



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 22-25752040/1/2/3

9वीं मंजिल, बिटा बिल्डिंग / 9<sup>th</sup> floor, Beta Building

Tele: 022-25752040/1/2/3

फैक्स: 022-25752029/35

आई थिंक टेक्नो कैंपस / I – Think Techno Campus

Fax: 022-25752029/35

ई-मेल: [dgship@dgshipping.com](mailto:dgship@dgshipping.com)

कांजुर मार्ग (पूर्व) / Kanjur marg (East)

E-mail: [dgship@dgs.com](mailto:dgship@dgs.com)

वेब: [www.dgshipping.com](http://www.dgshipping.com)

मुंबई / MUMBAI – 400 042

Web : [www.dgshipping.com](http://www.dgshipping.com)

No.18-Admn(6)/2015

Dated: 14 January 2016

Subject:- Quotations for empanelment of suppliers for purchase of Stationery and other consumable items for the office use in this Directorate– reg.

1. Sealed quotations from the suppliers including those empanelled with DGS & D engaged in supply of Stationery and other consumable items are invited for the official use of the Directorate General of Shipping (DGS). The details of requirement of the Stationery and other consumable items and their quantity / year, are enclosed:-

2. **Terms and conditions** applicable for supply of Stationery and other consumable items are enclosed as **Annexure-A**.

**3. Eligibility Criteria**

- i). The supplier's concern should be able to supply items at short notice during the period of the contract.
- ii) The supplier's concern should have the experience in the supply of Stationery and other consumables for Central Govt or State Govt organizations or PSUs for at least 1 year.
- iii) Turnover of the supplier's concern should be Rs. 10 Lakhs & above, for the FY 2013-14 and FY 2014-2015 each.

**4. Instruction to the Bidders-**

**Two Bid System :**

This is a Two Bid System Tender. The interested eligible entities who accept the above terms and conditions may submit their quotation in two separate envelopes, namely Technical Bid and Financial bid. These two envelopes should be super scribed as 'Technical Bid' and 'Financial Bid'. These two envelopes should be properly sealed and should be placed in a bigger envelop with the words **"Quotation for supply of Stationery and other consumable items for the Directorate General of Shipping"** The quotation shall be submitted along-with a demand draft of Rs. 20,000/- in favour of 'Directorate General of Shipping, Mumbai' as an earnest money deposit. There would be a single EMD per bidder, irrespective of number of items of supply, it has bid for. The same will be returned to the bidders after successful completion of tender process.

(A) **The technical bid** shall contain the following:-

- (a) A copy of PAN card
- (b) Names of the Directors/partners/proprietors / persons of the respective bidding company/firm/concern / AoP.
- (c) Details of experience in the supply of Stationery and other consumables
- (d) Service tax / CST / VAT /TIN registration.
- (e) The copy of the audited profit and loss account statement indicating the turnover and the Income tax return for the FY 2013-14 and FY 2014-15.
- (f) The Earnest Money Deposit (refundable, if the bid is not successful) in the form of a Demand Draft in the name of Director General of Shipping of Rs.20,000/- (Rupees Twenty Thousand only).
- (g) Acceptance of terms and conditions as per Annexure -I
- (h) Performance Statement as per Annexure – II
- (i) Declaration in Annexure – III

(B) **The Financial bid:**

- i) Financial bid must be submitted in a separate sealed envelope as per Annexure - V failing which the bid will be deemed to be disqualified.
- ii) The rates quoted should be specified (inclusive of any applicable tax) for each item separately to be supplied on quarterly basis.
- iii) In case only one bidder is found technically eligible, no financial bid will be opened for lack of competition.
- iv) From the bidders found technically eligible, if it is found that the bidders possess the same address or the responsible person of the bidding organization found to be the same or the responsible persons are found to be in relation with each other, then no financial bid of such bidders will be opened.

