ENGINEERING PROJECTS (INDIA) LTD.,
( A GOVT. OF INDIA ENTERPRISE )

ERO/MMD/ITD/1041

NOTICE INVITING TENDER

22.12.2015

Name of the work: Tender Enquiry for Supply of computer stationery and consumable items on rate contract basis valid for a period of 1 year for EPI, ERO, Kolkata

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

Sealed Tenders are invited from interested bidders/ Agencies by Engineering Projects (India) Ltd. for Eastern Regional Office, Kolkata for Supply of Computer Stationery and consumable items on rate contract basis valid for a period of one year for EPI, ERO, Kolkata as per enclosed specification and GPC of EPI.

All Tender documents (NIT and the Annexure I to V) are uploaded in EPI’s website www.epi.gov.in & www.eprocure.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 (EMD) of Rs.5000/- (Five Thousand only). This shall be in the form of Pay Order/Bank Draft, Crossed Demand Draft; in favour of "ENGINEERING PROJECTS (INDIA) LTD.," payable at Kolkata from any Nationalized/Scheduled Bank. Tender submitted without EMD or with inadequate amount of EMD and also without cost of tender shall be rejected. EMD of the unsuccessful bidder will be returned within 15 days of finalization of Purchase Order. EMD of the successful bidder will be converted to security deposit and will be returned within 15 days after successful completion of the work. |
| 3 | The bidders should quote in words as well as in figures the item rates quoted by them. In absence of which the Bids may not be considered and are likely to be rejected. The amount of each item should be worked out and requisite totals given. |
| 4 | All corrections/cuttings should be signed by the tenderer. Each page of the tender should be signed by the tenderer. In the event of discrepancy between rate in figures and words the rate quoted in words shall be treated as correct. In case there is discrepancy between rate and amount worked out the rate quoted shall be taken as correct and not the amount. The tenders must be submitted duly signed in each page with date and sealed. |
| 5 | EPI takes no responsibility for tenders lost/delay in postal transit and therefore, tenders should lodge their tenders sufficiently in advance. |
| 6 | EPI reserves the right to split the order. Even after opening of the tenders EPI may enter into agreement with more than one party or may enter into agreement for part of the total work included in the tender. In such an event, contractor shall not be allowed to revise upward their quoted rate. In case of tie-tender, where two firms are bidding lowest, EPI reserves the right to split the work among these Bidders and / or EPI will reserve the right to award the tender to any one of such bidder. EPI reserves the right to postpone the tender due date and issue required amendment, if any. There |
will be no public tender opening. However, selected tenders may be called for discussion/clarifications after the tenders have been scrutinized.

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<th>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. EPI does not bind itself to accept the lowest tender. The Tenderer shall have no claim on EPI on this account whatsoever.</th>
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| 8 | Tenders with following discrepancies are liable for rejections:  
   a) Tenders with over written or erased rates or rates and amounts not written in both figures and words.  
   b) Tender that is incomplete, ambiguous, and not accompanied by the documents asked for.  
   c) Tender received after specified date/time whether due to postal or other delays.  
   d) Tender in respect of which canvassing in any form is resorted to by the tenderer.  
   e) If the tender deliberately given wrong information in his tender or resorts to unfair methods in creating circumstances for the acceptance of this tender. EPI reserves the right to reject such tender at any stage. |
| 9 | No deviation shall be allowed from the terms and conditions stipulated in the ‘tender documents’ and tender containing deviations are liable to be rejected. If any Deviations, is inescapable, the same must be specified in a separate “Deviation Sheet” and kept in 1st envelope along with techno-commercial bid, otherwise, the tenderer shall be deemed to have accepted all conditions specified in these tender documents. EPI do not bind itself to accept any or all deviations. EPI reserves its right to reject such tender without any further correspondence with that tender and their price bid shall not be opened. |
| 10 | Submission of a tender by the tenderer implies that he has read the complete contract documents and has made himself aware of the scope, terms & conditions and specifications, etc. No claim shall within the purview of this clause shall be entertained at any stages. |
| 11 | 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. |
| 12 | 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. |
| 13 | **PQ Criteria:** List of PQ Criteria: the bidder who will fulfill following requirements shall be eligible to apply. Joint ventures are not allowed. 

