



DIRECTORATE GENERAL OF HYDROCARBONS
(Under Ministry of Petroleum & Natural Gas)
C - 139, Sector 63, Noida -201 301, UP, India

INVITATION FOR BID

(Domestic Competitive Bidding)

Bid Document No.: DGH/MM/ENQ/016/2010

Directorate General of Hydrocarbons, Noida invites Sealed Competitive Bids (in duplicate) for Annual rate Contract for Supply / Printing of Stationery, under Composite Bid System from the known indigenous prospective suppliers / manufacturers whose names are as mentioned under :

1. M/s. KK Printers & Stationers, New Delhi.
2. M/s. R.M. Trading Corporation, New Delhi.
3. M/s. Ganapati Tradewrs. Sahibabad.
4. M/s. Vinayak Associates, New Delhi.
5. M/s. Stationers and Book Sellers, Noida.
6. M/s. Arouse Marketing, Noida.
7. M/s. Cambridge Stationers, New Delhi.
8. M/s. Jain Stationery Mart, Noida.
9. M/s. BB Stationery Centre, Noida.

However Bid Document may also be issued to those firm's / manufacturers who meet the under mentioned pre-qualification criteria (PQC). The request from such firm should however be sent (preferably by fax or in person) within 10 (ten) days between 10.00 Hrs to 17.00 Hrs. on any working day on publication of this tender i.e. on or before 12.07.2010 to HoD (MM), DGH, C-139, Sector 63, Noida -201 301, (Ph No: 0120-4029400, Fax No: 0120-4029410) to issue the bid document . Bid document downloaded from DGH Website is only for immediate and general information and will not be accepted.

PRE QUALIFICATION CRITERIA (PQC):

Please refer to the Criteria given under Clause No. I (A) 1.0 & 2.0 of Bid Rejection Criteria / Bid Evaluation Criteria (Part-II) of the Bid Documents.

Documents to be submitted in support of PQC:

Please refer to the Criteria given under Clause No. I (A) 3.0 of Bid Rejection Criteria / Bid Evaluation Criteria (Part-II) of the Bid Documents.

FORWARDING LETTER

To,	Bid Document No:	DGH/MM/ENQ/016/2010
	Bid Document Date:	01/07/2010
	Bid Closing Date:	03/08/2010
	Time:	1400 Hrs
	Bid Opening Date:	03/08/2010
	Time:	1500 Hrs

Sub: Annual Rate Contract for Supply / Printing of Stationery

Dear Sir,

1. DGH invites you to submit your lowest bid for our above referred requirement as per General Terms & Conditions vide Annexure-I, Technical Specifications Cum Price Format enclosed vide Annexure-II A & II B, including all attachments thereto.
2. Please arrange to send your bid in a sealed envelope, super-scribed with the above mentioned Bid Document No. and Bid Closing Date so as to reach DGH's office at following address before the bid closing date and time. Any bid received after the closing date and time will not be considered.

HOD(MM)
Directorate General of Hydrocarbons
C - 139, Sector- 63
Noida - 201301

3. Delivery: Within 7 days of Release Orders, on as and when required Basis, against the Rate Contract .
4. Validity of Offer : Your bid should be valid for a period of 60 days.
5. Payment Terms: Payment will be made within 30 days of receipt of completed supply bills.
6. Bid Security : Rs.45,000.00
7. Performance Security : 7.5 % of the estimated contract value.
8. Period of Rate Contract : One year, extendable by another one year at the discretion of DGH, subject to satisfactory performance.

DGH now looks forward to your active participation in the Bid.
Thanking you,

Yours faithfully,
Directorate General of Hydrocarbons

Sr. Manager (MM)

General Terms & Conditions

Transferability of Bid Documents:

The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.

Unsolicited offers will not be considered and will be straightway rejected.

2.0 Bid Price:

2.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by DGH.

2.2 Prices should be quoted as per format mentioned in Annexure-II A & B and should include all charges like basic price and freight, taxes & duties etc.

2.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

2.4 Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

2.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, DGH shall avail such discount at the time of placement of order.

3.0 Taxes & Duties:

3.1 Offer should be inclusive of all taxes & duties.

3.2 All taxes, duties and other levies for the services including installation/commissioning, Training etc. where applicable, shall be to the Bidder/Seller's account

4.0 Delivery :

Bids should be for "Door Delivery at DGH's office at Noida", with firm delivery date. If delivery date is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery date indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of receipt of the individual release orders issued against the rate contract by the successful bidder.

