



ESIC
Chinta Se Mukti

कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)
Employees' State Insurance Corporation (Regional Office)
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)

पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाटो, पणजी, गोवा -403001
Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa - 403001
फ़ोन : 0832-2438853, 2438870, 2438871 फ़ैक्स : 0832-2438858

ई-मेल : rd-go@esic.nic.in वेबसाइट : www.esicgoa.org.in, www.esic.nic.in



No.32-D-15/14/1/93-AG

Date: 6/12/2012

TENDER FOR SUPPLY OF STATIONERY ITEMS

Sealed tenders are invited from the eligible suppliers by the Regional Director, ESI Corporation Regional Office, Panaji for the supply of Stationery items as per specifications and quantities detailed in the Scheduled attached. The conditions of contract which will govern any contract made are given here under and in General conditions of Tender (Annexure-1). If you are in a position to quote for supply in accordance with the requirements in the attached schedule, please submit your tender to this office.

Preparation of Tender:-

- The schedule 'A' (Financial Bid) should be returned intact whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as "not quoting".
- In the event of the space in the schedule form being insufficient for the required purpose additional page may be added. Each such additional page must be numbered consecutively, bear the tender number and be fully signed by tenderer. In such cases, reference to the additional pages must be made in the tender form.
- EMD of Rs. 10,000/- (Rs. Ten Thousand Only) as DD drawn in favour of ESI Fund A/C No. 1, payable at Panaji and performance security amount as 5% of the annual value of the contract is to be deposited. EMD amount is adjustable towards the Performance Security in case of successful tenderer.

Signing of Tender:-

- The tender is liable to be ignored if complete information is not given therein or if the particulars & date (if any), asked for in the schedule to the Tender are not fully filled in. Particular attention may be paid to the particulars referred to in the conditions of contract as the suppliers have to comply with them.

Delivery of Tender:-

The original copy of the Tender along with the Declaration Form duly completed and signed, with documentary evidence on Turnover, Registration like VAT, TAN, PAN and EMD amount etc, should be put in a separate cover. The other envelope/cover should contain Price/Financial Bid which is to be sealed. The said two envelopes/covers should be put in bigger different cover mentioning the following words in block letter on top of the cover "TENDER FOR SUPPLY OF STATIONERY ITEMS" and it should be addressed to The Regional Director, ESI Corporation, Panchdeep Bhavan, EDC-23, Patto, Panaji, Goa. The right to ignore any tender which fails to comply with the above instructions is reserved with ESIC. Only one tender should be included in one cover. Latest hour for receipt of the tender:- Your tender must reach this office not later than 3.00 pm on 27/12/2012. In the event of the said date of the opening of the tender be or being declared a closed holiday for Government Offices, the date of opening of the tenders will be the next working day. Tender sent by hand delivery should be delivered at this office not later than the due date and time stipulated to. Period for which the offer will remain open:-

- i) All tenders should remain valid for acceptance for a period of Sixty (60) days from the date of opening of tender.
- ii) Tenders qualified by such vague and indefinite expressions as “Subject to immediate acceptance”. “Subject to prior sale” etc. will not be considered.

Opening of Tender:-

All tenderers or their representatives if they so desire may be present at the opening of the tender at 3.30 pm on 27/12/2012 at the above address.

Prices:-

- i) The prices quoted must be net per unit shown in the schedule inclusive of all packing and delivery charges.
- ii) Tenders should clearly specify whether prices quoted are inclusive of VAT and other duties or whether such charges will be “extra”. Where no specific mention is made of VAT or other duties, prices will be deemed to be inclusive of sales tax and other duties.
- iii) While quoting the rates it may be noted that even if the taxes works out in fraction (Paise), the final quoted amount should be in rounded off.

Delivery Terms:-

a) The tenderers shall deliver the stationery items in good order (of which the Regional Director, Employees’ State Insurance Corporation Regional Office, Panaji shall be sole judge within the limits of time as the Regional Director, Employees’ State Insurance Corporation Regional Office, Panaji may deem reasonable and specify, and in such quantity or quantities and at such places with the State of Goa as may from time to time be ordered by him. No extra delivery charges etc. will be payable on this account.

Inspection of Stores:-

Supplies will be accepted subject to inspection by the Regional Director, Employees’ State Insurance Corporation Regional Office, Panaji or his Agent. Any defect found in the material will render the supplies open to rejection and decision of the Regional Director, Employees’ State Insurance Corporation Regional Office, Goa in the matter will be final and legally binding on the supplier. The rejected stores will be returned to the suppliers at their risk and cost.

System of Payment:-

Payment for the stores or for each delivery will be made to the tenderer on submission of bills in accordance with the procedure laid down.

The Regional Director, Employees’ State Insurance Corporation, Regional Office, Panaji does not pledge himself to accept lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted.

