



No. Q/OS/8860/22/2016

Ministry of External Affairs

(Establishment Division)

Office Stationery Section

23-D, Jawaharlal Nehru Bhawan

Janpath, New Delhi-110011

Dated: February 16th, 2017

TENDER NOTICE

2017-18

**ANNUAL RATE CONTRACT FOR
SUPPLY OF OFFICE CONSUMABLE ITEMS, CLEANING ITEMS &
CROCKERY ITEMS
FOR MINISTRY OF EXTERNAL AFFAIRS**

Signature of the tenderer

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Signature of the tenderer



Ministry of External Affairs
(Establishment Division)
Office Stationery Section
23-D, Jawaharlal Nehru Bhawan
Janpath, New Delhi-110011

(Section I)

No. Q/OS/8860/22/2016

Dated: February 16, 2017

Ministry of External Affairs invites online bids under two bid system (Technical Bid and Financial Bid) from reputed manufactures/suppliers for award of Annual Rate Contract (ARC) for supply of Office consumable items, Cleaning items and Crockery items.

<u>CRITICAL DATE SHEET</u>			
S.No.	Item	Date	Time
(i)	Date of publishing the tender	16.02.2017	16:00 Hrs
(ii)	Bid Document Download	16.02.2017	16:15 Hrs
(iii)	Clarification Start Date	16.02.2017	16:15 Hrs
(iv)	Clarification End Date	23.02.2017	16:30 Hrs
(v)	Bid Submission Start Date	16.02.2017	16:30 Hrs
(vi)	Bid Submission End Date	25.02.2017	17:30 Hrs
(vii)	EMD & Sample Submission End Date	27.02.2017	11:00 Hrs
(viii)	Technical Bid opening date	27.02.2017	11:15 Hrs
(ix)	Financial Bid opening date	To be notified later	

The bid shall be submitted online only at Central Public Procurement Portal website: <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

For any clarification regarding any terms and conditions of the tender, bidders may contact the undersigned.

Sd/-
(Harmohan Kaur)
Administrative Officer (OS)
Ministry of External Affairs,
Room no. 4019, 4th floor, Jawaharlal Nehru Bhawan
Janpath, New Delhi-110011,
Tel. no. 011-49015110, Email: aose2@mea.gov.in

Signature of the tenderer

Section – II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

Ministry of External Affairs intends to enter into a rate contract with a reputed firm for **Supply of Office consumable items, Cleaning items and Crockery items** for use of its office. List of Office consumable, Cleaning and Crockery items is enclosed at **Annexure-II** to the Tender Document. The terms and conditions are described in **“Terms & Conditions Governing the Contract”** in Section-III.

2. BONAFIDE OFFERS

The bidder should be bonafide, which shall mean an entity:

- a) Having a registration certificate of the firm;
- b) Having Permanent Account Number;
- c) Having Service Tax, Sales Tax, VAT registration;
- d) Meeting all other requisite laid down in this section elsewhere.

3. TENDER DOCUMENT

The tender document consists of all documents listed at the page no. 2 of this document. Incomplete or conditional tender is also liable to be rejected.

4. The bid shall be submitted online only at Central Public Procurement Portal Website: <https://eprocure.gov.in/eprocure/app> (**Manual bids will not be accepted under any circumstances**)

5. SUBMISSION OF TENDER

The online bids (complete in all respect) must be uploaded online in Two Stages (Technical and Financial Bids) as explained below:-

Stage 1-Technical Bid (following documents to be uploaded online in .pdf format):

- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of Rs. ₹50,000/- (Rupees Fifty Thousand only) towards Earnest Money Deposit
- Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- Copy of CST/VAT/TIN Registration Certificates;
- Copy of PAN Card.

Signature of the tenderer

- Copies of Income Tax Return filed for last three financial years;
- Copies of audited A/C statements i.e. Balance sheets/Profit & Loss A/c for last three financial years;
- **Annual Turnover as on 01.04.2016, 01.04.2015 and 01.04.2014 (along with proof)**

The tendering firm must have an annual turnover of at least ₹15 Lakh (Rupees Fifteen Lakhs) for the items listed at Annexure 'II' during the last three financial years. They are also required to submit firm/company's profile & balance sheet certified by a Chartered Accountant for the last 3 years clearly indicating turnover for these items, along with the Tender.

- A self-certificate to the effect that the tenderer has not been blacklisted in the past or its contracts have not been terminated or banned on account of poor performance.
- Proof of experience in **ANY** organization (Government or Private) during last 3 years.
- Certificate that sample have been inspected/seen (**Annexure IV**)

Stage 2- Financial Bid (to be submitted online in .xls format)

- Financial bid in the prescribed format (BOQ.XXXX file)- specified at **Annexure II** of this tender document

6. Ministry reserves the right to:-

- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
- Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of Ministry.
- Disqualify the tenderers blacklisted in the past or whose contracts have been terminated or banned on account of poor performance.

7. Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.

8. OPENING OF BIDS:

8.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at 11:00 hrs on due date. The bidder's representatives present at the time of opening of bid shall sign in an attendance register.

Signature of the tenderer

8.2 Only one representative for any bidder shall be authorized and permitted to attend the bid opening.

8.3 The bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.

8.4 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

9. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of **120 (One Twenty)** days from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to Ministry.

