



CENTER FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

1212(A), Unit – 1, Sishu Bhawan Square, Bhubaneswar- 751009, Odisha, Telephone No. : 0674- 2598150/51

Tender Enquiry No. : CMGI/PCU/OF-STNR/2014/262/749, 11.05.2018,

EMPANELMENT OF VENDOR FOR THE RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS, ETC.

e-Tenders are invited from eligible Suppliers by Centre for Modernizing Government Initiative (CMGI, for “ Supply of Office Stationery, IT/Computer materials/Consumables/ Spares and Copier Papers, etc.

Period of Contract : The contract would be for one year from the commencement date of the contract. Please note that Contract can be cancelled unilaterally by the customer in case services are not received satisfactory within the contracted period.

Amendment of Tender: In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (up to 6.00 P.M. on 01.06. 2018), the web-version will prevail. At any time prior to 01.06. 2018, the Procurement & Contracting Unit, CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site cmgi.org.in and will be binding on the bidders .

SCHEDULE OF EVENTS

1. Last Date For Submission of Tender:	05.06. 2018 up to 2.00 PM
2. Opening of General Bid & Technical Bid	05.06. 2018 at 3.00 PM
3. Opening of Commercial Bid	06.06. 2018 at 3.00 PM
4. Submission of Tender	Through Government of Odisha e-Tender portal (https:// tendersodisha. gov.in) only on or 05.06. 2018 up to 2.00 PM

Please Note : The Financial Bid should be submitted in the BoQ format through the e-Tender Portal (<https://tendersodisha.gov.in>). Please refer Annexure – I to Annexure- VI for list of materials to be quoted.

SECTION I
ELIGIBILITY CRITERIA

The Companies/ organizations / Agency/firms must fulfill the following minimum eligibility criteria to be eligible for submission of their tenders:

- 1) The Bidder should be a company; registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha and should be at least five years old. The Bidder should produce copy of Certificate of Registration towards evidence of operation of the Companies for last five years.
- 2) The word “company” here includes registered company, partnership firm or proprietary concern.
- 3) The bidder must have a local office at Bhubaneswar (Proof to be submitted) (Along with Telephone/ Mobile/Fax/E-mail/Web address).
- 4) The Bidder should produce copy of PAN Card of the Companies organizations / Agency/firms.
- 7) The Bidder should have an average annual turnover of at least 25 Lakhs₹ during the Three Financial years (2014-16, 2015-16 and 2016-17).
- 8) The Bidder should produce copy of PAN.
- 9) The Bidder should produce copy of GST Registration certificate
- 11) The bidder should produce evidence of executing at least 5 work orders of supply of office stationery, computer consumables and copier papers to various to govt. departments / govt. offices / PSUs during the 3 (three) financial years (i.e. 2014-16, 2015-16 and 2016-17).
- 12) The bidder should not have been blacklisted by any Govt. of India / State Govt. A self-declaration certificate to that effect should be enclosed

Please Note : The bidder must submit documentary evidence of the above clauses towards proof of fulfilling the eligibility criteria as mentioned above.

Application process :

Eligible and interested companies are requested to submit their bids in Government of Odisha e-Tender portal (<https://tendersodisha.gov.in>) as described below (along with documentary evidence).

Evaluation and comparison of tenders:

The e-Tenders received within the closing time of tender submission will be evaluated as per the criteria given hereunder:

The **commercial proposals** of only those firms shall be opened and considered for evaluation whose **general & technical proposal is found to be responsive** fulfilling the eligibility criteria as per the following conditions.

The Responses received will be evaluated based on the following criteria as specified below.

A) Online Submissions : General & Technical Bid Submission :

The bidders are required to upload all the following documents online in e-tender portal (<https://tendersodisha.gov.in>) while submitting their bids online, otherwise the bid will be disqualified.

