

Notice Inviting Tender
(Tender invited through e-Tendering mode only)
For
Empanelment of vendor for supply of Stationery
items to RECPDCL Corporate Office, Noida for a
period of two years.

No. RECPDCL/Admn./ Stationery /e-Tender/2017-18/ 1998

Dated:04.09.2017

REC Power Distribution Company Limited
(A wholly owned subsidiary of REC, a 'Navratna CPSE'
Under the Ministry of Power, Govt of India)

Corporate office

Plot No. A-10, 4th Floor,
KRIBHCO Bhawan, Sector-1, Noida-201301.
Tele Fax : 0120-4383768
Website : www.recpdcl.in

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), Central Publication Portal (www.eprocure.gov.in)

| Important Dates for E- Tendering mode | |
|---------------------------------------|------------------------------------|
| Date of Release of NIT | 04.09.2017 |
| Pre-Bid Meeting | 11.09.2017 at 11:00 hrs. |
| Last date of submission of Tender | 18.09.2017 up-to 15:00 hrs. |
| Date of Opening of Tender | 18.09.2017 at 16:00 hrs. |

-Sd-
(Ajay Kumar)
Dy. General Manager (Tech.)

[This document is meant for the exclusive purpose of Agency/Company against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]

INDEX

| Sl.NO. | | Particulars |
|---------------|---------------|-------------------------------|
| 1 | SECTION-I | TENDER INFORMATION |
| 2 | SECTION-II | PREFACE |
| 3 | SECTION-III | INSTRUCTIONS TO Bidders |
| 4 | SECTION-IV | SCOPE OF WORK |
| 5 | SECTION-V | GENERAL CONDITIONS OF TENDER |
| 6 | SECTION-VI | ELIGIBILITY CRITERIA |
| 7 | SECTION-VII | TENDER EVALUATION METHODOLOGY |
| 8 | SECTION- VIII | TENDER FORMATS |

SECTION-I

TENDER INFORMATION

Name of the assignment: **Empanelment of vendor for supply of Stationery items to RECPDCL Corporate Office**

Important information

| Sl. No. | Event | Information to the agencies |
|----------------|--|--|
| 1 | Date and Time of Release of Tender | 04.09.2017 |
| 2 | Last Date & Time for online Submission of Tender | 18.09.2017 Up-to 15:00 hours |
| 3 | Date of Opening of Tender response | 18.09.2017 at 16:00 hours |
| 4 | Pre-Bid Meeting | 11.09.2017 |
| 5 | Pre- Bid Meeting Address | REC Power Distribution Company Limited., Plot No.-A-10, 4th Floor, KRIBHCO Bhawan, Sector-1, Noida-201301, India. Telefax : 0120-4383768, 0120-4383778/0120-4383783 |
| 6 | Tender Document | The details can be downloaded free of cost from the websites www.recpdcl.in (or) portal.recpdcl.in (or) www.recindia.com (or) www.eprocure.gov.in (or) www.tenderwizard.com/REC |
| 7 | EMD # | Rs. 10000/- |
| 8 | Address for Bid submission | Shri Ajay Kumar, Dy. General Manager (Admn.) REC Power Distribution Company Limited., Plot No.-A-10, 4th Floor, KRIBHCO Bhawan, Sector-1, Noida-201301, India. Telefax : 0120-4383768, 0120-4383778/0120-4383783 Email- admin.delhi@recpdcl.in |
| 9 | Contact Person | Shri. Sumit Kumar Singh , Sr. Executive (Admn.) REC Power Distribution Company Limited (RECPDCL) Telefax : 0120-4383768, 0120-4383778/0120-4383783 Email- admin.delhi@recpdcl.in |

- **# The EMD (Earliest Money Deposit)** is to be submitted by all the participating bidders in the form of demand draft of an amount of Rs.10000/- (Ten Thousand only.) of any schedule Indian bank in favour of REC Power Distribution Company Limited, Payable at New Delhi .The EMD of unsuccessful bidder will be returned within 90 days from the contract and EMD of successful bidder will also be returned after acceptance of work order and submission of PBG (Performance Bank Guaranty) i.e. 10% of the Contract Value.
- The bid shall remain valid for a period of 90 days from the last date of bid opening.