Sd/-

Regional Director

ANNEXURE-I

GENERAL CONDITIONS OF TENDER

1. The bidder should be a reputed stationery supplier having well established business establishment/office, located within Goa.
2. The annual turnover or annual gross trade of the firm/company shall not less than Rs. 5 lakh per annum. (Proof to be enclosed)
3. Bidder shall have been registered with Sales Tax/VAT Authorities.(Copy to be enclosed)
4. The bidder shall have PAN allotted by IT Deptt. (Copy to be enclosed)
5. The supply of the items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words as per price schedule for all the items given in the schedule of requirement. Bids not quoted for all the items in particular lot may summarily be rejected.
6. Only those bids shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of tender both technically and commercially.
7. The Corporation shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
8. Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.
9. The rates quoted by the selected firm and approved by this office shall remain valid through out the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.
10. Prices charged by the bidder for goods delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.
11. Under normal circumstances the contract shall be valid for a period of one year from the date of Agreement.
12. Estimated quantity of items required is mentioned in Schedule-A. However it should be clearly noted that the Corporation shall place the order only as per the actual requirements from time to time.which may vary from the quantity mentioned in the tender and the supplier cannot raise any objection in this regard.
13. The supply of item shall be made to this office within 7 days (maximum) of Purchase Order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. The Corporation will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

14. If delivery is not made in given time and the Corporation is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.
15. Irrespective of the fact as to whether or not the Corporation makes purchases from outside, the Corporation may impose penalty of 2% of value of order for every week's delay or part thereof for a period up to 10 (Ten) weeks and thereafter at the rate of 5% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default.
16. This amount of liquidated damages shall be paid by bidder to the Corporation or may be recovered by the Corporation from the bills of bidder or from Performance Security.
17. Quantum of liquidated damages assessed and levied by the Corporation and decision of the Corporation thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such, the same shall not be referable to arbitration.
18. The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.
19. If the stock supplied found to be old/defective, the same should be replaced immediately as per requirements of this office, failing which EMD/SD will be forfeited and the tenderer will be black listed.
20. In case the stationery items are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. The Corporation will not be responsible for any loss occurred for this to the firm.
21. The Corporation may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.
22. Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the Corporation and set off the same against any claim of THE CORPORATION for payment of a sum of money arising out of this contract or under any other contract made by contractor with the Corporation.
23. In case the supply is not completed in stipulated or agreed delivery period as indicated in work/purchase order, or bidder's breach of terms and conditions of contract, the Corporation reserves the right to cancel/terminate the purchase order and or recover/impose liquidated damages or forfeit performance security for default.
24. The supply of the articles should be made strictly as per ordered quantity and at ordered place. The Corporation reserves the right to accept or reject the whole lot supplied if variation is found in quantity supplied against the ordered quantity.
25. The contractor shall deliver the articles at the ordered place at his own risk and cost. No separate delivery charges etc. will be paid by the Corporation.
26. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of

the tax registration during the currency period of contract shall be the sole responsibility of the firm.

27. Payment shall be made on receipt of goods against bill for the supply made after the good/items have been checked and accounted and there is no damage/shortage.

28. The payment shall be released through Cheque/ECS against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted.

29. Bills submitted after 15 days of supply shall be liable for rejection.

30. No payment is admissible for goods rejected.

31. No sub-contracting is permissible.

32. Conditional bid will not be accepted.

33. All entries in the Tender form should be legible and filed clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

34. The Corporation is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.

35. Prices shall remain fixed and valid during the period of contract.

36. The tender should be addressed to the Regional Director, Employees' State Insurance Corporation Regional Office, Panaji and submitted in double covers, on the inner cover of which the following words should be written in bold letters. "**Tenders for supply of Stationery items**".

37. Tenders will be available at above address from 6/12/2012 to 27/12/2012 at the cost of Rs.250/-/- (non refundable) as DD drawn in favour of ESI Fund A/C No. 1, payable at Panaji between 10.00 am to 3.00 pm in all working days (Monday to Friday).

38. Tenders will be opened on 27/12/2012 at 3.30 pm at the Office of Employees' State Insurance Corporation Regional Office, Panchdeep Bhawan, Pato-Panaji

39. Each and every page of the tender documents, Annexure I, II should bear the stamp and signature of the person whose name registration exists or he shall be authorized legally or any representative clearly by mentioning the name and stating that the person can sign the tender documents on his behalf enclosure shall be filled without exception.

40. The tenderer shall also enclose the latest Income Tax Clearance certificate and proof of PAN/VAT, Tax Registration ETC.

ANNEXURE-II

DECLARATION

I, _____ (First Name) _____ (Middle Name) _____ (Surname)
Owner of M/S. _____ hereby declare that, I have gone through the
instructions mentioned in the tender document/Form carefully. The terms, conditions & instructions mentioned
in the said documents are binding on me in all respects & I also agree with the same.

Signature:- _____

Name of the Owner:- _____

Name of the Firm: _____

Date:- _____

Place:- _____