

HLL INFRA TECH SERVICES LIMITED

Regional Off: B-14A, Sec-62, Noida, UP-201307

Tender Enquiry Document: HITES/TED/HR Admin/Stationary/2022-23 **Date:** 04/05/2022
Tender ID: 2022_HLL_114795_1

Engagement of Office Stationary Items for HLL Infra Tech Services Limited (HITES)

Online Bids (e-Bids) are invited thru' CPP Portal from reputed agencies involved in Office Stationary items at HLL Infra Tech Services Limited, Plot No- B-14A, Sector-62, Noida-201307 (UP).

Tender documents may be downloaded from the official web site www.hllhites.com & <https://etenders.gov.in/e procure/app>

Please carefully read & understand the e-tender procedure by following the URL https://e procure.gov.in/cppp/hassle_free_bid_submission.pdf

Bid Details:

IMPORTANT DATES

Date of Uploading of Tender document on CPP Portal (On-Line)	04/ May/2022
Last date and time for On-Line submission of tender	03/ June/2022 at 13:00 hrs
On-Line Technical bid opening Date & Time	04/ June/2022 at 14:00 hrs
Address for communication / clarification (If any)	Dy. General Manager (HR & Admin), HLL Infra Tech Services Limited B-14A,Sec-62, Noida-201307 (UP) hrnoida@hllhites.com 0120-4071540

1. **Eligibility Criteria:**

Part 1 – TECH BID ONLY – As part of eligibility Criteria	
<u>WORK EXPERIENCE</u>	Bidder should have successfully executed Similar 03 work Orders with average value of more than or equal to Rs. 05 lac per annum during last 03 FY's in Govt/PSU or Organizations of repute. <u>ATTACH :- 03 Copies of Work Orders as mentioned above with Completion Certificate</u>
<u>TURNOVER CERTIFICATE</u>	ATTACH :- Turnover Certificate duly Certified by Chartered Accountant for last 03 Completed FY's with UDIN. :- Last 2 Years audited financial statement.
<u>SELF DECLARATION</u>	ATTACH :- On Letter Head , Duly Signed & Stamped 1> NOT blacklisted from any organization. 2> NOT defaulted on any bank/financial institute.
<u>GST & PAN</u>	ATTACH :- Signed & Stamped copies of PAN & GST Certificate.
<u>Other Documents to be uploaded in Tech Bid Folder in pdf format</u>	
<u>BID APPLICATION</u>	ATTACH :- As per Annexure Format -1
<u>COMPANY PROFILE</u>	ATTACH :- As per Annexure Format -2
<u>Exp. DETAILS</u>	ATTACH :- As per Annexure Format -3
<u>FORCE MAJEURE & INDEMINITY</u>	ATTACH :- As per Format Provided(Only pdf) as per the sample provided on Sl 22 & 23
<u>Part 2 – PRICE BID ONLY (For Evaluation)</u>	
<u>PRICE BID</u>	ATTACH in Price Bid Folder (Enter designated fields only) – Annex-4

1. **Scope of Work / Services**

Estimated Value of Work (as per past record) – Rs.30,000/- per month. This is subject to variation of +/-15 % based on work load. There is no minimum guaranteed value of the work.

The bidder shall provide, inter-alia, of Office Stationary items at HITES, Noida (UP) as per the following terms Condition.

1. HITES is not bound to accept the lowest tender and reserves the right to accept or reject any tender either partly or wholly without assigning any reason thereof.
2. Timely completion of work allocated and whenever service required immediately respond even on holidays.
3. Rate should be quoted against each item mentioned in the Annexure –IV
4. Any extra, items other than these Listed (Anx. 1V) will be made available by vendor at rates mutually fully agreed based on the present market rate.
5. Rates quoted should be Inclusive of cost of transportation, forwarding and freight, art work, designing, proofing etc. and delivery at HITES Office, Noida taxes will be extra as applicable by Govt. of India.
6. In the event of failure to supply the printed articles / items conforming to the approved specification within the stipulated date/time or refusal to undertake the work allotted, the security deposit shall be forfeited and work order will be cancelled.
7. Request for enhancement of rates during the contract period will not be considered under any circumstances.
8. Printed articles in good condition must be delivered within 07 days of placement of order. (mode of communication will be email, letter) otherwise a penalty @ 0.5% per week will be implemented subject to maximum of 5% in applicable of delayed delivery
9. Bidder should have their office of Stationary Items within Delhi/ NCR region.

