



DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas)
OIDB Bhawan, Plot No. 2, Sector 73, Noida-201301, India.
Phone: 0120-247 2000, Fax- 247 2049. eMail- mm@dghindia.org

INVITATION FOR BID (IFB) - NATIONAL COMPETITIVE BIDDING (NCB)

Directorate General of Hydrocarbons (DGH) invites bids under “Two Bid System” on Open Indigenous Tender Basis from experienced Indian Suppliers / Contractors for the following Services / Scope of Supply :

Bid Document No	:	DGH/MM/S&P/032/2015-16/ENQ/021.
Description of Service	:	Rate Contract for Stationery & Printing Items for 2 years.
Cost of Bid Document (Non-refundable)	:	Rs. 500.00
Bid Closing Date & Time	:	11.01.16 at 1400 hrs.(IST)
Bid Opening Date	:	11.01.16 at 1500 hrs.(IST)

The detailed Bid Documents can be viewed / downloaded from DGH’s web site www.dghindia.org or Government of India’s Public Procurement Portal <http://eprocure.gov.in/cppp/>, till bid closing date & time.

Addendum/ Corrigendum / Bid Due Date Extensions, if any, to the Bid Documents shall be uploaded on aforementioned websites only. Hence, bidders shall view the said websites regularly.

**Directorate General of Hydrocarbons
Ministry of Petroleum & Natural Gas**

Phone No : (+91)-120-2472000
Tele Fax : (+91)-120-2472049

Office of : Director General (DGH)
OIDB Bhawan, Tower A, Plot No. 2,
Sector – 73, NOIDA-201301, INDIA

FORWARDING LETTER FOR INVITATION TO BID

To,

Sir/s,

The Directorate General of Hydrocarbons (DGH) hereby invites sealed tenders in duplicate for providing aforesaid scope of supply / services.

The salient features of the tender are:

1	Tender No.	:	DGH/MM/S&P/032/2015-16/ENQ/021
2	Type of Bid	:	National Open Tender under 2 Bid System (Techno-commercial Bid & Price Bid)
3	Brief Description of the Services / Scope of Supply.	:	Rate Contract for Stationery & Printing Items for 2 years.
11	Duration of the Rate Contract.	:	2 year from date of commencement.
12	Delivery Date for individual release orders against the Rate Contract.	:	7 days from the date of the delivery order.
5	Terms of Delivery	:	Delivered Free at the Office of DGH, Noida.
6	Cost of Bid Documents (Tender Fee)	:	Rs. 500.00
7	Last date for communication to DGH of exceptions/ deviations, clarifications if any, along with suggested changes	:	04.01.16
8	Last date for downloading tender documents	:	Same as bid closing date & time as given below
9	Bid Closing Time & Date	:	11.01.16 at 1400 Hrs
10	Place of Submission	:	Directorate General of Hydrocarbons (DGH), OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301. India.
11	Bid Opening Time, Date & Place	:	Techno-commercial bid : 1500 Hrs. (IST) on the same date of Bid Closing and at the same address, as

			above. Price bid : Opening time and date shall be intimated to technically qualified bidders.
12	Bid validity	:	90 days from bid closing date.
13	Amount of Bid Bond (original Bid Bond to be enclosed with the Techno-commercial Bid only)	:	Rs. 50,000.00 Bid Bond should be valid for 45 days beyond the validity of the bids asked for in the Bid Documents.
14	Amount of Performance Security to be submitted only by the Successful Bidder.	:	10 % of the Annual Contract value to be submitted within 15 days of issue of the letter of Award (LoA). Bidders should ensure that the Performance Bank Guarantee should be valid for a period extending to 6 months beyond duration of the contract.
15	Quantum of Liquidated damages for default in delivery as per the contract.	:	At the rate of 1% of the Release Order Value per week or part thereof subject to a maximum of 10%, for the period extending beyond the scheduled delivery date and Commissioning date.

Other details and terms/conditions are as per the following Annexures I-IV.

You are invited to submit your bid against the above tender.

Thanking you,

Yours faithfully

HOD (MM)

Encl: As above

For Directorate General of Hydrocarbons

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1.0 ELIGIBILITY AND EXPERIENCE OF THE BIDDER:- Please refer to “Technical & Commercial Rejection Criteria” under Bid Evaluation Criteria under **Annexure-II**.

2.0 TENDER FEE (Cost of Bid Documents)

2.1 The offer will not be considered without tender fee. The bidders downloading the Bid document from the website should ensure to submit “Tender Fee” in the form of a Demand Draft, along with the Techno-commercial Bid. The DD should be drawn in the name of “Directorate General of Hydrocarbons” payable at New Delhi. In the event a particular tender is cancelled, the tender fee will be refunded to the concerned Bidder.

2.2 However, MSEs eligible as per Ministry of MSME’s guidelines, and Government Departments will be exempted from payment of tender fee, provided the bidder submits necessary evidence for eligibility, along with the bid.

3.0 TRANSFER OF BIDDING DOCUMENT

The Bidding document is not transferable.

4.0 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENT

5.0 CONTENT OF BIDDING DOCUMENTS

5.1 The goods & ancillary services required, bidding procedures and contract terms are described in the bidding document. In addition to the Invitation for Bids, the bidding documents include:

Annexure-I : Instructions to Bidders with following Appendices.

- Appendix-1 : Bid Submission Proforma.
- Appendix-2 : Proforma of Authorization Letter for Attending Tender Opening.
- Appendix-3 : Bid Bond Bank Guarantee proforma.
- Appendix-4 : Bank Guarantee for Performance Security
- Appendix-5 : Check List

Appendix-6 : Bidders Past Supplies Proforma
Appendix-7 : Bidder's Information Proforma

Annexure-II : Bid Evaluation Criteria

Annexure-III A : General Terms & Conditions of Contract for Supply.

Annexure-III B : Special Conditions of the Contract

Annexure-IV A & B : Scope of Supply & Specifications and Price Format

5.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarifications.

6.0 AMENDMENT OF BID DOCUMENT

6.1 At any time prior to the deadline for submission of bids, DGH may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidder, modify the Bid Documents by the issuance of an Addendum.

6.2 The Addendum will be hoisted on DGH's & GoI's CPPP websites. All are advised to visit DGH website periodically to update themselves about modifications to the Bid , if any, in order to submit their offer accordingly.

6.3 In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the DGH may at its discretion, extend the deadline for the submission of Bids and any such extension will be conveyed to the bidders through DGH's website.

C. PREPARATION OF BIDS

7.0 LANGUAGE AND SIGNING OF BID

7.1 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the DGH shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the bid, the translation shall prevail.

7.2 Bids shall be submitted in the prescribed bid proforma as per **appendices 1 to 7 of Annexure-I** & Price schedule. The prescribed proforma at Appendices of **Annexure-I**, duly filled in and signed should be returned intact whether quoting for any item or not. When items are not

being tendered for, the corresponding space should be defaced by some such words as "Not Quoting".

7.3 In the event of the space on the bid proforma being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, showing the tender number and should be duly signed. In such cases reference to the additional page(s) must be made in the bid.

7.4 The bid proforma referred to above, if not returned or if returned but not duly filled in will be liable to result in rejection of the bid.

7.5 The Bidders are advised in their own interest to ensure that all the points brought out in the check list are complied with in their bid failing which the offer is liable to be rejected.

7.6 The bids can only be submitted in the name of the Bidder in whose name the bid documents were issued by DGH. The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexures / Appendices. It shall be complete and free from ambiguity, change or interlineations.

7.7 The bidder should indicate at the time of quoting against this tender their full postal and e-mail /fax addresses and also similar information in respect of their authorized agents in India, if any.

7.8 The Bidder shall sign its bid with the exact name of the firm to whom the contract is to be issued. The bid shall be signed by a duly authorised officer and in the case of a Company, the same shall be sealed with the company seal or otherwise appropriately executed under seal.

7.9 The bidder shall clearly indicate their legal constitution and the person signing the bid shall state his capacity and also source of his ability to bind the Bidder.

7.10 The power of attorney or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder, shall be annexed to the bid.

7.11 The Bidder, in each tender, will have to give a certificate in its offer, that the terms and conditions as laid down in this bidding document are acceptable to it in toto.

7.12 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

7.13 The original bid should be signed manually by the authorized signatory(ies) of the bidder.

7.14 The complete bid including the prices must be written by the bidders in indelible ink. Bids and/or prices written in pencil will be rejected.

8.0 COMPLIANCE WITH THE REQUIREMENTS OF BID EVALUATION CRITERIA (BEC) AND ALL OTHER TENDER CONDITIONS:

8.1 Advice to bidders for avoiding rejection of their offers:

DGH has to finalize its purchase / contracts within a limited time schedule. Therefore, it may not be feasible for DGH to seek clarifications in respect of incomplete offers. Prospective bidders are advised to ensure that their bids are complete in all respects and conform to DGH's terms, conditions and bid evaluation criteria of the tender. Bids not complying with DGH's requirement may be rejected without seeking any clarification.

9.0 DOCUMENTS COMPRISING THE BID

9.1 Techno-commercial Bid:

9.1.1 The bid prepared by the Bidder shall comprise the following components, duly completed:

- a) Proof of the sale / issue of bid documents or Requisite "Cost of Bid Document" in case of using downloaded Bid documents, as the case may be.
- b) The power of attorney or authorisation, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder.
- c) All **Appendices** of Annexure-I.
- d) Price Format. (**Annexure-IV A & B**) (Without indicating Prices)
- e) Documentary evidence establishing that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted. The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the DGH's satisfaction :
 - (i) that the Bidder has the financial, technical and production capability necessary to perform the Contract.
 - (ii) that the Bidder meets **all** the criteria prescribed in the Bid Evaluation Criteria (**Annexure-II**).
- f) Documentary evidence that the goods and services to be supplied / rendered by the Bidder are eligible goods & services and conform to the requirements of bidding documents. The documentary evidence of conformity of the services to the bidding documents may be in the form of literature, drawings and data and shall consist of:
 - (i) A detailed description of essential technical and performance characteristics of the services.
 - (ii) An item by item commentary on the DGH's technical specifications demonstrating conformity to the provisions of the technical specifications of the bidding document.

g) Bid security.

h) The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by DGH debarring them from carrying on business dealings with DGH.

9.2 Price Bid

The Bidder shall complete the appropriate price schedule furnished in the bidding document, indicating the services to be provided.

