



TENDER DOCUMENT FOR E-TENDERING FOR  
APPOINTMENT OF CONTRACTOR FOR SUPPLY OF  
PRINTING & STATIONERY ITEMS IN FCI, REGIONAL OFFICE,  
RANCHI.

(Visit us at website <https://eprocure.gov.in/eprocure/app> & [www.fci.gov.in](http://www.fci.gov.in))

**FOOD CORPORATION OF INDIA  
REGIONAL OFFICE  
RANCHI**

Ref. No.32(3)/R.O./HK/JKD/Stationery-Printing/2014-15

Dated:27/07/2017

**TENDER NOTICE No-03/HK/2017**

**TENDER COST RS.500/- (Tender Cost=Rs.500/-)**

**INVITATION TO ONLINE TENDER AND INSTRUCTIONS TO TENDERERS FOR  
SUPPLY OF PRINTING & STATIONERY ITEMS IN FCI, REGIONAL OFFICE, RANCHI.**

Food Corporation of India (FCI), Regional Office, Ranchi invites online item rates tender under Two Bid System for appointment of Contractor for Supply of Stationery Items in FCI, Regional Office, Ranchi on terms and conditions given in Tender Documents.

<b>Name of work &amp; location</b>	Supply of Printing & Stationery Items at Food Corporation of India, Regional Office, Ranchi
<b>Estimated value of Contract</b>	Approx. Rs.14,00,000/- (Rs. Fourteen lakh)
<b>Earnest Money</b>	Rs.28,000/- (Rupees Twenty Eight Thousand)
<b>Period of Contract</b>	Two years, extendable at the sole discretion of FCI for further Six months on the same rates, terms & conditions.

**Critical Dates:**

Tender publishing date	28/07/2017
Tender Document Download Start Date	28/07/2017
Tender Document Download End Date	17/08/2017
Date and time for submission of online bid	28/07/2017 to 17/08/2017 upto 2:00 p.m.
Date and Time of online Technical Bid Opening	18/08/2017 at 3:00 p.m.
Place of opening the Technical Bid	<b>FCI, Regional Office, Ranchi</b>

1. Tender to remain open for acceptance up to 45 days from the date of opening of Technical Bids. General Manager (Region), Food Corporation of India, Regional Office, Ranchi may at its discretion, extend this date by a fortnight and such extension shall be binding on the Tenderers.
2. If the date fixed for opening of e-Tenders is declared a holiday, the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening as indicated above.
3. If the date up to which the Tender is open for acceptance is subsequently declared to be a closed holiday/Sunday, the Tender shall be deemed to remain open for acceptance till next working day.

4. Price Bid of only technically qualified Tenderers shall be opened on a date to be intimated later.
5. Tender Form may be downloaded from Central Public Procurement **Portal Website** (<https://eprocure.gov.in/eprocure/app> and also) from FCI website [www.fci.gov.in](http://www.fci.gov.in). The tenderers shall deposit along with the Technical Tender through RTGS / NEFT an amount of INR 28,000/- (Rupees Twenty Eight thousand) towards Earnest Money and INR 500/- (Rupees Five hundred only) (Tender Cost=Rs.500/-) towards Tender Processing Fee in the stipulated FCI account and the scanned copy / soft copy of RTGS / NEFT acknowledgment of such deposit shall be uploaded along with the Technical Tender.
6. General Manager (R) for and on behalf of Food Corporation of India, Regional Office Ranchi reserves the right to reject any or all tenders without assigning any reason.
7. **The Corporation reserves the right to give preference to any party registered as Small Scale Industries (SSI Unit) with National Small Industries Corporation (NSIC) and holding a valid SSI Certificate for the Tender Services as per the policy of Govt. of India issued from time to time.**
8. The intending Bidder must read the terms and condition carefully and should only submit the Bid if eligible and is in possession of all the documents required.
9. Information and Instructions for Bidders posted on website shall form part of bid document.
10. The bid document consisting of schedule of the quantities of various types of items to be purchased and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://eprocure.gov.in/eprocure/app>.
11. The bid can only be submitted online after uploading the mandatory scanned/soft copy documents such as RTGS/NEFT and other documents as specified.
12. Those Parties not registered on the above said website are required to get registered beforehand.
13. The intending Bidder must have valid class-II or class-III digital signature with signing certificate to submit the bid.
14. On opening date, the parties can login and see the Bid opening process. After opening of bids they will receive the competitor bid sheet.
15. Bidders can upload document in the form of PDF format

16. Certificate of Financial Turnover: At the time of submission of Technical Bid, parties may upload Certificate from Chartered Accountant mentioning Financial Turnover of previous one year or for the period specified in the bid document and further details if required will be asked from the contractor after opening of the technical bid. There is no need to upload entire voluminous balance sheet.

