

No. SAI/NERC/STATIONARY /2017-18

Dated: 05.02.2018

**NOTICE INVITING TENDERS**

Online tenders are invited for the supply of stationery/general store items and Computer Consumable items as per schedule given below for the year 2017-2018.

Prescribed tender forms along-with detailed terms and conditions for the tender(s) can be downloaded from the website [https:// eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) & [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) free of cost as per details mentioned as under:-

Sl. No	Name of the tender/item	Estimated value of the items	Date of release of tender through e-procurement system	Last date & time for submission of online tender	Earnest money deposit require	Time & date for online opening of tender
1.	Stationery/ general store Items and Computer Consumables	Rs. 4,00,000 (Rupees four lakh only)	05.02.2018 at 1.00 pm	19.02.2018 up to 1.00 p.m.	Rs. 8,000 (Rupees eight thousand only)	<b>Technical Bid</b> on 20.02.2018 at 3.00 p.m. <b>And Price Bid</b> on 21.02.2018 at 3.00 p.m.

Tender documents complete in all respects, must be uploaded on the website [https:// eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) before last date & time of submission of tender.

Sd/-  
**DIRECTOR**  
SAI NERC IMPHAL

SPORTS AUTHORITY OF INDIA  
NORTH EAST REGIONAL CENTRE, IMPHAL

No. SAI/NERC/STATIONARY /2017-18

Dated: 05.02.2018

**Terms & Conditions for e-tendering for procurement of Stationery/general store items and Computer consumables required for Office of the Sports Authority of India, North East Regional Centre Takyel Imphal for the year 2017-18**

**Date of opening: 20.02.2018**

**Time of opening: 3.00 p.m.**

Online Tenders through e-procurement platform are invited for the purchase of Stationery/general store items and Computer consumables mentioned in the attached list for the year 2017-18. The tender must be submitted online on the website <https://eprocure.gov.in/eprocure/app> before last date & time of submission of tender i.e. 19.02.2018 upto 1:00 P.M.

TERMS AND CONDITIONS

1. The rates must be quoted only for the reputed brand items and should be clear in all respect.
2. The rates quoted for all the branded items should not be more than MRP in any case.
3. The Tenderer should submit online Technical bid and Financial bid.
4. The tenderer should submit the tender in the following two bids:
  - A. Technical Bid - It should contain the documents mentioned vide Clause 5 of Tender document.
  - B. Financial Bid - It should have only prices/rates quoted by the tenderers.
5. The bidder shall have an experience and past performance of similar contracts for at least two years in Govt. Departments/PSUs. Copies of supply orders should be submitted along with the tender.
6. The tenderer should submit the following documents as Technical Bid along-with tender, failing which the tender will not be entertained/considered:-
  - A. An earnest Money of Rs.8,000/- (Eight thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favour of Director, SAI NERC Imphal. Earnest money will not be accepted in the form of Cash/Money order. The bid security shall remain valid for a period of three months. The EMD must be submitted physically in SAI NERC Takyel Imphal before the last date and time of submission of tender.
  - B. The firm should be registered with Sales Tax Deptt./Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate.
  - C. Audited balance sheet for preceding three financial years showing minimum annual turn over of Rs.20,00,000/- (Rupees Twenty lakh) & above in each financial year duly authenticated by a registered Chartered Accountant.

