

# Tender Document

**Hiring Agency for Supply of Store Items**  
*To*  
***National Testing Agency (NTA)***



**NATIONAL TESTING AGENCY**

***Excellence in Assessment***

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**NATIONAL TESTING AGENCY**

(An autonomous organization under the Department of Higher Education, Union Ministry of Education, Government of India)

First Floor, NSIC-MDBP Building Okhla, Industrial Area,  
New Delhi-110020

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## **NOTICE INVITING TENDER**

Online bids are invited on single stage two bid tender system for Hiring Agency for Supply of Store Items on monthly basis.

Tender documents may be downloaded from GeM Portal. Bids shall be submitted online only at GeM website: <https://gem.gov.in>

Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer' for the e-submission of the bids online through the GeM Portal for e-Procurement at <https://gem.gov.in>.

### **Disclaimer:**

This Tender is not an offer by the National Testing Agency (NTA), but an invitation to receive offers from vendors. No contractual obligation whatsoever shall arise from the tender process until and unless a formal contract is signed and executed by a duly authorized officer of the National Testing Agency.

### **Introduction:**

The Ministry of Education (formerly MHRD), Government of India (GOI) has established National Testing Agency (NTA) as an independent autonomous organization under Society Registration Act 1860 National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organization to conduct entrance examinations for admission/fellowship in higher educational institutions.

To assess competence of candidates for admissions and recruitment has always been a challenge in terms of matching with research based international standards, efficiency, transparency and error free delivery. The National Testing Agency is entrusted to address all such issues using best in every field, from test preparation, to test delivery and to test marking.

### **Aims & Objectives of the tender:**

This tender is being floated for Hiring Agency for Supply of Store Items i.e. Stationary, Pantry and Housekeeping Items to NTA.

**Important Events and Dates:**

<b>S. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Description of Work	Hiring Agency for Supply of Store Items
2.	Tender Form/RFP issued by	National Testing Agency (NTA)
3.	Tender Id	GEM/2021/B/1420514
4.	Authorized Officer for Clarifications	Joint Director (Proc.)
5.	Availability of Tender Form/RFP	Tender Form/RFP can be Downloaded from <a href="https://gem.gov.in">https://gem.gov.in</a>
6.	Earnest Money Deposit (EMD)	Rs 5,000 (Rs. Five thousand only)
7.	Sale/ Download of Tender Form/RFP	<b>From : Date of floating</b>
8.	(a) Last date for submission of Bid	<b>Sale Date +10 days</b>
	(b) Opening of Technical bid to assess essential pre-requisites requirements	<b>Sale Date +10 days</b>
9.	Opening of Financial bid of technically qualified bidders.	To be decided and notified later

## Terms & Conditions

### 1. Parties:

The parties to the contract are the Tendering Firm/ Agency and National Testing Agency (NTA).

### 2. Contractor:

The term Contractor shall mean Company, Firm, Agency, or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs, legal representative, assigns and successors. Successful Bidder is referred to as "Contractor" in this tender document.

### 3. Scope of Work:

Supply of Store items i.e. (Stationary, Pantry, Housekeeping Items) to NTA on rate contract Basis.

### 4. Location:

The items shall be supplied at First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi-110020. The Bidders, in their own interest, are advised to inspect the campus at their own cost before submitting tenders.

### 5. Eligibility Criteria:

- (i) The manufacturers/ authorized distributors/ authorized resellers, who have an annual turnover of more than Rs. 5,00,000 (Rupees five lakh only) during each of the last three years shall only be eligible.
- (ii) The Firm should be located in Delhi NCR.
- (iii) The Bidder should have successfully executed at least three supply orders of similar nature to Central/ State Government Departments/ Organizations/ reputed Educational Institutions in the last three years. Copies of these supply orders should be uploaded with the Technical Bid.
- (iv) The Bidder shall not have been blacklisted by any Department /Ministry of the Govt. of India/ State Govt. / PSUs/ reputed Educational Institutions.
- (v) The Bidder should have PAN No. and GST No. and should upload legible attested copies these documents with Technical Bid.

### 6. Validity of Bids:

The bids shall be valid for a minimum period of 90 days, computed from the date of opening of Financial Bid. The validity may be further extended for a further period of three months by mutual consent.

