

**DREDGING CORPORATION OF INDIA LIMITED
DREDGE HOUSE, H.B COLONY
SEETHAMMADHARA
VISAKHAPATNAM- 22
NOTICE INVITING e-Tender (NIT)**

NAME OF WORK: PROCUREMENT OF STATIONERY ITEMS – Reg.



(TENDER NO.DCI/HR/06/A/04/2021 DATED: 25/03/2021)

JM (Elect.)GROUND FLOOR, DREDGE HOUSE,
H.B COLONY MAIN ROAD,
SEETHAMMADHARA,
VISAKHAPATNAM- 530022.

INFORMATION AND INSTRUCTIONS FOR TENDERERS FOR e-TENDERING

DREDGING CORPORATION OF INDIA LIMITED INVITES ONLINE E TENDERS IN TWO BID SYSTEM I.E. TECHNICAL BID AND PRICE BID FROM THE REPUTED SUPPLIERS IN THE FIELD OF SUPPLY OF STATIONERY ITEMS

1	TENDER NO	DCI/HR/06/A/04/2021 DATED: 25/03/2021
2	NAME OF WORK & LOCATION	SUPPLY OF STATIONERY ITEMS FOR OUR NEW AOB
3	COST OF TENDER DOCUMENTS	Rs.270.00
4	EARNEST MONEY DEPOSIT	Rs. 11,310.00
5	SECURITY DEPOSIT	5% Of the quoted value to be submitted by L-1 Party before placing the purchase order. The EMD of the successful tenderer will be converted as part of SD and the balance amount only need to be paid
6	PERIOD OF COMPLETION	ONE YEAR
7	LAST DATE & TIME OF SUBMISSION OF BID,EMD	06.04.2021 at 15:00 hrs
8	DATE & TIME OF OPENING TECHNICAL BID	07.04.2021 at 15:30 hrs
9	VALIDITY OF THE TENDER	90 days from the date of opening of technical bids

1. Tender shall be submitted online only at CCPP website: <https://www.eprocure.gov.in> . Downloaded tenders (offline) shall not be accepted. Tenderers are advised to follow the instructions provided in the “Instructions to the tenderer for the e-submission of the bids online through the Central Public Procurement portal for e-procurement at <https://www.eprocure.gov.in>”.

Aspiring Bidders/Suppliers who have not enrolled may be registered before participating through the website <https://www.eprocure.gov.in>. The portal enrolment is free of cost.

2. Tenderer can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://www.eprocure.gov.in>.
3. Tenders and supporting documents should be uploaded through e-procurement portal. Hard copy of the tender documents will not be accepted.
4. All documents as per tender requirement should be uploaded online and further no documents will be accepted offline. Bidder not submitting any of the required documents online will summarily be rejected.
5. The Bid is to be submitted concurrently duly digitally signed in the website <https://www.eprocure.gov.in>.
6. The details of the EMD & Tender Document cost should be filled ONLINE.

a) EMD: The Tender must be submitted along with Earnest Money Deposit (EMD) for Rs.11,310.00/-(REFUNDABLE) by depositing the said amount into Dredging Corporation of India Limited, Current Account No:35833070000014,IFSC/RTGS CODE:CNRB0013583,BANK NAME: Canara Bank, BRANCH NAME :DCI LTD, Port Area Branch, Visakhapatnam- 530001.

b) TENDR DOCUMENT COST: The Tender must be submitted along with Tender document cost for Rs.270.00 (Rupees Two Hundred and Seventy only) by depositing the said amount into Dredging Corporation of India Limited, Current Account No: 35833070000014,IFSC/RTGS CODE :CNRB0013583, BANKNAME: Canara Bank, Branch Name: DCI LTD, Port Area Branch, Visakhapatnam-530001.

7. All the bidders should submit the information in objective manner and uploaded documents should be verified to know whether correct document is uploaded or not. Scanned copy of the documents should be submitted online by the bidder while uploading the documents under Cover 1:

List of Documents to be up loaded in e-tender within the last date of submission:

1. Details of payment made online in DCI account towards cost of tender documents / EMD like UTR NO., Date, etc or Bank Guarantee of any Scheduled Bank.
2. Certificates of work experience.
3. Certificate of Financial Turnover from Chartered Accountant
4. Duly signed annexure with regard to details of relatives working in DCI/ illegal gratification, etc.
5. Copy of Certificate of registration for GST.
6. The contractor has to upload PAN card, Bank details for e payment, Firm's registration certificate, etc.

