

GOVERNMENT OF KARNATAKA

**FISCAL POLICY INSTITUTE**

Bangalore-Mysore Road, Next to Panchamukhi Ganagapathi Temple,
Kengeri Post, Bangalore-560 060.

PHNO: 080-26971000 / FAX: 080-26971010 / WEB: www.fpibangalore.gov.in

NOTICE INVITING TENDER

**To Supply Training Materials, Office Stationery & Hostel Consumables on
Annual Rate Contract basis to FPI.**

(Through Two cover system - Manual Only)

No. FPI/Proc/Tender/Stationary/M-61/2018-19

Dt:19-12-2018

Tender Schedule

Date of Publication of Tender	21-12-2018
Last date and time for receipt of tender forms	20-01-2019 - at 12.00 Noon
Pre-Bid meeting date, time and Place	On 31-12-2018 AT 2.30 P.M., Chambers of the Additional Director (Admn.), Fiscal Policy Institute, Kengeri, Bangalore - 560 060.
Time and date of opening of Tenders	Technical Bid - on 21-01-2019 @ 12.30 PM Financial Bid - Tentatively on 22-01-2019 after 12-00 Noon
Place of opening of technical tenders	Fiscal Policy Institute, Mysore - Bangalore Road, Kengeri Bangalore 560060
Address for communication	The Director, Fiscal Policy Institute, Mysore road <u>Kengeri Bangalore - 560060</u>
Contact Person:	Mr.Chandraiah S R, Special Officer,

Fiscal Policy Institute, Bangalore

SECTION I. INVITATION FOR TENDERS (IFT)

No. FPI/Proc/Tender/Stationary/M-61/2018-19

Dt:19-12-2018

1. Fiscal Policy Institute (FPI) is a separate Directorate working under the administrative control of Finance Department, Govt. of Karnataka. FPI is engaged in customised training to the officers of Government and PSUs, and undertaking research work in public financial planning, public project implementation, public expenditure, public resources, public asset management etc. FPI is located on Bangalore-Mysore Road, Near Pancharukhi Ganapathi Temple, Kengeri, Bangalore – 560 060.
2. Fiscal Policy Institute (FPI), Bangalore-Mysore Road, Kengeri Post, Bangalore-560 060, invites Tenders in Two Cover mode, i.e. Technical Bid and Financial Bid, from local manufacturers / suppliers / agencies (i.e. Tenderers) to supply following category wise goodson Rate Contract basis:
Category –I –Stationary items for Training
Category -II- Hostel Consumables for Training
Category – III – Office Stationery, &
3. The tenderers **may submit tenders**
 - for above mentioned items under categories separately (i.e. Price Schedule I, II and III)
 - Tenderers are advised to note the qualification criteria specified in Clause 4 to qualify for award of the contract.

A bidder is required to quote for all the items of the category i.e. all the items in that category (i.e. in that Price Schedule). Bids which are partial/ not for a full / complete category not be considered.

4. FPI reserve the right to reject any or all tenders received without assigning any reason.
5. The quantity of stationary or consumable items may increase / decrease at any point of time as per the requirement of FPI, Bangalore. Interested agencies may quote their rates according to required specifications as well as after careful study of the following terms and conditions :
1. **TENDER DOCUMENT:** Tender document with all details is available in FPI Website : www.fpibangalore.gov.in and can be downloaded in between **21-12-2018 & 21-01-2019 till 12.00Noon**

The tenders received will be opened on the due date & time mentioned above at the office of the Additional Director (Admn.), FPI.

2. **SUPPLY / CONTRACT PERIOD:**The supply period for this rate contract will be from the date of rate contract awarded to 31-03-2019.
3. **VISIT TO CAMPUS:** Interested Tenderers are required to visit FPI campus on themselves to see the sample items displayed in the chamber of SO(Procurement), FPI and also assess the

quantum of requirement involved before submitting the tender. Once the tender is submitted, it will be presumed that the Tenderer has seen and understood the complete quality & specification of the goods to be supplied to FPI.

