

**METRO-LINK EXPRESS FOR GANDHINAGAR AND
AHMEDABAD (MEGA) COMPANY LIMITED**
(A SPV of GoI and GoG)

**E-TENDER DOCUMENT
FOR
SUPPLYING OF STATIONERY
ITEMS**

Issued By:



METRO-LINK EXPRESS FOR GANDHINAGAR AND AHMEDABD (MEGA) COMPANY LIMITED
(A 50:50 SPV of GOI and GOG)

Block No. 1, 1st Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.
Tel: +91 (079) 2324 8572; Fax: +91 (079) 23248573; Email: info@gujaratmetrorail.com



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E-TENDER FOR SUPPLYING STATIONERY ITEMS

1	LAST DATE OF SUBMISSION OF E-TENDER	DATE : 30/11/2017 @ 11.00 Hrs
2	ADDRESS: WHERE PHYSICAL TENDER WILL BE SUBMITTED ON OR BEFORE 30/11/2017 @ 11.00 Hrs.	Chief Administrative Officer, MEGA COMPANY LIMITED, Block No. 1, 1 st Floor, Karmayogi Bhavan, Sector-10 A, Gandhinagar – 382 010, Gujarat.
3	DATE OF OPENING OF PRIMARY BID AND TECHNICAL BID	DATE: 30/11/2017 @ 15.00 Hrs at Registered Office, Gandhinagar.
4	ESTIMATED AMOUNT OF WORK	Rs. 14,00,000/-
5	TENDER FEES	Rs. 1,500/-
6	SECURITY DEPOSIT / PERFORMANCE GUARANTEE	Rs. 70,000/-
7	EMD	Rs. 42,000/-
8	CONTRACT PERIOD	1 (ONE) YEAR FROM THE DATE OF APPROVAL TO BE IMPLEMENTED AND FURTHER EXTENDABLE TO 1 (ONE) YEAR ON SATISFACTORY PERFORMANCE OF AGENCY

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E-Tender No. MEGA/ADMIN/E-TENDER NOTICE/02/2018

SUPPLYING STATIONERY ITEMS AT MEGA Co. Ltd.

Metro-Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited (herein after referred as MEGA Co.Ltd) is a 50:50 Special Purpose Vehicle (SPV) of GOI and GOG invites offer through E-Tendering in two bids systems from reputed / authorized / experienced firms / companies engaged in the business of Supplying Stationery Items as per requirement for its various offices located in and around Gandhinagar and Ahmedabad for the period of one year and further extendable to 1 (one) year if the performance of the Agency is found satisfactory.

The tenders documents will be available for download from 14.10.2017 to 29.11.2017 The tender documents can be downloaded from the official website of MEGA Company Limited i.e. www.gujaratmetrorail.com (Tender Tabulate) OR <https://mega.nprocure.com>. Bidder shall have to submit the document fees of Rs. 1500/- (Rupees One Thousand Five Hundred Only) in favor of DD /Pay Order in the name of “ **Metro Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited**” payable at Gandhinagar, at the time of submitting of the tender, failing which the tender will not be accepted.

The estimated value of the work is approximately Rs.14,00,000 (Indian Rupees Fourteen Lakh Only) as per the previous experience. However the value may be considerably lower or higher from time to time as per the requirement of MEGA Co. Ltd during contract period.

TENDERING PROCESS:

Tender is invited in two parts i.e. (1) Qualifying/Technical Bid (physical form) (2) Financial bid (online). The tender shall be submitted in three separate Proforma duly completed in all respects viz. first for “Earnest Money/Tender Fees” (physical form), second for “Qualifying/Technical Bid” (Documents in physical form) and the third for “Price Bid” (online only). The tender form for Qualifying/Technical Bid in Proforma prescribed in Annexure-IV and the tender form for the financial bid in Proforma prescribed in Annexure I. The name of the Proforma to be mentioned clearly in words “Earnest Money/Tender Fees” and “Qualifying/Technical Bid” as the case may be on the top of the respective Proforma.

