

No: BMRCL/ADM/Stationery Items/2016

Date: 10.08.2016

**TENDER NOTIFICATION**

Sealed quotations are invited from reputed suppliers for supply of Office Stationery items as detailed in Annexure 'A', for a period of one year. The rates should be quoted in the enclosed prescribed format Annexure 'B'. (The tender is only for entering into a rate contract agreement with the supplier/s).

The blank tender form can be downloaded from BMRCL website [www.bmrc.co.in/tender](http://www.bmrc.co.in/tender) The Tender document is to be submitted along with DD of Rs.1000/- (Rupees Five Thousand only) (non-refundable) towards tender document fee and Rs.5000/= towards EMD drawn on any nationalized bank, in favour of Bangalore Metro Rail Corporation Limited.

Cost of Tender document	-	Rs.1000/- (non-refundable)
Earnest Money Deposit (EMD)	-	Rs.5000/-
Date of Tender Notification	-	10.08.2016
Last date for submission of tenders	-	10.09.2016 before 1600 hours
Date and time of opening Tender	-	10.09.2016 at 1630 hours.

The Bangalore Metro Rail Corporation Limited will be at liberty to accept any tender or reject any or all the tenders at any stage without assigning any reason, and will not be bound to accept the lowest tender.

General Manager (HR)

Blank tender-cum-quotation forms can be downloaded from the Company website [www.bmrc.co.in/Tender](http://www.bmrc.co.in/Tender). The rates should be quoted item-wise in the form attached to the Tender Notification i.e., Annexure 'B'.

**Following documents should be enclosed to the tender document:**

- a) DD for Rs.5000/= towards payment of EMD, and Rs.1000/= (non-refundable) towards tender document fee.
- b) PAN Card copy.
- c) Self attested copy of the VAT Registration Certificate.

**Mode of payment:** - The EMD amount may be paid through Demand Draft drawn in favour of Bangalore Metro Rail Corporation Limited payable at Bengaluru along with the tender application, which is refundable without interest. Payment in any other form is not acceptable.

The quotation should be superscribed as "Quotation for supply of stationery items". Sealed quotations should be addressed to the General Manager (HR), BMRCL, 3<sup>rd</sup> Floor, BMTC Complex, Shanthinagar, Bangalore-560 027. The last date for receipt of quotations is 10.09.2016 upto 1600 hours.

The Tenders shall be opened at 1630 hrs on the last day for submission of Tender i.e. 10.09.2016 and the bidder may depute his authorised representative to be present at the time of opening of the quotations. L-1 will be evaluated based on lowest cost quoted subject to the fulfilment of other conditions.

**TERMS AND CONDITIONS**

The Tenderer is advised to go through the following Terms and conditions carefully before filling up the tender form. Any Tender which is not in conformity with the instructions or which is incomplete is liable to be rejected.

1. The bidder has to quote for all the items listed in the Annexure 'A'.
2. Rates to be quoted item wise exclusive of all taxes.
3. Taxes to be indicated separately.
4. Supply of items will be as and when required, against supply order.
5. Each bidder must submit only one quotation in the prescribed format Annexure B'.
6. Self attested copies of S.Tax Registration, VAT Registration and PAN should be enclosed with the quotation.
7. The selection of the supplier shall be on the basis of lowest price as well as required quantity/brand specified if any.
8. EMD of unsuccessful bidders will be refunded after finalization of the tender.
9. The decision of BMRCL regarding price, quality and quantity of the tendered items shall be final and shall be binding on the Supplier.
10. BMRCL reserves the right to accept any tender or reject any or all the tenders without assigning any reasons whatsoever.

11. Wherever Make or Model is available the same shall be indicated against the item quoted.

**Validity of quotations:** The quotes accepted shall remain valid for period of one year from the date acceptance of the offer which may be extended for a further period of 3 months at the discretion of BMRCL which shall be binding upon the Supplier.

**CONDITIONS FOR AWARD OF CONTRACT:**

1. The contract shall be awarded to the bidder whose quotations have been determined to be substantially responsive and who has offered the lowest price.
2. The quantity ordered from time to time will depend on the requirement and the supplier should be in a position to supply the same at short notice.
3. Payment shall be made within 15 days after the delivery of the goods and their acceptance.
4. Notwithstanding the above, the Company reserves the right to accept or reject any quotation or to cancel the bidding process and reject all quotation at any time prior to the award of the contract, without assigning any reasons.
5. The quantity may vary from month to month.
6. The successful bidder shall enter into a formal agreement with the Company on a stamp paper of Rs. 100/- with usual terms and conditions agreeing to supply the items.
7. **Cancellation of the tender:** The BMRCL reserve the right to cancel the letter of acceptance and Purchase Order at any time, if the tenderer fails to meet the specifications without prejudice to any other penal action he may choose to take against the tenderer within the terms of the tender document. B M R C L shall not be held responsible for any loss or damage suffered by the contractor as a result of the cancellation of the letter of acceptance/purchase order.
8. **Procedure for Payment of Bills:** The lowest evaluated tenderer (Supplier) has to arrange supply of stationery items to BMRCL Corporate Office. At the end of a month the Supplier has to submit bill raised in the name of BMRCL, Bengaluru. The bill shall be processed by BMRCL on monthly basis and payments will be made within 15 days from the date of receipt of the bill.

For further clarifications if any, the bidder may contact the undersigned on any working day during office hours.

Sd/-  
(B S Patri)  
General Manager (HR)