10.ACCEPTANCE OF TENDER:

10.1 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

10.2 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, then Ministry of External Affairs reserves the right to reject such tender at any stage of execution without any financial liability.

11.EXECUTION OF AGREEMENT:

11.1 The tenderer whose tender is accepted shall be required to appear at the office of the OS Section in person or if the tenderer is a firm, Company or a Corporation, a duly authorized representative shall so appear and **execute the Agreement within fifteen (15) days of the date of issue of communication from OS Section's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

11.2 The tenderer shall treat the contents of the tender document as private and confidential.

Sd/-
(Harmohan Kaur)
Administrative Officer (OS)
Ministry of External Affairs

Signature of the tenderer

Section-III

TERMS & CONDITIONS GOVERNING THE CONTRACT

1. TERMS AND CONDITIONS

- 1.1 The Rate Contracts shall be valid for the period of minimum **15 months** from the date of awarding the Contract. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
- 1.2 Ministry of External Affairs reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
- 1.3 If the successful Bidder fails to fulfil his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, Ministry after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.
- 1.4 The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the any organization have not been banned.
- 1.5 The prices charged for the items supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the items or offer to sell items of identical description to any person(s)/ organisation(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed.
- 1.6 If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such items to any person(s)/organisation(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under the Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the Ministry and the price payable under the Contract for the items supplied after the date of coming into force of such reduction or sale or offer stand correspondingly reduced.

2. Terms of Delivery & Penalty:

- 2.1 The items as per the approved requirements/specifications should be supplied within **Ten days** after receipt of the purchase order, failing which a penalty will be imposed (*equal to 1% of indent cost per day of delay and recovered from payment due to the supplier, if the delay is attributable to the supplier*).
- 2.2 Door delivery shall be made on FOD basis (Free on Delivery) at Office Consumable Store of Ministry of External Affairs, **Room no. 4015, 4th floor, 23D, Jawaharlal**

Signature of the tenderer

Nehru Bhawan, Janpath, New Delhi-110011. In case of **Cleaning items and Crockery items, OS section will inform the concerned supplier about the delivery address and the supplier should directly supply the required items at that address.** Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.

- 2.3 In case a supplier is not able to supply the goods, for which supply order has been placed or have been requisitioned on urgent basis on telephone without formal supply order, within the stipulated period of time, the supply order shall be cancelled and the Performance Security shall be forfeited immediately.
- 3. Payment terms:** (i) 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances. (ii) TDS and all other taxes will be deducted as per applicable rules.
- 4. GUARANTEE/WARRANTY:** The decision of the Ministry of External Affairs shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced 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. The items/articles supplied will not be more than 3 months (Three months) old. The acceptance of articles will be given only when the articles are found upto the specifications given in the tender enquiry and free from all defects. The **rejected items** must be removed and replaced by the tenderers from consignee's premises within **03 days** from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee. The security deposit may also be forfeited at the discretion of the Ministry of External Affairs.
- 5. DURATION OF CONTRACT:**
- 5.1 At the initial stage, the contract shall be awarded for a period of **15 months** from the date of commencement of the Agreement. **Ministry of External Affairs will have discretion of extending it for further period up to one or more years** on mutually acceptable rates, terms and conditions, if the services of the contractor/supplier are satisfactory.
- 5.2 However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.
- 6. EARNEST MONEY:**
- 6.1 The tenderer will be required to deposit a sum of ₹50,000/- (Rupees Fifty Thousand Only) as earnest money along with completed tender documents. The earnest money is towards and undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to Ministry of External Affairs. Should the tenderer fail to observe or

Signature of the tenderer

comply with the said stipulation, the entire amount shall be liable to be forfeited by Ministry.

6.2 The deposit as referred to under para 6.1 above shall be made by **Demand Draft** made in favour of **Pay & Accounts Officer, Ministry of External Affairs, New Delhi** and valid for a minimum period of three months after the date of issue.

7. **SECURITY DEPOSIT:** Successful Tenderers/supplier(s) should deposit a “**Bank Guarantee**” / “**Demand Draft**” from the date of award of the Contract @ 10% of the total contract value of the items estimated to be supplied during the period of contract or Rs. 50,000/- whichever is higher, made in favour of the “**Pay & Accounts Officer, Ministry of External Affairs**” and in the format prescribed by the Ministry of External Affairs (**Annexure-III**). If successful Tenderer(s) fails to furnish the required “**Bank Guarantee**”/ “**Demand Draft**” within the specified period, its EMD will be forfeited, and shall be barred from participating in future Tenders of the Ministry. The Bank Guarantee deposited by the successful tenderer(s) shall be retained by the Ministry as ‘Performance guarantee/security deposit’ for the due fulfillment of the terms and conditions of the contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. **No interest will be paid on the performance security.**

8. **Ministry reserves the right to terminate the Agreement any time without assigning any reason/notice.**

9. AWARD OF CONTRACT

The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid (subject to the selection of the sample by the committee) provided further the bidder has the capability and resources effectively to carry out the contract works.

10. ANNULMENT OF THE AWARD

10.1 Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Ministry may make the award to any other bidder at the discretion of the Ministry or call for new bids.