- D. An undertaking that their firm/agency has not been black listed by any Govt./Authority/Department/Autonomous Body of State/Central Govt.
- E. List of samples submitted by the firm, which should be in accordance to the Sl. Nos. of list of items mentioned in tender form. (Must be submitted physically in SAI NERC, Takyel, Imphal before last date & time of submission of tender i.e. 19.02.2018 upto 1:00 P.M.)
7. The tender must be submitted online on the website <https://eprocure.gov.in/eprocure/app> before last date & time of submission of tender i.e. 19.02.2018 upto 1:00 P.M.. Tenders will not be accepted if sent by post or any other medium, under any circumstances. Technical Bid of all the tenders will be opened online on 20.02.2018 at 3.00 pm in the chamber of Director SAI NERC Takyel, Imphal in the presence of tenderers or their authorised representatives, who wish to be present on the occasion.
8. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Government, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any limited company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.
9. Each and every document up-loaded along-with tender should be signed by the Prop./Partner/Authorized signatory (in case Pvt. ltd. firm) and same should be up-loaded along-with tender.
10. Any person who is in Government service or an employee of the Department should not be made a partner to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
11. The samples of the items marked as (\*), as per specification, should also be deposited in sealed bag duly super-scribed "SAMPLES OF STATIONERY/GENERAL ITEMS" on 20/02/2018 upto 1:00 pm at SAI NERC Imphal and a list of samples provided should also be given separately. The approval/selection of items would be on the basis of their samples.
12. The rates quoted should be inclusive of all Taxes, cartage & freight charges. The taxes shown separately shall not be considered.
13. The tenderer should quote only one rate for one item as per the specification. In case, if quoted more than one rates for one item, the rate of such items shall not be considered.
14. The Purchase Committee nominated by the Competent Authority to assess eligibility will carry out the evaluation of the bids.
15. The Director is empowered to relax any terms & conditions mentioned herein.

16. The rates must be valid for one-year with effect from the date of acceptance of the tender and may be extendable, if required, by mutual agreement.
17. Successful bidders/tenderers will have to submit Performance Security in the form Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a commercial bank in favour of Director SAI NERC Imphal along-with a signed contract/agreement on Stamp paper of Rs.100/- (paid by tenderer) within 07 days from the date of finalization of the tender to supply the approved items at the approved rates up to the validity of tender. The performance security would be 10% of the expected annual purchases made by this department for their approved items. The earnest money draft submitted along-with tender document will be returned by the department on receipt of said performance security and duly signed contract/agreement for supply of approved goods. The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations.
18. The supply shall have to be made within a week from the date of receipt of the supply order or as desired in the order, failing which EMD/Performance Security submitted by the firm shall be forfeited.
19. The supply, if found not as per approved sample or deficient due to any other reason, shall be rejected at once without assigning any reason and will have to be removed/replaced immediately. In case of failure, these goods can be disposed of by the Department and no claim for the same shall be entertained. In addition to above, the Security Deposit shall also be forfeited.
20. The delivery of goods shall have to be made at the above given address of this Department or as directed by this Department without any extra charges. No incidental charges/or cartage will be paid by the Deptt.
21. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. Tenderer will be black listed by the Government for a period of four years to participate in any type of tender & his security money shall also be forfeited.
22. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
23. The Department reserves the right to terminate the tender without assigning any reason by giving the tenderer one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
24. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

25. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator appointed by the Government of National Capital Territory of Delhi. The Courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
26. Willing Agencies/firms are requested to visit website <https://eprocure.gov.in/eprocure/app> & [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) for detail information and may inquire at Phone No.9615115543 for any clarification.
27. The approved rates shall be valid for one year with effect from the date of acceptance of the tender and work order can be given in more than one installment instead of one consolidated work order.
28. The numbers of items shown in the list may vary according to the actual demand of the department/organization.
29. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on next working day.
30. The department reserves the right to accept or reject any or all quotations without assigning any reasons.

-Sd-  
DIRECTOR,  
SAI NERC IMPHAL

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All the terms & conditions (Sl. No. 1 to 30) are accepted and binding on me/us.

.....  
(Signature of the Tenderer)  
(Rubber seal)

**OFFICE OF THE  
SPORTS AUTHORITY OF INDIA  
NORTH EAST REGIONAL CENTRE, IMPHAL**

**PERFORMA FOR TECHNICAL BID FOR STATIONERY/GENERAL STORE  
ITEMS & COMPUTER CONSUMABLES FOR THE YEAR 2017-2018**

1. Name of the firm :
2. Address :
3. Name & Address of Prop./  
Partner/Authorised signatory :  
(in case of Pvt. ltd. firm)