4. TERMS AND CONDITIONS OF THE TENDER

Tenderer's qualification

1. Tenderer should be in existence for the past 2 years continuously in the similar business, furnish information on performance statement for past two years as per **Annexure – 3**.
2. The Tenderer should be in the business of manufacturing / supply of Training Materials, Office Stationery & Stationery Articles / Hostel Consumables, Computer Accessories for at least two years as on the date of this tender.
3. The Tenderer should have a minimum average annual turnover of Rs.5.00 lakhs over the last TWO financial years in the similar activity. Supporting the fact, the Tenderer should furnish information as per **Annexure - 2**.
4. Tenderer should have a fully functional office in Bangalore.
5. Tenderer has to submit copy of PAN, and GST registration.
6. Tenders should be accompanied by copies of Income Tax return filed for assessment year 2017-18 and 2018-19 and latest GST return filed.
7. Proposals of Tenderer who do not fulfil the above criteria or who fail to submit documentary evidence thereon would not be considered for further commercial evaluation.
8. Conditional Bids will not be considered, that is any conditions mentioned shall not be taken into account, such tenders shall be rejected.

General Terms and Conditions:

5. TENDER PRICE:

1. The rates quoted by the Tenderer as per Annexure-4 shall be firm and fixed. The rates shall be inclusive of all costs, transport, freight, delivery charges, profit, taxes and duties etc. The taxes should be shown separately.
2. The rates and prices quoted by the Tenderer shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.
3. The tenderer shall express the price of the bid in Indian Rupees (both in figures and words).

6. EARNEST MONEY DEPOSIT (EMD) :

1. Earnest Money Deposit of Rs.10,000/- shall be deposited with the Tender.
2. The EMD shall be paid through Demand Draft in the name of Director, Fiscal Policy Institute, Bangalore.
3. Tenders without the EMD will be rejected.
4. No interest shall be payable on the EMD furnished.
5. If the Tenderer after submitting the tender, revokes the offer or modifies the terms and conditions thereof during the validity of the offer, except where the Institute has given opportunity to do so, the EMD shall be liable to be forfeited.
6. In the event of withdrawal of the Invitation to Tender by the Institute, the EMD paid with the tender will be returned to the Tenderer.
7. In the event of the successful Tenderer's failure or refusal to sign the agreement or furnish the security deposit within 21 days from the date of award, the earnest money deposit shall be forfeited without prejudice to the Institute's right to

recover any further loss or damage incurred or caused in consequence thereof, from the Tenderer.

7. TENDER SUBMISSION:

Tender documents can be downloaded from the Institute website www.fpibangalore.gov.in. The Tenderer should ensure that offer to be submitted in closed/sealed cover through post or courier or drop the same in the box kept in the chamber of Additional Director, FPI within the stipulated date and time as per Tender Schedule. FPI shall not take responsibility if the tenders do not reach within due date and time stipulated for receipt of tenders. Any tenders received after the due date are liable to be rejected. No request for extension of time for submission of tender shall be considered.

The tenderers **may submit tenders:**

- for all the categories i.e. I, II & III **or any of the categories**

A bidder is required to quote for all the items in each category. Bids which are not quoted for all the items in that category will not be considered or will be considered as non-responsive bid.

8. Scope of Work:

1. Currently FPI intends to procure as detailed in the Financial Bid i.e. Annexure – 5.
2. The approximate quantity of requirement can be accessed from the Financial Bid Annexure-5.
3. The quantity of items in all categories may increase / decrease at any point of time as per the requirement of FPI, Bangalore.
4. FPI will place the orders from time to time. The whole requirement will not be ordered at a time. The order will be placed, in phases, throughout the contract period.
5. The quantity of the articles to be supplied is given in Annexure-5. The intending bidders must see the samples of items displayed at the office of SO(Proc), FPI before submission of the bid. It will be presumed that the bidder has offered the bid rate after carefully examining the samples kept on display at FPI.
6. Utmost importance should be given to the quality of items supplied. It should be strictly equal to or above the specification and standard of the samples specification kept on display at FPI.
7. Any item of substandard quality will be rejected outrightly and the Director, FPI, has the right either to cancel the supply order or invoke penalty as mentioned at penalty clause of this tender notice and/or ask the bidder to effect fresh supply of good quality of items within a specified date as mentioned by the Director.
8. The supply period for this rate contract to supply items in all categories will be from the date of rate contract awarded to 31-03-2019.

9. Delivery Schedule:

The orders for supply shall be placed by FPI in the form of an indent from time to time, as per requirement. The indents will be sent by Email or in person. The date of delivery schedule shall be calculated from the date of sending the order through Email or placing in person to the Supplier by FPI. All supply should be completed within 03 (THREE) days from the date of issue of supply order without any fail.