5.0 Bid Security: The Bid Security is required to protect the DGH against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause 5.8.

5.1 All the bids must be accompanied by Bid Security for the amount as mentioned above and shall be in any one of the following forms:

- (a) A Bank Guarantee in the prescribed format vide Proforma-A: Bank Guarantee issued from any Nationalised / scheduled Bank in India only will be accepted :

The Bank Guarantee shall be valid for 30 days beyond the validity of the bids asked for in the Bid Documents.

Bank Guarantees issued by Banks should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.

- (b) A Cashier's cheque or Demand Draft drawn on 'Directorate General of Hydrocarbons' valid for 90 days from the date of issue and payable at New Delhi.

5.2 Any bid not secured in accordance with sub-clause 5.2 above shall be rejected by the DGH as non-responsive.

5.3 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by DGH, at the bidder's cost.

5.4 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days after finalization of tender.

5.5 Successful Bidder's Bid Security will be discharged and/or returned upon Bidder's furnishing the performance security and signing of the contract. Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with Clause 11.0 below is furnished.

5.6 Bid Security shall not accrue any interest during its period of validity or extended validity.

5.7 The Bid Security may be forfeited:

- (a) If any Bidder withdraws or modifies their bid during the period of bid validity (including any subsequent extension) specified by the Bidder, or
- (b) If a successful Bidder fails to furnish Performance Security within 21 days of notification of award of Contract or before the expiry of Bid Security (unless extended), whichever is earlier.

6.0 Submission of Bids :

6.1 Bids should be sent in duplicate in double sealed envelope.

6.2 The original bid in bidder's own original letterhead duly signed by authorized signatory and stamped should be marked as ORIGINAL and the copy as DUPLICATE . All the three copies of bid should be put in a sealed envelope bearing the following details on the left hand top corner:

- i) DGH's Bid Document No.
- ii) Bid closing date
- iii) Brief Description of materials
- iv) Bidder's Name, official address with Phone Nos. & Email address.

6.3 Bids must be submitted in original. No bid should be sent by Telex / Cable /Fax / E-mail/telephone. Bids not complying with above will be rejected.

6.4 Relevant technical literature must be submitted along with the bid whenever called for without which the bid would be liable to be rejected.

6.5 Incomplete bids would be summarily rejected by DGH.

7.0 Deadline for Submission of Bids:

7.1 Bids must be received at the office of the Directorate General of Hydrocarbons at Noida, UP (India) by the Bid Closing Date & time mentioned in the forwarding letter.

7.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

8.0 Opening of Bids:

8.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, an authorisation letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.

8.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

9.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

9.1 The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

9.2 The Bidder must have experience of having successfully executed orders for supply & printing of Stationery Items during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

- (i) Three similar completed works each costing not less than Rs. 9.00 Lakhs.
- (ii) Two similar completed works each costing not less than Rs. 11.00 Lakhs.
- (iii) One similar completed work costing not less than Rs. 18.00 Lakhs.

9.3 Average annual financial turnover of minimum Rs. 7.00 Lacs during the last 3 years ending on the last day of the last financial year.

9.4 Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.

9.5 Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox /Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.

9.6 Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.

9.7 Bidders must quote clearly and strictly in accordance with the "Price Format" of bidding document, otherwise the bid will be summarily rejected.

9.8 Bids without original Bid Security as per Para 5.0 (wherever called for) and confirmation regarding submission of requisite Performance Security as per Para 11.0 (wherever called for) shall be rejected.

9.9 Bidder must accept and comply with the following clauses as given in the Bid Document in toto failing which offer will be rejected –

- (i) Performance Guarantee Clause
- (ii) Force Majeure Clause
- (iii) Tax Liabilities Clause
- (iv) Arbitration Clause
- (v) Liquidated damage cum penalty clause
- (vi) Termination Clause

9.10 The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:

- (i) Price evaluation and comparison will be made on "Total Cost including Taxes & Duties" basis for Annexure IIA & IIB separately. Bidders

are to quote for all items. If any item is not quoted for by the bidder, highest received bid for the same item would be loaded for comparison purpose. However, if such bid gets accepted for contract after such loading, the lowest received bid would be used for the missing quote, in the contract.

