

**Expression of Interest (EOI) for
Empanelment of Vendors for Supply of Stationery, Housekeeping articles and
Printing.**



Ref No: NCAOR/EOI/2018-19/PT-01

**To be submitted on or before
17:00 Hrs. on 19/06/2018**

**Addressed to
Director**

**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH
Earth System Science Organization
(Ministry of Earth Sciences, Govt. Of India)
Headland Sada, Vasco-da-Gama
GOA -403 804, INDIA.**

Tel: 91- (0) 832 2525571 Telefax: 91- (0) 832 2525573

Email: procurement@ncaor.gov.in

Website: www.ncaor.gov.in

The Information provided by the bidders in response to this Expression of Interest (EOI) will be the property of NCAOR and will not be returned. NCAOR reserves the right to amend, cancel, rescind or reissue this EOI and all amendments will be advised to the bidders and such amendments will be binding upon them.
NCAOR reserves its right to accept or reject any of or all responses to this EOI without assigning any reason whatsoever.

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Introduction - Empanelment of Vendors

NCAOR Invites applications for empanelment of vendors *for Supply of Stationery, Housekeeping articles and Printing* for a period of 3 Years.

The details of eligibility criteria and empanelment procedure along with application form may be downloaded from NCAORs website "<https://www.ncaor.gov.in>" **under Tenders**"

Interested vendors who comply with the requirements may submit the application duly filled in and supplemented with all relevant documents for further processing. Incomplete application should be liable to rejection.

Calendar of Events

Sr. No.	EVENT	Date	Time
01	Last Date of Submission of EOI	19/06/2018	17.00 hrs (IST)
02	Date of Opening of EOI	21/06/2018	10.00 hrs (IST)

Venue and Deadline for submission of Application

Sealed application forms super scribed as "**Application for Empanelment of Vendors for Supply of Stationery, Housekeeping articles and Printing**"

Vendors are requested to submit the details as per the prescribed format. Applications must be received at the address specified below not later than dates specified. NCAOR will not be responsible for the late receipt due to postal delay or any other reason.

Eligibility Criteria

A vendor submitting the response to this EOI shall hereinafter be referred to as applicant. Only those applicants who fulfil the following credentials should respond to this invitation:

Sl. No	Eligibility Criteria	Documents to be submitted
01	The bidder may be Proprietor/Partnership/Pvt. Ltd Company. The bidder must have operating Office or Dealers/Associates in Goa, with minimum five years' experience (up to 31-03-2018) in related business.	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / Service Tax No./GST Number etc.
02	The Bidder should have average annual turnover of Rs. 10 lakhs from Supply of Stationery, Housekeeping articles and Printing services for the last two financial years of 2015-16 & 2016-17.	The Bidder must produce ITRs Certificate from the Company's Chartered Accountant for the last Two Financial Years i.e.2015-16 and 2016-17.
03	The bidder should have done at least five supplies of Rs. 25,000/- or above in the last two years 2016-17 & 2017-18.	The bidder should produce the proof of orders from the customer during last two years 2016-17 & 2017-18.

The Applicant must ensure that he meets the above mandatory criteria.

NOTE: Copy of all required documents mentioned in application is mandatory to be enclosed. Applicants who fulfil the eligibility criteria shall qualify for further evaluations.

General Terms and Conditions

1. Empanelment would be for a period of three years from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders, NCAOR shall reserve the right to remove such vendors from the empanelled list without giving any notice to the vendors in advance.
2. Any vendor, empanelled under this empanelment, if fails to participate in more than 3 (Three) tenders /RFQ/RFIs floated by NCAOR would be removed from the list of empanelled vendors.
3. The response should be submitted in a structured format as per the checklist appended with number on every page. Each page of the application should be signed by person(s) on behalf of the organization having necessary Authorization to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Authorization Letter from the company should be furnished along with the application)
4. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
5. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the response will only be based on the documents submitted and evaluation committee reserved the right to relax the evaluation criteria.
6. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by NCAOR
7. During empanelment period, NCAOR reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the NCAOR reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance. NCAOR's decision will be final in this regard.
8. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their response, NCAOR, at its discretion, may extend the deadline for the submission of response.

Contacting NCAOR

No Applicant shall contact NCAOR on any matter relating to its application, from the time of opening to the time the empanelment process is complete.