10. General Instructions / Conditions to the Tenderer

General Conditions of Tender shall be read in conjunction with the Terms & Condition of Tender and all other documents forming parts of this contract. Notwithstanding the subdivisions of the document into these separate sections, every part of each shall be deemed to be supplementary to and complementary of every other part shall be with and into the document as far as it may be applicable to do so.

1. Where any portion of the General Condition of Contract is repugnant to or at variance with any provision of Special Terms & Condition of Tender, then unless a different intention appears, the provisions of General Condition of Tender shall be deemed to override the provisions of Terms & Condition of Tender and shall be to the extent of such repugnancy or variations prevail.
2. All supply is to be carried out accordingly to relevant Indian Standard Specification, market practice and to the entire satisfaction of Officer-in-charge of FPI.
3. FPI will have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued will form part of original invitation to tender.
4. Corrigendum / Addendum / Modification / Corrections, if any, will be published on FPI web-site i.e. <https://www.fpibangalore.gov.in>

11. PENALTY:

a. **For Non-Compliance Of Contract:**

Non-compliance of any of the terms and conditions of the Agreement / Contract by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the Director, FPI:

- a) Cancellation of the acceptance of tender as a whole or in part.
- b) Forfeiture of the Security Deposit.
- c) Cancellation of the particular supply order.
- d) Recovering loss, if any, occurred to the Institute

b. **For Delayed Supply:**

The items shall have to be supplied by the supplier within the stipulated period of three days as per delivery schedule mentioned at clause 10 above. Subject to force majeure, there shall be no liquidated damages payable by the Supplier. Any delay in delivery beyond the stipulated delivery date of supply of three days, shall result in invoking any or all of the following penalty clauses at the discretion of the Director, FPI.

- a) Penalty of Rs.300/- (Rupees three hundred only) per day of delay. The penal amount payable shall be deducted from the Bill(s)
- b) Cancellation of the particular supply order,
- c) Forfeiture of the Security Deposit.

c. **For supply of Substandard Quality items:**

Any supply of substandard quality of items made not according to specification and standard of the samples kept on display Administration section, FPI shall be rejected outrightly and the Director, FPI, has the right to invoke any or all of the following penalty clauses :

- b) Forfeiture of the Security Deposit.
- c) Cancellation of the particular supply order.
- d) Recovering loss, if any, occurred to the Institute

12. **Evaluation of the Bids:**The technical and financial bids will be opened at scheduled time and date in the presence of the authorized representatives of the bidders who wish to be present.
 - 12.a.**Evaluation of the Technical Bid:** A bid which is technically acceptable and meets the eligibility requirement will be considered for financial bid.
 - 12.b**Evaluation of the Financial Bids:** After evaluation of the technical bids received, the FPI would award the supply order to the lowest bidder in each category . In case of “tie”, the decision of the Director, FPI would be final and binding. FPI does not bind itself to accept the lowest bid or assign any reason of non-acceptance.
13. **Award of Contract:** The bidder, whose bid has been accepted, will be informed by FPI through “Letter of Acceptance”. The successful bidder will have to enter into an agreement with FPI
14. **Security deposit:** Within 20 days of receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the FPI a Security deposit for an amount equivalent to 5.0% of the Contract price in the form of Bank Guarantee / DD in favour of Director, FPI from any of the Nationalised / Schedule Banks in Bangalore.
15. **NON-BLACKLIST:** Tenderer shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of Karnataka.
16. **Payments Terms:**
 - a. The bills towards items supplied have to be submitted in duplicate along with delivery challan. After due verification and passing the bill, the payment will be made online/RTGS to the bank account provided by the supplier.
 - b. Penalty if imposed will be deducted from the bills or adjusted out of the security deposit.
 - c. **No advance payment** in any case will be made.
17. All the pages of the tender document to be signed by the Tenderer.
18. FPI reserves the right to reject any or all the tenders received with out assigning any reason.
19. The decision of FPI will be final and binding on the contractor and shall not be subjected to dispute or arbitration.

Technical Bid Document**Business Information****Annexure - 01**

Tender inviting To Supply Training Materials, Office Stationery & Hostel Consumables on Annual Rate Contract basis to FPI.