(ii) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

9.11 Documents: Bidder is required to submit following documents duly attested failing which the bid is liable to be rejected.

(a) A certificate issued by a practicing chartered/ cost accountant certifying the Annual Turnover and audited Balance Sheet and Profit and Loss Account etc.

(b) Documentary proof in respect of 9.2 & 9.3 above in the form of copies of respective contracts, alongwith documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number and type of services), such as - (i) Satisfactory completion / performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.

10.0 DGH's Right to accept or reject any or all Bids.

10.1 DGH reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for DGH's action. DGH also reserves the right to split the order between two or more parties.

11.0 Performance Security:

11.1 The successful bidder shall furnish the Performance Security as per Pro forma B within 21 days of the receipt of Letter of Intent / order failing which DGH reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above.

11.2 In the event of Seller's/Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be encashed and the proceeds thereof shall be forfeited without any further reference to the Seller/Bidder.

11.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee.

11.4 The Bank Guarantee will have to be given from the nationalised scheduled banks on non judicial stamp paper of requisite value, as per the

Indian Stamp Act, and stamp paper should be in the name of the issuing bank.

11.5 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank :

- (a) Full Address
- (b) Branch Code
- (c) Code Nos. of the authorized signatory with full name and designation
- (d) Phone Nos./Fax Nos./E-mail address

11.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOI/Purchase Order issued/placed on the Supplier shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Supplier shall be invoked without any further reference.

11.7 The Bank Guarantee shall be enforceable at Delhi.

11.8 Performance Security shall be valid for 15 months from the date of delivery / commissioning whichever is later. The validity requirement of Performance Security specified in the order is assuming despatch within stipulated delivery period. In case of any delay in despatch, validity of the Performance Security is to be extended suitably as aforesaid.

11.9 Performance Security will be discharged by the Purchaser and returned to the Seller, within 30 days of its expiry of validity including any extension sought thereof in case of no claim on seller by the purchaser.

11.10 Performance Security amount will not accrue any interest.

12.0 Warranty / Guarantee :

12.1 Goods or materials to be supplied hereunder shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 1 (one) year from the date of commissioning/receipt (where commissioning is not involved) against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by DGH to the Seller shall be replaced immediately by the Seller on "Door Delivery at DGH Office at Noida" basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.

13.0 Default in delivery / Liquidated damages:

13.1 In the event of the successful bidder's default in maintaining the agreed time frame schedule set out in the Order, DGH shall have the right to cancel the order at any time after expiry of scheduled time frame and make alternative arrangement at the discretion of DGH in which case extra expenditure involved, will be recoverable from the successful bidder.

13.2 In the alternative, successful bidder shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of goods in respect of

which default in delivery takes place subject to maximum 7.5% as an agreed pre estimate of the damage suffered.

14.0 Default :

14.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, DGH may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as DGH may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, DGH will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event DGH shall have the right to terminate the Contract.

15.0 Termination :

15.1 In the event of an Contract with the Bidder, DGH shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

16.0 Force Majeure:

16.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

16.2 The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

17.0 Arbitration:- In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Delhi.

Directorate General of Hydrocarbons

Specifications Cum Price Format of Printing Stationary Items							
Sl. No.	Material Description	Brand Name	Unit	Qty.	Brand Quoted	unit rate (Rs.)	Total Amount (Rs.)
1	Attendance Register side cloth 2 Qr.	Neelgagan / Shipra	No	10			
2	Pen, Achiever	All Gel or equivalent	Per Pkt.	100			
3	Add rolltech	All Gel or equivalent	Per Pkt.	100			
4	Ball Pen Precision Corrector	3M / Renoyld	No	24			
5	Binder clips 12 MM	Infinity / Bambalio / SDI	Per Box	200			
6	Binder clips - 15 MM	Infinity / Bambalio / SDI	Per Box	300			
7	Binder clips - 19 MM	Infinity / Bambalio / SDI	Per Box	300			
8	Binder clips - 25 MM	Infinity / Bambalio / SDI	Per Box	300			
9	Binder clips - 32 MM	Infinity / Bambalio / SDI	Per Box	250			
10	Binder Clip 41MM	Infinity / Bambalio / SDI	Per Box	300			
11	Brown Paper (Thick) - 27"x40"	Star or Equivalent	Sheets	100			