Empanelment Procedure

The objective of evaluation methodology is to facilitate the empanelment of financially as well as technically superior vendors. The applicant's will eventually be evaluated on the basis of the ratings arrived at by scoring parameters defined in **Annexure IV**. The empanelment will be valid for three years.

The vendor will be empanelled as per the following process:

1. Vendors satisfying the eligibility criteria will be short listed and will be empanelled with NCAOR after due scrutiny of documents submitted by the bidder. NCAOR may, at its sole discretion, decide to seek more information from the Applicants. The clarification shall be given in writing immediately.
2. The Evaluation committee constituted for the purpose, may waive any informality or non-conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the Evaluation Committee would be final and binding upon the Applicants,
3. NCAOR's decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.
4. NCAOR may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of NCAOR.

Notification of Empanelment

NCAOR shall notify the successful applicant in writing by registered letter or by email, that its application has been accepted.

The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) days of receiving the notification. Failure to abide by this, may lead to termination of the empanelment.

Annexure – I Format of Undertaking (on Company's Letter Head)

(The bidder shall submit together with CHECK LIST & other documentary evidences)

To,

Director,
National Centre for Antarctic & Ocean Research
Headland Sada, Vasco-da-Gama,
Goa 403804

Dear Sir/ Madam,

EOI Ref No: _____

Sub: - Application for Empanelment of Vendors

Having examined the EOI document including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company for supply of stationary, housekeeping and printing as required by NCAOR for a period of 3 years. We submit our Bid Documents along with CHECK LIST. We understand that;

1. We undertake to respond to any Request for Proposal (RFP) or Request for Quote (RFQ) or Request for Information (RFI) as and when called for by NCAOR under limited tendering process.
2. We further confirm that any offer in response to Request for Proposal (RFP) or Request for Quote (RFQ) or Request for Information (RFI) will be in conformity with the terms and conditions as mentioned therein.
3. We understand that, NCAOR is not bound to accept the application and may reject all or any application without assigning any reason or giving any explanation whatsoever.
4. We understand that NCAOR reserves the right to withhold my application for empanelment, issue documents to any empanelled vendor, and also annul the empanelment process without assigning any reasons whatsoever.
5. We also understand that our empanelment and performance will be reviewed on yearly basis and, if found unsatisfactory, will be removed from the list of empanelled vendors
6. We also confirm that we have not been disqualified by any PSU / Government agencies /Banks for the related work.
7. We accept all the Instructions and Terms and Conditions of the subject, Dated_ this _day of _2018 _____

Yours faithfully,

Authorised Signatory (Signature and Seal of the Company / Firm)

Name & Designation:

Date:

Annexure II Applicant's Profile (Company's Letter Head)

Sl. No.	Particulars	Documentary Evidence (Page no.)
A	Profile	
1	Name of the Applicant / Firm/Agency/ Vendor	
2	Status of Applicant (Company, Partnership, Prop., etc.)	
3	Year of Establishment & Details of Registration (attach Documentary Proof)	
4	Number of years' experience in Supply of stationery, housekeeping articles and printing.	
5	Address	
6	Telephone number	
7	Fax number	
8	Email Address	
9	Website address of the Company, if any	
10	Key person (s) with contact details a) Head Office / registered Office	
11	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc. for the EOI	
12	PAN Number	
13	GSTIN	
14*	2 Years ITRs certificate from Chartered Account.	
15	Annual turnover for the last 2 financial years (certificate from Auditor or CA)	

* Last two years of 2015-16 & 2016-17

** Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal

Annexure – III List of Applicant’s Customers only in Last 2 Years and References

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., email	Nature and Description, Quantity of Goods ordered by the customer during last 2 years	Value of Goods ordered in last 2 years	Whether reference Letter Enclosed (Y/N)
1	2	3	4	5	6

(*Enclose necessary documentary proof – PI mark necessary page No for each of the enclosures)

(** Last 2 years – 2016-17, 2017-18.)