5. The quotations may be sent to "Assistant Director General of Shipping [Administration], Beta Building, I-Think Techno Campus, Kanjur Marg, Mumbai – 400 042." In a sealed cover super scribed "**Quotation for supply of Stationery and other consumable items for the Directorate General of Shipping**" latest by **13.00 Hrs, on 08/02/2016** . The Quotations received after the stipulated date/time shall not be entertained. The technical bids will be opened first on **08/02/2016 at 15.00 hrs**. in the office of the DGS, Kanjur Marg, Mumbai. The financial bid of only those firms will be opened which meets the minimum eligibility conditions in technical bids. The date & time for opening the financial bids will be intimated separately to the bidders who qualify the technical bids. The tender will be awarded to the firm/s which meets the eligibility criteria and quotes the lowest rates for the respective items.



6. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders submitted without accompanying the EMD shall be rejected summarily.
7. There is no tender fee or cost of tender to be paid at the time of submission of the bids.
8. DGS reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of DGS, in this regard will be final and binding.
9. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure - I before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Directorate General of Shipping, Mumbai.
10. The approximate value of annual procurement is likely to be more than Rs. 15 lakh.
11. The Tender document can be downloaded from the website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) also.

Yours faithfully,



14/01/2016

(Deependra Singh Bisen)

Asstt. Director General of Shipping

Encl: As above.

**TERMS & CONDITIONS**

**GENERAL:**

1. **TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of buyer organization. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. DGS reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications (offers) or not to award the contract to the lowest tender without giving any notice or assigning any reason thereof. The decision of competent authority of the DGS, in this regard will be final and binding.
3. The invitation is open to the suppliers who are having at least 2 years of experience in the supply of stationery items/other items to the Ministries/ Departments of the Central Government. Any co-operative society, NCCF , Kendriya Bhandar are also eligible. The bidder should be located in Mumbai.
4. **FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates during the currency of the agreement / contract shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration. However, in case of decrease in prices, the benefit shall be passed on to the Directorate General of Shipping, Mumbai. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
5. **NON TRANSFERABILITY:** This tender is non-transferable.
6. **PRESCRIBED FORMS:** Tenders received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Quotations by Fax/ Email will not be accepted and ignored straightaway.
7. **LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
8. DGS reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**TENDER DOCUMENT:**

9. The prices/rates quoted should be indicated in typewritten numbers / words.



10. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.

11. EARNEST MONEY: An amount of Rupees Rs. 20,000/- only has to be submitted as Earnest Money Deposit (EMD) by way of Demand Draft in favour of "the Directorate General of Shipping, Mumbai" payable at Mumbai, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of the unsuccessful bidder/s will be returned within one day and EMD to successful bidder/s is refundable without any interest to the firm or supplier within 2 (two) months of empanelment.

12. The tenderers should sign at each page of the tender and all its Annexure. No page should be removed /detached from the tender document.

13. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed 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.

14. The tendering firms will have to give a declaration to the effect that they have not been black listed or their business dealings with the Government bodies have not been banned.

15. Intending Tenderers will have to furnish a copy of their PAN No., TIN No. and Sale Tax Registration Number (proof to be attached). Tax will be deducted if required by any law.

16. Tenderers who are registered with DGS&D for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

17. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

18. Rate should be quoted in the prescribed pro-forma given in annexure - V. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but exclusive of VAT/CST and local Taxes, if any, which shall be indicated separately.

19. The bidders shall also inform whether any of the Stationery and other items which the firm is quoting rate is/are covered under Rate Contract with DGS&D. In case, the item is covered, the details as to the price, validity period, etc may be furnished.

20. Bidders should enclose copies of three Purchase Orders received from Govt. depts./ PSUs during last two years.

TENDER OPENING:

21. Tenderers may note that if the office of buyer organization is closed for some reason on the tender opening day, the tender shall be opened at 3.00 PM on the next working day.

22. Tendering firms are at liberty to be present through self or authorize a representative at the opening of the tender at the time and date as specified in the Schedule. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender.

AWARD OF CONTRACT:

23. Duly constituted committee shall open and evaluate the bids in the Office of the DGS. The lowest quoted bidder(s) shall be chosen for empanelment of suppliers, on the basis of total tender document received.

