

No.D-19011/10/2015-Ad.II  
Cabinet Secretariat  
Rashtrapati Bhavan

\*\*\*\*

New Delhi, the 9<sup>th</sup> November, 2015

**QUOTATIONS/TENDER NOTICE**

**Subject: Tender for Supply of Stationery items.**

The undersigned is directed to invite Quotations/Tenders from authorized firms for supply of Stationery items as per the format of Quotation (**Annexure – III, IV & V**).

2. Interested firms may send their quotation/tender quoting rates at which they would be able to supply Stationery items in Cabinet Secretariat, Rashtrapati Bhavan, New Delhi, as per terms and conditions mentioned at **Annexure – I**. Details of the firms should be provided as per **Annexure – II**.

3. The cover containing the quotations/tenders should be sealed and superscribed "**Quotations/tenders for Stationery items**" and should be addressed to the Under Secretary (Ad.II), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi and put in the **Tender Box kept in the Reception of Cabinet Secretariat, Rashtrapati Bhavan, New Delhi**. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. The schedule of receipt and opening of quotation is as under:-

**Last Date and Time for receipt of Quotations/Tenders: 3<sup>rd</sup> December, 2015 (3:00 PM)**  
**Dated & Time of opening of Quotations/Tenders: 3<sup>rd</sup> December, 2015 (3:45 PM)**

4. A bank draft of Rs.25,000/- (Rupees Twenty Five Thousand Only) in favour of DDO, Cabinet Secretariat, as earnest money is also to be deposited along with the quotation/tender.

5. The quotations/tenders will be opened in the presence of the participating bidders or their authorized representative, who may like to be present at the time of opening the tender.

6. The Cabinet Secretariat reserves the right to reject any or all the quotations without assigning reason therefore,

  
(Nilratan Das)

**Under Secretary to the Govt. of India**

1. Tech. Director(NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be uploaded in a non-editable version on this Secretariat's official website [www.cabsec.nic.in](http://www.cabsec.nic.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. All Ministries and Departments of Govt. of India located at New Delhi/Delhi with the request that the firms/vendors engaged by them for the purpose may be requested to submit their bids, if interested.

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**TERMS AND CONDITIONS**

1. The invitation is open to all manufacturers, their authorized suppliers and general order suppliers, who are having at least 03 year of experience in supply of Stationery 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 currency of rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. Interested firm(s) may visit Cabinet Secretariat to survey sample of non-branded items with special requirement during office hours from 18.11.2015 to 24.11.2015 except Saturday/Sunday.
4. **Sample of non-branded items should be submitted in advance in a sealed cover separately and superscribed "Samples for non-branded Stationery Items" with the name of the firm to Under Secretary (Ad. II), Cabinet Secretariat by 12:00 Noon on closing date of submission of tender. A committee will inspect the sample before opening the bid. The bids will be opened only of those firms, whose samples have been accepted by the committee.**
5. The sample deposited by L1 bidder(s) shall remain in the custody of this office during the contract period.
6. Cabinet Secretariat will not accept any duplicate/substandard items and not matching with 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 including that of blacklisting of the firm.
7. The firm should be in a position to supply Stationery items even at short notice and on holidays/Saturday/Sunday also.
8. If the supplied items are found defective, the same should be replaced within a period of 2 days.
9. All items are required to be supplied at Cabinet Secretariat, Rashtrapati Bhavan, (South East Wing) New Delhi. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost. No charges for supply of items will be paid by the Cabinet Secretariat.
10. The firm should be registered with the Government for the purpose of VAT/Sales Tax etc. and the certified copies should be attached with the bid documents.
11. Rates should be quoted in the prescribed proforma as per Annexure. 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 Cabinet Secretariat.
12. The competent authority in the Cabinet Secretariat reserves the right to amend any of the terms and conditions contained in the Tender Documents after giving required notice. The decision of competent authority in this regard will be final and binding.
13. Duly constituted committee shall open and evaluate the bids item wise and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.





14. The validity of the contract will be initially for a period of one year. After expiry of the contract, Cabinet Secretariat may extend the contract for a period not exceeding one year.
15. 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 cost per day of delay.
16. The Stationery items are generally purchased on monthly/quarterly basis without any ceiling of minimum quantity. Further, the procurement of the items would be purely 'on need' basis. Accordingly, Cabinet Secretariat shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during the validity of the contract
17. 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 DDO, Cabinet Secretariat, Rashtrapati Bhavan 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. The EMD of successful bidder will be refunded once he deposits performance security.
18. In case of repeated failures to supply the items indented by the Cabinet Secretariat within the requested period of time on formal order or order on telephone in the event of extreme urgency, the supply order shall be cancelled and the performance security shall also be forfeited and the firm shall also be barred from participating in any future tender(s) of the Cabinet Secretariat.
19. In case, the supplier is found to have breached any condition(s) of the contract at any stage or services of the supplier is found not to be to the satisfaction of the Cabinet Secretariat, the contract may be terminated. The decision of the Cabinet Secretariat, in this regard, shall be final and binding
20. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Cabinet Secretariat.
21. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.
22. The firm should have minimum annual turnover of 20 lakh for Stationery items. The firm should attach documents in support of annual turnover during the preceding three years as per tender document.
23. They should be well equipped and have required infrastructure & experience to undertake the job. Necessary documents and facts may also be brought out in a separate sheet.
24. The firm should also furnish a certificate that it has not been blacklisted by any Ministry/Department of Govt. of India or State Government.
25. The EMD/Performance Security shall be fortified in case of producing fake documents by the bidders.

Signature of authorized representative  
of the firms with date and seal



**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 enclosed)	
3	CST/VAT Registration Certificate (copies to enclosed along with TIN Numbers)	
4	Service Tax Registration No. (copies to 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 3 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:



**PHOTOCOPY PAPERS**

Sl. No	Names/ details of items	Unit	Amount		
			Rate	Tax	Total
1.	Photostat Paper (A4) – Mill Pack, 75 gsm (500 sheet) – JK Brand	Per Packet			
2.	Photostat Paper (FS) – Mill Pack, 75 gsm (500 Sheet) – JK Brand	Per Packet			
3.	Photostat Paper (Colour) A – 4, Mill Pack, 85 gsm (500 Sheet) – Ballapur Mill	Per Packet			

*Signature*



STATIONERY ITEMS

Sl. No	Names/ details of items	Unit	Amount		
			Rate	Tax	Total
1.	All Pin (Bell) 100 grms	Packet			
2.	Binder Clip 12 mm - SDI	Packet			
3.	Binder Clip 19 mm - SDI	Packet			
4.	Binder Clip 25 mm - SDI	Packet			
5.	Binder Clip 35 mm - SDI	Packet			
6.	Binder Clip 41 mm - SDI	Packet			
7.	Cello tape (small) – premier (24 mtrs x ½ inch)	Piece			
8.	Computer Label Sticker (oddy ST-12)	Packet			
9.	Correction Pen – (Faber-Castell/Kores)	Piece			
10	Eraser (Apsara/natraj)	Piece			
11.	File Board (No.31) – Neelgagan	Piece			
12.	Foot Scale (Kebica)	Piece			
13.	Gem Clip 28/33 mm pkt. (Bun-chin)	Packet			
14.	Glue Stick (Kores/Camlin-15g)	Piece			
15.	Gum Bottle 150 gms (National)	Piece			
16.	Gum Tube (Kores/Camlin)	Piece			
17.	Highlighter (Pkt. Of 5 Pcs.) Fabre Castell	Packet			
18.	Knife (Kebica)	Piece			
19.	Luxar Sketch Pen	Piece			
20.	Permanent Market (Luxar)	Piece			
21.	Marker for Board (Luxar)	Piece			
22.	Note Sheet Green (A4 size) 8- gsm (neelgagan)	Packet			
23.	Packing paper (100gsm) size 36x46	Piece			
24.	Packing tape big brown (Bun Chin) self-adhesive tape size -50 mtrs x 2½	Piece			



25.	Pen Jotter (Reynolds)	Piece			
26.	Pen – Pilot 0.5 Luxor	Piece			
27.	Pen – Pilot V5-7 Luxor	Piece			
28.	Pen- Add gel (Tri-max)	Piece			
29.	Pen-Ball (Reynolds-045)	Piece			
30.	Pen Uniball eye micro UB 150	Piece			
31.	Pencil (Apsara/Natraj) extra dark	Piece			
32.	Plastic Folder A4 (transparent) – Solo-LF-101	Piece			
33.	Plastic Folder FS (transparent) – Solo-LF-111	Piece			
34.	Post it slip pad (3M) 75x50) 100 sheets	Piece			
35.	Post it slip pad (3M) 75x75) 100 sheets	Piece			
36.	Post it slip pad (3M) 76x76) 100 sheets	Piece			
37.	Post it slip pad (3M) 76x126) 100 sheets	Piece			
38.	Punch (Double) (Kangaroo)	Piece			
39.	Punch (Single) (Kangaroo)	Piece			
40.	Register 1 Quire, 17x27, 96 page (Neelgagan)	Piece			
41.	Register 2 Quire, 17x27, 192 page (Neelgagan)	Piece			
42.	Register 3 Quire, 17x27, 288 page (Neelgagan)	Piece			
43.	Register 4 Quire, 17x27, 384 page (Neelgagan)	Piece			
44.	Register 6 Quire, 17x27, 576 page (Neelgagan) , green ledger paper	Piece			
45.	Register 8 Quire, 17x27, 768 page (Neelgagan) , green ledger paper	Piece			
46.	Register 10 Quire, 17x27, 960 page (Neelgagan) , green ledger paper	Piece			
47.	Register 12 Quire, 17x27, 1152 page (Neelgagan), green ledger paper	Piece			
48.	Rubber Band (Nylon) 500 gms 4"	Packet			
49.	Scissor No 207 (Medium) – Kebica Size -16 CM	Piece			
50.	Sealing wax (standard/3star)	Packet			
51.	Sharper (Natraj/Apsara)	Piece			

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52.	Shorthand Note Book (Neelgagan/ Saraswati)	Piece			
53.	Slip Book No. 33 (Neelgagan/ Saraswati)	Piece			
54.	Slip (prompt) 3 colour (3M)	Packet			
55.	Stamp pad (Small)-Fabre Castell	Piece			
56.	Stamp pad (big)-Kores	Piece			
57.	Steppler (Small) HD-10D Kangaro	Piece			
58.	Steppler (Medium) HD-45D Kangaro	Piece			
59.	Steppler Pin Small (10no.) Kangaro	Packet			
60.	Steppler Pin 24/6 (Kangaro)	Packet			
<b>Non-branded items/Items as per sample</b>					
61.	Tag White – 200 piece in a bundle (as per sample) superior quality	Bundle			
62.	Plastic Folder Blue (Double Fold) – as per Sample	Piece			

Slip



**PRINTING WORK**

Sl. No	Names/ details of items	Unit	Amount		
			Rate	Tax	Total
<b>Non-branded items/items as per sample</b>					
1.	COS Printed files 250 gsm, Sirpur Mill, As per Sample	Piece			
2.	Envelops brown SE-6 (80 gsm) Star craft paper, printed as per sample	Piece			
3.	Envelops brown SE-6 (120 gsm) Sun Shine paper, printed as per sample	Piece			
4.	Envelops Yellow SE-7 (new white jail cloth in inner side) as per sample	Piece			
5.	Envelops Yellow SE-8A (new white jail cloth in inner side) as per sample	Piece			
6.	Envelops Yellow SE-9A (new white jail cloth in inner side) as per sample	Piece			
7.	File Cover (printer as per sample) 300 gsm (Sirpur Mill) in different colours	Piece			
8.	Letter Head of Cabinet Printed as per sample on 120 gsm DO paper	Piece			
9.	DO Letter Head Printed as per sample on 120 gsm DO paper	Piece			
10.	Spiral Slip Book (printed as per sample) – 50 sheets each, made of 85 gsm bond paper	Piece			
11.	Routine note (ACC) A-4 size duly printed as per sample on 85 gsm bond paper	Piece			

*[Handwritten signature]*