17. Parties must ensure to quote rate of each item if any cell is left blank the same shall be treated as “0” (Zero).

18. The Technical Bid shall be opened online first on due date and time as mentioned above. The time and date of opening of financial bid of Parties qualifying the Technical Bid shall be communicated to them at a later date.

19. FCI will not enter into any negotiations even with the Lowest Tenderer.

20. Completed Tenders in two Bid System - Technical Bid and Price Bid may be uploaded online. Online Bids are received only on CPP Portal website <https://eprocure.gov.in/eprocure/app> at the fixed time and the date indicated in the NIT. The Tenderer will be at liberty to be present either in person or through an Authorized Representative at the time of opening of the Technical Bid with the Bid Acknowledgement Receipt or they can view the Bid opening event online at their remote end. Price Bids of only those tenders shall be opened whose Technical Bids qualify, at a time and place of which notice will be given.

**PART – A**  
**TECHNICAL BID**

## Invitation to Tender

From:

General Manager (Region),  
Food Corporation of India,  
Regional Office,  
Ranchi.

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

For and on behalf of the Food Corporation of India (hereinafter called the Corporation) the General Manager (Region), Food Corporation of India, Regional Office, Ranchi invites online Tenders under Two Bid system at **Central Public Procurement Portal Website (<https://eprocure.gov.in/eprocure/app>) for appointment of Contractor for supplying PRINTING & STATIONERY ITEMS** in FCI, Regional Office, Ranchi for a period of two years further extendable for a period of three months at the sole discretion of the Corporation and on the same terms and conditions as mentioned in the Tender Documents.

**General Manager (Region)**

**The Food Corporation of India  
Regional Office, Ranchi (JKD)**

**Ref. No.32 (3)/R.O./HK/JKD/Stationery-Printing/2014-15**

**Dated: 27/07/2017**

To,

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.....  
.....

**SUB:-SUPPLY OF PRINTING & STATIONERY ITEMS...REG.**

Dear Sir,

Online tenders under two bid system at Central Public Procurement Portal (**URL:<https://eprocure.gov.in/eprocure/app>**) are invited for supply of Printing and Stationery items to Food Corporation of India, Regional Office, New Collectorate Building, Block-A, 4<sup>th</sup> Floor, Kutchery Road, Ranchi- 834001 for the period of Two years under contract rate.

Tender documents may be downloaded from Central Public Procurement Portal **<https://eprocure.gov.in/eprocure/app>** Aspiring Bidders/ Suppliers who have not registered in e-procurement should enroll / register before participating through the website **<https://eprocure.gov.in/eprocure/app>**. Bidders are advised to go through instructions provided at **Appendix-I** regarding 'Instructions for online Bid Submission'.

Tenderer can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website **<https://eprocure.gov.in/eprocure/app>**.

Tenders and supporting documents should be uploaded through e-procurement portal. Hard copy of the tender document will not be accepted. If the date fixed for opening of tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening as indicated in NIT.

The important instructions, terms & conditions and others necessary format are enclosed.

The Food Corporation of India reserves the right to reject any or all of the tenders so received and also to scrap the tender enquiry without assigning any reason, whatsoever.

Asstt. Genl. Manager (H.K.)  
For General Manager (JKD)

## GENERAL INFORMATION TO TENDERERS

### **1. Instructions for submitting Tender**

Detailed instructions to bidders are available at **Appendix-I** of confirm from contract. Bidders are requested to read the instructions contained therein carefully & meticulously for submission of bids through e-procure portal. The Tenderer must fill up and sign the forwarding letter in the format given in **Appendix-II**, List of document signed, scanned & uploaded as per detail given in **Appendix-III** and also furnish full, precise and accurate details in respect of information asked for in **Annexure A, B & C** attached to the form of tender **are to be signed, scanned and uploaded at the space/packet provided in the e-procurement system.**

### **2. Signing of Tender**

(i) The authorized signatory shall possess Digital Signature Certificate (DSC) for submission of tender documents and MTF. The DSC holder/authorized signatory signing the tender shall state in what capacity he is signing the tender e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc., of a Limited Company. In case of Partnership firm, the names of all partners should be disclosed and the tender shall be signed by all the partners or by their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The original or an attested copy, of the registered partnership deed should be

scanned and uploaded along with the tender. In case of limited company, the names of all the Directors shall be mentioned, and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the company shall be scanned and uploaded along with the copy of the Memorandum and Articles of Association of the Company.