SECTION-III

Instructions TO Bidders

4.1 Submission of Bid

Bidder shall submit their responses online through e-tendering website www.tenderwizard.com/REC

A. The submission and opening of Bids will be through e-tendering process.

Bidders can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or portal.recpdcl.in or www.recindia.com or eprocure.gov.in and e-tendering regd. link is given in RECPDCL website i.e. www.tenderwizard.com/REC

Note: To participate in the e-Bid submission, it is mandatory for bidder to have user ID & Password. For this purpose, the agency has to register them self with REC through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.

Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

B. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid.

Bids to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

Submission of Bid:

1. Bidders are hereby requested to submit their bids in the following format:-
 - a. **Earnest Money** to be sealed in a separate envelope subscribing "Earnest money" for "**Empanelment of vendor for supply of stationery items to RECPDCL Corporate Office, Noida for a period of two years**".
 - b. **Technical Bids & Financial Bid are to be submitted through online mode only on website www.tenderwizard.com/REC.** No other mode of submission of bid shall be accepted under any circumstances.
2. The Earnest Money envelope also subscribing due date, addressed to DGM (Admn.), REC Power Distribution Company Limited, Plot No.-A-10, 4th Floor, KRIBHCO Bhawan, Sector-1, Noida-201301, shall be delivered into the tender box marked with name of work and placed at the main reception counter of RECPDCL on or before due date & time specified in the bid.
3. Opening of Earnest Money & Technical Bids would take place simultaneously on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present.
4. The Technical Bids shall then be evaluated by the Evaluation Committee of RECPDCL as per the Eligibility/Pre qualifying Criteria as mentioned under Para – 5.1 of terms & conditions.
5. RECPDCL does not own any liability if the bids are not submitted within due date and time as per requirement.
6. EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. REC shall not be responsible for late receipt of the EMD Envelope submitted by any Bidder. The bidders may deputed their authorized representatives at the time of opening of Bid.

7. RECPDCL reserves the right to extend the deadline for submission of bids by issuing and amendment in which case all rights and obligation of the REC and the bidders previously subject to the original deadline will then be subject to the new deadline.
8. Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.
9. Document to be enclosed offline & online:

- a) **Earnest Money** of Rs.10000/-: **(Through offline mode)** Demand Draft/Pay order of required amount of Earnest Money issued in favour of "REC Power Distribution Company Limited" payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope.

Name of Party.....

Tender No.....

Earnest Money Amountissuing Bank.....Date.....

- b) **Technical Bid (online mode only):** The following Documents scanned images (preferably in PDF format) signed by the Authorized signatory to be uploaded with the on-line Technical bid (these documents need not be digitally signed):

- I. Techno - *Commercial Bid* Form (as per format given in Annexure – II).
- II. Complete Bid document as a token of acceptance of Terms & Conditions & Scope of services etc.
- III. Average annual financial turnover for last three years required as per Eligibility/ Pre qualifying criteria (Para 5 of the terms & condition of the bid document).
- IV. Documents required as per "Eligibility Criteria" and as mentioned in Techno Commercial Bid Annexure –II.

- c. **Financial Bid (Online Mode only):** Financial Bid as per enclosed Format in Annexure – III.

Financial bid to be submitted in the specific format designed same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded through digital signature.

The all document should be addressed to.

Deputy General Manager (Admn.)

REC Power Distribution Company Ltd.

Plot No. –A-10, 4th Floor, KRIBHCO Bhawan,

Sector-1, Noida-201301

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided.)

SECTION – IV

(1) Rates & Prices

Bidder should quote item-wise rates/prices online in the prescribed Performa (**Annexure – III**). The estimated quantity indicated is tentative and actual requirement is subject to change.

The firm should be registered with the Government for the purpose of Goods & Services Tax etc. and the copy of certificated should be attached with the bid documents.

