

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
Pocket 9 Deen Dayal Upadhyay Marg, New Delhi-110124

Tender No. 331/GS/74-2016

Dated : 24.10.2016

NOTICE INVITING TENDER

Office of the Comptroller and Auditor General of India, New Delhi invites sealed quotations under integrated manner (single bid) from agencies for Annual Rate Contract for Supply of Office Stationery and Store Items.

Sealed quotations duly filled in the specified proforma addressed to the Sr. Administrative Officer (General Service), Office of the Comptroller and Auditor General of India, Pocket 9, Deen Dayal Upadhyay Marg, New Delhi-110124 must reach latest by 11.00 am on 24.11.2016. The sealed quotations should be delivered in the GS Section of this office by the stipulated date and time. Specified proforma alongwith all terms and conditions may be collected from General Service Section, Office of the Comptroller and Auditor General of India, Pocket 9, Deen Dayal Upadhyay Marg, New Delhi on any working day between 4.00 pm to 5.00 pm. These are also available on website <http://saiindia.gov.in>. The Bids shall be opened in Committee Room of the office of the Comptroller and Auditor General of India, New Delhi on 24.11.2016 at 3.00 pm by the Committee authorized by this office and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

(DINESH KUMAR)
SR. ADMINISTRATIVE OFFICER (GS)

Encl :

1. Annexure-I (Bid Submission Form)
2. Annexure-II (Bidder's profile with undertaking)
3. Annexure-III (General Terms and Conditions/Schedule of Works)
4. Annexure-IV (Quote your prices)

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Annexure-I

BID SUBMISSION FORM

Date:

LETTER OF BID

To

Sr. Administrative Officer (GS)
Office of the Comptroller and Auditor General of India
Pocket 9, Deen Dayal Upadhyaya Marg,
New Delhi-110124.

Ref: Invitation for Bid No. **TENDER NO. 331/GS/74-2016** dated **24.10.2016**.

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Document for providing office stationery and store items for the Office of the Comptroller and Auditor General of India, New Delhi.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body or PSU or any other organization has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory
(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)

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Annexure-II

BIDDER'S PROFILE

1. Name of the firm.....
2. Name of the authorised person submitting the Bid "Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....
5. Address of the firm
6. Tel no. with STD code (O).....(Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address.....
11. Registration & incorporation particulars of the firm:
 - i) Private Limited
 - ii) Public Limited
 - iii) Proprietorship
 - iv) Partnership
 - v) Any other-Please specify.....
12. Name of Director(s) / Proprietors / Partners.....
13. Email ID of Director (s)/ Proprietors / Partners
14. Mobile Number of Director (s) /Proprietors / Partners.....
15. Bidder's bank, its address and current account number
16. Permanent Income Tax number, Income Tax circle

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

17. Service Tax Number.....

(Please attach copies of Service Tax Registration Number)

18. TIN Number.....

19. Particulars of EMD

i) Demand Draft / Bank Guarantee No.....

ii) Date.....

iii) Name of Bank.....

iv) Address of Bank.....

v) Validity of BG/DD.....

20. Description of Experience for the last one continuous year in the Government Department

Name of Government Department / Organization	Actual Value of work / order executed during the last three years

UNDERTAKING

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India.
- I/We give the rights to the competent authority of the office of the Comptroller and Auditor General of India to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to provide the required services or in cases of non acceptance of work order or in cases of non submission of performance bank guarantee, within the appointed time and of desired quality.
- I hereby undertake to provide the office stationery and store items, as per direction given in the tender document/work order/contract agreement within the stipulated period, failing which I am liable to be blacklisted / debarred by the office of the CAG of India.
- I also declare that Government of India or any other Government body /PSU/Autonomous Body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