(ii) The Digital Signature Card (DSC) holder signing the tender, or any documents forming part of the tender, on behalf of another, or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has authority to bind such other person, or the firm, as the case may be, in all matters, pertaining to the Contract. **If the Digital Signature Card (DSC) holder so signing the tender fails to produce the said Power of Attorney his tender shall be summarily rejected without prejudice to any other right of the Corporation under the law and the Earnest Money Deposit paid by him/her will be forfeited. The hard copy of Power of Attorney will be submitted by the successful tenderer at the time of awarding the contract.**

(iii) The Power of Attorney should be signed by all the partners in the case of a partnership concern, by the proprietor in the case of proprietary concern, and by the person who by his signature can bind the company in the case of a limited company. The Power of Attorney duly signed should be scanned and uploaded.

### **3. Earnest Money**

(i) Each tender must be accompanied by an Earnest Money @ 2% value of contract amounting **Rs.28,000.00 (Rupees Twenty Eight Thousand only)** which must be submitted electronically through **NEFT/RTGS/other electronic means by the tenderers in the CC Account No.34022362419 Main Branch, Ranchi of State Bank of India (IFSC Code No. SBIN0000167).** In case of NEFT/RTGS/other electronic means the tenderer has to indicate transaction no. (UTR No.) of such payments appropriately in the Bid. The



Tenderer shall be permitted to bid on the express condition that in case he resiles, or modifies his offer, or terms & conditions thereof, after submitting his tender, for any reason whatsoever during the tender process, or any of the information furnished by him/her is found to be incorrect or false, the Earnest Money Deposited by him shall stand forfeited, without prejudice to any other rights and remedies of the Corporation under the Contract and Law, and the Tenderer will be liable for any loss suffered by the Corporation on account of its withdrawal/modification etc. besides forfeiture of EMD. He will also be debarred from participating in any other Tender Enquiry with FCI for a period of **five years**.

(ii) The Earnest Money of the successful tenderers will be converted into security deposit. **No Interest shall be payable on Earnest Money, in any case.**

(iii) The amount of **Rs.500/- (Rupees five Hundred only)** inclusive of taxes, has to be paid by tenderer electronically towards tender document fee as done in case of EMD and the deposit of tender document fee will have to be done along with EMD.

#### **E-PAYMENT MODES FOR EARNEST MONEY DEPOSIT AND TENDER FEE:**

The tenderer should pay the Earnest Money Deposit (EMD) and cost of Tender Form in the e-Procurement portal using any of the following payment modes:

**National Electronic Fund Transfer (NEFT)**  
**RTGS**  
**Any other electronic means.**

#### **4. Security Deposit**

(i) The successful Tenderer shall furnish, within fifteen working days of acceptance of his tender, a Security Deposit for the due performance of his obligations under the contract. The Security Deposit a sum of equivalent to 5% of the value of the Contract amounting **Rs.70,000.00 (Rupees seventy thousand only)** which must be submitted electronically through **NEFT/RTGS/other electronic means by the tenderers in the CC Account No.34022362419 Main Branch, Ranchi of State Bank of India (IFSC Code No. SBIN0000167)**. The Security Deposit shall not earn any interest.

(ii) The Security Deposit furnished by the Tenderer will be subject to the terms and conditions given in the Tender and the Corporation will not be liable for payment of any interest on the Security Deposit.

(iii) In the event of the Tenderer's failure, after the communication of acceptance of the tender by the Corporation, to furnish the requisite Security Deposit by the due date including extension period, his Contract shall be summarily terminated besides forfeiture of the Earnest Money and the Corporation shall proceed for appointment of another contractor. Any losses or damages arising out of and incurred by the Corporation by such conduct of the contractor will be recovered from the contractor, without prejudice to any other rights and remedies of the Corporation under the Contract and Law. The contractor will also be debarred from participating in any future tenders of the Corporation for a period of **five years**. After the completion of prescribed period of **five years**, the party may be allowed to participate in the future

tenders of FCI provided all the recoveries/ dues have been effected by the Corporation and there is no dispute pending with the contractor/party.

(iv) If the successful tenderer had previously held any contract and furnished security deposit, the same shall not be adjusted against this tender and a fresh security deposit will be required to be furnished.

#### **5. Submission of Tender**

(a) The tender shall be submitted online in single bid.

(b) All supporting documents and tender document have to be scanned and uploaded in at the requisite places in the e-Procurement system. Quotation Form as per format given in **Annexure- A** has to be scanned and uploaded at the requisite places in the e-Procurement system.

(c) All the Appendices of MTF duly signed on each page by the Tenderer should be scanned and uploaded in e-Procurement portal.

(d) The Earnest Money Deposit and Tender Fee details along with receipt if any should be scanned and uploaded in e-Procurement portal.

(e) List of Scanned copy of Documents attached, as per the format in **Appendix-III**, duly signed by the Tenderer and uploaded in e-Procurement portal. .

(f) Tender which does not comply with these instructions shall be summarily rejected.

(g) Tenders should be uploaded/ submitted through e-Procurement at <https://eprocure.gov.in/eprocure/app>. Manual bids/Hard copy of the tender documents will not be accepted. **However the successful tenderer will have to submit the original hard copy of MTF duly signed on each page of MTF along with annexure/appendices duly attested on or before the date & time stipulated by FCI, failing which the EMD furnished by the Bidder is liable to be forfeited and further that the award of contract through the letter of acceptance will be issued to the successful tenderer only after he fulfils this requirement.**

(h)The supporting documents shall be scanned and uploaded by Tenderer clearly, neatly and accurately in readable format. Any alteration, erasures or overwriting on the supporting documents should be duly initialled by authorized signatory.

(i) Tenders not accompanied by all the Annexure intact, and duly filled in and signed may be ignored.

(j) It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or with-draw any offer at any stage after submission of the tender.

(k) Any attempt by tenderer to change the format of any of the supporting documents of the MTF while uploading or any attempt to tinker with the software of the portal will render his tender liable for cancellation and his subsequent blacklisting.

## **6. Opening of tenders**

The Tender will be opened online in the Office of the Food Corporation of India, Regional Office, Ranchi at the fixed time and the date indicated in the NIT. The Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.

## **7. Corrupt practices**

Any bribe, commission, or advantage offered or promised by or on behalf of the Tenderer to any officer or official of the Corporation shall (in addition to any criminal liability which the Tenderer may incur) debar his tender/bid from being considered. Canvassing on the part of, or on behalf of, the Tenderer will also make his tender liable to rejection.

**8.** Food Corporation of India reserves the right to reject any or all the tenders without assigning any reason and does not bind itself to accept the lowest or any tender. The successful Tenderer will be intimated of the acceptance of his tender by a letter/telegram/fax/email.

**9.** In case of any clear indication of cartelization, the Corporation shall reject the tender(s), and forfeit the EMD.

**10.** If the information given by the Tenderer in the Tender Document and its Annexure & Appendices is found to be false/ incorrect at any stage, Food Corporation of India shall have the right to disqualify/ summarily terminate the contract, without prejudice to any other rights that the Corporation may have under the Contract and law.

## **11. Acceptance of Tender:-**

The Corporation reserves the right to accept without assigning any reasons the lowest or (i) reject any or all the tenderers (ii) accept the tender for quantity less than the tenderer offers to supply (iii) accept more than one tender. The successful tenderer will be intimated by letter and email.

## **12. Quantity:-**

The quantities shown in the **Annexure-A** are not firm can be reduced or enhanced to any extent at the discretion of purchaser. The validity of the rates shall be for the entire period of contract (from the date of acceptance) of tender to repeat orders.

