



**Tender for Annual Rate Contract for
Supply of Stationery & IT Accessories For SMCG-UP Office**
(Visit us at www.smcg-up.org and <https://etender.up.nic.in>)

**State Mission for Clean Ganga
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh
Plot no 18, Sector-7, Gomtinagar extension, Lucknow: 226 010
Telephone No. 0522-2838108**

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DATA SHEET

S. No.	Activity Description	Schedule
1	Tender No	05/SMCG-UP/2020-21
2	Sale of Tender Document	Tender document can be downloaded from our website www.smcg-up.org and https://etender.up.nic.in
3	Time and last date of Submission of Bid document	06/04/2021 on or before 03:00 pm.
4	Time and Date of Opening of Technical Bid	06/04/2021 at 03:30 pm.
5	Time and Date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6	Minimum Validity of tender offer	120 days from the date of Opening of tender.
7	Amount of Tender Fee	Rs 500 /- (Rupees Five Hundred)
8	Amount of EMD to be Deposited	Rs20000/- (Rupees Twenty Thousand)
9	Duration of contract	One year from the date of award of Contract. However, the same may be extended upto further one year basis on same terms & conditions on mutually agreed basis.
10	Address of e-Portal for Submission of Bid document	https://etender.up.nic.in
11	Place of opening of the tender	SMCG-UP, Plot no 18, Sector-7, Gomtinagar extension, Lucknow: 226 010

SECTION I

Notice Inviting Tender (NIT)

State Mission for Clean Ganga-UP

Plot No-18, Sector-7, Gomti Nagar Extension,
Lucknow, Uttar Pradesh 226010, e-mail: apd@smcg-up.org

NIT No:-05/SMCG-UP/2020-21

State Mission for Clean Ganga-UP invites Bids from eligible Firms /Organizations/Bidders excluding those firms who have been declared as non-performing or blacklisted/under Two- bid systems through e-tendering for Tender for Annual Rate Contract for “Supply of Stationery & IT Accessories” For SMCG-UP Office.

1. It is mandatory for all the bidders to have class-III Digital Signature Certificate (**With Both DSC Components, i.e. Signing & Encryption in the name of authorized signatory (who will sign the Bid)**) from any of the licensed Certified agencies. Bidders can see the list of licensed Certified agencies (CA's) from e-Tendering Portal <https://etender.up.nic.in> to participate in e-tendering.
2. To participate in the e-bid, it is mandatory for the Bidders to get themselves registered with the e- tendering portal (<https://etender.up.nic.in>) [*Registration of cost as per rule and there is no Tender Processing Fee*].
3. To Participate for bidding, bidders have to pay non-refundable tender document fee of **Rs 500/-** (Rupees Five Hundred only) through Demand Draft favouring “Project Director, State Mission for Clean Ganga-UP,” Payable at Lucknow OR (Through RTGS) favouring “Project Director, State Mission for Clean Ganga-UP” in “Union Bank of India, A/c No. 535102010704742 IFSC Code-UBIN0553514, Branch at P.N. Road Lucknow (UP).
4. The Bidder shall furnish, as part of the Bid, Earnest Money/Bid Security, in the amount as specified above in the form of **Bank Guarantee OR Bank Fixed Deposit Receipt (FDR) OR Through RTGS** must be submitted in favour of “Project Director, State Mission for Clean Ganga-UP,” Payable at Lucknow in Union Bank of India, A/c No. 535102010704742 IFSC Code-UBIN0553514, Branch at P.N. Road Lucknow (UP).
5. The detailed Bid document/RFP can be viewed and downloaded from the website (<https://etender.up.nic.in> and www.smcg-up.org) from 22/03/2021(**10:00 Hrs**) to 06/04/2021 (**upto 15.00 Hrs.**) free of cost.
6. The last date of online submission of the Bid 06/04/2021 **upto 15.00 Hrs.** (as mentioned on the e-Portal only) (“**Bid Due Date**”). The Bids would be opened on 06/04/2021 **at 15.30 Hrs.** Online at O/o State Mission for Clean Ganga-UP, Lucknow. Representatives of the bidders (maximum of two) who choose to attend, may attend the online opening of the bids on the date & time as mentioned above. However, such representatives shall be allowed to attend the opening of the bids only if they produce letter of authority on the letter head of the bidder, at the time of opening of bids.

