

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,  
Ulan Batar Road, Palam, Delhi Cantt-110010

Tel: 011-25665567

Fax No. 011-25674806

## TENDER ENQUIRY

(Reference No. AN/V/5060/Stationery/2016-17 dated 17.08.2016)

### INVITATION OF QUOTATIONS FOR RATE CONTRACT OF STATIONERY ITEMS FOR THE YEAR 2016-2017

To

M/s  
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#### PART I

1. Office of the CGDA invites quotations on 'F.O.R. Destination' basis for supply of stationery items as per details indicated under Part II 'Schedule of Requirement'.

2. **GENERAL INFORMATION ABOUT TENDER:**

- a) Last date and time for receipt of tenders: 07.09.2016 at 15:00 Hrs.
- b) Date and time of opening of tenders: 07.09.2016 at 16:00 Hrs.  
The bidder or his authorized representative may witness the tender opening proceedings, if so desired. Advance intimation in this regard may be forwarded to this office at least one day prior to opening of bids.
- c) Quotations are **not to be sent by fax** but **only through Registered Post** or **may be dropped in the Box** placed at the reception of this office.
- d) The quotations should be sent in sealed envelopes, else the same would be considered as invalid.
- e) Late/delayed tenders received after stipulated date and time would be summarily rejected. No correspondence in this regard will be entertained.
- f) The sealed envelopes containing quotations should be super scribed on the top as '**TENDER FOR SUPPLY OF STATIONERY ITEMS**' and addressed by name to the undersigned.
- g) The bid should indicate item wise price for the items mentioned in the 'Schedule of Requirement'.
- h) The cost for each item should be the landed cost of the item i.e., including freight; packing etc. and the rate quoted invariably mention the basic price, taxes and levies, if any. Where no taxes and levies have been indicated, the quoted cost would be deemed as 'all inclusive'. Total cost of all the items together should be mentioned in figures as well as words.

- i) Companies will affix their company's stamp in the space provided at the bottom of each sheet and authorized signatory of the company must sign this also. Additional sheets duly authenticated may be attached to elucidate specification or clarify a point.
- j) Bids should be forwarded by the bidders under their original memo/letter pad indicating details such as **TIN/VAT/CST number etc.** and complete postal address of their firm.
- k) This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. The buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
- l) The bids should remain valid upto **90 days** from the last date stipulated for submission of bids.
- m) During evaluation and comparison of bids, the buyer may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices/substance of the bid will be sought offered or permitted. No post-bid clarification on the initiative of the bid will be entertained.
- n) The bidders quoting their rates in response to this tender enquiry would be assumed to have accepted all the terms and conditions mentioned in the 'Request for Proposal' (RFP).

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## PART II

### 1. SCHEDULE OF REQUIREMENT:

**As per list annexed.** The indent shall be placed by the department on quarterly/monthly or as per the requirement basis.

### 2. TECHNICAL DETAILS:

- a) The bidder will clearly indicate the make/brand of the item being offered for the price being quoted. The prices should invariably be quoted in the format prescribed under 'Schedule of Requirement'. The lowest bidder(s) would be determined on the basis of item wise lowest rates quoted by the vendor.
- b) **Where it is not possible to indicate make/brand, a sample of the item may be provided. In case of doubt CGDA Office may be contacted for quality/sample of the item. During scrutiny of bids, CGDA office reserve the right to reject any sample if it is not upto mark which will be decided by the Board of Officers nominated for the purpose.**
- c) The bidder will indicate the size/no. of pages/weight etc., as applicable against an item for which rate is being quoted.
- d) **The vendor will furnish a certificate to the effect that the rates quoted by him are not above the MRP of the item after including taxes/charges.**
- e) The supplier shall ensure that goods supplied shall be in full conformity with the specification as mentioned in the schedule of requirement.
- f) If the stock supplied is found to be old/defective, the same should be replaced immediately as per the requirement of the office by the supplier at their own cost failing which action deemed fit by the department will be taken including forfeiture of Performance Security Deposit.
- g) The invoice/bill floated by the firm should bear authentic Serial number printed and the TIN no. should remain valid during the currency of the contract.
- h) Prices shall remain fixed and valid during the period of the contract. No payment will be admissible for the goods rejected during inspection of the same.
- i) No bidder will be allowed to withdraw after submission of bids/opening of tender otherwise bid security would be forfeited and the firm will be blacklisted.