- 1) Proof of registration of the company Bidder should be a company; registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha .
- 2) Proof of local office at Bhubaneswar; along with Telephone/ Mobile/Fax/E-mail/Web address (Proof to be submitted).
- 3) Proof of PAN Card of the Companies organizations / Agency/firm.
- 4) Proof of average annual turnover of at least ₹ 25 lakhs during the last three Financial Years 2014-16, 2015-16 and 2016-17. Statutory audit report with regard to above is to be uploaded.
- 5) The bidder should produce copy of GST Registration Certificate.
- 6) Proof at least 5 (Five) work orders of supply of Office Stationaries / Computer Consumables to various Govt. Departments / Govt. Offices / PSUs during last 3(three) financial years (i.e. 2014-15 to 2016-17).
- 7) The bidder should not have been blacklisted by any Govt. of India / State Govt. Self-declaration to be submitted.

2. Offline Submissions:

The bidder is requested to submit the following documents offline (i.e. physically) on or before 04.06.2018, 2.00 PM to Procurement Officer, CMGI, 1212/A, Sishu Bhawan, Bhubaneswar-9.

- i. Tender Fee of Rs. 5,000/- by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" payable at Bhubaneswar.
- ii. Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees twenty thousand) only by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" . Earnest Money Deposit must be submitted by all the bidders.

TERMS OF REFERENCE

1. BACKGROUND

Centre for Modernizing Government Initiative (CMGI) is a society under General Administration (AR) Dept., Government of Odisha with an objective to ensure better public services to the citizens by improving the service delivery mechanism adopting a comprehensive four-pronged approach through the use of information technology, building an enabling policy framework for service delivery, re-engineering the government processes and enhancing capacity of the human resources to manage a smart and modern citizen centric government.

2. OBJECTIVES

There is requirement **OFFICE STATIONERY, COMPUTER CONSUMABLES AND COPIER PAPERS** for CMGI for which tenders are requested from desirous vendors to quote their prices. For the above requirement CMGI may empanel one or more vendors to supply **OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS** in a very competitive price.

- a. Companies/organizations/agency/Firm shall supply **OFFICE STATIONERY, COMPUTER CONSUMABLES AND COPIER PAPERS** in a very competitive price. (Section-III) .
- b. The agency/Firm should not assign or sublet the work or any part to any other party in any form.
- c. The agency/Firm will provide only listed items mentioned in this tender.
- d. In case the listed item is not available in the market or has become obsolete, then preference will be given by CMGI to the vendor/supplier to supply a substituted item in a very competitive price.
- e. Any other terms & conditions, mutually agreed to prior to finalization of the work order shall be binding on the agency/firm.
- f. The company shall not outsource the work to any other Associate/ franchisee/ third party under any circumstances. If so happens then PCU-CMGI shall impose sanctions which shall include termination of the Contract for default and debarring for future.

2. Payment Terms

2.a. No payment shall be made for partial work done. 100% payment will be made after at each successive month by CMGI.

Sl.No	Identified stage as per job work flow	Payment for the work completed
1	On submission of bill by the last date of every month	100% of the billed amount

Payments shall be subject to deductions of any amount for which the Agency/company is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of any applicable TDS (Tax deduction at Source) as per the prevailing income-tax laws.

Payments shall be made in Indian Rupees.

If for any reason if PCU-CMGI is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event PCU_CMGI shall identify the particular services with which it is dissatisfied together with the reason for such dissatisfaction, and payment of the amount outstanding queries. Should PCU-CMGI determine after paying for a particular service that the service has not been completed satisfactorily, PCU-CMGI may recover, or withhold from further payments, an amount not exceeding that previously charged for that services until the unsatisfactory service is remedied to its satisfaction.

3. Forfeiture of EMD

EMD made by the firm may be forfeited under the following circumstances:

If the Firm withdraws the proposal before the expiry of the validity period. During the evaluation process, if a Firm indulges in any such activity as would jeopardize the process, the decision of PCU-CMGI regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If the Firm violates any of the provisions of the terms and conditions of the proposal.