24. DG(S), Mumbai, will not be bound to award contract for purchase of all items in Annexure – V to one supplier/ contractor. Rather, DG(S), Mumbai reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm for any number of articles that may be the most economical to it or suitable to its requirements.

25. The Rate Contracts shall be valid for the period of one year, extendable by another one year. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual consumption. Supply orders shall ordinarily be in writing but may be over telephone also. If supply order is placed over phone, the buyer organization shall be liable to ratify it within 2 (two) days failing which the supplier shall not be treated as defaulter in supply. If the supplier fails to supply in pursuance of the order over telephone followed by written order, it shall be construed as failure of an ordinary purchase order.

26. LEGAL CONTRACT:- The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper worth Rs. 100/- on non-judicial stamp paper (charges to be borne by the supplier), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, if any, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement.

DELIVERY:

27. The firm whose rates are found to be lowest may be required to display / submit sample of non-branded items. If sample of the empanelled firm is not satisfactory, contract may be awarded to any other empanelled firm supplying the items of requisite quality.



28. The items are generally purchased on month-to-month or quarterly basis. However, the procurement of the above items would be purely "on need" basis without any guarantee for any minimum quantity. Hence, the Directorate General of Shipping, Mumbai, shall be not liable to take any or all items included in the Rate Contract with L1 bidder during the validity.

29. The items as per the approved specifications should be supplied within one week from the date of receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cost per day of delay, if the delay is attributed to the supplier).

30. Dispatch Instructions: Stores are required to be delivered at the office of the "DGS, Beta Tower, 9<sup>th</sup> Floor, i-Think Techno Campus, Kanjur Village Road, Kanjurmarg (East) Mumbai-400-042 on free delivery without any extra charges to the consignee's premises.

31. In case of repeated failure to supply the items indented by DGS, Mumbai within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from Earnest Money Deposit kept as performance security or from the pending bills, the firm will also be barred from participating in any future Tenders.

32. The firm should be in a position to supply the Stationery/Sanitary items on short notice and also as and when needed. The firm should be able to provide these items on holidays/Saturday/Sunday.

33. DGS, Mumbai, will not accept any duplicate/sub standard items. If the supplier is not able to supply the items as per sample, appropriate action will be taken against the firm i.e. imposition of the penalty, cancellation of contract or forfeiture of Earnest Money Deposit kept as performance security deposited with the contract including blacklisting the firm.

34. All items have to be supplied to DGS, Mumbai. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.

35. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

36. GUARANTEE/ WARRANTY: If any of the goods supplied has warranty/ guarantee attached with it by manufacturer or dealer or distributor, the supplier contractor will be responsible to make such warranty/ guarantee available for such goods and the supplier contractor will be responsible for doing all required liaison in this regard.

37. The decision of DGS, Mumbai shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

**PAYMENT:**

38. No advance payment will be made

39. Payment will be made as per Government norms & procedure after submission of bills. Advance payment will not be made under any circumstances. All payments will be made by electronic payment to supplier contractor's bank account as will be provided by the latter.

**DISPUTE RESOLUTION:**

40. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Competent Authority at Directorate General of Shipping, Mumbai, and his decision shall be binding to both the parties.

41. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Mumbai only.

42. In case the appointed supplier is found in breach of any condition (s) of the contract at the any stage or services of the supplier is found not to the satisfaction of DGS, Mumbai the contract shall be terminated. The decision of Director General of Shipping, Mumbai shall be final and binding in this regard.



**PERFORMANCE STATEMENT FOR THE YEAR 2014-15**

Name of the Firm.....

Contract no. And organization	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original Delivery Period
1	2	3	4	5	6

**SUPPLY OF STATIONERY / CONSUMABLE ITEMS**  
**to Directorate General of Shipping, Mumbai**

No.

Date:

**DECLARATION**

From:

M/s. ....

.....

.....