TYPE OF TENDER (On Line) - Two Bid System

Part 1:- Tech / Eligibility

Part 2:- Price Bid Only.

Part-01 (Technical / Eligibility Criteria):-

The technical offer should be completion all respects and contain all information asked for, except prices. The Technical offer should include all components asked for in Annexure IV. The suggested format for submission of technical offer is as follows:

- Index
- Covering letter as per **Annexure I**
- The Company profile as per **Annexure II**
- Experience/Details of operation at present and the last 3 years as per **Annex III**

Part-02 (Price Bid)

- The Price Offer with all relevant price information as per **Annex 1V(On-Line)**

1. Costs

The PRICE offer should include the following:

- Rates quoted for different items should be Unit Rate & GST applicable separately as per the format of Price Bid- Annexure-1V (PRICE BID). The quantity shown in the price bid is tentative for arriving a bid value.

2. Selection Criteria

Only one bid will be selected for award based on the lowest bid value (as per computation with the tentative quantity as shown in the Price Bid. However, these qty, are not guaranteed for execution of contract.

3. Period of Contract

The period of Contract is initially for 02 (TWO) years and can be extended for further additional one more year based on the satisfactory performance with No Cost Escalation.

4. Performance Security

The successful bidder has to submit the Performance Security within 21 days of issue of Purchase order, the bidder shall submit the Performance Security for an amount of Rs. 25,000/- (Rs. Twenty Five Thousands Only) initially valid up to two years from the date of contract and the same may be remain valid till the date of completion of all contractual obligation by the bidder.

5. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, HLL Infra Tech Services Limited, Noida (UP) may, at its discretion to ask some vendors for clarification of their offer(s). The request for such clarifications and the response will necessarily be in writing.

6. Short listing of Bidders

HITES, Noida (UP) will shortlist technically qualifying bidders and the Price offered only such bidders will be opened through on-line. After opening Price Offers of the short-listed bidders, if there is a discrepancy between word and figures, **the amount indicated in words will prevail.**

7. Cancellation of Contract

HITES, Noida (UP) also reserves the right to cancel the contract in the event of one or more of the following circumstances:

- Serious discrepancy, viz. T&C of Contract, Sub-Standard performance & provision of the required services by the bidder.

8. Resolution of Disputes

HITES, Noida (UP) and the vendor shall make every effort to resolve amicably, by direct negotiations any disagreement or dispute arising between them under or in connection with the contract.

9. JURISDICTION AND ARBITRATION:

- a) This TN shall be construed and governed by the laws of India and the parties hereby submit to the exclusive jurisdiction of the Delhi Courts of law.
- b) In the event of any question, dispute and or difference whatsoever arising under the TN/Agreement or in connection there-with including any question relating to existence, meaning and interpretation or any alleged breach thereof, the same shall be settled as far as possible by mutual discussions and consultation failing which the same will be referred to the Sole Arbitration of any arbitrator appointed by the COO, HLL Infra Tech Services Limited whose decision shall be final and binding on both the parties. Subject to as aforesaid, the Arbitration and Conciliation Act, 1996 (amendment if any) and rules there under and any statutory modifications thereof for the time being in force shall apply to the Arbitrator proceedings. The cost of the Arbitration shall be borne by both the Parties. The Arbitration proceedings shall be held in Delhi/NCR only.

10. TERMINATION:

The Contract can be annulled / cancelled by both the parties upon providing a written & signed notice at least 60 days in advance with acknowledgement.

11. FORCE MAJEURE

i) Definition:

For the purposes of this agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the agreement impossible or so impractical as to be considered impossible under the circumstances such as COVID-19 or any pandemic etc.

ii) No Breach of Agreement/TN:

The failure of a Party to fulfil any of its obligations shall not be considered to be a breach of, or default insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (i) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this tender, and (ii) has informed the other Party as soon as possible about the occurrence of such an event.

12. GST&PAN:

The Bidder should have valid GST registration number & PAN. GST on Bills shall be reimbursed only after submission of challan copy/ copy of GST return as proof of remittance of GST by the Bidder.