7. A signed and having seal on every page bid should be submitted online in the prescribed format of Bid Document uploaded in the Website. No other mode of submission is acceptable. Conditional bids would be rejected. Besides this a hard copy of bid should be submitted in the office on 06/04/2021 15.00 hrs..
8. The Corrigendum/Addendums/Amendments/Clarifications to the Bid Document/ RFP, if any will be hosted on the above website (<https://etender.up.nic.in> and www.smcg-up.org)only. For any clarification, the following office may be contacted:

**O/o Project Director,
State Mission for Clean Ganga
Plot-18, Sector-7, Gomti Nagar Extension, Lucknow,
Telephone/ 0522-2838106, e-mail:-apd@smcg-up.org**
9. Joint Venture firms are not allowed to participate in Bidding.
10. State Mission for Clean Ganga-UP reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

**Project Director
SMCG-UP Lucknow**

SECTION II

INSTRUCTIONS TO BIDDERS

1. Tenders are invited under two bid system from the reputed Firms/Agencies for “Supply of Stationery & IT Accessories” at State Mission of Clean Ganga (SMCG), Lucknow.
2. Bids should be submitted in the prescribed Bid Document downloaded from SMCG website www.smcg-up.org or e-Portal: <https://etender.up.nic.in>
3. The Technical and Financial Bids will be Submitted/ Uploaded on line at e-Portal: <https://etender.up.nic.in>”.

The firms/Agencies fulfilling the Criteria, will also Submit Hard Copy of uploaded Technical bid only super scribed as “**Supply of Stationery & IT Accessories** ” and addressed to **The Project Director**, State Mission for Clean Ganga (SMCG), Plot no 18, Sector-7, Gomti nagar extension, Lucknow: 226 010, Uttar Pradesh so as to reach on or before Bid due date. No Financial Bid Should be submitted in hard Copy.

1. SMCG-UP, will not be responsible for any delay submission of bid or loss of document due to any reason.
6. Technical Bid must be duly typed, signed and stamped by the authorized Signatory of Firms/Agencies and submitted Online at e-portal: <https://etender.up.nic.in>.
7. **BID DUE DATE & TIME:** Tender document shall be download from 22/03/2012 at 10 am to 06/04/2021 by 03:00 pm from SMCG-UP website www.smcg-up.org or e-Portal: <https://etender.up.nic.in>.
8. **TWO BID SYSTEM:** The bid should be submitted online at e-Portal: <https://etender.up.nic.in>. as under:
 - I. **TECHNICAL BID:** The Technical Bid will be Submitted/ Uploaded on line at e Portal: <https://etender.up.nic.in>” alongwith all details and documents as mentioned be in RFP

(a) **BID SECURITY / EARNEST MONEY DEPOSIT**

The Bidder shall furnish an Earnest Money Deposit of Rs.20000 (Rs. Twenty Thousand), as part of the Bid, Earnest Money/Bid Security, in the amount as specified in the form of Bank Guarantee OR Bank Fixed Deposit Receipt (FDR) OR Through RTGS must be submitted in favour of “Project Director, State Mission for Clean Ganga-UP,” Payable at Lucknow in Union Bank of India, A/c No. 535102010704742 IFSC Code-UBIN0553514, Branch at P.N. Road Lucknow (UP).

Bid not accompanied by earnest money shall be summarily rejected. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. The amount will be refunded to unsuccessful bidder without any interest within 30 days after completion of the tender process. The EMD will remain valid for a period of forty-five days beyond the final bid validity period. The Bidder shall submit the Bid Security/EMD in a sealed envelope and mark the envelope as "Bid Security" along with hard copy of Technical Bid.

