

No. DCC/Tender for Stationery/1/2018

**District Court Chitrakoot**

Ph. No. : 05198 -235359, Fax No. : 05198 -236779

**PART-I**

**1.1 GENERAL INSTRUCTIONS TO BIDDERS**

For and on behalf of the District Judge, District Court Chitrakoot, E-tenders under Two Bid Systems, are invited from reputed suppliers/firms for entering a Rate Contract for a period of **6 months** with District Court Chitrakoot extendable by another 1 year, on the same terms and conditions provided both the parties agreed to it, for the supply of Stationery Items as mentioned in **Annexure-'A'**, as per the schedule given herein below:-

1. **Mode of Tendering** : Two-Bid System i.e. Technical Bid and Financial Bid
2. **Date & Time of Publishing of Tender** : 11.10.2018 at 16.00 Hrs.
3. **Last Date & Time for Submission of Bid in the presence of representatives of the bidders.** : 02.11.2018 at 11.00 Hrs.
4. **Date & Time for Opening of Technical Bid in the presence of representatives of the bidders** : 03.11.2018 at 04.35 Hrs.
5. **Date of submission of sample** : 02.11.2018 at 11.00 Hrs
6. **Date & Time for opening of Financial Bid in the presence of representatives of the bidders** : 03.11.2018 at 04.35 Hrs

**1.2 AVAILABILITY OF TENDER DOCUMENT**

The tender document would be available for download on e-procurement site of Honble High court (<https://allahabadhighcourt.in>) and also available on the website of the District court Chitrakoot (<http://dcchi@allahabadhighcourt.in/>).

**1.3 METHOD OF SUBMISSION OF SAMPLES**

Each sample to be deposited shall have tag or a sticker giving the name of the bidder or the name being mentioned in ink/marker on the sample taking out the item from the original packing, and concealed so far as possible the brand name and also the price mentioned thereon.

**1.4 REQUIREMENT OF DEPOSIT OF EMD**

A bidder would be required to deposit EMD by due date and time of submitting of tender in a box to be kept with Purchase Department of District Court Chitrakoot in the form of Bankers Cheque /FDR in favour of "the DDO, District Court Chitrakoot". The said EMD shall remain valid for a period of 45 days beyond the final validity period of bid (i.e. 90 + 45 = 135 days). A copy thereof, however, would be required to be uploaded while submitting the tender online.

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**PART-IV**

**OTHER TERMS AND CONDITIONS**

**4.1 DELIVERY**

Once a contract has been entered into with the Successful Bidder, he shall be under the obligation to deliver the items without any extra delivery charges to the stores of the District Court Chitrakoot at the earliest or in the time as may be allowed.

The successful bidder would be required to hand over guarantee/warrantee of product/item for which the contract has been awarded to it. The successful bidders would be required to submit all the documents in original/attested copies as the case may be which were required to be submitted at the time of submitting the tender.

**4.2 FALL CLAUSE**

If at any time during the execution of the contract, the Successful Bidder reduces the sales price of such items, as are covered under this tender enquiry, to any organization (including the purchaser of any department of the Govt. of UP) at a price lower than this price quoted under this contract, the bidder/supplier shall supply the said item(s) to the District Court Chitrakoot on such reduced rates.

**4.3 PENALTY CLASUE**

If the supplier fails to supply the Stationery Items within the stipulated time, then a penalty @ 0.1% per day, subject to maximum of 10% will be imposed. It would be without prejudice to the right of the District Judge to purchase the said item(s) from the open market and recover the excess amount paid for purchase of said item(s) from the Successful Bidder.

**4.4 PAYMENT TERMS AND CONDITIONS**

(a) The payment will be made in Indian Rupees through ECS/RTGS after making stock entry of the Items in the Stationery department of the District Court Chitrakoot and necessary verification of the bill and recoveries, if any, in respect of penalty/damages/losses etc.

(b) At the time of entering the contract the successful Bidders will be required to furnish the detail of their bank and account no. etc. for making payment of their bills through ECS/RTGS, along with the tender. No payment shall be made in respect of rejected items.