## **13. Prices:-**

i) The price to be quoted must include all taxes including local or other taxes whatsoever and supplies shall have to be made up to FCI, Regional Office Ranchi.

ii) Price of each article should conform to the prescribed specification/ quality standard of the stationery items mentioned in the **Annexure-A** and against the units strictly in each case.

iii) The copy of sale tax return actually filed by the Tenderer to the sale taxes, authority shall be furnished for perusal by the FCI in support of verifying to the effect that party is the registered dealer or otherwise.

iv) Quoting of rates for any item which is not covered with in specification shall be summarily rejected as quality of stationery items is an important factor.

v) The successful tenderer may not claim VAT on VAT exempted stationery items supplied to the corporation.

**14. Period of Contract**

(i) The Contract shall remain in force for a period of two year from the date of issue of acceptance letter or such later date as may be decided by the General Manager(JKD), FCI, Regional Office, Ranchi (JKD).

(ii) The period of contract may be extended after expiry of original period of two year for a period of 6 months on the same rates, terms and conditions by General Manager (JKD), FCI, Regional Office, Ranchi (JKD).

**15. Delivery:**

i) The time for and date of delivery of the articles stipulated in the Purchasers order and delivery must be completed not later than the date(s) so stipulated in the written order to commence supplies.

ii) GM(R) will have the sole right to extend the period of delivery.

**16. Defaults:-**

In the event of the failure of the tenderer to supply the articles or any instalments thereof in accordance with the purchasers orders within the period fixed for such delivery or breach of any terms Thereof, the GM(R) Food Corporation of India, (JKD) has the right to cancel the contract and repurchase the unsupplied quantity at the sole risk and cost of the tenderer subject to levy of liquidated damages / compensation up to 2% of the value of supplies per month or part of the month for the period between the date when supplies are tendered and date when they were due. The quantum of liquidated damages compensation to be levied will be at the sole discretion of the GM(R) Food Corporation of India, Regional Office, Ranchi (JKD)

**17. Payments:-**

The tenderer shall supply the articles in accordance with the prescribed specifications. The payment will be made by the Food Corporation of India, on production of a pre-receipted bill (in duplicate) indicating therein full particulars and duly supported by delivery challan.

**18. Law Governing the Contract-**

The contract will be governed by the laws of India for the time being in force.

**19. Dispute:-**

Any dispute arising out of this contract shall be adjudicated by the competent courts at Ranchi.

Asstt. General Manager (H.K.)  
For General Manager (JKD)

**Instruction for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at : <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Click here to Enroll**” on the CPP Portal. The portal enrolment is free of cost.
- 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 CPP 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/TCS/nCode/eMudhra es=c.), with their profile.
- 5) Only 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-I 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 CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date other keywords etc. There is also an option of advance 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 CPP 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 CPP 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 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, 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 formats. Bid documents may be scanned with 100dpi with black and white option.
- 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” 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 he/she 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 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 transaction no. (UTR No.) at appropriate place.
- 4) Bidder should deposit the EMD as per the instruction specified in the tender document. The details of the EMD/tender fee should be filled carefully at specified place well before the closure time of the bid as indicated in the tender form. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their

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, open it and complete the white colour (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cell should be changes. 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 technique to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized person 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.

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, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of the 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) The time for seeking clarification and giving replies may be specified by RO concerned preferably it should be before closing of the time of bids. The queries and replies will be submitted by e-mail only at the e-mail ID indicated in the MTF. 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 on the relevant contact person indicated in the tender.

2) Any queries relating to the process of the bid submission or queries relating to CPP Portal in general may be directed to 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315

The Food Corporation of India  
Regional Office Ranchi (JKD)

**Tender No.**

**Date:**.....

Tenderer's Telegraphic Address:-

.....

Telephone No. ....

General Manager,  
Food Corporation of India,  
Regional Office, Ranchi (JKD)

- 1 I / We to be submit this sealed tender for the supply of printing and stationary articles to be delivered at Food Corporation of India, Regional Office, Ranchi. (JKD) The articles, I/We desire to supply and the rate offered by me / us are also indicated in the **Annexure-A**.
2. I / We have thoroughly, examined the terms and conditions of the tenders and agree to abide by them in full. The rates at which I / we offer to supply the material as stated in the **Annexure-A** and it is confirmed.
3. I / We agree to hold the offer open upto 90 days with a provision of 15 day extensions (and if the said date declared a holiday for Corporation office, till the next following working day) and shall be bound by communication of acceptance dispatched within the time. I / We further undertake that this offer shall not be retracted or withdrawn by me / us after the opening of the tender (and 15 days thereafter if extended by the Food Corporation of India, Regional Office, Ranchi, (JKD)).
4. The Earnest Money of Rs..... has been deposited through RTGS/NEFT vide transaction No. (UTR No.) .....dated ..... In the event of my / our tender being accepted. I / We agree to make supplies within the delivery period of acceptance of my / our tender, as will be specified in your supply order.
5. I / We confirm that persons who have signed below have the authority to sign the tender and given the above offer on behalf of M/s\_\_\_\_\_

Yours faithfully,

Signature of the tenderer  
Indicating capacity in which the signature has signed.