To

The Asstt. Director General of Shipping,  
Office of the Directorate General of Shipping,  
Beta Tower, 9<sup>th</sup> Floor,  
i-Think Techno Campus,  
Kanjur Village Road,  
Kanjurmarg (East)  
Mumbai- 400-042,

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish submit bank guarantee of 10% of the value of the annual contract as a performance security deposit in favour of Directorate General of Shipping,
3. I / we have physically examined the samples of the items for which I/ we have quoted our rates. In case of the tender going in our favour, I/we agree to supply the items as per the samples examined (in terms of quality/colour/shade / make /weight/ size, etc.).
4. I/We undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/ banned/suspended business dealing.
5. I/We further undertake to report immediately to the Directorate General of Shipping, Mumbai, if Proprietor/Partners/Directors are blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer) Name:  
Designation with Seal of the Firm



**ANNEXURE – IV**

SI No.	Item	Consumption per year	Rate	per	VAT	Total
1.	Dura Cell AAA (2 cell in a set) or equivalent	70 sets				
2.	Duracell AA size	35 sets				
3.	Pencil Cell (Eveready) or equivalent)	90 sets				
4.	Car Freshener (Lemon) Airwick or equivalent	50 bottle				
5.	Fevi stick/ Glue stick (kores) Big size	150 stick				
6.	Fevi-quick 5ML	25 Tube				
7.	Room Freshener (spray)(Ambipur/ Mysore sandal)	100 bottle				
8.	Dettol (hand wash) 250 ML	300 soap				
9.	Cotton tag (ordinary size) fine quality per bunch (guchhi) (bunch of 50 tags)	100 box				
10.	Cotton tag (white superior) bunch of 25 pcs.	150 Bunches				
11.	Duster (white Cloth) (40x40 fine quality)	100 No				
12.	Duster white (36 X 36)	100 No.				
13.	Duster Yellow (40X40)	90 No				
14.	Sutli Ball (ordinary) per kg.	50 kg				
15.	Glass Tumbler (Yera/ Borosil) or equivalent	200 No				
16.	Pen/Pencil mug (Kebica/Kores) per mug	50 No				
17.	CD Rewritable 700 MB Capacity - Mosearbear, Sony or Samsung	10 Box (big)				

18.	CD Cover - plastic soft	10 No				
19.	CD mailer Standard	10 No				
20.	DVD Rewritable 4.7 GB Moser bear, Sony or Samsung	200 No				
21.	HP 12 A Cartridge	80 No				
22.	HP 36A Cartridge	80 No				
23.	HP 49A Cartridge	10 No				
24.	HP 15A Cartridge	10 No				
25.	HP 703 Cartridge/HP 7553	80 No				
26.	Refilling of cartridges of HP	300 No				
27.	Pen drive 4,8,16, 32 GB (Kingston/ Sandisk or equivalent)	15 No				
28.	Calculator Casio/ Citizen 12 digit battery/ solar power	20 No				
29.	Scale (steel) OMAX/12 Inch	50 No				
30.	Plastic waste paper Basket	20 No				
31.	Mouse Pad	20 No				
32.	Plastic cover file (Transparent)	1000 No				
33.	Stamp pad Blue (Camel)	100 No				
34.	Stamp pad Red (Camel)	25 No				
35.	Stamp ink (Camel)	200 No				
36.	CD Writer pen	20 No				
37.	Single Punch (Kangaroo)	50 No				
38.	Tag (White)/Twine Thread Yellow.	100/200 bundle				
39.	Paper Cutter (Small & Medium) per pc.	--				
40.	Paper Weight (Kebica)	--				



