

File No. 14011/6/2016-Admn  
Government of India  
Ministry of Chemicals & Fertilizers  
(Department of Fertilizers)

Room No. 203-'D' wing, Shastri Bhawan,  
New Delhi dated the 23<sup>rd</sup> February, 2017.

**TENDER NOTICE**

**Subject: Supply of stationery and sundry articles etc.**

Department of Fertilizers invites Sealed tenders under 'Two Bid System' i.e. **Technical Bid and Financial Bid** from reputed, experienced and financially sound Companies/ Firms / Agencies for supply of stationary and sundry items to the Department of Fertilizers located in Shastri Bhawan, New Delhi for a period of one (1) year. **The list of items for which rates are being sought may be seen in the Financial Bid Form at Annexure- 'B'.**

2. Complete Tender Document can be downloaded from the website (fert.nic.in) of this Department.
3. Interested parties **having a yearly turnover not less than Rs. 40 lakh per year** may submit their quotations in a sealed Envelope superscribed "**Supply of Stationery and sundry articles**" addressed to the Under Secretary (Admn.), Department of Fertilizers, Room No. 205-D, Shastri Bhawan, New Delhi, Pin No. 110001. The sealed envelope containing the Technical Bid (**Annexure-A**) and Financial Bid (**Annexure -B**), **is to be deposited only in the Tender Box placed in the Facilitation-cum-Right to Information Desk located in Garage No.12, Ground floor, Shastri Bhawan, New Delhi latest by 12.00 noon on 20.3.2017.** The Technical Bid and the financial bid should be sealed by the bidder in **separate covers** duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as mentioned above. The Declaration certificate in the prescribed proforma at **Annexure-C**, should be enclosed with the Technical bid. The Terms and conditions may be seen in the **Annexure-D**. Bids received after due date / time and other than in Tender Box, will summarily be rejected. **The Technical bid will first be opened on the same day i.e. on 20.3.2017 at 3.00 PM in the cabin of the undersigned located in Room No. 205-D. The financial bid of Technically qualified firms will be opened on 21.3.2017 at 3.00 PM in the cabin of the undersigned located in Room No. 205-D.** The authorized representatives of the bidders who wish to attend the 'Technical Bid' and 'Financial bid' opening may contact the undersigned to facilitate their entry. After scrutiny of technical bidding specifications by the Tender Committee, the Department will shortlist those who are found suitable on technical considerations. It may also be mentioned that those bids received without separate sealed cover (containing the Two envelopes of Technical and Financial Bids) and information / rates sought not quoted in specified proforma, will not be accepted. **Any Technical bid received without EMD of Rs. 50,000/- in the form of 'Demand Draft' will not be considered.** Bid securities of the unsuccessful bidders will be returned without interest at the earliest but within 45 days after the award/finalization of tender. To ensure due performance of the work contract, Performance Security in the form of an Account payee Demand Draft in the name of the Pay & Accounts Officer, Department of Fertilizers or Bank Guarantee from a Commercial bank will have to be deposited by the successful bidder within 5 days of the award of contract. The amount of the Performance Security will be decided by the Department which would be based on the number of articles awarded to a party. The Performance Security should remain valid for a period of sixty days beyond the date of completion of contractual obligations of the company. EMD of the successful bidder will be refunded on receipt of Performance Security.
4. Department of Fertilizer reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of Department of Fertilizer in this regard shall be final and binding on all.

Yours faithfully,



(P. Pulamte)

Under Secretary to the Govt. of India  
Tel.: 23782545

To

NIC for uploading the Tender Documents on the website of DoF.

**APPLICATION – TECHNICAL BID**  
**For supply of stationary and sundry items to Department of Fertilizers.**

Annexure-A

1. Name of Tendering Company/: \_\_\_\_\_  
 Firm / Agency  
 (Attach certificate of registration)

2. Name of proprietor / Director : \_\_\_\_\_  
 of Company / Firm /agency \_\_\_\_\_

3. Full Address of Reg. Office:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone No. : \_\_\_\_\_  
 FAX No. : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_

4. Full address of Operating /Branch Office  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone No. : \_\_\_\_\_  
 FAX No. : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_

5. PAN No. : \_\_\_\_\_  
 (Attach self-attested copy)

6. VAT/TIN Registration No. : \_\_\_\_\_  
 (Attach self-attested copy)

7. Give details of the major similar contracts handled by the tendering Company / Firm / Agency during the last three years from atleast 3 Ministries/Departments in the following format:

Sl. No.	Details of client along with address, telephone and FAX numbers	Duration of Contract	
		From	To
1.			
2.			
3.			

