



EDCIL (India) Limited
(A Government India Enterprise)
Technical Support Group - RMSA
Vijaya Building, 6th Floor, 17-Barakhamba Road
New Delhi – 110 001

Date: 18th June, 2015

TENDER NOTICE

1. SEALED TENDERS ARE INVITED FROM REPUTED, EXPERIENCED AND FINANCIALLY SOUND MANUFACTURERS/SUPPLIERS FOR SUPPLY OF CONFERENCE BAGS/FOLDERS.
2. TENDER DOCUMENT AND TERMS AND CONDITIONS MAY BE DOWNLOADED FROM EDCIL'S WEBSITE.
(www.edciliindia.co.in).
3. THE SEALED QUOTATIONS WITH SEPARATE TECHNICAL AND FINANCIAL BIDS FILLED IN THE SPECIFIED PROFORMA ADDRESSED TO THE PROJECT MANAGER (RMSA), EDCIL (INDIA) LIMITED, VIJAYA BUILDING, 6TH FLOOR, 17-BARAKHAMBA ROAD, NEW DELHI – 110 001 SHOULD BE SENT BY SPEED POST/COURIER/HAND DELIVERED LATEST BY 2.30 P.M. ON 30.06.2015 (TUESDAY). EDCIL SHALL NOT BE RESPONSIBLE FOR LATE DELIVERY OF BIDS/LOSS OF BIDS IN ANY MEANS.
4. BEFORE QUOTING THEIR RATES IN RESPECT OF CONFERENCE BAGS/FOLDERS ARE THE INTERESTED MANUFACTURERS/SUPPLIERS/IMPORTERS/DEALERS REQUIRED TO VISIT ABOVE ADDRESS FOR INSPECTING THE SAMPLE OF CONFERENCE BAG ON 26.06.2015 (BETWEEN 3.00 PM TO 4.00 PM).
5. THE TECHNICAL BIDS WILL BE OPENED AT 3.30 PM ON 30.06.2015 (TUESDAY) IN THE ABOVE ADDRESS IN THE PRESENCE OF TENDERERS OR THEIR AUTHORIZED REPRESENTATIVES. THE TENDERERS ARE ADVISED TO BRING THEIR SAMPLES OF CONFERENCE BAGS/FOLDERS ON SAME DATE & TIME.
6. THE TENDERERS WHOSE TECHNICAL BIDS ARE ACCEPTED WILL BE INFORMED ABOUT THE DATE & TIME FOR OPENING OF FINANCIAL BIDS.
7. BIDS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED.
8. BIDDERS SHALL NOT BE PERMITTED TO WITHDRAW THEIR TENDER TILL THE FINALIZATION OF THE TENDERING PROCESS/ AWARD OF CONTRACT TO THE FIRM(S).

[M.R.BEHERA]
Project Manager (TSG, RMSA)

Terms and Conditions

1. The bidder should be reputed, experienced and financially sound, manufacturer / supplier/ dealers of conference bags/folders & should be capable of supplying large quantity orders.
2. The bidder must have supplied conference bags/folders to Govt. Departments/ Ministries/PSU/Autonomous bodies during last two years ending May, 2015. Copies of recent work orders and / or certificates of satisfactory performance from at least one Department/ Ministries should be enclosed with the Technical Bid.
3. The tenderers are required to submit two separate bids - Technical and Financial, as per proforma given in this tender document, in two separately sealed envelopes superscribed "Technical Bid for supply of conference bags /folders to EdCIL" and "Financial Bid for supply of conference bags/folders to EdCIL", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for supply of conference bags/folders to EdCIL". The bids should be filled in the bidder's company letterhead in the prescribed format and each paper and attached document should be signed by the authorized signatory of the bidding firms.
4. **Bids should be submitted along with a Bid Security of Rs.10,000/- (Rupees Ten Thousand only) refundable without interest in the form of Demand Draft, drawn in favour of "EdCIL (India) Limited, New Delhi" failing which the bid shall be rejected out-rightly.**
5. The manufacturer/suppliers/dealers should have its' own Bank Account, PAN No. & TAN/TIN Number.
6. The tendering firm should give a self-certificate stating in clear and un-ambiguous language that it has not been black listed by any of the Govt. Ministries/Departments with whom, it had contracted for supply of conference bags/folders during the last five years.
7. The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted alongwith the technical bid. The above declaration, along with a copy of the terms and conditions, duly signed on each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions should be enclosed with Technical bid.
8. The interested manufacturers/suppliers/dealers before quoting their rates in respect of conference bags/folders may visit above address for inspecting the sample of the conference bags/folders on 26.06.2015 (between 3.00 PM to 4.00 PM).
9. The bidders should bring their samples of conference bags/folders duly numbered/marked for easy identification and reference on the day and time of opening of Technical Bids, i.e., at 3.30 PM on 30.06.2015 and deposit it with Project Manager (TSG,RMSA). Any bidder who fails to submit samples of conference bags/folders on the day of opening of Technical Bids would be outrightly rejected.