41.	Pin container magnetic (Kebica /Kores) per number	100 No				
42.	Pocker (Sua) MAX-Japan per	25 No				
43.	Scissor (Small & Medium) 7" to 9" size (Kebica) per pc.	20 No each				
44.	Staple Machine HD-45 Kangaroo or equivalent	20 No				
45.	Stapler Machine No.HD-10-D Kangaroo or equivalent	100 No				
46.	Stapler pin 24/6 (Kangaro) or equivalent	50 No				
47.	Stapler pin small no. 10 (Kangaro) or equivalent	50 Box (big)				
48.	Spike guard (Regard)	50 No				
49.	All pin (Sharp Point)	50 Box (big)				
50.	Binder Clip 19 mm size (per small box) (Bambolio)	100 Box				
51.	Binder Clip 25 mm size (per small box) (Bambolio)	100 Box				
52.	Binder Clip 30 mm size (per small box) (Bambolio)	100 Box				
53.	Binder Clip 41 mm size (per small box) (Bambolio)	100 Box				
54.	Binder Clip 51 mm size (per small box) (Bambolio)	50 Box				
55.	Drawing Board Pins standard	10 Box (big)				
56.	Gem clip steel/Plastic coated	50 Box (big)				
57.	Gem clip Plastic coated (globe)	50 Box (big)				

58.	Paper Photostat (copy power) 75 GSM/ A3 Size)	20 ream				
59.	Paper Photostat (A/4 size (Copy power) 75 GSM.	1000/50 ream				
60.	Paper Photostat (FS size (Copy power) 75 GSM.	50 ream				
61.	Bilt Matrix Spiral note Book - No.8 (20 sheets)	200 No				
62.	Box folder-1" (Rexine Coated SPS-1501)	100 No				
63.	Box folder-2" (Rexine Coated SPS-1550)	200 No				
64.	Box folder-3" (Rexine Coated SPS-1565)	200 No				
65.	Box folder A/3(Rexine SPS- 403)	200 No				
66.	Carbon Paper "Black/blue" A-4 Size kores	90 Box				
67.	Cello Tape 2' Omex or equivalent	100 Roll				
68.	Cello Tape 1' Omex or equivalent	100 Roll				
69.	Industrial Cello tape brown 4" x 30-35 mtr. (super diamond tape)	50 Roll				
70.	Cello tape white	50 Roll				
71.	Conference pad with print as per sample	500 pad				
72.	Dak Pad	90 pad				
73.	Envelope 10 x 4 x ½ inch with and without window (in brown) with print	5000 No				
74.	Envelope 10 x 4 x ½ inch with window (in white)	5000 No				
75.	Envelope A-4 size Cloth mounted (in green) per pc. with print	5000 No				
76.	Envelope A-5 size Cloth mounted (in green) per pc.	5000 No				



77.	Envelope A-6 (file size) cloth mounted (in green) per pc.	3000 No				
78.	File Covers with one colour printing	6000 No				
79.	File Board (two flap)	6000 No				
80.	Letter head with print as per sample	5000				
81.	Note sheet pad green full-scale size 100 pages per pad or equivalent	1000 pad				
82.	Conference Plastic Folder (Strip) (with print as per sample)	1000 No				
83.	Plastic Paper/file Tray Standard	1000 No				
84.	Post it flags	500 Pad				
85.	Post it Pad (Odddy re-stick note 3' X 3')	1000 Pad				
86.	Post it Pad (Odddy re-stick note 4' X 3')	50 Pad				
87.	Post it Pad (Odddy re-stick note 5' X 3')	50 Pad				
88.	Rough Pad (25 Pages)	500 Pad				
89.	Ruled Register (Nainabook-White) 2 Qu, 3 Qu, 4 Qu, 6Qu, & 8Qu.	1000				
90.	Shorthand Note Book	500				
91.	Tissue Paper Box (Wintex/maruti) or equivalent	100 Box				
92.	Visiting cards with print as per sample	10000				
93.	Add Gell Pen (PG-500) per pc.	1000 No				
94.	Ball pen (0.5) (Cello Gripper) per pc.	2000 No				
95.	Refill for gel pen	2000 No				
96.	Refill for ball pen (0.5) (Cello Gripper)	2000 No				