NOTE:

The Tender Committee constituted by the Competent Authority, SMCG-UP will technically evaluate the Technical Bids. Those technically qualified will only be considered for price evaluation (Financial bid). Prices should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence. Decision of the Competent Authority SMCG-UP, on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

(b) Documents required to be submitted by bidders with Technical Bid:

- (i) Bid form (as per Annexure -1)
- (ii) Bid security / Earnest money deposit (as per Section II, ITB)
- (iii) Document/Information Required For Qualifying Eligibility (as per Annexure- II)
- (iv) Form of Bank Guarantee for Bid Security / EMD (as per Annexure-IV)
- (v) Undertaking of Non Blacklisting and True/correct information furnished (as per Annexure-VI)

II. FINANCIAL BID

The Financial Bid will be Submitted on line at e- Portal: <https://etender.up.nic.in> as mentioned in Annexure II: **Supply of Stationery & IT Accessories charges**

The rates quoted shall be fixed and valid for one year. No request for change or variation in rates or terms and conditions of the tender shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.

NOTE:

- After due evaluation of the bid(s), SMCG-UP will award the contract to the lowest evaluated responsive Bidder based upon rate at minimum rate of **Stationery & IT Accessories**. Conditional bid will be treated as unresponsive and it may be rejected. The successful bidder will have to enter into an agreement for one year on Rs. 100 Non-Judicial Stamp paper.
- Any variation, addition and/or omissions in the quantity/quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.

SECTION III

General Terms & Conditions, bidder should satisfy are as mentioned below:

TERMS AND CONDITIONS:

- 1.1 The Rate Contract for supply of stationery and other general stores items shall be valid for a period of one year from the date of commencement of Contract. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. SMCG-UP does not give any guarantee of minimum purchase under the present RC.
- 1.2 If the successful Bidder fails to fulfil his obligations under the present RC i.e., non-adherence to terms and conditions, SMCG-UP 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 SMCG-UP.
- 1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

2. DELIVERY PERIOD:

- 2.1 Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days. In case of delay beyond the stipulated period, a penalty of Rs. 200/- per day of delay will be levied.
- 2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items. Else, penalty @ Rs.200/ per day will be levied.
- 2.3 In the case of short supply, the items are to be replenished within the time stipulated in the supply order. Otherwise, penalty @ Rs.200/- per day of delay will be levied.

3. PAYMENT TERMS:

- 3.1 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

4. DESPATCH INSTRUCTIONS:

Stores are required to be delivered at SMCG-UP's Office at Plot no 18, Sector -7, Gomti Nagar Extension , Lucknow:226010 and no additional payment will be made on account of freights/transportation. SMCG-UP will not pay separately for transit insurance and the tenderer will be responsible till the entire stores ordered for, arrive in good condition at the SMCG-UP offices.

5. RISK PURCHASE:

In case the tenderer fails to supply the ordered quantity within the stipulated time limit, SMCG-UP may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

6. GUARANTEE/WARRANTY:

- 6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the SMCG-UP under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be beyond the date of expiry.
- 6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by SMCG-UP. Decision of SMCG-UP will be final on this account. The rejected items must be removed by the successful tenderer from SMCG-UP's premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

7. DURATION OF CONTRACT:

- 7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. SMCG-UP will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of SMCG-UP.
- 7.2 However, it will be obligatory on the part of the tenderer to continue to work at the rates prevailing on the last date of the Contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

8. SECURITY DEPOSIT:

The successful tenderer whose rates are finally accepted shall deposit a sum of Rs100000/- (Rupees One Lakhs) as Security Deposit within 7 days from the date of the communication of award of contract by way of Fixed Deposit Receipts or Bank Guarantee which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of Rs20000/- (Rupees Twenty Thousand) deposited by bidder will be refunded. No interest will be paid on the performance security.

