

South Block, New Delhi.

Dated 8th May, 2015.

To,

As per list attached.

Subject:- Limited Tender Notice for award of rate contract for purchase/Supply of Official Stationery items and General items-reg.

Sir,

I am directed to say that this office intends to invite sealed quotations for award of rate contract for a period of two years ^{for} purchase/Supply of Official Stationery items and General items as per terms and conditions given in **Annexure-I**.

2. The reputed suppliers of stationery items are requested to submit their rate quotations. The Tender should be submitted in sealed cover superscribed as "purchase/Supply of Official Stationery items" and should contain the following documents:

- (i) The proforma as per **Annexure-I**, duly filled in, alongwith relevant documents/information
- (ii) Earnest Money Deposit (EMD)

3. **Tender should be addressed to the Under Secretary (Admn.), Prime Minister's Office, South Block, New Delhi and dropped in the Dak counter of this office so as to reach latest by 3.00 PM on or before 28.05.2015.**

4. **The quotations will be opened by the Committee on 29.05.2015 at the 3.30 PM in the office of Under Secretary(Admn.), Room No. 236-D, PMO, South Block, New Delhi** in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith.

5. The Competent Authority in PMO reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

6. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by PMO.

7. The Tender document can be downloaded from the website of the PMO i.e. **www.pmo.gov.in** or **www.pmindia.gov.in**.

Yours faithfully,



(R. Mythili)

Under Secretary to the Govt. of India

Tel: 23018130

Copy to :-

1. STD(NIC), PMO with the request to upload the tender on PMO Website immediately.

2. All Ministries/ Department of the Govt. of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the venders, who have been awarded the contract by them for purchase/supply of Official Stationery items .



(R. Mythili)

Under Secretary to the Govt. of India

Tel: 23018130

Terms and Conditions

The terms and conditions of the contract are as indicated below:

1. The invitation is open to all manufacturers, their suppliers and general order suppliers, who are having at least 03 year of experience in supply of stationery items/ other items to the Ministries/ Department of the Central Government and also NCCF & Kendriya Bhandar. The bidder should be located in the National Capital Region of Delhi.
2. Rates mentioned in the quotation, if accepted, shall remain same during the rate contract for a period of two year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The firm whose rates are found to be the lowest may be required to display sample of non-branded items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
4. The sample deposited shall remain in the custody of this office during the contract period.
5. PMO will not accept any duplicate/substandard items not matching the sample. If the supplier is not able to supply the items as per sample, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture of EMD/ Performance Security deposited with the contract including blacklisting the firm.
6. The firm should be in a position to supply of Stationery/Sanitary items on short notice and also as and when needed. The firm should be able to provide these items on holidays/ Saturday/ Sunday also.
7. All items have to be supplied to Prime Minister's Office, South Block, New Delhi. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost.
8. The firm should be registered with the Government for the purpose of VAT/ States Tax etc. and the copy of certificated should be attached with the bid documents.
9. Rate should be quoted in the prescribed proforma as at **Annexure-III**. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT/CST and local Taxes, if any, which shall be paid by PMO as applicable.
10. The competent authority in the PMO reserves the right to amend any the terms and conditions contained in the Tender Documents or reject any or all applications (offers) or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final and binding.

11. Duly constituted committee shall open and evaluate the bids. The bidder(s) with the lowest quote shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other technically responsive bidders for the items for which his/ their rate are higher.
12. After expiry of the contract, PMO may extend the contract for the period decided by the competent authority.
13. In case of repeated failure to supply the items indented by the PMO within the stipulated time, the items will be procured from the open market and difference of the cost, if any, will be recovered from performance security or from the pending bills, the firm shall also be barred from participating in any future Tenderes of the PMO.
14. The items as per the approved specifications should be supplied within three days after receipt of the purchase/ supply order, failing which a penalty will be imposed (equal to 1% of indent cast per day of delay, if the delay, if the delay is attributable to the supplier).
15. The Stationery items are generally purchased on monthly/quarterly basis. However, the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity. Hence, PMO shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during the validity.
16. EMD of an amount of Rs. 25,000/- (Rupees Twenty five thousand only) has to be deposited in the form of Demand Draft/ Pay Order in favour of Section Officer, Prime Minister's Office at New Delhi. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders within 15 days after finalization of the contract. Successful bidder will have to further deposit an amount equivalent to 10% of the approximate total value of the contract in the form of demand draft or fixed deposit receipt or Bank Guarantee as performance security which will remain with the PMO till 2 months (60 days) after the expiry of the contract. The EMD of successful bidder will be refunded once he deposits performance security.
17. In case a supplier is not able to supply the above items which have been requisitioned on urgent basis on telephone without formal supply orders, within the stipulated period of time, the supply order shall be cancelled and the Performance Security shall also be forfeited immediately.
18. In case, the supplier is found in breach of any condition(s) of the contract at any stage or services of the supplier is found not to the satisfaction of the PMO, the contract may be terminated. The decision of the PMO shall be final and binding in the regard.
19. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the PMO.
20. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.

Annexure-II

Information related to firm/supplier

S.No.	Particulars	To be filled by the Tenderer
1	(a) Name of Firm/Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3	CST/VAT Registration Certificate (Copies to be enclosed) (TIN Numbers)	
4	Service Tax Registration No. (copies to be enclosed)	
5	List of Government Ministries/Department/Clients showing experience in the field (Copies of contracts/orders Placed on the agency during last 3 year should be attached)	
6	Whether Copies of Income Tax Return for last 2 Year attached.	
7	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
8	Whether terms and conditions is acceptable or not?	
9	Whether the firm is blacklisted by any Government/Department or any criminal case is registered against the firm or its owner/ Partners anywhere in India (If No, an undertaking to this effect may be attached)	

(Signature of the authorized Person)

Name:
Designation:
Seal:

Date:

Place:

Annexure-III**List of items**

Sl. No.	Items	Requirement	Make/MRP	Rate per unit (in Rs.)	Remark, if any
1	Photo Copy Paper (A4) JK, 75 GSM	600 reams			
2	Photo Copy Paper (A3) JK, 75 GSM	10 reams			
3	Eraser	200 pc.			
4	Match box	200 pc.			
5	Packing tape Brown	40 pc.			
6	Pencil	700 pc.			
7	Uniball	200 pc			
8	Pilot pen (V-5/V-7)	220 pc			
9	Correction pen	80 pc			
10	Duster	14 doz.			
11	Register	50			
12	Sketch pen	70			
13	Binder clip 32 mm, 25mm & 19mm	90			
14	Glue stick	150			
15	Vim	30			
16	Sharpener	200			
17	Candle	15 pkts.			
18	Scale (12 inch.)	20			
19	Shorthand note book	50			
20	Stapler pin small	300			
21	Stapler pin big	150			
22	Slip pad	150			
23	Room freshener	50			
24	Paper cutter	20			
25	Pencil cell (AA)	50			
26	Pencil cell (AAA)	50			
27	Punch	20			
28	HP-45 Stapler	10			
29	Stapler Small	40			
30	Add Gel Pen	50			
31	Gum Bottle (big)	10			
32	Gum Bottle (small)	20			
33	File Board	1000			
34	Calculator	05			
35	Post It 3x5	60			
36	Post It 3x4	40			
37	Post It 3x3	40			

Sl. No.	Items	Requirement	Make/MRP	Rate per unit (in Rs.)	Remark, if any
38	Post It 3x2	40			
39	Post It 2x1.5	40			
40	Ball Pen	600			
41	Magic tape	30			
42	Cello refill techno tip	150			
43	Cello tape	70			
44	Envelop 5 no.	2000			
45	Envelop 6 no.	2000			
46	Envelop 7 no.	1500			
47	Envelop 8 no.	3000			
48	Flag	150			
49	Uniball Impact gell pen	20			
50	Uniball Impact refill	10			
51	Gem Clip	200			
52	Highlighter	150			
53	Plastic file board	120			
54	Rubber band	10 pkts.			
55	Tag	20 bundle			
56	Transparent plastic folder	200 pkts			
57	Tissue paper	50			
58	Single file cover (red)	1000			
59	Yellow Envelope	250			
60	White envelop A4	250			
61	White envelop (5 No.)	250			
62	White envelop (6 No.)	500			
63	White envelop (7 No.)	250			
64	Spiral note book	100 nos.			

Sl. No.	Items	Requirement	Make/MRP	Rate per unit (in Rs.)	Remark, if any
64	Green sheet A-4, 75 GSM				
65	Spiral Notebook				
66	Reynolds butterfly	30			
67	Trimax	30			
68	My Clear bag	30			
69	Pik Pens permanent marker	10			
70	Cello Tape 01 inch.	10			
71	Cello Tape 02 inch.	10			
72	Parker pen refill	10			
73	Parker ink bottle	05			
74	Fabre castle sign. pen	20			
75	Water Glass for officers	60.			
76	Seal Wax	20			
78	Towel Big Size	30			
79	Hand Towel	30			
80	Stamp pad	10			
81	Attendance Register	10			
82	Peon Book	10			
83	Log Book (4QR)	30			
84	Candle	100			
85	PVC file folder	150			
86	Ring Binder	200			
87	Dak Pad	200			
88	File Cover printed	5000			
89	Water Jug Mayur 5/10/15 ltr.	10			
90	Parker ink bottle	10			
91	Spanze	10			
92	Fabre castle sign. pen	20			
