



क्षेत्रीय कार्यालय : आलोक भारती कॉम्प्लेक्स, सातवीं मंजिल, शहीद नगर, भुवनेश्वर .. 751007

Regional Office: Alok Bharati Complex, 7th floor, Sahid Nagar, Bhubaneswar-751007

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No. : MMTC/BBSR/ADMN/Stationery/2017-18

Date: 21/12/2017

TENDER FOR

PROCUREMENT OF STATIONERY AND CONSUMABLES ITEMS.

Limited tenders in separate sealed covers for Annexure enclosed are invited by the Office of the General Manager, MMTC Limited, Regional Office, Bhubaneswar for authorization of vendor for one year for supply of Stationery Items as detailed in the enclosed list at Annexure- I & II.

The items, as mentioned in Annexure-I & II are to be purchased on requirement basis. It is to be noted that the rates quoted will be valid from 27th December 2017 to 26th December 2018. The Stationery and Consumables items will have to be delivered to the Office of General Manager, MMTC Limited, Regional Office, 7th Floor, Alok Bharati Complex, Sahid Nagar, Bhubaneswar-751007.

The covers containing the bids i.e. Technical bid and Financial bid sealed in separate covers and super-scribed "Bids for supply of Stationery and consumables items" should be addressed to and to be submitted to the Chief Manager, Personnel and Administration at the above address" **by 16th January 2018 up to 2.00 pm.**

No tender will be entertained after expiry of prescribed date and time. The technical bids will be opened on 17.01.2018 at 15.00 HRS. The Financial bids will be opened on 19.01.2018 at 03.00 PM.

Chief Manager(P&A)
MMTC Limited, Regional Office, Bhubaneswar

GENEREAL TERMS AND CONDITIONS:

1. The successful bidder will have to deposit Rs.10,000/- as a security deposit in the form of Bank Guarantee valid up to 60 days beyond the expiry of contract period from a nationalized bank. However, the Registered MSEs are not required to make security deposit even if they become the successful bidder.
2. In case the bidders/successful bidder(s) are found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In such case, Security money deposited shall be forfeited.
3. The successful bidder will have to supply the items to this office within 10 days from the date of issue of purchase order.
4. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm.
5. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.
6. The tendering firm must quote the rates, applicable GST rate separately as per the Annexure-I & II.
7. Prices quoted shall be valid till 26th December 2018.
8. The requirement of consumable items can be increased or decreased and the firm has to supply the items during the period of contract.
9. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same. 100% Payment will be made within 15 days from the date of supply of items as per the order.
10. **No advance payment will be made.**
11. The firm should have an annual turnover of at least Rs.2 Lakhs (Rupees Two Lakhs) per year during the last three years, for the supply of Stationery/consumables items. The firms must attach supporting documents in this regard.
12. The tendering firm must submit GST Registration Certificate. In the absence of these documents, the tender shall be summarily rejected.
13. All the firms participating in the tender must submit a list of their owner(s)/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/ pending against the firm.
14. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations.
15. Bids will be finalized on total of rates quoted for items as per Annexure-I & II. It is to be noted that as bids will be finalized on the total of rates quoted for items, the tenderer /vendors must quote the rates of each & every item. The bids, which do not quote the rates of each & every item as per Annexure-I & II shall be summarily rejected.
16. Interested bidders/ vendors can visit this office on any working day, to inspect the specimens before submitting the bids.
17. The Office of the General, MMTC reserves the right to reject any or all the tenders without assigning any reason thereof.
18. The Tender Processing Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and may also check the stores of the firm(s).
19. Incomplete or conditional tenders will not be entertained.

20. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions.
21. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical bid.
22. In complete or conditional tenders will not be entertained
23. The requirement of the Items Can be Increase or Decrease and the firm(s) has to supply the items during the period of contract.
24. Preference will be given to MSME/SSI and/or owner being SC/ST if bid price will be same.
25. **Technical Bid** cover shall contain the following documents along with the Tender:
- a. GST Registration Certificate along with TIN Number.
 - b. Latest GST Clearance Certificate.
 - c. Authorization Certificate in case of authorized dealer.
 - a Documents regarding Annual turnover of above Rs. 2 Lakhs (Rupees Two Lakhs) per year during the preceding three years.
 - d. A list of owner(s)/partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/ pending against the firm or its owner(s)/partners anywhere in India. MSME/SSI Certificate if registered and/or if SC/ST Owner certificate from designated authority may be submitted.
 - e. Any other relevant important information.
 - f. Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
 - g. List of the Ministries/Government Departments to whom the stationery items mentioned in Annexure I were being supplied by the firm.

