

**No. 21011/1/1016-Genl.**  
**Government of India**  
**Ministry of Textiles**

Udyog Bhawan, New Delhi  
March, 2016

To  
As per list

Subject: Limited Tender Enquiry for procurement of sundry items by the Ministry of Textiles,  
Udyog Bhawan, New Delhi

Sir,

The Ministry of Textiles invites sealed bids for the award of annual contract for procurement of sundry items of different make through limited tender enquiry. The details of items to be procured are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids:
- (a) The firm should be a reputed one having its registered office in Delhi/New Delhi.
  - (b) The firm should be registered under the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act, 2004.
  - (c) The firm should have a minimum of five years experience in supplying Sundry items to the Central Government Ministries /Departments, PSUs, Statutory/Autonomous Bodies etc.
  - (d) The Firm should have a valid PAN number.
  - (e) The Firm should have minimum annual turnover of Rs. 50 lakh during each of the last three years.
  - (f) The firm should be in a position to supply sundry items at a short notice as and when requisitioned by the Ministry.
  - (g) The sundry items shall be delivered in the Stationery Cell of this Ministry, near Gate No.11, Basement, Udyog Bhawan, New Delhi.
  - (h) The owner/proprietor/manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.

- (i) The rates quoted for different sundry items shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall be entertained after approval of the rates. However, in case of reduction in the market price of any of the items during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e. the lowest rates as may be offered by it to other clients.
- (j) The sundry items should be of standard quality. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.
- (k) The contract for supply of items will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- (l) In case the firm is not able to supply the required items to this Ministry in time after placing of the supply order by it during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (m) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (n) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (o) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 35,000/- (Rupees thirty five thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earned Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (p) The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of the annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.

- (q) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for Sundry Items" addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him/her latest by 03.00 PM on 30<sup>th</sup> March, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 30<sup>th</sup> March, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.
4. The above particulars are also available on the Ministry of Textiles' website i.e., [texmin.nic.in](http://texmin.nic.in).

**Yours faithfully,**

**(Jayashree Sivakumar)**  
**Under Secretary to the Govt. of India**  
**Tel No. 23062256**

Encls: As above.

**Copy to:** NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

## Annexure- I

### Sundry Items

Sl. No.	Details of the items	Rates
1.	Aggarbati Chandan	
2.	All Out Liquid	
3.	All Out Machine pluggi with refill	
4.	Bowl Bone China	
5.	Broom (Phool) Gulabrai	
6.	Broom Seekh	
7.	Bucket 25 ltr. Cello	
8.	Colin 500 ml.	
9.	Coster for glass Tumbler	
10.	Duster white 40"x40"	
11.	Dettol Liquid Soap 250ml	
12.	Electric Kettle Murphy Richard 1.8 ltr	
13.	File Tray Plastic Solo	
14.	Floor Duster 40"x40"	
15.	Fork	
16.	Flower Vase Small	
17.	Flower Vase Big	
18.	Glass Tumbler (Yera)	
19.	Glass Borosil (medium)	
20.	Glass Borosil (Small)	
21.	Hit 500 ml.	
22.	Harpic 500 ml.	
23.	Jug Plastic Cello	
24.	Jug Glass Borosil	
25.	Mug Plastic Cello	
26.	Napthiline Ball Pkt. 100 ml. Tirshul	
27.	Odonil 100 gm.	
28.	Pencial Cell (Eveready)	
29.	Pencial Cell AAA (Eveready)	
30.	Plate Full Bone china	
31.	Plate Half Bone china	
32.	Phenyl Tin Tirshul	
33.	Room Freshener Yardly 200ml.	
34.	Soap Cake Lux 150 gm.	
35.	Soap Case Good Quality	
36.	Service Tray Medium Acrylic 20"x24"	
37.	Tissue Paper Wintax 250 sheet	
38.	Tissue Paper Wonder 250 Sheet	
39.	Towel White/Colour (Big) Bombay Dying	

40.	Towel White/colour (Small) Bombay Dying	
41.	Tea Spoon (Stainless Steel)	
42.	Torch Eveready	
43.	Thermas Flass (Ealge)	
44.	Umbrella Tank Brand Folded	
45.	Cup Plate Set Bone China	
46.	Toilet Roll Paper	
47.	Vim Ultra 1 kg.	
48.	Waste Paper Basket Cello	
49.	Wax-Poll Polish	
50.	Yellow Duster 40"x40"	

**Format of Technical Bid**

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Registrar of Companies/Delhi Sales Tax / Delhi Value Added Tax (A copy of the Registration Certificate to be attached):
6. PAN No. of the firm (A copy of PAN Card to be enclosed):
7. Experience in years (Documentary proof in support thereof may be attached):
8. Annual Turnover during the last three years:  
(Attach documentary proof)  
2012-13:  
2013-14:  
2014-15:
9. Details of Bid Security(Earnest Money):  
Demand Draft Amount:  
Demand Draft Number:  
Demand Draft Date :  
Name of Issuing Bank:

(Signature of the Owner/Proprietor with seal)

Date:

Place:

Note : Bids received without above mentioned documents will be rejected summarily

**Annexure-III**

**Format of Financial Bid**

<b>Sl. No.</b>	<b>Name of Sundry Items</b>	<b>Price/per item</b>

(Signature of the Owner/Proprietor with seal)

Date:

Place:

1. Note: The rates quoted should be exclusive of VAT.
2. The names of the items should be indicated Serial Number wise as indicated in Annexure-I.