10.2 Ministry reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the Ministry.

10.3 Ministry reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

Signature of the tenderer

11. CRITERIA FOR EVALUATION OF BIDS:

- 11.1 **Technical Bid :-** The bidder has to submit necessary supporting documents as mentioned in Para 5 of Section II.
- 11.2 **Bidders have to submit the required sample/specimen of items wherever it is mentioned in BoQ (Annexure II) i.e. *Sample required; along with EMD before the opening of technical bid.**
- 11.3 **Firms which are exempted from submission of EMD should also submit the required sample/specimen of items wherever it is mentioned in BoQ (Annexure II) i.e. *Sample required; along with EMD before the opening of technical bid.**
- 11.4 Only those items which are selected and approved by the Purchase committee (on the basis of marking scheme given below) will be declared as technically qualified.
- 11.5 The tenderer should affix the sample submitted with item number and name of the item with tenderer's name with seal etc. for identification.
- 11.6 Bidders/Tenderers with score of **90 and above** in the technical bid shall be considered as technically qualified. The financial bid of only the technically qualified bidders shall be opened.
- 11.7 Samples of the items selected and finalized in cases of technically qualified bidders will be retained by the Ministry till the period of validity of the accepted tender.
- 11.8 The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:

S.No.	Technical Evaluation	Max. Marks
1.	Registration Certificate/Year of Registration/Incorporation Certificate to be enclosed	10
	Proof to CST/Service Tax Code no.	
	TIN/VAT Registration no.	
	PAN Card number	
2.	Income Tax Return for last 3 financial Years	10
	Proof of Audited A/c statements (Balance sheets/Profit & Loss A/c for last 3 Years	
	Proof of Annual Turnover as on 01.04.16, 01.04.15 & 01.04.14	
3.	Self-certificate related to tenderer has not been blacklisted/contracts have not been banned/terminated on account of poor performance	10
	Proof of experience in ANY organization (Govt. Or Pvt.) during last 3 years	
4.	Marks based on Sample/Specimen submitted by the bidder	70
	Total	100

Signature of the tenderer

11.9 **Financial Bid:** - The financial bids will be opened **item wise** only in respect of those firms, which meet the technical bid criteria mentioned above. The financial bids for supply of Office consumables and other items will be evaluated as per the criteria given below and as per the rates quoted by the bidders in Schedule of Rates (in BoQ form).

EVALUATION OF CRITERIA:

- Although the Financial bid will also be submitted online at the same time along with the Technical bid, the same would be opened **item wise** after completing the evaluation of Technical bids.
- Financial bids of only those bidders who score more than the minimum cutoff marks (90) in the technical bid will be opened (**item wise**) in the presence of their authorized representatives if any at a scheduled date and time with prior information.
- **Rate Contract will be awarded to item-wise L1 bidders/vendors.**

12.FORCE MAJEURE:

12.1 If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exit, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

12.2 However, the Force majeure events mentioned above will not in any way cause extension of the period of the Agreement.

13.Termination for Default:

The Purchaser 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, if

- (a) the supplier fails to deliver any or all the goods/items within the time period(s) specified in the purchase order, or any extension thereof granted by the purchaser;
- (b) the supplier fails to perform any other obligation(s) under the Contract; and
- (c) the supplier, in either of the above circumstances, does not remedy his failure within a period of 3 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

Signature of the tenderer

In the event the purchaser terminates the contract in whole or in part pursuant to para 13 above, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However the supplier shall continue the performance of the contract to the extent not terminated.

14. Settlement of Disputes:

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary of Ministry of External Affairs or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

15. Governing Laws and Disputes:

This shall be construed and governed by the laws of the India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of Law.

GENERAL :

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Administrative Officer (OS) whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and her decision shall be final and binding.

Sd/-
(Harmohan Kaur)
Administrative Officer (OS)
Room no. 4019, 4th floor
Jawaharlal Nehru Bhawan
Janpath, New Delhi-110011
Tel. no. 011-49015110

The scope of work and all terms and conditions listed from para 1 to 16 along with their sub-para have been read carefully, understood and accepted.

Signature of the tenderer

Annexure 'I'**TECHNICAL BID DETAILS PERFORMA**

S. NO.	Particulars	Required details
1.	Name & Address of the Company (along with Telephone no./Mobile no. & E-mail address)	
2.	Whether EMD of Rs. 50,000/- enclosed in the form of Bank Draft (No. & Date)	
3.	Year of Registration/Incorporation Certificate to be enclosed	
4.	CST/Service Tax Code No. (proof to be attached)	
5.	TIN / VAT Registration No.	
6.	PAN card number	
7.	Income Tax Return for last 3 financial years	
8.	Audited A/c statements (Balance sheets/Profit & loss A/c for last 3 years) along with proof	
9.	Annual Turnover as on 01.04.2016, 01.04.2015 & 01.04.2014 (along with proof)	
10.	Self- certificate related to tenderer has not been blacklisted/contracts have not been banned/terminated on account of poor performance	
11.	Proof of experience in ANY organization (<u>Govt or Pvt.</u>) during last 3 years.	
12.	Certificate that sample have been inspected / Seen (Annexure IV)	
13.	Name, Designation and Address (along with Telephone no./Mobile no. & E-mail address) of the person to whom all references shall be made regarding this tender	
14.	Tender document with all pages duly signed and embossed with official seal (along with filled Annexure I)	

It is hereby certified 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.