ELIGIBILITY CRITERIA

- 1) Should have satisfactorily completed similar works as mentioned below during the last Seven years ending on the last date of submission of tender.
- 2) The firm should submit the copies of completion certificate issued by the offices of the client. The completion certificate must clearly indicate the following (originals shall be produced for verification).
 - i) The date of completion of work.
 - ii) Nature and value of the work.
 - iii) That the work has been completed satisfactorily.
 - iv) Work order value.
- 3) Should have had average annual financial turnover of Rs 1.70 Lakhs per year during the last three years ending 31st March 2020 (Scanned copy of Certificate from CA to be uploaded)
- 4) Should not have incurred any loss in more than two years during the last five years ending 31st March 2020.
- 5) The experience of having successfully completed similar works during the last seven years ending last month previous to the one in which applications are invited should be any one of the following:
 - a) Three similar completed works costing not less than Rs.2.26 lakhs each.
OR
 - b) Two similar completed works costing not less than Rs.2.83 lakhs. Each
OR
 - c) One similar completed work costing not less than Rs. 4.52 lakhs.

1. The intending bidder must read the terms and conditions of the tender carefully before submitting. They should only submit their bid if they consider them-self eligible and are in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.eprocure.gov.in or www.dredge-india.com.
4. The bid can only be submitted after deposition of EMD online in DCI account as per the details given at Sl.No.06 of information and instructions for tenderers for e-tendering or Bank Guarantee of any Scheduled Bank towards EMD in favour of Dredging Corporation of India Limited, Visakhapatnam-22 as per the details enclosed in the annexure.
5. The intending bidder must have valid class-III digital signature to submit the bid.
6. On opening date, the contractor can login and see the bid opening process.
7. Contractor can upload documents in the form of JPG format and PDF format.
8. **Certificate of Financial Turn over:** At the time of submission of bid contractor may upload Affidavit/Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
9. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank, the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). However, if a tenderer quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
10. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the prequalification bid shall be communicated to them at a later date.
11. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

12. If it is required by DCI to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.

13. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining licenses, etc. if required. The letter of award shall be issued to the lowest contractor only. No Running Account Bill shall be paid.

14. The following authorization from manufacturer shall be made available by the bidder along with submission of the performance guarantee:-

- i) Authorization for providing service support for the stationery items quoted by the party during the defect liability period.
- ii) They will provide the technical support / service for the stationery items proposed to be supplied to DCI.

DREDGING CORPORATION OF INDIA LIMITED
E- TENDER NO.DCI/HR/06/A/04/2021 DATED: 25/03/2021)

Dredging Corporation of India Limited, Dredge House, H.B Colony Main Road, Seethammadhara, and Visakhapatnam- 530022 invites online e-tenders in two bid system i.e. Technical Bid and Price Bid from the specialized firms in the field of Supply of stationery items to DCI new HOB

NAME OF WORK: SUPPLY OF STATIONERY ITEMS TO DCI NEW HOB

Intending bidders are eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified in the eligibility criteria :-

Criteria of eligibility for submission of bid documents Conditions.

As per **INFORMATION AND INSTRUCTIONS FOR SUPPLIERS FOR e-TENDERING**

To become eligible to participate in the bid, the bidders shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar works (s) has/ have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Corporation, then I / we shall be debarred for bidding in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

(Scanned copy to be uploaded at the time of submission of bid)

1. The supply of stationery items will be for 1year only. The party should supply the stationery items within 90days from the date of purchase order.
2. Intending Bidders are advised to know the exact requirement of stationery items where it is used etc, and satisfy themselves before submitting their tenders. A bidder shall be deemed to have full knowledge of the items to be supplied whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the items to be supplied and local conditions and other factors having a bearing on the execution of the work.

3. Dredging Corporation of India Limited does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
4. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
5. This notice inviting Tender and complete tender documents shall form part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of :-
 - (i) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
6. In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and hard copies as submitted physically, then the bid submitted shall become invalid and DCI shall, without prejudice to any other right or remedy, be at liberty to forfeit earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.

SECTION I

GENERAL AND COMMERCIAL CONDITIONS

1.0 GENERAL

This specification covers manufacture, testing as may be necessary before dispatch, delivery at site, all preparatory work, etc. for supply of stationery items.