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Annexure-III

GENERAL TERMS AND CONDITIONS

1. The office of the Comptroller and Auditor General of India shall empanel agency on Annual Rate Contract basis for procurement and supply of Office Stationery and store items for its office.
2. **PARTIES:-** The parties to the Bid shall be the Bidders (to whom the work has been awarded) and the Office of the Comptroller and Auditor General of India, New Delhi.
3. **ADDRESSES:** For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Comptroller and Auditor General of India. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
4. **EARNEST MONEY DEPOSIT:** Earnest Money of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank must be deposited by bidders alongwith their duly filled up bidding documents. The validity of the Bank Guarantee must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of **PAO, Pr. Accountant General (Audit), Delhi and payable at New Delhi.**
 - 4.1 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
 - 4.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe the terms and conditions of the tender enquiry and / or comply with the stipulations made herein or backs out after quoting the rates, or in cases of non acceptance of work order, or in case fails to submit the performance bank guarantee, the aforesaid earnest money deposit shall be forfeited to the Government, besides debarring from future participation in tender.
 - 4.3 The bids without Earnest Money Deposit shall be summarily rejected.
 - 4.4 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
 - 4.5 The Bid Security (Earnest Money)/Performance security may be forfeited in the following cases:
 - a) If a Bidder withdraws his bid during the period of bid validity;
or
 - b) In the case of the finally selected Bidder, if the Bidder fails:
 - i) To furnish Contract Performance Security in accordance with tender/work order;
or

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- ii) If at any stage any of the information/ declaration is found false.
 - iii) In case of failure by the supplier to execute the contract as per the terms and conditions and to the full satisfaction of the **competent authority of this office**, the security deposited by the firm shall be forfeited and action for debarring / blacklisting shall be initiated.
- 4.6 Bid Security (Earnest Money) in respect of the finally selected Bidder will be discharged upon the Bidder signing the Contract and furnishing the Contract Performance Bank Guarantee.
- 4.7 The EMD to the unsuccessful bidders shall be returned within 15 days from the date of opening of the bids.
- 4.8 No interest shall be payable on EMD.

5. MINIMUM ELIGIBILITY CRITERIA:

- a. The Bidder shall have experience in the similar field of providing OFFICE STATIONERY AND STORE ITEMS in the Government Offices for not less than three years. The Bidder shall be required to produce copies of experience certificates alongwith copies of work orders issued by the concerned Government offices.
- b. The Bidder must be registered with Income Tax Department and Service Tax Department. Attested copies of PAN/Service Tax Registration shall be required to be enclosed.
- c. The Bidder should not have been blacklisted by any Ministry / Department of the Government of India or any PSU or any other organization. An undertaking to this effect shall be required to be enclosed by the Bidder alongwith the Bid.

6. PREPARATION AND SUBMISSION OF BIDS:

- 6.1 The bids should be submitted in the integrated manner i.e. one single bid in an envelope superscribed as "Tender for Empanelment of Suppliers for office stationery and store items" and Tender No.331-GS/74-2016 dated 24.10.2016 with name and address of the Bidder. The following documents shall comprise the Bid:-
- i) Bid Submission Form, duly signed and printed on agency's letterhead.
 - ii) Bidder profile filled in with undertaking duly signed and stamped
 - iii) The complete Notice Inviting Tender, duly stamped and signed on each page.
 - iv) Earnest Money Deposit.
 - v) All attested supporting document in proof of having fully adhered to minimum eligibility criteria.

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- 6.2 The bids shall be submitted not later than 1100 hours of 24.11.2016 addressed to Sr. Administrative Officer (GS), Office of the Comptroller and Auditor General of India, Pocket 9, Deen Dayal Upadhyay Marg, New Delhi-110124.
- 6.3 Bidders sending their bids through courier should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers shall be granted.
- 6.4 Bids must be received in the office at the address specified above not later than the date and time stipulated in the notification. No Bid shall be accepted after the aforesaid date and time. However the competent authority of the office of the Comptroller and Auditor General of India reserves right to extend the date / time for receipt of bids, before opening of the Bids.
- 6.5. **Signing of Tender:** Individual signing the bids or other documents connected with contract must specify whether he signs 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.
- (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

N.B.