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1.	Copy of self attested Sales Tax/VAT/TIN Regn. Certificate. Copy of the VAT return for the quarter ending March, 2012.	<u>Yes/NO</u>
2.	Bank Draft for Rs. 8,000/- in favour of Director, SAI NERC Imphal as Earnest Money	Bank Draft No. _____ Dated _____ Name of the Bank and Branch _____
3.	Audited Balance Sheet showing annual turn over of Rs.4,00,000/-and above each year for the last three years.	<u>Yes/No</u>
4.	Undertaking that their firm/agency is not declared black Listed by any Govt./Authority/ Department/ Autonomous Body of state/ Central Govt.	<u>Yes/No</u>
5.	List of samples	<u>Yes/No</u>
6.	Letter of Authorised signatory	<u>Yes/No</u>
7.	Experience & Past performance on similar contracts for last two years in Govt. departments/PSU	<u>Yes/No</u>

.....  
(Signature of tenderer)  
(Rubber seal)

**OFFICE OF THE  
SPORTS AUTHORITY OF INDIA  
NORTH EAST REGIONAL CENTRE, IMPHAL**

**PRICE BID**

**STATIONERY ITEMS**

Sl. No.	Items	Specification	Tentative requirement	Unit	Rate per unit
1. *	Paper Clip	Nickel plated Gems	20 pkts	Pkt.	
2. *	Correction fluid pen	Metal tip, needle type 12ml	12 Nos	Each	
3. *	Diary Register	500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, 70 gsm paper	20 Nos	Each	
4. *	Dispatch register	500 pages approx. 13 ½ X 8 ½ inch with hardboard binding, 70 gsm paper	6 Nos	each	
5. *	Cash Book	20 Nos. 1 B 70 gsm paper	6 Nos.	each	
6. *	Stock Register	8 qr., 384 pages 70 gsm paper	6 Nos.	each	
7. *	Stock Register	4 qr., 192 pages 70 gsm paper	6 Nos	Each	
8. *	Stock Register	2 qr., 96 pages 70 gsm paper	6 Nos	Each	
9. *	Ruled Register	4 qr., 192 pages 70 gsm paper	20 Nos	Each	
10. *	Ruled Register	2 qr., 96 pages 70 gsm paper	20 Nos	Each	
11. *	Attendance Register	Normal	60 Nos.	each	
12. *	Ball Pen	Reynold 045 fine carbure blue/black	75 Nos	each	
13. *	Pilot Pen	Hi-Tech V-5 extra fine blue	10 Nos	each	
14. *	Pencil	HB Bonded	10 pkts	Pkt. of 10 pencils	
15.	Photostat Paper	A-4 size, 75 gsm (Century)	100 reams	Each Ream	
16.	Photostat Paper	F/S size, 75 gsm (Century)	20 reams	Each Ream	
17.	Photostat Paper	A-3 size, 75 gsm (Century)	1 reams	Each Ream	
18. *	Slip Pad	80 pages, size 22 cm X 14 cm spiral binding 70 gsm paper	36 Nos	Each	
19. *	Dak Pad	Made of hardboard with high quality Rexene with dori	50 Nos	Each	
20.	Staplers Big	Kangaroo with a capacity of 50-100 pins	6 Nos	Each	
21.	Stapler pin Big	Kangaroo , size 24/6 packet of 20 X 50 staples	20 pkts	Each	
22.	Stapler small	Kangaroo with a capacity of 50-100 pin	12 Nos.	Pkt.	
23.	Stapler pin small	Kangaroo No. 10-1M 20 X 50 staples	40 pkts	Pkt.	
24.	Glue stick	Non-toxic without solvents, 15 gms	10 Nos.	Each	
25. *	High lighter	Fluorescent in different colors for marking on paper copy and fax	15 Nos	Each	
26. *	Stamp pad	Kores, self inking violet color in metal box	6 Nos.	Each	
27. *	Gum Bottle	300 ml plastic bottle, Camel	6 Nos	Each	
28. *	Note Sheet	Light green color with one green line on both side with hole, 13.5" X 8.5" size, 90 gsm 100 sheets	10 Nos	Pad of sheets	
29. *	Scale	Made of Steel 12"	10 Nos.	Each	
30. *	Plastic folder	Top open, Upper sheet made from good quality transparent sheet and the lower sheet Non transparent good quality plastic.	10 Nos	Each	
31. *	Flag	multicolour	20 pkt.	Each pkt.	