Date :

Place :

Signature of the Authorized Person)

Name

Designation.....

Business Address.....

.....

Signature of the tenderer

Annexure 'II'

Tender Inviting Authority: OS Section, Establishment Division, Ministry of External Affairs, New Delhi

Name of Work: Annual Rate Contract for Supply of Office Consumable items, Cleaning items & Crockery/Canteen items for 2017-18

Contract No: Q/OS/8860/22/2016

Bidder Name :

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PRICE SCHEDULE**(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NU MB ER #	TEXT #	TEXT #	NUM BER #	TE XT #	NUM BER #	NUMBE R	NUM BER	NUMBE R #	NUMBE R #	TEXT #
Sl. No	Item Description	Item No.	Qua ntity	Uni ts	BASIC RATE In Figure s To be entere d by the Bidder Rs. P	VAT in %age	VAT Amo unt in INR Rs. P	TOTAL AMOUN T Without Taxes col (10) = (4) x (7)	TOTAL AMOUN T With Taxes col (11) = sum (9) to (10)	TOTAL AMOUNT In Words
1	2	3	4	5	7	8	9	10	11	15
1	Office Consumable items									
2	GEL 3230 folder with clip	item1	1.0	No.			0.00	0.00	0.00	INR Zero Only
3	Diplomat RC 101 Folder	item2	1.0	No.			0.00	0.00	0.00	INR Zero Only
4	Uniball Gel Impact-UM132S	item3	1.0	No.			0.00	0.00	0.00	INR Zero Only
5	Uniball Vision Needle FineUB-187	item4	1.0	No.			0.00	0.00	0.00	INR Zero Only
6	Uniball Pen Gel Impact 1.0MM	item5	1.0	No.			0.00	0.00	0.00	INR Zero Only
7	Solo Index File MK-405	item6	1.0	No.			0.00	0.00	0.00	INR Zero Only
8	Cello Finegrip Ball pen	item7	1.0	No.			0.00	0.00	0.00	INR Zero Only
9	Baygon Power Tin (5 litre)	item8	1.0	No.			0.00	0.00	0.00	INR Zero Only
10	Baygon Power Spray (500ml)	item9	1.0	No.			0.00	0.00	0.00	INR Zero Only
11	Hit Black - Flying insect killer spray (400ml)	item10	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

12	Hit Red - Crawling insect killer spray (400ml)	item11	1.0	No.			0.00	0.00	0.00	INR Zero Only
13	All out machine - 30 night refill plus	item12	1.0	No.			0.00	0.00	0.00	INR Zero Only
14	All out refill - 30 nights	item13	1.0	No.			0.00	0.00	0.00	INR Zero Only
15	Good night machine with refill	item14	1.0	No.			0.00	0.00	0.00	INR Zero Only
16	Good night refill	item15	1.0	No.			0.00	0.00	0.00	INR Zero Only
17	Ajanta wall clock - No. 1197	item16	1.0	No.			0.00	0.00	0.00	INR Zero Only
18	Ajanta wall clock - No. AQ1687	item17	1.0	No.			0.00	0.00	0.00	INR Zero Only
19	Mortein PowerGard coils	item18	1.0	No.			0.00	0.00	0.00	INR Zero Only
20	Duracell AA Alkaline Battery	item19	1.0	No.			0.00	0.00	0.00	INR Zero Only
21	Duracell AAA Alkaline Battery	item20	1.0	No.			0.00	0.00	0.00	INR Zero Only
22	Duracell 9V Battery	item21	1.0	No.			0.00	0.00	0.00	INR Zero Only
23	Duracell MN21, A2312V Alkaline Battery	item22	1.0	No.			0.00	0.00	0.00	INR Zero Only
24	GP 23AE 12V Alkaline Battery	item23	1.0	No.			0.00	0.00	0.00	INR Zero Only
25	Eveready AA Alkaline Battery	item24	1.0	No.			0.00	0.00	0.00	INR Zero Only
26	Eveready AAA Alkaline Battery	item25	1.0	No.			0.00	0.00	0.00	INR Zero Only
27	Eveready 9V Battery	item26	1.0	No.			0.00	0.00	0.00	INR Zero Only
28	Eveready Jeevansathi Brass Torch 3-D	item27	1.0	No.			0.00	0.00	0.00	INR Zero Only
29	Finit/Spray Pump (Steel)	item28	1.0	No.			0.00	0.00	0.00	INR Zero Only
30	Mayur Jug (5 litres)	item29	1.0	No.			0.00	0.00	0.00	INR Zero Only
31	Himcool Mayur Jug (6 litres)	item30	1.0	No.			0.00	0.00	0.00	INR Zero Only
32	Platic Jug (Flora)	item31	1.0	No.			0.00	0.00	0.00	INR Zero Only
33	Plastic Bucket (Polysset)- 24 ltr.	item32	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