12	Brown Tape - 2", (309).	3M / Scotch/ Premier/ Wonder	No	120			
13	Colour Pencil No. 137 C (24 colours)	Fabre Castle /Camlin	Per Box	24			
14	Colour Pencils (in 12 colours)	Fabre Castle / Camlin	Per Box	24			
15	Cello Tape Dispencer, Small	Omega / Kepica	No	6			
16	Cellotape - 1/2" X 10 yds.	Wonder / Premier	Per Roll	240			
17	Cellotape - 1/2" x72 yds.	Wonder / Premier	Per Roll	250			
18	Cellotape - 1" x 72 yds.	Wonder / Premier	Per Roll	120			
19	Cluch Penciles - 0.5 MM	Sharp / Rotoring / Camlin / Fabre Castle	No	120			
20	Colour Flags - (1" x 3")	Post It / 3M	Per Pkt.	100			
21	Colour Flags - (1/2" x 3")	Post It / 3M	Per Pkt.	100			
22	Coloured Separator 1-10	Solo / Diplomate	Per Set	15			
23	Computer Address Slip - (1" x 3")	Desmate / Neelgagan	Per Pad	10			
24	Copier Paper - A4 Size 75 GSM	Power / JK Pack	Rim	1000			
25	Copier Paper Modi Xerox - A4 Size	Challenger	Rim	100			

26	Correction fluid ERAZ-EX (Fluid & Dilutor)	Kores / Camlin	No	50			
27	Paper Cutter big size	Good Quality (Specify Brand)	No	500			
28	Calculator original 12 digit	Casio / Flair / Citizen	No	20			
29	DO Paper - 80 GSM	German make or equivalent	Rim	20			
30	Double Sided Self Adhesive Tape - 1.1/2" (Foam)	Premier / Wonder	Per Roll	20			
31	Double Sided Self Adhesive Tape - 1" (Foam)	Premier / Wonder	Per Roll	20			
32	Double Sided Self Adhesive Tape - 1/2' (Foam)	Premier / Wonder	Per Roll	10			
33	Drawing Pen (.02,.03,.04,.05)	Steadler / Rotoring	Per Peck	5			
34	Duster size 24x"24" (good quality)	or equivalent	No	500			
35	Eraser Big size	Natraj / Camlin	No	500			
36	File Board No. 51	Neelgagan or Eqvt	No	1000			
37	Flip frames	3M / Post It	Per Pkt.	20			
38	Flair Writo Meter Pen	Good Quality (Specify Brand)	No	200			

39	Folder with chain	As per sample	No	200			
40	Folder with clip	As per sample	No	500			
41	Gem Clips of OFICLIP-26 mm	Vikram or Eqvt.	Per Pkt.	300			
42	Gem Clips of OFICLIP-35 mm	Vikram or Eqvt.	Per Pkt.	300			
43	Graph Roll sheet (Paper tracin)Inch/cm	Gateway / Steadler	Per Roll	6			
44	Graph Sheet paper - 8" x 11" (25 sheets/ Roll)	Neelgagan	Per Roll	6			
45	Glue stick - 18 gms	3M / Scotch/ Kores	No	400			
46	Highlighter (Set of 5)	Fabre Castle / Luxor	Set	100			
47	Index File	Sona or Eqvt.	No	400			
48	Index File	Sona or Eqvt.	No	400			
49	Impact gel pen	Imapct or equivalent	Per Pkt.	50			
50	Knife	KBI or equivalent	Per Set	100			
51	Library Box	Diplomate/ Mega	No	10			
52	Log Book (small size)	Neelgagan / Shipra	No	80			

53	Long size Tags	Tiger	Per Bundle	80			
54	OHP Marker No. 968 (Set of 5)	Fabre Castle	Per Set	50			
55	Magnet for Display Board	Good Quality (Specify Brand)	No	100			
56	Magic Tape	3M / Scotch	No	4			
57	Matrix Note book 1/4 , 1/8 , 1/6	Good Quality (Specify Brand)	No	500			
58	Meeting stand	Good Quality (Specify Brand)	No	250			
59	Marker Pen P.No. 959	Luxor / Raynolds / Camlin	Per Pkt.	24			
60	Name Plate	As per sample	No	50			
61	Note Pad No. 44/ (80 sheets / Pad)	Neelgagan / Lotus	No	500			
62	Note Pad No. 55 /(80 sheets/ Pad)	Neelgagan/ Lotus	No	500			
63	Note Pad -33/ (80 Sheets / {ad)	Neelgagan/ Lotus	No	300			
64	Packing cloth (Fine quality markin)	Good Quality (Specify Brand)	Per Mtr.	5			
65	Paper cutter	Glory	No	400			

