

E- Tender No.
MPPCB/Pur./02/2020-2021
TENDER DOCUMENT
FOR
SUPPLY OF OFFICE STATIONERY



Year: 2020 - 2021

M. P. Pollution Control Board

Paryawaran Parisar, E-5 Sector, Arera Colony, Bhopal – 462016 (M.P.)

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M. P. Pollution Control Board

E – 5, Paryavaran Parisar, Arera Colony, Bhopal

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Tender Notice No. MPPCB/Pur./02/2020-21

(For supply of Office Stationery Items)

TENDER NOTICE

1. The Member Secretary, M. P. Pollution Control Board invites annual rate contract offers through E-Tenders on portal at <http://www.mptenders.gov.in> from the Bhopal based reputed Firms / Contractors / Suppliers for one year Annual Purchase Contract for supply of Office Items, Office Stationery in two bid system (Technical and financial) for the following work:
2. **Name of Work:** Annual Rate Contract (ARC) for supply of Office Items, Office Stationery to be supplied at Head Quarter of M. P. Pollution Control Board, Bhopal for a period of one year from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 2 year) by both the parties on same prices and conditions.
3. Tender documents may be downloaded from Government of Madhya Pradesh E-Procurement portal at <http://www.mptenders.gov.in> as per the schedule given in Critical Date Sheet as under:

CRITICAL DATE SHEET:

Description	Date	Time
Date of Publishing and Bid Document Download date	03.02.2021	3:00 PM
Bid Submission Start Date	10.02.2021	01:00 P.M.
Bid Submission End Date	03.03.2021	01:00 P.M.
Technical Bid Opening Date	04.03.2021	01:00 P.M.
Financial Bid Opening Date	Will be intimated after Technical Evaluation	

4. The Tender Cost of Rs. 1000.00 (Rupees One Thousand only) and Earnest Money Deposit (EMD) of an amount of Rs. 10000.00 (Rupees Ten Thousand only) shall be submitted online on or before the last date of submission of tenders. No tender shall be considered without requisite tender fee and earnest money.
5. The Tender documents will not be available in physical form. The detailed terms & conditions are available in tender document. For detailed tender document and any amendment (if required) regarding the said tender shall be available on Board's Web site www.mppcb.mp.gov.in and www.mptenders.gov.in.

In-charge (Purchase)



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Tender Notice No. MPPCB/Pur./02/2020-21

Supply of office Stationery on Annual Basis

Madhya Pradesh Pollution Control Board, Bhopal invites e- tenders under two bid system i.e. Technical and Financial bids from the Bhopal based reputed Firms / Contractors / Suppliers for a period of one year from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 2 year) by both the parties on same prices and conditions. Tender forms can be downloaded from the Government of Madhya Pradesh E-Procurement Portal at <https://mpetenders.nic.in> and may also be viewed at MPPCB's Website at www.mppcb.nic.in. The bids to be submitted on Portal at <https://mpetenders.nic.in> only. The terms & conditions are as follows:

- (1) Procedure of submission of the Tender:** Each bidder shall submit his offer in two covers. First cover shall contain scanned copies of proof for submitting tender cost (Rs. 1,000.00) and Earnest Money (EMD) (Rs. 10,000.00) online on the portal, Proof regarding Experience (Annual Rate Contracts in the similar field) during last three years with Government Departments/CSIR Labs./PSUs/Semi Govt./other reputed organizations along with satisfactory completion certificates, Copy of Registration certificate of the firm along with certified balance sheets for last two years, Terms and Conditions, company profile, Copy of GST registration number and PAN number as well as clearance certificates. Offers without Tender Cost and all required qualification documents as mentioned below shall not be considered and the relevant cover (Financial Bid) will not be opened and their offer shall be treated as rejected. Second cover shall contain financial offer. The tender shall be submitted online in two covers as per following details:
 - (a) First Cover (Technical Bid):** It should contain scanned copy of proof for submitting requisite amount of Tender Cost (Rs. 1,000.00, which is non refundable) and Earnest Money (EMD) (Rs. 10,000.00) online and other relevant documents stated as under. Insufficient amount furnished as tender cost shall make the offer liable for rejection. The First Cover shall be opened on 04.03.2021 at 01.00 PM. The First cover must contain self verified scanned copies of the following documents:
 - (i)** Scanned copies of proof for submitting tender cost (Rs. 1,000.00) and Earnest Money (EMD) (Rs. 10,000.00) online on the portal.
 - (ii)** The firm should be a registered entity under relevant competent authority. (Registrar of Firm / Society/Shop and Establishment / Company etc.). Scanned copy of registration certificate.
 - (iii)** The firm should have experience for supply of stationery items to any two Government departments/Government undertakings, Semi Government – Autonomous organizations or public limited companies. Scanned copies of Supply orders.



