

**Reference No. QCI/PPID/0721/045**

**Request for Empanelment  
Of  
Firms/Vendors for Supplying Office Consumables  
Items**



Quality Council of India (QCI),  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002

## Empanelment Notice

1. Quality Council of India, an autonomous body under Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry invites proposals for **“Empanelment of Vendors/Firms for Supplying Office Consumable items”** for empanelment by QCI for a period of 1 (One) year. The empanelment may be extended or reduced for a period decided by QCI, at the discretion of QCI based on the firm’s performance.
2. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at discretion of QCI. Vendors those who are registered with Government GeM portal are also eligible for empanelment and may apply accordingly according to terms and conditions of tender document.
3. No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of QCI with the selected firm(s). QCI reserves the rights to empanel more than one firm.
4. The content of this RFE enlists the requirements of the Quality Council of India. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the Quality Council of India wishes to specify at this stage.
5. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Empanelment notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
6. After the submission of the proposal according to the instructions provided in the sections below, the bids will be evaluated through two bid system.
7. The Documents to be submitted:

| <b>Documents</b> | <b>All documents in the pre-qualification criteria</b> |
|------------------|--|
| Form 1           | Application  |
| Form 2           | Relevant Client Details                                |
| Form 3           | Details of responding organization                     |
| Form 4           | Financial Bid  |

## Empanelment Summary

| # | Item  | Details   |
|---|---|---|
| 1 | Addressee and address at which the bid is to be submitted   | Mr. F C Srivastava<br>Deputy Director (Accounts), Quality Council of India (QCI)<br>2nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg<br>New Delhi - 110002, India. |
| 2 | Date of issue of the Request for Empanelment (RFE) document | July 03, 2021   |
| 3 | Last date and time for submission of Applications           | July 26, 2021, 12 Noon  |
| 4 | Duration and Nature of Empanelment                          | 1 (One) Year, Rate Contract   |
| 5 | Estimated Contract Value (Annual)                           | 15 Lakhs  |
| 6 | Validity of the Application                                 | 180 Days  |
| 7 | Contact Person for clarification                            | <a href="mailto:procurement@qcin.org">procurement@qcin.org</a>  |
| 8 | Presentation Round  | To be notified via Email (if required)  |

- 1. Invitation of Sealed Tenders under Two Bid System:** QCI intends to empanel competent firms/vendors for supplying office consumable items. The supplier will supply the articles at the price (established through this tender process) in the stipulated time and at the specified place on the basis of the order issued by QCI. QCI may split / divide its purchase order among two or more suppliers. QCI gives no guarantee about the definite volume of purchase from any empanelled supplier at any given time or throughout the tenure of the empanelment. The estimated annual expenditure on office consumables is approx. **15 Lakhs per annum**. Below mentioned are the board list of items required on monthly basis or as and when required:

| S No. | Particulars                     | Make (or Equivalent) | Quantity |
|-------|---------------------------------|----------------------|----------|
| 1     | Tissue Box                      | WINTEX               | BOX      |
| 2     | C-Fold Paper                    | KEMBERLY CLARK       | CARTOON  |
| 3     | Toilet Rolls                    | DEFODILL             | EACH     |
| 4     | Blue Garbage Bags               | SURYA                | KG       |
| 5     | Black Garbage Bags              | SURYA                | KG       |
| 6     | Duster                          | GOOD QUALITY         | DZ       |
| 7     | Pencil                          | NATRAJ               | PKT      |
| 8     | Eraser Box                      | NATRAJ               | PKT      |
| 9     | Note Pad                        | FORMET               | EACH     |
| 10    | Pens                            | LINC                 | EACH     |
| 11    | Brown Tapes                     | APEX                 | CARTOON  |
| 12    | White Tape (Big)<br>(Tapes)     | APEX                 | CARTOON  |
| 13    | Dispenser Tape Boxes            | GOOD QUALITY         | EACH     |
| 14    | Big Box Files                   | SONA                 | EACH     |
| 15    | Button Folders                  | SOLO                 | EACH     |
| 16    | Plastic Files Small             | SOLO                 | EACH     |
| 17    | Box Files Small                 | SONA                 | EACH     |
| 18    | Black Clips Folder              | ODDY                 |          |
|       | •Small                          | ODDY                 | PKT      |
|       | •Medium                         | ODDY                 | PKT      |
|       | •Big                            | ODDY                 | PKT      |
| 19    | •Large                          | ODDY                 | PKT      |
|       | U Clips                         | ZEN                  | PKT      |
| 20    | Gem Clips                       | BELLS                | PKT      |
| 21    | QCI-Large Envelopes             | GOOD QUALITY         |          |
| 22    | QCI- A-4 Size Envelopes         | GOOD QUALITY         |          |
| 23    | QCI Brown Envelopes - A- 4 Size | GOOD QUALITY         |          |
| 24    | QCI Envelopes with Window       | GOOD QUALITY         |          |

