NOTICE INVITING TENDER

Name of the work: Tender Enquiry for Supply of Computer Stationery and other Consumable items on item rate contract basis valid for a period of one year for EPI, ERO, Kolkata.

Estimated value of work: Rs 4 lacs

Time of Completion: One year from the date of LOI/Purchase Order.

Sealed & Superscribed Tenders are invited from interested bidders/ Agencies for Supply of Computer Stationery and other consumable items on item rate contract basis valid for a period of one year for EPI, ERO, Kolkata.

All Tender documents (NIT and the Annexure I to III) are uploaded in EPI's website www.engineeringprojects.com / www.epi.gov.in and can be downloaded by the interested tenderers for submission of Tender.

1. Cost of Tender: The cost of this tender will be Rs 500/- payable by demand draft in favour of Engineering Projects (India) Ltd., payable at Kolkata. Those tenderer who have downloaded this tender from website, a demand draft of Rs. 500/- may be submitted alongwith the tender on this account.

2. Earnest Money Deposit: All tenders shall be accompanied by Earnest Money Deposit Rs. 5,000/-. This shall be in the form of Crossed Demand Draft; in favour of "ENGINEERING PROJECTS (INDIA) LTD.," payable at Kolkata from any Nationalized/ Scheduled Bank or in the form of Bank Guarantee from any Nationalized/ Scheduled Bank in accordance with prescribed proforma. The Bank Guarantee shall be confirmed by the Regional Office/ Corporate Office of the Bank at New Delhi/Kolkata. Tender submitted without EMD or with inadequate amount of EMD and also without cost of tender shall be rejected.

Security Deposit of the successful bidder will be returned within 15 days after successful completion of work.

EMD of the unsuccessful bidder will be returned within 15 days of finalization of Purchase order.

3. The tenderer should sign, stamp and date in all the pages of the tender document as a token of acceptance of all the terms and condition in totality. In case any page of the tender document found without duly signed, stamped and dated, the tender will be liable to be rejected.

4. Issuance of tender documents to any tenderer, shall, however, not construe that the tenderer is considered qualified for the tender work and the bid may be rejected, if on detailed scrutiny, the documents submitted along with the Tender are found to be unsatisfactory. Tenderer must bid for the entire scope of work as mentioned in the Bill of Quantity and part offer will summarily be rejected for which any correspondence from the tenderer will not be entertained.

5. PQ Criteria: List of PQ Criteria: Bidder should have experience in supplying the computer stationery & consumable items and have running establishment in or around Kolkata for the last three years.
### 6. Price

**Price**: FOR EPI office at 50, Chowringhee Road (8th & 9th Floors), Kolkata – 700 071. The item rates shall remain firm and free from all escalations during the contract period of one year. The rates shall be inclusive of packing, forwarding, freight and all incidental charges for delivery unto the destination.

### 7. Payment Terms

**Payment Terms:**

100% payment within 15 days of receipt of invoice after receipt of goods/stores in EPI Kolkata office.

### 8. The tender is to be submitted in two separate sealed covers marked as under:

### 9. ENVELOPE-1:: Techno Commercial Bid

Technical specification with terms and conditions of work, deviations if any should be clearly indicated on a separate sheet and unpriced copy of price bid in one sealed cover IN DUPLICATE along with (a) **Cost of Tender** and (b) **EMD** as applicable.

This Envelope shall also contain the following:

i) Requisite Cost of Tender and EMD

ii) **Letter of Undertaking** in duplicate for unconditional acceptance of the Tender conditions as per Proforma given in Instructions to Tenderers (ITT) available in EPI website.

iii) Complete Tender Documents comprising of NIT, Documents in support of fulfillment of PQ Criteria, Terms and Conditions (1 sheet), Scope of Supply (3 sheets), & General Purchase Conditions. (GPC & GCC - downloadable from EPI’s website).

iv) **PQ Criteria**: Documents in support of fulfillment of PQ Criteria to be submitted with along with the tenders in the 1st Part envelope (Techno-commercial Bid):

This Envelope – 1 shall be superscribed as : “**Techno Commercial Bid**” for Supply of Computer Stationery and other Consumable items on item rate contract basis valid for a period of one year for EPI, ERO, Kolkata.

**NIT No.**: ………………………………………
**DUE ON**: ………………………………………
**FROM**: (Name of the Tenderer, Address and Contact no.)

### 10. ENVELOPE-2: PRICE- BID

This Envelope shall contain only the “**PRICE- BID**” as per the format given in Annexure.

The price bid of those bidders whose bid has been found technically accepted on the basis of documents submitted shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 Bidder shall be accepted subject to the confirmation of authenticity of the PQ documents / BG from the concerned department / bank, where applicable.

The tenderer should quote the rates for the items tendered by them in figures only. The amount for each item should be worked out and the requisite totals and the page totals given where applicable.

This Envelope shall be superscribed as : “**PRICE- BID**” for Supply of Computer Stationery and other Consumable items on item rate contract basis valid for a period of one year for EPI, ERO, Kolkata.

**NIT No.**: ………………………………………
**DUE ON**: ………………………………………
**FROM**: (Name of the Tenderer, Address and Contact no.)
Both the envelopes duly marked as 1 & 2 shall be separately sealed and kept in a third envelope which should be superscribed as: “for Supply of Computer Stationery and other Consumable items on item rate contract basis valid for a period of one year for EPI, ERO, Kolkata.

| NIT NO: | ……………………………………………………………………………………………… |
| DUE ON: | ……………………………………………………………………………………………… |
| FROM: | (Name of the tenderer, Address and Contact no.) |

At the bottom of the left hand side of all the envelopes the name, address and contact No. of the individual tenderer should be superscribed.

11. **Validity of Offer**

The offer should be valid for a minimum period of **30 days** from the date of submission of tender.

12. The interested tenderer can also collect the complete set of tender documents from Addl. General Manager (MMD) EPI, 50, Chowringhee Road, Kolkata – 700071 from 9.30 AM to 5.00 PM on all working days (Monday to Friday) up to one day prior to last date of submission of the tender.

13. The schedule dates for tender activities are as follows:
   - i) Last date for sale of tender documents :: 22.04.2013 upto 4.00 PM
   - ii) Last Date of submission of Tender :: 23.04.2013 at 2.00 P.M.
   - iii) Date & Time of opening of Techno-commercial bid :: 23.04.2013 at 2.30 P.M.

14. Interested parties may submit their offer to the following address:

   **ADDL. GENERAL MANAGER (MMD)**
   Engineering Projects (India) Ltd  
   (A Govt. of India Enterprise)  
   50, Chowringhee Road, 9th Floor  
   Kolkata – 700 071.

15. EPI reserves the right to accept any or reject any or all offers or extend the date of submission of the offer or cancel any or all the tender(s) or annul this process without assigning any reason whatsoever. The corrigendum, extension, cancellation of this NIT, if any, shall be hosted in EPI’s/ CPPP website only. The intending bidders are requested to visit the EPI’s/ CPPP websites regularly for this.

   **ADDL GENERAL MANAGER (MMD)**  
   (ERO), KOLKATA

16. **List of Annexure Enclosed**

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