10.0 BID PRICES

10.1 The bidders shall indicate on the appropriate price schedule the net unit prices (wherever applicable) .

10.2 Prices quoted by the bidder shall be firm during the bidder's performance of the contract and not subject to variation on any account.

10.3 Discount: Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be lowest, DGH shall avail such discount at the time of award of contract.

10.4 Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sales Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail exemptions/ concessional rates of levies like customs duty, excise duty, VAT/sales tax, etc. DGH will not take responsibility towards this. However, DGH may provide necessary assistance, wherever possible, in this regard.

10.4.1 Bidders may take note there would be NO customs duty exemption available for business tendered with DGH.

10.5 Income Tax Liability

The bidder will have to bear all Income Tax liability both corporate and personal tax.

11.0 PAYMENT TERMS: Within 30 days of receipt of Invoices after successful delivery, installation and commissioning. (Payment terms as given in "Scope of Supply / Service" or "Special Conditions" will prevail).

12.0 MODE OF PAYMENT

In all cases, DGH shall make payments only through Electronic Payment mechanism (viz. NEFT/RTGS /ECS). Bidders should invariably provide the following particulars alongwith their offers:

1. Name & Complete Address of the Supplier / Contractor as per Bank records.
2. Name & Complete Address of the Bank with Branch details.
3. Type of Bank account (Current / Savings/Cash Credit).
4. Bank Account Number (indicate 'Core Bank Account Number', if any).
5. IFSC / NEFT Code (11 digit code) / MICR code, as applicable, along with a cancelled cheque leaf.
6. Permanent Account Number (PAN) under Income Tax Act;
7. TIN/Sales Tax Registration Number (for supply of Goods) and Service Tax Registration Number (for supply of Services), as applicable.
8. E-mail address of the vendor / authorized official (for receiving the updates on status of payments)."
9. Confirmation as to whether the bidder belong to the category of Micro, Small and Medium Enterprises as defined in the "Micro, Small and Medium Enterprises Development Act, 2006 (MSMEDA)". If yes, specify the category of Micro, Small or Medium Enterprises and whether the enterprise is in manufacturing or service industry, along with valid documentary evidence.
10. Any other details as required by the remitting bank.

For receiving payment through NEFT / RTGS, the bank/branch in which the bidder is having account and intends to have the payment should be either an NEFT enabled bank or SBI branch with core banking facility.

13.0 VAGUE AND INDEFINITE EXPRESSIONS

13.1 Bids qualified by vague and indefinite expressions such as "Subject to availability" etc. will not be considered.

14.0 PERIOD OF VALIDITY OF BIDS

14.1 The Bid shall be valid for acceptance for the period as indicated in the "Invitation for Bid" (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of bids till the expiration of the validity period or any extension agreed thereof.

14.2 In exceptional circumstances, prior to expiry of the original bid validity period, the DGH may request the bidder for a specified extension in the period of validity. The requests and the responses shall be made in writing. The Bidder will undertake not to vary/modify the bid during the validity period or any extension agreed thereof. Bidder agreeing to the request for extension of validity of offer shall be required to extend the validity of Bid Security correspondingly.

15.0 BID SECURITY

15.1 The Bid Security is required to protect the DGH against the risk of Bidder's conduct which would warrant the security's forfeiture in pursuance to clause **15.7**.

15.2 MSEs eligible as per Ministry of MSME's guidelines, and Government Departments will be exempted from Bid Security, provided the bidder submits necessary evidence for eligibility, along with the bid.

15.3 The Bidders not covered under Para **15.2** above must enclose with their offer (in case of two bid systems, with techno-commercial bid) bid security. The amount for bid security has been indicated in the "Invitation For Bid".

15.4 The Bid Security shall be acceptable in any of the following forms:

- (i) An account payee Demand Draft in favour of Directorate General of Hydrocarbons & payable at Delhi,
- (ii) valid for 90 **days** from its date of issue.
- (iii) A Bank Guarantee as per **Appendix-3**. Bank Guarantee issued from any of the Nationalised / scheduled Bank in India on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker valid for 45 days beyond the validity of the bids asked for in the tender.

15.5 DGH shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.

15.6 Subject to provisions in para **15.2** above, offers without Bid Security will be ignored.

15.7 The Bid Security shall be forfeited:

- a) If Bid is withdrawn during the validity period or any extension thereof duly agreed by the Bidder.
- b) If Bid is varied or modified in a manner not acceptable to DGH during the validity period or any extension of the validity duly agreed by the Bidder.
- c) If a Bidder, having been notified of the acceptance of its bid, fails to furnish Security Deposit/Performance Bank Guarantee (Performance Security) within 21 days of notification of such acceptance.

15.8 The Bid Security of unsuccessful Bidders will be returned on finalization of the bid. The Bid Security of successful bidder will be

returned on receipt of Security Deposit/Performance Bond (Performance Security).

16.0 TELEFAX / e-MAIL / XEROX / PHOTOCOPY BIDS AND THE BIDS CONTAINING SCANNED SIGNATURE:

16.1 Telefax / e-mail / Xerox / Photocopy bids and bids with scanned signature will not be considered.

Original bids should be signed manually failing which they shall be rejected.

D. SUBMISSION AND OPENING OF BIDS

17.0 SEALING AND MARKING OF BIDS.

17.1 Offers are to be submitted in triple sealed covers. The first inner sealed cover will contain Techno-Commercial bids having all details but with price column blanked out. **However a tick mark (✓) shall be provided against each item of the price bid format to indicate that there is a quote against this item in the Priced Commercial bid** This cover will clearly be super scribed with "Techno-Commercial bid" along with tender number and item description. The second sealed inner cover will contain only the price schedule duly filled in and signed and will be clearly super scribed with "Price Bid" along with tender number. These two covers shall be put into outer cover and sealed. The outer cover should duly bear the tender number and date of closing/opening prominently underlined, along with the address of this office. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney / board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

17.2 The right to ignore any offer which fails to comply with the above instructions is reserved. Only one bid should be included in one cover.

17.3 Price bids, which remain unopened with DGH, will be returned to the concerned bidders within 5 (five) working days of receipt of Performance Guarantee Bond(s) from the successful bidder(s).

17.4 Any change in quotation after opening of the tender WILL NOT BE CONSIDERED.

17.5 DGH will not be responsible for the loss of tender form or for the delay in postal transit.

18.0 DEADLINE FOR SUBMISSION OF BIDS

18.1 The Bid must be received by the DGH at the address specified in Invitation for Bids not later than **1400 Hrs** (IST) on the notified date of closing of the tender. Offers sent by hand delivery should be put in the Tender Box at the specified office not later than **1400 Hrs.** (IST) on the specified date. All out-station tenders, if sent by post, should be sent under registered cover. **Bids received by post without proper superscription of**

Tender number & Bid Closing Date on the outer envelope will be opened in DGH office as ordinary mail and may not be considered.

19.0 LATE BIDS

19.1 Bidders are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid.

19.2 Any bid received after dead line for submission of bid, will be rejected and returned unopened.

20.0 MODIFICATION AND WITHDRAWAL OF BIDS

20.1 No bid may be modified after the dead line for submission of bids.

21.0 OPENING OF BIDS

21.1 The bid will be opened at **1500 Hrs.** (IST) on the date of opening indicated in "Invitation for Bid". The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at **Appendix-2** hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

21.2 In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid, the time notified remaining the same.

E. EVALUATION OF BIDS

22.0 EVALUATION AND COMPARISON OF BIDS

22.1 Evaluation and comparison of bids will be done as per provisions of Bid Evaluation Criteria at **Annexure-II**.

23.0 UNSOLICITED POST TENDER MODIFICATIONS

23.1 Unsolicited post-tender modification will lead to straight away rejection of the offer.

24.0 EXAMINATION OF BID

24.1 The DGH will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

24.2 DGH will determine the conformity of each bid to the bidding documents. Bids falling under the purview of "Rejection Criteria"

of the bid Evaluation Criteria of the bidding document will be rejected.

25.0 SPECIFICATIONS

25.1 The Bidder must note that its Bid will be rejected in case the tender stipulations are not complied with strictly or the services offered do not conform to the required specifications indicated therein. The lowest Bid will be determined from among those Bids which are in full conformity with the required specifications.

26.0 PURCHASE PREFERENCE

26.1 DGH reserves its right to allow to the Indian Small Scale Sector purchase preference facility as admissible under the existing policy.

F. AWARD OF CONTRACT

27.0 AWARD CRITERIA.

DGH will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

28.0 DGH'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

28.1 DGH reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for DGH's action. The DGH also reserves to itself the right to accept any bid in part or split the order between two or more bidders.

29.0 NOTIFICATION OF AWARD (NOA)

29.1 Prior to the expiration of the period of bid validity, DGH will notify the successful bidder in writing that its bid has been accepted.

29.2 The notification of award will constitute the formation of the contract.

29.3 Upon the successful bidder's furnishing performance security, pursuant to clause 30, the Purchaser will promptly notify each unsuccessful bidder and discharge their bid securities.

30.0 PERFORMANCE SECURITY:

30.1 Within **15 days** of receipt of notification of award of Supplies / Job from DGH, the successful Bidder shall furnish to DGH the Performance Security for an amount specified above (and Letter of Award(LOA) issued by DGH to Contractor awarding the contract) as per **Appendix-4** in the form of

Bank Guarantee (BG) from any Nationalised / Scheduled Bank in India. Bank Guarantees issued by Banks should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.

30.2 The performance security specified above must be valid for 3(three) months plus 3 months to lodge claim, if any, after the date of expiry of the tenure of the contract to cover the warranty obligations indicated in clause 9 of General Terms & Conditions hereof. The same will be discharged by DGH not later than 30 days following its expiry. In the event of any extension of the Contract period, Bank Guarantee should be extended by Contractor by the period equivalent to the extended period.

30.3 The performance security shall be payable to DGH as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.

30.4 The Performance Security will not accrue any interest during its period of validity or extended validity.

31.0 SIGNING OF CONTRACT

At the same time as Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the contract/supply order in duplicate. The contract against this tender will be governed in accordance with the General Terms & Conditions of Contract at **Annexure-III**. The successful Bidder will return one copy of the supply order/contract duly signed on each page as token of confirmation/acceptance.