### 7. General Conditions:

- (i) Both Technical and Financial Bid are to be submitted concurrently duly digitally signed on the GeM Portal.
- (ii) The online bids (complete in all respect) must be uploaded online in two documents; (**Technical bid** and **Financial bid**) as per Annexure II and Annexure III respectively(For Reference) on the prescribed tender format in PDF form.
- (iii) The Bidders shall have a valid digital signature certificate for participation in the online tender process. The cost of digital signatures, if any, will be borne by respective Bidders.
- (iv) All other documents as per requirement of Technical Bid shall be uploaded online. The Bidder shall bear all costs associated with the preparation of his/ her/ its tender document including cost of any clarifications, required by NTA.
- (v) When deemed necessary, NTA may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. NTA may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.
- (vi) NTA will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

- (vii) A tender determined as not substantially responsive will be rejected by NTA and may not subsequently be made responsive by the Bidder by rectifying the non- conformity.
- (viii) NTA may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of NTA in this regard will however be final and binding.
- (ix) Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security Deposit, will be forfeited by NTA. Besides this, the Bidder will also be liable to be debarred/ blacklisted from participating in the tendering process of NTA in future or fined.
- (x) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by NTA.
- (xi) Tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.
- (xii) Any modification/ corrigendum issued regarding this tender document shall be uploaded on GeM Portal only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard.
- (xiii) The tender bid and copies of certificates uploaded by the Bidder in pdf form should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

## 8. Bid Security/ Earnest Money Deposit (EMD):

- (i) The original hard copy of Earnest Money Deposit (EMD) of Rs. 5000/-, in the form of Demand Draft/ FDR in favor of “**DG, NTA**” payable at NTA okhla is required to be submitted by the bidder.
- (ii) EMD shall be submitted in a sealed envelope super scribed “**Tender for supply of Store Items to NTA on rate contract basis**”, on or before the closing date and time of e-submission of online bids to NTA, failing which the bids will not be considered.
- (iii) A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the Bidder unopened.
- (iv) The Bid security of the unsuccessful Bidder will be discharged/ returned to them without any interest after finalization and award of the contract.
- (v) The bid security may be forfeited:
  - a) If a Bidder withdraws his/ her/ its bid during the period of bid validity specified in the bid document.
  - b) In the case of successful Bidder, if the Bidder fails to sign the contract or furnish the Security deposit within the time specified in the document.

**\*Exemption in EMD may be considered As per Rule -170 of GFR 2017.**

## 9. Technical Bid:

The Bidder will upload the technical bid in the format given in **Annexure II** along with the following documents:

- a A copy of Demand Draft /FDR as EMD of Rs. 5000/-, drawn in favor of **DG, NTA** or Bid Security Declaration As in Annexure-IV.
- b Technical Bid duly filled in the prescribed format specified at Annexure II of this tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.
- c Copy of three supply orders of similar nature in Central/ State Government Departments/ PSUs/ Educational Institutions/ Private Organizations of repute in the last three years.
- d Copy of GST Registration Certificate.
- e Copy of PAN allotted by Income Tax Department.
- f Copies of audited accounts statement issued by CA mentioning details of turnover or Copies of Income Tax

Return filed for the last three financial years.

g Undertaking certificate for not being blacklisted as per Annexure IV.

#### **10. Financial Bid:**

- a) The Financial Bid should be uploaded in the format as per **Annexure III**. The Financial bid Form shall contain only price details (including payment Terms and conditions) as per Annexure III.
- b) The consolidated price quoted shall be firm and final and payable for the goods supplied at NTA campuses. Rates shall be valid for the entire duration of the contract.
- c) No payments other than the amount shown as consolidated price shall be made by this NTA. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence.
- d) If there is a discrepancy in rates between figures and words, the amount given in words will prevail.
- e) All taxes and levies shall be included in quoted price and will be borne by the Bidder only. No other charges such as packing, forwarding, cartage, insurance, loading and unloading, entry tax, demo, etc. will be allowed.