Location: The proposed supply of above items is at Dredge House, H.B Colony Main Road, Seethammadhara, and Visakhapatnam-22.

The tenderer should, in its own interest, visit the site and get familiarized with the site conditions/ specifications/make, etc before tendering.

No Tools & Plants shall be issued by the corporation and nothing extra shall be paid on account of this.

2.0 TERMS OF PAYMENTS

Payment will be made within 30 days after completion of the supply, on acceptance by DCI and on submission of invoice, etc. in all respects

3.0 RATES

No foreign exchange shall be made available by DCI for importing (purchase) of equipments, plants, machinery, materials of any kind or any other items required to be carried out during execution of the supply. No delay and no claim of any kind shall be entertained from the Contractor, on account of variation in the foreign exchange rate.

The rates quoted by the tenderer, shall be firm and inclusive of all taxes , GST, octroi, entry tax, duties and levies and all charges for packing forwarding, insurance, freight and delivery, etc at site.

4.0 COMPLETION PERIOD

The completion period indicated in the tender documents is for the entire supply and acceptance by DCI to the satisfaction of the in-charge concerned

5.0 GUARANTEE

All the items supplied shall be guaranteed for a period of 12 months, from the date of taking over by DCI, against unsatisfactory performance, etc. The stationery items if found defective during guarantee period shall be forthwith replaced free of cost, to the satisfaction of the Engineer-in-Charge. In case it is felt by DCI that undue delay is being caused by the contractor in doing this, the same will be got done by other source at the risk and cost of the contractor. The decision of the Concerned-in-charge in this regard shall be final & binding on the contractor.

The tenderer shall guarantee among other things, the following:

- (a) Quality, strength and performance of the items supplied as per manufacturers standards.

- (b) Satisfactory performance during the guarantee period

6.0 INSPECTION AND TESTING

Copies of all manufacturers' routine and type test, certificates of the items supplied shall be furnished to DCI

7.0 INDEMNITY

The successful tenderer shall at all times indemnify the DCI, consequent on this supply contract. The successful tenderer shall be liable, in accordance with the Indian law and regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of supply of the items. The successful tenderer shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer on account of the above.

8.0 INSURANCE AND STORAGE

All consignments are to be duly insured up to the destination from warehouse at the cost of the contractor. The insurance coverage shall be valid till the items are handed over

9.0 VERIFICATION OF GENUINENESS & CORRECTNESS OF ITEMS AT DESTINATION

The contractor shall have to produce all the relevant records to certify that the genuine items from the manufacturers have been supplied.

10.0 QUALITY ASSURANCE:

All the materials to be supplied shall be new and of good quality and shall be got approved from the Engineer-in-Charge before supply. The items shall not be more than 6 months old from the date of receipt at site or year of manufacturing should be current. The items shall be procured directly from the manufacturer or authorized dealer and delivery Challan/invoice/ proof of dispatch of material of the Agency from where the material is purchased in support of genuineness of material shall be submitted along with bill for verification. Manufacturer test certificates of all the items shall be submitted along with supply.

11. ARBITRATION:

In case of dispute between DCI and the contractor for contract up to Rs. 10 Crores, the issue will be referred to Chief General Manager (CGM), Dredging Corporation of India Limited and the decision of CGM, shall be final, conclusive and blinding on all the parties and the contract upon all question relating to the meaning of the specifications, designs, drawings and instructions and as to the quality of workmanship, or materials used on the work or any matter arising out or relating to the specifications and instructions concerning the works or the execution or failure to execute the same arising during the course of work. The above shall not be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor strictly in accordance with the instructions of CGM.

Any dispute or difference arises between the DCI and the contractor in connection with the contract or as to the rights and liabilities of the parties hereto, other than those referred to in above or on matters which are stated to be final and binding on the contractor shall be referred to the arbitration by a sole Arbitrator, as per the provisions of the Arbitration and Conciliation Act 1996 and the award of the sole Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996.

The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof. The venue of the Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract.

