



**Mercedes-Benz
International School**

Mercedes-Benz Education Academy

FORMAL INVITATION TO TENDER TO SUPPLY OF STATIONARY ITEMS

TENDER No. MBEA/2019-20/003

To be published on website of MBEA (www.mbis.org)



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**Mercedes-Benz
International School**

MERCEDES-BENZ EDUCATION ACADEMY

Mercedes-Benz Education Academy, herein after referred to as 'MBEA' or 'school' for the sake of brevity, is a registered public charitable society and trust having P.T.R. No. F-14510 having its office at Plot No. P 26, Rajiv Gandhi Infotech Park, Phase I, Hinjawadi, Pune - 411057.

MBEA hereby invites tenders for "Supply of Stationary Items" for the scope of work involved as mentioned herein below, subject to strict observance of terms and conditions, within the given time schedule.



Scope of work: Supply of Stationery Items for the period from year 2019-20

This is a rate contract from 1st July 2019 till 31st June 2020. However, it will be extended for another year as per mutual agreement.

You must ensure the best quality/branded material is supplied to the complete satisfaction of the end user. Mercedes-Benz Education Academy (MBEA) will have full rights to terminate the order and recover the full amount incurred by us for faulty material supplied. Executing this order in scheduled time will be considered as acceptance criteria of your work.

Material required will be intimated on a regular basis and deliveries to be effected within the shortest time frame.

The list of Material to be supplied as and when required is as follows:

Stationery List				
S. No.	Item Description	Make	Unit	Rate
1	Poster colour 100.ml - Standard shades	Camel	Nos	
	Poster colour 100.ml - Special Shades			
2	Poster Colour 500.ml - Standard Shades	Camel	Nos	
	Poster Colour 500.ml - Special Shades			
3	Artica Poster colour 15 ml	Camel	Set	
4	Artica Oil colour tube 20.ml	Camel	Pkt	
5	Artica Oil colour tube 9.ml	Camel	Pkt	
6	Artica Oil Pastels 12 shades	Camel	Set	
7	Artica Oil pastels 24 colour	Camel	Pkts	
8	Artica Oil pastels 48 shades	Camel	Pkts	
9	Paste 700.ml	Camel	Bottle	
10	EF Water base marker	Faber castell	Pkts	
11	Pik Colour marker (Chisel)	Pik pen ltd	Pkts	
12	48 wax Crayons 4flour	Faber castell	Pkts	
13	Student water colour tube (AS-12)	Camel	Pkts	
14	Linseed oil 500.ml (Camel)	Camel	Bottle	
15	Feviacryl Colour 15ml	Pidilite. Ltd	Sets	
16	Feviacryl Colour 100.ml	Pidilite. Ltd	Bottle	



17	Glass Colour 10ml (6 shades)	Pidilite. Ltd	Pkts	
18	Glass Out liner (20 ml)	Camel	Tube	
19	Powder Colour	Camel	Nos	
20	Turpentine Oil 500.ml	Camel	Bottle	
21	Oil paints 100 ml	Asian	Nos	
22	Whitener / correction pen	Munix Ind Ltd	Nos	
23	Colour drawing inks. (07-T-12)	Camel	Sets	
24	Colour Pallet (1639 / N)	Omega	Nos	
25	Crape paper		Sheets	
26	Chart paper Size-28"x22" (Card Sheet)		Sheets	
27	Tinted paper Size-36"x20"		Sheets	
28	Mounting paper Size-28"x20"		Sheets	
29	Thick card sheet Size-28"x22"		Sheets	
30	Flourescent paper Size30"x20"		Sheets	
31	Shiny paper Size-19"1/2x16"		Sheets	
32	Kite paper Size-28"x18"		Sheets	
33	Snow white sheets Size - 25" x 30"		Sheets	
34	Velvet paper Size-28 1/2" x 19 1/2"		Sheets	
35	Drawing paper 27.5m.34cm A3	Navneet	Sheets	
36	Drawing Sheets A/4	Navneet	Sheets	
37	Graph paper A/4 size		Sheets	
38	Colour paper A4	colour splash	Sheets	
39	Card Board		Sheets	
40	Single line Note Book A4 200 pages	Sudarshan	Nos	
41	Drawing Sheets Block 25 x 18cms Matt - Hand made	HPMI	Nos	
42	Drawing book Big size (sketch book) A3	Sudarshan	Nos	
43	Aluminium Foil paper Size - 30 cm x 9 mtr		Roll	
44	Hand made paper	HPMI	Nos	
45	Carbon paper	Kores	Pkts	
46	Transperancy o.h.p film A4	Asian	Sheets	
47	Canvas Boards Size - 18" x 24"	Camel / Tri star Colman	Nos	
48	Canvas Boards Size - 9" x 12"	Camel / Tri star Colman	Nos	
49	Canvas Boards Size - 12" x 16"	Camel / Tri star Colman	Nos	
50	Canvas Boards Size - 08' x 10"	Camel / Tri star Colman	Nos	
51	Binder clips 32 mm	Sdi	Pkts	