Two separate covers to be prepared (1) For the instruments of EMD & Tender Fees and (2) the document pertaining to Qualifying/Technical Bid. Both the covers are to be put in a single cover clearly written on the top as “**E-Tender for Supplying of Stationery Items**” to be submitted in physical form at the above mentioned office address of Karmayogi Bhavan, Gandhinagar on or before the tender closing date and time. Financial Bid is not to be submitted in physical form as it has to only be filled up on the online portal as mentioned

above. Financial Bids of these bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender shall have to be placed in Proforma duly completed in all respects with the inscription on the format “**E-Tender For Supplying Stationery Items**” should be submitted to Chief Administrative Officer at above office address mentioned in notice for invitation along with a Demand Draft / Pay-Order of **Rs.1,500/- (Indian Rupees One Thousand Five Hundred Only which is Non-refundable)** as Tender Fees to be drawn in favour of “**Metro Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited**” payable at Gandhinagar. It is to be submitted with Qualifying (Primary) / Technical Bid on or before the last date and time of the submission of tender as mentioned above. Incomplete bid documents will be rejected. Late submission of tenders will not be accepted.

Earnest Money Deposit (EMD) of Rs.42,000/- (Rupees Forty Two Thousand Only) per application in the form of Demand Draft / Pay-Order to be drawn in favor of “**Metro Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited**”, payable at **Gandhinagar**, to be submitted with Qualifying(Primary) / Technical Bid on or before the last date and time of the submission of tender as mentioned above. Qualifying/Technical bids without Earnest Money Deposit and Tender Fees will be rejected. EMD will be forfeited in case the eligible bidder withdraws his offer during the tender selection process. No interest will be paid on the EMD submitted towards the mentioned tendering process. The MEGA Company Limited reserves the right to cancel all the tenders without assigning any reason whatsoever.

The successful bidder of the tender shall have to submit a Performance Guarantee by way of DD/PO/Fixed Deposit/Bank Guarantee Receipt of **Rs.70,000/- (Rupees Seventy Thousand Only)** duly discharged in favour of “**Metro Link Express For Gandhinagar And Ahmedabad (MEGA) Company Limited**” within 7 (Seven) Days from the issuance of Letter Of Acceptance (LOA).

The power to accept a tender vested with the MEGA, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable for rejection.

The bidder shall sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Bidder would fill up the information in the format indicated in Annexure-IV enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory only.

The tender forms shall be rejected if it is not complete in any aspect. The bidders are advised to check the website of MEGA Co. Ltd. regularly for amendments, if any. Please note that request for extension of due date for submission will not be entertained.

CONDITIONS FOR APPLYING E-TENDER

(1) ONE BID PER BIDDER:

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, all such bids are liable to be rejected.

(2) COST OF BID:

The bidder shall bear all costs associated with the preparation and submission of his/her bid and MEGA will in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

(3) AMENDMENT TO BID DOCUMENT:

At any time, prior to the date of submission of bids, the MEGA Co. Ltd. may for any reason, at its discretion, whether at its own initiative or in response to a clarification by a prospective bidder, modify the bid documents by amendments. The amendments/Corrigendum will be notified on MEGA Website and these amendments will be binding on them. Bidders are advised to visit MEGA Website regularly for updates of this Tender.

(4) EXTENSION OF TIME:

In order to give prospective bidders required time to take the amendments into action in preparation of their bid; MEGA Co. Ltd. may at its discretion extend the deadline for submission of bid suitably.

(5) VISIT TO OFFICES / SITE OFFICES:

The bidder is required to supply stationery to various offices, project offices, site offices, Depots, etc. of MEGA Co. Ltd. And therefore it is advised to visit all these offices, etc. and to acquaint himself/herself with the logistics and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to MEGA Co. Ltd. and is fully aware of the about the functional/deployment part of it.

(6) LANGUAGE:

Bids and all accompanying documents shall be in English as far as possible.

(7) FORM OF BID:

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder comprises a Partnership firm, Company, LLP, Consortium or a Joint Venture, the Form of Bid shall be duly signed by an authorized representative who must demonstrate authority for the same with an acceptable documentary proof. Signatures on the Form of Bid shall be witnessed and dated.

(8) CURRENCIES OF BID AND PAYMENT:

The bidder shall submit his price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.

(9) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

MEGA Co. Ltd. does not bind itself to accept lowest or any other tender/bid and has the right to cancel the bidding process and reject all bids/single bid at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder/bidders on the grounds for the company's action.

(10) BID SECURITY/EMD:

(10.1) The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 42,000/- (Rupees Forty Two Thousand Only) in the form of an Account Payee DD, PO, Fixed Deposit from a Nationalized / Scheduled bank, or Bank Guarantee from a Nationalized / Scheduled bank in an acceptable form in favour of Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited along with the tender document. The bid security will remain valid for a period of forty five days beyond the financial bid validity period.

(10.2) Any tender not accompanied by Bid Security and Tender Fee shall be rejected.

(10.3) Bid security/EMD of the unsuccessful bidders will be returned to them at the earliest.

(10.4) No interest will be paid to the bidders on Bid security/EMD submitted.

