

**GVK Emergency Management and Research Institute
1st Floor Neurological Building, MIMHANS, Pasteur Hill, Lawmali, Shillong – 793001
Meghalaya**

**INVITATION OF SEAL QUOTATION FOR SUPPLY OF STATIONERY
UNDER ACCEPTED QUOTATION / RATE CONTRACT BASIS**

Seal Quotation Number : GVKEMRI/MG/STATN/16-17 dated 10th August 2016

Seal Quotation Document Offer Start Date : 11-Aug-2016

Seal Quotation Document Offer End Date : 20-Aug-2016 up to 11:00 Hrs

Offer Pre-Bid Meeting : 17-Aug-2016 at 12:00hrs

Last Date & Time for Submission of
Seal Quotation Document : 20-Aug-2016 up to 11:00hrs

Time and Date of Opening of Seal Quotation : 20-Aug-2016 from 11:30hrs

Venue of Pre-Bid Meeting and
Seal Quotation Opening : GVK Emergency Management and Research
Institute, Meghalaya

Guidelines

1. Definitions
 - PO - Purchase Order
 - GVK EMRI - GVK Emergency Management Research Institute
 - RC - Rate Contract
 - Contract - Terms Informed in PO
 - Purchaser - GVK EMRI, Meghalaya
 - Supplier - Successful Bidder (s)
 - Bidder - Manufacturer or Authorized Trading Partner (such as Dealers/Distributor/Stokiest/Whole Sealer/etc.).
2. The entire document should be properly page numbered, signed and should have appropriate and relevant contents
3. An optional pre bid meeting can be conducted at the Conference hall of GVK EMRI, Lawmali, Shillong, Meghalaya – 793001.

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1. General Terms and Conditions.
2. Tender details and process
3. Application for Tender (Annexure I)
4. Basic Terms and Conditions (Annexure II)
5. Details of Stationery Items, Quantity and Specifications (Annexure III)
6. Commercial Bid (Annexure IV)
7. Declaration Certificate, Verification, Undertaking, Checklist & Documents, Undertaking on fraud and corruption (Annexure V)
8. Supplier's Information Form

PROCEDURE FOR SUBMITTING SEAL QUOTATION DOCUMENT

Procedure:

1. The contractor should invariably submit his offer document in two sealed covers separately namely
 - A. Pre-Qualification Bid - Envelope A (Refer to S/no – 6 under procedure head for content of this Bid)
 - B. Commercial / Price Bid - Envelope B (Refer to Annexure-IV for content of this Bid)

All the three envelopes are again put in single envelope superscribed with the seal quotation no. GVKEMRI/MG/STATN/16-17 for supplying of stationeries items.

2. No quotation will be accepted after prescribed closing time for submission of the same. The delay will not be condoned for any reason whatsoever including postal/transit delay.
3. The contractor should read this document very carefully and comply with the instructions / terms / conditions therein. Any quotation who does not confirm with the instruction / terms / conditions therein is liable to be rejected without any reference
4. **Technical Evaluation:**
 - a) Technical evaluation of the item quoted will be done by a Technical Committee constituted by the COO GVK EMRI, Meghalaya.
 - b) Quotation submitted with basic specifications mentioned in this quotation form will only be considered.

5. **Price Quotes:**

In no case, rates should be quoted anywhere except in Commercial Bid. The quotation will be summarily rejected without any further processing or reference if the rates are quoted or written at any place except at the relevant place in Commercial Bid part

The price remains firm for the validity period of quotation and no accountancy any increase in price shall be entertained till completion of the offer period.

The quoted rate remains valid for period of contract from the date of R.C. agreement.

6. **Eligibility Criteria:** The legible and certified copies of the following documents **MUST** be in the Pre-Qualification Bid, Envelop-A.
 - a) Accepted of Offer Document.
 - b) Offer application duly filled and signed - Annexure I
 - c) Photocopy of PAN card
 - d) Latest commercial tax clearance certificate (CST/VAT/TIN)
 - e) All photocopies must be submitted duly signed and stamped.
 - f) Cancel Cheque

7. The documents must strictly be as per the format wherever the format is prescribed in quotation form or as prescribed by concerned authority viz. ISO, ISI, Commercial Tax etc. and must be valid on the date of opening of seal quotation.