10. CONDITION FOR ELIGIBILITY:

- 10.1 Bidders must read care fully the minimum conditions of eligibility (the "Conditions of Eligibility") Provided herein. Proposal of only those Applicants who satisfy the Condition of Eligibility shall be considered for evaluation.
- 10.2 The Bidder may be a sole proprietorship firm/ a partnership firm/ a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under applicable laws of its origin. Joint venture / Consortium are not allowed.

10.3 To be eligible for evaluation of its Proposal , the Bidder shall fulfill the following:

10.3.1 The Bidder may be a sole proprietorship firm/ a partnership firm/ a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under applicable laws of its origin.

10.3.2 Registered under Income Tax Department

10.3.3 Registered under Goods and Service Tax Department.

10.3.4 Average Annual Financial turnover of Rs. 300000 (Three Lakhs) of the Firm/Agency for financial year 2017-18; 2018-19 and 2019-20.

10.3.5 The Bidder shall have minimum 3 (three) years of experience in supplying of **Stationery & IT Accessories in five Financial year (FY 2015-16-; 2016-17 ,2017-18; 2018-19 and 2019-20 in State Government/Central Government or any State/Central PSU.**

10.3.6 Bidder shall have supplied Stationary & IT accessories minimum of Rs 5,00,000 in last five financial year (FY 2015-16-; 2016-17 ,2017-18; 2018-19 and 2019-20 in State Government/ Central Government or any State/Central PSU.

11 Opening and Evaluation of Bid

11.1 Process of e-bid (Technical Proposal) opening shall take place in the Office of The Project Director on the date of opening of Technical bids stipulated in the e-tender schedule, in presence of the bidders' representatives who choose to be present.

11.2 The Technical Bid of the eligible bidder would be evaluated as per the Qualification criteria set out in the RFP document. Bids will be evaluated based on the information submitted by bidder. However, SMCG-UP reserves the right to seek clarification/documents from the bidders, if SMCG-UP considers it necessary for proper assessment of the bid.

11.3 Process of e-bid (Financial Proposal), opening shall take place in the Office of the Project Director on the date of opening of Financial bids (which shall be communicated to technically qualified bidders at a later stage), in presence of the bidders' representatives who chose to be present.

• For a valid quote, a bidder is required to quote for all the items in the Annexure -III.

• **Item wiselowest rates will be decided on the basis of quoted rates and overall lowest rate (L1) will be decided accordingly.Those firms, which will be interested for supply items on L1rate, will be empaneled.**

12. FORCE MAJEURE:

12.1 If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to SMCG-UP within seven calendar days from the date of

occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of SMCG-UP as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

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

13. LAWS GOVERNING AGREEMENT/CONTRACT:

The Agreement/Contract entered into between SMCG-UP and the firm shall be governed by the laws of India for the time being in force.

14. JURISDICTION OF COURTS:

The court of the place where the Agreement/Contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement/Contract.

15. ARBITRATION:

In the event of any dispute arising between SMCG-UP and the firm in any matter covered under this Agreement/Contract or arising directly or indirectly therefrom or connected or concerned with the said Agreement/Contract in any manner of its implementation of any terms and conditions of the said Agreement/Contract, the matter shall be referred to the Secretary, SMCG-UP who may act as sole arbitrator or may nominate an officer of SMCG-UP as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of SMCG-UP as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made thereunder. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

15. 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 Project Director/Additional Project Director SMCG-UP whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to him and his decision shall be final and binding.

SECTION IV

AGREEMENT FOR SUPPLY OF STATIONERY & IT ACCESSORIES

This agreement is made on this _____ day of 2021 between M/s _____ (herein after called the Firms/ Travel Agency whose term includes its successors and assignees) whose registered office is at _____

_____ and is registered under _____ and acting through its authorized official Sh. _____

_____, and State Mission for Clean Ganga- Uttar Pradesh (Herein after called the SMCG-UP whose term includes its successors and assignees whose registered office is Plot no 18, Sector-7, Gomtinagar extension, Lucknow: 226 010

, Uttar Pradesh and acting through its authorized official Sh. _____.