#### **11. Criteria for Evaluation of Tenders:**

- (i) Online bids (complete in all respect) received along with draft of EMD (physically) will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of Bidder/ authorized representative of Bidder, if available at NTA Okhla.
- (ii) The evaluation of bids will be done by a Tender Evaluation Committee (TEC) first on the basis of technical information furnished in form as per **Annexure II** which is an eliminatory round and then on the basis of commercial information furnished in form as per **Annexure III**.
- (iii) The criteria prescribed in respect of specifications of items, years of operation in the business, experience of similar class of work completed etc. will first be scrutinized and the Bidder's eligibility for the work will be determined.
- (iv) As a part of the process to evaluate the technical bids, Tender Evaluation Committee may also ask the Bidders to make a presentation before it. Bidder may also be asked to produce a sample of each item for inspection at the time of evaluation of bids.
- (v) After evaluating the technical bids and on acceptance, then only financial bids will be opened.
- (vi) L1 bidder for each item would be decided separately at the time of opening of financial bids. NTA will award work to the Bidder whose bid has been found to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the contract satisfactorily. NTA shall however not bind itself to accept the lowest or any tender bid, wholly or in part.
- (vii) At the time of opening of Financial Bids, the price of each Bidder shall be read out on the spot. However, it shall be noted that the final Financial Bid prices would be arrived at after detailed scrutiny/ correction of arithmetical errors in the Financial Bid, if any.
- (viii) It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders, or their representatives will be their own view and the NTA will not abide by the same.
- (ix) Work shall be allotted on the basis of bid value of individual items.

#### **12. Security Deposit (SD):**

- a) SD of Rs 20,000/- will have to be deposited within 21 days on receipt of notification of award to ensure due performance of the contract.
- b) SD shall be in the form of Demand Draft / FDR/ Bank Guarantee payable to **DG, NTA**.
- c) The SD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the Contractor including warranty obligation, if any. EMD will be refunded to the successful Bidder on receipt of security deposit.

- d) SD will be released after all contractual obligations by the Contractor are over. This can be withheld or forfeited in full or in part in case the work is not executed satisfactorily within the stipulated period.

### **13. Standards**

- i. The goods supplied under this contract shall conform to the standards prescribed/ specifications mentioned there against the goods in the financial bid.
- ii. The bidder should supply full specification of the goods such as weight, dimensions, unit, length, colour/ shade, make/ brand etc. offered in the tender. No change shall be permitted after opening of bids.

### **14. Rejection of incomplete and conditional tenders:**

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates for any individual item will result in rejection of bid for that particular item.

### **15. No withdrawal after submission of bids:**

Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security Deposit, will be forfeited by the NTA. Besides this, the Bidder may also be liable to be debarred/ blacklisted from participating in the tendering process of NTA in future and/or suitable penalty may be levied.

### **16. Non acceptance of the tenders received after the last date:**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

### **17. Time Schedule for Completing of work:**

NTA shall issue supply order s as and when items are required. The supply must be completed within 5 (Five) days from date of issue of the supply order.

### **18. Inspection, Testing and Quality Control:**

- (i) The items (wherever applicable) shall be supplied in original packing from the manufacturer, clearly indicating quality, batch No., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Supply Order.
- (ii) Nominated representative(s) of NTA will inspect and/or test the ordered items to confirm their conformity to the contract specifications at no extra cost to the NTA.
- (iii) The NTA shall be the final authority to reject full or any part of the supply, which is not confirming to the specifications and other terms and conditions.

### **19. Period of contract:**

Contract shall be valid for a period of one year. However, on mutual agreement, NTA reserves the right to extend the contract for one more year at a time, on the same prices, terms and conditions.

### **20. Warranty:**

- (i) The Contractor will provide manufacturer's warranty, from the date of completion of supply of the items.
- (ii) If the Contractor, having been notified, fails to respond to take action to replace the defect(s) within 72 working hours, NTA may proceed to take such remedial action(s) as deemed fit by it, at the risk and expense of the Contractor and without prejudice to other contractual rights and remedies, which the NTA may have against the Contractor, including forfeiture of the performance security/ bank guarantee.

### **21. Agreement:**

The successful Bidder shall sign the agreement given at Annexure V on a stamp paper of the appropriate

denomination and submit the same to the DG, NTA within 21 days of the receipt of notification of award of contract.

