

## **CENTRAL ELECTRICITY REGULATORY COMMISSION**

Ground Floor, Chanderlok Building  
36, Janpath, New Delhi – 110 001

No. 1/2(2)/2016/Gen.Adm/CERC

Dated, the 20<sup>th</sup> February, 2017

### **NOTICE INVITING LIMITED TENDER FOR PURCHASE OF STATIONERY**

Central Electricity Regulatory Commission, a statutory body set up under an Act of Parliament, invites sealed quotations for supply of stationery items. Details of brand and size are given against each item in Annexure – I.

2. The bidders are advised in their own interest to quote their rates (exclusive of taxes) for all items as indicated in Annexure – I failing which their bids shall be rejected. Taxes will be paid extra as applicable.

3. The contract shall be for a period of one year from the date of award of contract. The contract may be extended for a further period of two years (not more than one year at a time). No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract or extension.

#### **BID SELECTION/EVALUATION CRITERIA:-**

4. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number attached with their bid.

5. On the basis of assessment of general conditions, the bids of only qualified bidders shall be considered for evaluation by the Local Purchase Committee constituted by the Competent Authority. **The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (excluding VAT) worked out in the price bid(Annexure-I).** The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

6. The Company/Firm/Agency should have its own Bank Account, TIN/PAN. The firm should attached self attested copies of PAN/ TIN, VAT/Sale Tax, registration and latest (A.Y. 2015-2016) copy of Income Tax Return with their bid.

Contd.....2/-

7. **Earnest Money Deposit:-**

(i) The bidder shall submit (along with the technical bid) an Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousands only) in the form of a demand draft/Bankers Cheque drawn on any Scheduled Bank in favour of **Central Electricity Regulatory Commission**, New Delhi. Such DD/Bankers cheque shall be remain valid for a period of minimum three months.

(ii) If the bidder claims exemption from payment of EMD, necessary documentary proof needs to be submitted along with bid.

(iii) In case of failure to provide EMD in the form of DD/Bankers cheque or failing to provide the necessary documentary proof for exemption from EMD, the bid will not be considered valid.

(iv) EMD of unsuccessful bidder(s) shall be returned to them at the earliest. But CERC will not be liable to pay any interest thereon.

8. **SECURITY DEPOSIT:-**

(i) The successful bidder shall be required to deposit a security deposit equal to 5 % of the total value of the contract or so fixed by CERC. The bidder has to pay the security deposit in the form of Demand Draft / Bankers Cheque drawn in favour of **Central Electricity Regulatory Commission** payable at New Delhi within one month from the date of award of contract.

(ii) The amount of security deposit is liable to be refunded within one month of the termination of the contract.

(iii) No interest shall accrue on the said security deposit.

9. The bidder shall submit declaration as per Annexure – II in support of the claim that he/she has not been blacklisted during the last three years by any Organization/ Government Departments.

10. The bid should have a validity period of at least three months from the date of opening of bids. Bids valid for shorter period are liable to be rejected. The price bid must be filled in completely, without any error, erasures or alterations as per specific format given in Annexure–I.

11. The normal delivery period for supply of the selected items would be a maximum of Seven days from the date of issue of supply order. (This period can be shortened with prior notice, depending upon the circumstances, in case of the urgency). Any delay beyond prescribed schedule may attract penalty at 10 % of the value of the order.

Contd.....3/-

12. The firm would be required to deliver the goods as per order/instructions at their own cost in the premises of Central Electricity Regulatory Commission, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001.
13. Commission would have the right to split the contract quantity among two or more suppliers and also in various specific allotments, as monthly basis.
14. Payment will be made by National Electronic Fund Transfer (NEFT) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.
15. The selected firm 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 Commission.
16. Quotations strictly as per the above specification, duly signed and stamped by the owner/Prop. of the firm or authorized representative of the bidder, may be sent to the undersigned in sealed cover on or before **Friday, the 10<sup>th</sup> March 2017** up to **3.00 P.M.** Bids will be opened on the same day at **4.00 P.M.** in CERC office. The bidders have the right to be present at the time of opening of the bids. Any clarification in this regard may be addressed to the undersigned.
17. The bids shall be evaluated purely based on the financial criteria of the eligible bidders.
18. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

(Kamal Kishor)  
Assistant Chief (Admin)  
Tel: 2335 3503

Sr. No.	Name of Stationery Items	AU	Estimated annual quantity to be purchased	Rate quoted (excluding tax)	Remarks
1	Conference Pad 40 Pages (Neelgagan)	Pads	500		
2	Gem Clip Bun Chin 28-33 cm	Pkt	200		
3	Sketch Pen Luxor	Nos	350		
4	Stamp Pad Ink Blue (Kores)	Nos	100		
5	Tissue Paper Mistique	Pkt	3000		
6	Towel 4'x2'	Nos	60		
7	Pilot Pen Hi-Tech V5	Nos	1000		
8	A3 Photo Copy Paper JK500	Reams	20 Reams		
9	Multi Fold Tissue Refill (Towel), Size-9 inch x 8 inch containing 120 piece	Pkt	2500		

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Rubber Stamp of Company/firm:/Prop. \_\_\_\_\_

Address: \_\_\_\_\_

**DECLARATION REGARDING  
BLACKLISTING/PAST PERFORMANCE**

To,

**The Assistant Secretary (P&A)  
Central Electricity Regulatory Commission,  
3rd Floor, Chanderlok Building, 36, Janpath,  
New Delhi- 110001.**

Sir,

I have gone through the terms and conditions contained in the Tender Document regarding supply of stationery items. I hereby declare that my firm has not been debarred/black listed by any Government / Semi Government /Autonomous organizations for quality/ service products within the last three years nor is there any pending dispute regarding short shipment/service. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to make this declaration.

Yours sincerely,

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Address: \_\_\_\_\_

Rubber Stamp of Company/firm: \_\_\_\_\_