

**INVITATION OF TENDER FOR SUPPLY OF OFFICE STATIONERY/CONSUMABLE ITEMS**

To,

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**Sub: Invitation of Tender for Office Stationery/Consumable**

Dear Sir,

1. The project coordinator, PCU, UPDASP (hereinafter referred to as the Purchaser) invites sealed bids from eligible bidders for the supply of office stationery/Consumables under following schedule:-

Schedule No.	Description of the Goods	Requirement Items	Place
I	Supply of Office Stationery and Consumable items.	As per Annexure 'A'	Project Coordination Unit, UPDASP, B1-B2, Blocks, 4 <sup>th</sup> Floor, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow.

**Note : Only those bidder(s) are invited whose firm has been existing in Lucknow.**

- 2. You are invited to submit your most competitive rates for the items.**

**3. Eligibility Criteria:**

The firm should be income tax payee and registered with the relevant revenue authorities and having at least 03 yrs. of experience in the field. The tendering firm will have to give a declaration to the effect. The annual turnover of the firm must not be less than Rs. 5 lac p.a for each schedule.

**4. Bid Price**

- The Bidder must submit rate for each item separately in Annexure 'A' Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- All duties, taxes and other levies inclusive of transportation charges payable by the contractor under the contract shall be included in the rates quoted by the firm.
- The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

5. Each tenderer shall submit only one tender and has to offer one rate per item only.

**6. Validity of tender**

The tender shall remain valid for a period not less than 60 days after the deadline date specified for submission of tender.

**7. Evaluation of tender**

The tender must be in two parts for each schedule e.g. (1) Technical Bid (2) Financial Bid. Both sealed bids must be kept in a separate sealed envelope that should be super scribed "Bid for supply of .....".

**a) Technical bid must contain :-**

- Copy of the registration of the firm.

- ii. Papers that indicate that the firm deals in similar items & the proof thereof in terms of purchase orders/supplies made therein (At least last three years).
- iii. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
- iv. Earnest money as specified under point no-13 of the document.
- v. Copy of income tax return for last 3 yrs.
- vi. Copy of balance sheet in support of the turnover (Last three years).
- vii. PAN/TAN no. of the firm.
- viii. They are legally authorized to provide for the items for which rates have been quoted.
- ix. All documents are properly signed.

**Note: The Tender document should be numbered & the place (serial number) of the desired document(s) to be indicated where they can be found. The financial bid of short-listed firm(s) will be opened only when firm qualifies in the Technical bid.**

**b) Financial Bid:**

The purchaser will evaluate and compare the tenders, separately determined to be substantially responsive i.e which are:

- i. Lowest.
- ii. properly signed.
- iii. Conform to the terms and conditions of the Tender Document.

**8 Award of Contract**

Contract will be awarded to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. The successful tenderer will have to sign a contract within 15 days of issuance of notification of award to supply the goods at the quoted price during the contract period. No upward revision in prices shall be allowed during the period of rate contract.

**8.1** Notwithstanding the above, the Purchaser reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of contract without assigning reason whatsoever.

**8.2** The bidder whose tender is accepted will be notified of the award of contract by the Purchaser prior to expiration of the tender validity period.

**9 Payment**

Payment shall be made within 15 days after submission of bill and its verification form the officer concerned.

**10 Warranty/Guarantee**

Normal commercial warranty/guarantee as given by the manufacturer shall be applicable to the supplied goods.

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. If the said stores/goods/ articles be discovered that they do not conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the

purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the abovementioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

### **11 Cost of tendering**

The bidder shall bear all costs associated with the preparation and submission of its tender, and the Project Coordinator, PCU, UPDASP hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

### **12 Delivery schedule**

- 12.1 The goods must be delivered within 3 days' time from the date of receipt of the purchase order.
- 12.2 The supplier will be responsible till the entire stores contracted for/ordered, arrive in good condition at the destination

### **13 Earnest Money**

13.1 The tenderers shall have to furnish as part of his tender an earnest money in amount of **Rs. 10000/-** valid for 3 months in favour of **Project Coordinator, PCU, UPDASP payable at Lucknow** in the form of **Bank Draft/Banker's Cheque/FDR of a Nationalized Bank**. The tender submitted without the earnest money will be rejected as non-responsive.

