

ಮಂಗಳೂರು ಸ್ಮಾರ್ಟ್ ಸಿಟಿ ಲಿಮಿಟೆಡ್

ಮಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ ಕಟ್ಟಡ, 2ನೇ ಮಹಡಿ, ಎಮ್.ಜಿ. ರಸ್ತೆ, ಲಾಲ್‌ಬಾಗ್, ಮಂಗಳೂರು - 575 003, ದ.ಕ.

No: MSCL/Admin/ST/CR/14/2021-22

Date: 05-06-2021

E-TENDER NOTIFICATION

FOR SUPPLY OF STATIONERY & OTHER ITEMS

The Managing Director, Mangaluru Smart City Limited, Mangaluru hereby issues Tender Notification and invite separate Technical and Financial Bids (Two Cover System) from the registered and eligible firms for supply of Stationery & Other Items to the Office Mangaluru Smart City Limited, Mangaluru during 2021-2022 (as per KTPP Act 1999)

1	Date of commencement of downloading of bidding document	07-06-2021	
2	Last date documents and time to submit tender	25-06-2021	5.00 PM
3	Time and date of opening of technical bids	28-06-2021	5.00 PM
4	Time and date of opening of financial bids	30-06-2021	5.00 PM

Tender document with detailed conditions can be obtained through website <http://eproc.karnataka.gov.in> and the bids should be submitted through e-procurement system only. The eligible bidders willing to participate must necessarily be registered in e-Procurement portal.

Tender notification & tender document can also be downloaded from the department website <https://www.mangalurusmartcity.net>.


Managing Director
Mangaluru Smart City Limited
Mangaluru

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Tender No: MSCL/Admin/ST/CR/14/2021-22

Date: 05-06-2021

Tender Document

**Tender Document for the Supply of Stationery & other Items to
office of Mangaluru Smart City Limited,
3rd Floor MCC Building, M.G.Road, Lalbhag,
Mangaluru - 575 003, Karnataka.
(Two cover)**

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TENDER NOTIFICATION

- 1) Tenders are invited under e-Procurement platform in two parts system - Technical Proposal and Financial Proposal, from the Dealers for the supply of Stationery to the Office of the Mangaluru Smart City Limited, Mangaluru
- 2) Items to be Procured:

S.No	Items
1	Xerox Paper A 4 size
2	Xerox Paper A 3 Size
3	Xerox Paper Legal Size
4	Pencil
5	Eraser
6	Mender
7	Blue Pen
8	Blue Pen (Add Gel)
9	Black Pen
10	Red Pen
11	Green Pen
12	Green Pen (Add Gel)
13	Multi Color Pen
14	Board Marker Pen
15	Permanent Marker Pen
16	CD Marker Pen
17	Highlighter
18	Correction Pen(Whitner)
19	Punch Machine(Single)
20	Punch Machine(Double)
21	Punch Machine (Big)
22	Stapler (Small)
23	Stapler (Big)
24	Stapler Remover

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25	Stapler Pin (Small)
26	Stapler Pin (Big)
27	Envelope (Small)
28	Envelope (A4 Brown)
29	Envelope (Big Brown)
30	Gem Envelope (Big)
31	Gem Envelope (A4)
32	Sheet Protector (A4 Thick)
33	Sheet Protector (A4 Thin)
34	Sheet Protector (Legal Thick)
35	Sheet Protector (Legal Thin)
36	L Folder
37	Binding Sheet (A4 Size)
38	Binding Sheet (A3 Size)
39	Binding Gum Tape
40	Binding Clips (Small 25mm)
41	Binding Clips (Medium 32mm)
42	Binding Clips (Big 51mm)
43	Cello Tape (2 Inch- Colors- Brown, Transparent, Purple, Red, Blue)
44	Cello Tape (1 Inch- Colors- Brown, Transparent)
45	Spiral Pad
46	Conference Pad
47	Stamp Pad
48	Post It(Small)
49	Post It(Big)
50	Office Pins
51	Pin Holder
52	Pen Stand
53	Drawing Pins
54	Gem Clip (Plastic Coated)
55	Gem Clip (Steel Coated)

