

# Office of the District Information Technology Society, Rewari

## Empanelment of Firms for Stationery Purchase

e-Tenders are invited on behalf of the District Information Technology Society, Rewari under two bid system i.e. "Technical Bid" and "Financial Bid" from registered, reputed and financially sound firm for supply of Consumable items i.e. 75 GSM Xerox Papers of A4, Legal and A3 for a period of one year which can be further extended for another one year on the basis of performance by the firm. Bidder having minimum annual turnover of Rs. Ten Lakh (Rs. 10,00,000) in last two years. Terms & Conditions can also be downloaded on official website [www.rewari.gov.in](http://www.rewari.gov.in). Bidders will quote their rates through e-tender only i.e. [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).

The interested bidder should submit their tender form fee of Rs. 1,000/- (Rupee One Thousand Only) which is non-refundable and deposit it along with **Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand Only)** in the shape of **Demand Draft** in favour of **DC.-Cum-Chairman, DITS Rewari**, latest by **27<sup>th</sup> March 2018 up to 02:00 PM**. Earnest Money to the unsuccessful bidder will be refunded on completion of award contract without any interest. The Bids will be opened on the dates which were mentioned in term & condition in the office of the **City Magistrate Rewari** (Room no. 110, Mini Secretariat, Rewari), in the presence of bidders who may like to be present.

The Competent Authority / Committee has the right to accept or reject any/ all tender (s) without assigning any reason.

**Deputy Commissioner-cum-Chairman DITS, Rewari**

## **General Terms and conditions for empanelment of Firms for Various purchases by DITS**

### 1. Important dates of e-Tender :-

Sr. No.	DITS Rewari Stage	Bidder Stage	Start Date and Time	Expiry Date and Time
1	Release of Tender		14.03.2018 From 11-00 AM	-
2		Download Tender Document	14.03.2018 From 11-30 AM	27.03.2018 up to 02.00 PM
3		Manual Submission of (Technical) Documents & EMD	14.03.2018 From 01-00 PM	27.03.2018 up to 03.00 PM
4	Open EMD & Technical / PQ Bid		27.03.2018 at 03.30 PM	
5	Technical bid Evaluation		27.03.2018.at 04.00 PM	
6	Open Financial / Price-Bid	-----	-----	

- The bids have been invited through e-tender only under two bid system i.e. Technical bid and financial bid and the same submit in sealed envelope in the office of DITS, Room no. 206 1st Floor, Mini Secretariat, Rewari. The interested bidder can also download term & condition from official website i.e. <http://rewari.gov.in/updates.html>.
- The earnest money deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) refundable (without interest), should be necessarily accompanied with the Technical Bid of the bidder. Tenders not accompanied by earnest money of the requisite amount will be summarily rejected. The Earnest Money Deposited shall be treated as a Security Deposit if the offer is accepted by the Competent Authority. No interest shall be paid by the Department on earnest money or security deposit. EMD of unsuccessful bidders shall be returned after the award of the contract.
- The material should be supplied as when required by the Department within three days after issuing the supply order. Material will be supplied as per requirement of supply order. In case of failure penalty up to 25% will be imposed on the billing amount. This will be in addition of recovery/deduction of loss due to failure in supply as per order.
- Payment will normally be done within 30 days on receipt of material on good condition and requisite requirement.

6. **Firms may be empanelled for supply of material at the lowest rate, if any firm is ready to supply the material at L1 rate or final rates after negotiation, whichever is lower, same will be empanelled for this purpose. Firm quoting L1 rates will be granted 40% supply order, irrespective of other firms. However, if L1 firm fails to supply in time, order may be transferred to other firms.**
7. Technical Bid shall be opened as scheduled mentioned above in the office of City Magistrate Rewari in the presence of the representative of the bidder, who wish to be present on the spot at that time. Financial Bids of Technical qualified/eligible bidders only shall be opened in presence of short listed bidder or their authorised representatives. In case the date fixed for opening of Bids is subsequently declared as holiday by the Government or in the absence of competent authority, the Bid will be opened on next working day/date which will be decided on the availability of competent authority, however, time and venue remains unchanged.
8. If the bidder after award of contract fails to perform the assigned work or says ignorance to do the said contract then his EMD will be seized and supply order will be given to empanelled firms approved by this society.
9. The Security deposit of the successful bidder shall be refunded after the completion of tender period without any interest.
10. Performance of the firm will be reviewed periodically and those firms whose performance is not up the mark and those firms who are not regular in participation in the DITS tender process may be taken off from the empanelled list.
11. The bidder should never or on the date of opening the bid have been blacklisted by any Central / State Government Department/ Organization, in this regards a current affidavit duly attested by notary attached.
12. The Incomplete or conditional Bid shall not be considered and will out rightly be rejected.
13. Tenders, who do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reasons.
14. The Competent Authority / Committee reserves the right to cancel partially / entire process of empanelment without assessing any reasons.

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

**Containing Technical Bid**

- (i) Completed Tender Form (duly signed on each page). No page should be altered of the tender form.
- (ii) Receipt of Document fees Rs. 1,000/-
- (iii) Receipt of Earnest Money Deposit of Rs. 20,000 /-.
- (iv) Attested copy of PAN, Aadhaar Card & GST of proprietor/ firm.
- (v) Certified copy of the last two years Turnover (Receipt & Payment).
- (vi) Affidavit for Non blacklisted firm.

**NB- All copies must be attested/ self attested with seal of firm.**

**Deputy Commissioner-cum-Chairman DITS, Rewari**

## TECHNICAL BID

To be filed by the vendor

Name of the Firm	
Name of Proprietor /Partner	
Full Office Address	
Email of the Firm	
Mobile number of the Proprietor	
Details of Earnest Money Deposit DD No & Date	
Account Detail of Firm (with IFSC & MICR)	
Details of PAN	
Details of Aadhaar Card	
Details of GST	
Financial turnover of the tendering Firm/Agency for the last Two Financial Years (Attach proof)	
Remarks, if any	

Sign. with seal