- 10. The bidders should submit only such samples, which can be supplied by them within 7 days from the date of finalization of contract/placing order. The requirement of quantity may increase or decrease. Those who fail to supply requisite quantity within the stipulated date are liable to be penalized by forfeiting their Performance Security as well as blacklisting that firm.**
- 11. The samples should be clearly labelled, giving details regarding name of the Bidder and sample number (eg. M/s XXX, Bag Sample 1, M/s YYY, Bag Sample 2, etc.). The labels should be made in thick cards of approximately 3" X 5" size and laminated or inserted in plastic pouch. Any sample found without the labels, will not be accepted. The rates of the corresponding samples should be quoted for each sample in the financial bids separately in sealed cover.**
- 12. The rates of the items should not be indicated in the samples. The bids of the bidders who mention rates of items on the samples, will be out-rightly rejected.**
- 13. The closing date and time for receipt of tenders will be 2.30 P.M. on 30th June, 2015 (Tuesday). Bids received after the specified date and time would not be entertained.**
- 14. The Technical bid shall be opened at 3.30 PM on the 30th June, 2015 (Tuesday) in the presence of the authorized representatives of the bidders, who wish to be present at that time. The bidders whose Technical Bids are accepted will be informed about the date of the opening financial bids.**
- 15. Any enquiry after submission of bids will not be entertained.**
- 16. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm shall be forfeited.**
- 17. All entries in the tender forms should be legible and filled clearly. Any cutting in the tender form must be signed by the authorized signatory. Otherwise the tender is liable to be rejected.**
- 18. Conditional or incomplete bids will be rejected outright.**
- 19. The bidder will not be allowed to negotiate after submission of bids.**
- 20. The rate will be valid for a period of 60 days from the date of award of the rate contract. It will be obligatory and mandatory on the part of the successful bidder to honour all orders placed during the period of validity of contract on the same rates and terms and conditions.**
- 21. The samples of the successful bidder will remain with EdCIL, till the currency of the contract. The successful bidder shall deposit a performance security through demand draft of Rs. 15,000/- (Rupees Fifteen Thousand only) favouring "EdCIL (India) Limited" from any commercial bank. The performance security shall be valid for a period of 60 days from the date of award of work.**
- 22. The price quoted by the bidder should be inclusive of taxes, the cost for printing the title/ matter of conference on the conference bags/folders and delivery of goods to EdCIL on the**

above mentioned address.

- 23.** The bidder(s), whose bag(s) is/are selected, would be declared as the successful bidder(s) and will be eligible for award supply order.
- 24.** Mere lowest rate quoted by the bidder(s), will not be the sole criteria for selection of successful bidder(s).
- 25.** In case the successful bidder declines the offer of contract, for whatsoever reason(s), the bidding firm will be blacklisted and the EMD submitted by the successful bidder would stand forfeited.
- 26.** (a) The successful bidder will be responsible for quality & quantity of Conference bags/folders. If any bag or bags/folders found to be different from the approved sample or of poor quality/substandard the same shall be immediately replaced by the supplier at no additional cost otherwise the firm shall be liable to a penalty of 5 times the price cost of such items.
(b) The successful bidder is not allowed to subcontract supplier. If this comes to the notice of EdCIL at any point of time, the performance security of the firm (successful bidder) will be forfeited and the firm shall be black-listed.
- 27.** Payment will be made only after completion of the work, subject to completion of all contractual obligations, to the entire satisfaction of EdCIL.
- 28.** The bill raised by the successful bidder should have all tax registration numbers printed on the bill.
- 29.** No charges will be paid, if the order is cancelled on or before 7 days of the scheduled date of delivery.
- 30.** The competent authority in EdCIL reserves right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.
- 31.** The competent authority in EdCIL, reserves full authority to cancel, reject, any / all offers, without giving any reason. The decision of competent authority in EdCIL shall be final in this regard.

[M.R.BEHERA]
Project Manager (TSG, RMSA)

DECLARATION FORM

1. I _____ Son _____ / Daughter of _____

Shri _____ Proprietor / Partner / Director /

Authorized Signatory of M/s _____ am competent

to sign this declaration and execute this tender document;

- 2.** I have carefully read and understood all the terms and conditions of the tender and they are fully acceptable to me;
- 3.** The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am I are well aware of the rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 4.** I, do hereby certified that our firm has neither been blacklisted toby any of the Govt. Ministries/Departments with Which the firm had contracted for supply of conference bags/folders during the last five years.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

N.B.: 1. The above declaration, alongwith a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the bidding firm in token of acceptance of the terms and conditions, should be enclosed with Technical bid.

2. The Declaration can be made on Company letterhead using the same format.

TECHNICAL BID FORM

1.	Name of the Bidding Firm	
2.	Full Address	
3.	Telephone & Fax Nos.	
4.	Bank Account No.	
5.	D.D. /P.O. No. & Date of EMD	
6.	Amount of EDM (Rs.)	
7.	D.D. / P.O. Drawn on Bank	
8.	D.D./ P.O. Valid upto	
9.	PAN no. (attach copy)	
10.	TAN/TIN No. (attach copy)	
11.	Details of supply of conference bags/folders by the bidder to other Government Departments / Ministries in the recent past. (Copy of orders and / or certificates to be attached).	Total Value of work order (Rs.)
12.	Additional information, if any	

(If the space provided in the above sheet IS insufficient, the Technical Bid can be prepared on company letter head of the bidding firm, using the same format).

Signatures: -----

Name in bold capitals: -----

Name of the Bidding Firm -----

Company's Seal: -----

Date: -----

FINANCIAL BID FORM

SI. No.	Particulars	Rate Per Unit inclusive of Taxes (Rs.)
	<u>Conference Bags/Folders</u>	
	Conference Bag Sample -1	
	Conference Bag Sample -2	
	Conference Bag Sample -3	
	Conference Bag Sample -4	

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on company letter head of the bidding firm, using the same format).

Signatures: -----

Name in bold capitals: -----

Name of the Bidding Firm: -----

Company's Seal: -----

Date: -----