(10.5) Bid security/EMD of the successful bidder shall be returned on receipt of Performance Guarantee in the Department and after signing the Contract Agreement.

(10.6) Bid Security/EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity.

(10.7) Bid Security/EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Guarantee within the time frame specified by MEGA Company Ltd.

(11) SUBMISSION OF BIDS:

(11.1) The bidder shall submit the Pre-qualification/Primary Bid and Technical Bid in a separate sealed cover duly super scribed and these two sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. Financial Bid is not to be submitted in the physical form and it has only to be submitted online through web portal.

(11.2) The Pre-qualification/Primary Bid should consist of the following documents:

(11.3) Tender fee amount of Rs.1500/- (Rupees One Thousand Five Hundred Only) & Bid Security (Earnest Money Deposit) for an amount of Rs.42,000/- (Rupees Forty Two Thousand Only) in the form of an Account Payee DD,PO, Fixed Deposit from a

Nationalized / Scheduled Bank, or Bank Guarantee from a Nationalized / Scheduled bank in an acceptable form in favour of “**Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited**”. Tenders submitted without EMD/Tender Fees will be disqualified.

(11.4) The Technical Bid should consist of the following documents along with documents mentioned in Annexure IV:

- (a) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also.
- (b) Self attested copy of PAN card of the Agency/Firm/Company under Income Tax Act
- (c) Self attested copy of VAT / GST Registration Number of the Agency/Firm/Company
- (d) Self attested copy of Valid Registration No. of the Agency/Firm
- (i) Proof of Average Annual turnover & Experience Certificate as stated in Terms & Condition No.12 supported by audited balance sheet and IT/VAT/GST return of last 3 years.

Non submission of any of the above document as mentioned will lead to disqualification of the bid at the Technical evaluation stage itself.

(11.5) The Online Price Bid mentioned in Annexure-I and required to be filled online only.

(11.6) The tender shall remain valid and open for acceptance for a period to demonstrate satisfactorily completion of work assignment.

(12) ELIGIBLE BIDDERS:

(12.1) Bidder must be in a business providing similar kind of services for at least last three consecutive years and having annual average turnover of Rs. 11,00,000/- (Rupees Eleven Lakh Only) and more during the last three financial years. Copy of last three IT & VAT/GST return should be provided to demonstrate the financial strength. A self-certificate should also be given to the effect that the bidder has been in the similar business for last three years.

(12.2) The bidder should have the experience of rendering of similar services in any of the Government Department/ Autonomous institutions/Universities/Public Sector Undertakings of the Govt. of India/ Govt. of Gujarat or any other State Government or Public Sector Banks or Local bodies / Municipalities or major Private concern, as follows:

- (a) In case of three Similar completed contracts costing not less than the amount equal to Rs. 5,60,000/- (Rupees Five Lakh Sixty Thousand Only) or more for each contract OR
- (b) For Two Similar completed contracts costing not less than the amount equal to Rs. 7,00,000/- (Rupees Seven Lakh Only) OR
- (c) For One Similar completed contracts costing not less than the amount equal to 11,20,000/- (Rupees Eleven Lakh Twenty Thousand Only)

(12.3) The bidder/s must submit original documentary proof in support of the above credentials as per Condition No. 11.4 of the tender document.

(12.4) In case of insufficient bidders and the said qualifications, MEGA shall reserve right to dilute the criteria at its discretion for selection of a suitable agency for the work.

(12.5) Submission of Undertaking by the Bidder on the following as mentioned in Annexure III:

- (a) No existing litigation
- (b) Never blacklisted, terminated by any client in India
- (c) The bidder never filed any law suits or requested arbitration with regard to any contract within the last five years
- (d) No judgment, claim, arbitration proceeding or suit pending or outstanding against the bidder or its officers
- (e) Bankruptcy was never filed by the bidder, its subsidiaries or its parent companies
- (f) The bidder was never cited by any regulatory agency for a safety violation in the last five years.

A copy of service recipient organization on the letter head to be provided in the support of the work carried out.

(13) BID OPENING AND EVALUATION:

(13.1) The tender committee of MEGA will open the Pre qualification (Primary)/Technical/ Financial Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

(13.2) The bid of any bidder who has not complied with one or more of the conditions Prescribed in the tender document will be summarily rejected.

(13.3) Conditional Bids will also be summarily rejected.

(13.4) The overall L1 will be calculated manually by multiplying the approximate required quantity given in Annexure-I of various stationery items with the per UOM (Unit Of Measurement) rate submitted by Bidder in the online Price Bid as mentioned in Annexure-I.