## 22. Penalty:

In the event of the Contractor failing to:

- a Observe or perform any of the conditions of the tender/ supply order as set out herein; or
  - b Execute the order in good condition to the satisfaction of NTA or by the time fixed by NTA; or
  - c Supply original stationery and other items, as listed in this tender.
- (i) It shall be lawful for NTA, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a penalty of 0.5% of the value of individual item(s) per day subject to a maximum of 10% of the total value of the order, if the Contractor fails to deliver any or all the items within the time period(s) specified in the contract. Once the maximum is reached, the supply order for that item shall automatically expire.
  - (ii) Supply of non-original/ similar looking items and/ or items in damaged condition shall not be accepted. Penalty up to 25% of the value of the supply order shall also be imposed if supply of original stationery and other items is not made in specified quality/ specifications and good condition. In addition, the contract may be cancelled and Contractor blacklisted.
  - (iii) In case of failure of Contractor to supply the stationery and other items in good quality after the 10% penalty period is over, the same items will be obtained from open market and the loss to NTA on account of such purchases(s) shall be recovered from the Contractor's Security Deposit/ Earnest Money or bills payable. The Contractor shall have no right to dispute with such procedure.

## 23. NTA's Rights:

- (i) NTA reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.
- (ii) NTA also reserves the right to modify and/ or relax, any terms & conditions of this tender document before last date of submission of tenders to safeguard its interest.
- (iii) Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass / influence NTA for furtherance of his/ her interest, the Bidder's quotation will be cancelled forthwith. The decision of NTA in this regard will be final.
- (iv) NTA reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.
- (v) NTA reserves the right to award the work to more than one Bidder.
- (vi) NTA reserves the right to blacklist a Bidder for a suitable period in case the Bidder fails to honour its bid after award of work without sufficient grounds.
- (vii) All the items, for which financial bids are submitted, **should be genuine and of the specified branded company**. If the material supplied is found to be of non-genuine/ substandard quality, the same will be returned/ replaced at the cost of the Bidder and the NTA will not be responsible for any loss to the concerned Bidder for such supply.
- (viii) The tender document is valid for a period of six months from the date of issue. If supply order is not issued within this period, the process will have to start afresh.

## 24. Mode of Payment:

- (i) Payment shall be made through NEFT/ RTGS transfer only and TDS as applicable will be deducted, after satisfactory supply of the said items.



- (ii) NTA shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes as applicable and recovery of penalties.
- (iii) No advance payment will be made in any case.

## **25. Subletting of Work:**

The Contractor shall not assign or sublet the work or any part of it to any other person or party.

## **26. Statutory Obligations:**

- (i) All statutory obligations under various laws from time to time shall be borne by Contractor for which no extra payment shall be made at any time during the contractual period.
- (ii) The Contractor shall at all times indemnify and keep indemnified the NTA and its staff from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of the Contractor) and the Contractor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant labour legislation, which is in force from time to time.

## **27. Right to Call upon Information Regarding Status of work:**

NTA has the right to call upon information regarding status of work at any point of time.

## **28. Termination of the Contract:**

- (i) NTA may terminate the contract without any notice in case the Contractor commits a breach of any of the terms of the contract. NTA's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor. In such case, NTA at its discretion may blacklist the Contractor.
- (ii) The Contract in normal conditions can be terminated by either party, i.e., NTA or the Contractor, after giving two months' notice to the other party, extendable by mutual agreement till alternate arrangements are made.

## **29. Other terms and conditions:**

- (i) Bids through Telex/Tele fax/E-Mail etc. shall not be accepted.
- (ii) No unsolicited correspondence shall be entertained.
- (iii) Any offer containing incorrect statement and incomplete information will be summarily rejected.
- (iv) The Bidder will be bound by the details furnished by him / her/ it to the NTA, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her/ it liable for legal action besides termination of contract.

## **30. Force Majeure:**

- (i) For purpose of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the NTA either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

- (ii) If a Force Majeure situation arises, the Contractor shall promptly notify the NTA in writing of such conditions and the cause thereof. Unless otherwise directed by the NTA in writing, the Contractor shall continue to perform its obligations under the Supply order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**31. Arbitration:**

- (i) If dispute or difference of any kind shall arise between NTA and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.
- (ii) However, if the parties fail to resolve their dispute or difference by such mutual consultation, all disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Delhi. The NTA Official, will make the appointment of Arbitrator on behalf of the NTA.