12.0 The tenderer will furnish a certificate that he is not related to any officer of Dredging Corporation of India Limited or any officer of the rank of Asst. Secretary or above in the ministry of Shipping, Government of India. The tenderer should give a declaration along with their tender about the names of the relatives, who are employed in Dredging Corporation of India Limited. Pro-forma of declaration attached. (Pro- forma -I)

13.0 The tenderer shall give an undertaking that they have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the Bid process and have not committed any offence under Prevention of Corruption Act in connection with the Bid process (Pro-forma-II) The tenderer shall disclose any payments made or proposed to be made to any intermediaries (agents) in connection with the bid (Pro-forma-II)

14.0 In case the tenderer fails to execute and complete the works within the stipulated period, liquidated damages @ 1% per week or part thereof up to a maximum of 10% of the contract value for delay in the completion of work will be levied on the value of the balance work to be completed as per purchase order for non-completion of the supply.

15.0 The bidder should mention make, model Number, etc. for each item for which they have submitted their offer. The details should be submitted along with the technical Bid.

16.0 In the event of any breach of contract on the part of contractor, the corporation reserves the right to forfeit the entire performance security in favour of the corporation. Corporation also reserves the right to get the balance work executed by some other source at the risk and cost of the tenderer.

17.0 OEM Authorisation required wherever necessary

SECTION 2

PART-I: TECHNICAL SPECIFICATIONS FOR SUPPLY OF STATIONERY ITEMS

1. The contract shall be valid for a period of one year only.
2. The quantities mentioned in the price bid (Bill of Quantities) are only approximate. The Corporation reserves the right to increase/ decrease the quantities up to $\pm 20\%$ or not to consider the items for acceptance.
3. The Tenderers should specify whether they are Manufacturers / Authorized Agents / Dealers for the materials offered.
4. For patented items, Corporation reserves the right to demand submission of material price lists.
5. The successful tenderer (s) shall require to deliver the items within 30 days from the date of receipt of our confirmed order. The acceptance of the items is subject to random testing. Bills for payment shall be settled within 30 days from the date of submission of bill complete in all respects, only on completion of full supply as per Purchase Order. No part payment shall be made. In the event of failure to supply the materials, as per purchase order, within the stipulated period, liquidated damages shall be levied not by way of penalty which shall be deducted from the respective bills, at 01% per week or part thereof up to a maximum of 10 % of the contract value, on the value of balance items of the materials to be supplied, as per purchase order, for non supply of the unfinished quantities of items.
6. The tenderer (s) should submit samples of all the items quoted, duly giving certification of brand of the item etc, as per the specification given in the bill of quantities, along with the tender.
7. The stationery items to be supplied should not be manufactured earlier than six months from the date of purchase order.
8. The security deposit will be refunded to the tenderer, after satisfactory completion of the contract period, including extended period, if any.

BILL OF QUANTITIES

(TENDER NO.DCI/HR/06/A/04/2021 DATED: 25/03/2021)

BILL OF QUANTITES

SL. No	Description of the item	HSN Code	Make	Unit	Qty	Basic Price Each Rs. Ps	Total Basic Rs. Ps	GST Amount	Total
1	Ball Pen (Pilot V5)		Pilot	Nos.	40				
2	Ball Pen (Addgel)		(Addgel) Achiever	Nos.	50				
3	Ball Pen (Linc) Glyser		Linc Glyser	Nos.	200				
4	Ball Pens (Ordinary Refill Pens Cello Fine grip (Black / Blue)	4820	Cello	Nos.	1,644				
5	Ball Pen (Click Gel)		Unibal	Nos.	40				
6	Ball pen Roller		Unibal	Nos.	30				
7	Battery AA,		Duracell	Nos.	30				
8	Battery AAA,		Duracell	Pkts	36				
9	Battery Nippo Gold Extra Heavy Duty Battery-AAA-R6 (UM-3DG) 1.5 Volts. (AC Cells)	8506	Nippo	Nos.	20				
10	Battery Nippo Gold Extra Heavy Duty Battery-AA-R6 (UM-3DG) 1.5 Volts.	8506	Nippo	Nos.	42				