26.Financial Bid cover shall contain the following documents along with the Tender:

Price Bid containing price per unit including GST as per Annexure-I & II, in a separate cover. Copy of the tendering enquiry with terms and conditions duly signed in all pages.

SIGNATURE OF THE TENDERER _____

NAME OF TENDERER _____

FULL ADDRESS _____

Tentative requirement of Stationery and Consumables, MMTC, Regional Office,Bhuaneswar.

| ANNEXURE-I | | | | | |
|------------|--|-----------|---------------------------|-----|-------|
| Sr.No. | Items | Quantity | Rate (Approximate) Amount | | |
| | | | Per | GST | Gross |
| | | | | | |
| 1 | Letter Head (Size-A/4) | 20 pads | | | |
| 2 | Note sheet pads | 100 pads | | | |
| 3 | TA Bill Form | 10 Pads. | | | |
| 4 | Leave Application(CL/EL/HPL) | 20 Pads. | | | |
| 5 | Leave Order | 20 Pads | | | |
| 6 | OTA Requisition Form | 10 Pads | | | |
| 7 | Laminated Envelope(Size-12 X10) | 1000 nos. | | | |
| 8 | Cloth bund Envelope(Size 12 x10) | 1000 nos. | | | |
| 9 | Cloth Bund Envelope(Size- 16 X12) | 1000 nos | | | |
| 10 | White Envelope (Size-10 x 4.5) | 6000 nos. | | | |
| 11 | White Envelope (Size-11 x 5) | 6000nos. | | | |
| 12 | Vehicle requisition/Local conv. form | 20 Pads | | | |
| 13 | Medical Claim Form | 20 Pads | | | |
| 14 | Night/Shift Claim Form | 10 Pads | | | |
| 15 | Contingent Form | 20 Pads | | | |
| 16 | Monthly OT Claim Form | 6 Pads | | | |
| 17 | Non- Refundable Form | 10 Pads | | | |
| 18 | Sanction of Permission | 5 Pads | | | |
| 19 | On Duty Certificate | 5 Pads | | | |
| 20 | Tag File | 1000 nos | | | |
| 21 | Clip File | 500 nos | | | |
| 22 | File Board | 1000 nos | | | |
| 23 | Festival advance | 6 Pads | | | |
| 24 | Scribbling Pad | 500 pads | | | |
| 25 | Money Receipt | 10 nos. | | | |
| 26 | Attendance Register(For MTS BBSR/Duburi/Paradip) | 10 nos | | | |
| 27 | Vehicle log book | 6 nos | | | |
| 28 | Plastic Folder with MMTC Logo | 500 nos | | | |
| | Total | | | | |

Tentative requirement of stationery & consumables, MMTC, Regional Office, Bhuaneswar

| ANNEXURE-II | | | | | |
|-------------|---|-----------|---------------------------|-----|-------|
| Sr.No. | Items | Quantity | Rate (Approximate) Amount | | |
| | | | Per | GST | Gross |
| 1 | Pencil(Apsara) | 35 Pkts. | | | |
| 2 | Pencil Cutter/Eraser(Dust Free) | 100 nos. | | | |
| 3 | Tag Bondles(Cotton) | 100 Pkts. | | | |
| 4 | Arch file(Krishana) | 100 nos | | | |
| 5 | Gems Clip(Bell-35MM) | 50 Pkts | | | |
| 6 | Gum Tubes(Kores/Comlin) | 60 nos. | | | |
| 7 | Gum bottle | 6 nos | | | |
| 8 | Register(Krishna/Rajdhani(No.6 to 20) | 12 nos | | | |
| 9 | Scale (Natraj/Camlin) | 40 nos. | | | |
| 10 | Cello Tape(16) | 100 nos. | | | |
| 11 | Brown Tape(2 ÷ - 35 Meter) | 25 nos | | | |
| 12 | Stapler (Kongaro-HD-D) | 40 nos | | | |
| 13 | Flag Sticker(Oddy-5 Colour) | 20 pkts | | | |
| 14 | Stapler Pin(Kongaro) | 240 Pkts. | | | |
| 15 | Highlighter Pen(Yellow- Camlin) | 10 Pkts | | | |
| 16 | Single/Double Punch(kongaro-DP-280) | 10 nos. | | | |
| 17 | Stamp Pad(fibre-Castern size -110 x69mm) | 30 nos. | | | |
| 18 | Correcting Pen(Kores) | 40 nos | | | |
| 19 | Paper Weight(Fibre) | 50 nos | | | |
| 20 | Alpin Bell | 50 Pkts | | | |
| 21 | Binder Clip(Size- 15 mm,19mm,25mm,32mm & 40 mm) | 6 Pkts | | | |
| 22 | Duster Cloth(Good Quality) | 200 nos. | | | |
| Total | | | | | |

Signature of tenderer