13.2 The earnest money may be forfeited :

- (a) If a tenderer withdraws its tender during the period of tender validity specified in clause-6 of tender document.
- (b) In case of a successful tenderer, if the tenderer fails:
  - (i) To sign the Contract within 15 days of issuance of notification of award.
  - (ii) To furnish performance security within 15 days in accordance with notification of award, valid for 15 months.

13.3 Unsuccessful tenderer's earnest money will be discharged/returned as promptly as possible but not later than 30 days after expiration of the period of tender validity prescribed by the purchaser.

13.4 The successful tenderer's earnest money will be discharged upon signing the Contract and submission of performance security as indicated under clause-14 of the Contract.

### **14 Performance security**

14.1 Within 15 days of the receipt of notification of award from the Purchaser, the successful tenderer shall furnish the Performance Security for **Rs. 10000/-** valid for 15 months, favouring **Project Coordinator, DASP payable at Lucknow** in the form of **Bank Guarantee (As per annexure-B)/FDR, Banker's Cheque/Demand Draft of a Nationalized bank**.

14.2 Failure of the successful tenderer to satisfactorily provide the services shall constitute sufficient ground for the cancellation of contract and forfeiture of the Performance Security.

15 The agreement will be upto 31-03-2018 or upto the continuance of the project whichever is earlier. Contract period may be extended for further one year/subsequent years' depending upon requirements with mutual agreement.

16. The Purchaser reserves the right to terminate supply of goods at any time without assigning any reasons and the supplier cannot claim any compensation in this respect.

17 **Arbitration**-That all disputes and differences whatsoever which shall arise between the parties, during the continuance of the Contract or afterwards, touching any clause or matter herein contained or the rights, duties and liabilities of either party in connection therewith, shall be referred to the sole arbitration of the Project Coordinator, UPDASP & his decision in this regard will be final & binding upon both the parties.

That the Agreement together with the enclosures herein will constitute the entire binding Contract between both the parties. However, if both the parties feel any necessity to modify or add any condition even at a later point of time, during the period of this agreement, the same would be deemed as a part of this Agreement and be binding upon both the parties.

18. We look forward to receive your tender and thank you for your interest in this project.

19 You are requested to provide your offer latest by **14:00 hours on 24-03-2017**

20 Late/delayed tenders received at our end due to any reason whatsoever will not be accepted under any circumstances.

**Project Coordinator,  
Project Coordination Unit, UPDASP,  
B1-B2, Blocks, 4th Floor,  
PICUP Bhawan, VibhutiKhand,  
Gomti Nagar, Lucknow- 226 010**

Encl:

1. TENDER NOTICE
2. TENDER FORM
3. FORMAT OF STATIONERY TENDER: Annexure-A
4. GENERAL INSTRUCTIONS
5. IMPORTANT INFORMATION
6. BANK GUARANTEE FORMAT: Annexure-B

## TENDER FORM

**Project Coordinator,  
Project Coordination Unit, UPDASP, B1-B2, Blocks, 4rth Floor,  
PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow- 226 010**

Dear sir:

Having examined the Tender Documents for supply of Office Stationery/Consumable items the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the Goods in conformity with the said tender document in accordance with the format of tender herewith and made part of this tender.

We undertake, to deliver the goods in accordance with the delivery schedule specified in the tender documents if our tender is accepted.

We agree to abide by this tender for a period of sixty (60) days after the date fixed for tender opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this ..... day of ....., 2017

\_\_\_\_\_  
(signature)

Duly authorized to sign tender for and on behalf of the firm

\_\_\_\_\_  
SIGNATURE OF THE TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY:

(IN BLOCK LETTERS)

CAPACITY/POSITION IN COMPANY:

IN WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY:

PIN CODE:

TELEPHONE Nos. : LANDLINE/ MOBILE / FAX NO.