52	Binder clips 25 mm	Sdi	Pkts	
53	Staple pin no 10	Kangaro	Pkts	
54	push pins	Eagle	Pkts	
55	U clips 28.mm Plastic coated	SDI/Munix	Pkts	
56	U clips 50.mm Plastic coated	SDI/Munix	Pkts	
57	Thumb tacks 9.5mm	Sdi	Pkts	
58	Grip binder no.3	Panama	pkts	
59	Pencils 2B	Faber castell	Nos	
60	Pencils 4B	Faber castell	Nos	
61	Apsara extra dark pencil	Hindustan pencil ltd	Nos	
62	Apsara Drawing pencil 4H	Hindustan pencils ltd,	Nos	
63	Pencils HB	Feber castell	Nos	
64	Colour pencils 12, colours	Feber castell	Pkts	
65	Shading Pencil 6 B	Faber castell	Nos	
66	Water colour pencil 12.shades		Set	
67	White board marker (Refilling Type)	Luxor.400	Nos	
68	Colour chalk (Dust free)	Alkon Plastic ltd	Box	
69	Charcoal Sticks		Pkts	
70	White board duster Size - Regular Magnetic		Nos	
71	Black board duster Size - Regular		Nos	
72	Permanent marker Round tip type	Reynold	Nos	
73	Sketch pens	Luxor	Pkt	
74	Jumbo colour pens	Luxor	Pkts	
75	Eraser 621	Natraj	Nos	
76	Highlighter	Faber castell	Nos	
77	Plastic ink dropper		Nos	
78	Gel Pen	Linc	Nos.	
79	Gel pen refills	Linc	Nos	
80	Uni Ball pen 0.5	Uniball	Nos	
81	Uni Ball pen 0.7	Uniball	nos	
82	Glitter pen	Cello	Nos	
83	Brown tape 2" x 50 m length	wonder	Nos	
84	Cello tape 3" width x 50 mtr	Wonder	Nos	
85	Cello tape 2" width x 50 mtr	Wonder	Nos	
86	Cello tape 1" width x 50 mtr	Wonder	Nos	