### 3. DELIVERY PERIOD:

The items ordered would be supplied within a period of 07 days from the date of receipt of Supply Order, which would be duly acknowledged by the vendor. The buyer reserves the right to cancel the Supply Order unilaterally in case items are not delivered within the stipulated delivery period. Extension of delivery period will be at the sole discretion of the buyer, with applicability of LD clause.

4. **CONSIGNEE DETAILS:**

The items ordered would be delivered by the vendor at the following address on 'F.O.R. Destination' basis.

**Stationery Room, 2<sup>nd</sup> Floor,  
Office of the CGDA,  
Ulan Batar Road, Palam,  
Delhi Cantt-110010**

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**PART III**

**STANDARD CONDITIONS OF RFP:**

The bidder would give confirmation of their acceptance of the Standard Conditions of the RFP as are mentioned below:

- a) **Law:** The Supply Order which would be placed on successful bidder, shall be considered and made in accordance with the laws of the Republic of India. The Supply Order shall be governed by and interpreted in accordance with the laws of the Republic of India.
- b) **Effective Date of the Supply Order:** The supply Order shall come into effect on the date of its acknowledgment by the Seller and shall remain valid until the completion of the obligations of the parties under the Supply Order.
- c) **Arbitration:** All disputes or differences arising out of or in connection with the Supply Order shall be settled by bilateral discussions. Any dispute, disagreement or questions arising out of or relating to the Supply Order or relating performance, which cannot be settled amicably, may be resolved through arbitration.
- d) **Penalty for undue influence:** The giving or offering of any gifts or bribery, or an attempt at any such act by or on behalf of Seller towards any officer/ employee or agent of the Buyer, or to any other person in his behalf, directly or indirectly, or any attempt to influence any officer, employee or agent of the Buyer for showing any favour in relation to his or any other contract will render the Supply Order liable for immediate cancellation.
- e) **Earnest Money Deposit (EMD):** The bidders taking part in the bid are required to furnish EMD for a sum of **Rs. 40000/-** (Rupees Forty Thousand only) along with the bid with a validity of 45 days in the form of Account Payee Demand Draft / Fixed Deposit Receipt/ Bankers Cheque / Bank Guarantee from any scheduled bank. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect. In case of non submission of EMD without exception, the bid will be summarily rejected.

f) **Performance Security Deposit:** Performance Security deposit is to be furnished by the successful bidder in the form of a Performance Bank Guarantee (PBG) issued by a public sector bank or a private sector bank authorized to conduct government business, in the prescribed format within thirty days from the date of award of contract. Preferably, performance security is payable by the supplier at the rate of 10% of the contract value. PBG should remain valid for a period of sixty days beyond the date of completion of contractual obligations, including warranty. The BG will be returned to the supplier on successful completion of all his obligations under the contract. In case the execution of the contract is delayed beyond the contracted period and the purchaser grants extension of delivery period, with or without LD, the supplier must get the BG revalidated if not already valid.

g) **Nondisclosure of Contractual Documents-Information:** Except with the consent in writing of the Buyer, the Seller shall not disclose the contract or any provision, to any person, other than a person employed by the Seller in the carrying out of the contract. Any disclosure to any person permitted under above clause shall be made in confidence and shall extend only so far as may be necessary for the purpose of contract.

h) **Liquidated damage (LD):** If the Seller fails to deliver stores in full, within the stipulated delivery period, in accordance with terms and conditions of the Supply Order, the Seller shall pay to Buyer liquidated damages, at the rate of **'0.5% of the total value of the delayed items for each complete week or part thereof, up to maximum of ten percent (10%) of the value of delayed stores.** Thereafter the Buyer will have the right to terminate the Supply Order in the case of such delay beyond five weeks and would have the option to buy the quantity of said item from the market at the Sellers risk and cost. The mode and method of such purchase would be at the total discretion of the Buyer. The amount charged as liquidated damages shall be deducted by the Buyer from the amount due for payment to the Seller.