(if the space provided is insufficient, a separate sheet may be attached)

8. Additional information, if any  
 (Attach separate sheet, if required)

10. Details of Earnest Money Deposit : Rs. 50,000/- (Rupees fifty thousand only)  
 D.D. /P.O No.&Date : \_\_\_\_\_  
 Drawn of Bank: \_\_\_\_\_

Date :  
 Place:

Name :  
 Seal:

Signature of authorized person

**FINANCIAL BID FORM**  
**LIST OF STATIONERY AND SUNDRY ARTICLES**

S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remarks (VAT)
1	Attendance Register(hard bound)	Neelgagan/ABD	Each		
2	Awl Pin Pkt. (100gm.)	Vikram/Bell	Each		
3	Assistant Diary (2 Qr)(hard bound)	Neelgagan/ABD	Each		
4	Binder Clip 25 MM	SDI	Each Pkt		
5	-do- 19 MM	-do-	-do-		
6	-do- 15 MM	-do-	-do-		
7	Correction Pen(Metal Tip) (7 ml)	Kores / Camlin	Each		
8	Cello Tape 12 mm (65 meter)	Wonder / Multi pack	Each		
9	-do- 24 mm (65 meter)	-do-	Each		
10	Colour Flag ( Page Marker) 150 sheet (three colour) 25 mmx76mm	Birla 3M	Each		
11	Carbon Blue /Black (100 Sheets)	Kores/Camlin	Each Pkt.		
12	Diary Register (200 Pages)	ABD/Neelgagan	Each		
13	Dispatch Register(200 pages)	-do-	-do-		
14	Desk Calendar Stand (Executive Junior)	Kebica	-do-		
15	Desk Calendar Refill (Big)	-do-	-do-		
16	Dak Pad	Neelgagan	-do-		
17	Signature Pad	-do-	-do-		
18	Display Folder (40 Jackets)	Solo	-do-		
19	Display Folder (60 Jackets)	Solo	-do-		
20	Display Folder (80 Jackets)	-do-	-do-		
21	Envelope White SE-5	Taj / Shipra	Per Box(250)		
22	Envelope White SE-6	-do-	-do-		
23	Envelope Khaki Kraft Paper SE-5	Good Quality	-do-		
24	Envelope Khaki Kraft Paper SE-6	-do-	-do-		
25	Envelope Khaki Kraft Paper SE-7	-do-	-do-		
26	Envelope Khaki Kraft Paper SE-8	-do-	-do-		
27	Envelope Khaki Kraft Paper SE-8A (with cloth)	-do-	-do-		
28	Envelope Laminated (10x4)	-do-	-do-		
29	Pencil Eraser Non dust (Big)(60mmx21mmx11mm)	Camlin / Apsara	Each		