87	Cello tape 1/2" width x 50 mtr	Wonder	Nos	
88	Magic tape with dispencer	3m india ltd	Nos	
89	Magic tape refill	3m india ltd	Nos	
90	Double Sided tape 1" (Three pillars) Foam tape	Deer Brand	Roll	
91	Post it 3"x3"	3m	Pkts	
92	Post it 2"x3"	3m	Pkts	
93	Post it 1.5"x2"	3m	Pkts	
94	Sharpner	Kum / Funn	Nos	
95	Stapler No. 10	Kangaro	Nos	
96	Stapler Gun (Type)	Kangaroo	Nos	
97	Big scissors 8"	King Fisher	Nos	
98	Canvas Board 40cms x 50cms Arfina	Camlin	Nos	
99	Kid Scissor	Fiskar	Nos.	
100	Paper cutter small	Camel	Nos	
	Paper Cutter big			
101	Blade for paper cutter small	Camel	Pkts	
	Blade for paper cutter big			
102	Punching machine DP 280	Kangaro	Nos	
103	Punching macine DP 500	Kangaro	Nos	
104	Wooden Meter ruler 1 meter		Nos	
105	Plastic Rulers 30.cms (Scale 12")	Faber castell	Nos	
106	Plastic Rulers 15.cms (Scale 6")	Faber castell	Nos	
107	Teacher compass set in wooden	Camel	Sets	
108	Plastic protractor	Omega	Nos	
109	Measuring tape (Tailoring) 150 cm long	Natraj	Nos	
110	Casio calculator scientific	Casio	Nos	
111	Casio calculator	Casio	Nos	
112	Ring binder size RB 402	Solo	Nos	
113	Ring binder size RB 406	Solo	Nos	
114	Display File 40. Pockets DF 202	Solo	Nos	
115	A/4 disply file 10. pockets DF 200	Solo	Nos	
116	Side patti folders A/4 size RC 001	Solo	Nos	
117	Reading Folders (Solo Ac 812)(FM602A)	Solo	Nos	
118	Box files Diamond (SP 101)	Diamond	Nos	
119	L type folders A4 Size (ch 101)	Solo	Nos	
120	Visiting card album capacity-608 cards	Solo	Nos	
121	Hole Punch pockets A 4 Solo SP 101	solo	Nos	
122	Cut Seperator Half size		Nos	



123	Card Board Seperator A4 size 1-12		Sets	
124	Drawing File (Quter size)	Sudarshan	Nos	
125	Board File 209	Diamond	Nos	
126	Multi Colour Seperator (SP 312) A4	Solo	Sets	
	Multi Colour Seperator (SP 110) A4			
127	Fevi Stik 8 gms	Pidilite Ltd	Nos	
128	Fevicol 50 gms (Only squeezey tube)	Pidilite. Ltd	Bottle	
129	Fevicol 200 gms (Only squeezey tube)	Pidilite. Ltd	Bottle	
130	Fevicol 500 gms	Pidilite. Ltd	Bottle	
131	Gum tube 30 ml	Camel	Tube	
132	Glitter jewels 100 gms	Diamond	Pkts	
133	Ribbon 1/2" x 11 mtr		Roll	
134	Desk Organiser for teacher DI 102	Solo	Nos	
135	Cotton Roll 500 gms		Roll	
136	Rubber bands 100 gms. Size - 2"		Pkts	
137	Rubber bands 100 gms. Size - 3"		Pkts	
138	Plastacine (699-408-50) - Clay 500gms	Korex	Nos.	
139	Multi pen holder DS 101	Solo	Nos	
140	Thermocole sheets 5mm thick		Sheets	
141	Thermocole sheets 8 mm thick		Sheets	
142	Thermocole sheets 10mm thick		Sheets	
143	Thermocole sheets 12mm thick		Sheets	
144	Thermocole sheets 25mm thick		Sheets	
145	Flat brush no.0	Camel	Nos	
146	Flat brush no.1	Camel	Nos	
147	Flat brush no.2	Camel	Nos	
148	Flat brush no.3	Camel	Nos	
149	Flat brush no.4	Camel	Nos	
150	Flat brush no.5	Camel	Nos	
151	Flat brush no.6	Camel	Nos	
152	Flat brush no.7	Camel	Nos	
153	Flat brush no.8	Camel	Nos	
154	Flat brush no.9	Camel	Nos	
155	Flat brush no .10	Camel	Nos	
156	Flat brush no .11	Camel	Nos	
157	Flat brush no .12	Camel	Nos	
158	Flat brush no 14	Camel	Nos	
159	Flat brush no 16	Camel	Nos	
160	Flat brush no 18	Camel	Nos	