i) **Payment Terms:** After the stores have been delivered successfully by the supplier and are found in accordance with the terms and conditions of the Supply Order, the supplier would submit his bill/commercial invoice along with original Supply Order which would be subjected to pre audit in the office of CGDA, Delhi Cantt-10 and thereafter the payment will be released through **RTGS/NEFT/CMP** only within 02 weeks, provided the bill so submitted is free from audit deficiencies.

j) **Quantity:** Estimated quantity of the items required on quarterly basis is as per Annexure of Schedule of Requirements. **However, office of the CGDA shall place order only as per actual requirements which may vary from the quantity mentioned in the schedule of requirement and supplier cannot raise any objection in this regard. The Supply Order will be placed on monthly or quarterly basis or as per the requirement basis.**

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#### **PART IV**

##### **SPECIAL CONDITIONS OF RFP:**

a) **Option clause:** The Buyer will have the right to exercise an option to procure an additional 50% of the original contracted quantity in accordance with the terms and conditions of the original Supply Order (which would be placed on successful bidder). It will entirely be the discretion of the Buyer to exercise this option or not.

- b) **Monthly/Quarterly Indent:** The Buyer will have the right to place Supply Order on monthly/quarterly basis in accordance with the terms and conditions of this RFP till the contract is valid.
- c) **Fall clause:** During the currency of the Supply Order, if there is a reduction in the prices due to any fluctuations on the market or due to any other factor, the benefit would be passed on to the buyer by the Seller.
- d) **Force Majeure:** Each contracting party shall be excused for the non-performance or delayed performance of any of his contractual duties or obligations if and to the extent to which such non performance or delayed performance is caused by Force Majeure and the party whose performance is so affected immediately and in writing notifies the other of the occurrence of the same. Force Majeure shall mean fires, floods, natural disasters or other acts of God, war, civil commotion, strikes sabotage, explosions, epidemics, quarantine restrictions and such other occurrence beyond the control of either party.
- e) **Inspection:** The stores will be subject to inspection by a Board of Officers constituted for the purpose by the buyer, to ascertain that the stores delivered conform to the specifications/quality as well as quantity as laid down in the Supply Order. In case the stores ordered on receipt are not found to be conforming to the laid down specifications/quality and quantity, the defective stores/deficiencies will be removed/replaced by the supplier at his own expense. In case of any dispute, decision of the purchaser will be final and binding.
- f) **Termination Clause:** The buyer shall have the right to terminate the Supply Order in part or in full in any of the following circumstances:
- i) The delivery of the material is delayed for causes not attributable to Force Majeure for more than 02 weeks after the scheduled date of delivery.
  - ii) The delivery of the material is delayed for causes attributable to Force Majeure for more than 04 weeks after the scheduled date of delivery.
  - iii) Supply of items is not as per desired quality/specification.

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## **PART V**

### **EVALUATION CRITERIA & PRICE BID ISSUES**

The broad guidelines for evaluation of bids will be as follows:

- a) Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- b) The lowest Bid will be decided upon the lowest price quoted by the particular bidder for each items of stationery.
- c) The bidders are required to spell out the rates of VAT, Service Tax etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of VAT is intended as extra, over the quoted prices, the Bidder must specifically say so. In the

absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entrained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty/ Excise Duty/VAT duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of customs duty/ Excise Duty/VAT, it should be brought out clearly.

d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

e) The Lowest Acceptable Bid will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items of Stationery. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.



(R K Gandhi)