**32. Legal Jurisdiction:**

The contract shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

**Annexure -I****Details of Stationery items to be included in Rate Contract**

<b>S. No</b>	<b>Items</b>	<b>Monthly Usage(Approx.)</b>	<b>Unit</b>
1	A-4 Rim	60	Rim
2	A-3 legal Paper Rim	15	Rim
3	Binder Clip 32mm	15	Box (pack of 12)
4	Binder Clip 19mm	20	Box (pack of 12)
5	Binder Clip 41mm	15	Box (pack of 12)
6	Black Bold Marker	10	Piece
7	Index File	10	Piece
8	Butter Flow Blue Pen	50	Piece
9	Brown Tape	20	Piece
10	Reynolds Blue Pen	50	Piece
11	Big Cell	20	Piece
12	Card Folder	5	Piece
13	Conference Pad	50	Piece
14	Cello Tape 1 Inch	20	Piece
15	Cello Tape 2 Inch	20	Piece
16	Cutter	20	Piece
17	CD Marker	10	Piece
18	Correction Pen	50	Piece
19	Correction Tape	10	Piece
20	Dak File	5	Piece
21	Double punch	10	Piece
22	Eraser	50	Piece
23	Envelope Yellow 12*16	50	Piece
24	Envelope Yellow 10*14	50	Piece
25	Envelope Yellow 12*6	50	Piece
26	Envelope White	50	Piece
27	Fevi Stick	50	Piece
28	Flag	50	Piece
29	File Cover	200	Piece
30	File Board	200	Piece
31	Spring File	20	Piece
32	Green Tag	5	Bundle
33	Green Pen	50	Piece
34	Highlighter	15	Packet (Pack of 5)
35	Legal Sheet	25	Piece
36	L Shape Folder	100	Piece
37	Button Folder	50	Piece
38	A4 Size Lable Sheet	15	Packet (Pack of 100)

39	Marker Blue	20	Piece
40	Marker Green	20	Piece
41	Marker Red	10	Piece
42	Marker Black	40	Piece
43	Board Marker White	20	Piece
44	Note Sheet	30	Piece
45	Black Pencil	20	Packet (Pack of 10)
46	Pantel Gel Red Pen	20	Packet (Pack of 10)
47	Pantal Gel Blue Pen	20	Packet (Pack of 10)
48	Plastic Scale Big	50	Piece
49	Plastic Scale Small	15	Packet (Pack of 10)
50	Steel Scale	15	Piece
51	Plastic Box	50	Box
52	Register 110 Page	5	Piece
53	Register 168 Page	5	Piece
54	Register 196 Page	5	Piece
55	Register 280 Page	5	Piece
56	Register 338 Page	5	Piece
57	Register 420 Page	5	Piece
58	Attendance Register	5	Piece
59	Rubber Band	2	Packet
60	Sharpener	50	Packet (Pack of 20)
61	Stapler Small	10	Piece
62	Spiral Pad Thin	15	Piece
63	Spiral Pad 89mm	15	Piece
64	Scissor	20	Piece
65	Stapler Pin Big	1	Packet (Pack of 20)
66	Stapler Pin Small	5	Packet ( Pack of 20)
67	Stapler Pin Binding	2	Piece
68	Big Yellow Sticky Notes	2	Packet (Pack of 12)
69	Single Punch	20	Piece
70	Stapler Big	5	Piece
71	Tape Dispenser	10	Piece
72	White Tag	2	Bundle
73	Tissue Paper Pkt	45	Packet
74	U Clip Big	10	Packet (Pack of 20)
75	U Clip Small	2	Box (pack of 20)
76	Use & Throw Pen	5	Packet ( Pack of 20)
77	V5 Pilot Pen	3	Packet (Pack of 12)
78	Small Dura Cell	10	Piece
79	Tissue Paper Box	2	Carten (40 Box)
80	Calculator	5	Piece