|    |                              |              |      |
|----|------------------------------|--------------|------|
| 25 | QCI Envelopes without Window | GOOD QUALITY |      |
| 26 | Small Size Stapler Pins      | KANGARO      | BOX  |
| 27 | Medium Size Stapler Pins     | KANGARO      |      |
| 28 | Large Size Stapler Pins      | KANGARO      | BOX  |
| 28 | White Board Markers          | CAMLIN       | EACH |
| 29 | Highlighter                  | FABRE CASTLE | EACH |
| 30 | Duster for White Boards      | IKON         | EACH |

**2. Two Bid System:** The bid should be submitted in a sealed cover in two parts as under:

**i) Technical Proposal: -**

- a) The Technical bid should be submitted in the prescribed application form as given in the BOQ.
- b) The Technical bid should fulfil all the requirements of eligibility criteria as mentioned in the subsequent clause.
- c) Conditional or Incomplete technical bids will not be entertained and rejected out rightly.
- d) The technical bid should be signed and stamped by the authorised person.
- e) The Technical bid should be superscribed as "Technical Bid for supply of Taxies" in the prescribed format as given in the BOQ
- f) A round of sample demonstration of items listed above may be organised for verification of quality of products

**ii) Financial Proposal: -**

- a) The financial bid should be submitted in the prescribed format as given in the BOQ.
- b) The cover/envelop of financial bid should be superscribed as "Financial Proposal for supply of Stationary."
- c) The bidders should quote their unconditional rates strictly as per the prescribed format. Cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly Numbered, Stamped and Signed by the authorized signatory.
- d) GST/Taxes should be mentioned separately

**3. Eligibility Criteria:** Bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. QCI shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

| S. No | Basic Requirement                 | Specific Requirements  | Documents Required  |
|-------|-----------------------------------|--|---|
| a.    | Legal Entity                      | The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932*or. Registered as a society under the societies Act, 1860 or a Proprietorship firm. Company should be in existence since last 03 years | Copy of Certificates of incorporation   |
| b.    | Turnover                          | Average Annual Turnover of the Bidder during the last Three financial years, i.e. FY 2017-18, FY 2018-19, 2019-20 (as per the last published audited balance sheets), should be more than Rs. 30 Lakhs   | Audited Annual Accounts or a Certificate stating the turnover of last three FY's with CA's Registration Number and Seal |
| c.    | Technical Capability & Experience | Rate contract/ Empanelment letter for supplying related office consumables to minimum 5 Government/ PSU/ Central/State Govt/Autonomous Organisations/Statutory Bodies of similar type  | Work Order / empanelment letter/ from the client  |
| d.    | Tax Registration                  | The company shall hold valid GST and PAN certifications.   | Copies of relevant certificates of registration   |
| e.    | Blacklisting                      | The bidder shall not have been blacklisted by any central or state government agency, PSU etc  | Undertaking in this regard to be submitted  |

\*Exceptions shall be made for Start-ups recognized by the DPIIT under the Start-up India Action Plan under the experience and turnover criteria.

#### 4. General Terms and Conditions

- i. The empanelment letter shall not confer any right to engagement. The vendor or its associates/companies who are empanelled with QCI as a result of this empanelment process are not allowed to use the name of QCI, its logo, service marks or any document for any purpose without the prior written approval of QCI.
- ii. QCI reserves the right to (a) reject any / all proposals without assigning any reasons thereof, (b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of QCI and the objectives

- of the project without assigning any reasons thereof and (c) include any other item(s) in the Scope of work at any time after consultation.
- iii. **Blacklisting/debarring:** QCI reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.
  - iv. **Amendment to RFE:** At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. The applicant is required to visit the Tenders Section of QCI website for any changes or amendments in the RFE before submitting their Applications.
  - v. **Ethics:** QCI expect all operators, shortlisted bidder(s) to show highest ethical standards during the course of the assignment especially during on-groundwork. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favour/gifts is brought to the notice, the shortlisted bidder(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. QCI is absolved of any liability/claim arising out of any such above situations.
  - vi. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
  - vii. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
    - a. Submitted the proposal after the response deadline
    - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
    - c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
    - d. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
    - e. Submitted more than one proposal
    - f. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
  - viii. The application is liable to be rejected if:
    - a. Not in prescribed forms and not containing all required details.
    - b. Not properly sealed and signed as per requirements.
    - c. Received after the expiry of due date and time.
    - d. Missing of any supporting document(s) with the Proposal