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- (iv) Scanned copy of GST/Service Tax and Income Tax registration Number.
- (v) The bidder should have minimum yearly turnover of Rs. 5.00 Lakh for last three financial years (2017-18, 2018-19, 2019-20). Scanned copy of Turnover Certificate duly verified from Chartered Accountant.
- (vi) Duly filled in Application Format in annexure-1
- (vii) Tender Acceptance Letter as per Annexure-3.
- (viii) An undertaking shall be submitted by the bidder, regarding whether they are not black listed in any Govt. organization/ institutions.
- (ix) The bidder shall also provide Bank Name, Account Name, Account Number, Account Type, Branch IFSC code for safer and easier payment transaction through RTGS/NEFT.
- (x) Scanned Copy of performance Certificate by Government organizations.
- (xi) Copies of at least two recent supply orders of the similar service indicating detailed price schedule in order to examine reasonability of the quoted rates in the present bid.
- (xii) Any other relevant information (if any).

(b) Second Cover (Financial Bid): Offers received in due time shall be evaluated technically by Screening cu Technical committee constituted by the Chairman, M. P. Pollution Control Board and as per the recommendation of committee, depending upon the credentials submitted in first cover, suitability of offer/service with respect to offered credentials, application and performance, the financial offer shall be opened, The opening of financial bids (Second cover) will be informed later. Financial Bid shall comprise of following documents:

- i. Schedule of Financial Bid is provided in the form of template (BoQ) (Annexure-II) in PDF format, along with this tender document. Bidders are advised to download this template in PDF format as it is and quote their offer/rates in the permitted column and submit same in the manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected.

2. Instructions to the Bidders on e-tendering:

- (i) The bidder shall submit their offer in accordance with this tender document.
- (ii) The bidder, after submitting its tender, is permitted to alter/modify its tender so long as such alterations/modifications are done within the deadline for the online submission of tenders. Any alteration/modifications in the tender thereafter is not permitted.
- (iii) No tender can be withdrawn after the deadline for online submission of tender and before expiry of the tender validity period. If a bidder withdraws the tender during this period, it will result in forfeiture of the earnest money furnished the the bidder in its tender.
- (iv) The Purchaser will open on-line the Technical bids on prescribed date and time. In case the specified date of tender opening falls on / is subsequently declared a holiday



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ar closed day for the Purchaser, the tenders will be opened at the appointed time and place on the next working day.