(13.5) Financial bids of only the technically qualified bidders will be opened for evaluation.

(13.6) The successful L1 bidder of the price bid will be called for the presentation on its vendor capabilities for providing the services at MEGA Co. Ltd.

(14) ISSUANCE OF LOA (Letter Of Acceptance) AND AWARD OF CONTRACT:

(14.1) Prior to the expiration of the bid period, MEGA Co. Ltd. will notify the successful bidder in writing by a LOA (Letter Of Acceptance) through mail that its bid has been accepted.

(14.2) The issue of Letter of Acceptance (LOA) shall constitute the intention of MEGA Co. Ltd. to place the Purchase/Work Order with the successful bidder.

(14.3) Upon issuance of LOA, the successful bidder shall submit Performance Guarantee in conformity with the bid documents, in stipulated time line (i.e. within 7 (Seven) days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed

between the successful bidder and MEGA Co. Ltd on suitable stamp and after that EMD will be released.

(15) CANCELLATION OF LETTER OF ACCEPTANCE:

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in stipulated time period shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the bid bond/EMD, in which case MEGA Co. Ltd. may make the offer to any other bidder at its discretion or call for new bids.

(16) POST BID CLARIFICATION:

No post bid clarification at the initiative of the bidders shall be entertained. Any effort by the bidders to influence the MEGA Co. Ltd. in its bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

(17) MISCELLANEOUS:

(17.1) The bidder is expected to examine all the instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

(17.2) MEGA Company Ltd. may terminate the contract if it is found that the contractor/agency is black listed on previous occasions by the any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc. If the work completion certificate submitted by the bidding agency/contractor contains any negative/adverse remark, in that case the bidder will not qualify for the technical evaluation and his/her bid will be summarily rejected. Non submission of satisfactory work completion certificates will also lead to disqualification for the technical evaluation and his/her bid will be summarily rejected.

(17.3) The bidder shall not make or cause to be made any alternation, erasure or obliteration to the text of the Tender Document.

(17.4) The bidder shall check the all the pages of tender document and in the event of discovery of any discrepancy or missing pages, the bidder shall inform MEGA Company Ltd.

(17.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at smadmin@gujaratmetrorail.com within 10 days from the date of issuance of the tender. The clarifications and amendments, if needed will be issued within 5 days from the last date of query submission date. Queries after the stipulated 10 days as above shall not be considered in any case.

(17.6) The decision taken by MEGA Company Ltd. will be final and binding to all the bidders in any aspect of the mentioned tender and the bidder shall have no claim in any form against MEGA Co. Ltd.

TERMS AND CONDITIONS

(1) Scope of Work:

(1.1) The Agency has to supply the contracted items in the mentioned/Standard Quality at agreed rate quoted in tender throughout the contract period.

(1.2) The Agency has to supply the demanded items on day zero (the day item is demanded by MEGA) and the Agency should deliver the items at all site/offices at free of cost.

(1.3) No extra payment (in terms of any other charges) shall be demanded from MEGA towards the delivery of the demanded items.

(1.4) MEGA and its officials reserve all rights to decline the delivery of the demanded items if the items are not found up-to-the-mark by its official and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

(2) Period of Contract:

The initial contract shall be valid for a period of One Year which is further extendable by 1 (One) year at a time subject to review and satisfactory performance of the Agency, Solely upon the discretion of MEGA Co. Ltd.

(3) Payment Terms:

Payments shall be made on monthly basis within 10 working days after submission of the bills in the succeeding months. The Agency shall submit the bills before 5th of every month along with the certificate of satisfactory work done given by MEGA.

(4) Deduction for Exceptions:

(4.1) In case the firm fails to supply the items within stipulated time period, a suitable amount of penalty decided by MEGA officials will be deducted from the agency's monthly bill/performance guarantee and action will be taken against the firm to recover suitable penalty. If MEGA found the Sub-standard quality of any delivered items, MEGA has all the rights to cancel/return those items and may charge the penalty towards the same.

(4.2) If as a result of post payment audit, any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by MEGA from The Agency.

(4.3) MEGA will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time.

(4.4) If any repetitive lapses are found in the performance of the agency, MEGA may terminate the contract without giving any notice period to the agency.

(4.5) On any particular incident negatively affecting the working of MEGA, a suitable amount of penalty as decided by MEGA officials will be deducted from the agency's monthly bill/performance guarantee.

(4.6) Penalty or Deduction may be recovered by MEGA from The Agency's subsequent bills without consent of the agency at MEGA's discretion.