- (1) 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 of 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.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the bids and all other related documents must be signed by all partners of the firm.
- (3) A person signing the bidding form or any documents forming part of the bids on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Office of the Comptroller and Auditor General of India may, without prejudice to its rights whatsoever cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

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- (4) The bidder must sign and affix his/his firm's stamp at each page of the bids and all its Annexures as the acceptance of the offer by the bidder shall be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Comptroller and Auditor General of India necessary).

7. VALIDITY OF THE BIDS:

The bids shall be valid for a period of 180 days from the date of opening of the bids.

8. BID OPENING PROCEDURE AND EMPANELMENT:

- 8.1 The Bids will be opened by a committee authorized by the competent authority at **3.00 pm on 24.11.2016** in the Committee Room, in the presence of such bidders who may wish to be present. If the date fixed for opening of the bids is declared as a holiday subsequently by the Government, then the bids will be opened on the next working day at the same time. The bidder is at liberty either himself or authorize, not more than one representative to be present at the opening of the bids. The representative attending the opening of the bids on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification.
- 8.2 The Bidders meeting with the minimum eligibility criteria with the lowest bid price, subject to arithmetical correction, shall be deemed as the successful Bidder-L1 and shall be empanelled by the office for procurement and supply of the respective office stationery and store items.
- 8.3 The Bidders whose bid are found to be higher than the L-1 shall have the option to match their quoted prices with the lowest bid prices in the respective categories.

- 9. RIGHT OF ACCEPTANCE:** The Office of the Comptroller and Auditor General of India reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority of the Office of the Comptroller and Auditor General of India in this regard shall be final and binding.

- 9.1 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render prejudice the bidder's bids liable for rejection.
- 9.2 The competent authority of the office of the Comptroller and Auditor General of India reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this will be binding on the bidders.
- 9.3 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the Office of the Comptroller and Auditor General of India reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

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10. **ASSISTANCE TO CONTRACTOR** : The contractor shall not be entitled to assistance either, in the procurement of materials required for the fulfillment of the contract or otherwise.
11. **COMMUNICATION OF ACCEPTANCE**: Successful Bidder will be informed of the acceptance of their bids.
12. **VALIDITY OF CONTRACT**: The empanelment of Supplier Agencies, if awarded, shall be initially for a period of two years from the date of award subject to continuous satisfactory performance. However, on failure on this aspect by the contractor / successful bidder, the office of the Comptroller and Auditor General of India shall have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing solely at the discretion of the competent authority of the office of the Comptroller and Auditor General of India. The initial period of two years can be further extended to a maximum of one more terms of one year, at the sole discretion of the office of the Comptroller and Auditor General of India.
13. **SECURITY DEPOSIT**: On acceptance of the bids, the contractor / successful bidder shall within the period specified by the competent authority of the office of the Comptroller and Auditor General of India shall submit an amount of Rs.25,000/- (Rupees Twenty five thousand only) as Performance Security Deposit in the form of a Bank Guarantee in favour of PAO, Pr.Accountant General (Audit), Delhi, New Delhi, payable at New Delhi. The Bank Guarantee can be forfeited by order of the competent authority of the Office of the Comptroller and Auditor General of India in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Comptroller and Auditor General of India sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
 - a) If the contractor is called upon by the competent authority of the office of the Comptroller and Auditor General of India to deposit Security and the contractor fails to provide the security deposit within the period specified such failure will constitute a breach of the contract and the Office of the Comptroller and Auditor General of India shall be entitled to make other arrangements at the risk and expense of the contractor.
 - b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form

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and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor

14. PENALTY

(a) In case of breach of any conditions of the contract and for all type of losses caused during the currency of the Contract, the Contractor shall fully indemnify the office of the Comptroller and Auditor General of India for all types of losses.

(b) In cases of negligencies in performing duties, as stipulated herein the Annexures or as agreed in the Contract by the Contractor, the Office of the Comptroller and Auditor General of India shall be at liberty to get the office stationery and store items procured from somewhere else at the cost and risk of the Contractor and shall make deductions from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Comptroller and Auditor General of India.

