

KP/STY/FSSAI/ER-17-18
Food Safety & Standards Authority of India
Benfish Tower, 6th Floor, 31-GN Block, Salt Lake,
Sec-V, Kolkata-700091

Date:- 11th August, 2017

TENDER DOCUMENT

For

SUPPLY OF STATIONERY ITEMS

Tender Document Cost: `100/- (` one hundred only)

Food Safety & Standards Authority of India
Ministry of Health and Family Welfare
Benfish Tower, 6th Floor, 31-GN Block, Salt Lake,
Sec-V, Kolkata-700091

NOTICE INVITING OFFERS FOR INVITING BIDS FOR 'SUPPLY OF STATIONERY ITEMS'

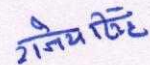
The Food Safety and Standards Authority of India (FSSAI), Kolkata invites bids (limited tender) for supply of 'Stationery and General Items' for its office at Kolkata from reputed and financially sound firms, those are in the business for the last five years and capable to supply the items on credit basis.

Tender document can be obtained from the office of FSSAI situated at Benfish Tower, 6th floor, 31-GN block, Salt Lake, Sec-V, Kolkata-700091. The tender document may also be downloaded from FSSAI website i.e. www.fssai.gov.in.

Last date of submission of tender document is 28.08.2017 at 12:00 Noon and tender will be opened on same date at 05.00 PM before the purchase committee.

The interested parties can submit tender in a sealed cover super scribed "Tender for supply of 'Stationery Items'" addressed to Joint Director, Food Safety & Standards Authority of India, Benfish Tower, 6th Floor, 31-GN Block, Salt Lake, Sec-V, Kolkata-700091 before 12:00 Noon on 28.08.2017.

FSSAI reserve the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.



(Rajesh Singh)
Director
FSSAI, Kolkata, ER

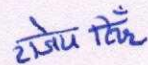
To
M/s.....
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SUBJECT: LIMITED TENDER ENQUIRY FOR CONCLUDING ANNUAL RATE CONTRACT FOR PROCUREMENT OF STATIONERY AND GENERAL ITEMS.

Limited tender is invited from you to submit sealed Tenders quoting your competitive rates against Annual Rate Contract for procurement of 'Stationery and General Items' at FSSAI detailed out in the schedule of the Limited Tender Enquiry.

1. Contract concluded on the basis of tender enquiry shall be governed by the terms and conditions set out in the tender enquiry.
2. Tender contained in sealed envelope should be dropped in the tender box (kept at the 6th floor reception of FSSAI) latest by 12:00 Noon on 28.08.2017. Tender will be opened by the FSSAI at 5:00 PM on the same date in the presence of such tenderers who wish to be present to witness the tender opening.
3. The FSSAI reserves the right to accept or reject any or all tender without assigning any reasons thereof.

Yours faithfully,



(Rajesh Singh)
Director
FSSAI, Kolkata, ER

The limited tender is to be invited by this office for following items:-

Sl. No.	Name of the item	Size	Quantity	All GST	Price (inclusive of GST)
1.	Brown Paper	GQ	70 set (1680 pcs.)		
2.	Cello Tape '2' (100 Mtr wonder)	2' inch	130 pcs.		
3.	Cello Tape '1' (100 mtr wonder)	1' ich	130 pcs.		
4.	Candle	150 gm	30 pcs.		
5.	Colour Flap Paper	NA	06 Pkts.		
6.	Envelop Brown	11'X5'	2000 pcs.		
7.	Envelop Window	11'X5'	7000 pcs.		
8.	Envelop Cloth	(16*12)	100 pcs.		
9.	Envelop Cloth	(14*12)	120 pcs.		
10.	Cloth Duster	24'x24'	12 pcs.		
11.	Fevicol White	500 gm	02 pcs.		
12.	Glue Stick	22 gm	20 pcs.		
13.	Gems Clip	26 mm	02 pkts.		
14.	Legal Paper (75 GSM)	21.5'x 34.5'	01 box		
15.	Note Sheet Pad	NA	10 pads		
16.	Nylon Bag	BIG Size	04 pcs.		
17.	Plastic Folder	A4 Size	12 pcs.		
18.	Ball Pen Blue (Use & throw)	NA	80 pcs.		
19.	Black Marker	NA	06 pcs.		
20.	Stamp ink	60 ml	02 Btl.		
21.	Stapler Pin (Small)	NA	60 (small boxes)		
22.	Selling Wax Royal	(8 Sticks per box)	80 Box		
23.	Tag	NA	2 Pkts		
24.	Photocopy Paper A4 Size (75 GSM)	21' 29.7'	180 Reams		
25.	File Cover	10x14'	100 pcs.		
26.	File Board	10x14'	100 pcs.		
27.	White Board Pen Camlin	NA	06 pcs.		
28.	Register	10x15"	12 pcs.		
29.	Stamp Pad	NA	04 Pads		
30.	Stamp Ink	NA	04 Bottles		
31.	Note Pad	NA	12 Pads		
32.	Board Pin	NA	02 Boxes		
33.	Board Duster	NA	04 pcs.		
34.	Markeen Cloth (in Meter)	NA	15 Mtr.		