The rate should be inclusive of all taxes i.e. excise duty, freight, transportation, packing forwarding/ handling, GST and any other tax as applicable.

Price quoted shall be firm and valid for the period of tender and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

No additional freight or any other charges, etc. would be payable for supply of items at REC Premises.

Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the Financial Bids.

(2) Contract Period

The empanelment with the vendor will be for a period of two years extendable on satisfactory performance by another one year on same terms & conditions on mutual consent.

(3) DELIVERY SCHEDULE

The delivery of the stationery items shall be taken on monthly basis based on the requirements and specific work order. However, keeping in view the limitations of storing space, delivery of photocopier paper, pens and some other sundry items may be required on a fortnightly frequency on specific requirement.

(4) TERMS of PAYMENT

- The empanelled agency shall submit the monthly bill for the material received in RECPDCL office along with copy of Challan. The payment shall be released within a fortnight from the date of receipt of bill.
- Invoices should be as per the format provided in GST act clearly indicating the price of items & taxes separately.
- Timely uploading of correct and necessary information on GSTN Portal is mandatory as prescribed in GST compliances, otherwise amount pertaining to such taxes will be deducted from payment due to supplier.
- Company can adjust/forfeit bank guarantee/security money obtained from the supplier against any loss of input tax credit to company on account of supplies default towards uploading of requisite returns on GSTIN Portal.

(5) ELIGIBILITY CRITERIA

| Sr. No. | Eligibility Criteria | Document Required |
|----------------|--|---|
| 1 | The bidder should have valid PAN no. and GST No. | Submitted copy of PAN card and GST also. |
| 2 | Bidder must have executed similar works during last three years ending previous month of issue of this NIT having minimum annual value of work as below: Single work of minimum Rs.16 lakh OR Two works of minimum Rs.10 lakh OR Three Works of minimum Rs.8 Lakh | Bidder must submit copy of Work Order and any one document from list below: (i) Payment receipts (ii) Proof of release of performance security after completion of the contract (iii) Proof of settlement/release of final payment against the contract (iv) Certificate for successful completion of work/ Performance report by the client. |
| 3 | Average annual Turnover Last three (3) Financial Year above Rs. 15 Lakh i.e. F-Y 2014-15, 2015-16 and 2016-17. | Audited balance sheet of last three FY 2014-15, 2015-16 and 2016-17 is to be submitted with summary as cover page on company's letterhead or certificate from Chartered Accountant (CA) certifying the turnover of the bidder for the last three years |
| 4 | The bidder should not be black listed or banned for business by any Public Sector undertaking / Govt. Department/ MNC/ Pvt. Limited companies in India or abroad. | Undertaking regarding not having black listed/banned by signed authorized signatory, as per Annexure - V enclosed |
| 5 | If bidder is registered with Micro & Small enterprises | Copy of valid registration certificate |

Notes:

- Bidder must upload the copy of the experience certificate from the organization where the bidders have supplied the stationery items or copy of the LOA or any other documents(s) indicating the value of works done in support of their claim of experience of similar works at <http://www.tenderwizard.com/REC>.
- Bidder must upload the copy of the GST registration certificate, failing which the bid will be rejected without any intimation.

RECPDCL reserves the right to carry out capability assessment of the Bidders and RECPDCL's decision shall be final in this regard.

(6) EVALUATION OF BIDS

The following procedure will be adopted for evaluation of bids:-

- (i) The technical bid of the bidder who has submitted the requisite and valid EMD shall be opened and evaluated based on the Eligibility Criteria as mentioned at Clause no. 5 above.
- (ii) The financial bid of the bidders who meets the Eligibility criteria as mentioned at Clause no. 5 above shall be opened and evaluated based on the total value of the items mentioned in financial bid.
- (iii) In case L1 bidder is lowest in all items, the L1 bidder shall be empanelled for supply of stationery items to RECPDCL as per term of the bid document.