**\*Note: NTA reserves the Right to Increase / Decrease Quantity of the above Items as per the Requirements.**

**PANTARY ITEMS to be included in Rate Contract**

<b>S. No</b>	<b>Items</b>	<b>Monthly Usage (approx.)</b>	<b>Unit</b>
<b>1</b>	<b>Sugar(In 1 KG)</b>	<b>50</b>	<b>kg</b>
<b>2</b>	<b>Sugar Pouch</b>	<b>10</b>	<b>Packet (Packet of 200)</b>
<b>3</b>	<b>Milk Pouch</b>	<b>10</b>	<b>Packet (Packet of 150)</b>
<b>4</b>	<b>Tea/Coffee Cups</b>	<b>10000</b>	<b>Piece (2 carton)</b>
<b>5</b>	<b>Coffee Pouch</b>	<b>5</b>	<b>Packet ( Pack of 60)</b>
<b>6</b>	<b>Green Tea-Tetley</b>	<b>2</b>	<b>Box (Pack of 100)</b>
<b>7</b>	<b>Green Tea-Lipton</b>	<b>2</b>	<b>Box (Pack of 100)</b>
<b>8</b>	<b>Green Tea-Organic</b>	<b>5</b>	<b>Box (Pack of 25)</b>
<b>9</b>	<b>Tata Tea(In 1 KG)</b>	<b>10</b>	<b>kg</b>
<b>10</b>	<b>Channi</b>	<b>2</b>	<b>Piece</b>
<b>11</b>	<b>Scotch-Brite</b>	<b>10</b>	<b>Piece</b>
<b>12</b>	<b>Prill</b>	<b>10</b>	<b>Piece</b>

**\*Note: NTA reserves the Right to Increase / Decrease Quantity of the above Items as per the Requirements.**

**Housekeeping Items to be included in Rate Contract**

<b>S. No</b>	<b>Items</b>	<b>Monthly Usage (approx.)</b>	<b>Unit</b>
1	Garbage Bag Big	40	kg
2	Garbage Bag Small	50	kg
3	R2 Cleaner	3	Can (5 Litre)
4	Handwash-Fem (In 5 Lts)	5	Can (5 Litre)
5	Sweeping Cloth/Pochcha	10	Piece
6	Toilet Roll	15	Carton (pack of 15)
7	Odonil	30	Piece
8	Urinal Screen	15	Piece
9	Urinal cube	15	Packet
10	Harpic(In 5 Lts)	24	1 Carton (Pack of 24)
11	Hit	15	Piece
12	Colin	10	Piece
13	Broom Stick	5	Piece
14	Wiper	3	Piece
15	Acid	2	Can (5 Litre)
16	Dustpan	3	Piece
17	Dustbin small	10	Piece
18	Dustbin Big	3	Piece
19	Gloves	2	Packet
20	Bucket	2	Piece
21	Duster	24	Piece
22	Stainless Steel Polish	1	Can (5 Litre)
23	Sanitizer	10	Can (5 Litre)
24	Sodium Can(In 5 LT)	3	Can (5 Litre)
25	Broom Jaala	3	Piece
26	Sanitizer Bottle	25	Piece
27	Room Freshener	24	Piece
28	All out Machine with Refill	5	Piece

**\*Note: NTA reserves the Right to Increase / Decrease Quantity of the above Items as per the Requirements.**

**Annexure -II**

**Technical Bid**

1. Name & Postal address of Bidder:

Telephones Nos.:

Fax Nos.

E-mail:

Mobile Nos.:

2. Name & address of Owners/ Partners/ Directors :

3. Nature of Firm/ Agency (Sole/ Partnership/ otherwise) :

4. GST Registration No. (Upload copy):

5. PAN No. (Upload copy):

6. Details of the turnover for the last three financial years **(indicate year-wise and upload Audited document) :**

- |                  |   |
|------------------|---|
| (i) FY 2018-19   | - |
| (ii) FY 2019-20  | - |
| (iii) FY 2020-21 | - |

7. Upload Supply order s/ Completion certificates as per details given in tender in support of experience for having undertaken a similar work in the last three years.

8. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Private organization? If not, please upload a certificate as per Annexure IV to this effect.

9. Are you related in any way with any staff member of NTA : Yes/ No.

### Check list

S. No	Check List of Documents/ Undertakings	Yes/ No	Remarks (Give reasons if answer is No)
1.	Is the demand draft/ banker's cheque towards EMD, submitted to NTA?		
2.	Is copy of demand draft/ banker's cheque towards EMD, uploaded?		
3.	Is copy of GST No. certificate uploaded?		
4.	Is copy of PAN No. certificate uploaded?		
5.	Are details of the turnover for the last three financial years in the form of Audited accounts statement/ ITR uploaded?		
6.	Are copies of supply order s in support of experience for having undertaken three similar works in the last three years Uploaded?		
7.	Is undertaking certifying that the Firm is not black listed signed as per Annexure IV and uploaded?		
8.	Have all uploaded documents been <b>duly signed on each page?</b>		

Place :

Signature of the Proprietor/ Authorized Signatory

Date :

Rubber Seal indicating complete address



**Financial Bid For Stationary Items**

I/ We hereby agree, subject to acceptance of this tender by NTA, to supply following items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

S. No	Items	Unit	RATE	GST	AMOUNT
1	A-4 Rim	Rim			
2	A-3 legal Paper Rim	Rim			
3	Binder Clip 32mm	Box (pack of 12)			
4	Binder Clip 19mm	Box (pack of 12)			
5	Binder Clip 41mm	Box (pack of 12)			
6	Black Bold Marker	Piece			
7	Index File	Piece			
8	Butter Flow Blue Pen	Piece			
9	Brown Tape	Piece			
10	Reynolds Blue Pen	Piece			
11	Big Cell	Piece			
12	Card Folder	Piece			
13	Conference Pad	Piece			
14	Cello Tape 1 Inch	Piece			
15	Cello Tape 2 Inch	Piece			
16	Cutter	Piece			
17	CD Marker	Piece			
18	Correction Pen	Piece			
19	Correction Tape	Piece			
20	Dak File	Piece			
21	Double punch	Piece			
22	Eraser	Piece			
23	Envelope Yellow 12*16	Piece			
24	Envelope Yellow 10*14	Piece			
25	Envelope Yellow 12*6	Piece			
26	Envelope White	Piece			
27	Fevi Stick	Piece			
28	Flag	Piece			
29	File Cover	Piece			
30	File Board	Piece			
31	Spring File	Piece			
32	Green Tag	Bundle			
33	Green Pen	Piece			
34	Highlighter	Packet (Pack of 5)			
35	Legal Sheet	Piece			
36	L Shape Folder	Piece			
37	Button Folder	Piece			
38	A4 Size Lable Sheet	Packet (Pack of 100)			
39	Marker Blue	Piece			
40	Marker Green	Piece			
41	Marker Red	Piece			
42	Marker Black	Piece			
43	Board Marker White	Piece			
44	Note Sheet	Piece			
45	Black Pencil	Packet (Pack of 10)			
46	Pantel Gel Red Pen	Packet (Pack of 10)			
47	Pantal Gel Blue Pen	Packet (Pack of 10)			
48	Plastic Scale Big	Piece			
49	Plastic Scale Small	Packet (Pack of 10)			
50	Steel Scale	Piece			
51	Plastic Box	Box			

52	Register 110 Page	Piece		
53	Register 168 Page	Piece		
54	Register 196 Page	Piece		
55	Register 280 Page	Piece		
56	Register 338 Page	Piece		
57	Register 420 Page	Piece		
58	Attendance Register	Piece		
59	Rubber Band	Packet		
60	Sharpener	Packet (Pack of 20)		
61	Stapler Small	Piece		
62	Spiral Pad Thin	Piece		
63	Spiral Pad 89mm	Piece		
64	Scissor	Piece		
65	Stapler Pin Big	Packet (Pack of 20)		
66	Stapler Pin Small	Packet ( Pack of 20)		
67	Stapler Pin Binding	Piece		
68	Big Yellow Sticky Notes	Packet (Pack of 12)		
69	Single Punch	Piece		
70	Stapler Big	Piece		
71	Tape Dispenser	Piece		
72	White Tag	Bundle		
73	Tissue Paper	Packet		
74	U Clip Big	Packet (Pack of 20)		
75	U Clip Small	Box (pack of 20)		
76	Use & Throw Pen	Packet ( Pack of 20)		
77	V5 Pilot Pen	Packet (Pack of 12)		
78	Small Dura Cell	Piece		
79	Tissue Paper Box	Carton (40 Box)		
80	Calculator	Piece		

### Pantry Items

81	Sugar(In 1 KG)	kg		
82	Sugar Pouch	Packet (Packet of 200)		
83	Milk Pouch	Packet (Packet of 150)		
84	Tea/Coffee Cups	Piece (2 carton)		
85	Coffee Pouch	Packet ( Pack of 60)		
86	Green Tea-Tetley	Box (Pack of 100)		
87	Green Tea-Lipton	Box (Pack of 100)		
88	Green Tea-Organic	Box (Pack of 25)		
89	Tata Tea(In 1 KG)	kg		
90	Chai-Channi	Piece		
91	Scotch-Brite	Piece		
92	Prill	Piece		