161	Flat wash brush 2" inch	Camel	Nos	
162	Round brush no .0	Camel	Nos	
163	Round brush no .1	Camel	Nos	
164	Round brush no.2	Camel	Nos	
165	Round brush no.3	Camel	Nos	
166	Round brush no.4	Camel	Nos	
167	Round brush no.5	Camel	Nos	
168	Round brush no.6	Camel	Nos	
169	Round brush no.7	Camel	Nos	
170	Round brush no,8	Camel	Nos	
171	Round brush no,9	Camel	Nos	
172	Round brush no.10	Camel	Nos	
173	Round brush no .12	Camel	Nos	
174	Round brush no .14	Camel	Nos	
175	Round brush no .16	Camel	Nos	
176	Big size labels no -18	Sticon	Pkts	
177	Labels no- 6	Sticon	Pkts	
178	Name holder (table display type) Acrylic	Alkosign	Nos	
179	Book rack FS 106	Solo	Nos	
180	Magazine rack FS 201	Solo	Nos	
181	Carten book rack	Sudarshan	Nos	
182	C D Recodable CD-R	Moser Baer	Nos	
183	C D Rewritable CD-RW	Moser Baer	Nos	
184	DVD	Moser Baer	nos	
185	Floppies 1.44 MB	Sony	Pkt	
186	Spiral Wiro 6.5 mm		Nos	
187	Spiral Wiro 9.5 mm		Nos	
188	Spiral Wiro 12.5 mm		Nos	
189	Binding Sheets A/4 size Rigid PVC		Sheets	
190	Tracing paper -Gateway		Nos	
191	Oil colour-students quality 120.ml	Camel	Nos	
192	Sudha Pastel colour		Pkt	
193	Water proof Drawing ink-black 500.ml	Camel	Nos	
194	Acrylic colour - 500ml Standard Shades	Camel	Nos	
	Acrylic colour - 500ml Special Shades			
195	Stretched Canvas 2x2	Colman	Nos	
196	Stretched Canvas 2x3	Colman	Nos	
197	Stretched Canvas 2x6	Colman	Nos	
198	Stretched Canvas 1x2	Colman	Nos	



199	Stretched Canvas 1x1	Colman	Nos	
200	Stretched Canvas 4x2	Colman	Nos	
201	Children Temptra colour-500 ml	camel	Nos	
202	Artists Acrylic Colour 20ml tubes 12 shades	Camel	Sets	
203	Metal Scale- 30 CM / 12 inch		Nos	
204	Ambassador Char coal pencil		Nos	
205	Glass Marking Pencils		Nos	
206	Texture white		Nos	
207	Tray (rack type) 1739 Omega	Omega	Sets	
208	Plastic Portfolio File imperial	Solo	Nos	
209	Pastel Paper Black		Sheets	
210	Cartridge -Thin-White		Sheets	
	cartridge - Thick			
211	Oil Sketchig paper		Nos	
212	News Print-full imperial paper		Sheets	
213	Table Sharpner		Nos.	
214	Glossy paper (photo paper)180Gsm. 5760dpi A4	Bambalio	Pkts	
215	Ball pen	Reynolds	Nos	
216	Expander (901)	Solo	Nos	
217	Spray paint - Standard shades	Bosny	Nos	
218	Spray paint - Special shades	Bosny	Nos	
219	Paper tray	Omega	Nos	
220	Muster Register 001 1Q	Anupam	Nos	
221	Drawing file Quarter Size	Sudarshan	Nos	
222	Jumbo crayons 24 shades	Camel	Pkt	
223	Cellophane paper (Gelatine paper)		Sheets	
224	Sparkle Glitter glue tube		Nos	
225	Staple pins no 24/6	Kangaroo	Pkts	
226	Non Dust Eraser	Apsara	Nos	
227	Lamination sheet A4		pkts	
228	Charcoal spray			
229	Charcoal Pastel	Camel	Pkts	
230	OHP Marker	Luxor	Nos	
231	CD Cover		Nos	
232	Cheque Safe		Pkts	
233	Exam Pad	Timex	Nos	
234	Stamp pad	Camel	Nos	