- (iv) In case L1 bidder is not lowest in all items, then L1 bidder will be asked to match their rates with lowest rates for such items quoted by other bidders. If agreed then L-1 bidder will be empanelled for supply of all stationery items to RECPDCL as per term of the bid document. If not agreed, L-1 bidder will be empanel for supply of items only in which the bidder is lowest. For other items, same offers will be given to L-2 bidders or so on and empanelled if agreed.
- (v) if none of the participating MSMEs or MSMEs owned by SC/ST are not L1 bidder the participating MSMEs or MSMEs owned by SC/ST may also be empanelled for supplying upto 20% of the tendered value by bringing down their price to L-1 price as per procedure mention in clause 9 (iv) above.

(7) TERMINATION

RECPDCL reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred or account of this will be recovered by RECPDCL from security deposit or pending bills or by raising a separate claim.

(8) LIQUIDATED DAMAGES

Time is essence of the contract. The successful bidder must supply the items as per work order issued from time to time within 5days of entrustment of the order. Failure to supply all or some of the items on or before the stipulated date will entail a penalty equal to 1% of the value of contracted package price per week subject to maximum of 10% of total contract value.

In case of delay in compliance with the order beyond 10 days of the stipulated time period, RECPDCL will have the right to cancel the order and procure the items form other empanelled vendors failing which procure the items from open market and the difference in such price shall be recovered from the bidder from bills payable.

(9) ARBITRATION

- (i) If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective right, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, RECPDCL. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.
- (ii) No alternative offer shall be considered.
- (iii) RECPDCL reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of RECPDCL consequently.
- (iv) RECPDCL reserves the right to accept/reject any bid and to cancel the binding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

(10) FORCE MAJEURE

- (i) In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.
- (ii) The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the contract, Flood and Acts and Regulations of respective government of the two parties, namely RECPDCL and the Contractor.

- (iii) Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure Conditions lasting for more than 2 (Two) months, RECPDCL shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part. Party asserting "Force Majeure" shall have the burden of proving proximate cause that reasonable steps were taken to minimize the delay and damage caused by event when known.
- (iv) Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

(11) APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

(12) OTHER TERMS & CONDITIONS

- i. No alternative offer shall be considered.
- ii. RECPDCL reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of RECPDCL's action.
- iii. RECPDCL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- iv. RECPDCL reserves the right to verify the credential of the bidder or documents submitted by the bidder to verify the genuineness of the documents.
- v. The bidder must comply with the tender specification and all terms & condition of contract. No deviation in terms & condition of the contract shall be entertained unless specially mentioned by the agency/bidders in the bid and accepted by RECPDCL.
- vi. The bidder will be responsible for compliance with all Central and State laws as per rules/regulations/ by laws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.

Micro & Small Enterprises

The following facilities are extended to Micro & Small Scale units registered with National Small Industries Corporation & to be mentioned in tender documents as & where required:-

- i. Issue of Tender Sets free of Cost.
- ii. Exemption from Payment of Earnest Money.
- iii. Waiver of Security Deposit up to the monetary limit for which the unit is registered; and

- iv. In case the participating MSMEs quoted price within the band of L1+15% by allowing such MSME to supply upto 20% of the tendered value by bringing down their price to L-1 price. Out of this 20% minimum 4% shall be purchased from MSMEs owned by SC/ST, the quantity fixed for MSMEs shall be equally distributed among them as under:-
- a) In case there is one bidder from MSME owned by General/SC/ST and its rates are within 15% of the L-1 price, then the entire 20% of the quantity shall be allocated to the said MSME owned by General/SC/ST provided the firm is agreed to lower their price at L-1 Price.
 - b) In case there are four bidders from MSMEs and out of these four, one belongs to SC/ST, and their rates are within 15% of and L-1 price, then the 20% of the quantity shall be equally allocated to all four MSMEs including MSMEs owned by SC/ST provided all are agreed to lower their price at L-1.
 - c) In case there are nine bidders from MSMEs and out of these nine, one belongs to SC/ST and their rates are within 15% of the L-1 price, then the 4% quantity shall be allocated to MSMEs owned by SC/ST and balance 16% of the quantity shall be equally allocated to other eight MSMEs provided all are agreed to lower their price at L-1 Price.
 - d) Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.
 - e) In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
 - f) The bidders who are registered with either NSIC/MSME are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for Startups regarding prior experience under Public Procurement Policy for MSE's. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate. Any bid in absence of such valid Registration/Exemption certificate or EMD shall be summarily rejected.