32.0 Submission of forged documents:

32.1 Bidders should note that DGH may verify authenticity of all the documents/certificate/information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract/PO execution etc., if it is established that bidder has submitted forged documents/certificates/information towards fulfilment of any of the tender/contract conditions, DGH shall immediately reject the bid of such bidder(s) or cancel/terminate the contract and forfeit EMD/SD submitted by the bidder.

32.2 The bidder shall be required to give an undertaking on the company's letter head and duly signed by the signatory of the bid, that all the documents/ certificates/information submitted by them against the tender are genuine. In case any of the documents/certificates/information submitted by the bidder is found to be false or forged, action as deemed fit may be initiated by DGH at its sole discretion.

BID SUBMISSION PERFORMA

Tender No.....

Bidder's Name & Address:

Telephone No :

FAX NO:

e-Mail ID:

Directorate General of Hydrocarbons.

OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India.

Dear Sirs,

1. I/We hereby offer to supply the Items / Services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer valid for the validity period indicated in the Forwarding Letter of this tender document.

2. I/We have understood and complied with the "Instructions to Bidders" at Annexure-I, "Bid Evaluation Criteria" at Annexure-II, and accepted the "General Terms and Conditions" at Annexure-III A and Special Conditions of the Contract at Annexure-III B, for providing services and have thoroughly examined and complied with the Scope of Supply & Specifications etc at Annexure-IV A & B, hereto and am/are fully aware of the nature of the service required and my/our offer is to provide services strictly in accordance with the requirements.

3. I / We declare that all the information given and documents submitted by me/ us in our bid are true, correct and genuine. I/We further agree that if any of the information given in bid or in any of documents submitted in support of bid for the award of tender found to be untrue or incorrect or false or forged, action as deemed fit may be initiated by DGH at its sole discretion.

Yours faithfully,

Signature of the Bidder

Name_____

Dated

Seal of the Company

Signature of witness

Address

Note : This form should be returned along with offer duly signed.

AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

NO.

Date.....

To,

The
Directorate General of Hydrocarbons.
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301,
India.

Subject : **Tender No.**----- **due on**-----

Sir,

Mr..... has been authorised to be present at the time
of opening of above tender due on..... at, on
my/our behalf.

Yours faithfully

Signature of Bidder

Copy to: Mr.for information and for
production before the HoD (MM) at the time of opening of bids.

Proforma of Bank Guarantee towards Bid Security
BID BOND

Ref. No.....

Bank Guarantee No.....

Dated

To,

Directorate General of Hydrocarbons
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301,
India.

Dear Sirs,

1. Whereas Directorate General of Hydrocarbons, having its office at OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India. (hereinafter called 'DGH' which expression unless repugnant to the context or meaning thereof shall mean and include all its successors, administrators, executors and assignees) has floated a Tender No. _____ and M/s _____ having Head/Registered office at _____ (hereinafter called the 'Bidder' which expression unless repugnant to the context or meaning thereof shall mean and include all its successors, administrators, executors and permitted assignees) have submitted a bid Reference No..... and Bidder having agreed to furnish as a condition precedent for participation in the said tender an unconditional and irrevocable Bank Guarantee of Indian Rupees (in figures) _____ (Indian Rupees (in words) _____ only) for the due performance of Bidder's obligations as contained in the terms of the Notice Inviting Tender (NIT) and other terms and conditions contained in the Bidding documents supplied by DGH which amount is liable to be forfeited on the happening of any contingencies mentioned in said documents.

2. We (name of the bank) _____ registered under the laws of _____ having its head/registered office at _____ (hereinafter referred to as "the Bank" which expression, unless repugnant to the context or meaning thereof, shall mean and include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on the first demand by DGH, the amount of Indian Rs. (in figures) _____ (Indian Rupees (in words) _____ only) in aggregate at any time without any demur and recourse, and without DGH having to substantiate the demand. Any such demand made by DGH shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the Bidder.

3. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

4. The Bank also agree that this guarantee shall be irrevocable and governed and construed in accordance with Indian Laws and subject to

exclusive jurisdiction of Indian Courts of the place from where the Bank Guarantee has been issued..

5. This guarantee shall be irrevocable and shall remain in force up to _____ which **includes forty-five days** after the period of bid validity and any demand in respect thereof should reach the Bank not later than the aforesaid date.

6. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs (in figures) _____ (Indian Rupees (in words) _____ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) _____.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us by the said date, all the rights of DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim. In witness whereof, the Bank, through its authorized officer, has set its hand and stamp on this day of at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name, designation and
official address (in legible
letters) with Bank stamp.

Attorney as per Power of
Attorney No.....
Dated

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)

Notes:

11. The expiry date as mentioned in clause **5 & 6** should be arrived at by adding **45** days to the date of expiry of the bid validity unless otherwise specified in the bidding documents.

Proforma of Bank Guarantee towards Performance Security.

Ref. No.

Bank Guarantee No.

Dated.

To,

Directorate General of Hydrocarbons,
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301.

Dear Sirs,

1. In consideration of Directorate General of Hydrocarbons, having its Office at OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India, (hereinafter referred to as 'DGH', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and DGH having agreed that the CONTRACTOR shall furnish to DGH a performance guarantee for Indian Rupees for the faithful performance of the entire CONTRACT.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs (in figures) _____ (Indian Rupees (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by DGH on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by DGH in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that DGH at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that DGH may have in relation to the CONTRACTOR's liabilities.

4. The Bank further agrees that DGH shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in DGH against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of DGH or any indulgence by DGH to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of DGH under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till DGH discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of DGH or that of the CONTRACTOR.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the Purchase Order has been issued.

9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ (Indian Rupees (in words) _____) and our guarantee shall remain in force until _____.(indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorised officer has set its hand and stamp on this day of20__ at

WITNESS NO. 1

(Signature)
Full name and official address
(in legible letters)

(Signature)
Full name, designation and
address (in legible letters)

with Bank stamp

WITNESS NO. 2

Attorney as per power of

(Signature)
Full name and official address
(in legible letters)

Attorney No.....
Dated

Bank Information of DGH:

Name of the Bank	: State Bank of Patiala,
Address of the Bank	: Shastri Bhawan, New Delhi
IFSC Code	: STBP0000203
Account Number	: 65191279625
Accounts Name	: Directorate General of Hydrocarbons

Appendix-5**CHECK LIST**

(Must be submitted duly ticked, along with the Techno-commercial Bid)
Please Tick (✓) compliance (Yes/No) for the following:

Sl	Particulars	Yes	No
1	Whether “Cost of Bid Documents” (Tender Fee) submitted along with Techno-Commercial Bid ?		
2	Whether “Bid Security” submitted along with Techno-Commercial Bid?		
3	In case of Exemption from “Cost of Bid Documents” and Bid Security, necessary certificates attached along with Techno-Commercial Bid ?		
4	Whether Appendices of Annexure-I, as under, has been submitted along with Techno-commercial Bid, duly filled in and signed ?		
4a	Appendix-1 : Bid Submission Proforma.		
4b	Appendix-5 : Check List		
4c	Appendix-6: Bidders Past Services (Similar) Proforma.		
4d	Appendix-7: Bidder’s Information Proforma		
5a	Whether all the clauses of the bidding document are accepted ?		
5b	Whether you have taken any exception/deviations to the bid document		
5c	If “YES” to Sl. 5b above, whether the same has been furnished along with the Techno-Commercial Bid. Please indicate page number of your bid where exceptions are furnished. (Please ref. Para A of Annexure-II in this regard)		
6	Whether prices quoted will remain firm through the contract period and without any qualifications?		
7	Whether the period of validity of the offer is as required in bidding document?		
8	Whether your offers conform to the delivery/contract period indicated in the bid?		
9	Whether copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts enclosed with the techno-commercial Bid, as per Annexure-II ?		
10	Whether it is ensured that prices are not disclosed in the Techno-Commercial Bid Envelope?		

Signature of the Bidder

Name_____

Seal of the Company

BIDDERS PAST SUPPIES PROFORMA

Sl. No	Name & Address of Client	Period From-To	Description in detail	Total Qty supplied successfully	Remarks
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Note: - Certificate from Clients to be enclosed along with this proforma

Signature of the Bidder

Name_____

Seal of the Company

BIDDER'S INFORMATION PROFORMA
BIDDER MUST GIVE SPECIFIC ANSWERS AGAINST EACH OF
THE FOLLOWING QUESTIONS

1. Whether materials offered conform to particulars quoted at Annexure IV. If not, details of deviations must be stated here:
2. (i) Brand :
(ii) Name & address of the manufacturer:
(iii) Country of Origin:
3. Here please state specifically whether the price offered by you, as to the best of your knowledge and belief, is not more than that of the price which is permissible for you to charge a private purchaser for the same class and description of goods under the provision of any law for the time being in force. If not, state the reason and margin of profit:
4. Is the firm registered under :
 - (i) The Indian Companies Act, 1913.
 - (ii) The Indian Companies Act, 1932/1956
 - (iii) Any other Act, if any, who are owners? (Please give full name)
5. Sales Tax Registration No. if any:
6. Central Sales Tax Registration No. if any:
7. Service Tax Registration No.:

Signature of the Bidder
Date.....

BID EVALUATION CRITERIA**A. VITAL CRITERIA FOR ACCEPTANCE OF BIDS**

Bidders are advised not to take any exception/deviations to the bid document. Exceptions/ deviations, clarifications if any, along with suggested changes are to be communicated to DGH within the date specified in the Forwarding Letter of this Bid Documents. DGH after processing such suggestions may, through an addendum to the bid document, communicate to the bidders the changes in its bid document, if any, through DGH's & CPPP's websites. Still, if exceptions /deviations are maintained in the bid, such conditional/ non-conforming bids shall not be considered and shall be rejected.

B. REJECTION CRITERIA**B.1 Technical rejection criteria**

The following vital technical conditions should be strictly complied with failing which the bid will be rejected:

1.0 Bid should be complete covering all the scope of job/ supply and should conform to the technical specifications indicated in the bid documents, duly supported with technical catalogues/ literatures wherever required. Incomplete and non-conforming bids will be rejected outrightly.

2.0 Eligibility and experience of the bidder:-

2.1 The Bidder should be well equipped and should have the required infrastructure and expertise to undertake the job of supply of Stationery Items & Printing items and must have experience of having successfully executed orders for supply during last 5 years ending Bid Closing Date and should be either of the following:

(i) Three similar completed Rate Contracts each are costing not less than Rs. 8.00 Lakhs.