- (v) Physical presence of the bidder at the time of opening of tender will not be essential in the e-tendering process. At the appointed time, the bid openers would open the bids online and the details of the technical bids offered by the bidders would be known to all on the portal.
 - (vi) The first cover, i.e. Technical Bids will be opened on-line, first and evaluated by the Screening-cum-Technical Committee to assess that the goods and services offered are as per the necessary credentials and relevant documents.
 - (vii) The Second Cover, i.e. Financial Bid of only technically qualified offers shall be opened online and evaluated.
 - (viii) The tender will first be scrutinized to determine whether they are complete and meet the essential and important requirements, as prescribed in the Tender Document. The bids, which do not meet the basis requirements, are liable to be treated as non-responsive and rejected.
 - (ix) The Purchaser reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.
 - (x) Financial Bids of the Bidders, whose technical bids are qualified, shall only be opened. The lowest Bidder (L1) as a whole for the all 50 items shall be determined on the basis of the Price quoted by the Bidder altogether which will be inclusive of all taxes and other charges etc.
3. Scanned copy of proof for submitting Earnest money (EMD) and Tender fee online on the portal in First Cover. Offers without earnest money and tender fee shall not be considered and the relevant Covers will not be opened and their offer shall be treated as rejected.
 4. The bidder shall have to submit the copy of GST registration number and Income Tax registration [PAN] in First Cover otherwise the offer shall be liable for rejection.
 5. An undertaking shall be submitted by the tenderer that they are not black listed in any Govt. organization / institutions in First Cover.
 6. The bidder shall also provide Bank Name, Account Name, Account Number, Account Type, Branch IFSC Code for safer & easier payment transaction through RTGS/NEFT.
 7. The specifications are clearly mentioned in the document and the Bidder is requested to submit Bid only if their offer strictly comply with these specifications. Please note that no deviation in the required specification will be permitted. The bidding for the instruments having different specification will be on Bidder's risk as the Board will not entertain such Bids.
 8. **Duration of Rate Agreement:** This allotment of work shall be on Annual Rate basis for a period of one year from the date of commencement of award. If the performance



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is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 2 year) by both the parties on same prices and conditions as competent authority, MPPCB may grant by specific written orders. Under this rate contract separate supply / work order shall be placed for time to time requirements for which the supply should be made within 2 days from the date of order. No price escalation will be granted during the rate contract period.

9. **Category and Indicative List of Items required:** The list of generally required office stationery is shown as annexure -2. The estimated quantity of items given in the annexure is tentative and shall not be considered as minimum quantity. The actual purchase may vary as per requirement. In case the given specification is not available with the bidder at the time of placing of order, the same can only be submitted by a equivalent or higher specification after due approval of competent authority. In case bidder fails to supply the ordered items within the stipulated time, competent authority will be at liberty to get that items from the open market without any notice to the bidder and additional cost, if any, incurred by MPPCB for the same shall be recovered from the bidder.
10. The tender shall be deposited within due date and time. No tender shall be entertained after due date and time and the delay on any account shall not be accepted. No separate receipt will be given on submission of this tender.
11. The approved firm / manufacturer shall have to submit an amount of Rs. 25,000.00 (Rupees Twenty Five Thousand Only) in the form of Bank Guarantee (Annexure-4) or Demand Draft or TDR towards Performance Security for a period of 12 months other wise 5% amount shall be deducted from the total ordered value.
12. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the MPPCB, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
13. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the MPPCB. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
14. The conditional/incomplete bids shall not be considered and shall be declared unresponsive.
15. The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the 50 items as mentioned in the annexure-2, otherwise the offer will not be entertained.
16. **General Terms & Conditions:**
 - i. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. The Authority also reserves the full rights to increase/decrease the quantity of items in the tender as



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per requirement. Any inquiry after submission of the tender will not be entertained.

- ii. MPPCB reserves right to divide the work order among bidders.
- iii. The tender must be completed in all respects. Any queries made by MPPCB should be promptly replied by the bidder.
- iv. The bidder shall have to comply with all rules, regulation, law and by laws of the hand in force for the time period concerned. MPPCB should be fully indemnified for any such act and shall have no liability for such violation. If any, made by the bidder, on account of fulfillment of order under this rate contract.
- v. In case of any dispute or difference between MPPCB and the bidder in connection with this rate contract except as to the matters decision for which has been specifically provided in this tender document, either party may give a notice in writing of existence of such dispute of difference and the same shall be referred to the sole arbitration of the Competent Authority of MPPCB or a person nominated by him.
- vi. MPPCB at any time, any give notice in writing to the supplier either to stop the supply altogether or reduce or cut it down.
- vii. Any notice, statement and / or other communications sent by MPPCB through registered/speed post to the bidder at his specified address shall be deemed to have been delivered to the supplier.
- viii. Any expenditure incurred by MPPCB due to breach of contract on the part of the bidder / supplier will be recovered from security deposit or / and from pending dues. For all legal matters area of jurisdiction shall be Bhopal.
- ix. Order shall be issued on requirement basis. Bills in triplicate for the items supplied should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by MPPCB.
- x. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Rupees Five Hundred only) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the MPPCB, for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
- xi. The supply order may be given for single or bulk items and Agency will have to supply them immediately but not later than the period as stipulated in the Dispatch Instructions/Purchase cum Supply Order.