SECTION-V

GENERAL TERMS & CONDITIONS OF TENDER

1. The bidder must fulfil the above eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. RECPDCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
3. Engagement shall be initially for a period of two year, which may be renewed for further period(s) at the sole discretion of RECPDCL.
4. Engagement with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
5. RECPDCL reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agency at its sole discretion.
6. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
7. RECPDCL reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
8. RECPDCL reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged RECPDCL requirements. Even if the tender is in evaluation stage.
9. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
10. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
11. Consortium and joint venture responses are not allowed, in any case.

Performance Security: The L-1 bidder need to deposit within fifteen (15) working days from the date of acceptance of work order, a Performance Security in the form of Bank Guarantee or Demand Draft (DD), for an amount of 10% (Ten per cent) of the Tender value for the due performance and fulfilment of the contract by your firm which is valid up to three months after contract period, the format placed at Annexure – IV.

The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of The “REC Power Distribution Company Ltd”, New Delhi.

The Performance Bank Guarantee may be discharged/ returned by the RECPDCL after the completion of the contract upon being satisfied for the performance of the obligations of your firm under the contract.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by the CEO, RECPDCL shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the firm being unable to provide the services, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by RECPDCL.

No Bank Charges/ interest shall be payable for the Performance Bank Guarantee.

Letter for Submission of Tender

To,
Addl. General Manager (Tech.)
REC Power Distribution Company Limited (RECPDCL),
Plot No.-A-10, 4th Floor,
Sector-1, KRIBHCO Bhawan,
Noida-201301

Sub.: **Empanelment of vendor for supply of stationery items to RECPDCL Corporate Office, Noida for a period of two years.**

Sir,

With reference to your Tender No. ----- dated ----- for **Empanelment of vendor for supply of stationery items to RECPDCL Corporate Office, Noida for a period of two years**, I wish to apply for engagement with RECPDCL as “**Empanelment of vendor for supply of stationery items to RECPDCL Corporate Office, Noida for a period of two years**”.

Further, I hereby certify that

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

1. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECPDCL.
2. Our bid shall remain valid for period of 90 days from the last date of bid submission.

Date:
Place:

Signature.....
Name.....
Designation.....
Address.....

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

Annexure -II**Empanelment of vendor for supply of stationery items to RECPDCL Corporate Office, Noida
for a period of two years
TECHNO COMMERCIAL BID**

| | | | | |
|---|---|----------------|-----------------------------|--|
| 1 | Name of Bidder | | | |
| | Name & Contact no of the Contact Person with Designation | | | |
| 2 | Annual Turnover at Least Rs. 15 Lakhs for the Last three years i.e. 2014-15, 2015-16 and 2016-17. | Financial year | Annual Turnover in Lakh Rs. | |
| | | 2014-15 | | |
| | | 2015-16 | | |
| | | 2016-17 | | |
| | Has the copy of Balance Sheet/Statement of profit & loss or certificate from CA indicating the turnover during last three financial years uploaded? | Yes/ No | | |
| 3 | Minimum three (3) years Working Experience of at least 3 Gov. Companies/ MNC/ Pvt. Limited companies | Sr. No. | Name of Organisation | |
| | | 1 | | |
| | | 2 | | |
| | | 3 | | |
| | Has the documentary evidence uploaded? | Yes / No | | |
| 4 | PAN No. | | | |
| | Has Copy of PAN uploaded? | Yes / No | | |
| 5 | GST No. | | | |
| | Has Copy of GST Uploaded? | Yes /No | | |
| 6 | EMD Details | | | |
| | Has Copy of EMD has been uploaded? | Yes / No | | |
| 7 | In case of bidder registered with MSME & SC/ST | | | |
| | Has Copy of valid certificate uploaded? | Yes / No | | |

Undertaking

I/we have read the terms & conditions of the tender documents and understand that in case of any of the statement furnished by the undersigned is found to be false or if any/all the terms & conditions are not complied with the tender is liable to be cancelled & the earnest money deposited shall be forfeited by RECPDCL.