Sl. No	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Proprietorship/ Partnership Firm/ Company, in case of Company (Public Ltd/ Pvt. Ltd) /Agency	
4.	Details of Incorporation of the Company / Firm	Date:
		Ref. #
5.	Details of Commencement of Business	Date:
		Ref. #
6.	Name & Designation of the authorised contact person to whom all references shall be made regarding this tender	
7.	Telephone No./ Mobile number of the authorised person:	
8.	e-Mail- ID of the authorised person:	
9.	Website if any	
10.	GST Regn. No.	
11.	PAN No. (enclose copy)	
12.	Copy of IT return for FY 2015-16, 2016-17, 2017-18	
13.	Copy of latest GST return filed	

Contd...

Annexure – 1 contd...

B. Turnover Details: (Rs. in Lakh)

Financial year	Total Turnover of the Agency	Total Turnover from Stationary, Consumables & computer accessories
2016-17		
2017-18		

C. Performance Statement for the last Two (2) years:

Orders placed by (Full address of Client)	Order No & Date	Description Of Supply	Value of order	Date of Completion of supply as per contract	Remarks

Note: Separate sheet to be enclosed for each order executed.

D. Undertaking on Being Not Blacklisted

This is to certify that << **AGENCY NAME:.....**>> is not blacklisted by Government of Karnataka for indulging in corrupt, or fraudulent practices or deficiencies of services or for indulging in unfair trade practices as on 20/12/2018.

Date:**Seal & Signature of Tenderer**

UNDERTAKING

Annexure - 2

**Tender inviting To Supply Training Materials,OfficeStationery&Hostel
Consumables on Annual Rate Contract basis to FPI.**

1. I _____, Proprietor/Director/Authorised Signatory of the Agency/Firm/
Company, mentioned above, is competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions of the tenderand
undertake to abide by them;
3. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

Dated :

Place :

SIGNATURE & SEAL OF BIDDER

COVERING LETTER FOR PRICE BID

Annexure - 3

Tender inviting To Supply Training Materials, Office Stationery & Hostel Consumables & Computer Accessories on Annual Rate Contract basis to FPI.

Date:

To

The Director,
Fiscal Policy Institute,
Government of Karnataka,
Finance Department
Bangalore-Mysore Road, Kengeri, Bangalore - 560060.

Dear Sir,

Sub: Rate Contract from the manufacturers / suppliers to supply Training Materials, Office Stationery & Hostel Consumables to FPI.

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept up to 31-03-2019 from the date of bid opening. We do accept all the terms and conditions of the tender document. If at any point of time we deviate from the tender terms and conditions, FPI has the right to forfeit our Earnest Money Deposit (EMD) and / or Security Deposit (SD) without giving any clarification to us.

Thanking you,

Sincerely,

Dated :

Place :

(SEAL & SIGNATURE OF THE TENDERER)

FINANCIAL BID**Annexure - 4****Tender inviting To Supply Training Materials, Office Stationery & Hostel Consumables & Computer Accessories on Annual Rate Contract basis to FPI.**

Currently the Institute intends to procure the following items:

Price Schedule – 1: TRAINING MATERIAL:

(Rates in Rs.)

SL.	ITEMS	SPECIFICATIONS	REQUIRED QUANTITY (APPROX)	RATE PER UNIT
1	Button Folder – Cloth	D600 polyester fabric coated P.V.Conference bag with screen printing of FPI name and Logo.(as per FPI sample)	2500 No	
2	Ball Pens	Cello Techno Tip or equivalent Pen : Blue	2500 No.	
3	Spiral Note Pads with Logo.	Side Spiral Note Pad – 30 pages (size No.5), TYPE: Ruled, supply with FPI logo as per FPI sample.	1000 No.	
4	Spiral Note Pads with Logo.	Side Spiral Note Pad – 50 pages (size No.5), TYPE :Ruled, supply with FPI name and Logo as per FPI sample.	1000 No	
5	Spiral Note Pads with Logo.	Spiral Long Note Book – 100 pages (size No....), TYPE: Ruled, supply with FPI name and Logo as per FPI sample.	200 No.	
6	Transparent Certificate (Cover)	A4 size, transparent , (as per FPI sample)	1000 No.	
7	Eco friendly Certificate two fold folder	A4 size, with FPI name and Logo as per FPI sample	1500 No.	
8	Resin two fold folder	A4 size, with FPI name and Logo as per FPI sample	200 No	
9	ID cards pouch with tag	As per FPI sample	3000 No.	
10	Pencils	621 HB	100 No.	
11	Flip Charts	Multi colour KG sheet – 10 kg	100 sheets	
12	White Board Marker Pen –	Reynolds OR Equivalent, Colour: Black, Red, Blue,	Black – 50 Red – 10 Blue – 100	
13	CD Marker Pen	Blue	50	
14	Duster : Sponge type	Standard	20 No.	
15	Cell – AAA Small size	Duro or equivalent	300 No.	
16	Cells – AA	Duro or equivalent	300 No.	
17	Cells – 9 V	Duro or equivalent	100 No	