97.	Ball pen (0.45 Reynolds or similar quality) per pc.	2000 No				
98.	Hi-Lighter pen set- Faber Castle/ Luxor	50 set				
99.	Marker pen (Camel/Reynold)	100 No				
100.	Pencil HB, Apsara, Natraj or equivalent	100 Box				
101.	Sharpener Natraj or equivalent	20 Box				
102.	Sketch Pen Pkt.( 12 pcs. spt.) Luxor or equivalent	15 Pkt				
103.	Whitener pen (UNI/Kores)	200 No.				
104.	Canon toner /cartridge	150 Nos.				
105.	Dust Bin	100 Nos.				
106.	Hard Disk Drive 1TB	20 Nos.				
107.	Key Board	20 Nos.				
108.	Mouse	20 Nos.				
109.	Momento	20 Nos.				
110.	EB 3/414 tIs Choke philips	50 Nos.				
111.	T-5 Tubelights Philips	150 Nos.				
112.	4 Pin PLC Bulb Philips	150 Nos.				
113.	Electrical Switches	20 Nos.				
114.	Electric Plugs 3 Pins	20 Nos.				
115.	Electric Board/Plate	20 Nos.				
116.	DVD's/CDs	50 Nos.				
117.	Telephone Instruments	50 Nos.				
118.	Any other items for office use.					

NOTE: Tenderers should furnish samples of the item as much as possible.

Signatures of tendering firm with seal

Name of the authorized signatory: (In block letters)

Capacity/position in company in which tender is signed: Complete postal address of company:

Pin Code: Telephone

Nos. : Landline

Mobile

Fax No.

Email:

Website, if any:



## ANNEXURE-VI

### **SPECIMEN AGREEMENT FOR SUPPLY OF STATIONERY AND SANITARY ITEMS TO the Directorate General of Shipping, Mumbai, ON RATE CONTRACT BASIS**

(Agreement to be executed on Rs. 50/- Non Judicial stamp paper at the cost of contractor at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for Acknowledging that he/she has seen the terms and conditions of the agreement)

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2016 between M/s. \_\_\_\_\_ herein referred to as the contractor carrying on business under the name and style of M/s. \_\_\_\_\_ of the one part and the Directorate General of Shipping, Mumbai, on the other part.

Whereas the said contractor has agreed with the Directorate General of Shipping, Mumbai for supply of required items in conformity with the requirements & specifications mentioned in the tender document.

Now this indenture witnesses that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

1. The contractor agrees to undertake to supply the Stationery and other items as per the requirement as agreed to in their bid letter no. \_\_\_\_\_ dated \_\_\_\_\_ at the rates quoted by him/them. The prices are inclusive of all the levies & taxes like VAT, sales tax, service tax and excise duty etc.
2. This contract shall be effective from \_\_\_\_\_ 2016 and will remain valid to \_\_\_\_\_ 2016 unless terminated by either of the parties or by invocation of any one or more of the clauses of the terms and conditions in the tender document.
3. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the department.
4. The supply of the Stationery and other items which are not in conformity with the requirements/ specifications are liable to be rejected.

5. If he fails to deliver the same within time stipulated in purchase order or delivers duplicate or substandard items and the same are not replaced within 3 (three) days, the purchase order will be cancelled and the items will be procured from the open market and difference of the cost, if any, will be recovered from Earnest Money Deposit kept as performance security or from the pending bills, the firm will also be barred from participating in any future Tenders.
6. The contractor agrees to the condition that the penalty @ one percent (1%) of the Purchase Orders shall be imposed for delay of more than one week in delivery with reference to the delivery period given.
7. The Earnest Money Deposit may be forfeited by the Directorate General of Shipping, Mumbai, without any prejudice to any other rights and remedies of the Directorate General of Shipping, Mumbai, in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any. The decision of the Directorate General of Shipping, Mumbai, shall be final and binding in this regard.
8. The Earnest Money deposit shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any
9. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Directorate General of Shipping, Mumbai,.
10. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Mumbai
11. The tender schedule, terms and conditions etc shall also form part of the agreement.



: 3 :

12. That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same.

IN WITNESS WHEREOF BOTH THE PARTIES MENTIONED ABOVE  
APPEND THEIR SIGNATURE IN TOKEN OF HAVING ACCEPTED THE  
ABOVE TERMS AND CONDITIONS.

Party of the first part

Party of the Second part

Witnesses:

1.

2.