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56	N T Cutter
57	Rubber Band
58	Wall Hook
59	Scissor (Small)
60	Scissor (Big)
61	Lase Tags
62	Tags
63	ID Tag (Badge and Rope Set)
64	White Board Duster
65	Steel Scale
66	Note Book (Small 200 Pgs)
67	Note Book (Small 100 Pgs)
68	Note Book (A4 Size 200 Pgs)
69	Note Book (A4 Size 100 Pgs)
70	Note Book (Long 200 Pgs)
71	Note Book (Long 100 Pgs)
72	Muster Roll Book(For Attendance)
73	Service Book
74	Register (200 Pgs)
75	Register (100 Pgs)
76	Inward Register (100 Pgs)
77	Inward Register (200 Pgs)
78	Outward Register (100 Pgs)
79	Outward Register (200 Pgs)
80	Stock Register (200 Pgs)
81	Stock Register (100 Pgs)
82	Battery Cell (Big)
83	Battery Cell (Small)
84	Pen drive (16 GB)
85	Pen drive (32 GB)
86	Hard Disk

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87	Calculator
88	Glue Stick(Small/Big)
89	Fevicol(Small/Big)
90	Files (For Printing - Sample Attached)
91	Office Note Sheet (For Printing - Sample Attached)
92	Box File
93	4 Flap Pushy File (Tappal File)
94	Executive File
95	Button Bag File
96	Cora Cloth
97	Hole Guard
98	Call Bell
99	Measuring Tape(30 mtr)
100	Measuring Tape(5 mtr)
101	Yellow Cleaning Cloth
102	Hand Wash
103	Room Freshener
104	Hand Sanitizer
105	Face Mask
106	Hand Gloves
107	Glass Cleaner
108	Key Chain
109	Calendar(Wall)
110	Calendar(Table)
111	Tissue Paper
112	Plastic/Paper Cup
113	Plastic/Paper Plate
114	Plastic/Paper Spoon
115	Canon Printer 790 Ink (Black, Magenta, Cyan, Yellow)
116	Epson Printer 664 Ink (Black, Magenta, Cyan, Yellow)
117	Mouse (Wireless)

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118	Mouse (With Cable/Wire)
119	Key Board (With Cable/Wire)
120	Key Board (Wireless)
121	Cash Book (100 Pgs) (For Printing - Sample Attached)
122	Cheque Issue Book (100 Pgs) (For Printing - Sample Attached)
123	CD Recorder and CD Pack/Holder
124	Cotton Tape
125	Wrapper (Brown 15X18)
126	Executive Bond Paper
127	A4 Art Card (Thick For Certificate)
Note:	The Managing Director, Mangaluru Smart City Limited, reserves the right to order to increase or decrease the quantities as per the requirement and procure the new items not in the above list.

3). The details of this tender may be obtained from the website:

<https://eproc.karnataka.gov.in> and <https://www.mangalurusmartcity.net>

4). Vendors must submit tenders for supply of Stationery etc all items complete.

5). The bidder should satisfy all the terms and conditions laid down hereunder in relation to the supply of Stationery & other Items.

6). **Introduction:** The Managing Director, Mangaluru Smart City Limited, 3rd Floor, M.G.Road,Lalbhag, Mangaluru-575003(called "the department").

7). **Language of Bid :** The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language & Bid can be submitted in English.

8). **Value of Tender: Rs 4.00 lakhs Approx [FOUR LAKH RUPEES ONLY]** 5% security deposit for L1 vendor at the time of work order.

9). **Scope of Work:** The Vendor Should Supply of Stationary & Other Items specifications mentioned in the tender.

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10). Tender procedure: Eligibility Conditions: The tender will be a two-part (Two-Cover) system **Technical bid & Financial Bid with compliance to technical specifications as per the Annexure -1, Annexure -2** The Managing Director, Mangaluru Smart City Limited, 3rd Floor, M.G.Road, Lalbhag, Mangaluru-575003 reserves right to cancel tender without pre-notice.