12FPI Tender-Stationary

CATEGORY - II OFFICE STATIONERY				
01	Box file	Standard fine quality	20 No.	
02	Gum Stick	15 gm., Fevi stick OR Kores OR equivalent	50 No.	
03	High lighter pen	Pik pens or equivalent	30 No.	
04	Gum Tape white	1"60m,30 microns white-Wonder/Cello or equivalent	White - 10 No. Brown – 10No	
05	Sketch Pen	12 assorted Colour Set, Camlin or equivalent	10 Set	
06	Cloth line covers	A4 size – Standard quality	200 No.	
07	Brown colour Envelops	12x10 size	1000 No	
08	Envelop covers	80GSM Maplitho 11" x 5"	1000 No.	
09	Paper A4 size	75GSM, JK Bond or equivalent	300 reams	
10	Long Note Book -	200pages-12KG-Ruled Paper	50 No.	
11	Single Hole Punch	Kangaroo or other equivalent	10 No.	
12	Tags	8"Metal with Sharp edges	20 cuts	
13	Stapler Pins	Kangaroo No.10-1M1000 staples (20x50) or equivalent	50 boxes	
14	L- Shape File / folder	A4size2-side plastic with Transparent-Imported SUN or equivalent	200 No.	
15	L- Shape File / folder	A4 size2–side eco friendly with FPI logo	50 No	
16	Post it-prompts	Size-25mm x 76mm 120 sheets(3Colour) Mangoose or Equivalent	30 No.	
17	Flip Chart Sheets	White	100 No	
18	Scales(Big)	12"30 cm Metal with precision marking	10 No.	
19	Scales(Big)	12"30cmmetalwithprecisionmarking	10 No.	
20	Colour Jump Clips	Good and durable quality	20 Boxes	
21	Metal clips to hold bunch of papers	a. Medium	50 No	
22	Metal clips to hold bunch of papers	a. Big	50 No	
23	Pencil		100 No	
24	File Tags	Good Quality	20 Bundles	
25	Pen – Blue, Black, Red	Reynolds or Equivalent Blue, Black, Red	– 50 No – 50 No – 50 No	

26	Pen drives – 8GB		10Nos	
27	Pen Stand		10 No	

* No. = Unit

Seal & Signature of Tenderer

PriceSchedule-II-

HOSTEL CONSUMABLES

(Rates in Rs.)

SL.	ITEMS	SPECIFICATIONS	REQUIRED QUANTITY (APPROX)	RATE PER UNIT
1	Tooth brush	Basic type for adults	500 No.	
2	Tooth paste	Small- 15 grams	500 No.	
3	Bath Shampoo	6.5ml sachet	500 No.	
4	Toilet / bath Soap	Mysore Sandal – 17 gram	1000 No.	
5	Detergent soap	80gram	1000 No.	
6	Refilling liquid for Mosquito electric repellent	All out or Goodnight 45ml	200 No.	
7	Mosquito electric repellent	All out or Goodnight or equivalent	50 No.	

Seal & Signature of Tenderer

1. The quantity of stationary, hostel consumables and printer cartridges may increase / decrease at any point of time as per the requirement of FPI, Bangalore.
2. FPI will place the orders from time to time. The whole annual requirement will not be ordered at a time. The order will be placed through an Indent in phases, throughout the contract period.
3. Amount of Bid quoted above is inclusive of all cost, profit, GST, Service Tax, levies, charges, all statutory taxes, freight, transport, delivery charges, insurance, handling charges etc. Nothing will be paid extra in addition to the above quoted bid amount.
4. The bidder is required to quote at-least for one full category i.e. all the items in that Price Schedule. Bids which are not for a full / complete schedule will be considered as non-responsive bid.
5. The bidder should submit unconditional Financial Bid, otherwise tender shall be liable to reject.

Date:

Seal & Signature of Tenderer