(ii) Two similar completed Rate Contracts each are costing not less than Rs. 10.00 Lakhs.

(iii) One similar completed Rate Contracts costing not less than Rs. 16.00 Lakhs.

2.1.1 Documents to be submitted for 2.1 above:

Documents establishing successful execution of above jobs must be submitted along with the technical bid. These documents shall be in the form of:

- (i) Self-certified copies of relevant pages of contract document showing Contract Number, period of contract and detailed Scope of Supply etc.
- (ii) Self-certified copies of completion Certificate(s) or payment certificates or any other documents which substantiate completion of the jobs, issued by the client(s) with contact details of the issuing person/organization (e-mail address, Phone Number, Fax number etc.)

2.2 Since the items under the contract are very often required on urgent supply basis, the contractor must be based in Delhi/Delhi NCR with the capability to ensure timely supplies.

2.2.1 Documents to be submitted for 2.2 above, along with the technical bid:

2.2.2 Self-certificate stating the address, contact person, designation phone no, e-mail id, fax number etc.

B.2 Commercial rejection criteria

The following vital commercial conditions should be strictly complied with, failing which the bid will be liable for rejection:

1.0 Acceptance of terms & conditions:

The bidder must confirm unconditional acceptance of General Terms & Conditions of Contract at **Annexure-III A & B** and Instruction to Bidders at **Annexure-I** by attaching a copy of the tender document duly signed by the bidder on all the pages.

2.0 Offers of following kinds will be rejected:

- a) Offers made without “Tender Fee i.e. Cost of Bid Document” along with the Techno-Commercial bid (Refer Instruction to Bidders).
- b) Offers made without Bid Security/Bid Bond/Bank Guarantee along with the Techno-Commercial bid (Refer Instruction to Bidders)
- c) Fax / e-Mail / Xerox / Photocopy offers and bids with scanned signature. Original bids that are not signed manually.
- d) Offers which do not confirm unconditional validity of the bid as indicated in the “Forwarding Letter for Invitation to Bid”.
- e) Offers where prices are not firm during the entire duration of the contract and/or with any qualifications.
- f) Offers which do not conform to DGH’s price bid format.
- g) Offers which do not confirm to the delivery / contract period indicated in the bid.
- h) The offers indicating/disclosing prices in techno-commercial (un-priced bid) or at any stage before opening of price-bid shall be straightaway rejected.

3.0 Bidder shall bear, within the quoted rates, the Personnel Tax as applicable in respect of their personnel and their sub-contractor’s personnel, arising out of this contract. Bidder shall also bear, within the

quoted rates, the Corporate Tax, as applicable, on the income arising out of this contract.

C. Price Evaluation Criteria

- (i) **Evaluation of bids:** - The price comparison of bids will be done on the basis of total value including taxes & duties, packing & forwarding charges, installation & commissioning charges, as per the Price Format at Annexure-IV A & B.
- (ii) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

D. General:

- 1. The BEC overrides all other similar clauses operating anywhere in the Bid Documents.
- 2. **The bidder/contractor is prohibited to offer any service / benefit of any manner to any employee of DGH and that the contractor may suffer summary termination of contract / disqualification in case of violation.**
- 3. **On site inspection will be carried out by DGH's officers / representative /Third Parties at the discretion of the DGH.**

GENERAL TERMS AND CONDITIONS

1. DEFINITIONS :

Unless inconsistent with or otherwise indicated by the context, the following terms stipulated in this ORDER shall have the meaning as defined hereunder.

1.1 ORDER/CONTRACT

Shall mean a written Purchase Order issued by DGH to the successful bidder including subsequent amendments to ORDER in writing thereto.

1.1.1 RELEASE ORDER :

Shall mean Individual delivery orders issued with reference to a Rate Contract during its validity specifying items , quantities and delivery period.

1.2 DGH/PURCHASER :

Shall mean DIRECTORATE GENERAL OF HYDROCARBONS, Noida, India and shall include all their legal representatives, successors and assignees.

1.3 SUPPLIER/CONTRACTOR :

Shall mean any person or persons or firm or company in India as well as abroad whose bid has been accepted by DGH and the legal representation, representatives, successors and permitted assignees of such person, persons, firm or company.

1.4 SUB-CONTRACT:

Shall mean ORDER placed by the SUPPLIER for any portion of the ORDER or work sublet with necessary written consent of DGH on third party. Such sub-letting shall not relieve the contractor from any obligation, duty or responsibility under the Contract.

1.5 SUB-CONTRACTOR :

Shall mean any person or persons or firm or their legal representatives, successors, assignees to whom part of ORDER has been sublet by the SUPPLIER after necessary consent of DGH.

1.6 ORDER PRICE:

Shall mean the sum accepted or the sum calculated in accordance with the rates accepted by DGH and amendments thereof, and shall include all fees, registration and other charges paid to statutory authorities without any liability on DGH for any of these charges. The prices will remain firm during currency of the ORDER unless specifically agreed to in writing by DGH.

1.7 DELIVERY PERIOD :

Shall mean the time period by which delivery of ordered goods at DGH, Noida, as indicated in the ORDER, is to be effected.

1.8 DESTINATION :

Shall mean the location of the consignee for which this ORDER has been issued.

1.9 EQUIPMENT/MATERIALS/GOODS :

Shall mean and include any equipment, machinery, instruments, stores, goods which SUPPLIER is required to supply to the PURCHASER for/under the ORDER/CONTRACT and amendments thereto.

1.10 SERVICES:

Shall mean those services ancillary to the supply of goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the SUPPLIER covered under the contract.

1.11 DRAWINGS :

Shall mean and include all Engineering sketches, general arrangements/layout drawings, sectional plans, all elevations, etc. related to the ORDER together with modification and revision thereto.

1.12 SPECIFICATIONS :

Shall mean and include detailed description, statements to technical data, performance characteristics, and standards (Indian as well as International) as applicable and as specified in the ORDER.

1.13 INSPECTORS :

Shall mean any person or outside Agency nominated by DGH to inspect equipment, materials and services, if any, in the contract stage wise as well as final before despatch at SUPPLIER's Works and on receipt at destination as per the terms of the ORDER.

1.14 TESTS :

Shall mean such process or processes to be carried out by the SUPPLIER as are prescribed in the ORDER considered necessary by DGH or their representative in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof.

1.15 APPROVAL :

Shall mean and include the written consent either manuscript, type written or printed statement under or over signature or seal as the case may be of the DGH or their representative or documents, drawings or other particulars in relation to the ORDER.

1.16 EFFECTIVE DATE OF CONTRACT/SUPPLY ORDER

Unless otherwise specified to the contrary, the date of LoA indicating following details will be start of the contract for all practical purposes.

- (i) Prices
- (ii) Price basis
- (iii) Delivery Schedule
- (iv) Liquidated Damages
- (v) Performance Guarantee
- (vi) Payment terms
- (vii) Special conditions and deviations, if any, taken by SUPPLIER/CONTRACTOR but not agreed by DGH.

2. SCOPE OF ORDER :

2.1 Scope of the ORDER shall be as defined in the ORDER, specifications, drawings and annexures thereto.

2.2 Completeness of the EQUIPMENT shall be the responsibility of the SUPPLIER. Any equipment, fittings and accessories, which may not be specifically mentioned in the specification or drawing(s) but which are usual or necessary for the satisfactory functioning of the EQUIPMENTS (successful operation and functioning of the equipment being SUPPLIER's responsibility), shall be provided by the SUPPLIER without any extra cost.

2.3 The EQUIPMENT shall be manufactured in accordance with sound engineering and good industry standards and also the SUPPLIER shall in all respect design, engineer, manufacture and supply the same within delivery period to the same within delivery period to the entire satisfaction of DGH.

2.4 WORK TO BE CARRIED OUT UNDER THE ORDER :

All equipment to be supplied and work to be carried out under the ORDER shall conform to and comply with the provision of relevant regulation/Acts (State Govt. or Central Govt.) as may be applicable to the type of equipment/work carried out and necessary certificate shall be furnished.

2.5 LEGAL RIGHT TO TRANSFER OWNERSHIP OF EQUIPMENT/MATERIALS:

The SUPPLIER/SUB-CONTRACTOR hereby represents that it has full legal right, power and authority to transfer the ownership of the equipment/materials to DGH.

3. SPECIFICATION, DRAWING, TECHNICAL MANUALS :

3.1 The SUPPLIER shall furnish copies of technical documents, final drawing, preservation instructions, operation and maintenance manuals, test certificates, spare parts catalogue before despatch of the equipment to HoD (MM), DGH

3.2 The SUPPLIER shall be responsible for any loss to DGH consequent to the furnishing of the incorrect data/drawings.

4. ACCEPTANCE OF OFFER

4.1 With the acceptance of the Bidder's offer, which is as per the terms and conditions of the tender, by DGH, by means of LoA/purchase Order, the contract is concluded.

4.2 The LoA / Purchase Order being itself an acceptance of the offer, does not have to be accepted by the Bidder. But the Bidder must acknowledge a receipt of the order within 15 days from the date of mailing of the purchase order in its entirety by returning one copy of the purchase order duly signed without any qualification.

4.3 Any delay in acknowledging the receipt of the purchase order within the specified time limit or any qualification or modification of the order in the acknowledgement of the order by the SUPPLIER shall be a breach of the contract on the part of the SUPPLIER. Compensation for the loss caused by the breach will be recovered by DGH by forfeiting the earnest money/ bid security / bid bond given by the SUPPLIER. If the SUPPLIER's bid contains any condition and any correspondence containing conditions which are contrary to the NIT then they shall be considered as superseded and void on the acceptance of the bid by DGH.

4.4 Recovery of liquidated damages by the DGH from the SUPPLIER by forfeiting the earnest money/ bid security or by invoking the bid bond shall be regarded as cancellation of the contract which had come into existence on the acceptance of the offer by DGH.

5. NOTICES & ADDRESSES :

5.1 For the purposes of this CONTRACT, the addresses of the parties will be as follows and all correspondence and notices in relations to the present CONTRACT sent to the parties at the addresses mentioned below shall be deemed to be sufficient service of notice on the parties. All such notices as well as reports, invoices and other relevant material shall be addressed to the parties as per the address given below:

5.2 Directorate general of Hydrocarbons

H O D (HR &ADMIN)
Directorate General of Hydrocarbons,
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301.
Fax : +91 120 2472049

CONTRACTOR'S REGISTERED OFFICE AND ADDRESS

.....
.....
.....
Fax:.....