(5) Performance Guarantee:

The Agency shall deposit Performance Guarantee within 7 calendar days from the date of issuance of LOA, for a sum of Rs. 70,000/- (Rupees Seventy Thousands Only) in the form of DD/PO/Bank Guarantee or Fixed Deposit from nationalised bank from its branch in Gandhinagar / Ahmedabad valid for a period of sixty days after the date of completion of all contractual obligations. In case of extension of contract period the Bank Guarantee is to be extended further as per the requirement of MEGA Company Ltd. This Bank Guarantee shall be released only after 60 Days from the date of expiry of the contract.

(6) Sub Contracting:

The Agency shall not sub-contract any part or whole part of the rate contract or any activity mentioned in the tender to any sub-contractor.

(7) Change in Terms and Conditions/Contract:

MEGA CO.LTD. shall reserve all the rights to make changes in the terms and condition in the mentioned contract/tender by a notice in writing to the agency. The agency will be bound by the same and no representation in the said manner will be allowed / entertained.

Approximate Quantity mentioned in Annexure I for last year annual consumption does not mean that same quantity will be ordered during a contract period of one year. It may vary from time to time and solely depends on requirement of MEGA.

In Special circumstances, MEGA may ask for replacement of brand mentioned in financial bid Annexure-I on mutually agreed rate during the contract period.

MEGA shall reserve all the rights to make changes in Make/Brand of stationery item mentioned in Annexure-I at its discretion during the contract period.

MEGA shall reserve all the rights to add or delete items from the contract if required without giving any reasons to agency.

(8) Termination:

(8.1) If The Agency fails to perform its duties/functions satisfactory as prescribed by MEGA CO.Ltd., MEGA reserves the right to terminate the contract with agency at any point of time. In no event shall the agency be entitled to any prospective profits or consequential losses because of such termination.

(8.2) The Contract shall be considered as terminated in the event of the death of the owner of the agency and their legal heir will not have any right/claim towards the same. However, the legal heirs of the owner of the agency may continue working as per contract specifications for next three months. MEGA has to complete process to appoint the new agency during the mentioned period.

(8.3) If Agency does not desire to continue the contract, in such case, it has to give three months notice in advance to the Company and its security deposit will be seized.

(8.4) In addition to the any provision of this contract, MEGA CO.LTD. can terminate the contract without providing any reason to the agency by giving notice in one month in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.

(8.5) Failure by The Agency to comply with any statutory requirements and terms and conditions of this tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by MEGA. In such a case, the security deposit will also be forfeited.

(9) Statutory Compliance with Laws, Regulations and Orders:

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorised agencies of any government in India and maintain valid record for verification of the statutory authorities as well MEGA Co Ltd. as and when required.

(10) Applicable Law:

The contract and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India and parties hereby agree to submit that the court at Gandhinagar, Gujarat shall have the exclusive jurisdiction to dispute if any arising between the parties to the Contract.

FINANCIAL BID DOCUMENT

(To be filled online only)
Rates to be quoted without GST

Annexure – I

PRICE BID FOR STATIONERY ITEMS

(TO BE FILLED ONLINE ONLY)

Approximate Quantity mentioned here in Annexure-I is based on last year annual consumption **does not mean** that same quantity will be ordered during a contract period of one year. It may vary from time to time and solely depends on requirement of MEGA.

LIST OF REQUIRED STATIONERY ITEMS **Rates to be quoted with exclusion of GST (all taxes)**

Sr.	Item Description	Type/Size	Brand/Make	UOM	Approximate Required Quantity Annually	Price Bid
1	Pen Use & Throw	Thin Point	Saina Softek/Equivalent	Each	840	
2	Folder - Button (Plastic)	A 4 Size	Solo	Each	500	
3	Folder - L Shape	A 4 Size	Solo	Each	100	
4	Folder - L Shape	A 3 Size	Solo	Each	200	
5	CDs	Regular	Moserbaer	Each	1200	
6	DVDs	Regular	Moserbaer	Each	400	
7	CD/DVD Cover	Transparent - PP	Standard Quality	Each	1200	
8	CD Mailer envelope	With Plastic Bubble	Standard Quality	Each	100	
9	Binder Clip	19 mm	Oddy / Equivalent	Pkt.	100	
10	Binder Clip	25 mm	Oddy / Equivalent	Pkt.	100	
11	Binder Clip	32 mm	Oddy / Equivalent	Pkt.	80	
12	Binder Clip	51 mm	Oddy / Equivalent	Pkt.	80	
13	Re-Stick	3" X 5"	Oddy	Each	200	
14	Re-Stick	2" X 3"	Oddy	Each	200	
15	Post it Colour Flag	3" x 3"	Standard Quality	Each	250	
16	Page marker Plastic	4 colour	Oddy	Each	250	