(c) The Contractor shall be required to supply the items as per the contractual obligations / work orders as may be decided by the competent authority of this office. In case the Contractor fails to do so, there shall be a penalty of Rs.1000/- per day.

(d) The powers of the Office of the Comptroller and Auditor General of India under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 13 above.

15. DISCLAIMER: The near relatives of employees of the Office of the Comptroller and Auditor General of India are prohibited from participation in this bid. The near relatives for this purpose are defined as:

(a) Members of a Hindu Undivided Family.

(b) Their spouse.

(c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

16. INSOLVENCY

The competent authority of the office of the Comptroller and Auditor General of India may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

If the contractor being an individual or a firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time

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being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

- i) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the contractor commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchase.

17. BREACH OF CONTRACT

In case of breach of any of terms and conditions of the Contract, the Competent Authority of the office of the Comptroller and Auditor General of India shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the Office of the Comptroller and Auditor General of India in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed and necessary action for blacklisting the Contractor shall be initiated by the Office.

- 18. SUB-LETTING OF WORK:** The contractor shall not sublet, transfer or assign the contract or any other part thereof without prior written permission of the competent authority of the office of the Comptroller and Auditor General of India. In the event of the contractor contravening this condition, competent authority shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the office of the Comptroller and Auditor General of India may sustain in consequence or arising out of such replacing of the contract.

19. TERMS OF PAYMENT:

- 19.1 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 19.2 The Contractor shall be required to submit the bills after supply of the office stationery and store items against the work orders to the office. The payments shall be made only after completion of the work satisfactorily by the Contractor. In the event of negligence or breach of the terms and conditions of the contract, penalties as stipulated in the notice inviting tender shall be imposed.
- 19.3 All payments shall be made by cheque / NEFT only, after deducting TDS, as per

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- the rules of the Government and as applicable from time to time.
- 19.4 Office of the Comptroller and Auditor General of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 19.5 The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money Deposit and Security Deposit governed by the separate clauses of the contract.
21. **INSPECTION:-** The office stationery and store items items so supplied shall also, in any case be liable to inspection by the competent authority of the office of the Comptroller and Auditor General of India after execution and any item(s) not found as per specification / quality shall be rejected and the Contractor shall have to reexecute the same at their own cost and risk and shall be liable for such rejections.
22. **CONTRACTUAL OBLIGATIONS ON THE PART OF CONTRACTOR:**
- (i) The work orders for providing office stationery and store items as per the terms of the contract shall be issued by the office to the empanelled contractor. The Contractor shall be required to supply the required items in the time specified in the work orders, failing which it will invite penalties as specified herein.
 - (ii) The Contractor shall ensure that only branded items, as undertaken as part of contractual obligations are provided to the office. If at any stage it is found that some other brands or inferior brands are supplied, necessary action against the Contractor shall be taken besides forfeiting the security deposit and initiating action for blacklisting the contractor.
 - (iii) The Contractor shall also ensure that all safety precautions / measures are taken by their firm / workmen while supplying the items. The work shall be executed in the best workmanship with all safety precautionary measures in place, which shall be the responsibility of the Contractor completely and this office shall own no responsibility in this regard.
 - (iv) The Contractor shall fully indemnify the office of the Comptroller and Auditor General of India in case of any losses arising out of the execution of the job assigned to the Contractor.
 - (v) The Contractor shall abide by all the laws in force from time to time.
 - (vi) The Contractor shall cover its personnel for personal accident and death whilst performing the duty and this office shall own no liability and obligation in this regard.
 - (vii) The Contractor shall completely indemnify and hold harmless this office and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the required services of cleanliness façade glasses to this office.