**Annexure-A****List for Stationery/Consumables items**

<b>S.N.</b>	<b>Name of the Item</b>	<b>Brand</b>	<b>Unit</b>	<b>Rate</b>
1	All Pin (35mm)	Bell/Kores	Packet	
2	Attendance Register-4 Quire	Standard size	Nos.	
3	Ball Pen 0.45 (Blue Black, Red, Green)	Reynolds/Cello griper	Nos.	
4	Binder Clip-25mm	Bell/Oddy	Nos.	
5	Binder Clip-51mm	Bell/Oddy	Nos.	
6	Binding Sheets (PVC+Cards)	Modi GVC	Nos.	
7	Bond Paper Executive-A4 size, 100 GSM	J.K. Bond/Royal executive built Bit100GSM	Rim of 500 sheet	
8	Brown Binding Tape (2") (50 Meter)	Tixo/Wonder	Nos.	
9	C.D. Marker	HP/Cello/Kores/Camlin	Nos.	
10	Calculator Desk	Citizen	Nos.	
11	Calculators (12 Digits)	Citizen	Nos.	
12	Calculators (8 Digits)	Citizen	Nos.	
13	Coaster	Asian	Nos.	
14	Dak Dispatch Register (10 Quire)	13"x8"	Nos.	
15	Dak Dispatch Register (8 Quire)	13"x8"	Nos.	
16	Dak Pad (No. 112)	Maitee, Military, Sangamconda (Standard) Size	Nos.	
17	Dak Receipt Register (10 Quire)	13"x8"	Nos.	
18	Dak Receipt Register (6 Quire)	13"x8"	Nos.	
19	Document File	A4, FS (World one)	Nos.	
20	Envelope (11"x5") (White)	11"x5" white "TajMahal"	Per packet of 50 Nos.	
21	Envelope (12"x10") (Cloth Brown)	12"x10" Cloth Brown "TajMahal"	Per packet of 50 Nos.	
22	Envelope (12"x16") (Cloth Brown)	12"x16" Cloth Brown "Tajmahal"	Per packet of 50 Nos.	
23	Envelope (9"x4") (White)	9"x4" white "TajMahal"	Per packet of 50 Nos.	
24	File (Busta)	Standard size (Handmade)	Nos.	
25	File Board (Thick)	Size of file Cover (Handmade)	Nos.	
26	File Cover with cloth/Printing & eyelet as per sample	As per sample	Nos.	
27	File Tag (Silken)	Silken (Hand Made)	Bunch of 50 Nos.	
28	Glossing Paper 225 GSM	H.P./D'smat/Oddy	Pkt. of 50 sheet	

29	Glue Stick (Big)	Fixit (Pidilite)/Kores	Nos.	
30	Gum Tube	Camel	Nos.	
31	High Lighter Pens (Blue, Yellow, Green, Pink)	Reynolds	Nos.	
32	Pencil	Natraj/ HB	Packet of 10 Nos.	
33	James Clip (PVC)- Plastic colour	Kores/Oddy	Packet of 50 Nos.	
34	Leave Register -4 Quire	13"x8"	Nos.	
35	Legal size Paper	J.K. Brand	Rim of 500sheet	
36	Log Book	8"x6"	Nos.	
37	Pen Marker (Assorted Colors)	Rotomac/Reynolds	Packet of 5 Nos.	
38	Note Book (Big Matrix)	A4 size	Nos.	
39	Paper Cutter-Big	Omega/Kores	Nos.	
40	Paper Weight (Colored / Transparent)	Glass	Nos.	
41	Photocopier Paper (Size A4), 75 GSM	J.K. Brand	Rim of 500 sheet	
42	Pen Pilot V-5 (Blue, Black, Green & Red)	Luxor	Nos.	
43	Pin Cushion	Omega/Premier	Nos.	
44	Plastic Folder (PVC)- A4 Size	Medha	Nos.	
45	Plastic Sheet & Card A4 Size			
46	Post It Pad (1"x3")	Desmet	Nos.	
47	Post it Stic Slips (3"x3")	Ashoka/Oddy	Nos.	
48	Post it Stic Slips (Colour)-Big	Ashoka/Oddy	Nos.	
49	Punch (Single Hole)	Kangaroo/Kores	Nos.	
50	Refill (Cello Gripper) Black , Blue, Red	Cello	Nos.	
51	Register (4 Quire)	7"x11" (Sangam/Vijay)	Nos.	
52	Register (8 Quire)	7"x11" (Sangam/Vijay)	Nos.	
53	Rubber (Pencil)	Natraj	Nos.	
54	Scale 12" (White Transparent)	Camel/Kores	Nos.	
55	Scissors (Medium Size)	Wonder/Oddy	Nos.	
56	Sharpner (Pencil)	Natraj	Nos.	
57	Shorthand Notebook (200 Pages)	Grace/VIP	Nos.	
58	Sketch Pen (Assorted Colors – 12 Pens)	Luxor / Stic	Packet of 12 Nos.	
59	Slip Pad (Note Book)	Best	Nos.	
60	Spiral Pad	Best		
61	Spiral 25mm			
62	Spiral 38mm			
63	Spiral 45mm			
64	Spiral 10mm			
65	Spiral 16mm			
66	Spiral 22mm			