11	Binder clip 19mm (Pkt of 12nos)		Bambalio	Pkts	30				
12	Binder Clips-25mm (Pkt of 12nos)		Bambalio	Pkts	30				
13	Binder Clips-32mm (Pkt of 12nos)		Bambalio	Pkts	30				
14	Binder Clips-51mm (Pkt of 12nos)		Bambalio	Pkts	30				
15	Box Files Indexed with SS Clips	3506	RJS	Nos.	30				
16	Box Files Nayagara with metal clip	3506	Nayagara	Nos.	200				
17	Box Files (Ring Binder SS cleat Top -210/2D (A4)		Diamond	Nos.	30				
18	Box Files (Ring Binder SS cleat Top -221/2D (A4)		Diamond	Nos.	30				
19	Box Files (2 Ring Binder D Ring (A4)			Nos.	30				
20	Brown Packing Sheet (For packing)	120x90cm	Wonder	each	150				
21	Calculator Casio MJ 12D		Casio	Nos.	10				
22	Carbon Paper (A4)		Kores	Nos.	20				
23	Cello Tape (size: 1/2"x 65mts)		Wonder	Nos.	76				
24	Cello Tape Wonder (size: 1"x 65mts)		Wonder	Nos.	50				
25	Cello Tape Wonder (size: 2"x 65mts)		Wonder	Nos.	50				
26	Cello Tape Wonder (size: 3"x 65mts)		Wonder	Nos.	50				

27	CD Marker pen		Luxor	Nos.	30				
28	Chart Correction Pen		Uniball	Nos.	30				
29	Checking Pencils (pack of 10)		Natraj	Nos.	10				
30	Certificate folders			Nos.	200				
31	<u>Covers Cloth 12"x9" ; HDPE Coated paper</u> and Fabric water resistant and Self Adhesive with printing of DCI Logo & Address in bilingual as per DCI sample	4820		Nos.	1,309				
32	<u>Covers Cloth 16"x12" ; HDPE Coated paper</u> and Fabric water resistant and Self Adhesive with printing of DCI Logo & Address in bilingual as per DCI sample	4820		Nos.	1,011				
33	<u>Covers Cloth 11"x5" HDPE Coated</u> paper and Fabric water resistant and Self Adhesive with printing of DCI Logo & Address in bilingual as per DCI sample	4820		Nos.	938				
34	<u>Covers Envelopes (Window) 11"x5" Pure white paper</u> of 90 GSM with	4817		1000 Nos.	1				

	printing of ___DCI Logo and address in bilingual as per DCI sample								
35	Covers Envelopes <u>11"x5" Pure white paper</u> of 90 GSM with printing of DCI logo and address in bilingual as per DCI sample	4817		1000 Nos.	2				
36	Covers Envelopes <u>9"x4" pure white paper</u> of 90 GSM with Printing of DCI Logo and address in bilingual as per DCI sample	4817		1000 Nos.	1				
37	Covers Paper Pure White Paper <u>12"x9" of 90 GSM</u> with printing of DCI Logo and address in bilingual as per DCI sample	4817		Nos.	635				
38	Covers Paper <u>Pure White paper</u> <u>16"x12"of 90 GSM</u> with printing of DCI Logo and address in bilingual as per DCI sample	4817		Nos.	241				
39	Cobra File Regular (Spring type)		Jai Bharat	Nos.	30				
40	Correction White Pen (Content 07 ml)	3824	Cello	Nos.	114				
41	Dak Folder Rexine cover with DCI monogram (Colour:	4820		Nos.	26				

	Red & Blue) as per DCI sample								
42	Duster Cloth White Thick (Size: 20"x20")	9608		Nos.	390				
43	Eraser		Apsara	Nos.	295				
44	Eraser Non-dust		Apsara	Nos.	100				
45	Exercise Note Books Short Ruled 172 Pages		Classmate	Nos.	50				
46	Exercise Note Books Short Ruled 280 Pages		Classmate	Nos.	50				
47	Exercise Note Books Short Ruled 72 Pages		Classmate	Nos.	50				
48	File Boards (Urgent / Ordinary) 3 LB thick variety <u>Size: 10"x14"</u> with DCI Logo and address as per DCI sample	4820		Nos.	169				
49	File Folders-Thick (with superior quality of tying cotton tag of 50 cms. Length with 2 punched hole with metal revitting) siripur 35 Kg. Board with inside Steel Metal Ring Clip & Printing of DCI Logo & Address in bilingual on Top cover Size: 36x26 ^{1/2} Cms (as per DCI Sample)	4820		Nos.	3,703				