32. *	Punching machine	Good quality Single punch	6 Nos	Each	
33. *	Permanent Marker	Low odour ink, refillable, non- toxic, ventilated cap	20Nos	Each	
34. *	File Cover	Plastic Coated 450 gsm, size 14" x 10"	500 Nos		
35. *	Envelops Plastic coated	4.5"X10"	500 Nos	Each	
36. *	Envelops Plastic coated	FS	50 Nos.	Each	
37. *	Envelops Plastic coated	A-4	50 Nos.	Each	
38. *	Envelops Plastic coated	4"x9"	500 Nos.	Each	
39. *	Envelops Ordinary	4.5"x10"	80 pkt	Each pkt	
40. *	Envelops Ordinary	4"x9"	80 pkt	Each pkt	
41. *	Peon Book	160 pages, with hardboard binding, 70 gsm paper	2 Nos	Each	
42.	Refill for Ball Pen	Reynolds 045	36 Nos	Each	
43. *	File Board	Made of hardboard with dori, border coated with cloth	20 Nos	Each	
44.	Add Gel Pen	Add Gel	24 Nos	Each	
45. *	File Teg	Cotton	36 bundle	Each bundle	
46. *	Stick File	Plastic Best Quality (Thick)	24 Nos.	Each	
47. *	Numbering Machine	Branded	3 Nos.	Each	

Note- Samples of the items marked as ( \* ) should be provided with Technical Bid.

### **STORE ITEMS**

Sl. No.	Items	Specifications	Tentative requirement	Unit	Rate per unit
1. *	Battery cell	Pencil cell 1.5 volt	20 Nos	Each	
2. *	Bucket Plastic	With handle, made of plastic, 15 ltr. capacity	25 Nos	Each	
3.	Colin	500 ml	48 Nos	Each	
4. *	Liquid Hand wash	250 ml with nozzle	12 Nos	Each	
5.	Soap	Dettol 70gm	12 Nos	Each	
6. *	Door mat	3'x2' made of coir	10 Nos	Each	
7. *	Dust bin	Without lid, medium size, made of plastic	20 Nos	Each	
8. *	Scissor	6" stainless steel	3 Nos	Each	
9. *	Electric Kettle	Cap. 1.2 Ltr., Cordless with on/off switch & light indicator, ISI Brand	3 Nos	Each	
10. *	Room freshener	In tin can of 200 gm having various fragrance of reputed brand	10 Nos	Each	
11. *	Glass Tumbler for officers	transparent with fancy design	10 Nos.	Each	
12.	Mosquito repellent machine	Reputed Brand without wire to fix in switch board	10 Nos	Each	
13.	Mosquito repellent refill	to insert in the mosquito repellent machine branded	10 Nos	Each	
14. *	Lock big	7 liver Harrison Original	5 Nos	Each	
15. *	Cello tape	Transparent self adhesive 1" width	6 Nos	Each	
16. *	Cello Tape	self adhesive 2" width (Brown colour)	12 Nos	Each	

17. *	Electronic Calculator	10 digits with 100 steps check & correct facility	12 Nos	Each	
18. *	Electric Extension board	With 6 to 16 amp. with fuse, indicator light, one switch and 4 points	12 Nos	Each	
19. *	Towel	White size 30" X 60"	24 Nos	Each	
20.	Battery for UPS	12V -7 AH maintenance free branded	12 Nos	Each	
21. *	Binder clip	Big 25 mm	15 Nos	Each	
22. *	Binder clip	Small 19 mm	15 Nos	Each	
23.	Plug Top	15 Amp Anchor	05 Nos	Each	
24.	Plug Top	5-6 Amp Anchor	20 Nos	Each	
25.	Pen drive	8 GB Kingston	6 Nos	Each	
26.	Pen drive	16 GB mini size Kingston	6 Nos	Each	
27. *	Blank CD	Recordable, 80 min/700MB	100 Nos.	Each	
28. *	DVD	Recordable, 4.7 GB	100 Nos.	Each	
29.	External Hard Disc	USB 2.0, 500 GB, Seagate	5 Nos.	Each	
30.	External Hard Disc	1 TB Seagate	02 Nos.	Each	

Note- Samples of the items marked as ( \* ) should be provided with Technical Bid.

