



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS**  
**'CUSTOM HOUSE', NAVRANGPURA, AHMEDABAD - 380 009**

**Phone No. (079) 27545741**

**Fax No. (079) 27541542**

F. No. I/17-03/2017-18/ADM

Date:-04.09.2017

**E-TENDER NOTICE**

**Sub:- Notice inviting e -Tender for Purchase of Stationery Articles for Customs (HQ), Ahmedabad through e-Procurement.**

1. E-Tenders are invited under two bid system (both Technical and Financial) from reputed parties for providing of Stationery Articles for Customs (HQ), Ahmedabad for the year 2017-18. The contract shall be awarded for period of one year from the date of execution of the agreement.
2. The complete tender document containing General Terms & Conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/app>, [www.cbec.gov.in](http://www.cbec.gov.in) and our departmental website [www.ahmedabadcustoms.gov.in](http://www.ahmedabadcustoms.gov.in) for reference only and can be downloaded free of cost.

**Tender Critical Date Sheet**

Tender Publishing Date & Time	<b>06.09.2017 at 05:00 pm</b>
Bid Submission Start Date & Time	<b>06.09.2017 at 05:00 pm</b>
Bid Submission End Date & Time	<b>27.09.2017 at 17:00 hrs</b>
Bid Opening Date & Time	<b>29.09.2017 at 12:00 pm</b>

4. Interested bidders/Service Providers/reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time.**

**(M.S.Chauhan)**  
Additional Commissioner (P&V)  
Customs, Ahmedabad



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**F.No. I/17-03/2017-18/ADM**

**Date:-04.09.2017**

**Notice inviting e -Tender for Purchase of Stationery Articles for Customs (HQ), Ahmedabad through e-Procurement**

1. Office of The Principal Commissioner of Customs, Custom House, Near All India Radio, Navrangpura, Ahmedabad-380009 invites tender for calling quotations for purchase of Stationary Articles from various parties for the period of 01 (one) year i.e. from the date of issuance of work order.
2. The bidders shall submit their bids online only at CPPP website: <https://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in **Annexure-I, Pre-Qualification conditions Annexure-II (Technical Bid)**, price for stationery items provided in **Annexure-III (Financial Bid)** and **Instructions to Bidder for Online Bid Submission provided in the Annexure-VI** for online submission of bids. Bidders must submit properly filled Price Bid Undertaking and Tender Acceptance Letter in **Annexure-IV and Annexure-V** respectively.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.
6. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/ amendment.
7. Bids will be opened as per date/time as mentioned in the Tender Critical Date sheet.

**8. Submission of Tender:-**

(a) The quotation for stationery articles must be submitted as per items mentioned in Annexure-III.

(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

(c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**ANNEXURE-I**

**TERMS AND CONDITIONS**

1. Rates/Quotations duly filled in, will be received up to the stipulated date and time ( **i.e. 27.09.2017 up to 17:00 hrs**).
2. The Principal Commissioner, Customs, Ahmedabad reserves the right to postpone/extend the date of receipt/opening of rates/quotation or to withdraw the same without assigning any reasons thereof.
3. The service provider is required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
4. The party whose quotation is considered will have to supply the said items as and when required by this office for the **period of one year at the same rate** as mentioned in their quotation.
5. The contract will be awarded for the year **2017-18** from the date of entering the contract.
6. The rates/quotations should be submitted and signed by the firm with its current business address and contact number.
7. The rates will be valid for the year **2017-18** from the date of entering the contract.
8. The payment will be made on monthly basis by this office
9. This office reserves the right to reject any of the Quotations without assigning any reasons thereof.

We agree to the above terms and conditions.

Signature and Name with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

**ANNEXURE-II**

**TECHNICAL BID**

Pre-qualification requirements for award of contract for providing of Stationery Articles for Customs (HQ), Ahmedabad

01. Name of the organization / Firm

02. Name(s) of the Proprietors/Directors

03. Registered Address

04. Branch at Ahmedabad (Address)  
with Telephone No. Fax No.

05. Registration No. of the Firm (Copy to be enclosed)

06. Permanent Account No. of the firm (PAN) (Copy to be enclosed)

08. GST Registration No. (Copy to be enclosed)

09. Name(s) of Central Government/State Government/Public Sector Undertakings to whom similar

services have been provided by the firm during last five years. (Attach relevant documents as proof of experience)

10. If the applicant firm has been terminated or blacklisted by any organization in last 5 years, full details of such termination of service or blacklisting.