6. MODIFICATION IN ORDER :

6.1 All modifications leading to changes in the order with respect to technical and/or commercial aspects, including terms of delivery, shall be considered valid only when accepted in writing by DGH by issuing amendment to the ORDER.

6.2 DGH shall not be bound by any printed conditions, provisions in the SUPPLIER's BID, forms of acknowledgement of ORDER, invoice, packing list and other documents which purport to impose any condition at variance with or supplement to ORDER.

7. JOINT AND SEVERAL RESPONSIBILITY :

7.1 Where SUPPLIER's EQUIPMENT or any part thereof are to be used jointly with other equipment supplied by another manufacturer (the name of the manufacturer will be communicated separately to SUPPLIER) DGH will hold SUPPLIER and the manufacturer jointly and severally responsible for the perfect operation of the entire group or section of equipment as regard the technical and mechanical characteristics stipulated in the specification. Such responsibility shall include the mechanical coupling as well as dynamic and starting moment.

7.2 Consequently, SUPPLIER shall establish and maintain all necessary contact with the manufacturer to be indicated by DGH with a view to ensuring the exchange of all relevant data and information.

8. PERFORMANCE SECURITY /PERFORMANCE BOND

8.1 The successful Bidder, within 21 days from the date of issue of LOA/NOA from the Purchaser, will be required to send Performance Security in the form of Bank Draft or in lieu thereof, Performance Bond for 10 % of the contract value in the form of Bank Guarantee from a nationalized /scheduled Bank. Detailed P.O. shall be placed only after receipt of acceptable Contract Security (i.e. Security Deposit/Performance Bond).

8.2 DGH shall not be liable to pay any bank charges, commissions or interest on the amount of Performance Security / Performance Bond.

8.3 Performance Security/ Performance Bond shall be refunded/returned to the SUPPLIER after completion of supplies/after satisfactory execution of the order.

8.4 In the event of non performance of the contract, if the losses suffered by DGH are more than the value of the Performance Security/Performance

bond, DGH in addition to forfeiting the performance security/ performance bond, reserves the right to claim the balance amount of damages/losses suffered by DGH.

8.5 The performance security/performance bond shall remain at the entire disposal of DGH as a security for the satisfactory completion of the supply in accordance with the conditions of the contract.

9. WARRANTIES AND GUARANTEES : (MATERIALS AND WORKMANSHIP)

9.1 SUPPLIER shall fully warrant that all the stores, EQUIPMENT and components supplied under the ORDER shall be new and of first quality according to the specifications and shall be free from defects (even concealed fault, deficiency in design, Materials and Workmanship).

9.2 Should any defects be noticed in design, material and/or workmanship within 12 months after the goods, or any portion thereof, as the case may be, have been delivered (and commissioned) to the final destination indicated in the contract or for 18 months after the date of shipment from the port of loading in the source country, whichever periods conclude earlier unless specified otherwise in the special conditions of contract, DGH shall inform SUPPLIER and SUPPLIER shall immediately on receipt of such intimation, depute their personnel within 14 days to investigate the causes of defects and arrange rectification/ replacement/ modification of the defective equipment at site without any cost to DGH within a reasonable period. However, supplier shall not be liable for the labour or any other costs involved in removal or reinstallation of the goods. If the SUPPLIER fails to take proper corrective action to repair/replace defects satisfactorily within a reasonable period DGH shall be free to take such corrective action as may be deemed necessary at SUPPLIER's risk and cost after giving notice to the SUPPLIER.

10. PERFORMANCE GUARANTEE

10.1 SUPPLIER shall guarantee that the "performance of the EQUIPMENT/MATERIAL" supplied under the order shall be strictly in conformity with the specifications and shall perform the duties specified under the ORDER.

10.2 Materials/equipment that shall be purchased from the subcontractor(s) shall have to fulfill the requirement as laid down vide para 9 above.

11. REJECTION

If DGH finds that the goods supplied are not in accordance with the specification and other conditions stated in the order or its sample(s) are received in damaged condition (of which matters DGH will be the sole judge), DGH shall be entitled to reject the whole of the goods or the part, as the case may be, and intimate within 14 from the date of receipt at site/store house as per terms of Contract to the SUPPLIER the rejection without

prejudice to DGH other rights and remedies to recover from the SUPPLIER any loss which the DGH may be put to, also reserving the right to forfeit the performance security/performance Bond if any, made for the due fulfilment of the contract. The goods shall be removed by the SUPPLIER and if not removed within 14 days of the date of communication of the rejection, DGH will be entitled to dispose-of the same on account and at the risk of the SUPPLIER and after recovering the storage charges at the rate of 5% of the value of goods for each month or part of a month and the loss and expenses if any caused to DGH, pay balance to the SUPPLIER.

12. FAILURE AND TERMINATION CLAUSE/LIQUIDATED DAMAGES CLAUSE

12.1 Time and date of delivery shall be the essence of the contract. If the contractor/supplier fails to deliver and/or commission the stores, or any installment thereof within the period fixed for such delivery and/or commissioning in the schedule or any time repudiates the contract before the expiry of such period, the purchaser may, without prejudice to any other right or remedy available to him to recover damages for breach of the contract,:

(a) Recover from the Contractor/Supplier as agreed liquidated damages and not by way of penalty, a sum equivalent to 1 % (One percent) of the release / delivery order price per week for such delay or part thereof (this is an agreed, genuine pre-estimate of damages duly agreed by the parties) which the contractor has failed to deliver and/or commission within the period fixed for delivery and/or commissioning in the schedule, where delivery and/or commissioning thereof is accepted after expiry of the aforesaid period. It may be noted that such recovery of liquidated damages may be upto a ceiling of 10 % of each release / delivery order price of stores which the contractor/supplier has failed to deliver and/or commission within the period fixed for delivery and/or commissioning.

OR

(b) Cancel the contract/supply order or a portion thereof by serving prior notice to the contractor/supplier.

12.2 Liquidated damages for delay in supplies thus accrued will be recovered by the paying authorities of the purchaser specified in the supply order, from the bill for payment of the cost of the materials submitted by the contractor/supplier in accordance with the terms of supply order/contract or otherwise. Notwithstanding anything stated above, equipment and materials will be deemed to have been delivered only when all its components and parts are also delivered. If certain components are not delivered in time the equipment and material will be considered as delayed until such time all the missing parts are also delivered.

12.3 Liquidated damages will be calculated on the basis of contract/supply order price of services/materials excluding duties and taxes, where such duties/taxes have been shown separately in contract/supply order.

13. ACCEPTANCE OF HIGHER OFFER BY IGNORING LOWER OFFER FOR TIMELY DELIVERY-LIQUIDATED DAMAGES IN CASE OF DELAY

In the cases where initially lower offer has been ignored on account of loading and a higher offer has been accepted for timely delivery, the differential prices will be treated as price preference for earlier delivery. In the event of delay in completion of supply/project the extra expenditure paid on account of above price preference will be recoverable from the party towards liquidated damages. This is without prejudice to other rights under terms of contract.

14. INSPECTION/TESTING OF MATERIAL :

The inspection of material will be carried out by the authority specified in the purchase order. The material will be accepted only after the same has been found satisfactory after inspection and duly marked and sealed by the inspecting authority.

15. SUB-STANDARD MATERIAL/REPLACEMENT OF REJECTED GOODS

15.1 If DGH finds that material supplied are not of the correct quality or not according to specifications required or otherwise not satisfactory owing to any reason of which DGH will be the sole judge, DGH will be entitled to reject materials, cancel the contract and buy its requirement in the open market at the risk and cost of SUPPLIER, reserving always to itself the right to forfeit the performance security/Performance Bond placed by the SUPPLIER for the due fulfillment of the contract.

15.2 Rejected goods should be removed and replaced within 14 days of the date of communication of rejection.

16. SUBLETTING AND ASSIGNMENT

The Contractor shall not, save with the previous consent in writing of the Purchase Authority, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever, provided nevertheless that any such consent shall not relieve the Contractor from any obligation, duty or responsibility under the contract.

17. VARIATION IN QUANTITY

DGH is entitled to increase or decrease the quantities against any/all the items of the tender while placing the order.

18. TERMINATION FOR INSOLVENCY:

The Purchaser may at any time terminate the contract by giving written notice to the SUPPLIER if the SUPPLIER becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the SUPPLIER, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

19. INTER-CHANGEABILITY OF PARTS :

19.1 If against any item it becomes necessary to supply spare parts other than specified, the SUPPLIER shall be required to give the following certificate to DGH before arranging supply of spare parts bearing different part numbers. If there is any obvious typographical or clerical error in the part number and/or description of any item, the SUPPLIER will supply the correct part. The aforesaid certificate should be supplied in such cases also. The SUPPLIER will furnish this certificate in either case, to the paying authority. No formal amendment is necessary in such cases.

"The changed part numbers are exact replacement of parts ordered and are suitable for and will fit in the machines and the existing fittings for which they are intended."

19.2 If, however the substitute spare part (s) is not a bare replacement of the part originally ordered and involves a purchase of other items in addition, as would be the case when a kit, is offered instead of one small item (s) forming part of the kit, the supply of the kit, would be subject to the following conditions:

(a) The supply of the kit will be accompanied with a certificate that the manufacturer, have definitely stopped supply of the spare parts but are supplying only a kit.

(b) The spares will not be supplied as kit unless prior acceptance of the same has been obtained from the purchaser.

(c) In case the supply of the kit involves any change in the price and if so, the revised price would be stated for scrutiny and incorporation of the same in the supply order, if found acceptable.

19.3 Provided further, that if any part numbers are declared by the Purchaser to be unsuitable to the machines for which they have been supplied within 30 days from the date of arrival of the stores at site, the SUPPLIER will take them back at their own cost and expenses.

20. BREAKAGE/SHORTAGE :

Claim in respect of breakage/shortages, if any, shall be preferred on the SUPPLIER within thirty days from the date of receipt of materials by the Port/Ultimate consignee which shall be replaced/made good by the SUPPLIER at his own cost. All risk of loss or damage to the material shall be upon the SUPPLIER till it is delivered in accordance with the terms and conditions of the supply order.