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- (viii) The Contractor shall be required to supply the items within the specified times as per the work orders issued from time to time. No transport charges will be provided by the office for bringing in the material required for undertaking the job during the currency of the contract.
- (ix) The quoted rates shall remain valid for two years. No price escalation shall be entertained during the currency of the contract. However, the rates may be decided mutually by both this office and the Contractor depending on the price index in case the contract is renewed subsequently after expiry of its initial term of two years.
- (x) The quoted rates shall include cost on account of articles and labour charges or any other items / material required for undertaking the job during the currency of the contract.
- (xi) In the event of non-performance of the work either on the pre-defined timelines or on the directions of the office, the penal charges shall be deducted from the instant or subsequent bills. In case of damage to any of the article / material / office equipment / any other items is noticed, the Contractor shall be liable to completely indemnify and pay the cost accordingly to the office and the office shall have full rights to action in this regards.
- (xii) The Contractor shall mandatorily provide an e-mail account in the Tender Application Form (Annexure-III) apart from the telephone numbers of their service agency for lodging of complaints. All complaints shall be attended by the Contractor immediately failing which penalty as prescribed in para 14, shall be imposed on the Contractor and the decision of the Competent authority of the office of the Comptroller and Auditor General of India shall be final and binding.

23. **ARBITRATION** : In the event of any dispute or differences between the firm and the this office, whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to;

- (i) the construction of the terms and condition
- (ii) the respective rights and liabilities of the parties hereto thereunder
- (iii) any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the office of the Comptroller and Auditor General of India New Delhi may nominate and the decision of such Arbitrator shall be conclusive and binding on the parties hereto.

34. The Contract shall be subject to the jurisdiction of competent courts of laws at Delhi / New Delhi

(DINESH KUMAR)
SR. ADMINISTRATIVE OFFICER (GS)

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ANNEXURE-IV

QUOTE YOUR PRICES

(A) STATIONERY ITEMS

Sl. No.	Description of items	UOM	Quoted Brand	Unit Rate (in Rs.)	Tax (in %)
1.	Executive Bond Paper	Ream	Built		
2.	Noting Sheets (Green Sheet) 85 gsm – fullscape/legal	Pkt	Neelgagan/ABD/Sarasvati		
3.	A4 size Transparency sheets	Pkt	Diamond/Lehar/NG		
4.	Sticker sheets A4 size	Sheet	Desmate/ Labels4u		
5.	T.W Carbon Sheets- Black)	Box	Kores		
6.	T.W Carbon Sheets- (Blue)	Box	Kores		
7.	Box Files- Nandi	No.	Nandi		
8.	1 Q Register	No.	Neelgagan/Shpra/Swastik		
9.	2 Q Register	No.	Neelgagan/Shpra/Swastik		
10.	3 Q Register	No.	Neelgagan/Shpra/Swastik		
11.	4 Q Register	No.	Neelgagan/Shpra/Swastik		
12.	4 Q Register With Index	No.	Neelgagan/Shpra/Swastik		
13.	Post-it-Pad(1x3) 3M	No.	Post-it/Stick On/Prompt		
14.	Post-it-Pad (2x3),3M	No.	Post-it/Stick On/Prompt		
15.	Post-it-Pad (3x3),3M	No.	Post-it/Stick On/Prompt		
16.	Post-it-Pad (4x3),3M	No.	Post-it/Stick On/Prompt		
17.	Post-it-Pad (5x3),3M	No.	Post-it/Stick On/Prompt		
18.	Telephone Index book 100 pages	No.	Excel/ God's Grace		
19.	Visiting Card Album- Executive Class 240 card holders	No.	Solo/Word One		
20.	Write on Prompts 25mm*75mm (Flags)	Set	Post-it/Stick On/Prompt		
21.	Flags (small) 10mm x 35mm	No.	Post-it/Stick On/Prompt		
22.	Flip charts	No.	Standard		
23.	Reynolds Pen 0.45 (Blue,Black,Red,Green)	No.	Reynolds		
24.	Reynolds Jetter Classic	No.	Reynolds		
25.	Reynolds Jetter Classic Refills (Blue,Black,Red,Green)	No.	Reynolds		
26.	Reynolds Refills (Blue,Black,Red,Green)	No.	Reynolds		
27.	Add Gel Pen Blue/ Black/Red/Green	No.	Add Gel		
28.	Refill for Add Gel Pens	No.	Add Gel		
29.	Faber Castle – Blue, Black, Green, Red	No.			
30.	Refills for Faber Castle	No.	Faber Castle		
31.	Sketch Pens	No.	Luxor/Reynolds		
32.	Reynolds Jetter Metallica Fx	No.	Reynolds		