**Sr. Accounts Officer (Admin)**

# SCHEDULE OF REQUIREMENT

Sl. No.	Name of the Item	Brand/ Model	Particulars	A/U	Approx Quantity required on Annual basis	Rates quoted	VAT, if any	Reamrks , if any
1	Add Gel Pen	Achiver	Blue/Black	No.	500			
2	Add Gel Pen	CAT	Blue/Black	No.	800			
3	All Pin		Good Quality	Pkt	40			
4	Attendance Register		Good Quality	No.	50			
5	Binder Clip		19mm	Pkt	16			
6	Binder Clip		25mm	Pkt	16			
7	Binder Clip		31mm	Pkt	16			
8	Binder Clip		42mm	Pkt	16			
9	Spiral Sheet	A-4 Size	Blue/Black	No.	800			
10	Spiral Sheet	A-4 Size	Transparent	No.	800			
11	Brown Sheet	As per sample	Good Quality	Sheet	200			
12	Brown Tape	As per sample	2"	No.	300			
13	Button Folder		Good Quality	No.	1000			
14	Candle		Big Size	Pkt	100			
15	C D Writer Pen	Luxor	Good Quality	No.	200			
16	Calculator	CASIO	12 Digit	No.	80			
17	Carbon Paper	Kores		Pkt	20			
18	Cello Tape		0.5"	No.	400			
19	Cello Tape		1"	No.	100			
20	Cello Tape		2"	No.	200			
21	Clip Folder	As per sample	Good Quality	No.	80			
22	Colour Pin		Good Quality	Pkt	40			
23	Coloured Flags		3 colours	Pkt	600			
24	Conference pad	10 Pages	Good Quality	No.	2000			
25	Coloured Paper		A4 size	Ream	20			
26	Correction Pen	Luxor		No.	500			
27	Correction Tape		Good Quality	No.	200			
28	Dak (Peon) Book		Good Quality	No.	20			
29	Dak Pad		Good Quality	No.	200			
30	Desk organiser	Solo		No.	50			
31	Engagement Stand		Small size	No.	40			
32	Engagement Stand		Big size	No.	40			
33	Envelopes (Brown)	As per sample	SE 5	Thousand	8			
34	Envelopes (Brown)	As per sample	SE 6	Thousand	20			
35	Envelopes (Brown)	As per sample	SE 7	Thousand	1			
36	Envelopes (Brown)	As per sample	SE 7A	Thousand	1			
37	Envelopes (Brown)	As per sample	SE 8	Thousand	1			
38	Envelopes (Brown)	As per sample	SE 8A	Thousand	2			
39	Envelopes (white)	As per sample	SE 6/5	Thousand	1			
40	Envelopes A4 size	As per sample	Plain	Thousand	2			
41	Envelopes A4 size	As per sample	Laminated	Thousand	2			
42	Envelopes (White)	As per sample	SE 5	Thousand	2			
43	Eraser	Apsara	Non Dust	No.	2000			
44	Fevi Stic	Kores	Big size	No.	500			
45	File Band		Good Quality	No.	2000			
46	Flair pen		Blue/Black	No.	200			
47	File Board		Good Quality	No.	2000			

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# SCHEDULE OF REQUIREMENT

	<i>Name of the Item</i>	<i>Brand/ Model</i>	<i>Particulars</i>	<i>A/U</i>	<i>Approx Quantity required on Annual basis</i>	<i>Rates quoted</i>	<i>VAT, if any</i>	<i>Reamrks , if any</i>
48	File Covers	As per sample	Ordinary	No.	8000			
49	Gem Clips		Good Quality	Pkt	200			
50	Green Note Sheet Pad	As per sample	A-4 Size	No.	500			
51	Green Note Sheet Pad	As per sample	Legal size	No.	800			
52	Highlighter	Luxor	All Colour	No.	800			
53	Immediate Stickers		Good Quality	No.	100			
54	Index File		Good Quality	No.	100			
55	Ivory Sheet		Good Quality	Pkt	50			
56	Ink Jet Glossy Paper	Kodak	Good Quality	Pkt	20			
57	Level Sheet		Good Quality	Pkt	10			
58	Pin cushion		Good Quality	No.	50			
59	Photostat paper	J.K. Copier	A4 size-75 GSM	Ream	2500			
60	Photostat paper	J.K. Copier	Legal size-75 GSM	Ream	120			
61	Photostat paper	J.K. Copier	A3 size-75 GSM	Ream	10			
62	Jute (Sutli)		Good Quality	Ball	100			
63	Match Box		Good Quality	No.	100			
64	Most Urgent Stickers		Good Quality	No.	100			
65	Gum Paste		Small Tube	Tube	500			
66	Gum Paste	150ml	Small Bottle	Bottle	100			
67	Paper Cutter	Plastic	Good Quality	No.	120			
68	Pencil	Apsara	HB	No.	4000			
69	Pencil	Apsara	Short Hand	No.	250			
70	Permanent Marker	Luxor	Blue/Black	No.	200			
71	Pilot Pen (All Colour)	Luxor	V5	No.	800			
72	Pilot Pen(Blue/Black)	Luxor	0.5	No.	100			
73	Pilot Pen(Blue/Black)	Luxor	V7	No.	300			
74	Pilot hitech point	Luxor	V7	No.	100			
75	Pilot Hitech Point gripper	Luxor	V10	No.	50			
76	Plastic Folder		L shape	No.	2000			
77	Plastic Folder	L Shape	Transparent	No.	2000			
78	Paper weight	glass	Good Quality	No.	50			
79	Plastic Scale	Natraj	30 Cm	No.	200			
80	Steel Poker		Good Quality	No.	20			
81	Polythene Bags	Transparent	8A size	Kg	20			
82	Post it Pads		2"x1.5"	Pad	100			
83	Post it Pads		3"x2"	Pad	100			
84	Post it Pads		3"x3"	Pad	100			
85	Post it Pads		3"x5"	Pad	100			
86	Punch Machine	kangroo	Single Hole	No.	120			
87	Punch Machine	kangroo	Double Hole	No.	50			
88	Ring Folder		Good Quality	No.	50			
89	Register		96 page	No.	100			
90	Register		192 Page	No.	100			
91	Register		288 Page	No.	200			
92	Register		384 page	No.	200			
93	Register		488 Page	No.	200			