## 5. Proposal Submission

Documents to be Submitted:

- i. All the necessary documents mentioned in the pre-qualification criteria
- ii. Form – 1
- iii. Form – 2

- iv. Form – 3
- v. Form – 4 (BOQ)

Interested service providers may send their applications along with the profile and other details inside a sealed envelope super-scribing '**Application for Empanelment of Firms/Vendors for Supplying Office Consumables Items**' to Deputy Director (Accounts), Quality Council of India, **2nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg New Delhi - 110002, India.** latest by **July 26, 2021, 12 Noon.**



**Form 1: Application**

Date:

To,  
Deputy Director  
Accounts & Administration Quality Council of India  
2nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg,  
New Delhi - 110002, India.

Subject: Empanelment as Firms/Vendors for Supplying Office Consumables Items

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with QCI for supply of office consumables.

The proposal is made by me/us on behalf of.....  
(Company/Firm/Association of individuals) in the capacity of ..... duly authorized to submit the proposal.

I/We understand that QCI reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

**AUTHORISED SIGNATORY**

(Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

**Form 2: Relevant Project Experience**

| S. No. | Name of the Project/Engagement | Client name | Duration (Period) | Value |
|--------|--------------------------------|-------------|-------------------|-------|
|        |                                |             |                   |       |
|        |                                |             |                   |       |
|        |                                |             |                   |       |
|        |                                |             |                   |       |
|        |                                |             |                   |       |
|        |                                |             |                   |       |

**Form 3: Details of responding organization**

| Section No. | Sr. No.                  | Particular   | Detail |
|-------------|--------------------------|--|--------|
| <b>I</b>    | <b>COMPANY PROFILE :</b> |  |        |
|             | 1.                       | Name of the Organization *<br>(As appearing on PAN Card) |        |
|             | 2.                       | Registered Office Address *                              |        |
|             | 3.                       | Address for Billing Office &<br>Address *                |        |
|             |                          | Name of Contact Person *                                 |        |
|             |                          | Contact No. *  |        |
|             |                          | Mobile No.   |        |
|             |                          | E mail ID *  |        |
|             | 4.                       | Name of Contact Person (Finance<br>& Accounts) *         |        |
|             |                          | Contact no.  |        |
|             |                          | Mobile no.   |        |
|             |                          | E mail ID *  |        |

|           |                           |  |  |
|-----------|---------------------------|--|--|
| <b>II</b> | <b>STATUTORY DETAILS:</b> |  |  |
|           | 1.                        | <b>GST Details: -</b>                      |  |
|           |                           | Whether Registered Assessee<br>(Yes or No) |  |
|           |                           | <b>If Yes: -</b>                           |  |

|  |    |   |  |
|--|----|---|--|
|  |    | GSTIN Number # *  |  |
|  |    | Type of Assessee  |  |
|  | 2. | <b>MSME</b>   |  |
|  |    | Whether Registered under MSME (Yes or No) *   |  |
|  |    | <b>If Yes: -</b>  |  |
|  |    | MSME Registration No. and validity date # *   |  |
|  | 3. | Permanent Income Tax No. (PAN) #  |  |
|  | 4. | <u>Nature of ENTITY:</u> *<br>Proprietor/Partnership/ LPP/<br>Private Limited /Public<br>Limited/government |  |
|  | 5. | Whether functioning in a special economic zone. (SEZ) (Yes/ No) *   |  |

|            |                        |  |  |
|------------|------------------------|--|--|
| <b>III</b> | <b>BANK DETAILS: -</b> |  |  |
|            |                        | Name of Bank   |  |
|            |                        | Address of Bank  |  |
|            |                        | Bank Account No.   |  |
|            |                        | IFSC Code  |  |
|            |                        | SWIFT CODE (If party's billing address is outside India) |  |

| <b>S. No.</b> | <b>Particulars</b>                                       | <b>Details to be furnished</b> |         |
|---------------|--|--------------------------------|---------|
| <b>1.</b>     | <b>Details of responding Company</b>                     |                                |         |
|               | Name   |                                |         |
|               | Address  |                                |         |
|               | Telephone  | Fax                            |         |
|               | E-mail   | -                              | Website |
| <b>2.</b>     | <b>Information about responding Company</b>              |                                |         |
|               | Status of Company ( <i>Public Ltd. / Pvt. Ltd etc.</i> ) |                                |         |

|  |   |  |   |
|--|---|--|---|
| Details of Registration (Ref e.g. ROC Ref #) |   |  | Date  |
|  |   |  | Ref #   |
| Details of Service Tax Registration          |   |  | Date  |
|  |   |  | Ref #   |
| 2.   | Current Year Turnover   |  |   |
| 3.   | Company Profile<br>(Operations in India)  |  |   |
| 3.1  | Average turnover from<br>Indian Operations  | (Turnover in Rs)   |   |
| 3.2  | Full-time professional<br>staff   | (Number of Staff)  |   |
| 3.3  | Extent of operations in<br>India (national spread)<br>i.e. number of offices in<br>India (client specific /<br>project specific offices<br>should not be taken into<br>account) | (Number of Offices<br>in different<br>cities/towns and<br>their address) |   |
| 4.   | Company Experience  |  |   |
| 4.1  | Experience of working on<br>similar Specifications  |  | (Number of Projects and their<br>brief description) |

#### Form – 4 Bill of Quantities

| S No. | Particulars        | Make (or Equivalent) | Unit Quantity | Per Unit Rate<br>(inclusive of taxes) |
|-------|--------------------|----------------------|---------------|---------------------------------------|
| 1     | Tissue Box         | WINTEX               | BOX           |                                       |
| 2     | C-Fold Paper       | KEMBERLY CLARK       | CARTOON       |                                       |
| 3     | Toilet Rolls       | DEFODILL             | EACH          |                                       |
| 4     | Blue Garbage Bags  | SURYA                | KG            |                                       |
| 5     | Black Garbage Bags | SURYA                | KG            |                                       |
| 6     | Duster             | GOOD QUALITY         | DZ            |                                       |
| 7     | Pencil             | NATRAJ               | PKT           |                                       |
| 8     | Eraser Box         | NATRAJ               | PKT           |                                       |
| 9     | Note Pad           | FORMET               | EACH          |                                       |

|    |                                 |              |           |  |
|----|---------------------------------|--------------|-----------|--|
| 10 | Pens                            | LINC         | EACH      |  |
| 11 | Brown Tapes                     | APEX         | CARTOON   |  |
| 12 | White Tape (Big) (Tapes)        | APEX         | CARTOON   |  |
| 13 | Dispenser Tape Boxes            | GOOD QUALITY | EACH      |  |
| 14 | Big Box Files                   | SONA         | EACH      |  |
| 15 | Button Folders                  | SOLO         | EACH      |  |
| 16 | Plastic Files Small             | SOLO         | EACH      |  |
| 17 | Box Files Small                 | SONA         | EACH      |  |
| 18 | Black Clips Folder              | ODDY         |           |  |
|    | •Small                          | ODDY         | PKT       |  |
|    | •Medium                         | ODDY         | PKT       |  |
|    | •Big                            | ODDY         | PKT       |  |
|    | •Large                          | ODDY         | PKT       |  |
| 19 | U Clips                         | ZEN          | PKT       |  |
| 20 | Gem Clips                       | BELLS        | PKT       |  |
| 21 | QCI-Large Envelopes (White)     | GOOD QUALITY |           |  |
| 22 | QCI- A-4 Size Envelopes (White) | GOOD QUALITY |           |  |
| 23 | QCI Brown Envelopes - A- 4 Size | GOOD QUALITY |           |  |
| 24 | QCI Envelopes with Window       | GOOD QUALITY |           |  |
| 25 | QCI Envelopes without Window    | GOOD QUALITY |           |  |
| 26 | Small Size Stapler Pins         | KANGARO      | BOX       |  |
| 27 | Medium Size Stapler Pins        | KANGARO      | SMALL BOX |  |
| 28 | Large Size Stapler Pins         | KANGARO      | BOX       |  |
| 28 | White Board Markers             | CAMLIN       | EACH      |  |
| 29 | Highlighter                     | FABRE CASTLE | EACH      |  |
| 30 | Duster for White Boards         | IKON         | EACH      |  |

**Note:**

1. The rates shall be valid for a period of 1 (one) year from date of contract
2. QCI does not guarantee minimum quantity for supply of above items
3. Annual estimated contract value will be 15 Lakhs
4. Payment will be made within 15 days of submission of proper invoices. No advance payment will be made
5. Vendors should maintain good quality of supplies throughout the contract period.