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33.	Refills for Reynolds Jetter Metallica Fx	No.	Reynolds		
34.	Uniball Signo 0.7 pens (All Colour)	No.	Luxor		
35.	Pen Hi-Tech V-5 Pilot or Equivalent	No.	Luxor/Reynolds		
36.	Refills for Uniball Signo 0.7 pens	No.	Luxor		
37.	Classmate – Octane Gel Pen	No.	Classmate		
38.	Cello Winner Ball Pen	No.	Cello		
39.	Microtip Pencil	No.	Ecko/luxor		
40.	Pencil lead 0.5mm	No.	Sharp/Staedler or equivalent		
41.	Ruler Plastic(long-12")	No.	Castle/Aeromax		
42.	Ruler Steel (long-12")		Castle/Aeromax		
43.	Pencil Sharpner	No.	Apsara/Natraj.Camlin		
44.	Eraser	No.	Apsara/Natraj.Camlin		
45.	Highlighter colour set	No.	Luxor/Kores/Faber		
46.	White Board Markers- (Black, Blue, Green, Red)	No.	Camlin, Artline Flair/luxor/Reynolds		
47.	Black Board Duster	No.	Omega/OMAX		
48.	OHP CD/DVD Marker Sets	No.	Luxor/ Marvy		
49.	Gum Tubes-	No.	Kores/Camlin		
50.	Glue Stick - 10 gms	No.	Kores/Camlin		
51.	Fevistick 15 gms	No.	Pidilite		
52.	Plastic Colour Clips Box	No.	Bun Chin/Zen/Globe		
53.	Board Pins Box	Box	Bell/Zen		
54.	Paper pins Box	Box	Bun Chin/Zen		
	Binder clips Box		Bun Chin/Zen/Globe		
55.	*9mm	Box	SOI/Saya/Best / Infinity		
56.	* 15 mm	Box	SOI/Saya/Best		
57.	*19 mm	Box	SOI/Saya/Best		
58.	* 25 mm	Box	SOI/Saya/Best		
59.	*32 mm	Box	SOI/Saya/Best		
60.	* 41mm	Box	SOI/Saya/Best		
61.	Office tray (Set of 3)	set	Royal/Acryllic		
62.	Rubber Bands (Big & Small) -	KG	Neylon		
63.	1" Cello Tape	No.	Diamond/Wonder/Aeromax		
64.	1 1/2" Cello Tape	No.	Diamond/Wonder/Aeromax		
65.	2" Cello tape	No.	Diamond/Wonder/Aeromax		
66.	3" Cello Tape	No.	Diamond/Wonder/Aeromax		
67.	2" Brown Tape 555	No.	Wonder/Diamond/Lehar/NG		
68.	3" Brown Tape 555	No.	Wonder/Diamond/Lehar/NG		
69.	Double side tape 1" foam	No.	Diamond/Wonder/Aeromax		
70.	Stamp Pad- (Small)	No.	Kores /Ashoka/Supreme		
71.	Stamp Pad- (Medium)	No.	Kores /Ashoka/Supreme		
72.	Stamp pad Ink, 30ml (Blue, Red, Black)	No.	Kores /Ashoka/Supreme		
73.	Stapler10 D	No.	Kangaro/Max/Chrome		
74.	Stapler HD45	No.	Kangaro/Max/Chrome		
75.	Stapler 555	No.	Kangaro/Max/Chrome		
76.	Stapler HD-1217	No.	Kangaro/Max/Chrome		