PI Note that details of customers namely PSU/Govt. Bodies as Clients shall carry weightage while evaluating. PI refer to Annexure IV

Annexure IV - Evaluation Score**Maximum Marks -60**

Sr. No	Description	Max Marks	Marks obtained
1	Category of Vendor	10	
	Private Limited - 8 Marks		
	Public Limited - 10 Marks		
2	Turnover of the Vendor*	10	
	➤ 10 Lacs & above - 10 marks		
	➤ 5 lacs & ≤ 9.9 Lacs – 8 marks		
	➤ <5 lacs 6 marks		
3	Client Base & Experience	20	
	PSU/Govt. Bodies as Client (1 mark per PO, MAX MARKS 12)		
	Other as Client (1 mark per PO, Max. 8)		
4	Relevant Experience as stationery supplier for last 2 years (at least two Purchase orders for Supply of stationery to Govt. Departments /Autonomous Bodies /PSU)	05	
5	Relevant Experience as housekeeping supplies supplier for last 2 years (at least two Purchase orders for Supply of office supplies to Govt. Departments /Autonomous Bodies /PSU)	05	
6	Relevant Experience as printing agency for last 2 years. (at least two Work orders for Printing Items of Govt. Departments /Autonomous Bodies /PSU)	05	
7	A) Operating office in Goa (MAX MARKS 5)	05	
	B) Dealers/Associates in Goa(MAX MARKS 2)		

The eligible vendors, to qualify, must secure a minimum of 30 marks in total score.

*The average Turnover for last two years of 2015-16 & 2016-17. The copy of Audited Profit & Loss Accounts for the year 2015-16 & 2016-17 to be attached/Provided.

** Purchase/Work order for last two years of 2016-17 & 2017-2018 to be attached/Provided.

Annexure-V- Requirements for Stationery, Housekeeping & Printing Items

Sr. No.	Description	Approx Nos	Unit	Unit rate	Tax %	Total Value
1	Stapler Pin Size No. 10	200	Pkt			
2	Pencell Battery (AA)	200	Nos			
3	Plastic Folder with Both side Pkt	100	Nos			
4	Stick on Pads 3" x 3"	200	Nos			
5	Cello Tape 1" x 65 mtrs	200	Nos			
6	Binder Clips (Small & Big)	100	Pkt			
7	Pencils (HB)	100	Nos			
8	Glue stick (15 gm)	100	Nos			
9	Copier A4 Size (75 GSM, (W X L) 210 X 297 mm x mm)	500	Reams			
10	Duster Cloth (White)	200	Nos			
11	Blue Pens (0.5 mm)	100	Nos			
12	Brown Tape (2 inches)	200	Nos			
13	File Tags	100	Bundle			
14	Prompts 1" x 3"	200	Nos			
15	White Board Marker	200	Nos			
16	Box Cutter	100	Nos			
17	File Board with two flap	100	Nos			
18	Highlighter set of 5	100	Nos			
19	Registers hard bound 200 pgs	50	Nos			
20	Black Pen (0.5 mm)	100	Nos			
21	Plastic L Folder	100	Nos			
22	Registers hard bound 100 pgs	50	Nos			
23	Eraser (pencil)	100	Nos			
24	Correction Pens (8ml)	100	Nos			
25	Scissor (medium)	100	Nos			
26	Stapler Machine (Small) Size 10	100	Pkt			
27	Punching Machine (Double hole DP 280)	100	Nos			
28	Cello Tape 1/2" x 65 mtrs	100	Nos			
29	Stapler Machine Size 24/6 (Big)	100	Nos			
30	Registers hard bound 300 pgs	100	Nos			
31	Permanent Marker (Blue & Black)	100	Nos			
32	Pencil Sharpner (Small)	100	Nos			
33	Box Files	500	Nos			
34	Stapler Pins 24/6 (Big)	100	Pkt			
35	AAA Batteries	100	Nos			
36	Gem Clips	100	Pkt			
37	Ball Pens (Red 0.5 mm)	100	Nos			