21. DESIGNS, PATENTS AND ROYALTIES :

If any material used or methods or processes practised or employed in the manufacture of items to conform with the requirements of the contract is/are covered by a patent(s) in respect of which CONTRACTOR is not licensed, the CONTRACTOR shall, before using the material, method or

process, as the case may be, obtain such licence(s) and pay such royalty(ies) and licence- fee(s) as may be necessary. The CONTRACTOR shall keep DGH indemnified from and against any and all claims, actions, demands and proceedings whatsoever brought or made against DGH on the basis of any patent or infringement thereof claimed or otherwise relating to and arising from any method or process employed or matter or thing done to or in connection with any work executed by the CONTRACTOR shall, at their own risk and expense defend any suit for infringement of patent or like suit brought against DGH (whether with or without the CONTRACTOR being a party thereto) and shall pay any damages and costs awarded in such suit, and keep DGH indemnified from and against all consequence thereof.

22. FORCE MAJEURE

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term " Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely DGH and the CONTRACTOR. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 (seventy two) hours of the alleged beginning and ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, DGH shall have the option of cancelling this contract in whole or part at its discretion without any liability at its part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

23. LANGUAGE/TERMINOLOGY :

The SUPPLIER shall ensure that the language/terminology/Description of goods used in supply order/ Bill of Lading/ Airway Bill/Invoice is verbatim in English and not at variance.

24. PACKING & MARKING :

The SUPPLIER shall consign/ship the materials in worthy packing conforming to the prescribed standards in force to withstand journey and ensuring the safety of cargo en-route and also arrival of materials at ultimate destination in good condition. The consignment shall be comprehensively insured against all risks by the SUPPLIER in case of FOR destination contracts from CONTRACTOR's ware-house to ultimate consignee's ware-house basis and each case/packing shall have on its outer side the following marking in English in indelible ink:

- (a) Supply Order No. and date
- (b) Name of SUPPLIER.
- (c) Case number (running number upon total number of boxes).
- (d) Gross and net weight in Kilogram on each box.
- (e) Dimension of packages
- (f) Consignee
- (g) TOP/DON'T TURNOVER/HANDLE WITH CARE
- (h) The equipment which cannot be packed shall bear metal tags with above marking indicated thereon. Each box shall contain one copy of packing list in English.

24.1 In case of hazardous chemicals / materials the bidder will provide material safety data sheets along with quotation and also while dispatching the materials. The bidder will also provide special hazard identification symbols / markings on each packing of hazardous chemicals.

25. PAYMENT OF EXCISE DUTY, VAT/SALES TAX (ON ULTIMATE PRODUCTS), CUSTOMS DUTY (FOR INDIAN BIDDERS) AND SERVICE TAX (ON TAXABLE SERVICES, IF ANY).

25.1 Payment of Excise Duty, VAT/Sales Tax (on ultimate products), Customs Duty (for Indian Bidders) and Service Tax (on taxable services, if any, which is part of scope of supply), as applicable on the closing date of tender will be to SUPPLIER's / Contractor's account. In the case of "Two Bid" system where revised price bids are permitted after techno-commercial discussions, payment of these charges, as applicable on closing day of revised price bid, will be to SUPPLIER's/ Contractor's account.

25.2 In the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government or Public Body which becomes effective after the date of submission of Price Bid but within the contractual delivery/completion period, the 'net impact' of any variation (both plus and minus) in the value of supply order / contract through increased / decreased liability of taxes/duties (i.e. the amount of taxes/duties payable minus eligible credit of taxes / duties paid on inputs / input services) will be to the account of DGH.

25.3 Any increase in 'net impact' of any variation in Excise Duty/VAT/Sales Tax/Customs Duty/Service Tax or introduction of any new taxes/duties/levy by the Govt. of India or State Government(s) or Public Body, during extended period of the contract / supply order will be to SUPPLIER's / Contractor's account where such an extension in delivery of the material / completion of the project is due to the delay attributable to the SUPPLIER/ Contractor. However, any decrease in 'net impact' of any variation in Excise Duty / VAT / Sales Tax / Custom Duty / Service Tax during extended period of the contract/ supply order will be to the account of DGH.

25.4 In order to ascertain the net impact of the revisions / enactment of various provisions of taxes / duties, the SUPPLIER is liable to provide following disclosure to DGH:

- (i) Details of Inputs (material/consumable) used/required in manufacturing / supplying the ordered materials, including estimated monthly value of input and excise duty/CVD paid/payable on purchase of inputs.
- (ii) Details of each of the input services used/required in manufacturing / supplying the ordered materials, including estimated monthly value of input service and service tax amount.

26. CONCESSION PERMISSIBLE UNDER STATUTES

The Supplier/Contractor must take cognizance of all concessions permissible under the statutes including the benefit under Central Sales Tax Act, 1956, failing which he will have to bear extra cost where SUPPLIER/Contractor does not avail concessional rates of levies like customs duty, sales tax, etc. DGH does not take any responsibility towards this. However, DGH may provide necessary assistance wherever possible, in this regard.

27. PROGRESS ON MANUFACTURING OF ITEMS:

27.1 From the date of receipt of order, the manufacturer will send report on monthly basis to the Purchase Authority about the progress on manufacturing of item (s) ordered on him. The monthly progress report will be sent on regular basis till completion of entire supply as per delivery date indicated in supply order.

27.2 In case any part of the order is sub-contracted to a Micro or Small Enterprise as per contract conditions then the supplier shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor to DGH.

28. TERMS OF PAYMENTS

The terms of payment shall be as stipulated in main body of the purchase order. Payment shall be subject to Tax Deduction at source as per Indian Tax Laws. The original invoice should accompany the following documents/details:

- a) Copy of valid registration certificate under the VAT/Sales Tax rules. (Copy of valid registration certificate under the Service Tax rules, if applicable, in cases where supply involves rendering of any service also).
- b) Particulars required for making payments through 'Electronic Payment Mechanism', in accordance with the clause on 'MODE OF PAYMENT' appearing in Annexure-I (i.e. 'Instructions to bidders') of bid document.
- c) Tax Invoice (Original and duplicate) issued under relevant rules Central Excise, respective State VAT Act and Service Tax (as applicable), clearly indicating rates and amount of various taxes/ duties shown separately).

- d) Proof of delivery in case of direct / door delivery.
- g) Warranty/ Guarantee Certificate.
- i) Any other document specifically mentioned in the Purchase Order, or supporting documents in respect of other claims (if any), permissible under the Purchase Order.

29. CORPORATE TAXES:

29.0 The SUPPLIER shall bear all direct taxes, levied or imposed on the SUPPLIER under the laws of India, as in force from time to time.

29.1 The SUPPLIER shall also be responsible for ensuring compliance with all provisions of the direct tax laws of India including, but not limited to, the filing of appropriate Returns and shall promptly provide all information required by the DGH for discharging any of its responsibilities under such laws in relation to or arising out of the SUPPLY ORDER.

29.2 Tax shall be deducted at source by DGH from all sums due to an Indian tax resident Contractor in accordance with the provisions of the Income Tax Act, 1961, as in force at the relevant point of time.

29.3 As per the provisions of Section 206AA of Indian Income Tax Act, 1961, effective from 01.04.2010, any person entitled to receive any sum or income or amount, on which tax is deductible under the provisions of Act, is required to furnish his Permanent Account Number (PAN) to the person responsible for deducting tax at source. In case the SUPPLIER does not furnish its PAN, DGH shall deduct tax at source as provided in the Income Tax Act, 1961, or in the relevant Finance Act, or at such higher rate as may be required by Section 206AA of Indian Income Tax Act, 1961, from time to time.

29.4 For the lapses, if any, on the part of the SUPPLIER and consequential penal action taken by the Income Tax department, the DGH shall not take any responsibility whether financial or otherwise.

30. ARBITRATION

30.0 Except as otherwise provided elsewhere in the contract, if any dispute or difference arises between the parties hereto or the respective representatives or assignees at any time in connection with operation, interpretation or out of CONTRACT or breach thereof shall be decided in accordance with Indian Arbitration and Conciliation Act, 1996 by an Arbitral Tribunal consisting of three arbitrators. Each party shall appoint one arbitrator and the Arbitrators so appointed shall appoint third arbitrator, who shall act as the presiding arbitrator.

30.1 In case a party fails to appoint an arbitrator within 30 days from the receipt of request to do so by the other party or the two arbitrators so appointed fail to agree on the appointment of the third arbitrator within 30 days of the appointment of second Arbitrator, the Chief Justice of Supreme Court/High Court as the case may be or any other person or institution designated by him within whose jurisdiction the subject CONTRACT has

been made, shall appoint the arbitrator/presiding arbitrator upon request of any of the parties.

30.2 If any of the arbitrators so appointed dies, resigns, incapacitated or withdraws for any reasons from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both the parties agree for the same and otherwise he shall proceed de-novo.

30.3 It is agreed between the parties that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.

30.4 It is also agreed between the parties that neither party to the arbitration shall be entitled to the interest on the amount of award.

30.5 The Arbitral tribunal shall give a reasoned award and the same shall be final, conclusive and binding on the parties.

30.6 The venue of the arbitration shall be New Delhi, India and shall be conducted in English language. The Courts in Delhi will have the jurisdiction to deal with such arbitration award if required.

30.7 The fees of the arbitrators shall be borne by the respective parties nominating them and the fee of the presiding arbitrator, cost and other expenses incidental to the arbitration proceedings shall be borne equally by the parties. Subject to aforesaid, the provisions of Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.

31. APPLICABLE LAW AND JURISDICTION

The supply order, including all matters connected with this supply order shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at the place from where the Purchase Order has been placed.

32. REFERENCE OF SUPPLY ORDER IN ALL CORRESPONDENCE

Reference of this supply order should invariably be quoted in all correspondence relating to this supply order.

33. LIABILITY UNDER THE CONTRACT

The total liability of the supplier arising out of sale or use of the equipment/material/goods supplied by them, if the same is found defective, shall be limited to the contract value of such defective unit(s) and associated tools. In no event shall either party be liable to the other whether in contract, tort or otherwise for any consequential loss or damage, loss of use, loss of production, or loss of profit or interest costs or environmental pollution damage whatsoever arising.