67	Built Spiral A4 (5 in 1)			
68	Stamp Pad (Small) (Red and Violet)	Ashoka/Chelpark	Nos.	
69	Stapler (M-10)	Kangaroo	Nos.	
70	Stapler Pin (M-10)	Kangaroo/Kores	Packet (10x100 staples)	
71	Stapler Pin-24/6 (M-45)	Kangaroo/Kores	Packet (10x100 staples)	
72	Stepler-24/6 (HP-45)	Kangaroo/HP-45	Nos.	
73	Stock Register (6 Quire)	13"x8"	Nos.	
74	Strip (Blue , Red)	Plastic Thick	Nos.	
75	Transparent Folder A4 size			
76	White Correcting Fluid	Kores	Nos.	
77	White Transparent Cello Tape Big	Avon/Wonder	Nos.	
78	All Out Machine with Refill	Allout	Nos.	
79	All Out Refill	Allout	Nos.	
80	Dust Bin-Plastic	Cello/Opil	Nos.	
81	Cloth Duster		Nos.	
82	Goodnight Advance Machine with refill	Goodnight	Nos.	
83	Goodnight Advance refill	Goodnight	Nos.	
84	Hit (For Mosquito)	Hit	Nos.	
85	Odonil	Odonil	Nos.	
86	Room Freshner	Sugandhco	Nos.	

We agree to supply of Stationery/Consumable items in accordance with the requirement as above.

**Signature of Supplier**

**Place:**

**Date:**



## **GENERAL INSTRUCTIONS**

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document & the annexures therein.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
6. Tenders received without Tender Fee, EMD amount by way of FDR/Banker's Cheque/Demand Draft of a Nationalized bank will not be considered at all.
7. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a holiday, the tender shall be opened on the next working day at the same time.
8. Late/delayed tenders received at PCU, UPDASP due to any reason whatsoever will not be accepted under any circumstances.
9. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender.
10. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
11. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
  - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
12. The tenderers should sign on each page of the tender and all its Annexures. (NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.)

**Signatures of the bidders**

## **IMPORTANT INFORMATION**

**1. PURCHASER:** PCU, UPDASP.

**2. CONSIGNEE:** Manager (Administration & Personnel).

**3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual agreement.

**4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.

**5. NON TRANSFERABILITY:** This tender is non-transferable.

**6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Authority.

No guarantee can be given as to the minimum or actual service usage.

**7. EARNEST MONEY:** The tenderers shall have to furnish as part of his tender, an earnest money in amount of Rs. 10000/- valid for 3 months in favour of Project Coordinator, PCU, UPDASP payable at Lucknow in the form of Bank draft/Banker's Cheque/FDR of a Nationalized Bank. Offers received without the earnest money will not be considered under any circumstances and shall be treated as non-responsive and rejected straightaway.

EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

**Note: - Contract agreement is to be signed at PCU, UPDASP. Contract agreement by post shall not be entertained.**

SIGNATURE OF THE BIDDER

**Bank Guarantee format for Performance Security**

To,

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WHEREAS ..... (name and address of the supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of contract no ..... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

.....  
(Signature of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name and address of the Bank/Branch

