	Spico(28mm)	GBS	box				0.14	
88	Spico(45mm)	GBS	box				0.2	
89	Spico(51mm)	GBS	box				0.24	
90	Spiral pad Class-SC code no.-211	Neelgagan	nos.				1.59	
91	Spiral pad no. 33	Neelgagan	nos.				0.03	
92	Spiral Pad no. 66	Neelgagan	nos.				0.04	
93	Sponge	Diamond	nos.				0.02	
94	Stamp Pad	Supreme	nos.				0.02	
95	Stamp Pad Ink	Supreme	nos.				0.02	
96	Stapler 10D	Kangaroo	nos.				0.44	
97	Stapler 45D	Kangaroo	nos.				0.3	
98	Stapler HD-1217	Kangaroo	nos.				0.34	
99	Stapler Pin 23/17-H	Kangaroo	nos.				0.06	
100	Stapler Pin 24/6-IM	Kangaroo	nos.				0.17	
101	Stapler Pin No-10-1M	Kangaroo	nos.				0.23	
102	Strip Binder	Solo	nos.				0.07	
103	Tag Cotton (Green) - 15"	Diamond	Bunch				0.12	
104	Tag Cotton(White)-6/12" Superior (10 Bunches of 50 Tags each)	Diamond	Bunch				0.57	
105	Visiting Card Holder/Book	Solo	nos.				0.33	
106	Visitor Register(Gate register)	ABD	nos.				0.28	
107	White fluid (Pen)	Kores	nos.				0.28	

Signature of the tenderer

GENERAL STORES ITEMS

SN	Description of the Items	Make/Brand	Unit	MRP	Unit Price Offered to CCI (excl. of taxes)	Tax Rate	Weightage (in %)	Total
1	Bowl (Soup Bowl)	Royal	nos.				2.09	
2	Mosquito Repellant Machine	All Out	nos.				0.25	
3	Mosquito Repellant Liquid Refill	All Out	nos.				0.4	
4	Calculator(12digit)	Casio	nos.				3.23	
5	Stand Candle(Pack of 6 Candles)	Prakash	Pkts.				0.02	
6	Battery Cell (AAA)	Eveready	nos.				0.5	
7	Battery Cell (AA) Pencil Cells	Eveready	nos.				3.02	
8	Coasters(Box containing 6 pieces.)	Flora	Box				0.31	
9	Cup & Saucer(Set of 6 cups & saucers)	Royal Queen	sets.				5.47	
10	Dak bag (Leather) with wheels	Solo	nos.				6.95	
11	Dust Bin (Plastic)	Wonder	nos.				0.78	
12	Duster white(24"x24")	J.K	nos.				7.84	
13	Duster yellow(24"x24")	J.K	nos.				0.92	
14	Electric kettle 1000 ml	Philips	nos.				2.15	
15	Extension Cord 5 AMP	Anchor	nos.				1.84	
16	Extension Cord 15 AMP	Anchor	nos.				1.56	
17	Glass Tumbler(Medium) 295 ml (Box of 6 Glasses)	Borosil	Box				3.65	
18	Mosquito & Cockroach Repellant Spray	Hit	nos.				1.22	
19	Mirror (1' x 1½' size) with wooden frame	PK	nos.				2.29	
20	Plate (full)	Royal Queen	nos.				3.82	
21	Plate (quarter)	Royal Queen	nos.				1.91	
22	Room freshener	Premium	nos.				2.92	
23	Spoon(Tea spoon/Desert Spoon)	Royal	nos.				0.78	
24	Fork	Royal	nos.				0.52	
25	Acrylic Table Top Elevator Writing Table Desk (STANDARD SIZE) 21x15 Inches 8MM Thickness	RASPER	nos.				6.08	
26	Flask - 1000 ml	Milton	nos.				4.17	
27	Thread Plastic	Neeraj	nos.				0.52	
28	Tissue/Napkin Paper	Wintex	Pkts.				13.39	
29	Cotton Towel (Big)	Bombay Dyeing	nos.				7.65	
30	Cotton Towel (Small)	Bombay Dyeing	nos.				1.74	
31	Serving Tray(Acrylic) 36 x 27.5 cm)	Royal	nos.				1.43	
32	Wall Clock	Ajanta	nos.				2.78	
33	Plastic Water Jug 2500 ml	Nayasa	nos.				2.09	
34	Wax (Sealing)	Komal	nos.				0.15	
35	White Board 3' x 2'	Citizen	nos.				5.56	

Signature of the tenderer