50	Flat File Spring Type		Cobra	Nos.	200				
51	Gem Clips (100 Clips 1 Pkt.)26/28mm	8305	Bell	Pkts	114				
52	Glue Stick 22 GMS		Fevistick	Nos.	100				
53	Gum Bottle Kores/Camel-150ML (Small)	3506	Kores	Bottle	37				
54	Highlighter Pens Set (Set of 5)		Luxor	pkt	50				
55	Lamination sheets (Bombalio) A4 size			Nos.	300				
56	Lever Arch File FC-3"		Leli	Nos.	25				
57	Marker pens (Reynolds) permanent Marker-The long Writing Marker	9608	Reynolds	Nos.	114				
58	Packing Tape (Brown Colour) (3" x 100 mtrs)	3919	Wonder	Nos.	50				
59	Packing Tape (Brown Colour- 555 Size: 2"x65 Mts)	3919	Wonder	Nos.	85				
60	Paint Marker		Luxor	Nos.	30				
61	Paper Pin (Pkt) (100gms)		Bell	Nos.	15				
62	Pencil Bonded Lead Natraj 621-HB (17 1/2 cms.) (10 Nos. Each Pkt)	9609	Natraj	Each Pkt	75				
63	Pencil Cutters (Cutter Knife) SDI Super No.0103		SDI	each	190				

	(Steel) pocket type								
64	Pencil Cutters with pvc handle (Cutter Knife) Good Quality- Pocket Type		Natraj	each	100				
65	Plastic File Separators (1-10)			Nos.	10				
66	Plastic File Trays		Chetan	Nos.	20				
67	Plastic files 20 (leaves)		Diamond	Nos.	10				
68	Plastic Scale Camel – 12"/30 cms	9017	Camel	each	88				
69	Pocket Sprial Note Book (50 sheets)		Luxor	Nos.	50				
70	PP L Folder (A4 Size) 20 sheets Transpeternt		Sun	Pkts	20				
71	PPT Clip Files , Make: TRIO, A4 size		Trio	Nos.	10				
72	Punching Machine - Small <u>Kangaro-DP 280</u>	8472	Kangaro	Nos.	40				
73	Punching Machine – Big <u>Kangaro – DP 800</u>	8472	Kangaro	Nos.	3				
74	Room Sprays Frenair Perfume- 190 ml	-	Ramsons red zx	bottle	50				
75	Rubber Band – Good Quality Medium Size (Gross Weight – 25 gms)	4016		Pkts	35				
76	Rubber Bands Dolphin – Good	4016		Pkts	50				

	Quality Medium Size (Gross Weight – 25 gms)								
77	Ruled Register 100 Pages 80 GSM- Limp Register	4820		Nos.	82				
78	Ruled Register 200 Pages 80 GSM- Limp Register	4820		Nos.	61				
79	Ruled Register 400 Pages 80 GSM- Limp Register	4820		Nos.	37				
80	Scissors (BIG)		Munix	Nos.	30				
81	Scissors (Medium)		Munix	Nos.	30				
82	Scissors (Small)		Munix	Nos.	30				
83	Scribbling Pads <u>(White – (Small) 1/8th Size)</u> with century /Straw board binding and on top cover printing with DCI logo address 50 <u>Sheets- 70 GSM</u> <u>Paper as per DCI</u> <u>sample</u>	4820		Pads	223				
84	Scribbling pads <u>(white (Small)</u> <u>1/8th Size)</u> with century / straw board binding and on top cover printing with DCI logo and address <u>20 Sheets-70 GSM</u> <u>Paper as per DCI</u> <u>sample</u>	4820		Pads	170				

85	Scribbling pads (White- A4 size) with century / straw board binding and on top cover printing with DCI logo and address <u>50 sheets- 70 GSM paper as per DCI sample</u>	4820		Pads	209				
86	Scribbling pads white (Ruled- (Small) 1/8th Size) with Century / Straw board binding and on top cover printing with DCI logo and address <u>50 sheets – 70 GSM Paper</u>	4820		Pads	128				
87	Sharpners Pencil, Long Point		Apsara	Nos.	100				
88	Sheet Protector (A4) Thick, 300 Microns (Pkt)			pkts	2				
89	Sheet Protector (FS) Thick,300 Microns			Nos.	200				
90	Sketch pen sets-O-Matic <u>12 Nos water colour pens</u>	9608	Luxor	Sets	44				
91	Sketch pen sets-O-Matic <u>12 Nos (Single Colour) water colour pens (pending) selected Colour</u>	9609	Luxor	Sets	30				
92	Sprial Binding Sheet A4			Nos.	100				