The Firm/ Agency will Supply Stationary and IT Accessories at SMCG-UP, Lucknow for official use on the terms and conditions herein contained, and rates as mentioned in **Financial Bid**. The "Firms/ Agency" has deposited Rs. _____ (Rupees

_____) as interest free Performance Security.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The Firm/Travel Agency shall during the period of this contract that is to say from _____ to _____ or until this contract is determined by such notice as herein after mentioned, will Supply Stationary and IT Accessories, on the rates accepted as described in schedule vide Annexure-III to this agreement. It is agreed by the Firm/ Agency will Supply Stationary and IT Accessories may be demanded according to the exigencies of service by SMCG-UP.
2. The Firm/ Agency shall comply with all the terms and conditions of Tender documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The authorities of SMCG-UP shall place an order for their requirement and will receive acknowledgement from the Firm/ Agency for supply of vehicles. It is anticipated that the Firm/ Agency will supply vehicles to these authorities on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
4. The Firms/ Agency agrees with the SMCG-UP and with each authority competent to order that every contract of hire order should be subject to the terms of this Agreement for Supply Stationary and IT Accessories and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for Supply Stationary and IT Accessories shall prevail.
5. Firm/Agency will Supply Stationary and IT Accessories to SMCG-UP, from fresh stock not older.

6. The Firm/ Agency should provide the particular model or make of Stationary and IT Accessories as agreed upon in the contract. The SMCG-UP only reserves the right to substitute it with another similar Stationary and IT Accessories.

If for any reason whatsoever the SMCG-UP is not happy with the condition/quality of the Supplied Stationary and IT Accessories, the Firm's/Agency's nearest office will be informed immediately and they should accept and liability to replace it as per requirement. If for any reason the Firm/ Agency is not in a position to provide Stationary and IT Accessories as demanded by the SMCG-UP then the SMCG-UP will be free to take Stationary and IT Accessories from the open market and debit the expenditure on account of it on the claims payable to the Firm/ Agency.

7. Firms/ Agency will submit bills to SMCG-UP on monthly basis for release of payment as per supply list.

8. If the Firm/ Agency fails to Supply Stationary and IT Accessories to SMCG-UP and if the service is not found satisfactory enough, the SMCG-UP shall have the right to terminate the contract in whole or Part.

9. In the event of failure on the part of Firm/ Agency to supply Stationary and IT Accessories as mentioned in the preceding paragraph, payment will not be made as per Provision of Contract.

10. The Tender Document which is annexed to this agreement, part and parcel of this Agreement and integral part of this agreement.

11. That Firm/ Agency is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by Firm/ Agency. SMCG-UP will not be liable for any loss, damages, etc. suffered/ to be suffered by Firm/ Agency or third party as the case may be.

12. If for any reason the SMCG-UP is dissatisfied in any way with the standard of the Supplied Stationary and IT Accessories or felt deficiency in service during the contract period, it will be reported to the Firm/ Agency in writing. The Firm/ Agency without raising any dispute on such assessment by the SMCG-UP regarding the standard of the Supplied Stationary and IT Accessories provided or quality of service rendered by them may immediately replace it with another Stationary and IT Accessories on receipt of such complaint.

Signed

Signed

For and on behalf of the SMCG-UP, Lucknow

For and on behalf of the Firm/Agency

Name (caps):

Name (caps):

Position:

Position:

Date:

Date:

In the presence of Witnesses

In the presence of Witnesses

1.

1.

2.

2.

BID APPLICATION FORM
(On the letter head of the Firms)

No.