- Financial Turn over Rs 10.00 Lakhs (min) for last two years
- Two years' experience in supply of Stationary and other Items
- IT return & Balance sheet by CA to be submitted - 2018-19 and 2019-20
- Company registration certificate.
- GST registration certificate.
- Successful bidder should have store/office in Dakshina Kannada or should setup store/office within 30 days of award of tender.

11). Procurement Entity: The Managing Director, Mangaluru Smart City Limited, 3rd Floor, M.G.Road, Lalbhag, Mangaluru - 575 003 is the procurement entity and he will be responsible for Service Level Agreement (SLA) monitoring & payment of bills.

12). Payment Terms:

The method and conditions of payment to be made to the Supplier under this Contract shall be specified as follows:

- The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to upon fulfillment of other obligations stipulated in the contract.
- Payments shall be made promptly by the Purchaser after submission of the invoice or claim by the Supplier after successful delivery of products to MSCL Office.

13). Supply Timelines:

- Supply shall be based on purchase order placed by MSCL from time to time within contract period.
- Prices shall be from through the period of the contract.
- Vendors shall supply the items within 3 days after the purchase order is issued, to the office of the Mangaluru Smart City Limited, 3rd Floor, M.G.Road, Lalbhag, Mangaluru-575003
- For a delay of every time in supply and install of the systems, 0.5 % of the accepted price will be deducted.
- Supply items should be good in quality. If does not satisfy the quality it should be replaced within the 2 days.

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14). Bid Processing Fee: Each bidder shall pay as per e-procurement rules and regulations & bid processing fee-through any of the three e-Payment options, namely:

- i) Credit Card
- ii) Direct Debit
- iii) National Electronic Funds Transfer (NEFT).

The payments submitted through Cheque or demand draft shall not be accepted. For further details regarding e-Payment, e-Procurement etc., the website- www.eproc.karnataka.gov.in may be referred.

15). Financial Bid Format: Vendors shall quote all-inclusive price (i.e. price inclusive of all applicable taxes, Gst, Deliveary, transportation and all other expenses) for supply the items both in figure and words. The break-up of the cost should be filled in **Annexure-2** format. The all-inclusive price uploaded directly into the e-Procurement portal will be taken as the basis for evaluation of commercial bids.

16). Financial Bid Evaluation: The price proposal submitted by technically qualified vendors will be opened in e-Procurement software. The vendor who has quoted the lowest all-inclusive price would be termed as L1 price vender.

17). Awarding the contract: The vendor who quotes lowest price (**L1 price**) as described above will be awarded the contract. **The successful bidder shall enter into an agreement with the purchaser within the intimated date by the department.**

18). Force Majeure: The successful bidder shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions and epidemics. If a Force Majeure situation arises, the bidder shall promptly notify the Department in writing of such condition and the cause thereof. Unless otherwise directed by MSCL in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

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19). **Calendar of events:** The following is the schedule of the tender related events.

• Date of publishing Tender Document on e - Procurement platform	07-06-2021
• Last date for submission of tenders.	25.06.2021 5.00 PM
Date and time of opening of	
• Technical bid	28.06.2021 5.00 PM
• financial bids	30.06.2021 5.00 PM
• Address for communication	Mangaluru Smart City Limited, 3 rd Floor MCC Building, M.G.Road, Lalbhag, Mangaluru - 575 003 Ph.No: 0824 - 2986321

i. Pre-bid & Technical bid meeting will be held on the prescribed date with the bidders present and no written intimation to this effect will be given to individual bidders.

ii. The pre-qualification/technical bids will be opened on the prescribed date no written intimation to this effect will be given to individual bidders.

20). **Clarifications:** For further Clarifications, Mangaluru Smart City Limited, 3rd Floor MCC Building, M.G.Road, Lalbhag, Mangaluru-57500, Ph.No-0824-2986321 may be Contacted.


Managing Director
Mangaluru Smart City Limited