235	Single Hole punch	Kangaro	Nos	
236	Fabric glue		Nos	
237	Brown paper		Nos	
238	Painting Roller 8"	Camel	Nos	
239	Colour cello tape 1/2"		Nos	
240	Sign pens (Thick point) Luxor 921	Luxor	Nos	
241	Varnish 500.ml	Camel	Nos	
242	Feviquick 2 gms	Pdilite	Nos	
243	GLOBE Med size	Omego	Sets	
244	Stapler hp 45	Kangaro	Nos	
245	Tracing paper a4 tech		Pkts	
246	Calculator 555	Casio	Nos	
247	Tape Disp (Big Roll)	Omega	Nos	
248	Artist colour (S-18)	Camel	Sets	
249	Sketch book A/4 size SM 911		Nos	
250	Fevicol 1 kg	Pidilite	Nos	
251	Carbon paper 420x330 mm	Kores	Pkts	
252	Masking tape 1"		Nos	
253	Wooden pallets		Nos	
254	Plastic Pallete Knife		Nos	
255	Magnatic Strip		Pkts	
295	Cartridge paper - thick full size			
296	Field trip diaries			
297	Paper Bags			
298	Envelopes big 10" x 14" A4 size		Nos	
299	Envelopes Medium 10" x 7" half A4		Nos	
300	Envelopes small 6" x 4"		Nos	
301	Envelopes Chq size 9" x 4.5"		Nos	
302	Envelopes for courier - cloth lined		Nos	
303	Perforated pad no 4	Sudarshan	Nos	
308	Conference pad No. 1	Sudarshan	Nos	
311	Fevicol tube	Pdilite	Tube	
312	Rounder (Compass)	Camel	Nos	
313	Spiral Pad no. 6 Ajanta	Ajanta	Nos	
314	Hande made pad 1/2		Nos	
315	Blue Tack	Bostik	pkts	
316	Lamination Sheet A2		pkt	
317	Geometary Compass Box	Camel	Sets	
318	Canvas Eraser		nos	



319	Colour Pencils 24 shades	Camel	Pkts	
320	Multy System Alkon MS 4L	Alkon	Sets	
321	SK Picture Holder		Nos	
322	Cell AAA		nos	
323	Draftsman Clips No. 1659	Omega	pkt	
324	Artist Water colour tubes (70-M-18)	Camel	Sets	
325	Drawing paper 55 x 75cm	Cansen	sheets	
326	Spiral sketch book A4 100pgs 29.7cm x 21.0cm	Sudarshan	Nos	
327	Stretched Canvas 3 x 3	Colman	Nos	
328	Stretched Canvas 3 x 4	Colman	Nos	
329	Lamination sheet A3		Pkts	
330	Drawing Sheets Block 51 x 36cms Matt - Hand made	HMPI	Block	
331	Binder Clips 15mm	SDI	Pkts	
332	Label Sheets A4	Novajet	Pkts	
333	Paper Ream A4	Spectrum	Ream	
334	Paper Ream A3	Spectrum	Ream	
335	Water Colour cakes C-18	Camel	Sets	
336	File Bag / My clear bag MC 112	Deli / Solo	Nos	
337	Feviacryl Acrylic Colour 500.ml	Pidilite. Ltd	Bottle	
338	Flip Chart (AFCP 585 x 900)	Aalkosign	Nos	
339	Hole Guard		Pkts	
340	Pins (Tachni)	Vikrant	Pkts	
341	Zig Zag Scissor Kid	Deli / Kangaroo	Nos	
342	Camel AAC Colour 100.ML (Spl colour)	Camel	Nos	
343	Poster colour 500ml (Special Colours)	Camel	Nos	
344	Glass colour 25ml bottles	Camel	Nos	
345	Post it 3 x 5 (Three colour)	3M	Pkts	
347	Canvas Board 18" x 18"	Arfina	Nos	
348	Canvas Board 12" x 12":	Arfina		
349	fixative	Camel	Nos	
350	label 18 mm	casio	Nos	
352	Office file spring type			
353	Camel AAC Colour 100.ML	Camel	Nos	
354	Display File 80. Pockets df 204	Solo	Nos	
355	Graph book 56pgs size A4	Sudarshan	Nos	
356	Display File 20 pockets DF 201	Solo	Nos	
357	Canvas Board 12" x 24"	Arfina	Nos	