17. **Terms of Payment:**

- i. Monthly payment will be processed for all excepted and undisputed supply of ordered items at MPPCB, Bhopal office against submission of bill along with the



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- ii. indent, inspection report (if required) signed delivery challan, duly signed & verified by Administrative Officer, MPPCB.
- iii. Rates quoted in the tender shall be valid till the entire contract period including extended period, if any.
- iv. The rate quoted shall be considered inclusive of all taxes & duties, transportation, loading, unloading etc complete. No additional cost will be payable.
- v. The bidder will be totally responsible for complying with the rules and requirements concerning all taxes and duties.
- vi. Any defects found / identified / discovered or developed in the supplied items shall be rectified or replaced by the bidder promptly. In case the suitable replacement is not made by the bidder within 7 days from the receipt of the complaint, MPPCB can reject and return such item. The expenditure so incurred by MPPCB shall be deducted from bidder's pending claims and /or security deposit and if necessary may be recovered in any other mode provided under the law.

TENDER AND CONTRACT FOR SUPPLY OF MATERIALS GENERAL RULE AND DIRECTIONS FOR THE GUIDANCE OF SUPPLIERS

- (1.) All suppliers proposed to be obtained by contract will be notified in a form of invitation to tender posted in public places/News Paper.
- (2.) The tender form will State the supplies to be made, as well as the date for submitting and opening tenders and the time allowed for supply, also the amount of earnest money to be deposited with the tender.
- (3.) In the event of tender being submitted by a firm it must be signed separately by each member thereof or in the absence of any partner, it must be signed on its behalf by a person holding a power of attorney authorizing him to do so, such power of attorney should be produces with the tender and it must disclose that the firm is duly registered under the partnership Act.
- (4.) Any person who submits a tender shall fill up usual printed form stating at what rate he is willing to undertake supply of each items. Tender which propose any alteration in the work/supply specified in the said form of invitation to tender, or time allowed for carrying out work/supply will be liable for rejection.
- (5.) The Member Secretary or his duly authorized assistant will open tenders in the presence of any tenderer who may be present at the time and will enter the amount of several tenders in a comparative statement in a suitable form. Receipts for earnest money will be given to all tenderers except those whose tenders are rejected and whose earnest money is refunded on the day that the tenders are opened.
- (6.) The officer competent to dispose of the tenders shall have the right of rejecting all or any of the tenders.