93	Stamp pad PVC /Metal Body – (Big) Kores/camel Impression Deluxe Stamp Pad Size: 159x95 mm	9612	Kores	Nos.	8				
94	Stamp Pad PVC Body –(Small) Kores /Camel Feather Touch Handy-Ink pad (Size:115x65 mm approx)	9612	Kores	Nos.	15				
95	Stamp Pad Ink (50ml)		Kores/ Camel	Nos.	30				
96	Stapler – (Small) Max – HD – 10 (Japan)	8472	Max	Nos.	34				
97	Stapler –(Big) Kangaro HP 45	8472	Kangaro	Nos.	7				
98	Stapler Pin pkt – (Big) Max- HD-24/6 (Each Pkt. Contains 1000 pins)	8472	Max	Pkt	20				
99	Stapler pins pkt (small (Max) 10 (Each pkt. Contains 1000 pins)	8472	Max	Pkt	298				
100	Steel Scale 15 cm		Khyati / Ajanta	Nos.	30				
101	Steel Scale 30 cm		Khyati / Ajanta	Nos.	30				
102	Stick File (A4 Medium)		Trio	Nos.	200				
103	Stick on Pad (1"x4)		Bombilo	Nos.	25				
104	Stick on Pad (3x3)		Bombilo	Nos.	25				

105	Stick on Pad (3x5)		Bombilo	Nos.	25				
106	Stick on Pad (1x3)		Bombilo	Nos.	20				
107	Tags (Small), 8" approx			Nos.	30				
108	White Board Duster -Magnetic		Kores	Nos.	10				
109	White Board Marker Pens		Luxor	Nos.	30				
110	Xerox paper (A3) (size: 297x420 mm): J.K. Easy copier Brand <u>75 GSM 500 Sheets</u> Per Ream <u>(Red Colour)</u>	4802	JK Copier	Reem	11				
111	Xerox paper (A4) (Size 210x297 mm) J.K. Easy Copier Brand- <u>75 GSM 500 Sheets per Ream</u> <u>(Red Colour)</u>	4802	JK Copier	Reem	1,217				
112	Xerox paper (FS/ Legal) J.K. Easy copier Brand <u>75 GSM 500 Sheets</u> Per Ream <u>(Red Colour)</u>		JK Copier	Reem	5				
113	Yellow Cloth 20x20			Nos.	100				

NOTE:

The items mentioned are required for DCI, AOB, Dredge House, H.B Colony Main Road, Seethammadhara, Visakhapatnam- 22.

The Price bid will be evaluated on item wise L-1 basis and PO will be placed on the party for No. of items the party is L-1

FORM OF BANK GUARANTEE BOND FOR SECURITY DEPOSIT

(To be executed on Rs. 100/- Non-judicial stamp paper)

In consideration of dredging Corporation of India Limited, a Company incorporated under the Company Act 1956 and having its registered office at Core-2, Floor, Scope Minar, plotNo.2A & 2B, Laxmi Nagar District centre, Delhi-110091 (herein after called the DCI having _____ agreed _____ to exempt. M/s. _____ (indicate name & full address of the tenderer) (hereinafter called the said "Tenderer") from payment under the terms and conditions of the tender dated. _____No. _____made between the DCI. and the tender for _____(here in after called the said "tender") of earnest money deposit in cash for the due fulfilment by the said tenderer of the terms and conditions contained in the said tender on production of a bank Guarantee for Rs._____ (Rupees._____Only).

1. We _____(indicate the name of bank) (here in after referred as the bank) at the request of M/s._____ the said tenderer do here by undertake to pay to the DCI an amount not exceeding Rs._____ against any loss or damage caused to or suffered or would be caused to or suffered by the DCI by reason of any breach by the said tenderer of any of the terms of conditions contained the said tender.

2. We _____ do here by undertake to pay the amounts due and (indicate the name of Bank) _____Payable under this guarantee without any demur, merely on a demand from the DCI stating that the amount claimed is due by way of loss or damage caused to or damage caused to or said tenderer of any of the terms or conditions contained in the said tender. Any such demand made on the bank shall be conclusive as regards the mounts due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs,

3. We undertake to pay to the DCI any money so demanded notwithstanding any dispute or disputes raised by the said tenderer in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be valid discharged of our liability for payment there under and the said tenderer shall have no claim against us for making such payment.

