

M/s

Subject : Empanelment of agency for supply of Office Stationery items for Noida/Delhi base project offices for a period of one Year.

Sir,

EdCIL (India) Limited is a public sector enterprise under the Ministry of Human Resource Development having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. This Corporation is interested to empanel the agency for supply of various types of office stationery items. It is proposed to enter into Rate Contract initially for a period of one year from the date of contract with genuine/reputed suppliers for supplying various stationery items as per list enclosed at Annexure-I on the following terms and conditions:

1. The bidder should be an Indian Company/firm engaged in supplying Stationery and items in Delhi/ NCR and having its office/ branch office in Delhi/ NCR.
2. The bidder should not have been blacklisted by any Departments/ Ministries of the Govt. of India/ PSUs/ State Govt. An undertaking to this effect has to be submitted by the bidder.
3. The items mentioned in Annexure-I are as per requirement of this corporate office Noida & project offices located at Delhi. Interested suppliers may quote for one or more items. They will be considered for only those items for which they will quote.
4. Bidders are required to submit copies of certificate (i) Registration Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) CST/ VAT/ TIN Registration Certificate, (iii) Income Tax Return filed for last three years, (iv) Audited A/C Statements for the last three years, failing of which their bids will be summarily rejected.
5. Bidder should have minimum three years experience of supplying Stationery and other items in bulk to the Departments/ Ministries of the Government of India (Copies of two purchase orders received from Govt. Depts./PSUs during each of the last three years should be enclosed).
6. Bidders should have minimum turnover of Rs. 5.00 Lakh per year during each of the last three years i.e. 2012-2013, 2013-14 & 2014-2015 (valid and certified proofs has to be attached).

- 7. Tenderers may quote their unconditional rates per item/unit strictly as per list enclosed. If the rates are of a unit/ box, which contains more than one item, then the items contained items contained in that unit/box may be specifically indicated in remarks column and if the price of a unit is based on weight, then the weight of the unit may also be indicated. Cutting/ overwriting, if any should be countersigned by the tenderer.**
8. The supplier will be responsible for delivery of the goods in good condition in the store of this corporate office at Noida and/or at a place selected by this corporation New Delhi, at his own risk and cost.
9. The owner/ firm should be available on telephone and also on mobile so as to enable this Corporation to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
10. The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement each time.
11. The Supplier has to supply the items within five days from the date of placing the order to them. In case of items to be manufactured/ produced/ printed by Supplier himself then this limit will be seven days. If any Supplier fails to meet the deadline then such Supplier shall face a penalty equivalent to deduction of five percent of the billing amount.
12. All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Corporation will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including blacklisting of the concerned firm by this Corporation.
13. This Corporation reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
14. As the requirement of this Corporation is of urgent nature, if the services of supplier are found satisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party. The suppliers will have to satisfy the Corporation that the suppliers will be made immediately.
15. Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.

16. The bid shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision/modifications in the quoted/tendered rates will be allowed during the period of validity of tenders/quotation or the extended period.
17. **Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring EdCIL (India) Ltd., payable at Noida for Rs. 4,000/ (Rupees Four Thousand only) as earnest money, which will be retained by this Corporation as performance guaranty till the contract remains in force.** However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of EMD. The EMDs of unsuccessful bidders will be refunded. Any owner of the bidder who is registered with DGS&D, NSIC & MSME, if belongs to SC/ST category please specify in their quotation.
18. **Vendors registered with MSME will be given preference.**
19. After award of contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract, if the rate of any item decreases, the supplier shall pass it on to the Corporation. However, the rates will be valid upto the contract period i.e. for one year.
- 20. Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned are acceptable to your firm in full.**
21. This Corporation reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Corporation in this regard shall be final and binding on all. It shall not be obligatory on the part of the Corporation to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.
22. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
23. This corporation also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
24. If the above terms and conditions are acceptable, you may send your quotations in a sealed cover superscribed "**Quotation for Office Stationery Items**" addressed to the Asst. Manager (HR & Admin.), EdCIL (India) Limited, Ed.CIL House, 18A, Sector 16A, NOIDA-201301 so as to **reach not later than 1500 hrs. on 27/08/2015** with signed & stamped on each page. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/tender in the tender box available at the reception of EdCIL. The quotation/tender received after the due date will not be entertained.

25. **OPENING OF THE TENDER** : Sealed tender received up to **15.00 hours on 27/08/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened up on the same day at 16.30 hrs on 27/08/2015** before the evaluation committee and the bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301.

26. The quotation should be unambiguous in all respects.

Yours faithfully,

(Sushant Dey)
Asst. Manager (Admin.)

Annexure - I**List of Office Stationery Items**

Sl. No.	Name of the items	Rate per item/unit (exclusive tax)	CST/VAT Rate	Brand, if any
1.	A4 size JK /			
2.	FS size JK			
3.	A3 size JK /			
4.	A4 size color paper i.e. Green/Pink/Yellow/ Blue (JK / Century) 75 gsm			
5.	Brown Tape (2") 48mm (Wonder555)			
6.	White Tape (2") 48mm (Wonder555)			
7.	Cello Tape 1" 65mm (wonder)			
8.	Cello Tape1/2" 12mm x 9mts			
9.	Duster Yellow(Big Size36"X36")			
10.	Eraser (Rubber) Natraj (621 plasto eraser)			
11.	Apsara non dust jumbo eraser			
12.	Apsara non dust eraser			
13.	File Board No. 51 (Neel Gagan)			
14.	File Binder			
15.	Plastic Folder Ordinary (with button)			
16.	Paper Colour Flag (Paste) (50 x 4 col) =200sheets (long flag)			
17.	Plastic Colour Flag (Paste)			
18.	Adhesive yellow Slip (2"X2")			
19.	Adhesive yellow Slip (2"X3")			
20.	Adhesive yellow Slip (3"X3")			
21.	Adhesive yellow Slip (2"X5")			
22.	Dak Pad			
23.	Glue Stick 560Z/15 G Net (Kores)			

Sl. No.	Name of the items	Rate per item/unit (exclusive tax)	CST/VAT Rate	Brand, if any
24.	Glue Stick 560Z/30 G Net (Kores)			
25.	Gem Clip (Big Size 35 mm)			
26.	Gem Clip – Small size			
27.	Gem Clip Plastic Coated (Globe clips)			
28.	All Pins Packet (Bell)			
29.	Gum Tube (Kores)			
30.	Gum Bottel (Big size 700 ml) Kores			
31.	Gum Bottel (Big size 150 ml) Kores			
32.	High Lighter (Luxor).			
33.	High Lighter (Reynold Highliter – 323).			
34.	Self Inking Stamp Pad (Supreme Deluxe-Medium))			
35.	Note Sheet Green – 100 sheets pack (Neelgagan)			
36.	Pilot Pen V5			
37.	Pilot Pen HiTecpoint 05			
38.	Pilot Pen HiTecpoint VR5			
39.	Pilot Pen HiTecpoint VR7			
40.	Pilot Pen V Ball Grip 05			
41.	Pilot Pen V Ball Grip 07			
42.	Pilot Pen V Ball Grip 10			
43.	Pilot Pen VR Ball 05			
44.	Pilot Pen V Signpen			
45.	Pilot Pen Hitecpoint V5 Grip			
46.	Pilot Pen Hitecpoint V7 Grip			
47.	Pilot Pen Hitecpoint B10 Grip			
48.	Reynold Trimax Pen			

Sl. No.	Name of the items	Rate per item/unit (exclusive tax)	CST/VAT Rate	Brand, if any
49.	Pencil (Nataraj HB) (10 Pack)			
50.	Pencil (Apsara Gold) (10 Pack)			
51.	Reynold Pen			
52.	Reynold Premiere Pen			
53.	Reynold Jetter Pen			
54.	Cello Pointic Pen 0.5			
55.	Cello free flow gel pen			
56.	Pen Uniball fine Deluxe UB177			
57.	Pen Uniballmicro UB150			
58.	Paper Cutter (medium size 6")			
59.	Punch Machine single – (Iron)			
60.	Punch Machine double – (Iron – Kangaro 600)			
61.	Permanent Marker (Luxor)			
62.	Highlighter (Faber Castell Text liner 48 Refill)			
63.	Writing Pad A5 size Neelgagan			
64.	Writing Pad A4 size Neelgagan			
65.	Spiral Writing Pad A5 size Neelgagan			
66.	Staple Machine (Small Kangaro10)			
67.	Staple Machine(Small Kangaro10D)			
68.	Staple Machine(Small Kangaro HSE10)			
69.	Staple Machine(Medium Kangaro555)			
70.	Staple Machine (Big HD23 Max)			
71.	Stapler pin (Big size HD) – (Max)			
72.	Stapler pin(Medium size – Kangaroo)(Max)			
73.	Stapler pin (Small size) (Max)			
74.	Sketch pen (Luxor)			

Sl. No.	Name of the items	Rate per item/unit (exclusive tax)	CST/VAT Rate	Brand, if any
75.	CD Marker (Faber Castell Multimark 0.8 mm)			
76.	Sharpner (Nataraj)			
77.	Scissors Kebica Queen (Size 16.5 cm)			
78.	Solo Ring Binder Folder (401)			
79.	Solo Ring Binder Folder (404)			
80.	Solo Plastic Folder (Transparent)			
81.	Bundle of Tags (white – good quality)			
82.	Bundle of long Green Tags for file (good quality)			
83.	White Fluid/ correction pen			
84.	Ruled Register (12 Qrs.) –Leather Bounded			
85.	Ruled Register (10 Qrs.) –Leather Bounded			
86.	Ruled Register (8 Qrs.) –Leather Bounded			
87.	Ruled Register (6 Qrs.)			
88.	Ruled Register (4 Qrs.)			
89.	Ruled Register (2 Qrs.)			
90.	Rules Register (1 Qr.)			
91.	Casio Calculator (Big size12 digits)			
92.	Casio Calculator (Medium size – 10 digits)			
93.	Scale plastic (Footer – Delux Boss) 12"			
94.	Steel scale (12" inches)			
95.	Board Pin(Brass) Pkt			
96.	Log Book Register (12 Q)			
97.	9" x 4" size white envelopes (without windows) (bundle of 25 envelopes)			
98.	11" x 5" size white envelopes (without windows) (bundle of 25 envelopes)			
99.	12" x 10" size yellow envelopes (thick paper) (bundle of 25 envelopes)			

Sl. No.	Name of the items	Rate per item/unit (exclusive tax)	CST/VAT Rate	Brand, if any
100.	Box (Lever) File No. 10 (Neel Gagan)			
101.	Binder Clip Size - 25mm - 32 mm - 41 mm			
102.	White Duster			
103.	Plastic folders (with Zip SOLO-MC-115)			
104.	Sticker A-4 Size			
105.	Transparency A 4 Size			

Signature of authorized person with Stamp & Date