In the case of a successful Firm, if the firm fails to

- (a) Accept the work order along with the term & conditions.
- (b) Furnish performance security
- (c) Violates any of conditions of this proposal or indulges in any such activities as would jeopardize the work.

4. Termination for Default:

PCU-CMGI may without prejudice to any other remedy for breach of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company) terminate the work/ task in whole or in part, forthwith.

If the Firm fails to deliver or complete the job assigned as per schedule in the terms and conditions contained in the work order.

If the firm fails to perform any other obligations under the terms and conditions.

4. Compensation for Termination of Contract

If the Firm fails to carry out the work or submit/give the deliverables within the stipulated period or any

extension thereof, as may be allowed by PCU-CMGI, without any valid reasons acceptable to PCU-CMGI, PCU-CMGI may terminate the work order forthwith, and the decision of PCU-CMGI on the matter shall be final and binding on the firm. Upon termination of the work order, PCU-CMGI shall be at liberty to get the work done at the risk and expense of the firm through any other agency, and to recover from the firm compensation or damages.

5. Force Majeure

This clause shall mean and be limited to the following in the execution of the work order placed by the PCU-CMGI.

- a) War/hostilities
- b) Riot or civil commotion
- c) Earth Quake, Flood, Tempest, Lightning or other natural physical disaster

The Company shall inform the PCU-CMGI in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the PCU-CMGI reserves the right to cancel the work order without any obligation to compensate the firm in any manner for whatsoever reason, subject to the provision of clause mentioned.

6. Arbitration

PCU-CMGI and the Agency/Firm shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve the matter will be referred to Executive Director, CMGI Management Committee whose decision will be final and binding on both parties. The arbitration proceedings if any shall be held in Bhubaneswar.

7. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

**ANNEXURE – I
(SUPPLY OF OFFICE STATIONARY)**

Sl. No.	Description of Material
1	STAPLER (Small)
2	STAPLER (Medium)
3	STAPLER (Big)
4	STAPLER Pin (Small)
5	STAPLER Pin (Medium)
6	STAPLER Pin (Big)
7	FEVISTIC / GLUSTICK (8 G.m)
8	ALPIN
9	PEN : Low Quyality (Blue/Black/Red)
	PEN : Medium Quality (Blue/Black/Red)
10	PEN (High Quality) (Blue/Black/Red)
11	JEMS CLIP (Bell)
12	ERASER
13	PEN STAND (GOOD QUALITY)
14	PEN STAND (MIDIUM QUALITY)
15	PENCIL
16	PENCIL (BLUE)
17	Lock (BIG)
18	Lock (Medium)
19	PENCIL CUTTER
20	PIN (NOTICE BOARD) -
21	WRITING PAD (1/4 GOOD QUALITY)
22	WRITING PAD (1/4 MIDIUM QUALITY)
23	STAMP INK
24	SCISSOR (MEDIUM)
25	WASTE PAPER BASKET (Medium)
26	ARCH FILE (Krishna)
27	FLAT FILE (RAJDHANI-S.Ex.Thick)
28	STAMP PAD (Size: 88mm x 54mm)- Faber Castell
29	GUM (BOTTLE) 200 ml.
30	GUM (BOTTLE) 750 ml.
31	SCALE (6 inch)
32	SCALE (12 inch)
33	ENVELOP (10" X 4") (WHITE PAPER)
34	ENVELOP (11" X 4") (WHITE PAPER)
35	ENVELOP (A4-PAPER)
36	ENVELOP (A4-Cloth)
39	Cash Book no -8
40	Cash Book no -10
41	BILL REGISTER NO -8
42	BILL REGISTER NO -10
43	ADVANCE REGISTRE - No -10
44	CHEQUE ISSUE REGISTER No - 10
45	LETTER DESPATCH REGISTER No- 8
46	LETTER DESPATCH REGISTER No- 10
47	LETTER RECEIVE REGISTER No- 8
48	LETTER RECEIVE REGISTER No- 10
50	FUNDS RECEIVE REGISTER No -10

