

DIRECTORATE GENERAL OF TAXPAYER SERVICES  
(Formerly Directorate of Publicity & Public Relations)  
CENTRAL REVENUE BUILDING  
NEW DELHI - 110109

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F.No. DPPR/Desph/6/2013

Date: 05-12-2017

TENDER NOTICE

The Directorate General of Taxpayer Services (Formerly Directorate of Publicity & Public Relations) invites online for supply of Corrugated Boxes (as per Annexure I attached) from experienced and reputed manufactures/authorized distributors/dealers/traders dealing in the supply of various type of boxes for office use. Bids may be submitted to "The Assistant Commissioner (Admn.), Directorate General of Taxpayer Services, Room No.169A, C.R. Building, I. P. Estate, New Delhi".

GENERAL TERMS & CONDITION

1. The Directorate General of Taxpayer Services (Formerly Directorate of Publicity & Public Relations) reserves the right to accept/reject any bid or all the bids without assigning any reason.
2. The bidder should have good track record of supplying such items to Government Departments and have past experience of 3 years in dealing in these items. Copies of job orders placed by the Government departments should be submitted along with the bid.
3. The bidder should have GSTIN registration number, PAN Number and copies of the same should be submitted with the tender documents.
4. The list in Annexure is tentative and requirement may change upwards or downwards. The actual list of procurement of goods will be given at the time of placing the Purchase Order. The purchase order may not be placed for the entire procurement quantity in one go.
5. For both items L-1 rate will be found out. The firm whose rates are lowest for the respective item mentioned in the Annexure will be considered as L-1 firm for that item. However, if two or more firms quote the same lowest rate, the quantity of the purchase order may be split between the firms for supply of the requisite item(s).
6. Boxes will have to be Pre-Printed with the address of Directorate (Hindi & English) and following markings with some addition of hindi font :-

EMS /SPEED POST DELHI	From
BOOK NOW PAY LATER SCHEMES	DIRECTORATE GENERAL OF TAXPAYER SERVICES
NO. : 902-038	CENTRAL REVENUE BUILDING
DATE :	
WEIGHT :	NEW DELHI - 110002

one sample of each type of Box will have to be got approved by the successful bidder before supplying full order.

7. Incomplete/conditional/optional tender shall not be accepted and will be rejected forthwith.

8. The tendering firm shall quote its rates in clear visible figures as per Price Format at Annexure including GST. There shall be no alteration/ overwriting/ cutting in the rates quoted. If alteration/ overwriting/ cutting is/are noticed without proper attestation, said items in the tenders shall not be taken into consideration. Nothing over and above the quoted prices shall be paid on any ground.

9. Rates (inclusive of all taxes) quoted shall be valid for a period of six months from the date of opening of the Tender. A bid valid for a lesser period may be rejected by the Purchase committee as non-responsive.

10. The price shall be FOR DELHI for supply in DGTS office at C R Building, I P Estate including all taxes, packing, transit and forwarding by rail or road carrier etc. including statutory levies, if any and no extra charges shall be demanded/quoted in this regard.

11. Delivery of the Boxes at "Directorate General of Taxpayer Services, Room No. G-57, C.R. Building, New Delhi – 110109" shall be completed by the supplier in accordance with the terms specified by the purchaser within (01) one week from the date of placing purchase/job order. The Directorate reserves the right to cancel the supply order or part supply thereof in case of default in supply within the stipulated time or otherwise. The Directorate reserves the right to return any item supplied by the bidder, if it is found to be sub-standard or of inferior quality for which no payment will be made. The payment will be made after receipt of items in good and satisfactory condition, of desired quality and make. In case the goods are rejected these have to be removed by the supplier at his own cost.

12. The payment shall be made/ released only after receipt/final acceptance of the Stationery items and receipt of the bill complete in all respect. No advance payment will be made. Besides, no interest would be payable in case of delayed payment.

13. The tenderer(s) participating in the tender must submit a list of their owners/partners etc. and an undertaking to the effect that the firm is neither blacklisted by any Govt. department nor any Criminal Case is registered against the firm or its owners or partners anywhere in India. The bidder found blacklisted by any Govt. Department/ Criminal case registered against the firm/contractor shall not be considered for this tender.

14. The Purchase Committee reserves the right to modify or relax any terms and conditions in the Govt. interest, with prior approval of the competent authority.

15. The tenderer shall submit the list of owner/partner/director of the firm along with name, office and residential addresses including the telephone numbers with his/their usual signatures.

16. The tenderer should submit an undertaking that no members of their firm/company etc., or family members are participating in the bidding process through some other entity.
17. The tenderer shall give an undertaking that he/she is also not participating in the tender process through other entities directly or indirectly.
18. The bidder(s) shall not presume award of contract/ supply order until a letter for award of contract/ supply order is issued by the competent authority.
19. No enquiry shall be entertained by the tenderer(s) in between the time of opening the tenders till the competent authority takes final decision.
20. The bids should be submitted in a sealed envelope duly marked bids for Stationery items so as to reach 'The Assistant Commissioner (Admn), Directorate General of Taxpayer Services, C R Building, I. P. Estate, Delhi-110109 by 18.12.2017 at 1500 hrs.
21. The bids received after the stipulated date & time shall not be accepted.
22. The sealed bids will be opened will opened before the Assistant Commissioner (Admn) in the presence of the bidders or their representative present, if any, on 19.12.2017 at 1500 hrs in Room No. 169A, C.R. Building, New Delhi – 110109.
23. Interested bidders or their representatives are requested to attend the opening of the sealed bids at the appointed time and date.
24. Job order shall be awarded to L-1 bidder.

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(R.K. ARORA)  
ASSISTANT COMMISSIONER (ADMN.)

## ANNEXURE

### TENDER FOR PURCHASE OF VARIOUS STATIONERY ITEMS :

S.No	Description of item	Make/ Size/ Type	Quantity	Rate per unit Amount
1.	Corrugated Box	09"X5.7"X1.3"(with printing)	2000	
2.	Corrugated Box	09"X5.7"X2.5"(with printing)	2000	