8. Before submission of any quotation, the contractor must verify that they have submitted all relevant certificates / permissions / registration documents in proper format along with Seal quotation. No intimation of missing documents and no documents will be accepted thereafter and will be processed on the basis of available documents / certificates. If the requisite documents are not submitted or even if submitted are not in proper format, the quotation is liable to be rejected.

TERMS OF SUPPLY

1. The accepted quotation / rate contract (RC) holder should supply the items as per specifications and packing approved by GVK EMRI, otherwise the supplies will not be accepted and penal action will be taken against the RC Holder. All supply orders issued by us on or before the last date of the R.C. will have to be accepted by the R.C. Holder and the delivery for all such orders will have to be effected as per the Schedule specified in the order, even though the date of actual supply may fall beyond the last date of the R.C.
2. RC holder needs to follow the delivery scheduled as mentioned in PO / Order form.
3. In the event of damage or loss of supplies during transit against requisition order the said quantity will have to be replaced by the R.C. Holder. The purchaser will not pay separately for transit insurance and the supplier will be responsible for the supplies as soon as possible, but not later than 15 days from the date of arrival of stores at destinations notify the R.C. Holder of any loss or damages to the stores that might / should have occurred during the transit.
4. Quantity shown or proposed here in, is tentative requirement per annum, it may increase or decrease. The rates should not vary with the quantum of requirement. The contractor must supply the quantity as ordered by GVK EMRI, Meghalaya during the period of Rate Contract.
5. The bills / invoices are required to be submitted specifying the following details in appropriate places of the invoices
 - a. Number and date of bills or invoice.
 - b. Number and date of R.C.
 - c. Number and date of order.
 - d. Name and specification of item.
 - e. Name of manufacture & Model / Make / Brand.
 - f. Quantity.
 - g. Total cost; and
 - h. Number & date of challan (If supply made by challan)
6. Invoice shall be in the name of GVK EMRI, Lawmali, Shillong, Meghalaya to be submitted along with copy of delivery challan. The supplies shall be allowed by authorized dealer as per Rate Contract.
7. The R.C. Holder shall not charge C.S.T. /VAT, if concerned authority has exempted them. Further they cannot charge excess amount of Commercial Tax. An amount of

Commercial Tax as applicable to be shown separately in the bill/invoice raised. Further an amount of Commercial Tax so collected should be remitted to the Govt. within prescribed time limit, otherwise strict action will be taken against defaulters.

8. The A.T. /R.C. Holder will not charge any Octroi charges and he should obtain Octroi charges exemption certificate from the purchasing authority/consignees
9. Payment Terms: The payment against supply of stores shall be made within 30 days from the date of receipt of the goods in good and acceptable conditions at the destination along with clear receipt of Invoice. However, no interest will be chargeable by the R.C. Holder, if the payment is delayed.
10. The payment of the bill shall be made after deducting Government dues, if any.
11. The payment of the bills shall be withheld in the following circumstances:
 - a) The goods are found sub-standard or in non-acceptable conditions:
 - b) Breach of condition of any contract by the R.C. Holder.
12. The accepted quotation should supply the items as per specifications and packing approved by GVK EMRI, otherwise the supplies will not be accepted and penal action will be taken against the contractor. All supply orders issued by us on or before the last date of the delivery for all such orders will have to be effected as per the Schedule specified in the order, even though the date of actual supply may fall beyond the last offer valid date.

Late delivery charges / Liquidated Damages:

Up to 15 days from delivery due date	0.25% per day
From 16th day to 22nd day	0.50% per day
From 23rd day to 30th day	0.75% per day
Above 30 days	5.00% per day

The maximum L.D. charges shall be within 5% of purchase value.