Address: .....  
.....



**LIST OF DOCUMENTS FILLED & UPLOADED TO E-PROCUREMENT PORTAL WITH TECHNICAL BID.**

**NOTE:- All supporting documents along with tender document have to be signed, scanned and uploaded at the requisite places in the e-Procurement system:-**

1. Scanned copy of proof of payment of fee for cost of tender form.
2. Scanned copy of proof of payment of EMD. Kindly note, without EMD your tender will be summarily rejected and it will be treated as invalid offer.
3. Scanned copy of Bio-data of tenderer as per format given in **Annexure-A**
4. Scanned copy of Bank Detail of tenderer as per format given in **Annexure-B**
5. Scanned copy of List of Document uploaded as per format given in **Appendix-III**
6. Scanned & self-attested Self attested copies of **identity proof** reference. In case of partnership firm/ company, the tenderer have to enclose the relevant registration certificate along with **Partnership Deed/MOU** (Memorandum of Association/Article to Association applicable for company.) Scanned & Self attested copies of **Address proof** reference.
7. Scanned & Self attested copy of **PAN Card**.
8. Scanned & Self attested copy of **GST Registration Certificate**.
9. Scanned & Self attested copy of **Income Tax Return** of last three financial years.
10. Signed Statement indicating the **Name of the Central Govt./State Govt./PSU client**.
11. **Self-declaration** with reference to abiding of terms & Condition and non-black listing of the firm as mention below:

I/we have read and understood the contents of the tender and agree to abide the terms & 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 whom the Govt. have banned/ suspended business dealing. I/we further also undertake report to the DGM (Pers) FCI, RO, Ranchi immediately after we are informed but in any case not later 15 days, if any firm in which banned/suspended in future during the currency of contract with you.

Signature of Tenderer with capacity  
Seal of Firm/Company

**Food Corporation of India, Regional Office, New Collectorate Building, Ranchi (JKD)**

**BIO-DATA OF TENDERED AND EMD DETAILS**  
**(filled & uploaded to e-procurement portal)**

1	Name of Tenderer	
2	Address of Tenderer (Please enclosed address proof like Telephone Bill, Electricity Bill, Pass Book of Bank Account, or any other document relating to proof of address issued by Central Govt. /State Govt. or any other Agencies)	
3	Capacity/Composition of the Tenderer like proprietorship/ Partnership/ Private Limited/ Company etc.	
4	Identity Proof reference like details of PAN Card/Driving License/ PHOTO ID	
5	PAN CARD details	
6	VAT Registration No	
7	EMD details-	
8	Year of Business experience	
9	Telephone No./Mob No./FAX No./E-mail ID	

**I/We solemnly declared that whatever information as given is correct/true and complete to best of my knowledge and I/We declaring here in case my/our above information is incorrect/false/incomplete that FCI has liable to forfeit my/our dues available with FCI including EMD/SD.**

Signature of Tenderer with capacity  
Seal of Firm/Company

Bank details of Party

- (1) Name of Party & Address:
- (2) Bank Account No.
- (3) Bank Address:
- (4) IFSC Code:
- (5) MICR CODE:
- (6) PAN NO.

Signature.....  
Name.....  
Official stamp.....