66	Paper Punching Machine NO. 600	Kangaroo / Max	No	50			
67	Paper Punching Machine small No. 480	Kangaroo / Max	No	50			
68	Paper weight (glass) - Plastic	Good Quality (Specify Brand)	No	100			
69	Pilot HI-Tec Point Pen V5 (Blue/Black/Red)	Pilot or equivalent	No	600			
70	Pilot Ink (Blue/Black/Red)	Fabre Castle or Eqvt	No	200			
71	Pen (Ball) (blue/Black/Red)	Raynolds / Jetter	No	1500			
72	Pen (Ball) (Roller)	Parker	No	100			
73	Pen (Fluid White)	UNI / SABRE	No	50			
74	Pen Roteing 0.1	Good Quality (Specify Brand)	No	10			
75	Pen Roteing 0.2	Good Quality (Specify Brand)	No	10			
76	Pen Roteing 0.3 to 0.8	Good Quality (Specify Brand)	No	10			
77	Pen Rotoring (Ink Black 23 ml)	Good Quality (Specify Brand)	Bottle	10			
78	Pen Uni Ball Eye (0.5)	Good Quality (Specify Brand)	Per Pkt.	200			
79	Pens (8) Colour	Camlin	Per Pkt.	10			

80	Picassa pierri Pen	Good Quality (Specify Brand)	No	50			
81	pen/pencil holder	Omega	No	200			
82	Pencil Matrix -Black Beauty.	Good Quality (Specify Brand)	Per Box	200			
83	Pencil Carbon (100 sheets)	Kores / SAPHIRE	Per Box	50			
84	Pencil Cell	Duracell	No	100			
85	Pencil Eraser Nonedust	Apsara / Fabre Castle	No	500			
86	Pencil Sharpner with cover (Box of 20)	Apsara / Fabre Castle	Per Box	500			
87	Peon Book small size 2 Qr	Neelgagan / Lotus / Shipra	No	24			
88	Pin container 1794	Omega	No	100			
89	Plastic Badge Cover (imported)	Good Quality (Specify Brand)	No	800			
90	Plastic Transparent Folders - Solo CH 118 with printing	Good Quality (Specify Brand)	No	700			
91	Plastic Foot ruler 12" size (KBI)	Camlin / Fabre Castle	No	100			
92	Plastic Foot ruler 24" size (KBI)	Camlin / Fabre Castle	No	100			

93	Plastic Office tray	Omega / KBI	No	100			
94	Plastic Packing Sutli 500 gms.	Good Quality (Specify Brand)	Per Bundle	40			
95	Plastic transparent folders-Solo CH 107 with printing	Good Quality (Specify Brand)	No	1000			
96	Post it slip 2'x3' of Biria 3M	Post It / 3M	Per Pad	240			
97	Post it slip 3'x3' of Biria 3M	Post It / 3M	Per Pad	240			
98	Post it slip 3'x5' of Biria 3M	Post It / 3M	Per Pad	100			
99	Plastic Colour Flag	3M	No	700			
100	Parker pen victor	Parker	No	50			
101	Punch less file	Good Quality (Specify Brand)	No	1000			
102	Register Despatch 8 Qr	Neelgagan / shipra	No	24			
103	Register Receipt 8 Qr.	Neelgagan / shipra	No	24			
104	Register Ruled side cloth Bound-2 Qr	Neelgagan / shipra	No	300			
105	Register Ruled side cloth Bound-4 Qr	Neelgagan / shipra	No	100			
106	Register Ruled side Leather Bound-5 Qr	Neelgagan / shipra	No	24			

107	Register Ruled side Leather Bound-8 Qr	Neelgagan / shipra	No	24			
108	Ring File 1 1/2"	Neelgagan	No	500			
109	Ring File 1'	Neelgagan	No	10			
110	Ring File 2"	Neelgagan	No	10			
111	Rotoring Steadler Mars 0.5 Pencil lead for micro pencil HB 2B & B&H	Good Quality (Specify Brand)	No	40			
112	Rubber Bands - 100 gms / Pkt	Swastik	Per Pkt.	50			
113	Ruled Sheet A3	Lotus / Neelgagan	Per Rim	10			
114	Rigid folder plastic (with clip for holding papers) transparent	Solo	No	20			
115	Stapler HD-45	Kangaroo / Max	No	30			
116	Stapler HD- IO D	Kangaroo / Max	No	100			
117	Stapler Pins No. 1 0	Kangaroo / Max	Per Pkt.	400			
118	Stapler -24/6	Kangaroo / Max	No	20			
119	Sketch Pen No. 950 (Set of 12)	Fabre Castle / Camlin	Per Set	100			

