

FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERERS

To

The Deputy Commissioner-cum-Chairman
DITS, Panipat.

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender. We, hereby agree to undertake the contract for supply of Stationery & Ricoh Tonner for Office work in accordance your terms & conditions indicated in DNIT. A Demand Draft No.....dated.....for Rs:.....Drawn on(Name of Bank) in favour of Deputy Commissioner-cum-Chairman, DITS, Panipat is earnest money, not bearing interest.

Enc's.As stated.

Signature:

Date:-

Name:-.....

Address:.....

| |
|--------------------------------------------|
| Cost of Application Form: Rs. 500/- |
| Sr. No.: _____ |
| Date of Sale : _____ |

Office of the Deputy Commissioner-Cum-Chairman, DITS Panipat.

SHORT TENDER NOTICE

Sealed tenders on behalf of the Deputy Commissioner, Chairman Panipat are invited under two bid system i.e. “Technical Bid” and “Financial Bid” from registered, reputed and financially sound firms having minimum annual turnover of Twenty Five Lakhs (Rs. 25,00,000) in last three year for supply of various materials as details given in Annexure “A”. Term & condition can be downloaded from the official website panipat.gov.in.

The interested agencies should send their offers in tender documents which is to be obtained from the office of the District Information Technology Society Panipat, with a non-refundable cost of **Rs. 500/-** D.D or may be downloaded from website panipat.gov.in (DD worth **Rs. 500** to be deposited as fee) and deposit it alongwith **Earnest Money of Rs. 10,000 /-** in the shape of **Demand Draft in favour of the District Information Technology Society, Panipat** payable at, Panipat so as to reach in the office of the District Revenue Officer, Panipat latest by **15 January 2021 upto 11:30 PM** duly described on envelope “**Technical Bid**” and “**Financial Bid**” separately-**Tender for supply of Stationery/RICOH Tonner**. The Technical Bids will be opened on the same day at **12:00 PM** in the office of the **District Revenue Officer, Panipat** in the presence of bidders who may like to be present and Financial Bid opened on **15 January 2021 at 03:00 PM** in the office of District Revenue Officer, Panipat in the presence of bidders who may like to be present.

The Deputy Commissioner-Cum-Chairman, DITS, Panipat has the right to accept or reject any / all tender (s) without assigning any reason.

Deputy Commissioner-Cum-Chairman,
DITS, Panipat

DETAILED NOTICE INVITING TENDER

| | |
|-------------------------------------------|--------------------------------------------------------------------------------------|
| NAME OF WORK | 1. Supply of Stationery 2. Supply of RICOH Tonner |
| Place of Work | Room No. 112, First Floor, DITS, Panipat |
| Earnest Money | Rs 10,000/- (Rs Ten Thousand only) |
| Last Date of Sale of Tender | On or before 14.01.2021 up to 05:00 PM |
| Last Date of Receipt of Tender | On or before 15.01.2021 up to 11:30 AM |
| Date of Opening of Tender (Technical Bid) | On 15.01.2021 (12:00 PM) |
| Date of Opening of Tender (Financial Bid) | On 15.01.2021 (03:00 PM) |
| Place of Opening the Tenders | District Revenue Officer, Room No. 110, 1 st Floor Mini Sectt, Panipat |
| Rate to be kept valid for acceptance | 30 June 2021 |

Supply of Stationery/RICOH Tonner

Sealed Tenders from Authorized Agency/Reputed Firm of Supply of **White Paper of Spectra/Century & Tonner of RICOH Company** (**Authorization letter of Ricoh Company must be required for supply of Ricoh Tonner**)