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CONDITIONS OF CONTRACT

1. The time allowed for the supply of materials as entered in the tender shall be strictly observed by the supplier and reckoned from the date of which the order to commence supply of materials shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of contract) on the part of the supplier and the supplier shall pay as liquidated damage an amount equal to one percent or such smaller amount as the Member Secretary, M.P. Pollution Control Board, may decide on the amount of estimated cost of the whole of the materials as shown in the estimated cost of the that the supply remains un commenced or unfinished after the proper dates. In the event of the contractor failing to comply with this condition shall be liable to pay as liquidated damage an amount equal to one percent or such smaller amount as the Member Secretary may decide on the said estimated cost of the whole of the materials for every day that the due quantity of supply remains incomplete to, provided that the due quantity of liquidated damage to be paid under the provisions of this clause shall not exceed ten percent on the estimated cost of the supply of materials as shown in the tender.
2. If the Tenderer shall be hindered in the supply of the materials so as to necessitate an extension of the time allowed in this tender he shall apply in writing well in advance or immediately after the cause occur to the Member Secretary, M.P. Pollution Control Board who shall if in his opinion (which shall be final) reasonable grounds be shown therefore authorize such extension for a period not exceeding in 15 days. Any further extension shall be subject to the previous sanction of the Chairman.
3. The supplier shall give notice to the consignee officer of his intention of making delivery of materials and on the materials being approved a receipt shall be granted by him to the Consignee Officer or his assistant, and no material will be considered for payment until so approved.
4. On the completion of the delivery of the materials the supplier shall be furnished with a certificate by the Consignee Officer of M.P. Pollution Control Board.
5. The material shall be of the best description and in strict accordance with the specification and the supplier shall receive payments for such materials only as are approved and passed by the Member Secretary/Consignee Officer.
6. In the event of materials being considered by the Consignee Officer to be inferior to that described in the specification the supplier shall on demand in writing forth with remove the same at his own charge and cost and in the event of his neglecting to do so within such period as may be named by the Consignee officer that officer may have such rejected material removed at the contractor's risk and expense incurred being liable to be deducted from any sum due or which may become due to the supplier.
7. Receipts for payment made on account of a supply when executed by a firm must also be signed by several partners except where the contractors are described in their as a firm in which case the receipt must be signed in the name of firm by one of the partners or by some other person having authority to give effectual for the firm.



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8. Under no circumstances whatever shall the contractor be entitled to any compensation from Board on any account.
9. The supplier shall supply at it own expense all tools, plant & implements required for the due fulfillment of his contract and the materials shall remain at his risk till the date for final delivery, unless it shall have been in the mean time removed for use by the Consignee Officer.
- 10.No materials shall be brought to site or delivered on Sunday/holiday without the written permission of the Consignee Officer.
- 11.The supplier shall not sublet this contract without the written permission of the Member Secretary, M.P. Pollution Control Board. In the event of the contractor subletting his contract without such permission, he shall be considered to have thereby committed a breach of the contract, and shall forfeit his earnest money and shall have no claim, for any compensation for any loss that may occur from the materials he may have collected or engagements entered into.
- 12.The decision of the Chairman, M.P. Pollution Control Board, Bhopal shall be final, conclusive & binding on all parties to the contract upon all questions relating to the meaning of specification and instructions herein before mentioned and as to qualify of materials or as to any way arising out of, or relating to the contract specifications, instruction orders of these conditions or otherwise concerning the supplies whether arising the progress of after the completion or abatement thereof.
- 13.On the breach of any term of condition of this contract by the supplier, the said Chairman shall be entitled to forfeit the earnest money, security deposit and the balance thereof that may at that time be remaining and to realize and retain the same as damages and compensation for the said breach but without prejudice to the right of the said Board to recover any further sums as damages from any sums due or which may be come due to the contractor by M.P. Pollution Control Board, or otherwise howsoever.

NOTE: The tenders shall be liable for rejection in breach of any of the special or other general conditions of the tender document and no correspondence in this regard shall be entertained in future.

In-charge (Purchase)



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Annexure -1 Application Format

S.N.	Particulars	Details of Documents to be attached	Page No.
1.	Name & Address of the Bidder with contact person's mobile numbers, E. mail address		
2.	Registration No. (attach required document)		
3.	Registering Authority (for Ex Under Shop & Establishment, Society registration or any registrar under respective act)		
4.	GST/Service Tax registration Number (attach required documents)		
5.	PAN No. (attach required document)		
6.	Turnover (in Lakh) during last three financial years (attach self attested copy of duly audited balance sheet)	2017-18: 2018-19: 2019-20:	
7.	Details of experience / existing work order (attach copies of supply / work orders)		
	Name of Government departments / Government undertakings, Semi – Government – Autonomous organizations or public limited companies.	Date of issue and respective duration of work order	



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1.		
2.		

We hereby declare that the above information provided by us is true to the best of our knowledge and belief. We have ensured that the relevant documents / references that authenticated the information given above are available with us and can be provided if so required by MPPCB.