120	Saprator card sheet	diplomate / mega					
121	Scissors Size - 200 mmrshvwo	fisko	No	20			
122	Sealing Wax "LION" 400 gms/std	Good Quality (Specify Brand)	Per Pkt.	6			
123	Self Inking Stamp Pad (1 1 Ox7Omm)	Faber Castle / camlin	No	50			
124	Single Punch (4.5 MM)	Kanagroo / max	No	50			
125	Scientific Calculator original - 864 FX	Casio / Flair / Citizen	No	20			
126	Scientific Calculator original - 991 FX	Casio / Flair / Citizen	No	20			
127	Spiral Pads	lbico / matrix	Per Pad	100			
128	Steadler Eraser (1) Big size No. 526508	Good Quality (Specify Brand)	No	50			
129	Stapler Pin remover (SR 300)	kangaroo / max	No	6			
130	Strip folder milky Neelgagan / diplomate	Neelgagan / Diplomate	No	250			
131	Synthetic Gum Tube 30 ml	Chelpark / Camlin	No	400			
132	Stick Folder	As per sample	No	500			
133	Spiral Pads (Wiro)	Good Quality (Specify Brand)	No	500			

134	Stapler 26/17	Kangaroo/Max	No	100			
135	Transparent folder (plastic) with printing type	Good Quality (Specify Brand)	No	200			
136	Table Pencil Sharpner	Natraj / Omega	No	10			
137	Tissue Paper Box	Premier / Wintax	Per Pkt.	100			
138	Tracing Paper Roll (Gateway) 90/95 xl 8.2 Mtr.	Good Quality (Specify Brand)	Per Roll	2			
139	Transprancy	Oddy / Neelgagan	Per Pkt.	8			
140	Tumbler	Omega / KBI	No	200			
141	Table top (Acralic) 10mm	Good Quality (Specify Brand)	No	400			
142	Visiting Cards Holders - 208 Cards (Plastic)	Neelgagan / Diplomate	No	20			
143	Visiters Book 2 Qr.	Neelgagan / Lotus / Shipra	No	10			
144	Waste paper basket	National / Wonder	No	100			
145	White Board Marker	Fabre Castle / Camlin	No	40			
146	White paper slip 95 MMx95MM 200 sheets	Neelgagan / Lotus	Per Pkt.	100			

147	White Tag	Tiger	Per Bundle	500			
148	YOYO (pully)	As per sample	No	1000			
149	Dr. prscription pad 1/4 on executive bond paper one side color printed		Per Pad of 50 sheets	50			
	TOTAL PRICE						

- (i) Sample can be seen / inspected by prospective bidders at the office of DGH, Noida, on any working day, before the Bid Closing date.
- (ii) VAT / Sales Tax Registration No. _____
- (iii) Service Tax Registration No. _____
- (iv) Rate is inclusive of Service tax _____% and VAT _____%