Annexure I

Application for Seal quotation

GVK Emergency Management and Research institute
108 Emergency Management Centre,
1st Floor Neurological Building, MIMHANS, Lawmali,
Shillong, Meghalaya - 793 001

Dear Sir,

Seal Quotation for supplying of Stationery Items - Quotation No. GVKEMRI/MG/STATN/16-17

1. Having gone through the offer document for the aforesaid job, we offer ourselves for enlistment as Supplier in conformity with your requirements and the terms and conditions set for the same.
2. We agreed to abide by this quotation and it shall remain binding on us.
3. We note that GVK EMRI, Meghalaya reserve the right to
 - a) Not empanel the vendor whose technical bid is not as per requirement and rejected by GVK EMRI Meghalaya.
 - b) Reject / not to consider the offer quote who has not qualified in technical bid.
 - c) Reject lowest and/or all / or any offers without assigning any reasons thereof.
 - d) Offer the same type of services to more than one vendor
4. We declare that our Enterprise/Unit has never been involved in any kind of frauds.
5. We are enclosing the terms and conditions of the seal quotation (Annexure II & III) duly signed.
6. We are giving below the details of our Firm / Establishment.

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the Supplier:

Date:

Place:

Annexure II

General Terms and Conditions of the Contract

1. The offer of the Rate Contract issued to the successful Supplier(s) would need to be accepted within 7 working days from the date of issue of offer; Failure to accept the offer within above period will result in cancellation of order.
2. The offer shall be valid for 90 days from the date of opening of Part I of the quotation.
3. No escalation in the rates on any accounts will be permitted during the Rate Contract period.
4. VAT will be paid only in respect of order/ allotted work.
5. GVK EMRI reserves the right to offer the same type of work to more than one supplier contracted as Substitute; Parallel R.C. Holder.
6. Tax shall be deducted at the source at the time of settlement of bills, unless the supplier produces the certificates to contrary from the Income Tax authorities.
7. The supplier shall be responsible for any damage / inferior quality / not matching specification as per Rate Contract and responsible for replacement within stipulated time and failure to which the compensation will be recovered as decided by GVK EMRI, Meghalaya.
8. In the event of any default, failure in supplying / delivery promptly, GVK EMRI reserves the right to take necessary action including inter alia; deducting suitable amount from the bill payable as a penalty and termination of the services without any prior notice.
9. The GVK EMRI, Meghalaya reserves the right to reject the lowest and/or all the offers without assigning any reason.
10. The GVK EMRI, Meghalaya reserves the right to terminate the contract any time during the currency of contract period without assigning any reason thereof.
11. Conditional quotations will not be accepted and will be summarily rejected.
 - i. The supplier should furnish local sale tax registration no. and PAN no.
 - ii. No advance will be paid.
 - iii. No increase in the cost will be considered for any reason, unless there is change in quality / major changes in the specification

- iv. All the taxes, levies shall be deducted at the source as per current applicable tax rates while making any payments.
- v. Suitable penalty will be imposed by GVK EMRI at its discretion for the slippage in delivery schedule or unsatisfactory quality of the job or any other grievances suffered by GVK EMRI, Meghalaya.
- vi. GVK EMRI, Meghalaya reserves the right to reject any bid, if found necessary. The GVK EMRI, Meghalaya may at its sole discretion decide the vendors to be invited for such bidding and decision of GVK EMRI shall be final.
- vii. The GVK EMRI reserves the right to benchmark the rates to be offered for any items to be supplied. The decision of the GVK EMRI in this regard would be final.
- viii. GVK EMRI does not bind itself to accept the lowest or any quotation and reserves the right to reject all or any bid or cancel the quotation without assigning any reason whatsoever. GVK EMRI also reserves the right to re-issue the quotation without the vendors having the right to object to re-issue.
- ix. The conditional contractor with stipulated conditions, contrary to the condition given in the quotation document will be rejected.
- x. The selected supplier would be required to provide the certificate that all the copies have been supplied using the desired quality of the items and that overall quality is as per the specification provided by the GVK EMRI, Meghalaya.
- xi. No order or billing payment on any other sister concern / associate company would be released by GVK EMRI.
- xii. The supplier / vendor shall (whether or not he responds to this quotation notice) treat the details of the documents as secret and confidential.
- xiii. The supplier who participate in the quotation should clearly state that they have read all the above terms and conditions and accept the same.
- xiv. The supplier may apply for supplying of any one item indicated in list or all the items stated therein or some of the items.
- xv. All legal disputes will be subject to Meghalaya jurisdiction.