### **INK CARTRIDGES**

<b>Sr. No.</b>	<b>Items</b>	<b>Configuration/ Specification</b>	<b>Tentative requirement</b>	<b>Unit</b>	<b>Rate per unit</b>
1.	HP L/Jet 1320	49 A	2 Nos.	Each	
2.	HP L/Jet M1522 n	36 A	2 Nos.	Each	
3.	HP L 1020	12 A	16 Nos.	Each	
4.	HP L/Jet P 1008	88 A	10 Nos.	Each	
5.	Cannon 328 L/Jet 3 in one	328 Starter	4 NOS.	Each	
6.	HP L/Jet 5100	29 X C4 129X	1 NOS.	Each	
7.	Epson L 360 (3 in one)	664	2 NOS.	Each	

(RATES QUOTED FOR INK CARTRIDGES OF COMPUTER PRINTERS SHOULD BE ONLY OF HP BRAND, CANNON & EPSON etc., RATES OF OTHER BRAND MAY NOT BE CONSIDERED)

**DRAFT CONTRACT/AGREEMENT**  
(ON RS. 100/- STAMP PAPER)

This contract/agreement is made at New Delhi on ..... for the period of one year from ..... to ..... between the President of India represented by duly authorized and competent officer i.e. **SPORTS AUTHORITY OF INDIA, NORTH EAST REGIONAL CENTRE, TAKYEL IMPHAL-795001** hereinafter referred to as “**First Party**” which expression shall unless excluded by or repugnant to the context be deemed to include his successor in office and assigns on the one part and M/s ..... acting through its authorized representative Sh. .... (Proprietor) with its registered office at ....., which expression shall unless excluded by or repugnant to the context shall include its representative administrator, executives and assign on the “**Second party**”.

Whereas the Second Party has agreed to supply the approved items at the approved rates up to the validity of tender in the O/o **SPORTS AUTHORITY OF INDIA, NORTH EAST REGIONAL CENTRE, TAKYEL IMPHAL-795001** on the following terms and conditions of the tender.

**TERMS AND CONDITIONS**

1. The supply shall have to be made within a week from the date of issue of the supply order or as desired in the order, failing which EMD/Performance Security submitted by the firm shall be forfeited.
2. The supply, if found not as per approved sample or deficient due to any other reason, shall be rejected at once without assigning any reason and will have to be removed/replaced immediately. In case of failure, these goods can be disposed of by the Department and no claim for the same shall be entertained. In addition to above, the Security Deposit shall also be forfeited.
3. The delivery of goods shall have to be made at the above given address of this Department without any extra charges or as directed by this Department. No incidental charges/or cartage will be paid by the Deptt.
4. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to procure the goods from open market at the cost of the contractor. Tenderer will be black listed by the Government for a period of four years to participate in any type of tender & his security money shall also be forfeited.
5. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the

- security deposit is liable to be forfeited.
6. The Department reserves the right to terminate the tender without assigning any reason by giving the tenderer one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
  7. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
  8. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator appointed by the Government of National Capital Territory of Delhi. The Courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
  9. The approved rates shall be valid for one year with effect from the date of acceptance of the tender and work order can be given in more than one instalment instead of one consolidated work order.
  10. The numbers of items shown in the list may vary according to the actual demand of the department/organization.
  11. All other terms & conditions set forth in the tender document shall also be complied with by the contractor.
  12. The tenderer will have to submit Performance Security in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a commercial bank in favour of Director, SAI NERC Imphal within 07 days from the date of finalization of the tender. The performance security would be 10% of the expected annual purchases made by this department for their approved items. The earnest money draft submitted along-with tender document will be returned by the department on receipt of said performance security. The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations.

.....  
(Signature of the  
Tenderer)  
(Rubber seal)