Dated:

Project Director,
State Mission for Clean Ganga,
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh,
Plot no 18, Sector-7, Gomtinagar extension,
Lucknow: 226 010

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda which is hereby duly acknowledged, we, undersigned, offer to “Supply of Stationery & IT Accessories” in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within two weeks of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2021.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address

Signature

DOCUMENT/INFORMATION REQUIRED FOR QUALIFYING ELIGIBILITY

Minimum Qualification Requirements		Supportive Document
1.	The Bidder may be a sole proprietorship firm/ a partnership firm/ a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under applicable laws of its origin.	Certificate of Incorporation / Registration (enclose self-attested copy of Certificate)
2.	Registered under Income Tax Department	Copy of Pan Card (enclose self-attested copy of proof)
3.	Registered under Goods and Service Tax Department.	Copy of Goods and Service Identification Number (GSTIN) (enclose self-attested copy of proof)
4.	Average Annual Financial turnover of Rs. 300000 (Three Lakhs) of the Firm/Agency for financial year 2017-18; 2018-19 and 2019-20.	A Certificate issued by practicing Chartered Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover Should be attached.
5.	The Bidder shall have minimum 3 (three) years of experience in supplying of Stationery & IT Accessories in five Financial year (FY 2015-16-; 2016-17,2017-18; 2018-19 and 2019-20 in State Government/Central Government or any State/Central PSU.	Supply order containing Financial year.
6.	Bidder shall have supplied Stationery & IT accessories minimum of Rs5,00,000 in last five financial year (FY 2015-16-; 2016-17 ,2017-18; 2018-19 and 2019-20in State Government/Central Government or any State/Central PSU.	Completion Certificate mentioning details, issued by Client to be submitted, in support of Experience.(enclose self-attested copy of proof)

PROFORMA FINANCIAL BID**I. Supply of Stationery & IT Accessories**

S. No	Name of Item	Quantity	Unit	Unit Rate	Total Amount
1	JK COPIER(Photo copy paper) 75 GSM(RED,500 Pages)	318	Ream		
2	Dot Pen (Blue)- Cello Butter Flow (Pens Jar-25 Pens)	7	Pens Jar(25 Pens)		
3	Dot Pen (Black)- Cello Butter Flow (Pens Jar-25 Pens)	7	Pens Jar(25 Pens)		
4	Stapler (Khangaro) 24X6mm	18	No.		
5	Stapler small size (Khangaroo) HD-10	20	No.		
6	Stapler Pin No. 10 1M(Kores)	25	Pkt.		
7	Stapler Pin 24/6 mm (Kangaro)	25	Pkt.		
8	Stapler Pin 23/17-H(Kangaro)	4	Pkt.		
9	Spiral Slip Pad 50 page Plastic cover	150	No.		
10	Sticky Note pad,de'smat (40 Sheet,3 Colour, Size 25*76 mm)	95	No.		
11	Sticky Note pad (40 Sheet,5 Colour, Size 15*76 mm)	10	No.		
12	Cadac size 10cm60cm with 1m white dori	250	No.		
13	Binder clip (Size 41mm)	11	Pkt.		
14	Binder clip (Size 32mm)	11	Pkt.		
15	Binder clip (Size 19 mm)	11	Pkt.		
16	Dac Pad	105	No.		
17	Fevi stick (15 g)	85	No.		
18	Envelop size 25cmX11cm as per office	2200	No.		
19	Plastic folder File (VIP)	110	No.		
20	Plastic folder L (VIP)	110	No.		
21	Permanent Marker (Kores Black)	30	No.		