Authorized Signature (in full and initials)

Name and Title of Signatory:

Name of the Firm:

Address:

(Affix the Official Seal of the firm)



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Annexure -2

List of Required Office Stationery Items

S. No.	Office Stationery Items	Unit	Tentative Annual Requirement (Qty.)
1.	आलपिन-400 ग्राम	पैकेट	30 पैकेट
2.	बस्ता (पैकिंग क्लाथ)	नग	1000 नग
3.	करेक्शन फ्लूड- सफेद टेप	नग	100 नग
4.	इस्टर	नग	1500 नग
5.	डाक पेड	नग	100 नग
6.	फाईल ट्रे	नग	20 नग
7.	लिफाफे यलो ए-3 (12X16)	नग	1000 नग
8.	लिफाफे खाकी ए-4 (12X10)	नग	1000 नग
9.	लिफाफे सफेद (11X5) प्लेन नाम सहित	नग	10000 नग
10.	लिफाफे सफेद(9X4) प्लेन नाम सहित	नग	10000 नग
11.	फाईल पेड-सुपर क्वालिटी	नग	10000 नग
12.	फाईल कवर सुपर क्वालिटी	नग	10000 नग
13.	फाईल लैस- सुपर क्वालिटी	नग	10000 नग
14.	टैग- सुपर क्वालिटी	नग	1000 नग (200 Bunch)
15.	गॉद बॉटल बडी	नग	20 नग
16.	गॉद बॉटल छोटी	नग	50 नग
17.	पेपर वेट	नग	50 नग
18.	स्केल	नग	50 नग
19.	पिन कुशन	नग	20 नग
20.	स्टेम्प पेड बडे	नग	50 नग
21.	स्टेम्प पेड इंक बॉटल	नग	10 नग
22.	पेन्सिल	नग	100 नग
23.	टोंचा	नग	50 नग
24.	पंचिंग मशीन	नग	20 नग
25.	एल फोल्डर ए-4	नग	300 नग
26.	एल फोल्डर फाईल	नग	300 नग
27.	बॉल पेन	नग	500 नग
28.	पेन की रिफिल	नग	200 नग
29.	पेपर ए-4 सुपर क्वालिटी	पैकेट	800 पैकेट
30.	पेपर ए-3 सुपर क्वालिटी	पैकेट	20 पैकेट
31.	पेपर एफ-एस	पैकेट	50 पैकेट
32.	रजिस्टर-2 क्वायर	नग	50 नग
33.	रजिस्टर-4 क्वायर	नग	50 नग
34.	रजिस्टर-6 क्वायर	नग	50 नग



M. P. Pollution Control Board

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Phone: (0755) 2466191, Fax: (0755) 2463742, Email:pur_mppcb15@rediffmail.com Web:www.mppcb.nic.in

35.	रजिस्टर-8 क्वायर	नग	50 नग
36.	जावक रजिस्टर-12 क्वायर	नग	10 नग
37.	आवक रजिस्टर- 12 क्वायर	नग	10 नग
38.	स्टेपलर छोटा	नग	100 नग
39.	स्टेपलर बडा	नग	100 नग
40.	स्टेपलर पिन	पैकेट	500 पैकेट
41.	टेबिल ग्लास-8 एम.एम	नग	20 नग
42.	यु- पिन	पैकेट	20 पैकेट
43.	डस्टबिन	नग	50 नग
44.	राईटिंग पेड (50 पेज)	नग	300 नग
45.	रीप फाईल	नग	300 नग
46.	मीटिंग फोल्डर	नग	100 नग
47.	स्टाक रजिस्टर-4 एवं 8 क्वायर	नग	10 नग
48.	हाई लाईटर	पैकेट	25 पैकेट
49.	पैन मार्कर पतले वाले	पैकेट	10 पैकेट
50.	फेविस्टिक	नग	50 नग



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Annexure-3

TENDER ACCEPTANCE FORM

(To be submitted on Letter Head)

(E-Tender Notice No. MPPCB/Pur./02/2020-2021)

Having carefully gone through the whole Tender Document, we, M/s.-----
---, the Bidder, agree to all terms and conditions mentioned in them and hereby, make the following offer to supply the Instruments/Equipments as per the Schedule requirements, delivery schedule and in conformity with all other conditions in the Tender Documents and amendments. We will arrange for demonstration of models of the Equipment/Instrument being offered, within India as per the convenience of the Purchaser.