51	STOCK REGISTER - 10 No
52	Attendance Register - 8
53	FILE LACE (SMALL)
54	FILE TAG
55	PAPER PUNCH (Double Punch) BIG
56	PAPER PUNCH (Double Punch) SMALL
57	PAPER PUNCH (Single Punch) BIG
58	PAPER PUNCH (Single Punch) SMALL
59	CORRECTION FLUID & DILUTER (15 ml. Each) - Kores (Earz-Ex)
60	PERMANEMENT MARKER PEN (Black/Blue/Red/Green)
61	WHITE BOARD MARKER PEN (RED, BLACK, BLUE)
62	WHITE BOARD (6" X4")
63	WHITE BOARD (4" X2")
64	DUSTER (GOOD QUALITY)
65	HI-LIGHTER (Green/Yellow/Red)
66	CALCULATOR
67	PAPER WEIGHT
68	FILE MARKETING ADHESIVE STICKER(Green/Yellow/Red) -2"
69	Paper Binding Plastic Stick
70	TRANSPARENT SHEET (A4)
71	SPIRALL (TRANSPARENT SHEET) A-4
72	SPIRAL BINDING MACHINE
73	Cello Tape (SMALL) WHITE & BROWN
74	Cello Tape (BIG) WHITE & BROWN
75	Rolling Register (No-8)
76	Rolling Register (No-10)
77	Stock Register (No-8)
78	Stock Register (No-10)
79	Plastic Folder with writing pad with pen (training material) for meeting /conference. (Type – 1) (For High Level meetings)
80	Plastic Folder with writing pad, pen (training material) To be used for meeting /conference etc.) (Type – 2) (For midium quality)
81	Plastic Folder with writing pad, pen (training material) To be used for meeting /conference etc.) (Type – 3) (For low quality)
82	Botton file (Type – 2) (For Regular meetings)
83	Botton file (Type – 3) (For Regular meetings)
84	Botton file (Type – 4) (For Regular meetings)
85	WATER BOTTLE (GOOD QUALITY)
86	WATER BOTTLE (MIDIUM QUALITY)
87	LITHIUM CIMOS BATTERY
88	DURACELL - A
89	DURACELL - AA
90	DURACELL - AAA
91	WALL CLOCK (BIG)
92	WALL CLOCK (MIDIUM)
93	CUP & PLATE
94	GLASS
95	QUUATER PLATE
96	THERMOS FLASK
97	CFL Bulb (09 watt)

98	CFL Bulb (12 watt)
99	CFL Bulb (18 watt)
100	CFL Bulb (22 watt)
101	LED Bulb (7 watt)
102	LED Bulb (9 watt)
103	LED Bulb (12 watt)
104	LED Bulb (15 watt)
105	UPS Battery (7 AH, 12 Volt) (APC)
106	UPS Battery (7 AH, 12 Volt) (Rocket)
107	UPS Battery (7 AH, 12 Volt) (Exide)
108	RJ 45 D-Link (1 pkt)
109	RJ 45 i-ball (1 pkt)
110	Graphics Card (1 GB Memory)
111	USB Sound Box (Altech)
112	Internet (dongle) (Brand)
113	Internet (dongle) (Brand-)
114	Room Freshener (Sandal)
115	Room Freshener (Rose)
116	Room Freshener (Jasmine)
117	Room Freshener (Lavender)
118	Extension (electrical cord) : 6 plugs (5 amp : 4, 15 amp : 2) with 10 meter electrical wire
119	Extension (electrical cord) : 8 plugs (5 amp : 6, 15 amp : 2) with 10 meter electrical wire