17	Page Marker Simple	4 colour	Oddy	Each	250	
18	Glue sticks	15 gms	Fevistick	Each	400	
19	Scale	Steel ,30 cms	Elora	Each	100	
20	Cello Tape	Transparent 1/2 " x 15 Mtr	Wonder	Each	150	
21	Cello Tape	Brown , 1" x 65 Mtr	Wonder	Each	150	
22	Cello Tape	Brown , 2" x Mtr	Wonder	Each	150	
23	Cello Tape	Transparent , 1" x Mtr	Wonder	Each	150	
24	Cello Tape	Transparent , 2" x Mtr	Wonder	Each	150	
25	Cello Tape	Transparent , 3" x Mtr	Wonder	Each	150	
26	Pencil	Regular	Apsara HB	1 box	70	
27	Pencil	Drawing Pencil	Stedler	1 box	25	
28	Push Pencil - Clutch Pencil	0.5	Camel Click	1 Packet	100	
29	Eraser	Non dust	Apsara	1 Packet	50	
30	A4 size Copier paper	100 GSM - 100 Sheet	JK brand	1 Ream	25	
31	A4 size Copier paper	75 GSM - 500 sheet	JK Red	1 Ream	1800	
32	A4 size Copier paper	70 GSM - 500 sheet	JK Easy	1 Ream		
33	A4 size Copier paper	67 GSM - 500 sheet	JK Brand	1 Ream		
34	A3 size Copier paper	75 GSM - 500 sheet	JK Red	1 Ream	200	
35	A3 size Copier paper	70 GSM - 500 sheet	JK Brand	1 Ream		
36	A3 size Copier paper	67 GSM - 500 sheet	JK Brand	1 Ream		
37	Legal size Copier paper	75 GSM - 500 sheet	JK Red	1Ream	10	
38	Push pin	Copper	Fuji	1 box	25	
39	Certificate Holder	(A4 Size)	Standard Quality	Each	100	
40	Sketch Pen	12 Shades	Camlin	1 Packet	25	
41	Envelope	White - 9 X 4	Standard Quality	Each	1000	
42	Envelope	White - 11 X 5	Standard Quality	Each	1000	
43	Envelope	White - 12 X 10	Standard Quality	Each	1000	

44	Envelope	White - 16 X 12	Standard Quality	Each	1000	
45	Envelope	Brown - 9 X 4	Standard Quality	Each	1000	
46	Envelope	Brown - 11 X 5	Standard Quality	Each	1000	
47	Envelope	Brown - 12 X 10	Standard Quality	Each	1000	
48	Envelope	Brown - 16 X 12	Standard Quality	Each	1000	
49	Envelope - Cloth	9 X 4	Standard Quality	Each	800	
50	Envelope - Cloth	11 X 5	Standard Quality	Each	800	
51	Envelope - Cloth	12 X 10	Standard Quality	Each	800	
52	Envelope - Cloth	16 X 12	Standard Quality	Each	800	
53	Envelope - Polynet	9 X 4	Standard Quality	Each	800	
54	Envelope - Polynet	11 X 5	Standard Quality	Each	800	
55	Envelope - Polynet	12 X 10	Standard Quality	Each	800	
56	Envelope - Polynet	16 X 12	Standard Quality	Each	600	
57	Battery	AA	Dura cell	Each	150	
58	Battery	AAA	Dura cell	Each	150	
59	Battery	AA	Everready	Each	150	
60	Battery	AAA	Everready	Each	150	
61	White board Duster	Magetic	ICON	Each	50	
62	Yearly planner	Regular	Standard Quality	Each	25	
63	Monthly Monitor	Regular	Standard Quality	Each	25	
64	Stapler	No.10	Kangaroo	Each	300	
65	Stapler	HP - 45	Kangaroo	Each	100	
66	Stapler	No.23S16	Kangaroo	Each	10	
67	Stapler Pin	For No 10	Kangaroo	1 box	500	
68	Stapler Pin	For HP - 45	Kangaroo	1 box	100	
69	Stapler Pin	For No. 23S16	Kangaroo	1 box	50	
70	Takani	100 gms	Elephant	1 box	20	
71	U pin	Plastic Coated	Standard Quality	1 box	50	
72	Stamp Pad	Medium	Faber-Castell	Each	50	
73	Stamp Pad	Big	Faber-Castell	Each	25	