NOTES :

1. The rates of items 1-34 shall be submitted in the format annexed herewith.
2. Prices/Rates against all items should be quoted **including GST**.
3. Selected Firm/Agency should deliver the items at site free of cost.
4. The FSSAI will not be bound to accept the lowest quotation and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of FSSAI. The decision of the FSSAI shall be final in this regard.

SIGNATURES OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY:
(IN BLOCK LETTERS)

CAPACITY/POSITION IN COMPANY:
IN WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY:

PIN CODE:

TELEPHONE Nos. : LANDLINE

MOBILE

FAX NO.

IMPORTANT INFORMATION

- 1. PURCHASER:** FSSAI.
- 2. CONSIGNEE:** Joint Director (Admin).
- 3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual agreement.
- 4. FIRM & FIXED RATES:** Prices should be quoted on firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tender with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
- 5. NON TRANSFERABILITY:** This tender is non-transferable.
- 6. TERMS & CONDITIONS:** Terms & Conditions set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Authority.
- 7. PRESCRIBED FORMS:** Tender of firms received in the format prescribed in this tender documents shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/Email/Letterhead/Quotations will not be accepted and ignored straightway.
- 8. EARNEST MONEY:** An amount of Rupees 2,000/- (Rupees Two Thousand Only) only has to be submitted as EMD by way of Demand Draft in favour of Designated Officer, FSSAI payable at Kolkata, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Photocopy of the Demand Draft, should be attached to the Duplicate copy of the tender document. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of FSSAI. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

9. TENDER FEE

Tendering firms are required to furnish a non –refundable tender fee of Rs. 100/- (Rupees one hundred only), in the form of demand draft of Rs. 100/- in favour of Designated Officer, FSSAI payable at Kolkata if they collected the document from the FSSAI, Regional Office, Kolkata. Firms using Tender Document downloaded from FSSAI website will have to submit DD of Rs. 2100/- in favour of Designated Officer, FSSAI payable at Kolkata (combined tender and EMD cost).

Signature of the bidder

GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightway.
4. Tenders should be submitted in duplicate. Duplicate copy of the tender set should contain the same sets of documents as enclosed with the original tender.
5. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
6. Tenderers are requested to enclose a copy of their valid certificate of PAN No., GST No, with their tender.

The sealed tender envelope should be super scribed as under:

"TENDER NO. No. KP/STY/FSSAI/ER-17-18

"LIMITED TENDER FOR SUPPLY OF STATIONERY AND GENERAL ITEMS TO FSSAI"

7. The sealed tender should be dropped in the Tender box kept near Reception at Benfish Tower, 6th Floor, 31 G.N. Block, Sc-5, Salt Lake, Kolkata-700091.

Signatures of the bidder

TERMS AND CONDITIONS

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contract. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. FSSAI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
3. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, Eastern Region, Kolkata, FSSAI and his decision shall be binding to both the parties.
5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Kolkata only.
6. Intending Tenderers will have to furnish a copy of their PAN No., GST No. (proof to be attached).
7. Authorized Signatory/ Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

Signatures of the bidder

NOTES:

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
 - ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
 - iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, FSSAI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
7. The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
 8. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
 9. The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the FSSA or any Corporate of State Government, as the case may be, during the period till performance of Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the State Government, as the case may be, at a price lower than the price chargeable under this Contract, he/she shall forthwith notify such reduction or Sale or offer of Sale to the FSSAI, Kolkata and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
 10. The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to FSSAI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to FSSAI, Kolkata."