Bidder should have experience in supplying the computer stationery & consumable items and have running establishment in or around Kolkata for last three years. 

Tenderer shall submit the following documents in respect of their credentials along with their tender in the “first envelope”.  
   a) List of orders of similar items executed during the last 3 years indicating name of the client, value, date of order and delivery. 
   b) Bidder should have valid Sales Tax and VAT registration (in the state of West Bengal) certificate.
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<th>Copies Sales Tax and VAT registration needs to be submitted.</th>
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<td>(d) Tenderer have to submit confirmation letter whether they are registered under MSME Act or not, if yes, then to submit relevant copies of the registration letter in envelop-1 i.e. Techno-commercial part and the party will be exempted from submission of tender fee and EMD.</td>
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14 **Price**: F O R EPI office at 50, Chowringhee Road (8th and 9th floors), Kolkata – 700 071. The item rates shall remain firm and free from all escalations during the contract period of One years. The rates shall be inclusive of packing, forwarding, freight and all incidental charges for delivery upto the destination.

15 **Taxes and Duties**: The rates quoted by the bidder shall be inclusive of all taxes & Duties, packing and forwarded, and transporting charges, excise duties and other charges as applicable.

16 **Payment Terms**: 100% payment within 15 days of receipt of invoice after receipt of goods/stores in EPI Kolkata office.

17 The tender is to be submitted in two separate sealed covers marked as under:

**ENVELOPE-1:: Techno Commercial Bid**

- Technical specification with terms & conditions of work 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) **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 the EPI website (i.e. www.epi.gov.in)

iii) Complete Tender Documents comprising of NIT, Documents in support of fulfillment of PQ Criteria, Scope of Supply – Annexure – I (2 sheets), Terms & Conditions of contract-Annexure – II (1 Sheet), & Price format (Quoting Sheet)– Annexure – III (2 pages), Additional Purchase Conditions (APC) Annexure-IV and General Purchase Conditions – Annexure – V.

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 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.)

**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 as well as in words and the amount 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 consumable items on rate contract basis valid for a period of 1 year for EPI, ERO, Kolkata.
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 consumable items on rate contract basis valid for a period of 1 year for EPI, ERO, Kolkata.

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

Settlement of Disputes: All efforts shall be made to settle any disputes amicably. However, in case of any unresolved disputes, it shall be settled as per EPI’s conciliation and arbitration act available on EPI’s website (i.e.: www.epi.gov.in)

The schedule dates for tender activities are as follow:

i) Last date for collection of tender documents: 06.01.2016 up to 4.00 PM
ii) Last Date of submission of Tender: 07.01.2016 at 2.30 P.M.
iii) Date & Time of opening of Techno-commercial bid: 07.01.2016 at 3.00 P.M

The tender documents shall be issued by and submitted to:
GENERAL MANAGER (MMD)
Engineering Projects (India) Ltd
(A Govt. of India Enterprise)
50, Chowringhee Road, 9th floor
Kolkata – 700 071.
Telephone no: 2282-4428, 2282-4427, 2282-4429
(ERO), KOLKATA

The tender documents are comprising of the following:

Enclosures:
1. Notice Inviting Tender - 4 pages
2. Scope of Supply – Annexure – I (2 sheets),
3. Terms & Conditions of contract - Annexure – II (1 Sheet),
4. Price format (Quoting Sheet) – Annexure – III (2 pages) and
5. Additional Purchase Conditions – Annexure – IV
6. General Purchase Conditions (GPC) – Annexure – V

GENERAL MANAGER (MMD)
(ERO), KOLKATA