

No.D-15014/01/2015-Admn.II  
Government of India  
Ministry of Labour & Employment  
(Admn.II Section)

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Shram Shakti Bhawan, New Delhi  
Dated : 13<sup>th</sup> May, 2016

**E-Tender Notice-I**

Subject : **Procurement of Stationery and Sanitary items for a period of one year.**

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>13.5.2016</b>
<b>Bid Document Download/Sale Start Date</b>	<b>13.5.2016</b>
<b>Bid Submission Start Date</b>	<b>13.5.2016</b>
<b>Bid Document Download/Sale End Date</b>	<b>6.6.2016</b>
<b>Bid Submission End Date</b>	<b>6.6.2016 (3.00 PM)</b>
<b>Bid Opening Date</b>	<b>6.6.2016 (4.00 PM)</b>

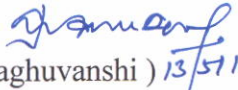
1. Online e-tenders are invited by the Ministry of Labour and Employment, (Main Secretariat) under single bid system for purchase of stationery and sanitary items as per the list enclosed at Annexure-IV. The estimated yearly consumption of the stationery and sanitary items is expected around Rs. 18 lakh approximately.
2. General Terms and conditions of the tender is given in Annexure-I.
3. Specifications and allied technical details are given in Annexure-II which are to be submitted in the format given at Annexure III.
4. The tender is in single-bid system. Price Schedule of the various items detailed in "Annexure IV".
5. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> & <http://labour.nic.in> from 13.5.2016.
6. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in all respects. All the documents in support of eligibility criteria, EMD etc. are to be scanned and uploaded along with the Tender documents. Original EMD for Rs.40,000 (Rs. Forty Thousand only) has to be submitted to Ministry of Labour & Employment between 9.00 A.M. to 3.00 P.M on 6.6.2016 in the tender box placed at the Reception Counter, Shram Shakti Bhawan, Rafi Marg, New Delhi. In case original EMD is not

submitted offline during the above date and time, the tender document will be rejected summarily.

7. The bids will be opened online by a Bids Evaluation Committee in the Ministry of Labour and Employment on 6.6.2016 at 4.00 P.M. in Room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi. The Bid Evaluation Committee (BEC), after evaluation of the Bids, will give its specific recommendation (s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the BEC.

The dates of opening of Bids may change as necessitated.

8. The competent authority in the Ministry of Labour and Employment reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, there for.

  
( G.A. Raghuvanshi ) 13/5/16

Under Secretary to the Govt. of India  
Telephone No. 23766320

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wider publicity.
3. Notice Boards.
4. Hindi Section for Hindi version.

  
(G.A. Raghuvanshi ) 13/5/16

Under Secretary to the Govt. of India  
Telephone No. 23766320

Copy for information to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.

**General Terms and Conditions**

Subject: **Notice Inviting online e-Tender for Stationery and Sanitary items for the Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.**

**1. Parties**

The parties to the contract are the contractor (the tenders to whom the work has been awarded) and the Government of India through Under Secretary (Admn.II), Ministry of Labour & Employment for and on behalf of the President of India.

**2. Address:**

**The Firm should be located in the area of Delhi/NCR.**

For all purposes of the contract including arbitration thereunder the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by Registered post with acknowledgment to this Ministry. The contractor shall be solely responsible for the consequences of any omission or error to notify in change of address in the aforesaid manner.

**3. Preparation and Submission of e-Tender:**

The e-tender should be submitted in Single Bid System pattern.

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it is a partnership firm in which case, he must have authority to execute the 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.
- (c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.

N.B