We have read the above terms and conditions and accepts the same.

Signature of the Authorized person :
Name of the signatory (in block capital letters) :
Seal of the Supplier :
Date :

Annexure III

Details of Stationery Items; approximate quantity / annum and their specifications

SR .N O.	Item Code	Items Description	UoM	Item Specification	Quantity /Annum
1	PS/0014	A/4 Envelope Brown-PCR	Each	A/4 Size	760
2	SC/0079	A/4 Envelope laminated yellow	Each	A/4 Size	300
3	SC/0022	A/4 Xerox paper	Rim	A/4 Size (J K Copies)	250
4	SC/0024	Binder Clip	Packet	Medium-19mm	60
5	CS/0002	Blank CD	Each	Moserbaer	40
6	CS/0001	Blank DVD	Each	Moserbaer	25
7	SC/0066	Blue Pen/Black Pen	Each	Natraj	1000
8	SC/0026	Box file	Each	Big Size	70
9	SC/0052	Board Pins	Packet	Small	25
10	PS/0018	White/Brown envelope	Each	Standard Size	900
11	SC/0034	Brown Tape	Each	Big Size- 2"	200
12	SC/0039	Carbon Paper	Packet	A/4 Size	2
13	SC/0030	Cello tape	Each	Big Size	60
14	CS/0028	Cello tape	Each	Small Size	60
15	SC/0084	Cover File-Neelgagan-For PCR	Each	Size 14.5" x 9.5"	60
16	SC/0031	Duster for white Board	Each	Medium Size	6
17	SC/0006	Eraser	Each	Small Size	40
18	SC/0075	File With Lace-For Fleet	Each	Size 14.5" x 9.5"	70
19	SC/0007	Glue stick	Each	Small Size	60
20	SC/0014	Hand Round Register	Each	No.10	300
21	SC/0064	Highlighters	Each	Pen	6
22	PS/0005	Note pad	Each	Medium Size	1000
23	SC/0009	Pencil	Each	Natraj	30
24	SC/0068	Pen Red & Green	Each	Maxwriter	60
25	SC/0016	Permanent marker	Each	Small Size	60
26	SC/0012	Punching machine	Each	Small	20
27	SC/0060	Plastic File Folders	Each	Standard Size-double pocket	600
28	SC/0060	Plastic File Folders	Each	Standard Size-single pocket	600
29	SC/0011	Ruler	Each	Big Size-Plastic	20

30	SC/0051	Scissor	Each	Medium Size	3
31	SC/0013	Sharpener	Each	Small Size	60
32	SC/0017	Sketch pens All Colors	Each	set of 10	35
33	SC/0087	Flat File/Sliding File	Each	Standard Size	80
34	SC/0042	Stampad	Each	Blue ink-Medium Size	6
35	SC/0091	Stampad Ink/Self ink stamp	Each	Blue ink-Medium Size	7
36	SC/0043	Stapler machine	Each	Big Size-HR25	20
37	SC/0044	Stapler pin Big	Packet	No.24mm	60
38	SC/0018	Stapler pin Small	Packet	No-10mm	60
39	SC/0019	Stapler Machine	Each	Small Size	20
40	SC/0047	White Board marker	Each	Medium Size	60
41	SC/0005	White ink/correction fluid	Each	Small Size-Bottle	60

- 1) Details of annual quantity & specification given above are indicative based on our past experience. The actuals may vary based on requirements. Further, the supplier is required to supply the material at their own cost & risk. They will be required to dispatch to GVK EMRI stores in a required lot size.
- 2) Physical Samples: Prospective bidders are advised to check the physical sample of the items to be supply before submitting the quotation. The physical samples can be obtained from the contact persons as mentioned herein quotation document

Annexure – IV

Content of Commercial Bid, Envelop-B Format for Quoting Price (Must be on company letter head)

To
 GVK Emergency Management and Research Institute
 1st Floor, MIMHANS,
 Lawmali, Shillong, Meghalaya – 793 001.