Signatures of the bidder

- 11. Indenting Authority:** FSSAI.
- 12. Consignee:** Joint Director, FSSAI, Benfish Tower, 6th floor, 31-GN block, Salt Lake, Sec-V, Kolkata-700091.
- 13. Terms of Delivery:** FSSAI Benfish Tower, 6th floor, 31-GN block, Salt Lake, Sec-V, Kolkata-700091.
- 14. Delivery Period:** The stores are to be delivered within three (03) days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
- 15. Payment Terms:** 100% Payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 16. Despatch Instructions:** Stores are required to be delivered at the FSSAI, Benfish Tower, 6th floor, 31-GN block, Salt Lake, Sec-V, Kolkata-700091 on free delivery without any extra charges to the consignee's premises.
- 17.** Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

18. GUARANTEE/ WARRANTY:

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

Signatures of the bidder

19. All firms are required to submit the following along with their quotation failing which their offer will be ignored:
- a) Name and full address of their Banker with their Account Number.
 - b) List of organisation/offices to whom the bidding firm has made supply for the last 3 years.
 - c) Financial status of the firm- enclosed tax returns for 2016-2017.

20. Duties and Taxes

Sales Tax: Tenderers should indicate prices quoted (inclusive of GST). In case, they are exempted from, payment of GST, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

21. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).

22. The decision of the FSSAI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

23. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

24. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2 % per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

25. **Inspection:** The inspection of the materials shall be carried out by authorized representative of FSSAI at its store.

26. The FSSAI reserves the right to reject any or all the quotations without assigning any reason.

Signatures of the bidder

PERFORMANCE STATEMENT FOR THE YEAR 2016-2017

Name of the Firm.....

1	2	3	4	5	6	7	8
Contract no.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay

Signature of Bidder

DECLARATION

From:-

M/s.....
.....
.....

To,

Joint Director, FSSAI,
Benfish Tower, 6th floor,
31-GN block, Salt Lake, Sec-V, Kolkata-700091.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Joint Director, FSSAI immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the of period of the Contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name:- _____

Designation with Seal of the Firm

Dated _____

(BIDDER'S PROFILE)

General:

1. Name of the Bidder/firm.....
2. Name of the person submitting the Bid "Shri/Smt.....
3. Address of the firm
.....
4. Tel no. with STD code (O).....(Fax).....(R).....
5. Mobile No
6. E-mail
7. Registration & incorporation particulars of the firm:
i) Proprietorship ii) partnership
iii) Private Limited iv) Public Limited

(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law. In case of Proprietary/Partnership firms, the Bid has to be signed by Proprietor/Partner only, as the case may be)

8. Name of Proprietor/Partners/Directors.....
9. Bidder's bank details, Beneficiary name, branch address, IFSC Code, MICR Code, type of account and account number.
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.....
.....
.....
10. Permanent Account number, Income Tax circle

(Please attach copies of income tax return for last three years)

11. Goods and Services Tax Number
- (Please attach copy of GST Number)**
12. Professional Tax No.

13. Income Tax return certificate for the Financial Year 2015-16 (Assessment year 2016-17).

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

List of Vendors

1. M/s. Kendriya Bhandar, Sector-1, Salt Lake City, Kolkata-700064;
2. M/s. Bidhan Nagar (Salt Lake) Wholesale Consumers' Co-operative Society Ltd. (Samabayika), CK- Local Centre, Sector-II-Bidhannagar, Kolkata-700091;
3. M/s. National Co-operative Consumers' Federation of India Ltd., 27, Mirza Ghalib Street, Kolkata-700016;
4. M/s. Kamala Enterprise, R.A.-Block, Plot No. 520, Flat No. 11, Sector-IV, Salt Lake, Kolkata-700105;
5. M/s. G.R. Enterprise, 43, Dharmadas Kundu Lane, Shibpur, Howrah-711102;
6. M/s. Laxmi Narayan & Co., 218, Subhas Nagar By Lane Dum Dum Cantt. Kolkata-700065;
7. M/s. Infotech Solutions (India), 23, Pollock Street, Kolkata-700001;
8. M/s. Bapi Enterprise, 4G Lokenath Bose Garden Lane, Kolkata-700046; and
9. M/s. S.C. & Co., 19/1, Subhas Nagar Road, Dum Dum Cantt., Kolkata-700065.