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# SCHEDULE OF REQUIREMENT

	Name of the Item	Brand/ Model	Particulars	A/U	Approx Quantity required on Annual basis	Rates quoted	VAT, if any	Reamrks , if any
94	Reynold Ball Pen		All Colour	No.	3000			
95	Reynolds Racer Gel Pen		Blue/Black	No.	1600			
96	Rubber Band		All size	Kg	20			
97	Scissors	As per sample	Medium Size	No.	100			
98	Sharpner	Apsara	Long Tip	No.	100			
99	Sharpner	Apsara	Short Tip	No.	1000			
100	Seeling WAX		Good Quality	Pkt	100			
101	Shorthand Note Book		Good Quality	No.	200			
102	Signature Pad		Good Quality	No.	200			
103	Sketch Pen	Luxor	Blue/Black	Set	500			
104	Slip Pad		20 pages	Pad	1000			
105	Solo Report File		Good Quality	No.	500			
106	Spiral Note Book	As per sample	20 pages	No.	1000			
107	Spiral Wire		All Size	Pkt	20			
108	Sponge		Plastic	No.	40			
109	Stamp Pad		Medium size	No.	40			
110	Stamp Pad		Big size	No.	20			
111	Stamp Pad Ink		Small size	No.	40			
112	Staple Machine	kangroo	No. 10	No.	150			
113	Staple Machine	kangroo	HP 45	No.	50			
114	Staple Machine	kangroo	HD 23 S 24	No.	8			
115	Staple Pin		No. 10	Pkt	1000			
116	Staple Pin		HP 45	Pkt	200			
117	Staple Pin		HD 23 S 24	Pkt	40			
118	Stick Folder		Good Quality	No.	100			
119	Tags White	As per sample	Small size	Bundle	200			
120	Tags Green	As per sample	Large size	Bundle	100			
121	Trimax Pen		Blue/Black	No.	200			
122	Thread Ball		Synthetic	Kg	20			
123	Thread Ball		Plastic	Kg	20			
124	Uniball Eye Fine		All Colour	No.	300			
125	Uniball impact gel		Blue/Black	No.	50			
126	Use & Throw pen	Link	Blue/Black	No.	500			
127	White Ribbon		Good Quality	Pkt	200			
128	White Board Marker	Luxor	Good Quality	No.	80			
129	Duster Yellow	1.5' X 1.5'	Good Quality	Dozen	20			
130	Duster White	1.5' X 1.5'	Good Quality	Dozen	20			
131	Duster white	3'x2'	Good Quality	Dozen	5			
132	Duster Yellow	3'x2'	Good Quality	Dozen	5			
133	Cartridge M-43		Samsung SFX 371P	No.	60			
134	Cartridge M-40		Samsung SF 331	No.	6			
135	Cartridge FX-03		Canaon l280	No.	20			
136	Cartridge FX-09		Canon 4150	No.	20			
137	Cartridge	Panasonic	K-93	No.	20			

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