I/We agree that the decision of the REC in this regard would be final and binding on me/us/

I/we also certify that I/We understood all the terms & conditions indicated in the tender document and hereby accept the same completely.

(Signatures of authorized signatory)

Name:.....

Designation:.....

Seal

COMMERCIAL PART – PRICE BID

(TO BE SUBMITTED ON-LINE MODE ONLY)

E-Tender for EMPANELMENT OF VENDOR FOR SUPPLY OF STATIONERY ITEMS AT RECPDCL CORPORATE OFFICE NOIDA FOR A PERIOD OF TWO YEARS ON QUALIFYING THE TECHNICAL PART

| S.No. | Name of Stationery Items | Specifications | Unit | Rates quoted (Exclusive of tax in Rs.) | Tax (Pl. specify in terms of %age) | Amount in Rs. |
|--------------|---------------------------------|-----------------------------------|-------------|---|---|----------------------|
| 1 | Address Sticker | National/Apsara | Pkt. | | | |
| 2 | Attendance Register | National/Apsara | Each | | | |
| 3 | Awl Pin | 70 gm Pkt. Globe | No. | | | |
| 4 | Binder Clip | Rolex 25mm (SDI)(one Dozen) | Pkt. | | | |
| 5 | Binder Clip | Rolex 19mm (SDI)(one Dozen) | Pkt. | | | |
| 6 | Binder Clip | Rolex 32mm (SDI)(one Dozen) | Pkt. | | | |
| 7 | Brown Tape | Omex (2 inch) | Each | | | |
| 8 | CD | Mouserbear (Pkt. Of Ten) | Pkt. | | | |
| 9 | Cello Tape | Omex (2 inch) | Each | | | |
| 10 | Cello Tape | Omex (1 inch) | Each | | | |
| 11 | Correction Pen | Correx | Each | | | |
| 12 | DVD | Mouserbear (Pkt. Of Ten) | Pkt. | | | |
| 13 | Dak Pad | National/Apsara | Each | | | |
| 14 | Dispatch Register | Neelgagan 4Qr. | Each | | | |
| 15 | Diary Register | Neelgagan 4Qr. | Each | | | |
| 16 | Double Punch | Kangaroo | Each | | | |
| 17 | Duster 18"X18" | Cotton (Pkt. Of Dozen) | Pkt. | | | |
| 18 | File Board | Neelgagan 400 GSM | Each | | | |
| 19 | File Cover | Printed Sirpur 31.5 | Each | | | |
| 20 | Gem Clip | Globe Coated (100 Pcs. Pkt.) | Each | | | |
| 21 | Glue Sticks | 15gm Kores | Each | | | |
| 22 | Gum Tube | Camelin 30ml | Each | | | |
| 23 | Highlighter | Luxor Gloliter 886 (Pkt of 5 Pcs) | Each | | | |
| 24 | Index File | Diplomat | Each | | | |
| 25 | Legal Paper (FS) | Sheets-Century | Each | | | |
| 26 | Marker Pen | Luxor/Reynold | No. | | | |