34	Plastic Mug (Polysset)- Medium size	item33	1.0	No.			0.00	0.00	0.00	INR Zero Only
35	Waste Paper basket (Wonder)	item34	1.0	No.			0.00	0.00	0.00	INR Zero Only
36	Waste Paper (Jali) basket (Wonder)	item35	1.0	No.			0.00	0.00	0.00	INR Zero Only
37	Harrison Brass Round Padlock 40MM 5L	item36	1.0	No.			0.00	0.00	0.00	INR Zero Only
38	Harrison Brass Round Padlock 50MM 6L	item37	1.0	No.			0.00	0.00	0.00	INR Zero Only
39	Harrison Brass Round Padlock 65MM 8L	item38	1.0	No.			0.00	0.00	0.00	INR Zero Only
40	Godrej Night Latch 7 Levers* - Sample required	item39	1.0	No.			0.00	0.00	0.00	INR Zero Only
41	Door Closer (Godrej)*- Sample required	item40	1.0	No.			0.00	0.00	0.00	INR Zero Only
42	Room Freshner (Premium)-180/200ml	item41	1.0	No.			0.00	0.00	0.00	INR Zero Only
43	Room Freshner (Premium)-250/300ml	item42	1.0	No.			0.00	0.00	0.00	INR Zero Only
44	Room Freshner (Ambipur)-180ml	item43	1.0	No.			0.00	0.00	0.00	INR Zero Only
45	Room Freshner (Aroma Tree)-300ml	item44	1.0	No.			0.00	0.00	0.00	INR Zero Only
46	Room Freshner (Imperial)-250ml	item45	1.0	No.			0.00	0.00	0.00	INR Zero Only
47	Room Freshner (Imperial)-300ml	item46	1.0	No.			0.00	0.00	0.00	INR Zero Only
48	Ambipur Air freshner for Car (7.5ml) with Refill*- Sample required	item47	1.0	No.			0.00	0.00	0.00	INR Zero Only
49	Ambipur Refill for Car Air freshner Refill (7.5ml)* - Sample required	item48	1.0	No.			0.00	0.00	0.00	INR Zero Only
50	Concept Air freshner for Car (200g)* or equivalent- Sample required	item49	1.0	No.			0.00	0.00	0.00	INR Zero Only
51	Service Tray (Acrylic)- 12" x 18"	item50	1.0	No.			0.00	0.00	0.00	INR Zero Only
52	Bombay Dyeing Bath towel (75cm x 150cm)- Snow White (L)*- Sample required	item51	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

53	Bombay Dyeing Bath towel (60cm x 120cm)- Snow White/Tulip (M)*- Sample required	item52	1.0	No.			0.00	0.00	0.00	INR Zero Only
54	Bombay Dyeing Hand towel (40cm x 60cm)- Snow White (S)*- Sample required	item53	1.0	No.			0.00	0.00	0.00	INR Zero Only
55	Plastic File Tray (Omega) with 2 raisers- Big size	item54	1.0	No.			0.00	0.00	0.00	INR Zero Only
56	Plastic File Trays (Both In & Out)- Omega	item55	1.0	No.			0.00	0.00	0.00	INR Zero Only
57	Plastic Rectangular Trays (Medium: 31cm x 26cm)- Coloured/Transparent*- Sample required	item56	1.0	No.			0.00	0.00	0.00	INR Zero Only
58	Plastic Rectangular Trays (Large: 37cm x 27.5cm)- Coloured/Transparent*- Sample required	item57	1.0	No.			0.00	0.00	0.00	INR Zero Only
59	Glass Cleaner (Colin)- 500ml	item58	1.0	No.			0.00	0.00	0.00	INR Zero Only
60	Harpic Toilet Cleaner (500ml)	item59	1.0	No.			0.00	0.00	0.00	INR Zero Only
61	Harpic Floor/Tiles Cleaner (500ml)	item60	1.0	No.			0.00	0.00	0.00	INR Zero Only
62	Lizol Cleaner (500ml)	item61	1.0	No.			0.00	0.00	0.00	INR Zero Only
63	Napkin Paper Velvet(Prestige)- 1 pkt of 50 sheets (30cm x 30cm)*- Sample required	item62	1.0	No.			0.00	0.00	0.00	INR Zero Only
64	Napkin Paper Elegant (Wintex)- 1 pkt of 50 sheets (30cm x 30cm)*- Sample required	item63	1.0	No.			0.00	0.00	0.00	INR Zero Only
65	Tissue Paper Elegant (Prestige)- 20cm x 20cm (100 pulls x 2 ply)*- Sample required	item64	1.0	No.			0.00	0.00	0.00	INR Zero Only
66	Tissue Paper Excel (Wintex)- 20cm x 20cm (100 pulls x 2 ply)*- Sample required	item65	1.0	No.			0.00	0.00	0.00	INR Zero Only
67	C-fold Hand towel (Prestige)- 125 sheets per pkt.	item66	1.0	pkt.			0.00	0.00	0.00	INR Zero Only
68	Toilet Roll (Wintex)- 100mtr.	item67	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