*[Handwritten Signature]*

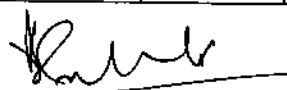
S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remakrs (VAT)
30	Pencil Eraser Non Dust Apsara (small) (33 mmX17mmX10mm)	-do-	-do-		
31	Engagement Stand (Small)	Kebica	-do-		
32	Engagement Stand(A4 Size)	Kebica	-do-		
33	Printed File Cover of Department (in 27 Kg. Board) (As per sample)	As per sample	-do-		
34	File Board (36 ounce)(Thick)	-do-	-do-		
35	Plastic Folders Size F/ (Item No.102)	DO-IT/Neelgagan	-do-		
36	Plastic Folder Transperant (A4)CH-101	SOLO	-do-		
37	File Cover Cobra No. 888	Neelgagan	-do-		
38	File Heading Register (200 pages)	ABD	-do-		
39	File Movement Register(200 pages)	-do-	-do-		
40	Streamlined Gem Clips 26mm	Vikram/Zen	Each Pkt.		
41	Streamlined Gem Clips 30mm	Vikram/Zen	Each Pkt.		
42	Streamlined Gem Clips 35mm	Vikram/Zen	Each Pkt.		
43	Streamlined Gem Clips 40mm	Vikram/Zen	Each Pkt.		
44	Coloured Gem Clip 33 mm	Vikram/Zen	-do-		
45	Coloured Gem Clip 35 mm	Vikram/Zen	-do-		
46	Glu Stick 15 gms.	Kores /Faber/Camlin	-do-		
47	Glu Stick 25 gms.	Kores /Faber/Camlin	-do-		
48	Synthetic Gum Tube 30 ml. Febigum/Vamigum	Febigum/	-do-		
49	Gum Bottle 300 ml	Camlin/Ashok	-do-		
50	Gum Bottle 500 ml	Camlin/Ashok	-do-		
51	Gum Bottle 700 ml	-do-	-do-		
52	Fevicol Glue Pen 30gms.	Fevicol	-do-		
53	Highlighter Set	Luxor /Faber/Camlin	Per Set		
54	Ink stamp Pad	Superme/Ashok	Each		
55	Ink Cartridge for Duplo Copy Printer Machine Model No. 550	HCL	Each		
56	Log Book (200 pages)	ABD/Neelgagan	Each		
57	Photocopy paper (JK A4 75 GSM 500 sheets) (Size: 21cm x 29.7 cm)(Net weight: 2.34 kg)	JK	Each		
58	Note Sheet 90 GSM (Neelgagan (100 Sheets) F/S	Neelgagan	Each		

*[Handwritten Signature]*

S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remarks (VAT)
59	Raynolds 045 Bureau Bold Ball Pen	Raynolds	Each		
60	Ball Pen	Cello Fasto	-do-		
61	Raynolds Jetter Ball Pen	Raynolds	-do-		
62	Raynolds Jetter Ball Pen Metalica FX	-do-	-do-		
63	Raynolds Trimax Pen	-do-	-do-		
64	Luxor Pilot Hitech Pen 0.5	Luxor	-do-		
65	Luxor Pilot Hitech Pen V.5	-do-	-do-		
66	Luxor Pilot Hitech Pen V.7	-do-	-do-		
67	Uni Ball Eye Micro/Fine	Uniball	-do-		
68	Link Star Ball Pen	Link	-do-		
69	Colour Sketch Pen set	Luxor / Camlin	Set		
70	Colour Sketch Pen individual colours	Luxor / Camlin	Each Pkt		
71	Permanent Marker	Camlin/Luxor/Raynolds	Each		
72	White Board Marker	Luxor/Camlin/	-do-		
73	Single Punch Kangaroo	Kangaroo	-do-		
74	Punching Machine No. 480	Kangaroo	-do-		
75	Punching Machine No. 500	-do-	-do-		
76	Heavy Duty Stapler Remover SR-500	Kangaroo	-do-		
77	Master Roll for Duplo Copy Printer Machine Model No. 550	HCL	-do-		
78	Lead Pencil	Camlin	Per Pkt/10		
79	Lead Pencil	Natraj	-do-		
80	Pencil Shorthand	Apsara/ Camlin	-do-		
81	Peon Book Copy Size 192 pages	ABD/Neelgagan	Each		
82	Pin pot /Pin cushion	Kebica	Each		
83	Paper Ruled	Good quality	Each ream		
84	Paper Wrapping (Size: 29x44)	Star	Each ream		
85	Paper Cutter 1 Blade	KBI /Best	Each		
86	Post it Notes Pad(100 Sheet Pads) 1"x3"	Birla 3M	Each		
87	Post it Notes Pad(100 Sheet Pads) 2"x3"	-do-	Each		
88	Post it Notes Pad(100 Sheet Pads) 3"x3"	-do-	Each		
89	Post it Notes Pad(100 Sheet Pads) 4"x3"	-do-	Each		