SPECIAL CONDITIONS OF THE CONTRACT

1. The contract will be for a period of **two years** from the date of its award but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
2. Tenderer should enclose PAN/VAT/TIN no.
3. Contractor would be required to deliver items at his own cost. No transportation would be paid separately.
4. Since the items under the contract are often required on urgent supply basis the contractor must be based in Delhi/Delhi NCR. With the capability to ensure timely supplies. Delay in supply will be considered as non-performance of the contract resulting to penalty or termination of contract.
5. In case of violation of the any of the terms of the contract, the security deposit would be forfeited.
6. Estimated annual requirements are purely tentative and may vary and are meant for evaluation purpose only.
7. Prices should be inclusive of all taxes & duties, packing & forwarding charges for door delivery at DGH, Noida office for lot wise requirements.
8. Rate for all the items is to be quoted by the bidders. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.
9. Evaluation of offers will be made on the basis of total price of all items inclusive of all charges, taxes & duties for the indicated quantity.
10. Sample can be seen / inspected by prospective bidders at the office of DGH, Noida, on any working day, before the Bid Closing date. Successful bidder has to arrange supplies as per the samples with DGH, where applicable.
11. There can be two rate contracts also on the basis of price format Annexure I and Annexure II.
12. In case of calculation mistakes in the submitted bid, unit price will be considered correct and total amount will be corrected at the time of evaluation by evaluating team of DGH.

Annexure-IV A

Scope of Supply & Technical Specifications – Stationery Items .

Sl. No.	Material Description	Unit	Estd Annual Requirement	Brand Required	Unit Rate (Rs.)	Item Total
a	b	c	d	e	f	g= d x f
1	Attendance Register side cloth 2 Qr. (of 96 Pages) (Per Piece)	No.	10	Shipra		
				Neelgagan		
2	Register Dispatch 8 Qr (Per Piece)	No	24	Shipra		
				Neelgagan		
3	Register Receipt 8 Qr. (Per Piece)	No	44	Shipra		
				Neelgagan		
4	Register Ruled side cloth Bound-2 Qr (Per Piece)	No	600	Shipra		
				Neelgagan		
5	Register Ruled side cloth Bound-4 Qr (Per Piece)	No	24	Shipra		
				Neelgagan		
6	Register Ruled side Leather Bound-5 Qr(Per Piece)	No	24	Shipra		
				Neelgagan		
7	Register Ruled side Leather Bound-8 Qr(Per Piece)	No	24	Shipra		
				Neelgagan		
8	Add rolltech Pen (Per Piece)	No	30	Add Gel		
9	Ball Pen Precision Corrector (Per Piece)	No	20	Reynold		
				Camlin		
10	Sketch Pen No. 950 (Set of 12)	Set	60	Camlin		
				Classmate		
11	Flair Writo Meter Pen (Per Piece)	No	50	Flair		
12	Impact gel pen (Per Piece)	No	30	Impact		
13	Florescent master pens (cello power)	Set (10Pieces)	25	Cello Power		
14	Pilot HI-Tec Point Pen V5 (Blue/Black/Red) (Per Piece)	No	528	Pilot		
				Luxor		
15	Pilot Ink (Blue/Black/Red) (Per Piece)	No	100	Pilot		
				Luxor		
16	Pen (Ball) (blue-black/Red)(Per Piece)	No	1388	Reynolds		
				Cello		

17	Pen (Fluid White) Ref. No. 693 (Per Piece)	No	250	Sabre		
18	Pen Uni Ball Eye (0.5)	Pkt. (12 pen per Pkt)	588	Uni ball		
19	Parker pen victor (Per Piece)	No	50	Parker		
20	Pen, Achiever (Per Piece)	No	20	Add Gel		
21	Drawing Pen (.02,.03,.04,.05) (Per Piece)	No	20	Rotoring		
22	Marker Pen P.No. 959	Pkt. (10 pen per Pkt)	40	Luxor		
				Pilot		
23	OHP Marker No. 968 (5 piece per Set)	Set of 5 marker	240	Luxor		
26	Correction fluid ERAZ-EX (Fluid & Dilutor) (Per Piece)	Set	300	Kores		
				Cello		
				Oddy		
27	Paper Cutter big size (14cm) (Per Piece)	No	300	Good Quality (Specify Brand)		
28	Paper cutter (Per Piece)	No	240	Glory		
29	Binder clips 12 MM	Box (12 clips per box)	144	Infinity		
				Oddy		
				SDI		
30	Binder clips - 15 MM	Box (12 clips per box)	144	Infinity		
				Oddy		
				SDI		
31	Binder clips - 19 MM	Box (12 clips per box)	168	Infinity		
				Oddy		
				SDI		
32	Binder clips - 25 MM	Box (12 clips per box)	144	Infinity		
				Oddy		
				SDI		
33	Binder clips - 32 MM	Box (12 clips per box)	110	Infinity		
				Oddy		
				SDI		
34	Binder Clip 41MM	Box (12 clips per box)	82	Infinity		
				Oddy		
				SDI		
35	Gem Clips of OFICLIP-26 mm	Box (10 Pkt per Box)	120	Vikram		
36	Gem Clips of OFICLIP-35 mm	Box (10 Pkt per	60	Vikram		

		Box)				
37	Color Pencil No. 137 C (24 colors)	Pkt (24 Nos)	10	Camlin		
38	Color Pencils (in 12 colors)	Pkt (12 Nos)	20	Camlin		
39	Clutch Pencils - 0.5 MM (Per Piece)	No	100	Castle		
40	Pencil	Box (10 pencils)	720	Natraj hb		
				Camlin		
				Apsara		
41	Pencil Carbon (100 sheets)	Ream	12	Saphire		
				Kores		
42	Pencil Eraser Non-dust	Box (20 Eraser per box)	360	Apsara		
				Classmate		
				Natraj		
43	Pencil Sharpener with cover (Box of 20)	Box (20 sharpener per box)	480	Apsara		
				Natraj		
44	Table Pencil Sharpener (Per Piece)	No	12	Natraj		
45	Eraser Big size (Per Piece)	No	40	Apsara		
				Natraj		
				Classmate		
46	Pen/Pencil holder (Per Piece)	No	240	Omega		
				Kebica		
47	Brown Tape - 2", (309). (Per Piece)	No	240	Wonder		
				Premier		
48	Cello tape - 2" (Per Piece)	Roll	83	Wonder		
				Premier		
49	Cello tape - 3" (Per Piece)	Roll	50	Wonder		
				Premier		
50	Cello tape - 1/2" X 10 yds. (Per Piece)	Roll	103	Wonder		
				Premier		
51	Cello tape - 1/2" x 72 yds. (Per Piece)	Roll	100	Wonder		
				Premier		
52	Cello tape - 1" x 72 yds.(Per Piece)	Roll	100	Wonder		
				Premier		
53	Double Sided Self Adhesive Tape - 1.1/2" (Foam) (Per Piece)	No	10	Wonder		
				Premier		
54	Double Sided Self Adhesive Tape - 1" (Foam) (Per Piece)	No	10	Wonder		
				Premier		
55	Double Sided Self Adhesive Tape - 1/2'	No	20	Wonder		
				Premier		

	(Foam) (Per Piece)					
56	Magic Transparent Tape (Per Roll)	No	10	Wonder		
				Premier		
57	Cello Tape Dispenser, Small (Per Roll)	No	100	Kepica		
58	Copier Paper - A4 Size 75 GSM (Per Rim)	Ream	1611	JK		
				Century		
				Copy Power		
59	Copier Paper A-3 (Per Ream)	Ream	14	JK		
				Century		
				Copy Power		
60	Legal Size Paper (Per Rim)	Ream	20	JK		
				Century		
				Copy Power		
61	DO Paper - 80 GSM (Per Ream)	Ream	28	German Make or equivalent		
62	Photo paper glossy (Per Pkt)	Pkt (50 Sheets)	24	Neelgagan		
				Bambalio		
63	Graph Roll sheet (Paper tracin)inch/cm 9.1m x 75 cm (Per Roll)	Roll	2	Gateway		
64	Graph Sheet paper - 8" x 11" (25 sheets/ Pad)	Pad	2	Neelgagan		
65	Plastic Foot ruler 12" size (KBI) (Per Piece)	No	120	Camlin		
66	Plastic Foot ruler 24" size (KBI)(Per Piece)	No	60	Camlin		
67	Shipra big spiral note book (Per Piece)	No	50	Shipra		
68	Note pad small (Per Piece)	No	20	As-Per sample		
69	Spiral Pads (Wiro) (Per Piece)	No	240	Ibico 1/8		
70	Spiral Pads (Wiro) (Per Piece)	No	600	Ibica 1/8		
71	Dakpad (Per Piece)	No	5	Neelgagan		
72	Signature pad (Per Piece)	No	15	Neelgagan		
73	Note Pad No. 44/ (80 sheets / Pad) (Per Pad)	No	420	Neelgagan		
				Oddy		
74	Note Pad No. 55 / (80 sheets/ Pad) (Per Pad)	No	120	Neelgagan		
				Oddy		
75	Note Pad -33/ (80 Sheets / ad)(Per Pad)	No	430	Neelgagan		
				Oddy		

76	Matrix Note book 1/4 , 1/8 , 1/6 (Per Piece)	No	100	Bilt		
77	Dr. prescription pad 1/4 on executive bond paper one side color printed (Per Pad)	Pad of 50 sheets	30	Neelgagan		
78	Cash Book (Per book)	No	10	Neelgagan		
79	Log Book (small size) (L-7"X B-6") (Per book)	No	180	Shipra		
80	Peon Book small size 2 Qr (Per book)	No	24	Lotus		
				Neelgagan		
81	Visitors Book 2 Qr.(Per book)	No	120	Lotus		
82	Transparent folder (plastic) with printing type (Per Folder)	No	3829	Mega		
83	Folder with chain (Leather /Rexin) (Per Folder)	No	300	As per sample		
84	Folder with clip (Leather /Rexin) (Per Folder)	No	300	As per sample		
85	Plastic Transparent Folders - Solo CH 118 with printing (Per Folder)	No	900	Good Quality (Specify Brand)		
86	Strip folder milky Neelgagan / diplomate (Per Folder)	No	240	Diplomate		
87	Stick Folder (Per Folder)	No	1200	Chelpark		
				Camlin		
88	Folder Road show (Trio. C500) (Per Folder)	No	100	Trio		
89	Calculator original 12 digit (equivalent to CT912) (Per Piece)	No	5	Casio		
				Flair		
				Citizen		
90	Scientific Calculator original - 864 FX (Per Piece)	No	24	Casio		
				Flair		
				Citizen		
91	Calculator original 12 digit (equivalent to CT 512) (Per Piece)	No	50	Casio		
				Flair		
				Citizen		
92	Stapler HD-45 (Per Piece)	No	71	Kangaroo		
				Max		
93	Stapler HD- IO D(Per	No	180	Kangaroo		