ANNEXURE – II (SUPPLY OF COMPUTER CONSUMABLE)	
1	Mother Board (Dual Core/Core 2 Duo)
2	Mother Board (i3)
3	Mother Board (i5)
4	Mother Board (i7)
5	Processor (Dual Core/Core 2 Duo)
6	Processor (i3)
7	Processor (i5)
8	Processor (i7)
9	SMPS
10	PEN DRIVE 8 G.B
11	PEN DRIVE 16 G.B
12	PEN DRIVE 32 G.B
13	CD-R 700MB HP/MOSERBER
14	CD-RW 700MB HP/MOSER BAER (MB)/SONY
15	MOSER BAER
16	DVD-RW SONY/ MOSER BAER
17	CD JACKET (POLY POUCH)
18	RAM (DDR 2 – 2 GB)
19	RAM(DDR 2 – 4 GB)
20	RAM (DDR 3 - 2 GB)
21	Desktop DDR3 RAM 4 GB
22	Desktop DDR4 RAM 4 GB
23	Laptop DDR3 RAM 4 GB
24	Laptop DDR4 RAM 4 GB
25	HP LTO6 Tape Drive Carriage

26	Internal Hard Disk (500 GB)
27	Internal Hard Disk (01 TB)
28	Internal Hard Disk (02 TB)
29	Internal Hard Disk (03TB) NAS
30	Internal Hard Disk (03TB) SEAGATE
31	Internal Hard Disk (04TB) NAS
32	Internal Hard Disk (04TB) SEAGATE
33	Internal Hard Disk (10 TB)
34	Mouse (USB, optical)
35	Key Board (USB)
36	Mouse (Cord less)
37	Key Board (Cord less)
38	D – Link networking(LAN) switch (8 port)
39	D – Link networking(LAN) switch (16 port)
40	D – Link networking(LAN) switch (24 port)
41	D – Link networking cable (1 bundle/pkt)
42	RJ 45 D-Link (1 pkt)
43	VGA Cable
44	Printer/Scanner Data cable

**ANNEXURE – III
(SUPPLY OF COPIER PAPERS)**

Sl. No.	NAME OF THE COMPANY / FIRMS WITH ADDRESS AND TELEPHONE NO.	Unit
1	Bilt Copier paper 70 GSM (A4 size)	1 pkt (500 sheet)
2	Bilt Copier paper 75 GSM (A4 size)	1 pkt (500 sheet)
3	JK Copier paper 70 GSM (A4 size)	1 pkt (500 sheet)
4	JK Copier paper 75 GSM (A4 size)	1 pkt (500 sheet)
5	EXECUTIVE BOND PAPER	01 pkts
6	PAPER (JK, 75 GSM WHITE) (A3 Size)	1 pkt (500 sheet)

**ANNEXURE – IV
(SUPPLY OF PRINTER SPARES TONER/CARTRIDGE/DRUM)**

Sl. No.	NAME OF THE COMPANY / FIRMS WITH ADDRESS AND TELEPHONE NO.	Unit
1	Toner for RICOH Afficio 2000 Le: (Toner Type 1230D Black)	1 no
2	Drum for RICOH Afficio 2000 Le	1 no
3	Developer for RICOH Afficio 2000 Le (Type 28)	1 no
4	HP Laserjet 1020 (12A)	12A
5	HP Laserjet M1522 NF (36A)	36A
6	HP Laserjet 1160	49A
7	HP Laserjet M1136 MFP/ M226DW (88A)	88A
8	HP Laserjet M5025 MFP (70A)	70A
9	Brother MFC-L27010 (TN 2365)	TN 2365
10	Canon LBP6018B (Cartridge 337 starter)	Cartridge 337 starter
11	Canon LBP6018B (Cartridge 925)	Cartridge 925
12	HP LaserJet 500 Color (507A CE 400A)	507A (CE 400A)
	HP LaserJet 500 Color (507A CE 401A)	507A (CE 401A)
	HP LaserJet 500 Color (507A CE 402A)	507A (CE 402A)
	HP LaserJet 500 Color (507A CE 403A)	507A (CE 403A)
13	Samsung ColorXpression (Y4073S/XIP) LCX-3186FN	Y4073S/XIP
	Samsung ColorXpression (M4073S/XIP) LCX-3186FN	M4073S/XIP
	Samsung ColorXpression (C4073S/XIP) LCX-3186FN	C4073S/XIP
	Samsung ColorXpression (K4073S/XIP) LCX-3186FN	K4073S/XIP