*[Handwritten signature]*

S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remakrs (VAT)
90	Post it Notes Pad(100 Sheet Pads) 5"x3"	3M	Each		
91	Paper Weight Plastic	Kebica	Each		
92	Ruled Register 1 Qr. (Full Size)(96 Pages)	Bittu/Neelgagan	-do-		
93	Ruled Register 2 Qr. (-do-)(192 pages)	-do-	-do-		
94	Ruled Register 3 Qr. (-do-)(288 pages)	-do-	-do-		
95	Ruled Register 4 Qr. (-do-)(384 pages)	-do-	-do-		
96	Ruled Register 6 Qr. (-do-) 480 pages)	-do-	-do-		
97	Slip Book No.33 (Ruled)	Neelgagan	-do-		
98	Slip Book spiral No.66 (Ruled) (Spiral)	-do-	-do-		
99	Shorthand Note Book(200 pages)	-do-	-do-		
100	Pencil Sharpener	Natraj / Camlin	-do-		
101	Stapler Pin M-10	Kangaroo	Each Per Box /(20)		
102	Stapler Pin 24/6	-do-	-do-		
103	Stapler Pin No. 23/17	-do-	Each Pkt		
104	Stapler Pin No. 23/15	-do-	-do-		
105	Kangaroo Stapler No. 10D	-do-	Each		
106	Kangaroo Stapler HD-45	-do-	-do-		
107	Kangaroo Stapler HP-45	-do-	-do-		
108	Kangaroo Stapler HD 23S/24	-do-	-do-		
109	Kangaroo Heavy duty Stapler DS-12S/17	-do-	-do-		
110	Scale Steel 12 inch	Kebica	do-		
111	Scissor Medium	-do-	-do-		
112	Tag white	Best quality	Each bunch		
113	Stamp Pad (Size: 110 mmx69 mm)	Fabre castel/Supreme	-do-		
114	Handy 3m Dispenser with magic tape	Scotch	each		
115	Scotch Magic Tape	Scotch	each		
116	Tape Brown (Packing) 12mm/1/2" inch	Wonder	-do-		
117	-do- 25 mm	-do-	-do-		
118	Pheneol 5 ltr	(Bengal Chemicals & Pharma. Ltd.)	Each		
119	Odonil 100 gm.	Odonil	Each		
120	Lizol 1 Ltr	Lizol	Each		



S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remarks (VAT)
121	Fena	Fena	1 kg.		
122	Rubber Band	Good Quality	500gm.		
123	Pen Tumbler	KBI	Each		
124	Teepol Cleaning Liquid 10 lit.	Teepol	Each		
125	Air wick Refil 250 ml.	Airwick	Each		
126	Uni Ball	Rolle Linc	Each		
127	Car Perfume	Ambi pur (Ultra Control)/ Godrej	Each		
128	Uniball Roller Jet Stream	Uni Ball	Each		
129	Uniball Gel Impact	Uni Ball	Each		
130	Box File	Sona	Each		
131	Plastic Button Folder	Solo	Each		
132	Steel Knife	Crystal	Each		
133	Note Sheet 90 GSM (Ballarpur (100 Sheets) F/S	Three Aces Ballarpur	Each		
134	Slip Book spiral No.88 (Ruled) (Spiral)	Neelgagan	-do-		
135	Tape Brown (Packing) 2" inch	Wonder 555	Each		
136	Tape Brown (Packing) 3" inch	Wonder 555	Each		
137	Cello Tape 2" inch	Wonder	Each		
138	Cello Tape 3" inch	Wonder	Each		
139	All Out Machine	All Out	Each		
140	All Out Refil	-do-	-do-		
141	Broom Phool	Good Quality	-do-		
142	Broom Seek	-do-	-do-		
143	Bucket Plastic 18 Lts.	Wonder/cello	-do-		
144	Baygon Spray 1 Liter Can	Baygon	-do-		
145	Cell Pencil	Eveready	-do-		
146	Cell ( AA)	Duro	-do-		
147	Cell (AAA)	Duro	-do-		
148	Cell Big	Eveready	-do-		
149	Candle	400 GM (1x12)white	Per Pkt(12)		
150	Cleaning Powder (Vim Ultra) 1 Kg. Pack	Uni lever	One Kg pack		
151	-do- ½ kg pack	-do-	½ kg		