358	Canvas Board 24" x 24"	Arfina	Nos	
359	Canvas Board 24" x 36"	Arfina	Nos	
360	Stretched Canvas 4' x 4'	Colman	Nos	
361	Post it Propts - 3 colours	3M	pkts	
362	Mount Board 20 x 30		Nos	
363	Blotting paper		Nos	
364	Butter paper		Nos	
365	Acrylic Sheet A4 x 4mm thick		Nos	
366	Canson Paper 200gsm		sheets	
366	Plastic Parts	Camel	Nos	
367	Renold Refill	Reynolds	Nos	
368	wax Crayons 4flour 12 colour	Faber Castell		
369	Display File 40.Pockets a/3 Size	Trio	Nos	
370	Glue Gun		Nos	
371	Glue Gun Stick		Nos	
372	Satin ribbon 2"		Rolls	
373	Hand made paper - colour	HMPI	Sheets	
374	Colour Gesso 500ml	Camel	Nos	
375	Wooden Easel 15"		Nos	
376	Mount Board (Sada)		Nos	
377	Expanding File 12P with handle	Trio/ Solo	Nos	
378	Jumbo Crayons 12 shades	Camel	Pkts	
379	White Board Marker ADD Slim Softline	ADD Gel	Nos	
380	Chizel Marker Set		Pkts	



**FORMAL INVITATION TO TENDER FOR Supply of Stationary Items at Mercedes-Benz
International School TENDER NUMBER MBEA/2019-20/003**

SECTION 1 - INTRODUCTION

- 1.1 This document defines the requirements of MBEA for Supply of Stationary Items **at Mercedes-Benz International School**
- 1.2 Only **“Wholesale Suppliers of Stationary Items”** are invited to tender, for the provision of the requirements outlined in **Section 3 “Technical Specification”**
- 1.3 Please ensure that you have received all the tender documents listed in Section 2.3, it will be responsibility of the Tenderer to ensure that all the required documents are completed and submitted.
- 1.4 All correspondence concerning the tender, whether in writing or through mail shall be addressed to: **Head – Administration and Facilities Management**, Mercedes-Benz International School, P 26 Rajiv Gandhi Infotech Park, Phase I, Hinjawadi, Pune - 411 057, Maharashtra, India.
Mobile No. 9823169822
Email id - jayaraman@mbis.org
- 1.5 The Tender documents should be submitted in a sealed envelope addressed to:
Head - Administration and Facilities Management,
Mercedes-Benz International School,
P 26 Rajiv Gandhi Infotech Park, Phase I,
Hinjawadi, Pune – 411 057,
Maharashtra, India.
- 1.6 Should bear the name: **“Stationary Supplier”**



- 1.7 Tenders must be submitted during the office hours from Monday to Friday at the above given address physically in sealed envelopes only, and other qualifications, registrations, credentials, work experience of similar nature, etc.
- 1.8 Tenders can be submitted within 7 days of the publication of tender notice on our website. Any tenders received beyond given time shall not be entertained under any circumstances.
- 1.9 Trustee/s of MBEA and its committee reserves every right to appoint any authorized dealer, decide terms or to reject any tender without assigning any reasons. Decision of trustees of MBEA shall be final & binding and no claim of whatsoever nature shall lie against such decision.
- 1.10 Tenderers must consider and fill tenders for entire scope of work defined herein and shall not be filing it bifurcating the scope for any reasons. Any tender filled non-compliant to this term shall be invalid and deserves not to be even entertained.
- 1.11 Forms and scope of work and entire tender documents are found in subsequent section (Section 2 and Section 4).
- 1.12 For any queries contact numbers are given in the link or website.
- 1.13 Broadly scope of work is as follows:
- 1.14 Any additions, suggestions, deletions, postponement or inclusion of any new work or ancillary work can be done before finalization of appointment of **“Supply of Stationary Items”** mutually.