Sr. No.	Description	Approx Nos	Unit	Unit rate	Tax %	Total Value
38	Scale Plastic 30cm	100	Nos			
39	Soft Duster (Yellow)	200	Nos			
40	Paper Punch Single Hole	100	Nos			
41	A3 Size Paper (75 GSM, (W X L) 257 X 420 mm x mm)	100	reams			
42	Notice Board Pin	100	Nos			
43	Scale (Stainless Steel) 30 cm	50	Nos			
44	Paper Clips (Plastic)	50	Nos			
45	Gum Tube (18ml)	100	Nos			
46	Glossy Paper	100	Nos			
47	Stamp Pad 95mm x 150mm Size(Purple)	50	Nos			
48	Scribbling Pads A5 Size - 40pgs (Printing)	500	Nos			
49	Files with clip (Printing)	500	Nos			
50	Scribbling Pads A5 Size - 20pgs (Printing)	500	Nos			
51	Notesheet Pad (1note pad with 100 sheets, Ledger Paper green 80 gsm with single margin on left side abd back side and soft binding)	500	Nos			
52	Letter Head (Printing)	1000	Nos			
53	File Cover (Printing)	500	Nos			
54	Hand wash (5 Lts)	15	Nos			
55	Phenyl/ Floor Cleaner (5 Lts)	50	Nos			
56	Toilet Cleaner (5 Lts)	40	Nos			
57	Antiseptic Liquid (500ml)	80	Nos			
58	Acid (5 Lts)	20	Nos			
59	Glass Cleaner (5 Lts)	25	Nos			
60	Room Freshener (300ml)	60	Nos			
61	Air Freshener (300ml)	150	Nos			
62	Detergent Powder (1 kg)	250	Nos			
63	Naphthalene Balls (1 kg)	20	Nos			
64	Soaps	10	Nos			
65	Soft Brooms (Bundle of 50)	6	Nos			
66	Coconut Brooms (Bundle of 50)	8	Nos			
67	Mobs metal stand (6inches)	50	Nos			
68	Mob Refills (6 inches)	250	Nos			
69	Vipers	10	Nos			
70	Buckets (small/big)	50	Nos			
71	Mugs	20	Nos			
72	Dustbins (small/big)	25	Nos			
73	Towels	10	Nos			
74	Soap Cases (Sabundani)	2	Nos			

Sr. No.	Description	Approx Nos	Unit	Unit rate	Tax %	Total Value
75	Mob Brush	2	Nos			
76	Jala Brush	10	Nos			
77	Bleaching Powder (1kg)	50	Nos			
78	Black/Red Hit (625 ml)	5	Nos			
79	Scotch Bright	10	Nos			
80	Plastic dusting poly bags.	10	Nos			

Signature of the tenderer

Annexure VI - Self-Declaration: Not Blacklisted

(To be submitted on Vendor's letter head)

Ref: EOI No. _____

I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Date: Signature of Authorized Signatory.....

Place: Name of the Authorized Signatory.....

Designation: Name of the Organization

Annexure – VII Letter authorizing representing executive(s)

(To be submitted on Vendor’s letter head)

Ref: NCAOR Ref No. _____

<Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid.

For the purpose of validation, his/ her verified signatures are as under and on our behalf. We undertake to abide by any acceptance given by him under his signature.

Date: Signature of Authorized Signatory.....

Place: Name of the Authorized Signatory.....

Designation: Name of the Organization

Annexure – VIII Declaration

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the NCAOR that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, NCAOR may not consider my/ our application and/or may reject me/ us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the NCAOR.

I / We also declare that I / we will not get myself / ourselves registered as vendor(s) in NCAOR in more than one name.

I/ We agree and authorize the NCAOR to obtain the confidential report from my / our clients, to obtain credit opinion from the NCAOR and to verify the work executed by us.

I/ We submit all the documents as mentioned in the Eligibility Criteria for Empanelment.

I/we shall submit additional documents whenever asked for by NCAOR.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the NCAOR and the NCAOR reserves the right to reject all and / or any application without assigning any reason whatsoever.

Place :

Date :

Signature of the applicant(s) with seal

Document Annexure – Index

Interested applicant(s) conforming to the above requirements may respond by furnishing the documents in following order. Each document must be numbered properly. In case the documents are not attached in the relevant order the application is liable to be rejected.

Sr. No.	Document Attached	Reference Page No ()
1	Bid Covering Letter	
2	Annexure – I Format of Undertaking on Company Letter Head	
3	Annexure – II Applicant’s Profile	
4	Annexure – III List of Applicant’s Customers in Last 2 Years	
5	Annexure – VI Self-Declaration: Not Blacklisted	
6	Annexure – VII Letter authorizing representing executive(s)	
7	Annexure –VIII Declaration	
8	Authorization Letter on Company Letter Head	

***Annexures to be as per format given.**

Note: Pl ensure that all the documentary evidences are paginated and the details of the same are mentioned under Page No- Annexure reference column for ease of evaluation process. In case the documents are not indexed as per above, the application is liable to be rejected.

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by NCAOR or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The EOI is not an offer by NCAOR, but an invitation for bidder's responses. No contractual obligation on behalf of NCAOR, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of NCAOR and the Bidder