74	Stamp Pad Ink	100	Camel	Each	25	
75	Correction Fluid	Eraser ExFuoil	Kores	Each	200	
76	Correction Pen	Pen	Camlin	Each	200	
77	Punching machine	No. 52	Kangaroo	Each	50	
78	Punching machine	No. 500	Kangaroo	Each	50	
79	Punching machine	No. 800 - Heavy duty	Kangaroo	Each	10	
80	File lace	Green/White-9/36"-100No.	Standard Quality	1 Packet	300	
81	File lace	White	Standard Quality	1 Packet	300	
82	OHP Marker pen	10 Pcs / Box	Faber Castle	1 Packet	50	
83	Permanent Marker pen	10 Pcs / Box	Camlin	1 Packet	50	
84	Highlighter pen	5 pcs / Box	Faber-Castle	1 Packet	150	
85	Scissor	Small	Godrej	Each	50	
86	Scissor	Medium	Godrej	Each	50	
87	Register 1-Q	Regular	Zeel	Each	75	
88	Register 2-Q	Regular	Zeel	Each	75	
89	Register 3-Q	Regular	Zeel	Each	75	
90	Register 4-Q	Regular	Zeel	Each	50	
91	Register 5-Q	Regular	Zeel	Each	50	
92	Register 6-Q	Regular	Zeel	Each	50	
93	Stock Register	Regular	Standard Quality	Each	25	
94	Inward register	Regular	Standard Quality	Each	20	
95	Outward register	Regular	Standard Quality	Each	20	
96	Vehicle log book 250 pages	Regular	Standard Quality	Each	50	
97	Attendance Register	With In/Out - 2-Q	Standard Quality	Each	50	
98	Carbon Paper	A4 - Blue - Multi copy	Kores	1 Packet	5	
99	Visiting card holder	120 Pocket	Kenny	Each	50	
100	Calculator	CT 555N - 12 Digits	Citizen	Each	50	
101	Calculator	MJ - 120	Casio	Each	50	
102	Calculator	CT -512	Citizen	Each	50	
103	Paper weight	Made Of Glass	Standard Quality	Each	100	

104	Paper cutter small	9 MM	Prestige	Each	250	
105	Paper cutter Big	18 MM	Prestige	Each	250	
106	Plastic seminar file Velcro	Plastic	Standard Quality	Each	300	
107	Seperator	Plastic (1 to 10)	Solo/Keny	1 Set	200	
108	Seperator	Plastic (1 to 20)	Solo/Keny	1 Set	200	
109	Seperator	Plastic (Alphabets)	Standard Quality	1 Set	200	
110	Fevikwik	203 - 20 GMS	Fevikwik	Each	100	
111	Pen stand	Mesh wire	Standard Quality	Each	250	
112	Spiral Dialy (Pocket)	70MM X 110 MM	GALA	Each	100	
113	Spiral Diary	A/8 Size - 40 Pages	Standard Quality	Each	500	
114	Spiral Diary	1 Subject - 160 Pages	Bilt	Each	100	
115	Spiral Pad	1/8 Size - 40 Pages	Standard Quality	Each	500	
116	Paper Tray	1 Set - Of 3 floor	Omega	Each	30	
117	File Rack - Vertical	1 Set - Of 4 Building	Kobesco	Each	10	
118	File Tray	Medium Size	Standard Quality	Each	50	
119	File Tray	Big Size	Standard Quality	Each	50	
120	Box File	Regular	Royal	Each	1000	
121	Box File	Regular	AJS	Each	400	
122	Report / Dandi File	Plastic - A4 Size	Solo	Each	500	
123	A3 File	A3 File	Standard Quality	Each	400	
124	Two Hole File	Regular	Standard Quality	Each	2400	
125	Spring File With Corner Patti	Paper - 72 LBS - A/4 Size	Sirpur	Each	2400	
126	Gadar Spring File	No. 1500	Reliable	Each	500	
127	Folder file - Display folder	20 Pocket - Full Scape	Solo	Each	300	
128	Room freshner	Regular	Godrej / Ambipur	Each	250	
129	White Board Marker	Regular	Camlin	Each	500	
130	Notice board (Pin up board)	3'x6' (Aluminium-glas-frame-lockable)	Regular	Each	15	