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S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remakrs (VAT)
152	Clenzo 5 Liter	Metropol	Per jar		
153	Coaster (6 pack)	Milton	Each pack of six		
154	Colin 500 ml.	Colin	Each		
155	Coffee /Tea Mug (bone China)	Royal Queen	Per Doz		
156	Cup Saucer (Bone China) (with Silver /Golden lining)	-do-	Per Doz		
157	Duster Cotton (24"x24")	Good Quality	Per Doz		
158	Duster Yellow (24X24)	-do-	-do-		
159	Duster Floor ( 24x24 )	-do-	-do-		
160	Face Tissue (Size: 20 cms.x20 cms.)(200 sheets)	Wintex/Premium	Per Pkt.		
161	Full Plate Bone China	Royal Queen	Each		
162	Quarter Plate Bone China	-do-	-do-		
163	HIT 500 ml.	Hit	-do-		
164	Harpic 500 ml.	Harpic	-do-		
165	Jug Plastic (1 liter)	Milton / Cello	-do-		
166	Kettle Electric 1.7 Lts.	Bajaj	-do-		
167	Mug Plastic	Milton/Cello	-do-		
168	Naphthalene ball 400/500 gms. Packing	Bengal	Per pkt.		
169	Soap Lux 100 GM.	Unilever	-do-		
170	Soap Liquid Dettol (Pump)	Dettol	-do-		
171	Room Freshner 125 gms.	Primum/Airwick	-do-		
172	Soap Dettol 75 Gm.	Dettol	-do-		
173	Soap Liquid Refil (1 Lt)	-do-	-do-		
174	Service Tray Medium	Good Quality	-do-		
175	Service Tray Big	-do-	-do-		
176	Sutli Plastic 1 kg. Pack	Good Quality	Per pack		
177	-do- 250 gm. Pack	-do-	-do-		
178	Spray Pump	-do-	-do-		
179	Spoon Steel (Big)	-do-	Per Doz.		
180	Coffee Spoon	-do-	Per Doz.		
181	-do- small	-do-	-do-		
182	Tumbler Fancy Cozy cut	-do-	Each		

*[Handwritten Signature]*



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S.No.	Name of the Article	Specification	Unit	Rate (Rs.)	Remarks (VAT)
183	Tumbler ordy (Yera)	Yera	-do-		
184	Tumbler Glass (Borosil)(Medium)	Borosil			
185	Thermos Flask 1liter	Milton	-do-		
186	Thermos Flask 1.5 Lts.	-do-	-do-		
187	Towel small(Tulip)	Bombay Dying	Each		
188	-do- Medium (Tulip)	-do-	-do-		
189	-do- Full Size (Tulip)	-do-	-do-		
190	Toilet Paper Roll (Wintex)	Wintex	Each Roll		
191	Waste Paper Basket(Office Bin)	Good Quality	Each		
192	Waste Paper Basket(Office Bin) with top cover	Good Quality	Each		
193	Wiper	Good Quality	-do-		
194	Wall Clock	Ajanta	-do-		
195	Calculator MJ-100 Da	Casio	-do-		

*[Handwritten Signature]*

DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this document;
2. I have carefully read and understood all the terms and conditions of the tender for supply of Stationery and sundry articles to Department of Fertilizers, New Delhi and undertake to abide by them;
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/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person**

**Date:**

**Place:**

**Full Name:**

**Seal:**

**TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS**

1. The contract is likely to be for a period of one (1) year unless it is curtailed or terminated by this Department owing to deficiency of service, sub-standard quality of stationary items, breach of contract, etc.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Department.
3. The contract may be extended, on the same terms and conditions with some addition / deletion / modification, for a further specific period mutually agreed upon by successful service providing Company / Firm / Agency and Department of Fertilizers.
4. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
5. The tenderer will be bound by the details furnished by him to this Department, while submitting the tender or at subsequent stage.
6. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or officer nominated by him for the purpose. The contract terms are interpretable under the applicable Indian Law subject to the jurisdiction of NCT of Delhi. In case the same is not settled at this level the matter will be referred to sole arbitrator to be appointed by Secretary (Fert). The arbitrator so approved shall be an official of the Department of Fertilizers not below the rank of Director/Deputy Secretary.
7. The items ordered by the Department will have to be delivered by the party in Room No. 203-D, Shastri Bhawan, New Delhi. The items to be supplied by the party should be of the same brand /quality ordered by the Department. If sub-standard items, other than ordered, are supplied by the party, the contract awarded, would be terminated.