14	SHARP MX-2010U (MX23AT-BA)	MX23AT-BA
	SHARP MX-2010U (MX23AT-CA)	MX23AT-CA
	SHARP MX-2010U (MX23AT-MA)	MX23AT-MA
	SHARP MX-2010U (MX23AT-YA)	MX23AT-YA
15	HP Color LaserJet CM6030 MFP (CB382A-Y)	CB382A-Y
	HP Color LaserJet CM6030 MFP (CB382A-M)	CB382A-M
	HP Color LaserJet CM6030 MFP (CB382A-C)	CB382A-C
	HP Color LaserJet CM6030 MFP (CB382A-K)	CB382A-K

**ANNEXURE – V
(SUPPLY OF UPS)**

Sl. No.	UPS type
1	500 VA (APC)
2	550 VA (APC)
3	600 VA (APC)
4	650 VA (APC)
5	700 VA (APC)
6	1000 VA (APC)
7	2000 VA (APC)
8	500 VA (IBALL)
9	550 VA (IBALL)
10	600 VA (IBALL)
11	650 VA (IBALL)
12	700 VA (IBALL)
13	1000 VA (IBALL)
14	2000 VA (IBALL)
15	500 VA (ENERGY)
16	550 VA (ENERGY)
17	600 VA (ENERGY)
18	650 VA (ENERGY)
19	700 VA (ENERGY)
20	1000 VA (ENERGY)
21	2000 VA (ENERGY)
22	500 VA (INTEX)
23	550 VA (INTEX)
24	600 VA (INTEX)
25	650 VA (INTEX)
26	700 VA (INTEX)
27	1000 VA (INTEX)
28	2000 VA (INTEX)

**ANNEXURE – VI
(SUPPLY OF EXTERNAL HARD DISKS/ DATA STORAGE DECICES)**

Sl. No.	Type of External Storage Devices
1	500 GB (SEAGATE)
2	1 TB (SEAGATE)
3	2 TB (SEAGATE)
4	3 TB (SEAGATE)
5	12 TB (SEAGATE)
6	500 GB (WESTERN DIGITAL)
7	1 TB (WESTERN DIGITAL)
8	2 TB (WESTERN DIGITAL)
9	3 TB (WESTERN DIGITAL)
10	12 TB (LACIE)
11	500 GB (LACIE)
12	1 TB (LACIE)
13	2 TB (LACIE)
14	3 TB (LACIE)
15	12 TB (LACIE)

EXTERNAL HARD DISK SPECIFICATION

A) EXTERNAL USB HARD DISK 500 GB/ 1 TB (1000 GB) / 2 TB (2000 GB)
(USB connection /without additional power supply)

- Application - External storage for PC and Laptop
- Type - Box packed
- Host Interface - Plug & Play USB 2.0 High Speed
- Form factor - Portable external convertible Hot swappable
- To be supplied with - Backup & Encryption Software, Adapter & Cable
- Transfer rate - 480 Megabits / Sec
- Operating System - Windows 7 / Windows XP / Windows Server 2008/ Linux
- Warranty - Minimum 3 years (Or More)

B) EXTERNAL DATA STORAGE DEVICE SPECIFICATION :

Description -

12 TB (12000 GB) EXTERNAL DATA STORAGE DEVICE WITH NETWORK

ATTACHED SOFTWARE (NAS)

- Application - External storage for PC and Laptop
- Type - Box packed
- Connectivity - USB 2.0 High Speed
- Transfer rate - 480 Megabits / Sec (Or More)
- Operating System - Windows 7 / Windows XP / Windows Server 2008/ Linux
- Management Software Utility (GUI) – Windows & Linux
- Warranty - Minimum 3 years
- Data Recovery Support : Minimum 3 Years

Authorized Signatory [in full and Initial]: _____

Company Seal: