

**Tender No. F.19013-2/2019-Admn.II**  
Government of India  
Ministry of Agriculture & Farmers Welfare  
(Department of Animal Husbandry, Dairying & Fisheries)  
\*\*\*\*\*

Krishi Bhawan, New Delhi  
Dated the 17 January, 2019

**E-TENDER NOTICE**

**ANNUAL SUPPLY CONTRACT IN RESPECT OF GROCERY ITEMS LIKE VARIOUS  
ITEMS OF TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE,  
BISCUITS ETC.**

Online bids are hereby invited under **Single Bid System** from reputed and experienced firms for award of annual supply contract in respect of grocery items like various items of tea/coffee, milk powder, sugar cubes, tea bags, juice, biscuits etc. for official use in the **Department of Animal Husbandry, Dairying & Fisheries**.

The bid will be accepted through e-tender only and intending bidders must be registered with the Central Public Procurement (CPI) Portal i.e. <http://eprocure.gov.in>.

The tender document contains the following:-

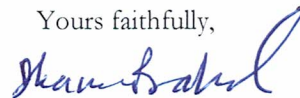
- Annexure-I -- "Instructions for Online Bid Submission"  
Annexure-II -- "Scope of Work and General Instructions to Bidders"  
Annexure-III A, IIIB & IIIC -- "Proforma for Bid"

Important dates for the activities of the bidders:

Start date and time for view/downloading the tender document	17 <sup>th</sup> January, 2019 at 1700 hrs
Start date and time for submission of bid	17 <sup>th</sup> January, 2019 at 1730 hrs
Last date and time for downloading tender document	7 <sup>th</sup> February, 2019 at 1730 hrs
Last date and time for online submission of bid & submission of EMD & Tender Fee in original	7 <sup>th</sup> February, 2019 at 1730 hrs
Date & time for opening of Bids	8 <sup>th</sup> February, 2019 at 1730 hrs

In case, any holiday is declared by the Government on the day of opening of bids, the tender will be opened on the next working day at the same time. The Ministry/Department reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Yours faithfully,



{ Dharm Prakash }

Under Secretary to the Govt. of India

☎ # 23070149

Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry, Dairying & Fisheries  
Krishi Bhawan, New Delhi

**Tender No. F.19013-2/2019-Admn.II**

**TENDER DOCUMENT**

**FOR AWARD OF ANNUAL SUPPLY CONTRACT IN RESPECT OF GROCERY ITEMS LIKE  
VARIOUS ITEMS OF TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE,  
BISCUITS ETC. FOR OFFICIAL USE IN THE DEPARTMENT OF ANIMAL HUSBANDRY,  
DAIRYING & FISHERIES, MINISTRY OF AGRICULTURE & FARMERS WELFARE,  
GOVT. OF INDIA, KRISHI BHAWAN, NEW DELHI.**

*Sham Bahadur*

Department of Animal Husbandry, Dairying & Fisheries

Tender No. F.19013-2/2019-Admn.II

Document Control Sheet

1	Tender No.	F.19013-2/2019-Admn.II
2	Name of organization	Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries
3	Start date and time for view/downloading the tender document	17 <sup>th</sup> January, 2019 at 17.00 hrs
4	Start date and time for submission of Bid	17 <sup>th</sup> January, 2019 at 17.30 hrs
5	Last date and time for downloading tender document	07 February, 2019 upto 17.30 hrs
6	Last date and time for online submission of Bid & submission of EMD & Tender Fee in original	07 February, 2019 upto 17.30 hrs
7	Date & time for opening of Bid	8 <sup>th</sup> February, 2019 at 17.30 hrs
8	Address for communication	Under Secretary (Admn.II), Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries, Room No. 532-A, Krishi Bhawan, New Delhi-110001 ☎ # 011-23070149

*Sham Bahadur*

**Tender No. F.19013-2/2019-Admn.II**

**Instructions for Online Bid Submission**

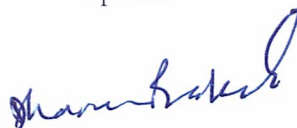
As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**REGISTRATION:-**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /TCS/nCode/E Mudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in entering their ID/Password and the password of the DSC/e Token.

**SEARCHING FOR TENDER DOCUMENTS:-**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable to CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.



### PREPARATION OF BIDS:-

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### SUBMISSION OF BIDS:-

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the **EMD** as per the instruction specified in the tender document. The original should be dropped in a sealed envelope in the Tender Box **placed in Room No. 531, 5<sup>th</sup> Floor, Krishi Bhawan, New Delhi** latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders should upload their financial bids in PDF format in the proforma given at Annexure-IIIC. Bids for annual supply contract in respect of grocery items like various items of tea/coffee, milk powder, sugar cubes, tea bags, juice, biscuits etc. are to be made in the proforma given at **Annexure-III, IIIB & IIIC**.
6. The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

*Sham Bahadur*

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.

*Sham Sakel*

## ANNEXURE-II

### **I. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS:-**

1. The Department of Animal Husbandry, Dairying & Fisheries intends to undergo for award of annual supply contract in respect of grocery items like various items of tea/coffee, milk powder, sugar cubes, tea bags, juice and biscuits etc. for official use in this **Department**.
2. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the Ministry/Department or may be curtailed/terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. The Department, however, reserves right to terminate this initial contract at any time after giving one week notice to the awarded firm.
3. The interested firms are required to deposit **Demand Draft/Pay Order of Rs. 10,000/- (Rupees Ten Thousand Only)** as **Earnest Money Deposit (EMD)** in favour of '**P&AO(Sectt.I), D/o AHD&F, New Delhi**', valid for a period of 90 days, super-scribing the envelop "**Annual supply contract in respect of grocery items like various items of tea & allied materials**". Offer not accompanied by EMD of the requisite amount or without proper validity will summarily be rejected.
4. The e-tenders have been invited under single bid system (**Annexure-IIIA, IIIB & IIIC**). The interested firms are advised to submit their bids "**on-line**" by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> are pre-requisite for e-tendering.
5. The scanned copy of the **demand draft/pay order of Rs. 10,000/- (Rupees Ten Thousand Only)** as **Earnest Money Deposit (EMD)** must be uploaded with the Bid and original of the same has to be dropped in the Tender Box placed in **Room No. 531, 5<sup>th</sup> Floor, Krishi Bhawan, New Delhi** latest by the last date of bid submission super-scribing the envelop "**Annual supply contract in respect of grocery items like various items of tea & allied materials**" latest by 17.30 hrs on 7<sup>th</sup> February, 2019. The tenders received without the prescribed EMD will not be entertained and summarily rejected. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
6. The successful tenderer shall have to deposit **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** as performance security by means of Fixed Deposit Receipt/Bank Guarantee from a Nationalized/Public Sector Commercial Bank which shall be in favour of '**P&AO(Sectt.I), D/o AHD&F, New Delhi**'. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.
7. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017 subject to submission of relevant orders/documents.
8. The firms are required to upload copies of the following documents along with their Bids, failing which their Bids shall be summarily/out-rightly rejected and will not be further considered:
  - a. Scanned copy of Earnest Money Deposit (EMD)
  - b. Scanned copy of PAN Card
  - c. Scanned copy of GST Registration Certificate.
  - d. Scanned copy of experience documents.

*Sharan Babul*

- e. Scanned copy of Annexure-III A duly signed and sealed by the firm as a token of acceptance of the terms and condition of the tender.
9. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
10. The bidder shall quote their bids in PDF format only as per the formats enclosed at Annexure-III A, IIIB & IIIC.
11. Bidders should upload their financial bids in PDF format in the proforma given at Annexure-IIIC.

## II. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANIES/ FIRMS/ AGENCIES:-

1. The tendering firms should fulfill the following technical specifications:
  - a. It should have adequate experience in the similar work and requisite proof thereof.
  - b. It should be registered for the services desired in the tender and have valid GST No. and PAN No.

## III. TERMS AND CONDITIONS:-

### (a) General Terms & Conditions:

- a) Tenders from only those firms will be entertained which are registered for the services desired in the tender and have GST No., PAN No.
- b) It may be noted that the selected tenderer would be required to supply the required items to the Department at his own cost. The firm should be in a position to supply required items of tea materials on very short notice as and when required and within three days from the date of issue of the order in normal course of delivery.
- c) The owner of the firm should be available on his direct telephone (office as well as residence) and also on mobile phone. Mobile number shall also be given.
- d) Tenderers may please quote their maximum %age discount on MRP/Printed Prices and it shall be ensured that there are no cutting/overwriting in the tender form. The %age discount finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no change in the rates offered would be allowed excepting only when the change occurs on the MRP or Printed Price of the item during the currency of the contract as mentioned in clause (f) below. In case the agency supplied the items at higher rates despite fall in the prices in the open market, the contract is liable to be terminated and such losses shall be recovered from the agency.
- e) It may specifically be noted that only those items which are not available on Government e-Marketplace (GeM) portal of DGS&D would be procured through the contracted firm only and those items which are available on GeM will be procured through GeM only. The Department will not be liable to procure items through contracted firm which are available on GeM.
- f) The successful tenderer will submit MRP/Printed Price of all the items to this Department in the 3<sup>rd</sup> week of every month, according to which the Department will place supply order for the items to be procured for the next month. The submitted MRP/Printed Price of all the items by the contracted firm shall remain valid for the next one month and no change of MRP/Printed Price will be entertained within one month after submission by contracted firm. If the contracted firm fails to submit MRP/Printed Price of all the items in the 3<sup>rd</sup> week of every month, the supply order will be placed on the basis of MRP/Printed Price submitted by the firm during previous month. However, if the MRP/Printed Price of any item for the month is less

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than the MRP/Printed Price of the same item for previous month and if same is not submitted by the firm, then a penalty of Rs. 1,000/- will be imposed on the vendor.