69	Vim ultra powder - 1 kg.	item68	1.0	No.			0.00	0.00	0.00	INR Zero Only
70	Surf Excel- Blue Detergent powder 1 kg.	item69	1.0	No.			0.00	0.00	0.00	INR Zero Only
71	Lux soap (White)- 100gm	item70	1.0	No.			0.00	0.00	0.00	INR Zero Only
72	Soft Scrubbing brush	item71	1.0	No.			0.00	0.00	0.00	INR Zero Only
73	Acid with Plastic Cane (5 litres)	item72	1.0	No.			0.00	0.00	0.00	INR Zero Only
74	Rat catcher glue trap pad	item73	1.0	No.			0.00	0.00	0.00	INR Zero Only
75	Soap box/case (Good quality)	item74	1.0	No.			0.00	0.00	0.00	INR Zero Only
76	Brasso (100ml)	item75	1.0	No.			0.00	0.00	0.00	INR Zero Only
77	Coaster (Plastic) - 1 set of 6 pcs. (Good quality)*- Sample required	item76	1.0	set			0.00	0.00	0.00	INR Zero Only
78	Coaster (Wooden) - 1 set of 6 pcs. (Good quality)*- Sample required	item77	1.0	set			0.00	0.00	0.00	INR Zero Only
79	Coaster (Leather) - 1 set of 6 pcs. (Good quality)*- Sample required	item78	1.0	set			0.00	0.00	0.00	INR Zero Only
80	Dara Liquid Polish - 100ml	item79	1.0	No.			0.00	0.00	0.00	INR Zero Only
81	Dara Liquid Polish - 500ml	item80	1.0	No.			0.00	0.00	0.00	INR Zero Only
82	White Duster (30cm x 30cm) per dozen pkt- Good quality*- Sample required	item81	1.0	pkt.			0.00	0.00	0.00	INR Zero Only
83	Yellow Duster (30cm x 30cm) per dozen pkt.- Good quality*- Sample required	item82	1.0	pkt.			0.00	0.00	0.00	INR Zero Only
84	Haridarshan Agarbatti	item83	1.0	No.			0.00	0.00	0.00	INR Zero Only
85	Mysore Sandal Agarbatti	item84	1.0	No.			0.00	0.00	0.00	INR Zero Only
86	Naptha balls (Bengal Chem) 250 gms	item85	1.0	No.			0.00	0.00	0.00	INR Zero Only
87	Odonil (Balsara) 100gm	item86	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

88	Dettol Hand Sanitizer - 50ml	item87	1.0	No.			0.00	0.00	0.00	INR Zero Only
89	Dettol Hand Sanitizer - 200ml	item88	1.0	No.			0.00	0.00	0.00	INR Zero Only
90	Dettol Hand Wash Liquid - 215ml	item89	1.0	No.			0.00	0.00	0.00	INR Zero Only
91	Citizen Black Umbrella (Large) with round handle*- Sample required	item90	1.0	No.			0.00	0.00	0.00	INR Zero Only
92	Pilot Black Umbrella (Large) with round handle*- Sample required	item91	1.0	No.			0.00	0.00	0.00	INR Zero Only
93	Rain coat-Lower & Upper (Duck back)*- Sample required	item92	1.0	No.			0.00	0.00	0.00	INR Zero Only
94	Leather File Carrying Bag with wheels*- Sample required	item93	1.0	No.			0.00	0.00	0.00	INR Zero Only
95	Garden Pipe for watering (15mm) per mtr. With nozzle	item94	1.0	No.			0.00	0.00	0.00	INR Zero Only
96	Garden Pipe for watering (20mm) per mtr. With nozzle	item95	1.0	No.			0.00	0.00	0.00	INR Zero Only
97	Garden Pipe for watering (25mm) per mtr. With nozzle	item96	1.0	No.			0.00	0.00	0.00	INR Zero Only
98	Scotch-brite Scrub pad (Small)	item97	1.0	No.			0.00	0.00	0.00	INR Zero Only
99	Scotch-brite Scrub pad (Large)	item98	1.0	No.			0.00	0.00	0.00	INR Zero Only
100	Brass Planter (10")*- Sample required	item99	1.0	No.			0.00	0.00	0.00	INR Zero Only
101	Brass Planter (12")*- Sample required	item100	1.0	No.			0.00	0.00	0.00	INR Zero Only
102	Brass Planter (14")*- Sample required	item101	1.0	No.			0.00	0.00	0.00	INR Zero Only
103	Brass Planter (16")*- Sample required	item102	1.0	No.			0.00	0.00	0.00	INR Zero Only
104	Cleaning Items									
105	Scotch-brite Floor pochha	item103	1.0	No.			0.00	0.00	0.00	INR Zero Only
106	Cotton floor duster (Pochha)	item104	1.0	No.			0.00	0.00	0.00	INR Zero Only
107	Phenyl (Bengal Chemical) - 5 ltrs. Cane	item105	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