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77.	Stapler Pins Small 10	No.	Kangaro/Max/Chrome		
78.	Stapler Pins HD 45	No.	Kangaro/Max/Chrome		
79.	Stapler Pins HD 555	No.	Kangaro/Max/Chrome		
80.	Stapler Pins HD 1217	No.	Kangaro/Max/Chrome		
81.	Paper Punch Double 280	No.	Kangaro/Max/Rapid		
82.	Paper Punch Double 700	No.	Kangaro/Max/Rapid		
83.	Paper Punch Double 800	No.	Kangaro/Max/Rapid		
84.	Paper Punch (Single Hole)	No.	Kangaro/Max/Rapid		
85.	Scissors (Small)	No.	Fiskars/Kebica/Saya/SPI		
86.	Scissors (Big)	No.	Fiskars/Kebica/Saya/SPI		
87.	Paper Cutter (Knife) Small	No.	Kebica/Best/Primer		
88.	Paper Cutter (Knife) Big	No.	Kebica/Best/Primer		
89.	Tag Cotton (Green) (15")	bunch	Sun/Diamond		
90.	Tag Cotton (white) (6 1/2")	bunch	Sun/Diamond		
91.	TZ 251 (24mm) sticker tapes	No.	Brother		
92.	TZ 221 (9mm) sticker tapes	No.	Brother		
93.	Sticker sheets A4 size Sheet	Sheet	Vardman/Desmat		
94.	Sticker (100*48mm)	Sheet	Vardman/ Desmat		
95.	Sticker (100*35mm)	Sheet	Vardman/ Desmat		
96.	Sticker (89*35mm)	Sheet	Vardman/ Desmat		
97.	Whitener - Correction Pen	No.	Chrome/Kores/Saya		
98.	Metal Board Pins	No.	Bell/Zen		
99.	Plastic Board Pins	No.	Bell/Zen		
100.	Battery AA	No.	Dura Cell/Eveready		
101.	Battery AAA	No.	Dura Cell/Eveready		
102.	Magnet Button for Board	No.	Standard		
103.	Candle	No.	Prakash/Prabhat		
104.	Hammer	No.	Standard		
105.	Dak Tray (Plastic)	No.	Kebica/Solo/Megha		
106.	Desk Calendar Plate	No.	Standard		
107.	Niddle	No.	Standard		
108.	CD Permanent Marker	No.	Luxor/Reynolds		
109.	Dak Pad	No.	Neelgagan/Pooja		
110.	Signature Pad	No.	Neelgagan/Pooja		
111.	Paper Craft Brown Sheet	No.	Standard		
112.	Paper Weight	No.	Standard		
113.	Pencil Container	No.	Standard		
114.	Pencil Short Hand	No.	Apsara/Natraj		
115.	Pilot Pen (Red, Blue, Black, Green)	No.	(Luxer)		
116.	Solo Folder RB-402	No.	Standard		
117.	Solo Folder MK-405	No.	Standard		
118.	Solo Folder CH-101	No.	Standard		
119.	Solo Folder RF-101	No.	Standard		
120.	Solo Folder RB-406	No.	Standard		
121.	Poker Steel	No.	Kangaro/Kebica/Aeromax		
122.	Match Box	No.	Standard		
123.	Sealing Wax	No.	Komal/Standard		
124.	Short Hand Book	No.	wastik/Lotus/N.G.		
125.	Sponge	No.	Aeromax/Diamond		
126.	Sutli Jute	No.	Standard		