S. No	Name of Item	Quantity	Unit	Unit Rate	Total Amount
22	Cello Tape(1 inch, 25 mtr.)	15	No.		
23	Cello Tape(2 inch, 25 mtr.)	15	No.		
24	Correction Fluid White Pen	25	No		
25	J.K. Photo copy Paper(A-3),500 Pages	8	Ream		
26	Pointed Steel Pin	25	Pkt.		
27	Paper Weight(Glass Sphere Shape)	15	No.		
28	Gem Clip (steel,30mm)	20	No.		
29	Tag (Best Quality Bunch),100 Piece	10	Bunch		
30	Pin Cushion (Magnetic)	15	No.		
31	Envelope Size 30X25 CM (Yellow,Plastic coated inside)	700	No.		
32	Register 80 Pages (VIP)	15	No.		
33	Register 100 Pages (VIP)	20	No.		
34	Register 320 Pages (VIP)	17	No.		
35	Pencil HB Nataraj (10 No.)	17	Pkt.		
36	Pencil SharpnerNataraj, (20 No.)	15	Pkt.		
37	Erasers Nataraj, (20 No).	10	Pkt.		
38	Single Punch Machine (Kangaroo)	15	No.		
39	Double Punch Machine (Kangaroo)	10	No.		
40	Hi-Lighter (yellow,Faber Castell/ Luxor)	30	No.		
41	Sealing Wax(10 Stick)	5	Pkt.		
42	Sketch Pen Black	40	No.		
43	Uni-ball Gel Pen(Eye micro UB-150 Blue)	35	No.		
44	Uni-ball Gel Pen(Eye micro UB-150 Black)	20	No.		
45	Classmate Octane Gel Pen (Blue)	25	Pens Jar(25 Pens)		

S. No	Name of Item	Quantity	Unit	Unit Rate	Total Amount
46	Classmate Octane Gel Pen (Black)	25	Pens Jar(25 Pens)		
47	Paste in Slip(05 medium)& 05 large)	5	No.		
48	Paste in Slip(05 large)	5	No		
49	Reynolds TRIMAX Pen	5	No.		
50	HP KEY Board	9	No.		
51	HP Mouse	10	No.		
52	Mouse pad	8	No.		
53	HP Cartridges 12A	4	No.		
54	HP Cartridge Multi Functional 88A	11	No.		
55	HP Cartridge78A	5	No.		
56	Canon Cartridge325	2	No.		
57	Panasonic Cartridge Multi functional DP-MB 536	2	No.		
58	Panasonic Cartridge Multi Functional KX-MB 2120	2	No.		
59	HP Color Cartridges Laser jet CF 410A, CF 411A,CF412A, CF413A -1Set.	4	Set		
60	HP Color Cartridge Laser Jet416A Yellow Magenta, Cyan, Black 1Set	16	Set		
61	HP Cartridges (18A)	10	No.		
62	HP Cartridges (19A)	10	No.		
63	Pen Drive (SanDisk)16GB	15	No.		
64	Pen Drive (SanDisk)32 GB	10	No.		
65	Hard Disk 2TB(Toshiba)	4	No.		
66	HP Mouse (wireless Type)	6	No.		
67	USB Multi Port	6	No.		
68	Printer Connection Wire	2	No.		
69	Extension Board(5 mtr.)	3	No.		

S. No	Name of Item	Quantity	Unit	Unit Rate	Total Amount
70	Extension Board(3 mtr.)	3	No.		
71	Toner Epson(exceed your vision)664(Black, Yellow, Red & Green)	4	Set		
72	Toner Cartridge RICOH SP 310DN SP310HS	10	No.		

FORM OF BANK GUARANTEE FOR BID SECURITY/EMD

To

Project Director,
State Mission for Clean Ganga,
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh,
Plot no 18, Sector-7, Gomtinagar extension,
Lucknow: 226 010

WHEREAS _____ (Name of tenderer) (hereinafter called the tenderer) wishes to submit his tender ““**Supply of Stationery & IT Accessories**” herein after called “the Tender” KNOW ALL MEN by these present that we _____ (Name of Bank) of _____ (Name of country) having our registered office at (_____) (hereinafter called the ‘Bank’) are bound unto the “State Mission for Clean Ganga-UP” (hereinafter called “the Employer”) in the sum of the Rs. _____ (Rupees _____) *for which payment can truly be made to the said Employer. The Bank bind themselves, their successors and assigns by these present with the common seal of the Bank this day _____ of _____ and undertake to pay the amount of _____ Rs. _____ to the employer upon receipt of his first written demand without the employer having to substantiate his demand.