4. We------(indicate the name of bank) Further agree that the guarantee here in contained, shall remain in full force and effect during the period that would be taken for the performance of the said tender and that it shall continue to be enforceable till all the dues of the performance of the OCI under off by virtue of the said tender have been fully paid and its claim satisfied or discharged for till the DCI certifies that the terms and conditions of the said tender have been fully and properly carried out by the said tenderer and accordingly discharged this guarantee. Unless a demand of claim under this guarantee is made on I/s in written on or before -----, we shall be discharged from nil liability under this guarantee thereafter.

5. We -----(indicate the further agree that DCI shall have the fullest liberty without our consent and with our affecting in any manner our obligations here under to vary any of the terms and conditions of the said tender or to extend time to time any of the terms and conditions relating to the said tender by the DCI against to the said tenderer and to forbear or enforce any of the terms and reason of any such variation or extension being granted to the said tenderer of for any forbearance, act or omission on the pan the DCI or any indulgence by the DCI to the said tenderer or by any such matter or thing whatsoever which under the law relating to sureties would, but (or this provision, have effect of so relieving us.

6. This guarantee will not be discharged to the change in the condition of the bank or the tenderer.

7. We, ----- (indicate the name of bank) lastly undertake not to revoke this guarantee during its currency expect with the previous consent of the DCI in writing.

Date the ----- day of ----- 2021

For ----- (indicate the name of bank)

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER WORTH OF. Rs 100/.)

To,

The Dredging Corporation of India Ltd,

“Dredge House “, H.B Colony,

Main Road, Seethammadhara,

Visakhapatnam:-530022

Whereas -----(indicate name &full address of the tenderer) (here in after called the “tenderer “) has submitted its tender dated ----- -- for the Execution of (Name of work) In favour of DREDGING CORPORATION IF INDIA LIMITED, Dredge House, H.B Colony Main Road , Seethammadhara, Visakhapatnam-22 (here in after called the “corporation”).

Know all men by these present that we,

(Bankers full address)(here after called “bank”) are bound unto the corporation for the sum of Rs. xxxxxxxxx(Rupees only) for which payment will and truly to be made to the said corporation, the bank binds itself its successors and assigns by these present.

THE CONDITIONS of this obligation are:

If the tenderer withdraws his tender

- (a) During the period of validity of me tender specified in me tender (or)
- (b) After having been notified of the acceptance of his tender by the corporation during me period of tender Validity.

2. Fails or refuses to execute the Agreement, if required. Or do not commence the work as per the

letter of Intent or work order.

We undertake to pay to the Corporation up to the above amount upon receipt of their first written demand without the corporation having to substantiate their demand, provided that in their demand the Corporation will note that the amount claimed is due to him owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

Notwithstanding anything here in contained our liability under this guarantee is limited to Rs.-----
------(Rupees -----only) and will remain in force up to 90 days from the date of opening of tender and any demand in respect thereof must reach the bank not later than the date of expiry of this guarantee failing which all the rights of the Corporation under the guarantee shall be forfeited and the bank shall be deemed to be relieved or discharged from all liabilities here under.

PROFORMA- I

To

M/s.Dredging Corporation of India Ltd.,
“Dredge House “.H.B Colony,
Main Road, Seethammadhara,
VISA KHAPATNAM-530022

Sir,

Sub: Tender for Supply of Stationery items –Reg.

With reference to your Tender No.DCI/HR/06/A/04/2021 Dated: 25/03/2021 and as per CI. No. 12 of general & Special conditions of the contract, we here by certify that we are not related to ay officer of Dredging Corporation of India Ltd., or any officer of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India and also certify that we do not have any relatives employed in the Dredging Corporation of India Ltd.,

Thanking you,

Yours faithfully,

PROFORMA-II

To

M/s.Dredging Corporation of India Ltd.,
“Dredge House”, H.B Colony,
Main Road, Seethammadhara,
Visakhapatnam -530022.

Dear Sirs,

Sub: Tender for Supply of Stationery items –Reg.

With reference to your tender No.DCI/HR/06/A/04/2021 Dated: 25/03/2021. And as per clause No 13 of general & special conditions of the contract, we here by certify that we have not made any payment of illegal gratification to any person /authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid.

Thanking you,

Yours faithfully,