**4.5 PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF PLACEMENT OF ORDER AND SPLITTING OF THE QUANTITY**

The purchaser reserves the right at the time of placement of order to increase or decrease the quantity of Goods and also reserve the right to split the required quantity to more than one firm..

**4.6 PERFORMANCE SECURITY**

Within two days of signing the contract, the successful bidder shall be required to deposit of Rs. 10,000/- (Rupees Fifty Thousand only) in form of Bankers Cheque/Demand Draft in favour of "the District Judge, District Court Chitrakoot" as Performance Security Deposit which will be released to the firm after successful/satisfactory completion of the contract.

**4.7 REJECTION**

In case a bidder is not found to have complied with any of the terms and condition/instruction, shall be liable to be rejected summarily.

**4.8 TERMINATION OF CONTRACT / ORDER**

The purchaser may, without any prejudice to any other remedy for breach of contract written notice of default, sent to the Supplier terminate the contract / order in whole or in part any time of convenience. Any unexcused delay, by the Supplier in the performance of its delivery obligations shall render the supplier liable to the termination of the contract/ order for default. The District Judge will have full right to cancel the tender without assigning any reason.

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## **OFFICE OF DISTRICT JUDGE CHITRAKOOT**

For and on behalf of the District Judge, District Court Chitrakoot, E-tenders under Two Bid Systems, are invited from reputed suppliers/firms for entering a Rate Contract for a period of **6 months** with District Court Chitrakoot extendable by another 1 year, on the same terms and conditions provided both the parties agreed to it, for the supply of Stationery Items details available on the website of Honble High court (<https://allahabadhighcourt.in>) and also available on the website of the District court Chitrakoot (<http://dcchi@allahabadhighcourt.in/>).

*(Signature)*  
**Chairman,**  
**Purchase Committee**  
**District Court Chitrakoot**

**OFFICE OF DISTRICT JUDGE CHITRAKOOT****Details of Stationary items**

Sl. No.	Item names	Brand / Size
1.	Steno Pencil	apsara ABSOLUTE (One packet)
2.	Fevistic	Kores (One Piece)
3.	Table Glass	2 x 3 Feet.
4.	Dustbin	Medium
5.	Scissors (कैंची)	8.5 Inches
6.	Envelop	12 x 16 inches, 9 x 12 inches, 5 x 11 inches, 4 x 9 inches
7.	Needle	Standard size (Large)
8.	Paper tray	Legal size
9.	Steel Scale	12 inches
10.	Correction pen (Whitener)	Luxor
11.	Page marker	de'smat (25 pieces)
12.	Cello Tape	02 inches
13.	A4 size paper	JK red
14.	FS size paper (75 GSM)	JK red
15.	FS size paper (80 GSM)	JK Super
16.	FS size Judgement paper (80 GSM)	JK LEDGER
17.	Paper Pin	Stanless steel
18.	Ink pad	Ashoka (160mm x 97mm)
19.	Ordinary Pencil	Natraj HPL
20.	Steno Book	Short hand Notes Book
21.	Stepler Pin	24/6-1m (In Packet) Kangaro
22.	Stepler Pin	Small (In Packet) Kangaro
23.	P.O. Diary (Registers)	One Register (400 Pages)
24.	Eraser	Apsara
25.	Gum Bottle	Camel
26.	Fax Role	Xerox
27.	Pen Blue	Butterflow
28.	Pen Red	Butterflow
29.	Sketch Pen Black	Luxor
30.	Sketch Pen Red	Luxor
31.	Calclater	Citizen CT-512

  
 Chairman, 11.10.19  
 Purchase Committee,  
 District Court, Chitrakoot.