- g) The prospective bidders are free to seek any clarifications/see the kind of requirement's Department is looking for, from Section Officer(Admn.II), Room No. 531, Krishi Bhawan, New Delhi-110001 (☎ # 23385116). He may be contacted with the prior appointment on any working day before tender opening.
- h) The contract shall normally be awarded to that firm who offered maximum %age of discount on MRP/Printed Price and whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
- i) The quotation of the firm will remain valid for a period of 90 days.
- j) The contract can be terminated by the Department at any time without assigning any reason. If the work of the contractor is found to be unsatisfactory, it would be entrusted to any other party at the risk and expenses of the defaulting contractor. In this connection, decision of the Department shall be final and binding upon the contractor.
- k) The tenderer whose quotation is finally accepted, shall have to furnish performance security of sum of **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** in favour of '**P&AO(Sectt.I), Department of Animal Husbandry, Dairying & Fisheries, New Delhi**' by means of Fixed Deposit Receipt/Bank Guarantee from any of the Nationalized/Public Sector Bank. The earnest money shall be returned to the successful bidder only after depositing Rs. 25,000/- as performance security.
- l) If the contracted firm fails to supply the required items in the stipulated time or if the quality of the tea materials is not as per the approved/required norms, the Department shall be free to make necessary procurement of various tea items from the market at the suppliers' risk and cost which shall be recoverable from his pending bills or performance security besides resulting in cancellation of the contract. Further in case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
- m) The Department shall be free to test the sample of various tea items supplied by the supplier from any independent source for which all required cooperation/documentation shall be submitted by the suppliers.
- n) The contract may be extended for one year in case of services given by supplier is found satisfactory.
- o) The firm blacklisted at any point of time by any Ministry/Department need not apply. In case, the fact is concealed and it will come to the notice of the Government during the period of contract, the contract shall be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright.
- p) The Department reserves the right to reject the tender in whole or any part and decision of Head of the Department in the matter will be final. **However, the bidders would have the right to question the bidding conditions, bidding process and/or rejection of its bid.**
- q) All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or Officer nominated by him for the purpose.



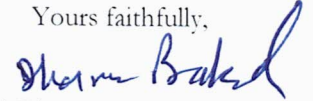
**(b) Financial:**

1. The successful tenderer shall have to deposit **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** as performance security by means of Fixed Deposit Receipt/Bank Guarantee from a Nationalized/Public Sector Commercial Bank which shall be in favour of '**P&AO(Sectt.I), Department of Animal Husbandry, Dairying & Fisheries, New Delhi**'. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.

**(c) Bid Evaluation Criterion:-**

1. All terms & conditions stipulated in the tender document shall be considered for selection of firm. The contract shall normally be awarded to that firm who offered maximum %age of discount on MRP/Printed Price and whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. The criteria for deciding such an Award would be as per the recommendations of the Tender Evaluation Committee and the Competent Authority in the Department, which would depend upon the pattern of quotations received from the tendering firm.
2. The tendering firms shall quote their maximum %age discount on MRP/Printed Prices and it shall be ensured that there are no cutting/overwriting in the tender form. The %age discount finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no change in the rates offered would be allowed excepting only when the change occurs on the MRP or Printed Price of the item during the currency of the contract as mentioned in clause Para III (a) (f) above.

Yours faithfully,



{ Dharm Prakash }

Under Secretary to the Govt. of India

☎ # 23070149

**Copy to:-**

1. Tech. Dir., NIC, DADF for uploading the tender on the website of the Department.

I/WE HEREBY ACCEPT THE FOLLOWING TERMS AND CONDITIONS IN CONNECTION WITH SUPPLY OF GROCERY ITEMS LIKE VARIOUS ITEMS OF TEA/ COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. TO THE DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES

- i) The items will be supplied on credit basis from the date of billing.
- ii) The Percentage of Discount offered should remain same and no request for reduction of rate of discount will be entertained. However, the agency can offer more rate of discount depending upon the market conditions.
- iii) A prior intimation should be given whenever there is increase/decrease in the MRP or Printed Price of the items due to inflation/deflation. In case the agency supplies the items at higher rates despite fall in the prices in the open market, the contract is liable to be terminated and such losses shall be recovered from the agency.
- iv) **Only those items which are not available on Government e-Marketplace (GeM) portal of DGS&D would be procured through the contracted firm and those items which are available on GeM will be procured through GeM only. The Department will not be liable to procure items through contracted firm which are available on GeM.**
- v) The successful tenderer will submit MRP/Printed Price of all the items to this Department in the 3<sup>rd</sup> week of every month, according to which the Department will place supply order for the items to be procured for the next month. The submitted MRP/Printed Price of all the items by the contracted firm shall remain valid for the next one month and no change of MRP/Printed Price will be entertained within one month after submission by the contracted firm. If the contracted firm fails to submit MRP/Printed Price of all the items in the 3<sup>rd</sup> week of every month, the supply order will be placed on the basis of MRP/Printed Price submitted by the firm during previous month. However, if the MRP/Printed Price of any item for the month is less than the MRP/Printed Price of the same item for previous month and if same is not submitted by the firm, then a penalty of Rs. 1,000/- will be imposed on the vendor.
- vi) **The stocks to be supplied should be fresh/latest (in any case not before one month from the date of supply order) and no old stocks will be accepted.** Similarly, the agency is bound to supply the specific branded items and no substitutes will be accepted. If the items are found deficient in quality and other specifications they are liable to be rejected and returned. The payment will be made only on supply of the items in good and satisfactory conditions.
- vii) Normally, advance notice ranging 1-2 days will be given for supply of items. However, at times, whenever required, a few items may be required at short notice. The items should be supplied in time-bound manner and no delay in supply will be accepted.
- viii) In case the agency is unable to supply any of the items against the indent within specified period, the same will be procured from any other agency in the open market. Any loss on account of the difference between the rate quoted by the approved agency and rate of the item in the open market will be made good by adjusting it from the payments due to the agency.
- ix) The period of contract shall be normally one year. The Department shall have the right to prematurely terminate the contract without assigning any reason thereof. However, the successful bidder cannot withdraw from the contract without prior approval of this Department.

DATE:

SIGNATURE  
NAME OF THE AGENCY & ADDRESS  
WITH RUBBER STAMP




TECHNICAL PROFORMA

**ANNUAL CONTRACT FOR SUPPLY OF GROCERY ITEMS LIKE VARIOUS ITEMS OF TEA/COFFEE, MILK POWDER, SUGAR CUBES, TEA BAGS, JUICE AND BISCUITS ETC. FOR OFFICIAL USE IN THE DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES.**

1. Name, Address & Tel. No. of the tenderer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Bank Draft No. & Date \_\_\_\_\_
3. Amount of Draft \_\_\_\_\_
4. Name of the Bank \_\_\_\_\_
5. GST No. (copy to be enclosed) \_\_\_\_\_
6. PAN No. (copy to be enclosed) \_\_\_\_\_
7. Experience documents (copies to be enclosed) \_\_\_\_\_
8. Whether Annexure-IIIA has been submitted with signature & stamp of the firm \_\_\_\_\_

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract carefully as stipulated in the tender notice No.F.19013-2/2019-Admn.II dated 17<sup>th</sup> January, 2019 and hereby accepts the terms & conditions in connection with supply of grocery items to the Department as per **Annexure-IIIA**. Accordingly, I/We hereby offer the maximum rate of %age discount on MRP/Printed Price for annual contract for supply of various grocery items of tea & allied materials as indicated in **Annexure-IIIC**.

**Signature of the Proprietor/  
Authorized Signatory with Rubber Stamp**



## FINANCIAL PROFORMA

## DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING &amp; FISHERIES

RATES QUOTED FOR SUPPLY OF GROCERY ITEMS IN RESPONSE TO LETTER NO. F.19013-2/2019-ADMN.II DATED  
17<sup>TH</sup> JANUARY, 2019

Sl. No.	Name of the items	Size/quantity/specification	MRP/Printed rate on the item as on date of opening of tender	% of discount offered by firm on MRP/Printed rate (This will be valid for entire period of the tender/contract)
1.	Tea bags – Taj Mahal	Per Pkt. (containing 100 bags)		
2.	Twinings – Lemon Tea	Per Pkt. (containing 100 bags)		
3.	Twinings – Green Tea	Per Pkt. (containing 100 bags)		
4.	Nescafe	Per Pkt. (50 gms.)		
5.	Sugar Cubes (Daurala)	Per Pkt. (500 gms.)		
6.	Nestle Everyday Milk Powder	Per Pkt. (400 gms.)		
7.	All variety of Real/Tropicana Juice	1 Ltr.		
8.	Sugar free gold	Per Pkt. (30 gms.)		
9.	Britannia – Good Day Butter	Per Pkt. (66 gms.)		
10.	Britannia – Digestive Nutri Choice	Per Pkt. (100 gms.)		
11.	Britannia – Bour Bon	Per Pkt. (120 gms.)		
12.	Britannia – Time Pass	Per Pkt. (40 gms.)		
13.	Parle – Monaco	Per Pkt. (37 gms.)		



SIGNATURE  
NAME OF THE AGENCY & ADDRESS  
WITH RUBBER STAMP