SECTION 2 - INSTRUCTIONS TO TENDERER

2.1 Specification: Appointment of Wholesale Dealers to Supply of Stationary Items for Mercedes-Benz International School

2.2 Cost of Tender

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Mercedes-Benz Education Academy, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

2.3 Tender Form / Document

The services required, tender procedures and contract terms are described in the Tender Documents. In addition to the invitation to tender, the Tender Documents include:

- (a) Instructions to Tenderer; Section 2 of this document
- (b) Pro-forma General Conditions of Contract; Section 3 of this document
- (c) Technical Specifications; Section 4 of this document
- (d) Tender Form

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of its tender or if any information given in the tender application or communicated by the tenderer relying on which, MBEA finalizes the tender and if any such information about tenderer is found wrong,



illegal or misleading, then irrespective of work done till then MBEA has and reserves right to cancel any such contract or tender at its sole discretion.

2.4 Period of Validity of Tender

MBEA reserves right to put all tenders received in due time before its Managing Committee. Managing Committee may decide over tenders with or without consultation with tenderers and such decision will be communicated any time within 90 days from tender opening. Hence tenders quoted must be valid with all its specifications, quote etc., for the supply of required chassis.

2.5 Format & Signing of Tender

The original and all copies of the tender shall be signed by the Tenderer or a person or persons duly authorized by the Tenderer. Proving of authenticity and reliability of tenderer and its tender document is sole responsibility of the tenderer.

The tender shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.6 Deadline for submission of Tender

SEALED envelopes containing Tenders must be received by MBEA at the address specified under paragraph 1.5 no later than **16:00 HRS ON 04th June 2019**



“MBEA” may, at its discretion, extend this deadline for the submission of tenders by amending the Tender Documents in accordance with paragraph 2.4 in which case all rights and obligations of the MBEA and Tenderer’s previously subject to the deadline will thereafter be subject to the deadline as extended.

2.7 Modification and Withdrawal of Tenders

The Tenderer will not modify once or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawals is received by the MBEA prior to the deadline prescribed for submission of tenders.

The Tenderer’s or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 1.5. A withdrawal notice may also be sent by mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders. Authenticity of email id provided for such communication by tenderer and any notices, withdrawal notices received from such email id shall be the sole responsibility of the tenderer for which MBEA shall not be held responsible.

No tender may be modified subsequent to the deadline for submission of tenders.

It is made absolutely clear that, No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.



2.8 Opening of Tenders by MBEA

The MBEA will open tenders in the presence of those Tenderer's representatives who will have to attend, between **13:30 hrs to 15:00 hrs LOCAL TIME ON 06th June, 2019** (if there is a change in date, the tenderer will be informed) in the Conference Room or an alternative office designated by the Head – Administration & Facilities Management. The Tenderer' representatives who are present shall sign a register evidencing their attendance.

The Tenderers' names and tender prices, modifications, tender withdrawals and the presence or absence of details requested by the MBEA, at its discretion, may be announced at the opening. MBEA will prepare for its own record, minutes of the tender opening and these minutes shall be considered definitive.

2.9 Preliminary Examination

The MBEA will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

Prior to the detailed evaluation, MBEA will determine the substantial responsiveness of each tender to the tender Documents. For these purposes a substantially responsive tender is one which confirms to all the terms and conditions of the Tender Documents without. MBEA's determination of a tender's responsiveness will be based on the contents of the tender itself without recourse to extrinsic evidence.



A tender determined as not substantially responsive will be rejected by MBEA and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.10 Evaluation and Comparison of Tender

The MBEA will evaluate and compare only those tenders determined to be responsive.

A responsive tender should comply with the following: -

- (a) Furnish all information required by the tender document
- (b) Technical Specifications as detailed.
- (c) Submission of a tender valid for 90 days after the date of tender opening as prescribed by the MBEA.

2.11 Award Criteria

The MBEA will award the Order to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the most acceptable evaluated tender, provided further that the Tenderer is determined to be qualified to perform the assigned job satisfactorily.