Sub: Supply of Stationery items under accepted Quotation / Rate Contract basis.

Name of the Item	Item Specification	Quantity /Annum	Rates without CST/VAT/ST	VAT/CST/ST, if applicable in %	Total Rate	Remarks (If Any)
		a	b	c	= a * (b + c)	

Note:

1. The above quoted rates are inclusive of Excise duty, Packing, Forwarding and Insurance charges F.O.R. GVK EMRI, Shillong, Meghalaya Office.
2. If CST/VAT are not applicable or exempted then enter "0" and specify in remarks column "No Tax" or "Exempted"

We have fully understood the quotation terms and conditions and abide by us.

Annexure-V

Declaration Certificate

Date:

To

GVKEMRI, Shillong

Meghalaya

Offer No: GVKEMRI/MG/STATN/16-17

Dated: _____

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the subject offer and all the terms and conditions are acceptable to us.

We further confirm that we accept to provide all the services quoted by us as per specifications of GVKEMRI and there are no deviations from the specifications indicated by GVKEMRI.

Thanking you,

Yours Sincerely,

(Authorized Signatory)

Name and Designation with company seal

Verification, Undertaking, Checklist & Documents

From:

M/s _____

No. _____

To

GVKEMRI, Shillong
Meghalaya

Sub: Supply of Stationery Items

Ref: Offer Enquiry No. GVKEMRI/MG/STATN/16-17

Sir,

I/We enclose the price offer form duly signed & stamped. Necessary documents are enclosed herewith (in order in which are mentioned). The rates quoted against item are inclusive of excise duties and other charges. I/We shall abide by all these conditions.

I/We hereby undertake to supply the goods to the consignee as per the terms of the accepted offer/ R.C. I/We verify that the copies of the certificates / documents attached herewith are authentic true copies of the original certificates / documents and I/We undertake to produce the original certificates / documents for verification on demand. I/We undertake to supply the attested copies of certificate / documents required at the time of signing the letter of agreement if my/our offer is accepted.

I/We verify that I/We in possession of the requisite licenses/permits required for the manufacturer/ supply / sale / distribution of the items and further verify that the said licenses / permits have not been revoked /cancelled by the issuing authorities and are valid as on date. I/We also verify that I/We have not been blacklisted / debarred / stopped from supply of the items quoted in the Offer Enquiry by any Government Department / Organization / undertaking in India.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or failure to comply with any contractual requirement laid down by you / them will be considered as a serious breach of the terms and conditions of the offer and will invite disqualification and other penal action as deemed fit by the GVK EMRI, Meghalaya.

Thanking you,

Yours Faithfully,

Date: _____

UNDERTAKING ON FRAUD AND CORRUPTION

We M/s do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of under offer reference no. Date We shall strictly observe the laws against fraud and corruption in force in the country.

SUPPLIER'S INFORMATION FORM

1. Name of Organization : _____

2. Permanent Account Number(PAN) : _____(Pls. enclose Copy)

3. Constitution (Please tick Mark (✓)) : Proprietor HUF Trust/Association
 Firm Private Ltd Company
 Public Ltd Company

4. Registered Address : _____

5. Correspondence Address : _____

(Please tick mark (✓) Enclosed Document)
 Electricity Bill Tax Bill Telephone Bill Shops & Establishment Certificate

6. Deal in kind of Services/Products : _____

7. Sales Tax Registration-CST & VAT : _____

8. Service Tax Registration : _____

10. Bank A/C Details
 A. Name of Bank : _____
 B. Bank A/C No : _____ (Current/Saving)
 C. Branch & Add : _____
 D. IFSC code : _____
 E. MICR code : _____

11. Contact Details
 A. Contact Person : _____
 B. Telephone No : _____
 C. Mobile No : _____
 D. E-Mail ID : _____

12. Name of sister concern or any _____

interdependent Entity(If Any) _____
(Signature of Authorized Person) Date: _____

[Name _____ : Designation _____]