General Terms and conditions

1. Firm should specially write on the envelop the Item for applied. For Example, **Tender for Supply of Stationery**
2. Conditional or telegraphic tender will not be accepted.
3. The tender received without earnest money will be out-rightly rejected.
4. Earnest Money of Rs. 10000/- (Rs. Ten thousand only) in shape of Bank Draft drawn in favour Deputy Commissioner-cum- Chairman, DITS, Panipat should accompany the tender.
5. Quantity mentioned in notice/annexure-A may be increased/decreased as per requirement of the Office.
6. The bidder/tenderer should quote the rate exclusive of applicable GST.
7. GST once deposited shall not be refunded in any case.
8. The offer without tender form/fees will be rejected state way.
9. Rate should quoted in words as well as in figures.
10. Offer should be neatly typed or hand written. Over writing, additional and alternations carried out, if any in the tender form by the tenderer (s) Firm will invite the rejection of offer state way.
11. Any fraudulent documents submitted with the tender and any misleading information furnished will invite penal action to tune of cancellation of Sale Order, Forfeiture of Security Amount deposited with the tender & blacklisting/debarring of firm (Pvt. Ltd. or Ltd.) or proprietorship firm for doing future business.

12. The Deputy Commissioner-Cum-Chairman, DITS, Panipat reserves the right to accept/reject any or all the tender without assigning any reason.
13. The successful tenderer will have to deposit 10% of the worked out cost of work as security including the earnest money already deposited within two days from the date receipt of work order. In case the required amount is not deposited within the stipulated period, the earnest money already deposited will be forfeited and the work will allotted to any other tenderer.
14. Earnest money of unsuccessful bidder will be refunded to them after completion of tender process.
15. If any bidder require exemption of earnest money/security then he will submit the letter of government in this matter.
16. All disputes will be settled within Jurisdiction of District Panipat.
17. The Income Tax will be deducted at source in accordance with provision.
18. The Security Deposit of the contractor shall be refunded after successful completion of the contract period. Refund of Security Deposit is subject to full and final settlement of the final payment for the work contracted/executed under the contract.
19. The contract shall generally be awarded to the lowest bidder as per the Bid Evaluation Criteria complying with statutory norms. However the competent authority does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
20. The agency should not have been blacklisted by any Central/State Government Department/Organization. Affidavit on Non-Judicial paper of Rs. 10 duly attested from notary for the same must be attached.
21. Only one offer shall be accepted from a proprietor/partner (i.e. under one denomination of agency) irrespective of his/her offers under different agency denominations. In case it is found that the same person has applied for tender under different agency denominations, all such pre-qualification forms and tender offers from such person shall be rejected.
22. Each page of tender document and supporting documents must be signed by tenderer.
23. In Case of any violation of the condition of this contract or failure to provide the material the security deposit will be forfeited and the job shall be entrusted to any other supplier at the risk of the tenderer. The Deputy Commissioner-Cum-Chairman, DITS, Panipat shall have the right to recover the additional cost, if any, incurred on this account from the original tenderer.
24. The Tender document can also be downloaded from the website panipat.gov.in However, tenders submitted in downloaded forms shall be accompanied by a DD for Rs. 500/- as cost of the tender form. In case any query may contact on telephone No. 9416405735.

ANNEXURE 1

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For the tender of Supply of Stationery, RICOH Toner

| | | | |
|---------------------------------------------------------------------------------------------------|---------|-----------|--|
| Name of the Firm | | | |
| Full Office Address | | | |
| Telephone/FAX/Mobile No./email of the Firm | | | |
| Mobile number of the Proprietor/Partner/Authorized Person to be contacted | | | |
| Details of Earnest Money Deposit DD No & Date | | | |
| Banker of Firm/Agency with full address | | | |
| Firm Registration No. /Date of Registration (Attach Proof) | | | |
| PAN No. of Firm | | | |
| GST No. of the Firm | | | |
| Whether the bidder is Authorized vender please attach the Certificate | | | |
| Whether firm is not black listed (Affidavit must be attached) | | | |
| Financial turnover of the tendering Firm/Agency for the last Three Financial Years (Attach proof) | Year | Turn Over | |
| | 2017-18 | | |
| | 2018-19 | | |
| | 2019-20 | | |
| Remarks, if any | | | |