	Piece)			Max		
94	Stapler Pins No. 1 0	Box (20 Pkt per Box)	400	Kangaroo		
				Max		
95	Stapler Pins-24/6 (Per Piece)	Box (20 Pkt per Box)	300	Kangaroo		
				Max		
96	Stapler 26/17(Per Piece)	No	12	Kangaroo		
				Max		
97	Stapler Pin remover (SR 300) (Per Piece)	No	12	Kangaroo		
				Max		
98	Pin container 1794 (Per Piece)	No	120	Omega		
99	Cobra File (Per Piece)	NO	100	Neelgagan		
				Filex		
100	File Board No. 51 (Per Piece)	No	1440	Neelgagan		
101	Index File (Per Piece)	No	816	Omega		
				Sona		
				Diplomate		
102	Punch less file (Per Piece)	No	12	Diplomate		
				Saya		
103	Ring File 1 1/2" (Per Piece)	No	653	Neelgagan		
				AJS		
104	Ring File 1' (Per Piece)	No	600	Neelgagan/AJS		
				AJS		
105	Ring File 2"(Per Piece)	No	100	Neelgagan		
				AJS		
106	White Tag (20 tag per bundle)	Bundle	600	Tiger		
107	Long size Tags (Per Bundle)	Bundle (100 tag per Bundle)	24	Tiger		
108	White Paper Slip (Per Pad 100 sheet)	Pad	24	Neelgagan		
				Lotus		
109	Visiting Cards Holders - 208 Cards (Plastic) (Per Piece)	No	120	Diplomate		
110	Access card (Per	NO	64	As-Per		

	Piece)			sample		
111	ID Card -Hanger (With Holder) (Per Piece)	No	100	As-Per sample		
112	Deewali , New Year Card (With envelope) (Per card)	NO	250	As-Per sample		
113	Paper Punching Machine NO. 600 (Per Piece)	No	240	Kangaroo		
114	Paper Punching Machine small No. 480 (Per Piece)	No	60	Kangaroo		
115	Single Punch (4.5 MM) (Per Piece)	No	144	Kangaroo		
116	Color Flags - (1" x 3")	Pad	500	3M		
117	Color Flags - (1/2" x 3")	Pad	500	3M		
118	Plastic Color Flag (Per Packet)	No	600	3M		
119	Post-it slip 2'x3' of Birla/3M (Per Packet)	No	600	Post-it		
120	Post-it slip 3'x3' of Birla/ 3M (Per Packet)	No	600	Post-it		
121	Post-it slip 3'x5' of Birla/3M (Per Packet)	No	240	Post-it		
122	Computer Address Slip - (1" x 3") (Per Pad)	Pad (100 sheet of 1/4 size)	19	Diplomate		
123	Colored Separator 1-10 (Per Packet)	Pkt (10 set of 10 sheet each)	49	Diplomate		
124	Preama Stamp (Per Piece)	No	209	Self Inking		
125	Self-Inking Stamp Pad (1 1 0x70mm) (Per Piece)	No	24	Camlin		
126	Duster size 24x"24" (good quality) (Per Piece)	No	440	As-Per sample		
127	Glue stick - 18 gms (Per Piece)	No	480	Kores		
				Oddy		
				Fevistick		
128	Synthetic Gum Tube 30 ml (Per Piece)	No	360	Camlin		
				Oddy		
129	Plastic Office tray (Per Piece)	No	360	KBI		
				Omega		

130	Plastic tray (With holder) (Per Piece)	Set consisting of 3 trays & stand	10	As-Per sample		
131	Plastic Badge Cover (imported) (Per Piece)	No	120	As-Per sample		
132	Tea Coasters (Per Set)	Set (6Pens)	100	As-Per sample		
133	Cup Plate (Per Set)	set(6)	30	As-Per sample		
134	Plate(s) (Per Set)	Set (6)	10	As-Per sample		
135	Water Glass (Per Set)	Set (6)	10	As-Per sample		
136	Cello Jug (Per Piece)	No	25	As-Per sample		
137	Facial tissue (Premier) (Per Box 100 sheets)	Box	20	Premier		
138	Tissue Paper Box (Per Box 100 sheets)	Pkt.	24	Premier		
139	Waste paper basket (Per Piece)	No	600	As-Per sample		
140	Scissors Size - 200 mm (Per Piece)	No	24	Fisko		
141	Sealing Wax "LION' 400 gms/std (Per Piece)	Box	24	Lion		
142	Plastic Packing Sutli (Per Roll)	Bundle of 500 gms	60	Good Quality (Specify Brand)		
143	Meeting stand (L-1" x VB- 9") (Per Piece)	No	8	Kepica 1/8		
144	Rubber Bands - 100 gms / Pkt (Per Pkt)	Pkt.	60	Swastika		
145	Back rest (Per Piece)	No	5	As-Per sample		
Total						

Notes:

1. Estimated annual requirements are purely tentative and may vary and are meant for evaluation purpose only.
2. Rates are inclusive of all packing & forwarding charges and taxes & duties for door delivery at DGH, Noida for lot wise requirements.
3. Rate for all the items is to be quoted by the bidders. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However

while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.

4. Evaluation of offers will be made on the basis of total price of all items, Stationery wise and Printing items wise, separately, inclusive of all charges, taxes & duties for the indicated quantity.

Authorised Person's Signature

Name: _____

Designation: _____

Annexure-IV B**Scope of Supply & Technical Specifications – Printing Items.**

Sl. No.	Material Description	Unit	Brand Required	Estd Annual Requirement	Unit Rate (Rs.)	Item Total
a	b	c	d	e	f	g= e x f
1	Letter Head (DGH)	Executive Bond Paper Screen Printing D.C. (A4) Size Pad of 100 sheets) (Loose Sheets)	Pad	1200		
2	Meeting Pad	Sunshine Super Paper 1/8 size, Pad of 20 ruled sheets with colour cover sheet	Pad	702		
3	File Covers (Dark Pink)	Printed with single punch as per sample 31.5 Kg	No	5000		
4	File Covers (Dark Pink)	Printed with double punch spring clip 31.5 Kg	No	5000		
5	File Covers (Dark Pink) Plastic	Printed with double punch for tag (Romio)	No	200		
6	YELLOW ENVELOP	a) 12" X 10" as per sample	No	5000		
		b) 10' x 8 as per sample	No	5000		
		c) 12' x 16" as per sample	No	5000		

7	Envelope (White)	Screen printing, 112 X 250 mm size, with window (per pkt of 250 nos.) Sun Shine 100GSM	Packet	35		
8	Envelope (White)	Screen printing, 112 X 250 mm size, without window (per pkt of 250 nos.) Sun Shine	Packet	35		
9	Requisition Forms	White printing paper, printing single side 1/4 size (pad of 100 set)	Pad	25		
10	Requisition Forms	White printing paper, printing double side 1/4 size (pad of 100 set)	Pad	25		
11	Requisition Forms	White printing paper, printing single side 1/8 size (pad of 100 set)	Pad	25		
12	Material Gate Pass	White/colour printed paper 2 + 1 X 50', 1/6 (Pad of 50 set) duly sl. No. by Machine, Two copies perforated one fix.	Pad	15		
13	Bank payment voucher	Colour printing paper, 1+2 X 100', 1/5 (Pad of 50 set)	Pad	27		
14	Cash payment voucher	Colour printing paper, 1+1 X 50', 1/5 (Pad of 50 set)	Pad	27		

15	Cash Receipt	White printing paper, 1+1 X 100', 1/8 Pad of 100 sets duly printed Nos. with first copy perforated	Pad	123		
16	Note Sheets	Ledger sunBeam duly printed, A4 size with rulling on both sides (Pad of 100)	Pad	1200		
17	Imprest Book	White printing paper, 1+1 X 50', 1/6 pad of 50 set one copy perforated another copy fix.	Pad	10		
18	TDS Form 16A	White/colour printed paper 1 + 2 X 50', 1/4 (Pad of 50 set) duly sl. No., Two copies perforated one fix.	Pad	10		
19	Letter Head (DG)	On imported DO Paper D.C./Screen printed, size 1/6, Pad of 100 sheets (Executive pad)	Pad	40		
20	Letter Head (DG)	On imported DO Paper D.C./Screen printed, size 1/4, Pad of 100 sheets (Executive pad)	Pad	20		
21	Invitation Cards	Screen printing with envelope, Indian Art single colour, 6 x 4 (Box of 100 sheets)	Box	10		

22	Invitation Cards	Screen printing double colour imported art paper, 300 GSM with 6 x 4 envelope printed in single colour (Box of 100 sheets)	Box	10		
23	Invitation Cards	Screen printing single colour imported art paper, 300 GSM with 6 x 4 envelope printed in single colour (Box of 100 sheets)	Box	10		
24	Visiting Cards Synthetic	Screen printing, one side 2 colour & back 1 colour, 140 microns, (Pkt of 100 Nos.)	Pkt	375		
25	Visiting Cards Synthetic	Screen printing, both side 2 colour, 140 microns, (Pket of 100 Nos.)	Pkt	10		
26	Visiting Cards IVORY	Screen printing, one side 2 colour, 300GSM (Pkt of 100 Nos.)	Pkt	10		
27	Meeting Pad	Sunshine Super Paper 1/6 size pad of 10 ruled sheets with printed cover sheet	Pad	1000		
28	Notepad Spiral with DGH Logo.	Cover- 170 GSM Imported Art Paper Gloss + 90 GSM Super Print of 50 inside sheets (Size: 22.8 x	Pad	500		

		17.78 cms)				
Total						

Notes:

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3. Rate for all the items is to be quoted by the bidders. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.
5. Evaluation of offers will be made on the basis of total price of all items, Stationery wise and Printing items wise, separately, inclusive of all charges, taxes & duties for the indicated quantity.

1.

Authorised Person's Signature
Name: _____
Designation: _____