131	Minutes paper	Regular	Standard Quality	1 Packet	25	
132	Plotter rolls	A0 42 "	Standard Quality	1 Roll.	25	
133	Plotter rolls	A1 36 "	Standard Quality	1 Roll.	25	
134	Plotter rolls	A2 24"	Standard Quality	1 Roll.	25	
135	Plotter rolls	A3 18 "	Standard Quality	1 Roll.	25	
136	Conference Pad	1/8 Size - 20 Pages	Padam	Each	600	
137	Sheet Protector	A4 Size - Thin	Standard Quality	Each	600	
138	Sheet Protector	A3 Size - Thin	Standard Quality	Each	600	
139	Short Hand book	100 Page	Standard Quality	Each	200	
140	Ball Pen	Fine grip	Cello	Each	300	
141	Ball Pen	Technotip	Cello	Each	300	
142	Add Gel Pen - Achiver (Blue)	Add Gel Pen - Achiver	Add Gel	Each	100	
143	Add Gel Pen - Achiver (Black)	Add Gel Pen - Achiver	Add Gel	Each	100	
144	Uniball Eye	Regular	Mitsubishi	1 Pack	25	
145	Ball Pen	Regular	Reynold Aerosoft	Each	200	
146	Ball Pen	Regular	Cello Butterflow	Each	200	
147	File Four Flap	Regular	Regular	Each	250	
148	Exam Pad - Clip Board	Acrylic	Regular	Each	50	
149	White Board	Per Sq. Foot	Standard Quality	Sq. Ft.	200	
150	Water Glass	265 ml	Borosil	Dozen	10	
151	Water Glass	350 ml	Borosil	Dozen	10	
152	Tea Cups	Regular	Oasis	Dozen	25	
153	Cup Saucer	Monalisa Shape (HG 603)	Oasis	Dozen	10	
154	Water Bottles	1 Liter	Cello	Each	500	
155	Hand Towels	Regular	Trident	Each	150	

Note: The overall L1 will be calculated manually by multiplying the approximate required quantity annually given in above Annexure-I of various stationery items with the per UOM (Unit Of Measurement) rate submitted by Bidder in the online Price Bid as mentioned in above Annexure-I.

Rates to be quoted without GST

ANNEXURE- II

1	Name Address of Firm/Agency	
	Telephone No. of Owner/Authorized Person	
2	Registration No. of the Firm/ Agency	
3	Name, Designation, Address and Telephone No. of Authorized Person of Firm / Agency to deal with	
4	Please specify as to whether Tenderer is sole proprietor / Partnership Firm. Name, Address and Telephone No. of Director / Partners should specified	
5	PAN Card no issued by Income Tax Department	
6	Details of Bid Security Deposit/EMD &Tender Fees a) Amount	
	b) FDR No. or DD No. or Bank Guarantee in favour of MEGA	
	c) Date of Issue	
	d) Name of Issuing Authority	
7	Experience Details as mentioned in Condition no.12 (Organization wise, the details to be furnish separately)	
	a) Name of organization where services provided by your agency	
	b) Address of organization where services provided by your agency	
	c) Contact Person and Telephone No of organization	
	d) Registration No. of the organization	
	e) Amount to be mentioned of stationery supplied to the organization	
	f) No of deliveries given (average per week) against purchase order to the organization	
8	Any other Information	
9	Any other Declaration by the Bidder	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder)
Name and Address
(With seal)

ANNEXURE- III

(ON NON JUDICIAL STAMP PAPER OF Rs. 100/-)

UNDERTAKING

To,
The Chief Administrative Officer,
MEGA Company Limited,
Block No. 1, 1st Floor, Karmayogi Bhavan,
Sector-10 A, Gandhinagar – 382 010

Name of the Firm / Agency _____

Name of the Tenderer/Bidder _____

Dear Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that Our firm/agency/company doesn't have any existing litigation, never blacklisted, terminated by any client in India.
4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last five years.

**(Signature of the bidder)
Name, Designation and Address
(with seal)**

ANNEXURE- IV

- **ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID:**
 - i) Signed/stamped copy of the tender document as token of acceptance of all the terms & condition of the entire tender document
 - ii) Signed/stamped copy of PAN / GIR Card.
 - iii) Copy of Registration of Agency.
 - iv) Signed/stamped copy of GST registration letter / VAT certificate.
 - v) Signed/stamped copy of valid Registration Number under any other Acts/Rules of the Agency/Firm/Company;
 - vi) Signed/stamped copy of the last three year Income Tax/VAT return filed by agency.
 - vii) Turnover certificate as mentioned in 12.1
 - viii) Experience certificate as mentioned in 12.2
 - ix) Documents as per format given in Annexure-II
 - x) Undertaking on Rs. 100/- as per Annexure-III.
 - xi) Other documents/supporting as mentioned in the entire tender document.