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

Specifications Cum Price Format of Printing Stationary Items						
Sl. No.	Items	Specification	Unit	Expected Annual Quantity	Unit Rate (Rs.)	Total Amount (Rs.)
1	Letter Head (DGH)	Executive Bond Paper Screen Printing D.C. (A4) Size Pad of 100 sheets) (Loose Sheets)	Per Pad	1200		
2	Meeting Pad	Sunshine Super Paper 1/8 size, Pad of 20 ruled sheets with colour cover sheet	Per Piece	2000		
3	File Covers (Dark Pink)	Printed with single hole as per sample 31.5 Kg	Per Piece	2000		
4	File Covers (Dark Pink)	Printed with double puch spring clip 31.5 Kg	Per Piece			
5	File Covers (Dark Pink) Plastic	Printed with double puch for tag (Romio)	Per Piece	1000		
6	Envelope (Inside Laminated)	Yellow Screen Printed	Per Piece			
		a) 12" X 10" as per sample	Per Piece	1200		
		b) 10" X 8" as per sample	Per Piece	1000		
		c) 12" X 16" as per sample	Per Piece	2000		
7	Envelope (White)	Screen printing, 112 X 250 mm size, with window (per pkt of 250 nos.) Sun Shine 100GSM	Per Packet	50		
8	Envelope (White)	Screen printing, 112 X 250 mm size, without window (per pkt of 250 nos.) Sun Shine	Per Packet	50		
9	Requisition Forms	White printing paper, printing single side 1/4 size (pad of 100 set)	Per Pad	500		
10	Requisition Forms	White printing paper, printing double side 1/4 size (pad of 100 set)	Per Pad	200		
11	Requisition Forms	White printing paper, printing single side 1/8 size (pad of 100 set)	Per Pad	200		
12	Material Gate Pass	White/colour printed paper 2 + 1 X 50', 1/6 (Pad of 50 set) duly sl. No. by Machine, Two copies perforated one fix.	Per Book	10		
13	Bank payment	Colour printing paper, 1+2 X 100', 1/5 (Pad of 50 set)	Per Pad	40		

	voucher					
14	Cash payment voucher	Colour printing paper, 1+1 X 50', 1/5 (Pad of 50 set)	Per Pad	40		
15	Cash Receipt	White printing paper, 1+1 X 100', 1/8 Pad of 100 sets duly printed Nos. with first copy perforated	Per Book	20		
16	Note Sheets	Ledger sunBeam duly printed, A4 size with rulling on both sides (Pad of 100)	Per Pad	1000		
17	Imprest Book	White printing paper, 1+1 X 50', 1/6 pad of 50 set one copy perforated another copy fix.	Per Pad	10		
18	TDS Form 16A	White/colour printed paper 1 + 2 X 50', 1/4 (Pad of 50 set) duly sl. No., Two copies perforated one fix.	Per Book	100		
19	Letter Head (DG)	On imported DO Paper D.C./Screen printed, size 1/6, Pad of 100 sheets (Executive pad)	Per Pad	50		
20	Letter Head (DG)	On imported DO Paper D.C./Screen printed, size 1/4, Pad of 100 sheets (Executive pad)	Per Pad	100		
21	Invitation Cards	Screen printing with envelope, Indian Art single colour, 6 x 4 (Pad of 100 sheets)	Per Pad	100		
22	Invitation Cards	Screen printing double colour imported art paper, 300 GSM with 6 x 4 envelope printed in single colour	Per Pad	100		
23	Invitation Cards	Screen printing single colour imported art paper, 300 GSM with 6 x 4 envelope printed in single colour (Box of 100 sheets)	Per Pad	100		
24	Visiting Cards Synthetic	Screen printing, one side 2 colour & back 1 colour, 140 mircone, (Pkt of 100 Nos.)	Per Pkt.	200		
25	Visiting Cards Synthetic	Screen printing, both side 2 colour, 140 mircone, (Pkt of 100 Nos.)	Per Pkt.	100		
26	Visiting Cards IVORY	Screen printing, one side 2 colour, 300GSM (Pkt of 100 Nos.)	Per Pkt.	100		
27	Visiting Cards IVORY	Screen printing, one side 2 colour, 300GSM (Pkt of 100 Nos.)	Per Pkt.	100		
28	Meeting Pad	Sunshine Super Paper 1/6 size pad of 10 ruled sheets with printed cover sheet	Per Pad	2500		
29	Notepad Spiral with DGH Logo.	Cover- 170 GSM Imported Art Paper Gloss + 90 GSM Super Print of 50 inside sheets (Size: 22.8 x 17.78 cms)	Per Pad			

30	Writing Pad without Spiral with DGH Name and LOGO.	Cover - 170 GSM Imported Art Paper Gloss + 90 GSM Super Print of 50 inside sheets(Size: 22.8 x 17.78cms)	Per Pad			
31	Short Hand Note Book with DGH Name and LOGO.	Paper 80 GSM of 50 inside sheets (Size: 14 X 21 cms, 80 GSM of 50 inside sheets)	Per Note Book			
32	Plastic Folder for papers with DGH name and LOGO	Size: A-4	Per Piece			
33	Leather folder with event name and Logo embossed	as per sample	Per Piece			
34	Wrapping papers for Corporate Gifts with DGH branding.		Per Piece			
35	PSC Folder	as per sample	Per Piece			
TOTAL PRICE						

Note: The price quoted above should be inclusive of all Taxes.