13. Bids will be opened On-Line on CPP Portal. The notification to this effect shall be published in HITES Web Site. Bidder's representative can join thru' On-Line Process.

14. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HITES office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
15. The bidder shall comply with all statutory compliance in relating to services offered by them.

16. Penalty Clause:

No compromise shall be made by HITES towards the Office Stationary of any stationary items, quality. If the service provider, at any point of time during official duty, fails to perform duties, as directed by HITES, the **Penalty of Rs. 5,000.00 (Rupees Five Thousand only)** will be imposed on each default instance. Recurring instance of such defaults exceeding (05) FIVE instances would entail termination of contract and forfeiture of security deposit.

No advance payment is payable by HITES. The billing will be done on monthly basis with GST Invoice. The payment will be made only for slips which have been signed by the officer/staff using the facility. It will be the responsibility of the firm to get the slips signed by the officer/staff on a day-to-day basis.

17. Any other taxes, duties etc. if any to be introduced/withheld/amended by the Government after award of work by HITES, the same shall be reimbursed /deducted from the service provider.

18. Bid Validity:

The bids shall be valid for placement of work order for a period of 60 days from the date of submission of bids.

19. The successful bidder will not sublet the work assigned to them. In case it is found by HITES, then his contract will be terminated with immediate effect and Security Deposit will be forfeited.
20. Bid Security Declaration:- With respect to the provisions contained in the Tender Documents, interested bidders are required to sign “Bid Security Declaration “ accepting that if they withdraw or modify their bids during the period of validity, or if they are amended the contract and fail to sign the contract or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of 6 months from being eligible to submit bids for contract with the entity that invited the bids.

21. FORCE MAJEURE

A Force Majeure event means the occurrence of an event beyond the reasonable control of a Party, including without limitation fire, strike, labour dispute, war governmental restraint, expropriation, flood, earthquake, Pandemic such as Covid-19, lightning, storm, tempest, act of war, terrorism or to the extent it is beyond the reasonable control of a party, except to the extent that such an event is a result of the party's willful or negligent acts.

In the event of non-performance of any of the terms and conditions of this TN due to the happening Force Majeure event, neither party shall be held responsible to the other party for any loss or consequential damages, which may have been incurred due to such non-performance. The party desiring to rely upon any of the happening of a Force Majeure event for failure, default or delay in performance of its obligations shall give to the other party prompt notice in writing within 15 days of its occurrence of the happening of such an event and when the event cease to exist, giving prompt notice thereof to the other party in that regard.

PLACE:
DATE:

***NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)***

22. INDEMINITY CLAUSE

If the Bidder fails to execute the order within the time prescribed for enter into contract so ordered or violates or infringes the existing rates as agreed to as mentioned in the work order, the Bidder shall and will indemnify the company against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-performance of contract at agreed rate and terms and conditions within the time specified in the work order. The company will initiate legal action if the bidder fails to execute the contract as per the schedule in the work order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HITES.

Bid pronounced Non Responsive by HITES shall be summarily rejected.

The decision of HITES will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:

DATE:

***NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)***

(Letter to HITES, Noida (UP) on the vendor's letterhead)

Dy. General Manager (HR& Admin)
HITES, Noida (UP)

Sub: Tender for Office stationary Items at HLL Infra Tech Services Limited, Noida

Dear Sir,

With reference to the above tender, having examined and understand the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the provision of office stationary item in HITES, Noida (UP) as detailed in your above referred tender.

We also hereby certify that we have never been blacklisted/banned/deregistered/debarred by any of the Govt. Authorities. We further confirm that the offer is in conformity with all the terms and conditions as mentioned in your above referred tender.

We also understand that the HITES, Noida (UP) is not bound to accept the offer in part or in full and that HITES, Noida (UP) has a right to reject the offer in full or in part without assigning any reasons whatsoever.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the firm)

Date:

ANNEXURE – II

COMPANY PROFILE / CHECKLIST TO BE FILLED BY THE PARTY

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information (Attach Proof).

S. No.	Item	Details
1.	Name of Firm/Bidder	
2.	Owner/Partner	
3.	Certificate of Incorporation	
4.	Mailing Address	
5.	Telephone / Mobile numbers	
6	Year of Commencement of Business	
7	Name and designation of the person authorized to make commitments to HITES as a contractor	
8.	Contact details of the person authorized to make commitments to HITES	
9.	PAN& GST No.	
10	ITR Last three years	
11	Name of Govt. Deptt. where services are being rendered	
12	Minimum Three purchase order valuing Greater than 5 lacks Per Annam during last 03 FY.	
13	Bank Details with IFSC code	

Signature with seal

Annexure III

Experience/Details of operation at present and in the last 03 years

Name of the Firm/Bidder _____

Sl.	Name of the Client	Period of contract	Clients contact Details (including name, email phone no. and address)	Value of the Contract (in terms of billing per annum)	Remarks
1.					
2.					
3.					

- **Attach** –Copy(ies) of work order(s) and/or copy(ies) of bills (duly acknowledged by the client and/or proof of such payment for the last 03 Financial Year under Tech Bid Folder.

*Signature with seal
(Name and Designation)*

PRICE BID FORMAT (For representation Purposes Only)**Bidder's would be required to download the MS-Excel format from e-tender & fill the rates & upload**

Office Stationary Items					
Sl	Item Description	UOM	Estd. Yearly Qty(Nos)	Rate/Unit-Rs- Incl. GST	Toatal Value _Rs.
1	Attendance Register 1 Quir	each.	2		0
2	Board pin Scholar	per pkt.	10		0
3	Ball Pen Reynolds 045 (1*10)	per pkt.	80		0
4	Button Folder A-4	each.	200		0
5	Brown Tape 2"	each.	125		0
6	Binder Clip Oddy/Infinity 19 mm (1*12)	per pkt.	100		0
7	Binder Clip Oddy/Infinity 25 mm (1*12)	per pkt.	130		0
8	Binder Clip Oddy/Infinity 32 mm (1*12)	per pkt.	80		0
9	Binder Clip Oddy/Infinity 41 mm (1*12)	per pkt.	5		0
10	Binder Clip Oddy/Infinity 51 mm (1*12)	per pkt.	5		0
11	Calculator Casio MJ-120	each.	20		0
12	Calculator Citizen CT 512 D	each.	2		0
13	Board Duster-Cloth	each.	3		0
14	Cello Tape 1" Sambhav	each.	125		0
15	Cello Tape 2" Sambhav	each.	100		0
16	Chart Paper Thick	each.	25		0
17	Clear Holder/ L Folder CH 101 Solo	per pkt.	100		0
18	Conference Pad Lotus	each.	50		0
19	Copier Paper-of size:A-4 J K Sparkle 75 GSM	per ream.	1000		0
20	Copier Paper-of size:F/S Legal Size J K Sparkle	per ream.	10		0
21	Copier Paper of size: A-3 J K Sparkle	per ream.	20		0
22	Digital Paper:-A-4 160 GSM 100 Sheet	per ream.	1		0
23	Dust Bin - SS (Perforated)	each.	5		0
24	Eraser Apsara	per pc.	150		0
25	Gem Clip 30 mm Rolex	per pkt.	50		0
26	Gum Bottle 300 ML Camel	each.	1		0
27	Gum Bottle 700 ML Camel	each.	1		0
28	Green Tag 24" 1*144 pcs.	per pkt.	25		0

29	Glue Stic Big 15 grms Oddy	each.	160		0
30	Hitec point Pilot Pen 0.5 Luxar	each.	25		0
31	Pilot point V-5 Pen	each.	10		0
32	Highlighter Luxar	each.	250		0
33	Index File 14" BM Big Steel Clip DLX	each.	800		0
34	In Out Tray Omega Elegant 2 in 1	per set.	5		0
35	In Out Tray KB' 3 in 1 with riser	per set.	5		0
36	OHP Marker set Luxor	each.	5		0
37	Pen Cello butter gel/ Reynolds Racer Gel	each.	1000		0
38	Pen uniball eye Micro	each.	15		0
39	Permanent Marker Luxar/Reynolds	each.	70		0
40	Punching Machine No.480 Kangaro	each.	20		0
41	Post it pad of Size: 1.5*2 Oddy	each.	5		0
42	Post it pad of Size: 2*3 Oddy	each.	70		0
43	Post it Pad of Size: 3*3 Oddy	each.	70		0
44	Post it Pad of Size: 3*4 Oddy	each.	50		0
45	Post it Pad Size: 3*5 Oddy	each.	70		0
46	Plastic Folder M-18 'L' Type	each.	30		0
47	Plastic Bag Solo MC 112	each.	150		0
48	Paper Cutter (Small)	each.	5		0
49	Paper Cutter (Big)	each.	5		0
50	Post it Prompts Colored 1"*3"*3 Oddy	each.	300		0
51	Register 192 pages (Candy/Lotus)	each.	25		0
52	Register 240 pages (Candy/Lotus)	each.	25		0
53	Rubber bend 500 gram Nylon	per pkt.	20		0
54	Report Files with plastic clip	each.	20		0
55	Sharpner (Natraj)	each.	65		0
56	Sketch Pen Set (Luxar)	per set.	5		0
57	Separator Set Col. 1*10	per set.	130		0
58	Spiral note book size: 1/6 medium 'Trison'	each.	230		0
59	Spiral note book size: 1/4 big 'Trison'	each.	5		0
60	Stapler No. HD 10 D Kangaro Plastic Body	each.	50		0
61	Stapler Big 24/6 Kangaro	each.	40		0
62	Stapler Pin No. 10 Kangaro 1*20 pkts.	per box	300		0
63	Stapler Pin No. 24/6 Kangaro	per pkt.	130		0
64	Stapler H P -45 Kangaro	each.	5		0

65	Stamp Pad Medium	each.	10		0
66	Stock Register 4 Qrs.	each.	5		0
67	Single Punch Machine Kangaro	each.	5		0
68	Steel Scale 12"	each.	5		0
69	Visiting Card Album 240 cards	each.	5		0
70	Visitors Register Medium 6 Quir	per pad	5		0
71	White Board Marker Reynolds	each.	20		0
72	White envelopes of size: 11"*5" Plain	per 1000	25		0
73	White Tag	per pkt.	5		0
74	Punching Machine No.600/540	each.	5		0
75	Duble Side Foam Tape 1"	each.	5		0
76	Correction Pen	each.	50		0
77	C. D Cover Round	each.	5		0
78	Notice Boards/ White Board (Small Size) 1.5ft *2ft	each.	5		0
79	Notice Boards/ White Board (Medium Size) 2ft *3ft	each.	5		0
80	Notice Bords/ White Board (Big Size) 3ft*4ft	each.	1		0
81	Disposable Paper Water Glass (250 ml)	per pc.	10000		0
82	Plotter Roll 24"	each.	5		0
83	Plotter Roll 36"	each.	5		0
84	Uniball Gel Impact Pen	each.	15		0
85	Battery - AA-1.5 V 'Eveready'	each.	30		0
86	Battery - AAA 'Eveready 1.5 V	each.	30		0
87	Pencil Cell AA 15 V - Duracell	each.	50		0
88	Pencil Cell AA 15 V - Duracell	each.	100		0
89	Ex. Bond Paper A4 size 100 Sheets	each.	1		0
90	Gift Wrapping Paper	each.	5		0
91	Pilot Pen V-7	each.	5		0
92	J K Excel Bond 100 GSM (500 Sheet Pack)	each.	1		0
93	Custom Printed card Type USB Pen Drive- 08 GB	each.	20		0
94	Punching Machine Kangaro HDP 2320 (Big)	each.	1		0
95	Ring Binder File	each.	25		0
96	Driver Log Book	each.	1		0
97	Stamp Pad Ink	each.	1		0

98	Fevi Quick	each.	50		0
99	Fevicol (250 ml)	each.	25		0
100	Yellow Envelope Plain Size: 11"*5"	each.	25		0
101	Photo Glossy Paper A4	per pkt.	1		0
102	Section Book Shipra	each.	5		0
103	Luxar Fine Writer 0.5 pen	each.	5		0
104	Tape Dispenser	each.	1		0
105	Scissors (Big)	each.	15		0
106	Scale 12" Plastic	each.	20		0
107	Pencil Natraj (with free eraser & sharpner)	per pkt.	50		0
108	Label Continious stationary - A4	per pkt.	5		0
GRAND TOTAL (INR) - Incl GST					0