**PART – B**  
**PRICE BID**

**PRICE BID**

**Quotation Form for Stationery/Printing/General Items**

<b>SN</b>	<b>Name of the item</b>	<b>Make/ Specifications</b>	<b>Estimated Quantity for two years</b>	<b>Rate per Unit (Rs.)</b>
1	Add Gel Pen	Renolds	200	
2	Alphabetical Ledger Register	Sangum	2	
3	Alpin	Ashoka	100	
4	Calculator (CT-512)	CITIZEN (12 Digit)	50	
5	Car freshner	(AC)	5	
6	Car freshner	(Non-AC)	2	
7	Carbon Blue	Kores	10	
8	Colin	R.B.(India) ltd.	30	
9	Conference File	Solo	5	
10	Correcting Fluid	Kores (White)	300	
11	Dustbin	OPEL	50	
12	Duster Table	Good Quality	300	
13	Fevi Stick	Kores (Transparent)	150	
14	Gum bottle Small	Kores	25	
15	Highlighter	Luxor	100	
16	Hit	Godrej	25	
17	Jug plastic	OPEL	25	
18	Marker pen	Kores	50	
19	Paper A4	Century (75 GSM)	1500	
20	Paper FS	Century (75 GSM)	20	
21	Pen Holder	Linc	20	
22	Pen Stand 2 Pens with Pen	Kebica	10	
23	Pen Stand 4 Pens with Pen	Kebica	4	
24	Pen V-5	Luxor	250	
25	Trimax Pen	Reynolds	100	
26	Pencil cutter	Kores	100	
27	Pencil HB	Natraj	500	
28	Pilot pen	Luxor	250	
29	Pin cushion	Omega	25	
30	Plastic folder	Sangam (L Shape)	500	
31	Pocker with Wooden Handle	(LAZER)	30	
32	Post & Pad Slip	Kores (3 Color)	300	
33	Printed Envelopes (10x12) With Cloth lining	Tajmahal	2000	
34	Printed Envelopes (16x12) With Cloth lining	Tajmahal	2000	
35	Printed Envelopes (11x5)	Tajmahal	10000	
36	Plain Envelope (11x5)	Tajmahal	1000	
37	Printed Envelopes (9x4)	Tajmahal	5000	
38	Printed File Cover with Cloth Patti	FCI Logo & Name printed	5000	
39	Printed File Wrapper	FCI Logo & Name printed	5000	
40	Printed Note Sheet (Longer Paper, 100 sheets)	FCI Logo & Name printed	500	

SN	Name of the item	Make/ Specifications	Estimated Quantity for one year	Rate per Unit (Rs.)
41	Single Hole punching machine	Kangaroo	100	
42	Register 4 Quire	With FCI Print	200	
43	Register 8 Quire	With FCI Print	100	
44	Ring binder File folder	SOLO	50	
45	Room freshner Premium	J.K. Helen Curties	50	
46	Rubber	Natraj	50	
47	Scale(Steel)	Camel	50	
48	Shorthand Book	VIP	15	
49	Shorthand Pencil	Kohinoor	15	
50	Slip pad – Big	Sangam (Size-1/8)	100	
51	Slip Pad- Small	Sangam (Size-1/6)	300	
52	Spiral pad	Sangam (Size-1/8)	600	
53	Stappler Big	Kangaroo	50	
54	Stappler Small	Kangaroo	100	
55	Stappler Pin Big	Kores	200	
56	Stappler Pin Small	Kores	300	
57	Stationery stock issue register	Sangum	10	
58	Stamp pad	Ashoka (Medium)	100	
59	Swing (Chaku) File	SOLO	100	
60	Table Glass	Modiguard	10	
61	Tag (Normal size)	White Color	200	
62	Tag (Long size)	Green/Blue Color	200	
63	Tape Adhesive	Avon (Khaki-2")	200	
64	Tape- White	Avon (Transp.-1")	200	
65	Thermos	Cello (1 Liter)	30	
66	Torch cell	Eveready	50	
67	Pencil cell	Eveready	200	
68	Tumbler Glass	Yera	100	
69	Vim Packet	HUL	10	
70	Wall Clock	Orbit	20	
71	Cartridge 2010-D3 to 2571	Samsung	2	
72	Toner SF-565 PR/560	Samsung	2	
73	Pen Drive 32GB	HP	20	
74	Toner Cartridge 12-A	HP	25	
75	Toner Cartridge 24-A	HP	2	
76	Toner Cartridge 35A	HP	2	
77	Toner Cartridge 36A	HP	2	
78	Toner Cartridge 78-A	HP	50	
79	Toner Cartridge 88-A	HP	50	
80	CDR	Moser Bear	24	

**Note: The Rates to be quoted must include all taxes including local or other taxes whatsoever and supplies shall have to be made up to FCI, RO, Ranchi.**