- (i) Sample can be seen / inspected by prospective bidders at the office of DGH, Noida, on any working day, before the Bid Closing date.
- (v) VAT / Sales Tax Registration No. _____
- (vi) Service Tax Registration No. _____
- (vii) Rate is inclusive of Service tax _____% and VAT _____%

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

Proforma of Bank Guarantee towards Bid Security

Ref. No.....

Bank Guarantee No.....

Dated

To,
Directorate General of Hydrocarbons,.
C-139, Sector 63, Noida -201 301, UP, India.

Dear Sirs,

1. Whereas Directorate General of Hydrocarbons, NOIDA, a body established by the Government of India under the administrative control of Ministry of Petroleum & Natural Gas, having its office at C-139, Sector-63, NOIDA, India (hereinafter called 'DGH' which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) has floated a Tender No. _____ and M/s _____ having Head/Registered office at _____ (hereinafter called the 'Bidder' which expression shall unless repugnant to the context or meaning thereof mean and include all its successors, administrators, executors and permitted assignees) have submitted a bid Reference No..... and Bidder having agreed to furnish as a condition precedent for participation in the said tender an unconditional and irrevocable Bank Guarantee of Rupees (in figures) _____ (Rupees (in words) _____ only) for the due performance of Bidder's obligations as contained in the terms of the Notice Inviting Tender (NIT) and other terms and conditions contained in the Bid documents supplied by DGH which amount is liable to be forfeited on the happening of any contingencies mentioned in said documents.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) guarantee and undertake to pay immediately on first demand by DGH, the amount of Rs. (in figures) _____ (Rupees (in words) _____ only) in aggregate at any time without any demur and recourse, and without DGH having to substantiate the demand. Any such demand made by DGH shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the Bidder.

3. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

4. The Bank also agree that this guarantee shall be irrevocable and governed and construed in accordance with Indian Laws and subject to exclusive jurisdiction of Indian Courts of the place from where tenders have been invited.

5. This guarantee shall be irrevocable and shall remain in force up to _____ which includes thirty days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the aforesaid date.

6. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Rs (in figures) _____ (Rupees (in words) _____ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) _____.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us by the said date, all the rights of DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim. In witness whereof, the Bank, through its authorized officer, has set its hand and stamp on this day of at

WITNESS NO. 1

(Signature)

Full name and official address (in legible letters)

(Signature)

Full name, designation and official address (in legible letters) with Bank stamp.

Attorney as per Power of Attorney No.....
Dated

WITNESS NO. 2

(Signature)

Full name and official address (in legible letters)

Note:

- (i) This Bank Guarantee/all further communications relating to the Bank Guarantee should be forwarded to Directorate General of Hydrocarbons, C-139, sector 63, Noida -201 301, UP, India, only.
- (ii) Bank guarantee, duly executed as per the above format, is to be enclosed with the Bid.

PERFORMANCE GUARANTEE

Ref. No. _____ Bank Guarantee No _____
Dated _____

To,

Directorate General of Hydrocarbons,.
C-139, Sector 63, Noida -201 301, UP, India.

Dear Sirs,

1. In consideration of Directorate General of Hydrocarbons, having its Office at C-139, Sector-63, NOIDA, India (hereinafter referred to as 'DGH', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and DGH having agreed that the CONTRACTOR shall furnish to DGH a performance guarantee for Rupees..... for the faithful performance of the entire CONTRACT.
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Rs. (in figures) _____ (Rupees. (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by DGH on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by DGH in writing. This guarantee shall not be determined, discharged or affected by

the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that DGH at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that DGH may have in relation to the CONTRACTOR's liabilities.
4. The Bank further agrees that DGH shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in DGH against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of DGH or any indulgence by DGH to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of DGH under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till DGH discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of DGH or that of the CONTRACTOR.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Laws and subject to the exclusive jurisdiction of Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Rs. (in figures) _____ (Rupees (in words) _____) and our guarantee shall remain in force until _____.(indicate the date of expiry of bank guarantee)
Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a

claim has been received by us within the said date, all the rights of DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorised officer has set its hand and stamp on this day of20__ at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name, designation and
address (in legible letters)
with Bank stamp

Attorney as per power of
Attorney No.....
Dated

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)