### Housekeeping Items

93	Garbage Bag Big	kg		
94	Garbage Bag Small	kg		
95	R2 Cleaner	Can (5 Litre)		
96	Hand wash-Fem	Can (5 Litre)		
97	Sweeping cloth(Pochcha)	Piece		
98	Toilet Roll	Carton (pack of 15)		
99	Odonil	Piece		
100	Urinal Screen	Piece		
101	Urinal cube	Packet		

102	Harpic (In 5 Lts)	1 Carton (Pack of 24)			
103	Hit	Piece			
104	Colin	Piece			
105	Broom Stick	Piece			
106	Wiper	Piece			
107	Acid	Can (5 Litre)			
108	Dustpan	Piece			
109	Dustbin small	Piece			
110	Dustbin Big	Piece			
111	Gloves	Packet			
112	Bucket	Piece			
113	Duster	Piece			
114	Stainless Steel Polish	Can (5 Litre)			
115	Sanitizer	Can (5 Litre)			
116	Sodium Can(In 5 LT)	Can (5 Litre)			
117	Broom Jaala	Piece			
118	Sanitizer Bottle	Piece			
119	Room Freshener	Piece			
			<b>Total Amount</b>		

Note: The quoted rates shall include all taxes, duties, GST, cartage, insurance, custom duty etc. as applicable and no extra shall be payable on this account. Vague offers such as custom duty extra, cartage extra, tax extra etc. shall not be accepted. Any extra taxes, duties, levies not written in the above table but written separately at any other place in the bid document shall not be considered and the Bidder shall bear it.

Signature of the Bidder:

Name & Designation of the Signatory:

BID SECURING DECLARATION FORM

Bid No.: \_\_\_\_\_ Dated \_\_\_\_\_

To,

Okhla

Respected Sir,

We, the undersigned, declare that:

We, M/s.....(Herein referred as vendor) understand that, according to bid Clause No. \_\_\_\_\_, bids may be supported with a Bid Securing Declaration, Vendor render the declaration that:-

The Vendor will automatically be suspended from being eligible for bidding in any contract with the NTA Okhla (herein referred as Purchaser) for the period of 3 years, starting on bid submission closing date, if Vendor are in breach of any of the following obligation(s) under the bid conditions: -

- a) If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
- b) In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFP.
- c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Vendor understands that this declaration shall expire if Vendor is not the successful Bidder and on receipt of purchaser’s notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

Authorized Signatory

Name.

Designation:

Office Seal: \_

Place

Date:

**Agreement to be signed for Rate Contract**

<Stamp paper of requisite amount>  
**Rate contract of stationery and other items**

This agreement is made on \_\_\_\_\_ 2021 between the National Testing Agency hereinafter referred to as "NTA",

and

M/s \_\_\_\_\_, a registered company with registered office at \_\_\_\_\_ hereinafter referred to as "Contractor",

and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the contractor has tendered for providing rate contract of stationery and other items to the NTA as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the contractor has deposited with the Tendering Authority the sum of Rs. (Rupees \_\_\_\_\_ only) as security deposit for the fulfilment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The contractor has accepted the contract on the terms and conditions set out in the tender notice No. \_\_\_\_\_ dated \_\_\_\_\_, which shall hold good during period of this agreement.
2. Upon breach by the contractor of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the NTA to claim damages for antecedent breaches thereof on the part of the contractor and also to reasonable compensation for the loss occasioned by the failure of the contractor to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the NTA.
3. Upon the determination of this agreement whether by effluxion of time or otherwise, the said deposit shall after the expiration of two months from the date of such determination be returned to the contractor but without interest and after deducting there from any sum due by the contractor to the Government under the terms and conditions of this agreement.
4. This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month's notice in writing without compensating the contractor.
5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the NTA to the contractor as hereinafter mentioned the contractor hereby covenants with the NTA to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.
6. The Tendering Authority hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

7. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Contractor on the amount and at the risk of the Contractor without cancelling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

8. In the event of action to be taken, the contractor shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed:

For and on behalf of

National Testing Agency

Authorized Signatory

For and on behalf of

M/s

Authorized Signatory

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the GeM Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal.

More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in/>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Government-e-Market Portal (URL: <https://gem.gov.in/>) by clicking on the link "**Online bidder Enrollment**" on the GeM Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the GeM Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the GeM Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, Auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the <sup>tender</sup>.
- 2) Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the GeM Portal Helpdesk.