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**Annexure-III**

**List of Stationary Articles (Financial Bid)**

Sr. No.	Name of the articles	Specific Brands	Price (Inclusive of all taxes) per piece/per packet only
1.	Xerox Paper A-4	TNPL 75 GSM	
2.	Xerox paper Legal	TNPL 75 GSM	
3.	White Paper legal size	ORIENT	
4.	Ruled Register 1 quire	"	
	Ruled Register 2 quire	"	
	Ruled Register 3 quire	"	
	Ruled Register 4 quire	"	
	Ruled Register 5 quire	"	
	Ruled Register 6 quire	"	
5	Note Sheet Pad (Green)	80 GSM	
6	Note sheet pad (White)	80 GSM	
7	Rough Pad (Spiral Bindings) A4 Size	Gala or Equivalent	
8	Rough Pad 1/8 size	"	
9	Short Hand Book	"	
10	Clip File for TAPAL	Reliable	
11	File Board		
12	White Ink(Pen Bottle)	Camlin	
13	Gum Bottle, big	"	
14	Gum Bottle, Small	"	
15	Cotton Tap Roll (White)		
16	Poker	National	
17	Stapler Pin (Small)	Kangaroo	
18	Stapler Pin (Big)	"	
19	Stapler Machine (Big)	"	
20	Stapler Machine (Small)	"	
21	Single Hole Punching M/c	"	
22	Double Hole Punching M/c (Small)	"	
23	Double Hole Punching M/c (Big)	"	
24	Permanent Marker Pen	Luxur	
25	Marker written on board	"	
26	Fevi Stick (Small)	PD Lite	
27	Fevi Stick (big)	"	
28	Pin up Magnet	Omega	
29	Cello Tape brown (2 inch)		
30	Cello Tape Transparent (2 inch)		
31	Post it Pad		
32	Highlighter,	Luxur	
33	Sketch Pen	Luxur	
34	Paper Weight		
35	Blue Plastic Folder with Clip, Transparent		
36	Scissors, Medium		
37	Scissors, Small		
38	Signature Pad		
38	Ledger Paper, legal	80 GSM	
40	Pencil with Sharpener	Natraj	
41	Eraser (Pencil)	Camlin	
42	U-Pin	Elephant	
43	I-Pin	"	

44	Sealing Wax	Natraj	
45	Stamp Pad (Small)	Ashoka	
46	Stamp Pad (Big)	"	
47	Tag – 8” (red)		
48	Envelops Brown 9” x 4”		
	Envelops Brown 11x5		
	Envelop Brown 7 x 4		
49	Envelops White 9” x 4”		
	Envelops White 11x5		
	Envelops White 7 x 4		
50	Pilot Pen Blue/Black/Red		
51	Add Gel Pen Blue/Black/Red		
52	Uni Ball Pen Blue/Black/Red/Green		
53	Cello Fine Grip Pen		
54	CDs rewritable/DVD	Sony	
55	Calculation 12 digit	Citizen	
56	Pencil Cell	Eveready	
57	Scale	Camlin	
58	Lining Paper Legal		
59	Lace File		
60	Box File	Arrow	
61	Report File		
62	Meeting Folder		

\*Note:- Where the specific brand name is not mentioned, the articles should be of good quality. Where the rate quoted on per packet basis, nos. of the article in a packet should be mentioned.

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**Annexure-IV**  
**PRICE BID UNDERTAKING**

Date:-

From: (Full name and address of the Bidder)

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To,  
The Principal Commissioner,  
Customs, Custom House, Near All India Radio  
Navrangpura, Ahmedabad-380009

Sir/ Madam,

1. I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes except GST.

*Yours Faithfully,*

Signature  
Name of Representative

E-Mail:-  
Phone:-  
Office Address:-



**ANNEXURE-V**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_

\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No:

\_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

*Yours Faithfully,*

(Signature of the Bidder, with Official Seal)

## **ANNEXURE- VI**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature

Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF / XIS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by

the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