- 2.12 MBEA's Right to Accept Any Tender and to Reject Any or All Tenders without assigning reasons. MBEA reserves further right to reject all tenders if not found satisfactory or even otherwise to re-tender the entire process for protecting best interest of MBEA.

The MBEA reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders at any time prior to award of Contract,



without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the MBEA's action.

2.13 Notification of Award

Prior to the expiration of the period of tender validity, MBEA will notify the successful Tenderer in writing or email on given id that its tender has been accepted.

2.14 Signing of Contract

Within 7 days of the MBEA notifying the successful Tenderer that it's tender has been accepted, the MBEA will send the tenderer, a draft contract incorporating the terms and conditions of the agreement between the parties for review and confirmation of their acceptance of the terms and conditions of the draft. After which the MBEA will send to the Tenderer a finalized contract signed by the MBEA Signatory.

Within fifteen (15) days of receipt of the finalized Contract, the successful Tenderer shall sign and date the Contract and return it to the MBEA. Signatures by finalized tenderer on contract shall be conclusive proof of execution and existence of contract.

2.15 Assurance by the Tenderer

The successful Tenderer shall, be solely responsible to follow all laws applicable and other norms, government directions, notifications, rules, regulations and see to it that, all designs plans etc., prepared in this respect gets sanctioned from the Competent Authorities. The Tenderer so appointed shall be primarily responsible for the work involved in this contract and shall indemnify and keep indemnified MBEA in respect of issues and cases arising out of this contract.



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The successful tender undertakes to submit for the approval of the MBEA a performance programme



SECTION 3 - PRO-FORMA GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the MBEA and a successful Tenderer who would thereafter be referred to as **"Supply of Stationary Items"** appointed for work involved for and on behalf of MBEA as recorded in the Contract Form signed by the parties, including all attachments and appendices hereto and all documents incorporated by reference therein;
- (b) "The Purchase Order/Contract Price" means professional fees payable to the **"Supply of Stationary Items"** under the Contract for the full and proper performance of its contractual obligations;
- (c) "The MBEA" means the Mercedes-Benz Education Academy (MBEA)

3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.



3.3 Use of Contract Documents and Information

The “**Supply of Stationary Items**” once appointed, shall observe all precautionary measures for non-disclosure to any person other than those authorized in writing by MBEA in this respect.

3.5 Delay in execution of works – Work can commence from the time of signing the contract and to be completed within time schedule fixed during finalization of contract and subsequently in contract document.

3.6 Taxes & Duties - Taxes extra as applicable, will be paid to you. TDS will be deducted from the billed amount as per government guidelines prevalent at the time. Any liability arising out of any dispute on the tax structure, calculations and payment to the government will be to your account.

3.7 Contractual Agreement

The Submission of a tender will be taken as implicit and explicit acceptance of the General Conditions of Contract as described.



SECTION 4 - TENDER FORM AND PRICE SCHEDULE

4.1 Tender Form

Date:.....

Tender No.: **MBEA/2019-20/003**

To: Mercedes-Benz Education Academy,
Head Administration & Facility Management,

We, the undersigned, declare that:

- (a) We have examined, read all terms and conditions to our complete understanding and have no reservations, complaints or queries to the Tender Documents
- (b) We offer to provide our professional services in conformity with the Tender Documents and in accordance with the Delivery Schedules
- (c) The total price of our Tender, is including taxes is:

Rs 8,00,000/- (Open Order will be placed for said amount)

Our tender shall be valid for the period of time specified in section 2.4 from the date fixed for the tender submission deadline in accordance with section 2.6, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (d) We understand that this tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.



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(e) We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.

Signed: _____

In the capacity of _____

Name: _____

Duly authorized to sign the tender for and on behalf of: _____

Dated on _____ day of _____, _____

Tender Submitted by (Name of Company): _____

Address: _____

Telephone _____ Fax: _____

Tender Prepared By (Name): _____

Signature: _____ Date: _____

Company Stamp: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.