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127.	Thread Ball	No.	Neeraj/Equivalent		
128.	Thread Plastic	No.	Neeraj/Equivalent		
129.	Waste Paper Baskets (Plastic)	No.	Wonder/Royal Touch		
130.	Waste Paper Baskets (Steel)	No.	Wonder/Royal Touch		
131.	Colotech Paper	No.	Standard		
132.	File Flap	No.	Standard		
133.	Binder Cover	Box	Standard		
134.	Transparency Sheet	Set	Standard		
135.	Tumbler Glass	NO	Year /Yera		
136.	Lamination Pouch film (85*110mm) 125 microns,100 sheet	No.	Xcent/desmat		
137.	Lamination Pouch film A4 label(225*310mm) 125 microns, 100 sheet	No.	Xcent/desmat		
138.	Ring Binder(A4 DC101)Delux clip	No.	Solo/Word One		
139.	Spirals sheet A4 size	Packet (100 pcs)	Standard		
140.	Spirals sheet Full Scape Size	Packet (100 pcs)	Standard		
141.	Spiral 6 mm	Packet (100 pcs)	Standard		
142.	Spiral 8 mm	Packet (100 pcs)	Standard		
143.	Spiral 10 mm	Packet (100 pcs)	Standard		
144.	Spiral 12 mm	Packet (100 pcs)	Standard		
145.	Spiral 16 mm	Packet (100 pcs)	Standard		
146.	Spiral 18 mm	Packet (100 pcs)	Standard		
147.	Spiral 20 mm	Packet (100 pcs)	Standard		
148.	Spiral 22 mm	Packet (100 pcs)	Standard		
149.	Spiral 30 mm	Packet (100 pcs)	Standard		
150.	Spiral 35 mm	Packet (100 pcs)	Standard		

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Store Items

Sl. No.	Description of items	UOM		Unit Rate (in Rs.)	Tax (in %)
1.	Room Freshener	No.	Air Wick/Premium/Godrej		
2.	Vim Powder	KG	Vim		
3.	Napkin Paper	Pkt	Wintex/Premier/Prestige		
4.	Colin Spray	No.	Colin		
5.	Cup Plat	Set	Fine bone china/Royal Queen/ Sea Shell		
6.	Soup Bowl	Set	Fine bone china/Royal Queen/Gold		
7.	Quarter Plate	Set	Fine bone china/Royal Queen/ Sea Shell		
8.	Full Plate	Set	Fine bone china/Royal Queen/ Sea Shell		
9.	Thermos Flask	No	Milton/Godrej/Cello		
10.	Knife	No.	Standard		
11.	Milk Pot	No.	Fine bone china/Royal Queen/ Sea Shell		
12.	Sugar Pot	No.	Fine bone china/Royal Queen/ Sea Shell		
13.	Water Jug (Plastic)	No.	Nayasa/Milton/Cello		
14.	Water Jug (Glass)	No.	Nayasa/Milton/Cello		
15.	Tea Spoon (Small)	Set	Royal/Cello		
16.	Tea Spoon (Big)	Set	Royal/Cello		
17.	Tea Tray (Big)	Set	Royal/Acryllic		
18.	Tea Tray (Small)	Set	Royal/Acryllic		
19.	Glass Borosil (Big)	Set	Borosil		
20.	Glass Borosil (Small)	Set	Borosil		
21.	Fork Steel	Set	Milton/Godrej/Cello		
22.	Pearl Pet 500ml (Jar)	No.	Pearlpet		
23.	Pearl Pet 1000ml (Jar)	No	Pearlpet		
24.	Ashtray	No.	Crystal		
25.	Battery Cell (Big + Medium Size)	No.	Dura Cell/Eveready		
26.	Pencil Cell	No.	Dura Cell/Eveready		
27.	Duster (White)	Pkt.	J.K/P.K		
28.	Duster (Yellow)	Pkt.	J.K/P.K		
29.	Key Purse	No.	Leather		
30.	Marking Cloth	Mtr.	Cotton		
31.	Electric Kettle	No.	Bajaj/Philips		
32.	Surf exle cake	Pcs	Standard		
33.	Surf Eexle Powder	KG	Standard		
34.	Dhoti	No	Standard		
35.	Mayor Jug	No	Nayasa/Milton/Cello		
36.	Coasters	Set	Flora/Coffe		
37.	Tongs (Chimiti)	No	Staleness steel		

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38.	Mosquito Repellant Machine	No.	All Out/Good Night		
39.	Mosquito Repellant Liquid Refill	No.	All Out/Good Night		
40.	Room Air Fresher	No.	Air Wick/Premium/Godrej		

Date :

(SIGNATURE OF BIDDER)

Place:

(OFFICIAL SEAL)
FULL NAME & DESIGNATION