**Instructions regarding Technical Bid**

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of **Rs.50,000/- (Rupees fifty thousand only)** in the form of Demand Draft / Pay order drawn in favor of Pay & Accounts Officer, Department of Fertilizers, New Delhi **failing which the tender of such party shall be rejected out rightly.**
2. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second competitive stage) shall be returned to them without any interest.
3. The successful tenderer will have to deposit within 5 days, a Performance Security. The amount of the Performance Security will be decided by the Department based on the award of contract to a party for the number of article given in the Tender. The Performance Security will be in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Account Officer, Department of Fertilizers, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
4. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Department besides annulment of the contract.
5. This Department reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

  
(P. Pulamte)

Under Secretary to the Govt. of India  
Phone: 23782545

**SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

1. The Department of Fertilizers, located at Shastri Bhawan, New Delhi, requires the services of reputed, well established and financially sound Companies / Firms / Agency for supply of stationary and sundry items.
2. The contract is likely to be for period of one (1) year. The period of the contract may be further extended provided the requirement of the Department persists at that time or may be curtailed, terminated earlier owing to deficiency in service or substandard quality of stationary items supplied by the selected company / Firm / Agency.
3. The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of **Rs.50,000/- (Rupees fifty thousand only)** and other requisite documents and deposit the same in the Tender Box Kept at the RTI-cum-Facilitation Center, Ministry of Chemicals & Fertilizers, Garage No. 12, Shastri Bhawan, New Delhi.
4. The various crucial dates relating to "**Tender for supply of stationary and sundry items to Department of Fertilizers**" are cited as under:
5. Date and time for submission are cited as under :
6. Quotation (Technical & Financial): **Till 1200 hours on 20.3.2017.**
7. **Date and time for opening of Technical Bids: At 15.00 hrs. on 21.03.2016. (Firms may depute their representative to be present at the time of opening of the tenders, if they so wish).**
8. **Date and time of opening of Financial Bids of Technically qualified firms / parties: At 15.00 hrs. on 25.02.2016.**
9. The Earnest Money Deposit (EMD) of **Rs. 50,000 (Rupees fifty thousand only)**, refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order / Bankers cheque drawn in favor of Pay & Accounts Officer, Department of Fertilizers, New Delhi **failing which the tender shall be rejected summarily.**
10. The successful tenderer will have to deposit a Performance Security Deposit of **Rs.50,000/- (Rupees Fifty thousand only)** in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm / Agency but hypothecated to the Pay & Accounts Officer, Department of Fertilizers, New Delhi or Demand Draft in favor of the Pay & Accounts Officer, Department of Fertilizers, New Delhi for a period of 15 months. In case, the contract is further extended beyond one year, the FDR will have to be accordingly renewed by the successful tenderer.
11. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (self-attested), along with the Technical Bid, **failing which their bids shall be summarily/out-rightly rejected and will not be considered any further.**
  - (a) Self-attested copy of PAN / GIR Card;
  - (b) Self-attested Service Tax registration letter / Certificate;
  - (c) Self-attested copies of the award letter from 3 Ministries/Department/Govt. organizations for the last 3 years.
  - (d) Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
  - (e) Self-certified copy of DVAT/TIN certificate.
12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
13. The Department reserves the right to withdraw/cancel the tender any time without assigning any reason.
14. Tenderer should quote for all the stationary and sundry items mentioned in the list. Incomplete or part quotations will be rejected.
15. The brand name of each of the item as sought by this Department should clearly be indicated in the tender document.

**TECHNICAL REQUIREMENTS FOR THE TENDERING Company / Firm / Agency**

1. The tendering Company / Firm / Agency should fulfill all the technical requirement.
2. The Registered Officer or one of the Branch Offices of the Company / Firm / Agency should be located either in Delhi / New Delhi/NCR.
3. The Company / Firm / Agency should be registered with the appropriate registration authority;
4. The Company / Firm / Agency should have at least three years' experience of supply of such items to atleast 3 Ministries/Departments. Proof of which is required to be attached).
5. The Company / Firm / Agency should have its own Bank Account;
6. The Company / Firm / Agency should be registered with Income Tax and Service Tax departments.