| | | | | | | |
|----|-----------------------------|---------------------------------------|--------|--|--|--|
| 27 | Note Sheets | Neelgaagan Legal Size | Pad | | | |
| 28 | Paper A3 | A-3 Size power 75 GSM(500) Sheets JK) | Each | | | |
| 29 | Paper A4 | A-4 Size power 75 GSM(500) Sheets JK) | Each | | | |
| 30 | Pencil | Natraj/Apsara (Pkt. of 10) | Pkt. | | | |
| 31 | Pencil Rubber | Natraj/Apsara (Pkt. of 20 Rubber) | Pkt. | | | |
| 32 | Pencil Sharpner | Natraj/Apsara (Pkt. of 20 Sharpner) | Pkt. | | | |
| 33 | Plastic Folder | Neelgagan 102 (L type) | Each | | | |
| 34 | Pencil Cell | Duracell (AA) | Each | | | |
| 35 | Pencil Cell | Duracell (AAA) | Each | | | |
| 36 | Post-it-Flag | 3 color post it | Each | | | |
| 37 | Register 2Qr. | Neelgagan | Each | | | |
| 38 | Register 4Qr. | Neelgagan | Each | | | |
| 39 | Scale Plastic | National/Apsara 12" | Each | | | |
| 40 | Single Punch | Kangaroo | Each | | | |
| 41 | Slip Pad 1/4 | Neelgagan | Each | | | |
| 42 | Slip Pad 1/8 | Neelgagan | Each | | | |
| 43 | Stapler | Kangaroo HD-10D | Each | | | |
| 44 | Stapler | Kangaroo HD-45 | Each | | | |
| 45 | Stapler Pin (No. 10) | Kangaroo No.10 | Pkt. | | | |
| 46 | Stapler Pin (23/13) | Kangaroo (23/13) | Pkt. | | | |
| 47 | Stapler Pin (23/8) | Kangaroo (23/8) | Pkt. | | | |
| 48 | Stapler Pin (24/6) | Kangaroo (24/6) | Pkt. | | | |
| 49 | Sticker Paper | National/Apsara | Pkt. | | | |
| 50 | Stick Folder Transparent | Solo | Each | | | |
| 51 | Tag(Green) | Cotton Bundle of 25 tag | Bundle | | | |
| 52 | Tag (White Small) | Cotton Bundle of 20 Pkt of 50 each | Bundle | | | |
| 53 | Transparent Folder | Solo | Each | | | |
| 54 | Water Jug | Cello 2 Ltr. | Each | | | |
| 55 | White Board Marker Pen | Camlin/Luxur/Reynold | Each | | | |
| 56 | White Fluid | Cores | Each | | | |
| 57 | Yellow Sticky Note (2"x 2") | 100 Sheets | Each | | | |
| 58 | Separator | Solo(set of 12 Sheets) | Pkt. | | | |
| 59 | Folder Solo | RB-402 1 1/2" | Each | | | |
| 60 | Folder Solo | RB-402 1" | Each | | | |
| 61 | Folder Solo | RB-402 1 1/2" | Each | | | |
| 62 | Envelope Yellow | A-3 Size (inside plastic laminate) | Each | | | |
| 63 | Envelope Yellow | A-4 Size 120 gm/sunshine (inside | Each | | | |

| | | | | | | |
|----|------------------------------------|--------------------------------------|------|--|--|--|
| | | plastic laminate) | | | | |
| 64 | Envelope Yellow | Legal Size (inside plastic laminate) | Each | | | |
| 65 | Envelope Brown | A4 size | Each | | | |
| 66 | Envelop White | 9x4" plain (pkt. of 25) | Pkt. | | | |
| 67 | Envelop White | 9x4" window (pkt. of 25) | Pkt. | | | |
| 68 | Envelop White | 11x5" plain (pkt. of 25) | Pkt. | | | |
| 69 | Envelop White | 11x5" window (pkt. of 25) | Pkt. | | | |
| 70 | Envelop White | 10x4" plain (pkt. of 25) | Pkt. | | | |
| 71 | Envelop White | 10x4" window (pkt. of 25) | Pkt. | | | |
| 72 | Envelop White | 12x16" plain | Pkt. | | | |
| 73 | Pen Drive 4GB | HP/Kingston/Sandisk | Each | | | |
| 74 | Pen Drive 8GB | HP/Kingston/Sandisk | Each | | | |
| 75 | Pen Drive 16GB | HP/Kingston/Sandisk | Each | | | |
| 76 | Pen Drive 32GB | HP/Kingston/Sandisk | Each | | | |
| 77 | Bond Paper A/4 size | JK Celaro | Each | | | |
| 78 | Button Folder without pocket (205) | Solo Brand | Each | | | |
| 79 | Button Folder with Pocket (210) | Solo Brand | Each | | | |
| 80 | Folder display file (202) | Solo Brand | Each | | | |
| 81 | Visitor Entry Register | Neelgagan 8Qr. | Each | | | |
| 82 | Glossy Paper A/4 (80 GSM) | Desmat | pkt. | | | |
| 83 | Matrix 100 GSM A/4 DO paper | Matrix/JK | pkt. | | | |
| 84 | Matrix 100 GSM A/3 DO paper | Matrix/JK | pkt. | | | |
| 85 | Calculator Casio | Casio | Each | | | |
| 86 | Spring File | Kobra | Each | | | |
| 87 | Pen | Rorito Jetra Gel | Each | | | |
| 88 | Pen | Pilot V.5 | Each | | | |
| 89 | Pen | Pilot hi-tecpoint 05 | Each | | | |
| 90 | Pen | uniball | Each | | | |