Sign with seal

ANNEXURE 2

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For the tender of Supply of Stationery/Ricoh Tonner (Mark for which the Firm applied)

1. Name/Address of tendering Firm : _____
2. Rates are to be quoted in the format given below, on the letterhead of the Firm/Company

| Sr. No. | Particulars | Rate (Per Rim & Per Tonner) | GST | Total |
|---------|-------------------------|--------------------------------------|-----|-------|
| 1 | White Paper A4 (75 GSM) | | | |
| 2 | White Paper FS (75 GSM) | | | |
| 3 | White Paper A3 (75 GSM) | | | |
| 4 | Tonner 2501 (RICOH) | | | |
| 5 | Tonner 2014 (RICOH) | | | |

Date : _____ Signature & Seal of the Tenderer

Place: _____ Name:

Note:

- The tenderer should take care that the details, rate and amount should be written in such a way that manipulation is not possible. No blanks/overwriting in the Financial Bid will be allowed and such type of mistake shall make the tender liable for rejection straightway. Each and every column should be filled in the financial bid.
1. All entries in the Tender Form should be legible and filled clearly, neatly and accurately. Any alteration, erasing or over-writing would make tender invalid. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

ANNEXURE 'A'

| Sr. No. | Description of Item | Approximate Quantity |
|---------|-------------------------------|----------------------|
| 1 | White Paper A4 (75 GSM) | 470 Rim |
| 2 | White Paper FS/Legal (75 GSM) | 600 Rim |
| 3 | White Paper A3 (75 GSM) | 225 Rim |
| 4 | Tonner 2501 (RICOH) | 25 Tonner |
| 5 | Tonner 2014 (RICOH) | 25 Tonner |

Office:- District Information Technology Society Panipat Room No.
112, 1st Floor, Mini Sec. Panipat Mobile No. 9416405735

Short Tender Notice

District Information Technology Society Panipat invited Sealed Tender from Reputed firm for Supply of the following items.

| Sr. No. | Name of Work | Required Quantity | E/Money (In Rs.) | Additional Security from the Successful Bidder | Bid Fees (In Rs.) | Last Date & Time for Submission of Bid | Date & Time for Opening of Bid | |
|---------|-------------------------------|-------------------|------------------|------------------------------------------------|-------------------|----------------------------------------|--------------------------------|------------------------------|
| | | | | | | | Technical Bid | Financial Bid |
| 1 | White Paper A4 (75 GSM) | 470 Rim | 10000/- | As per Norms | 500/- | 15-01-21 Time 11-30 AM | 15-01-21 Time 12-00 PM | 15-01-21 Time 03-00 PM |
| 2 | White Paper FS/Legal (75 GSM) | 600 Rim | | | | | | |
| 3 | White Paper A3 (75 GSM) | 225 Rim | | | | | | |
| 4 | Tonner 2501 (RICOH) | 25 Tonner | 10000/- | As per Norms | 500/- | 15-01-21 Time 11-30 AM | 15-01-21 Time 12-00 PM | 15-01-21 Time 03-00 PM |
| 5 | Tonner 2014 (RICOH) | 25 Tonner | | | | | | |

Terms & Condition along with tender form available on panipat.gov.in

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Deputy Commissioner -cum-Chairman,
DITS, Panipat

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

Packet-I (Sealed) containing Technical Bid

- (i) Earnest Money Deposit of Rs. 10,000 /-.
- (ii) Completed Tender Form (duly signed on each page. No page should be altered of the tender form.
- (iii) Attested copy of PAN Card of proprietor
- (iv) Attested copy of GST registration certificate.
- (v) Financial position of Firm.
- (vi) Affidavit regarding blacklist of company.

NB- All copies must be attested/ self attested with seal of firm.

Packet-II (sealed) containing the Financial Bid

Financial Bid on the letterhead of the Firm/Company

The packet I and II shall be placed in a single envelope and it should be sealed and superscripted as “Quotation for Supply of Stationery or RICOH Tonner.