108	T-Pol cleaner (1 Ltr.)	item106	1.0	No.			0.00	0.00	0.00	INR Zero Only
109	Hand broom (Phool jhadu)	item107	1.0	No.			0.00	0.00	0.00	INR Zero Only
110	Stick (coco) broom - Seenk Jhaadu	item108	1.0	No.			0.00	0.00	0.00	INR Zero Only
111	Broom with 5 ft. heavy bamboo stick	item109	1.0	No.			0.00	0.00	0.00	INR Zero Only
112	Scotch-brite Squeegee (Wiper)	item110	1.0	No.			0.00	0.00	0.00	INR Zero Only
113	Cobweb Brush*- Sample required	item111	1.0	No.			0.00	0.00	0.00	INR Zero Only
114	Dustpan*- Sample required	item112	1.0	No.			0.00	0.00	0.00	INR Zero Only
115	Toilet Brush for cleaning*- Sample required	item113	1.0	No.			0.00	0.00	0.00	INR Zero Only
116	Stainless Steel Perforated Dustbin (10" x 14")*- Sample required	item114	1.0	No.			0.00	0.00	0.00	INR Zero Only
117	Stainless Steel Perforated Dustbin (12" x 14")*- Sample required	item115	1.0	No.			0.00	0.00	0.00	INR Zero Only
118	Stainless Steel Swing Dustbin (10" x 14")*- Sample required	item116	1.0	No.			0.00	0.00	0.00	INR Zero Only
119	Swing Dustbin (32 Ltr.)- (Milan/Polyset/Nilkamal)	item117	1.0	No.			0.00	0.00	0.00	INR Zero Only
120	Swing Dustbin (60 Ltr.)- (Milan/Polyset/Nilkamal)	item118	1.0	No.			0.00	0.00	0.00	INR Zero Only
121	Square Swing Dustbin (13 Ltr.)- (Milan/Polyset/Nilkamal)	item119	1.0	No.			0.00	0.00	0.00	INR Zero Only
122	Pedal Dustbin (11 Ltr.)- (Milan/Polyset/Nilkamal)	item120	1.0	No.			0.00	0.00	0.00	INR Zero Only
123	Drum with lid (60 Ltr.)- (Milan/Polyset/Nilkamal)	item121	1.0	No.			0.00	0.00	0.00	INR Zero Only
124	Drum with lid (80 Ltr.)- (Milan/Polyset/Nilkamal)	item122	1.0	No.			0.00	0.00	0.00	INR Zero Only
125	Drum with lid (100 Ltr.)- (Milan/Polyset/Nilkamal)	item123	1.0	No.			0.00	0.00	0.00	INR Zero Only
126	Drum with lid (128 Ltr.)- (Milan/Polyset/Nilkamal)	item124	1.0	No.			0.00	0.00	0.00	INR Zero Only
127	Garbage Swing Bin (60 Ltr.)- (Milan/Polyset/Nilkamal)	item125	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

128	Garbage Swing Bin (80/90 Ltr.)- (Milan/Polyset/Nilkamal)	item126	1.0	No.			0.00	0.00	0.00	INR Zero Only
129	Garbage Swing Bin (120 Ltr.)- (Milan/Polyset/Nilkamal)	item127	1.0	No.			0.00	0.00	0.00	INR Zero Only
130	Sintex Garbage Bin with wheels (100 Ltr.)	item128	1.0	No.			0.00	0.00	0.00	INR Zero Only
131	Sintex Garbage Bin with wheels (120 Ltr.)	item129	1.0	No.			0.00	0.00	0.00	INR Zero Only
132	Sintex Waste Rectangular Bins (80 Ltr.)	item130	1.0	No.			0.00	0.00	0.00	INR Zero Only
133	Sintex Waste Rectangular Bins (100 Ltr.)	item131	1.0	No.			0.00	0.00	0.00	INR Zero Only
134	Sintex Waste Rectangular Bins (120 Ltr.)	item132	1.0	No.			0.00	0.00	0.00	INR Zero Only
135	Crockery/Canteen Items									
136	Glass Tumbler - Yera Epitome T10C*- Sample required	item133	1.0	No.			0.00	0.00	0.00	INR Zero Only
137	Glass Tumbler - Eagle (Original)*- Sample required	item134	1.0	No.			0.00	0.00	0.00	INR Zero Only
138	Glass Tumbler - Cut Polished (Yera)*- Sample required	item135	1.0	No.			0.00	0.00	0.00	INR Zero Only
139	Glass Tumbler - Cut Polished (Treo/Luminaire or equivalent)*- Sample required	item136	1.0	No.			0.00	0.00	0.00	INR Zero Only
140	Juice Tumbler - Yera/Treo*- Sample required	item137	1.0	No.			0.00	0.00	0.00	INR Zero Only
141	Full Plate (10"/12") Fine Bone China*- Royal Queen*- Sample required	item138	1.0	No.			0.00	0.00	0.00	INR Zero Only
142	Half Plate (9") Fine Bone China-Royal Queen*- Sample required	item139	1.0	No.			0.00	0.00	0.00	INR Zero Only
143	Quarter plate (7") Fine Bone China-Royal Queen*- Sample required	item140	1.0	No.			0.00	0.00	0.00	INR Zero Only
144	Table Spoon Stainless Steel*- Sample required	item141	1.0	No.			0.00	0.00	0.00	INR Zero Only
145	Tea Spoon Stainless Steel*- Sample required	item142	1.0	No.			0.00	0.00	0.00	INR Zero Only
146	Fork Stainless Steel*- Sample required	item143	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

147	Serving bowls Bone China (Royal Queen)*- Sample required	item144	1.0	No.			0.00	0.00	0.00	INR Zero Only
148	Bowls Bone China (Royal Queen)*- Sample required	item145	1.0	No.			0.00	0.00	0.00	INR Zero Only
149	Tea Pot with Golden line- Royal Queen*- Sample required	item146	1.0	No.			0.00	0.00	0.00	INR Zero Only
150	Sugar pot with Golden line- Royal Queen*- Sample required	item147	1.0	No.			0.00	0.00	0.00	INR Zero Only
151	Milk pot with Golden line- Royal Queen*- Sample required	item148	1.0	No.			0.00	0.00	0.00	INR Zero Only
152	Tray mat*- Sample required	item149	1.0	No.			0.00	0.00	0.00	INR Zero Only
153	Sauce pan (for making tea)*- Sample required	item150	1.0	No.			0.00	0.00	0.00	INR Zero Only
154	Tea pot cozy*- Sample required	item151	1.0	No.			0.00	0.00	0.00	INR Zero Only
155	Cup & Saucer (Set of 6) Fine bone china with golden line (Make: UPC)*- Sample required	item152	1.0	set			0.00	0.00	0.00	INR Zero Only
156	Complete Tea Set (with Tea pot, Sugar pot, Milk pot etc.)- 15 pcs. - (Make: BP Bharat)*- Sample required	item153	1.0	set			0.00	0.00	0.00	INR Zero Only
157	Dinner set (18 pcs.)- (Make: BP Bharat)*- Sample required	item154	1.0	set			0.00	0.00	0.00	INR Zero Only
158	Dinner set (24 pcs.)- (Make: BP Bharat)*- Sample required	item155	1.0	set			0.00	0.00	0.00	INR Zero Only
159	Dinner set (30 pcs.)- (Make: BP Bharat)*- Sample required	item156	1.0	set			0.00	0.00	0.00	INR Zero Only
160	Tea Cane Stainless Steel (5 ltrs.)*- Sample required	item157	1.0	No.			0.00	0.00	0.00	INR Zero Only
161	Tea Cane Stainless Steel (10 ltrs.)*- Sample required	item158	1.0	No.			0.00	0.00	0.00	INR Zero Only
162	Thermos Flask - Milton (600 ml)	item159	1.0	No.			0.00	0.00	0.00	INR Zero Only
163	Thermos Flask - Milton (1 ltr.)	item160	1.0	No.			0.00	0.00	0.00	INR Zero Only
164	Thermos Flask - Milton (2 ltr.)	item161	1.0	No.			0.00	0.00	0.00	INR Zero Only
165	Thermos Flask - Eagle (600 ml)	item162	1.0	No.			0.00	0.00	0.00	INR Zero Only

Signature of the tenderer

166	Thermos Flask - Eagle (1 ltr.)	item163	1.0	No.			0.00	0.00	0.00	INR Zero Only	
167	Thermos Flask - Eagle (2 ltr.)	item164	1.0	No.			0.00	0.00	0.00	INR Zero Only	
168	Metal Tray (Silver coated)*- Sample required	item165	1.0	No.			0.00	0.00	0.00	INR Zero Only	
169	Hand gloves (White/Coloured)*- Sample required	item166	1.0	No.			0.00	0.00	0.00	INR Zero Only	
Total in Figures								0.00	0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only									

Note: Bidders have to submit the required sample/specimen of items wherever it is mentioned in BoQ (Annexure II) i.e. ***Sample required;** along with EMD before the opening of technical bid.

Signature of the tenderer

Annexure 'III'**BANK GUARANTEE FOR PERFORMANCE SECURITY**

To
The Under Secretary (OS,OF&OE)
Ministry of External Affairs
Jawaharlal Nehru Bhawan,
23-D, Janpath, New Delhi.

WHEREAS.....
 (hereinafter called "the supplier") has undertaken, in pursuance of contract no. Q/OS/8860/22/2016 dated with the Ministry of External Affairs, New Delhi to Supply Office consumable items, Cleaning items & Crockery items (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial institution recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, and deposit a **"Bank Guarantee" / "Demand Draft"** from the date of award of the Contract on behalf of the supplier of Rs. _____ (@ 10% of the total contract value of the items estimated to be supplied during the period of contract or Rs. 50,000/- whichever is higher), and we undertake to pay you, upon first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of rupees fifty thousand as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand for the Ministry stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Ministry by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Ministry in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding

We undertake to pay to the Ministry any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have not claim against use for making such payment.

Signature of the tenderer

We further agree that the guarantee herein contained shall remain in full force and affect during for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligation. And that it shall continue to be enforceable till all the dues of the Ministry under or by virtue of the said Agreement have been full paid and its claims satisfied or discharged or till MEA certifies that the terms and conditions of the said agreement have been full and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

We further agree with the Ministry that the Ministry shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of performance by the said contract (s) from time to time or to postpone for any time or form time to time any of the powers exercisable by the Ministry against and said contract and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not relived form any forbearance, act or omission on the part of the Ministry or any indulgence by Ministry to the said contract(s) or by any such matter or thing whatsoever which under the low relating to sureties would, but for the provision, have effect of so relieving us.

We further agree that no change of addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the.....day of....., 20.....

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Signature of the tenderer

Annexure 'IV'

M/s

.....

.....

New Delhi

CERTIFICATE

All the samples of Office consumable items including Cleaning items & Crockery items required by the Ministry have been submitted & duly noted prior to quoting their rates in the tender for 'Annual Rate Contract' of the Ministry of External Affairs, Govt. of India, New Delhi, in respect of Office Consumable items, Cleaning items & Crockery items.

2. I undertake that all the items, in the event of awarding ARC 2017-18 in respect of these items to our firm, will be supplied as per the specifications/match of samples submitted by us.

Signature with Stamp

Signature of the tenderer

Instruction to bidders

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with then requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

REGISTRATION

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link

“Online bidder Enrolment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique Username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the

bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again.

This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as Indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

Signature of the tenderer

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP

Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.