Bidder

1. Name of the Bidder-----
2. Address-----
3. Email-----
4. Phone & Mobile No.-----
5. Income Tax Permanent Account Number (PAN)-----
6. Name and Complete Address of the Bidder's Bankers-----

(a)-----
(b)-----
7. Name and Designation of the Person Digitally signing and submitting the tender--

8. Whether business dealings with the Bidder currently stand suspended/banned by any Ministry/Department of Government of India or any State Govt. (Yes/No)

Qualification

1. Turnover of the Bidder during the past three years (Rs. In Lakh)

2017-2018-----
2018-2019-----
2019-2020-----
Average-----



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2. Have you submitted the EMD as prescribed in Tender Document? (Yes/No)
3. Have you enclosed the following documents? (Yes/No)

- (a) Scanned copies of proof for submitting tender cost (Rs. 1,000.00) and Earnest Money (EMD) (Rs. 10,000.00) online on the portal.
- (b) The firm should be a registered entity under relevant competent authority. (Registrar of Firm / Society/Shop and Establishment / Company etc.). Scanned copy of registration certificate.
- (c) The firm should have experience for supply of stationery items to any two Government departments/Government undertakings, Semi Government – Autonomous organizations or public limited companies. Scanned copies of Supply orders.
- (d) Scanned copy of GST/Service Tax and Income Tax registration Number.
- (e) The bidder should have minimum yearly turnover of Rs. 5.00 Lakh for last three financial years (2017-18, 2018-19, 2019-20). Scanned copy of Turnover Certificate duly verified from Chartered Accountant.
- (f) Duly filled in Application Format in annexure-1
- (g) Tender Acceptance Letter as per Annexure-3.
- (h) An undertaking shall be submitted by the bidder, regarding whether they are not black listed in any Govt. organization/ institutions.
- (i) The bidder shall also provide Bank Name, Account Name, Account Number, Account Type, Branch IFSC code for safer and easier payment transaction through RTGS/NEFT.
- (j) Scanned Copy of performance Certificate by Government organizations.
- (k) Copies of at least two recent supply orders of the similar service indicating detailed price schedule in order to examine reasonability of the quoted rates in the present bid.
- (l) Any other relevant information (if any).
- (m) Any other documents that you consider necessary to strengthen your bid. (Yes/No/None required)

Signature of the Bidder.....

Name

Business Address

.....

Place:

Date:



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Annexure-4

BANK GURANTEE FORM FOR PERFORMANCE SECURITY

**The Member Secretary,
M. P. Pollution Control Board,
E-5, Sector, Paryawaran Parisar, Arera Colony,
Bhopal – 462016 (M.P.)**

WHEREAS (Name and Address of the Supplier) (herein called “the Supplier”) has undertaken, in pursuance of contract no. dated..... To supply (Description of Goods and services) (herein called “ the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with and due performance of the contract.

AND WHEREAS we have agreed to give the Supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (amount of the guarantee in words and figures), and we hereby irrevocably and absolutely undertake to pay you immediately, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons or the sum specified therein.\

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

The Bank Guarantee shall be interpreted in accordance with the laws of India.

The Guarantor Bank represents that this Bank Guarantee in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Supplier.



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The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express consent of the Purchaser in writing.

The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for an on behalf of the Bank.

This guarantee shall be valid up to and including theday of 20.....

.....

(Signature with date of the authorized officer of the Bank)

Name and Designation of the Officer

Seal, Name & Address of the Bank and Address of the Branch