**UNDERTAKING**

(To be submitted on Rs.50/- Stamp Paper duly notarized)

Tender No. \_\_\_\_\_ Due for opening on: \_\_\_\_\_

To  
The District Judge, District  
Court Chitrakoot

Sir,  
I/We hereby declare that:-

1. I/We have carefully read and understood all the contents along with all the terms and conditions of the Tender before submitting the same, and I/We do accept and undertake to abide by the same.
2. I/We bind myself/ourselves to the District Court Chitrakoot to provide the Items mentioned in the Supply Order at the rates quoted by me/us.
3. I/we have deposited the required EMD, as mentioned in the tender, in favour of the "District Judge, District Court Chitrakoot.
4. The rate(s) quoted by me is/are for the Items conforming to the complete specification/requirements given by the District Court Chitrakoot and inclusive of all charges such as levies, packing, forwarding, loading, unloading, insurance etc., if any. The percentage of Sales/VAT/Service Tax wherever applicable, have been mentioned separately.
5. I/We certify that the item in question against the existing tender has not been supplied to any other Govt. Departments at the rates below the rates mentioned in my/our quotation against the present tender.
6. I/we will refund the difference in the cost in the event of my/our providing services at a lesser rate to other Governments/Organizations during the currency of such rate contract.
7. I/We agree to abide by that the rates quoted against this tender will be valid for **6 months** from the date of opening of tender and I/We shall supply the ordered items on the approved rates. However, these are extendable for another one year on mutual consent.
8. I/We shall deliver the ordered items to General Store of the District Court Chitrakoot destination basis within due date of supply order on any working day. If the items supplied are found to be unsatisfactory in quality & quantity, I/We bind to replace all the items on the same day but in any case not later than the next working day. Nothing extra will be charged on account of packing, cartage, loading, unloading, insurance charges etc. for the replacement of rejected items.
9. If I/We fail to supply Items in scheduled time and the District Court Chitrakoot purchases the required Items from open market, the excess expenditure so incurred shall be borne by me/us.
10. I have never been black listed from any Government Department.

**DETAILS OF TENDERER/BIDDER**

SN	Particulars	Details
1.	Name(s) & Address(s) of partnership firm / proprietorship firm /Company	
2.	Name(s) & Address(s) of the partner(s)/ proprietor(s)/Director(s)	
3.	Date of establishment/Registration of the Firm with the Registrar of Firm/Registrar of Company/ Registrar of Partnership Firm	
4.	Registration No. of the Firm/Company with the Registrar of Firm/ Company	
5.	PAN No of Firm/ Company/ Director/ Partner/Proprietor	
6.	Telephone Nos. Fax Nos. Email ID	
7.	Registration No of GST/VAT/ CST/ TIN with date.	

Signature of the Tenderer \_\_\_\_\_

Name &amp; Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

District Court Chitrakoot

Purchase of Stationery including computer stationery for the use of  
District Court Chitrakoot

Acceptance of Terms & Conditions

1. I/we hereby certify that I/we have gone through the terms & conditions and have understood the same and I/We do undertake to comply with the same.

Signature of owner/partner/authorized signatory  
with address & telephone no.  
with seal of the firm/company & Date

witnesses:-

**TECHNICAL BID FORM**

Annexure 'E'

1	Name of the firm/ Company	
2	Permanent Account Number (PAN)	
3	GST/VAT returns having filed in the last three financial years (Documentary evidence to be attached)  2015-2016  2016-2017  2017-2018	
4	Income Tax Return for Financial Year (Documentary evidence to be attached) 2015-2016  2016-2017  2017-2018	
5	Name of authorized person to sign on behalf of bidding agency (hereinafter referred to as bidder): Designation Telephone & Mobile No. E-mail ID Specimen Signatures of the authorized person	
6	EMD details (Amount, name of the Bank, Branch, DD/Bankers Cheque No. and Date)	

- Each sample is to be tagged with name of the quoted items, its tender serial number and the name of the bidder. Please refer to Part No 1.4 of Part –I of the Tender document. The bidders who qualify in Technical Bid will be considered for sample evaluation of their quoted items by the Purchase Committee.

**Signature & Seal of Bidder**



## Price Bid Proforma

Name of the tenderer \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Sl. No.	Item Description	Mention Make/ brand/ Model of the quoted item	Quantity	Units	Mention whether Sample submitted (Yes or No)	Basic Unit Price (Rs.) AS PER BRAND quoted by the bidder (in Rs.)	GST/ VAT in %	GST/ VAT in Rs.	Total Amount in Rs. (7+9)

Signature of the Tenderer \_\_\_\_\_

Name &amp; Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_