The conditions of this obligation are:

(i) If the tenderer withdraws his tender during the period of Tender validity specified in the Form of Tender.

Or

(ii) If the Tenderer having been notified of the acceptance of his Tender by the Employer during the period of tender validity.

(a) fails or refuses to execute the Form of Agreement in accordance with the instructions to bidders, if required; or

(b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders.

We undertake to pay to the Employer upto the above amount upon receipt of his first written demand, without the employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including the date 45 days beyond the validity of the bid as stated in the Instructions to Bidders or as it may be extended by the Employer, at any

time prior to the closing date for submission of the Tenders Notice of which extension to the Bank is hereby waived. Any demand in respect of this guarantee should be made on the Bank on or before the date of expiry of this guarantee.

“This Guarantee shall also be operatable at our Lucknow Branch at Lucknow, Uttar Pradesh from whom confirmation regarding the issue of this guarantee or extension/renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there-under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation.”

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____ in words) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is served upon us on or before _____ all our liability under this guarantee shall cease.

SIGNATURE OF AUTHORISED REPRESENTATIVE OF THE BANK _____

NAME AND DESIGNATION _____

EMPLOYEE CODE NUMBER _____

SEAL OF THE BANK _____

SIGNATURE OF THE WITNESS (IF THIS IS TO BE WITNESSED AS PER BANK'S POLICY) _____

NAME OF THE WITNESS _____

ADDRESS OF THE WITNESS _____

:

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

To

Project Director,
State Mission for Clean Ganga,
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh,
Plot no 18, Sector-7, Gomtinagar extension,
Lucknow: 226 010

WHEREAS..... (name and address of Firm/ Agency) hereinafter called “the contractor” has undertaken, in pursuance of Letter of Acceptance No. Dated to execute..... (name of Contract and brief description of Works) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Firm/ Agency shall furnish you with a Bank Guarantee for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Firm/ Travel Agency such a Bank Guarantee:

NOW THEREOF we hereby affirm that we are the guarantor and responsible to you on behalf of the Firm/ Travel Agency, up to a total of Rs..... (amount of guarantee) (Rupees..... (in words), , and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

We further agree that no change or addition to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract documents which may be made between you and the Firm/ Agency 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 60 days from the date of expiry of the Contract Period.

“This Guarantee shall also be operatable at our Lucknow Branch at Lucknow, Uttar Pradesh from whom confirmation regarding the issue of this guarantee or extension/renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment thereunder claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation.”

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____ in words) and the guarantee shall remain valid till

_____. Unless a claim or a demand in writing is served upon us on or before _____ all our liability under this guarantee shall cease.

Signature and seal of the Guarantor with Name, Designation, Employee Code Number & Telephone Number.....

Name of the Issuing Bank/ BranchName of the Controlling Branch/Bank.....

Address & Telephone Number.....Address & Telephone Number.....
Date.....

In the presence of (if this is to be witnessed as per bank's policy).....

1.....
(Name, Address & Occupation)

2.....
(Name, Address & Occupation)

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract including additional security for unbalance bids, if any and denominated in Indian Rupees.

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stampact.

UNDERTAKING
(on non-judicial stamp paper of Rs. 100/-)

(I)

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature:

Name:

Designation:

Name of the Agency:

Address of the Agency:

Phone No. & Mob. No.:

Email Address:

Website address (if any):

Date:

Place:

(II)

I / We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature:

Name:

Designation:

Name of the Agency:

Address of the Agency:

Phone No. & Mob. No.:

Email Address:

Website address (if any):

Date:

Place: