

GOVT. OF NCT OF DELHI  
INDUSTRIAL TRAINING INSTITUTE  
PUSA, NEW DELHI-110012  
Phone- 011-25841477, E-mail: [itipusa@hotmail.com](mailto:itipusa@hotmail.com)

**TENDER REF. No: F.10(12)/ITI Pusa/Miscellaneous/2016-17/**

**Dated: 28.11.2016**

**ESTIMATED COST: Rs. 1.59 Lakh**

**EMD: Rs. 8,000/-**

**TENDER NOTICE**

**Name of the Work: Supply of Store items.**

**EMD: Rs. 8,000/- (Rupees Eight Thousand only).**

<b>Last date and Time for submission of bid</b>	<b>27/12/2016 (up to 11.00AM)</b>
<b>Date of opening of Technical bid</b>	<b>27/12/2016 at 11.30AM</b>
<b>Date of opening of Financial bid</b>	

Sealed Tenders are invited under Two-Bid system from reputed Firms/ Suppliers for supply of Store items by ITI Pusa being lead institute of Cluster Group System from reputed Firms/ Suppliers for supply of Store items required for training in different trades running in ITIs namely ITI Pusa, Pusa Campus, New Delhi; HJ Bhabha ITI, Mayur Vihar, New Delhi, ITI Shahdara, Deputy Apprenticeship Office, Pusa Campus, New Delhi; IBBS, Pusa Campus, New Delhi. Further details of the Notice Inviting Tender alongwith their terms & conditions and list of items can be downloaded from the website <https://govtprocurement.delhi.gov.in>.

The Sealed Tenders should be dropped in the Tender Box kept in the Purchase Section of Industrial Training Institute, Pusa, New Delhi-110012 **latest by 27/12/2016 (up to 11.00 AM)** along with EMD, relevant Documents etc. Tenders submitted after due date and time will not be accepted under any circumstances. The tenders must be submitted in sealed envelope with clear marking **"Supply of Store items"** on the envelope.

The Technical & Financial Bids will be opened by the Purchase Committee on the schedule date & time in the office of the Principal, ITI Pusa, New Delhi-110012 in the presence of Bidders or their authorized representatives, who choose to attend Bid opening.

In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time.

The undersigned reserves the right to accept or reject any tender/tenders without assigning any reason

Sd/-  
**PRINCIPAL**  
**I.T.I. Pusa,**  
**New Delhi-110012**

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No. F.10(12)/ITI Pusa/Miscellaneous/2016-17/

Dated: 28.11.2016

**TENDER DOCUMENT**

Sealed Tenders are invited from the reputed manufacturer / supplier under two bid system for Supply of **Store items as per specifications** given in the **Annexure-I**, The Sealed Tenders should be dropped in the Tender Box kept in the Purchase Section of Industrial Training Institute, Pusa, New Delhi-110012 **latest by 27/12/2016 (up to 11.00 AM)**. The requirement of Store items of individual consignee ITI is placed at Annexure-III.

**The following terms and conditions must be followed while submitting the quotations:**

1. Technical Bids and Financial Bids to be dropped in separate sealed envelope in the Tender Box kept at Purchase Section of at ITI Pusa, New Delhi-110012.
2. **EMD required is Rs. 8,000/- (Rupees Eight Thousand only)** and must be deposited in the form of FDR only in favour of **D.D.O, ITI Pusa, New Delhi-110012** before the date of receipt of Technical Bid i.e. **before 27/12/2016 (up to 11.00 AM)**. Any tender without submission of requisite EMD will be rejected outrightly.
3. **The Technical Bid will be opened initially on 27/12/2016 at 11.30 AM** and Financial bids will be opened later, only for those tenders who qualify in technical Bid evaluation.
4. The Bidder should be a manufacturer/ supplier registered.
5. The Firm must be registered with the Value Added Tax / Sales Tax Department of Delhi. The Dealer carrying out all his business activities from outside Delhi is required to be registered with the Taxation Deptt. / Authority of their respective State Government. However, such bidder must ensure that the Material shall be supplied by bidder or its authorized distributor of Delhi only and against a sale invoice issued from Delhi. The delivery of goods also be made from Delhi. The bidder dealer or its authorized distributor, as the case may be, who supplied the material should be registered with the Delhi VAT Department and carry a valid TIN issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties / guarantees, irrespective of the fact that the Materials are supplied by him directly or through its authorized distributor / dealer. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.
6. The average annual financial turnover of the Bidder during the last 3 years, ending **31<sup>st</sup> March 2016**, should be at least **Rs. 48,000/-**. The Bidder must submit Documentary proof indicating the annual Turnover for the last Three years (**2015-2016, 2014-2015 & 2013-2014**) in the form VAT / State Tax paid acknowledgment or any other relevant document duly signed by the concerned Government officer indicating the annual turnover therein or Balance Sheet duly signed by Chartered Accountant or any other relevant document showing turnover duly signed by Chartered Accountant.

7. Self attested copies of the following documents should be submitted with the Technical Bid:
  - a. FDR of Requisite EMD
  - b. Sales Tax / VAT registration
  - c. PAN
  - d. Proof of Turnover of Last three financial years **(2015-2016, 2014-15 & 2013-2014)**. The average annual financial turnover of the Bidder during the last 3 years, ending 31<sup>st</sup> March, 2016, **must be at least Rs. 48,000/-**.
  - e. Duly filled & Signed Annexure-II i.e. Bid Form
  - f. Technical Specification of items quoted w.r.t. Tender Document specification as per Annexure-I. Deviation, if any, should be mentioned in front of the item in the annexure-I.
  - g. Proof of authorized dealer / distributor in Delhi, only for the firms, who are running their business outside the Delhi.
8. Technical evaluation shall be done on the basis of submission of above said documents and meeting the specifications of the tendered items.
9. The Bidder will not be relieved from any liability related to warranty / guarantee or any obligation under the contract as mentioned against items, in Annexure-I.
10. Firms registered with DGS&D & NSIC are exempted from submission of bid security subject to condition that they submit the proof for the same.
11. The successful Bidder has to deposit a performance security, which will be the 5% (Five percent) of the total value of contract. The performance security should be in the form of FDR from a commercial bank in favour of D.D.O. ITI Pusa, New Delhi-110012. The Performance Security (Security Money) shall bear no interest. The Performance Security should valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including warranty / guarantee period. The performance security will be forfeited in case the successful Bidder fails to supply as per the contract / supply order or fail to meet the obligations under warranty / guarantee period.
12. Delivery period will be **4 (Four) weeks** from the date of issue of supply order for all the items. For each week of delays in supply there will be a penalty of 1% per week for undelivered goods after stipulated delivery period. Once the maximum deduction of 5% is reached, the purchaser will termination the contract and forfeit the Performance Security for undelivered goods.
13. The Bidder is expected to examine all instruction, terms and conditions in the bidding documents. Failure to furnish all information as required in the tender documents may result in the rejection of the bid.
14. The Bidder should quote all the rates on the basis of the delivery at the purchaser site no extra transportation charges, delivery charges; installation charges will be paid or considered.
15. The items / material supplied should be New and as per the specification.
16. The purchaser may, at any time prior to the deadline for submission of quotations, for any reason may modify any or all conditions of the documents.

17. The rates will be valid for 180 days from the date of opening of tender. The Quotation valid for shorter period will be rejected.
18. The quotation received after the due date and time will not be accepted.
19. The Technical Bids & Financial Bids will be opened on DATE & TIME AS MENTIONED IN PARA 3 ABOVE, in the Principal office, one representative of each Bidder, if any, may be allowed at the time of opening of Bids, No one will be entertained / allowed without letter of authority.
20. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on the next working day.
21. The payment will be made by individual consignee (ITI) after the acceptance of ordered goods/ items by TEC. Rejected items/ goods should be removed within 30 days after which no responsibility will be accepted by the Institute.
22. The purchaser reserves the right at the time of award of contract to increase or decrease by upto 15% the quantity of goods specified in the schedule of requirement without any change in price or other terms & conditions.
23. The purchaser reserves the right to accept or reject any or all quotations without assigning any reasons.
24. Black Listed firms / suppliers are not allowed for tendering.
25. Any dispute is subject to the jurisdiction of the Delhi Courts only.

Sd/-  
**PRINCIPAL**  
**I.T.I. Pusa,**  
**New Delhi-110012**

**ANNEXURE –I**

**IMPORTANT NOTE:** The Bidders may substitute alternative standards, Brand names in its Bid, provided that it demonstrates equal or better to the specifications of Bidding Document. **DO NOT MENTION BEST QUALITY/GOOD QUALITY/SUPERIOR QUALITY ETC. BUT GIVE MAKE & BRAND OF ITEM QUOTED.**

S.no.	Name of Items with Specification	Qty.	Unit	Deviation, if any in Specifications and Make
1.001	Tumbler Glass Plain	100	Nos.	
1.002	Black hit mosquito spray(320 ml)	8	Nos.	
1.003	Cloth duster	100	Nos.	
1.004	Towel Size 24"X16"	4	Nos.	
1.005	Towel Size 10"X10"	2	Nos.	
1.006	Hot Case Door Type With Lock (Size 17 x 10.25 x 16.25)	4	Nos.	
1.007	Electric Kettle-1 L Make Bajaj/Philips/	4	Nos.	
1.008	Mosquito repellent Machine (Make All Out/Good Knight/Mortein	10	Nos.	
1.009	Colin Spray 500 ml	40	Nos.	
1.01	Tea set (6 cup & 6 saucer)	4	Nos.	
1.011	Mosquito repellent Riffle (Make All Out/Good Knight/Mortein	20	Nos.	
1.012	Pen Stand	4	Nos.	
1.013	Plastic Water Jug (2000 ml)	62	Nos.	
1.014	Bath Soap150gm(Make Lifebuoy)	50	Nos.	
1.015	Tea Flask (1000 ml)	6	Nos.	
1.016	Water Jug 10 Ltr (Make Milton/Nayasa	4	Nos.	
1.017	Pencil Cell	10	Nos.	
1.018	Yellow Duster	40	Nos.	
2.001	Yellow cloth duster (36"x36") superior quality	40	No	
2.002	Duster white Cloth 18"x18" big size	30	No	
2.003	Hand Towel 2 ftx1 ft (Handloom)	60	No	
2.004	J.K. Buff Stationery paper ream Green Sade	2	No	
2.005	All out Refill	30	No	
2.006	Soap for hand wash Lifebuoy 125 gm	50	No	
2.007	Towel full size Tenzi	5	No	
2.008	Cleaning solution/Colin 500 ml	20	Bottle	
2.009	Computer Key board HP	6	No	
2.01	Computer Mouse Intel / Microsoft	6	No	
2.011	Punch single hole (kangroo)	8	Nos	
2.012	Big size stapler	4	Nos	
2.013	Glass Tumbler	60	No	
2.014	Jute Mat 1.5x 3.0 feet	6	No	
2.015	Dinner Set	2	No	
2.016	Office Bag for Peon	4	No	

2.017	Box Folder Size A-3	4	No	
2.018	Box Folder Size A-4/ FS	10	No	
2.019	Black Pen water proof ink Uniball	20	No	
2.02	Acrylic Table Top Elevator Writing Table Desktop	4	No	
2.021	Battery for HCL Laptop Model No T-12 AH	1	No	
3.001	Electric Cattle 1LTR Make;-Bajaj	4	Nos	
3.002	Plastic Jug 2 Ltrs Make-Cello	24	Nos	
3.003	Glass Tumbler 250ml "Yera"	48	Nos	
3.004	Soap (125 gms) "Lifebuoy Make'	60	Nos	
3.005	Spoon stainless steel (Superior quality)	18	Nos	
3.006	Hit Spray (Mosquito)	10	Nos	
3.007	Tea Flask (01 litre Milton) "Milton / Eagle Make"	6	Nos	
3.008	Full Plate (Bon china) Superior Quality	12	Nos	
3.009	Half Plate (Bon china) Superior Quality	12	Nos	
3.01	Tea Cup (Bon China)(Superior quality)	12	Nos	
3.011	All Out Machine with refill	24	Nos	
3.012	Pendrive 8GB Make-Scandisk	6	Nos	
3.013	All out Refill	24	Nos	
3.014	Collin 500 ml	10	Nos	
3.015	NYLON SUTLI	4	BUNDLE	
3.016	BUCKETPLASTIC-20 LTRS	4	NOS	
3.017	GLASS TUMBLER	48	NOS	
3.018	RUBBER BAND(500gm)	8	PKT	
3.019	CESSOR MEDIUM SIZE	6	NOS	
4.001	Tumbler Glass Plain	14	Nos.	
4.002	Black hit mosquito spray(320 ml)	12	Nos.	
4.003	Cloth duster	100	Nos.	
4.004	Towel Size 24"X16"	2	Nos.	
4.005	Towel Size 10"X10"	12	Nos.	
4.006	Mosquito repellent Machine (Make All Out/Good Knight/Mortein	4	Nos.	
4.007	Tea set (6 cup & 6 saucer)	8	Set	
4.008	Mosquito repellent Riffle (Make All Out/Good Knight/Mortein	25	Nos.	
4.009	Bath Soap150gm(Make Dettol)	20	Nos.	
5.001	Tea set (6 cup & 6 saucer)	2	Set	
5.002	Door mat Size 4'X3'	6	Nos.	
5.003	Extension Board 5 Amp.	5	Nos.	
5.004	Black hit mosquito spray(320 ml)	2	Nos.	
5.005	Hotcase Door Type With Lock (Size 17 x 10.25 x 16.25) Make Hylex	1	Nos.	
5.006	Water Jug 10 Ltr(Make Milton/Nayasa	1	Nos.	

5.007	Peon Bag	1	Nos.	
5.008	Scissors (Medium)	2	Nos.	
5.009	Plastic Water Jug (2000 ml)	4	Nos.	
5.01	Electric Kettle-1 L Make Bajaj/Philips/	2	Nos.	
5.011	Wall Clock digital	2	Nos.	
5.012	Tumbler Glass Plain	12	Nos.	
5.013	Lock (Big Size)Make Plaza/ Harrison	1	Nos.	
5.014	Locks (Medium Size)Make Plaza/ Harrison	4	Nos.	

**Warranty for all the items shall be 04 months**

**BID FORM**

Date.....

Bid No.....

To,

The Principal  
ITI Pusa,  
New Delhi-110012.

Sir,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply in conformity with the said Bid documents in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods within the delivery period as specified in the Bid document of as mentioned in Annexure-I.

If our Bid is accepted, we will submit the Performance Guarantee for an amount equal to 5% of the contract value.

We agreed to all Terms and conditions of this Bid for a period of 180 days after the date fixed for Commercial Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", if we find in Bid pooling or against law against fraud and corruption my / our firm may be black listed.

Further we certify that our organization is not blacklisted by any Govt. Department.

Dated \_\_\_\_\_

(Signature)  
SEAL



**Requirement of Store items of individual consignee ITI**

S. No	Name of ITI	Item Sl. No.	
		From	To
1	ITI Pusa	1.001	1.018
2	ITI Shahdara	3.001	3.019
3	ITI Mayur Vihar	2.001	2.021
4	DAA Office	4.001	4.009
5	IBBS	5.001	5.014