| | | | | | | |
|----|--------|--------------------------------|------|--|--|--|
| 91 | Pen | Cello wineer | Each | | | |
| 92 | Pen | Reynolds (0.45) | Each | | | |
| 93 | Pen | Pierree cardin | Each | | | |
| 94 | Pen | Butterflow (Red/Black/Blue) | Each | | | |
| 95 | Pen | Maxwriter | Each | | | |
| 96 | Refill | Rorito Jetra Gel | Each | | | |
| 97 | Refill | Cello wineer | Each | | | |
| 98 | Pen | Jetter Gel | Each | | | |

Note:

1. Bidder shall print RECDPC logo etc on plastic folders, envelopes, slip pads/spiral pads, file covers etc, as per requirement.

The terms and conditions contained in the Bid Document area acceptable to us.

(Signature of authorized signatory)

Name _____

Designation_____

Seal_____

PERFORMANCE BANK GUARANTEE

M/s. REC Power Distribution Company Ltd.
Plot No.-A-10, 4th Floor,
KRIBHCO Bhawan,
Sector-1, Noida-201301

(With due Rs.100/- stamp duty, if applicable)

OUR LETTER OF GUARANTEE No. :

Date:

Amount:

Valid Date:

Bank Name & Address:

In consideration of REC Power Distribution Company Ltd. having its office at Plot no.-A10, 4th Floor, Sector-1, KRIBHCO Bhawan, Noida-201301 (hereinafter referred to as "RECPDCL" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Work Order No. _____ dated _____ with/on as _____ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, Administrators and executors).

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____ /Work Order No. _____ dated _____ and RECPDCL having agreed that the Supplier shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Work Order i.e. for _____.

We, _____ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____

(The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/work Order.

Hereby, we undertake to pay upto but not exceeding _____ (say only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named Supplier.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/Manger

Seal of Bank

UNDERTAKING BY THE BIDDER

I, _____, on behalf of _____ (Name of the Bidder) hereby declare that

(a) I hereby accept all the Terms and Conditions mentioned at Annexure 'I' and Annexure 'II' of the tender unconditionally. We are aware that conditional bids if quoted shall be summarily rejected.

(Acceptance of all the terms and conditions as mentioned in the tender to be duly signed each page of NIT And enclosed with Undertaking)

(b) Our organization or the staffs to be provided has no business or direct family relationship with member(s) of RECPDCL's employees or persons positioned in or on the Board of these two organizations by whatever process.

(c) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.

(d) There is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Bidder (in case of Proprietorship), Partner of the Bidder (in case of Partnership), any of its Directors (in case of Pvt. Ltd. Company) or against the Bidder) on grounds of moral turpitude or for violation of any of the laws in force.

(e) If the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the Bidder) would be debarred from any further engagement by RECPDCL ever.

(f) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.

(g) No action of debarring/blacklisting of our company has been done by any of PSU or Public Authority/ Institutions during the last 3 years.

Authorized Signatory:

Designation:

For and on behalf of the firm:

(Name of the firm)

Address:

Place:

Date: