



**India Trade Promotion Organization
Store Division
Prantik Building, Near Gate No.-1,
Pragati Maidan, New Delhi – 110001
Telephone No. 011-23378645/23371783
Fax No. 23371492**

Notice Inviting E-Tender (NIT)

T e n d e r N o.: 258/ITPO (1)/ST/2016-17

TENDER DOCUMENT

For

**“RATE CONTRACT FOR SUPPLY
OF STATIONERY & OTHER GENERAL SUNDRY ITEMS
FOR OFFICIAL USE IN ITPO”.**



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New Delhi – 110001
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Notice Inviting E-Tender (NIT)

No.- 258/ITPO (1)/ST/2016-17

Dated : 02/08/2016

Sub: Tender notice for award of rate contract for supply of Stationery & other general sundry items for official use in ITPO during 2016-17 and till 31st October, 2017-reg.

India Trade Promotion Organisation (ITPO) invites online bids through two bid system (Technical and Commercial) from the interested, inline, experienced, reputed and financially sound & eligible bidders. Manual bids shall not be accepted.

The tender document contains the following:

- I. Instructions for Online Bid Submission
- II. Scope of Work and General Instructions to Bidders
- III. Eligibility Criteria
- IV. Special Terms and Conditions

I. Instructions for Online Bid Submission:

- a. The tender documents are available on our website www.indiatradefair.com (for reference only) & www.eprocure.gov.in and the same can be downloaded. However, the documents required, such as two DDs towards Cost of Tender and Earnest Money Deposit (Demand Draft should be in favour of India Trade Promotion Organisation, payable at New Delhi) should be deposited in Store Division, Prantik Building, ITPO, Pragati Maidan, before the close of time for submitting the e-tender.
- b. Tender documents may be downloaded from ITPO's web site www.indiatradefair.com (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATA SHEET as under.

INDICATIVE CRITICAL DATA SHEET:

Tender Notice No.	258/ITPO (1)/ST/2016-17
Published Date	02/08/2016
Bid Document Download/Start Date and Time	10 a.m., 02/08/2016
Bid Submission Start Date	02/08/2016

Bid Submission End Date and Time	3.00 p.m. and 24/08/2016
Opening of Technical Bids and Time	3.30 p.m., 24/08/2016
Communication Address	Manager, Store Division, Prantik Building , ITPO Pragati Maidan New Delhi-110001
Feel free to Contact regarding query, if any	Desk No.: 011-2337 1783/8645
To get the copy of tender documents	kindly visit the <u>tender section</u> of corporate website (http://www.indiatradefair.com)

- c. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/ Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) will be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- e. Tenderers who have downloaded the tender from the ITPO's web site www.indiatradefair.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD will be forfeited and tenderer is liable to be banned from doing business in future with ITPO.
- f. Intending Tenderers are advised to visit once again ITPO website www.indiatradefair.com and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

g. E M D and Tender Cost:

Earnest Money Deposit of Rs. 37, 500/- (Rupees thirty seven thousand five hundred) and Tender Cost of Rs. 525 /- (five hundred twenty five only) are to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of India Trade Promotion Organisation payable at New Delhi. Bidders are required to submit the details of EMD & tender cost at the time of Bid Preparation.

BANK Details for E M D Payment and tender cost through NEFT/RTGS:

Sr. No.	Name of the Beneficiary	:	India Trade Promotion Organisation (ITPO)
01	Name of the Bank	:	Central Bank of India
02	Branch Address	:	Pragati Maidan, New Delhi-110001
03	Account No.	:	1167404133
04	Type of Account	:	Saving
05	RTGs Code	:	CBIN 0284078
06	MICR Code	:	110016150

07	PAN No.	:	AAATI2955C
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h. The Hard Copy of original instruments in respect of earnest money & tender cost, must be delivered to the Manager(Store), Prantik Building, India Trade Promotion Organisation, Pragati Maidan, New Delhi — 110001 (India) on or before bid opening date/time as mentioned in critical date sheet. Tenderers shall likely to be liable for legal action for non-submission of original payment instruments, like DD/RTGS etc., against the submitted bid.

i. Bids will be opened as per date/time as mentioned in the **Tender Critical Data Sheet**. After online opening of Technical-Bid, the results of their qualification as well Price-Bid opening will be intimated latter.

Submission of Tender:

The tender shall be submitted online in Two parts", viz., technical bid and financial bid. All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/E-mail shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the Contractor along with Technical Bid (Annexure-I) as per the tender document (As applicable):

- i) Scanned copy of valid registration certificate, experience certificate or similar award of Work, performance certificate, if any, PAN No. as per the Tender documents.
- ii) Scanned copy of previous three years Income-tax / VAT tax return / latest VAT Clearance Certificate, TIN No, Sales Tax certificate, Service Tax No. Certificate, VAT Certificate, Affidavit of partnership firm. If any, ISO Certificate, if any.
- iii) Scanned copy of audited Balance sheet plus profit loss account statement, of three years.
- iv) Scanned Copy of self-attested copy of Partnership deed as per the tender documents, if any.
- v) Scanned copy of documents like Earnest Money Deposit & Tender Cost.
- vi) Scanned copy of Tender Acceptance Letter (Annexure-III)
- vii) Scanned Copy of format of Power of Attorney for the Authorized Signatory (Annexure-IV)
- viii) Scanned Copy of blacklisting certificate in this regard (Annexure-V)
- ix) Scanned copy of unqualified undertaking for accepting the terms and conditions. (Annexure-II)
- x) Price bid undertaking (Annexure-VI)

Price Bid/Financial Bid:

- (a)** Schedule of price bid in the form of BOQ_XXXX .xls. / pdf. Format. (Annexure-VII)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bid electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders on registering into the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids through online on the CPP Portal.

More information useful for submitting through online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / n-Code / e-Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender- ID assigned against each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area

available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date & time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "off-line" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after opening the tender by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

II. Scope of Work:

1. The ITPO, Pragati Bhawan, Pragati Maidan, New Delhi-110001 intends to enter into an Annual Rate contract with reputed, well established and financially sound Firms for supply of stationery and other sundry consumable items during Financial year 2016-17 & till 31st October, 2017.
2. The hard copy of the Earnest Money Deposit (EMD) of Rs. 37, 500 /- (Rupees thirty seven thousand five hundred) and the tender cost of Rs. 525 /- (Rupees five hundred twenty five only) must be uploaded with the Technical Bid and original of the same (DDs/UTR Transaction) has to be dropped in the Tender Box installed in Store Division, Prantik Building, Near Gate No-01, Pragati Maidan, New Delhi-110001 in a sealed envelope super-scribed with the words "Annual Rate Contract for procurement of Stationery and consumables items in ITPO" latest by 3.00 p.m. 24/08/2016.

II TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANIES/FIRMS/AGENCIES

1. The tendering Firms should fulfill the technical specifications:
 - (a) The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi or in any of the Satellite Towns of Delhi;
 - (b) It should be registered with the appropriate registration authority;
 - (c) It should have its own Bank Account.

(I) General Instructions to bidder:

1. To mention the D.D./UTR Transaction Copy no., date, Name of the firm, Proprietor's name, etc. on the reverse side of Demand Draft. The submission of EMD/Bid Security plus cost of tender fees are compulsory for all the Bidders including central/state multi co-operative stores, like M/s. Kendriya Bhandar, M/s. NCCF etc.
2. EMD in any other form, i.e., in Cash, etc., shall not be accepted. The EMD of unsuccessful bidder, without any interest, will be liable to refund within 30 days after placing final order to the successful firm(s).
3. The EMD shall stand forfeited, if a bidder withdraws or amends the quotation / tender, or impairs or derogates from the tender in any

respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender / quotation by any of the tenderers.

4. The EMD of successful bidder will be rest with ITPO till the completion of contract.
5. This tender is non transferable.
6. Name of the firm with latest communication address, name of the proprietor, telephone No., Email id., web site address, Fax No. etc. should be filled up in Technical Bid and uploaded in pdf. format.
7. Bid form (Technical Bid), as per **Annexure –I**, giving all details should be submitted in its letter head and uploaded in pdf. format in e-tender.
8. In order to identify uniformity and quick assessment of the rates, the rates should be mentioned as per unit(s)/quantity/items and brands/specifications, asked for in the **Annexure-VII**, the intending firms should not make any deviation and quote rates for their own units, quantity, brands. Otherwise such bids shall be rejected.

(III) **Eligibility Criteria:**

1. Firms should have at least three years of similar experience of supplying the stationery items to any central/state government departments/ministries/PSU/Autonomous bodies/reputed healthy private organization. The firms should scan and upload list of experience certificates/ SO/PO etc.
2. The bidders should be Delhi-NCR based only, whose office operating in or around Delhi. Under no circumstances, the agency, outskirts of Delhi-NCR could be considered.
3. The annual turnover of the firms should be at least 8 lakhs (Eight Lakh) during the three financial years from any government departments, PSUs, or reputed private or public limited organizations,

for which Copies of Profit and Loss Account, and audited balance sheets, certified by registered CA Firms for the three years should also be scanned & uploaded during on-line submission of tender.

4. The bidder should be authorized reseller/selling agent /distributor /whole seller.
5. Proof of having cleared all Income Tax Return/VAT Return/Sales Tax Clearance Certificate during the three years should be scanned & uploaded while submitting the on-line tender.
6. Attested copy of valid VAT registration should scan and upload in e-tender.
7. Proof of valid registration with sales tax authorities, TIN No. and Pan No. should also be mentioned and the self -attested copies in respect thereof are required to be scanned & uploaded during on-line submission of tender.
8. Scanned copy Performance Certificate, if any, Registration/Trade License Certificate, are required to be uploaded during on-line submission of e-tender.
9. Scanned copy of ISO Certificate, if any, is to be uploaded through online submission.
10. Scanned copy of Tender Acceptance Letter (Annexure-III)
11. Scanned Copy of format of Power of Attorney for the Authorized Signatory (Annexure-IV)
12. Price bid undertaking (Annexure-VI)
13. The firms should not have been blacklisted by any ministries/ department of state/central government or ITPO. The firms are to be required to undertake to this effect in their letter head (Annexure-V).
14. The bidders are advised to submit an undertaking in firm's letter with a view to accept all the terms and conditions of the tender notice (Annexure-II).

(IV) Terms and Conditions:

1. ITPO invites that reputed and interested parties may upload their e-tender in two bid system with complete details about the stationery/general items as mentioned in the list attached in **Annexure-VII & along with other enclosures.**

2. "Applicable Law" - means all relevant laws in force and effect as of date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of court, as may be in force and effect during the subsistence of this Tender Document.

3. "Bid Document" - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

4. "ITPO" - ITPO means India Trade Promotion Organization.

5. **DISCLAIMER:**

The information contained in this bid document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of ITPO is provided to Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided. By acceptance of this tender document, the recipient further agrees that this tender document may not be distributed, reproduced or used for any other purpose than selection of a company for supply of Stationery and Other Consumable items.

The recipient agrees that it will cause its Directors, Partners, officers, employees and representatives and any other parties who provide services to the recipient to use the tender document for the purposes in the manner stated above. ITPO does not make any representation or warranty expressed or implied, as to the accuracy, authenticity, timeliness and/or completeness of the information contained in this tender document. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the

assumptions, assessments, statements and information contained in this tender document. The ITPO also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender document. ITPO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender document. The issue of this tender document does not imply that ITPO is bound to select a Bidder and ITPO reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

6. INTERPRETATION :

In this Tender Document, unless the context otherwise requires

- (a) For the purpose of this Tender Document, where the context so admits:
 - (i) The singular shall be deemed to include the plural and vice versa and
 - (ii) Masculine gender shall be deemed to include the feminine gender and vice-versa.
- (b) References to a **"person"** if any shall, where the context so admits, include references to natural persons, partnership firms, companies, bodies, corporate and associations, whether incorporated or not or any other organization or entity including any governmental or political subdivision, ministry, department or agency thereof;
- (c) References to Clauses, Recitals or Schedules are references to clauses and recitals of and schedules to the Contract and the Tender Document. The Schedules, annexure and addendums shall form an integral part of this Contract.
- (d) Any reference herein to a statutory provision shall include such provision, as is in force for the time being and as from time to time, amended or re-enacted in so far as such amendment or re-enactment is capable of applying to any transactions covered by this Contract. Any references to an enactment include references to any subordinate legislation made under that enactment and any amendment to, or replacement of, that enactment or subordinate legislation. Any references to a rule or procedure include references to any amendment or replacement of that rule or procedure.
- (e) The headings and sub-headings are inserted for convenience only and shall not affect the construction and interpretation of this Tender Document. References to the word "include" and "including" shall be construed without limitation. Any reference today shall mean a reference to a calendar day including Saturday and Sunday.

7. DUE DILIGENCE:

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. ITPO shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

8. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its bid and ITPO shall under no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

9. DGS&D, MSME, SC/ST ENTREPRENEUR:

Suppliers registered under DGS&D, Micro Small Medium Enterprise (MSME) and SC/ST Entrepreneurs are encouraged to apply for the tender. If the bidder is a Micro, Small, Medium Enterprise (MSME) or SC/ST Entrepreneur, then this should be declared while filling the company details in the online bidding process. Supporting documents should also be submitted along with other documents for relaxation of tender cost and EMD.

10. PROCESSING FEE/ TENDER COST and EMD:

- i. The processing fee/tender cost is non-refundable.
- ii. The EMD is non-interest bearing.
- iii. Processing fee and EMD should be part of Envelope -1.
- iv. The EMD shall be forfeited in case the firm does not fulfill/ produce the documents/ promises made before this office or any committee constituted by this Organisation for this purpose.

11. TENDER EVALUATION COMMITTEE:

ITPO will constitute the Tender Evaluation Committee. This committee will evaluate the Bid Documents submitted by the Bidders.

- i. The Tender Evaluation Committee may choose to conduct negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.
- ii. Any effort by a Bidder to influence the Tender Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.

12. BID PRICES:

- i. The price i.e. offer must be made by the intending bidder covering all important points mentioned in the bid format enclosed in this bid document. The financial offer may be submitted keeping in view the terms and conditions of this bid document and site conditions.

- ii. In case of any discrepancy between rate mentioned in the figures and words, the latter shall prevail.
- iii. Price quoted should be for units specified by us overleaf and delivery at our office. All risk to goods till the point of delivery shall be on the supplier.
- iv. Price quoted should be for inclusive of freight, packing, forwarding and insurance. If sales tax, excise duty, value added tax and other charges are to be paid extra this should be clearly specified in tender. In the absence of any such stipulation, it will be assumed that the quotation inclusive of these taxes.
- v. Bidders may please quote their unconditional and competitive rates strictly as per the list of item mentioned in the table. After scrutiny/evaluation of parties, ITPO deserves to issue award of work order for supply of above items as per requirement and specification.
- vi. Service Tax/VAT, if any, must be quoted, failing which no amount would be paid towards service tax/VAT. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.
- vii. No advance payment will be made against any interim Supply Order.

13. PERIOD OF VALIDITY OF BID:

- i. **Validity Period:** Bids shall remain valid for 180 days after the date of financial bid opening prescribed by ITPO; ITPO holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.
- ii. **Extension of Period of Validity :**
In exceptional circumstances, ITPO may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his technical or commercial bid.
- iii. **Amendment of Tender Notice :**
At any time prior to the deadline for submission of proposal, ITPO may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document and it will be notified.

14. MODIFICATION/ SUBSTITUTION/ WITHDRAWAL OF PROPOSALS

- i. The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is the ITPO prior to Proposal Due Date. No Proposal shall be modified, substituted, withdrawn by the Applicant on or after the Proposal Due Date. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

ii. Any alteration / modification in the proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

15. SPECIAL TERMS & CONDITIONS:

- ITPO shall reserve the right to verify the operation and performance of the Bidder and the Bidder shall permit ITPO to do so. The ITPO will evaluate the information submitted by the Bidder with regard to Bidder's capacity.
- Rates quoted in the Commercial Bid should be valid for entire contract duration.
- Tenders not submitted in the format specified as per the Tender document will be summarily rejected.
- Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- The invoice should contain PAN No., VAT/ST No., Job Order no. And address of the bidder when the payment has to be made.
- The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of this Office.
- The contracting Firm will be bound by the details furnished by him/her to this Office, while submitting the e-tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
- Financial bids of only those Firms who are technically qualified shall be evaluated.
- This Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- This Office shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to the ITPO in connection with the purchase/supply order of stationery items.

16. ITPO requires the stationery and other general sundry items for its official use/purpose. These items are generally purchased quarterly basis, month to month basis, during IITF or any other events/activities of ITPO

and some items would be 'on need' basis without any guarantee for any minimum quantity.

17. The successful firm should be in a position to supply stationery and other general sundry items mentioned, within 24 hours on a very short notice as well as on Holidays/Sundays/Saturdays, as and when required.

18. The owner of successful firm should be available on his own direct telephones (office & residence) and also on mobile phone so as to enable this office to call him/her in emergence cases.

19. No request for escalation of approved rates would be considered during the contract period.

20. These approved rates of successful firm(s) must be valid during financial year 2016-17 and subsequent period till 31/10/2017.

21. The items should be of specific brand & standard make and good quality. In case it is noted that the items are not of standard make good quality, it would be open for ITPO to cancel the contract forthwith and forfeit the EMD.

22. **Delivery:** The nominated firms(s) will be responsible for delivery of the goods so ordered within 05 days in good conditions at Store Division, Prantik Building, near gate no.-01, ITPO, Pragati Maidan, New Delhi at their own risk and cost. In case of repeated failure to deliver the items indented by ITPO within stipulated delivery period, the items will be procured from the open market and the difference of the cost, if any, will be recovered from EMD/Bid Security or from the pending bills. ITPO may recover Liquidated Damage, as per stipulated clause, cancel the purchase/supply order, terminate the agreement, bar from participation in any future bidding procedures of ITPO and forfeit the bid security/EMD immediately.

23. **Damage and Liquidated:** The items having any defects, damage or any other deficiency will, if found, not be accepted and will have to be

replaced at its own cost. Sub-standard stores will not be accepted at any cost.

24. **Penalty:** Further if the supplier fails to deliver any or all of the goods within the period specified in purchase/supply order, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage @1.5 of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 7.5% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. ITPO shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the EMD/Bid Security, in case suppliers fails to deliver the items within stipulated delivery time period.

25. **Inspection and Tests:** The materials/items supplied are taken into stock subject to inspection of store officials.

In case, the nominated supplier is not to supply the goods so ordered, for which supply order has been placed or have been requisitioned on urgent basis on telephone without formal supply orders, within the stipulated time period, the supply order shall be cancelled and the EMD shall be forfeited immediately.

26. Selected bidder(s) shall be appointed on a rate contract during Financial Year 2016-2017 & subsequent period till 31/10/2017 from the date of receiving of letter of Acceptance.

27. The sample deposited shall remain in the custody of ITPO's store division during the contract period.

28. The numbers of items shown in the list may vary according to the actual demand of ITPO.

29. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on next working day.

30. **Payment of Bills:**

The firm appointed shall submit the original pre-receipted bill (Duplicate), along with original delivery callan, to the Store Division, after complete delivery of goods. 100 % payment against bill/invoice raised shall be released only after thorough check and inspection of items ordered by store officials of ITPO. Payment will be made direct to the firm through e-payment, for which supplier has to submit prescribed mandate form. No separate transportation charge/labour charges or any other incidental charges will be paid for obtaining and delivering the order or replacing the material not found as per specification.

31. It will not be obligatory for ITPO to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any tenderer. No such obligation on the part of ITPO is also to inform the unsuccessful tenderers of the outcome of the tender process.

32. The successful supplier's staffs shall not divulge/disclose to any person, any details of office, operational process, security arrangements, and administrative/organizational matters.

33. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.

34. The contractor shall ensure proper conduct and integrity of the personnel in the office premises, and enforce prohibition of consumption of alcoholic, drinks, smoking, loitering without work.

35. The quantity mentioned above is subject to change prior to issue of Supply Order/Award of Work. Also the Supply Order/Purchase Order, if awarded, will be subject to our standard, conditions of contract.

36. If the successful firm (tenderer) also undertakes identical work in other Ministries/ Departments at rates lower than the rates approved / accepted by ITPO, the firm shall have to charge at those rates from this office as well.

37. All pages of bid documents should be signed, sealed/stamped and properly numbered.

38. It may specifically be noted that the questions having unrealistic, impractical and non-serious prices, i.e. " **free or complementary**" just for the sake of vitiating the whole tender process and for grabbing the contract are liable to be ignored/rejected.

39. **ACCEPTANCE & WITHDRAWALS:**

The right of final acceptance of the tender is entirely vested with ITPO who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of ITPO to communicate with rejected Bidders. After acceptance of the tender by ITPO, the Bidder shall have no right to withdraw his tender, or claim higher price.

40. **ITPO'S DECISION TO BE FINAL:**

The final decision would be based on the technical capacity and pricing. ITPO does not bind itself in selecting the firm offering lowest prices alone. The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.

41. **AWARD CRITERIA :**

Preliminary Scrutiny: ITPO will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. ITPO may, at its discretion, waive any minor nonconformity or any minor irregularity in an offer. This shall be binding on all Bidders and ITPO reserves the right for such waivers.

Financial evaluation of the quote received will done. Non-responsive/Non- complete bids shall be summarily rejected and no communication of the same will be obligatory on the part of ITPO.

42. **NOTIFICATION OF AWARD:**

The Bidder whose Bid has been accepted shall be notified of the award by the ITPO, by registered letter, fax or by official mail. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within 3 days from the receipt of the Letter of Acceptance.

43. **EXPENSES FOR THE CONTRACT:**

All incidental expenses of the execution of the Contract/ agreement shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the ITPO.

44. **FAILURE TO ABIDE BY THE CONTRACT:**

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of ITPO.

45. TERMINATION OF CONTRACT:

Termination for Default, ITPO may, without prejudice, to any other remedy for breach of Contract, by prior written notice of default sent to the Bidder, terminate the Contract in whole without assigning any reason immediately.

46. GOVERNING LAW:

The laws of Republic of India shall govern the Tender Document and the Contract.

47. RESOLUTION OF DISPUTES:

The dispute resolution mechanism shall be as follows:

- In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996.
- If such dispute arises then either party may forthwith give to the notice in writing of such dispute to other party and shall be referred to the adjudication of an arbitrator/ conciliator in accordance with Indian Arbitration and Conciliation Act 1996.
- The CMD of ITPO will be the competent authority to nominate person/ official who will act as arbitrator/ conciliator.
- The decision of the arbitrator/ conciliator shall be final and binding upon both the parties, i.e. ITPO and the successful bidder.
- All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.

48. AUTHENTICATION OF BID:

The original and all copies of the Bid Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped Power- of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including pages where entries or amendments have been made.

49. VALIDATION OF INTERLINEATIONS IN BID:

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

50. RESPONSIBILITY OF BIDDER:

If the outer envelope is not sealed and marked as required, ITPO will assume no responsibility for the Bid's misplacement or premature opening.

51. NONFULFILMENT OF BID:

Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

52. LATE BIDS:

Any bid received by ITPO after the deadline for submission of bids prescribed by ITPO, will be summarily rejected. No further correspondence on this subject will be entertained.

53. BIDS NOT CONSIDERED FOR EVALUATION:

Bids those are rejected during the bid evaluation process shall not be considered for further evaluation, irrespective of the circumstances.

54. OPENING OF COMMERCIAL BIDS:

Commercial Bids will be opened and compared at the specified date and time. The name of Bidder, bid prices, total amount of each Bid, etc. shall be announced by the ITPO at the Commercial Bid opening. The ITPO will prepare minutes of the Commercial Bid Opening. The date, time and venue of opening of commercial bid will be advised to the short listed bidders separately.

55. CLARIFICATION OF BIDS:

To assist in the evaluation, comparison and an examination of bids, ITPO may, at its sole discretion, ask the Bidder for a clarification of its bid including breakup of rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, ITPO reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

56. COMPLETENESS OF BIDS:

ITPO will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document.

57. RECTIFICATION OF ERRORS:

Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected and his EMD may be forfeited.

58. REJECTION OF BID:

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by ITPO and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the Bidder.

59. FORCE MAJEURE:

The successful bidder shall not be liable for forfeiture of its Performance Guarantee or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the successful bidder and not involving the successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the successful bidder shall promptly notify ITPO in writing of such conditions and the cause thereof. Unless otherwise directed by ITPO in writing, the successful bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

60. PERIOD OF CONTRACT:

The Rate Contract, if awarded, will be assumed for financial year 2016-17 and subsequent period till 31/10/2017. In case of failure or breach of any/ all terms and conditions of the Contract by the Agency/Party, ITPO shall have the right to terminate the Contract forthwith, in addition to forfeiting the security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of ITPO. However, in case of extension of Contract, a written mutual consent will be necessary in the line of accepting the same rate and terms and conditions of the said tender.

61. AGREEMENT:

The parties to the contract i.e. ITPO and successful bidder shall have to enter into a contract by formal signing of the agreement on Rs. 100/- non-judicial stamp paper within one month of the receipt of notification of award. While submitting, the successful bidder shall have the correct amount to stamp duly adjudicated by Superintendent of Stamps and this will be effective from the date of signing.

62. TERMINATION OF AGREEMENT:

In case of excessive errors and if ITPO is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, ITPO at its discretion may terminate the agreement without any prior notice and in that case ITPO would not be liable to pay any amount on any account to the Agency.

If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed by this office, ITPO reserves the right to cancel the contract and/ or forfeit performance guarantee submitted by the agency and/ or to take legal action including black listing the agency, at any point of time during the period of contract.

The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and the performance guarantee shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

63. RECOVERY:

The ITPO reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess

Manager (store)

TECHNICAL BID**(To be submitted in firm's letter head)****Tender No. – 258-ITPO (1)/ST/2016-17****Dated:**

S. No.	Description of Facts	Info to be shared /attached
1.	Names & Address of the person signing the bid	
2.	Name& Designation of the person signing the bid	
3.	Mobile & landline telephone number(s),,	
4	Fax No. and web site	
5	E-mail address	
6	Legal Status: Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
7	EMD details⊗Rs. 37,500 /- Amount Draft No. Date Issuing Bank Place	
8	Cost of tender fees: Rs. 525 /- Amount Draft No. Date Issuing Bank Place	
9.	Whether the firm is black listed by any government department or any criminal offence is registered against the firm or its owner/partners	Yes/No

	anywhere in India:	
10	CST/VAT registration no. : (Self Attested Copy to be enclosed)(TIN Numbers)	
11	Service Tax Registration No., if any: (Attested copies to be enclosed)	
12	Authorized reseller/agent/distributor:	
13	Annual turnover of each financial year during the three years: (Audited balance sheet/profit and loss statements of each year during three financial years are to be attached)	
14	Year wise amount of purchase/supply order for similar items executed in the three years:	
15	Terms and Conditions of the contract mentioned in the invitations of the bids are ACCEPTATBLE: or NOT	Yes/No
16	Deviation in terms and conditions/specifications (if any):	Yes/No
17	Capacity in which bid is signed by the bidder : (Proprietor/Partner/Director)	
18	Name of business partner, if any:	
19	Samples submitted, if any:	Yes/No
20	Letter of Authorized Signatory:	Yes/No
21	Past performance certificate, if any, (Attested copies to be enclosed)	
22	ISO Certificate, if any (Attested copies to be enclosed)	
23	Valid Registration Certificate, or Trade License Certificate, if any and Regd. No. (Attested copies to be enclosed)	

24	Registration Certificate in support of Permanent Account Number (PAN)/TAN No. (Certificates to be uploaded)	
25	Sales Tax Clearance Certificate, if any (Scanned copy of certificate is uploaded)	

This is to certify that I/We before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, ITPO is empowered to take any decision/action, as deemed fit.

Note: Please strike out Not Applicable (**N/A**) while filling up the above column.

(Signature of the Bidder)

Name in Block Letter

Place:

Date:

**UNDERTAKING
(To be submitted in firm's letter head)**

Tender No. – 258-ITPO (1)/ST/2016-17

Dated:

Sub: RATE CONTRACT FOR PURCHASE/SUPPLY OF STATIONERY/OTHER GENERAL SUNDRY ITEMS FOR OFFICIAL USE IN ITPO.

- (i) I / We do hereby solemnly declare / undertake that I / We have completely read and understood the terms and conditions attached to the purchase/supply of stationery/other general sundry items in question, for which the all-inclusive rates as above have been submitted, and that they are acceptable to us in full;
- (ii) I / We do also hereby declare / undertake that the all-inclusive rates quoted as above are submitted after fully understanding and in accordance with the relevant clauses of the terms & conditions of the contract;
- (iii) I / We do also hereby declare that the decisions of ITPO, on all the matters connected to the contract in question, and on the matter of disputes arising due to the provisions of this contract shall be final and binding on me / us / our firm.
- (iv) I/We, in full of mind and knowledge, hereby accept the terms and conditions of this tender guideline.
- (v) I/We give the rights to the Competent Authority of ITPO to forfeit the EMD/Security Money deposited by me/us if any delay on my/agent's part or fail to supply the articles within the appointed time of desired quality.
- (vi) I hereby undertake to supply the items, as per directions given in the tender notice/supply order within stipulated period.

Place:

Date:

(Signature in full): _____

Name of the firm: _____

Seal / Stamp of the firm: _____

Contact Phone No / Mobile No:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Tender No. **258-ITPO (1)/ST/2016-17**

Date:

To,

....
....
.....
.....
.....

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Date:

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-IV

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY

(To be submitted in Firm's own letter head)

Tender No. 258-ITPO (1)/ST/2016-17

Dated:-

To

The Manager
Store Division
India Trade Promotion Organisation
Prantik Building
Pragati Bhawan, Gate No.1
Pragati Maidan, New Delhi-110001

sub: To award of rate contract for supply of Stationery & other general sundry items for official use in ITPO during 2016-17 and till 31st October, 2017-reg.

Dear Sir,

With reference to tender No. dated, we hereby, authorize the following person as authorized signatory to carry out necessary bid formalities with ITPO with reference to this tender and authorize to sign the bid documents and contract / agreement with ITPO.

Thanking you,

Yours faithfully

Place:

Date:

(Signature with company's seal)

Name:

Designation:

Contact No:

ANNEXURE-V

UNDERTAKING

(To be submitted in Firm's own letter)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on date.

Signature of the Tenderer _____

Place:

Name of the Signatory _____

Date: __/__/

Name of the Firm/agency _____

Seal of the Firm/Agency _____

ANNEXURE-VI

PRICE BID UNDERTAKING
(To be submitted in Firm's own letter head)

Tender No.:258-ITPO (1)/ST/2016-17

Dated -

From: (Full Name and address of the bidder)

To:

Dear Sir,

1. I submit the Price Bid for and related activities as envisaged in the bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer at the rates as indicated in the Price bid, **Annexure-VII** exclusive of all applicable taxes.

Yours faithfully

(Signature of the Authorized Representative)

Place:

Name of the Signatory_____

Date: __/__/

Name of the Firm/agency _____

Seal of the Firm/Agency _____

SCHEDULE OF GOODS				Annexure-VII	
Sl. No.	Description of items	Estimated Requirement	Make/ Brand/Specification	Quoted Rate per unit in Rs.	Vat/ Taxes in Rs.,
1.	Attendance register copy type 40 page.	4			.
2.	Aggarbati with good quality	As per requirement			
3.	Ball pen- (jotter- Reynolds/Luxor	1071			
4.	Ball pen ordinary with good quality	8628			
5.	Brief case - VIP/Aristocrat/American Tourist (24 ")	4			
6.	Bucket Plastic- 20 liter	10			
7.	Bed Sheet (white)	As per requirement			
8.	Battery - 9 volts Dura Cell	As per requirement			
9.	Brasso with good quality	As per requirement			
10.	Ball pen holder	8			
11.	Binder black clip with good quality 19mm	302			
	25 mm	As per requirement			
	32 mm	-do-			
	41 mm	-do-			
	51 mm	-do-			
12.	Candle (big)	249			
13.	Carbon Pencil	20 pkts.			
14.	Carbon Typing	11 pkts			
15.	Cell (big size)	42			
16.	Cell (medium)	As per requirement			
17.	Cell (pencil size)	535			
18.	Cell (AAA)	15			
19.	Cash book for Exhibition (56 pages size- 12/2 x 8 size) per 80 GSM laser Ballarpur or sirpur cover papering color with numbering text matter 19 pages bearing text matter 19 page.	18			

20	Calculator Desk/Pocket digit (Casio/Citizen)	12	13			
21	Correction pen		313			
22	Clip file for Board meeting		As per requirement			
23	Cotton Rope for national flag		-do -			
24	Chains(irons) (As per sample)		-do-			
25	Cell tape dispenser		3			
26	Cell tape (Big)- 01"		248			
27	Cello tape (small) -gitty		246			
28	Cleaning liquid -(Colin/Prill)		155			
29	Cup and Plate with good quality		7 sets			
30	Computer sticker -Size (15X12X1)		10,000			
31	Cordless bell		As per requirement			
32	Diary/Dispatch Register 8 qr.		12			
33	Dak pad(Neelgagan)		21			
34	Desk knife with good quality		82			
35	Dustbin small -plastic (Bright/cello) for office use		170			
36	Duster white-24 "x 24"		2773			
37	Duster Yellow-24"X24"		326			
38	Desk Calendar stand(Big)		15			
39	Desk Calendar stand(Small)		As per requirement			
40	Desk Calendar refill		-do-			
41	Drawing pin		22			
42	Duster white-30"X30 "		As per requirement			
43	Duster for wiping black board		1			
44	Dampener		68			
45	Document case		As per requirement			
46	Eraser(pencil)		354			
47	Envelop 11"x5" with Cellophane film window size 5"xl.5" duly printed in three colour, map litho paper 80 GSM packed in cardboard box 250 envelops in each box		65,450			
48	Envelop gum paste		As per requirement			
49	Envelop laminated 16"x12" laminated with 10 microfilm		As per requirement			

	paper 100 GSM yellow printed in single colour.				
50	Envelop laminated 10"x12" laminated with 10 microfilm d printed 100 GSM in single colour.	4837			
51	Envelops laminated 9" x 4" (yellow)	As per requirement			
52	Envelop - cloth in yellow colour 16" x 12"	-do-			
53	Envelop - cloth in yellow colour - size 10" x 12"	-do-			
54	Engagement stand	2			
55	Electrical Cattle (1 ltr./2ltr.) with good quality with ISI brand.	As per requirement			
56	Fevicol tube 50 gm	45			
57	Folder Plastic L-Type (one side transparent)	3382			
58	Folder (display)-pocket leaf type)	As per requirement			
59	File cover in 8 different colour shade made of 31.5 kg board of sirpur paper mill printed in three sides. (As per Sample)	7680			
60	File Board 35 cms. x 25 cms 48 ounce white hard board with binding cloth flap and dori flap to be four eyelets.	6460			
61	Flower pot	As per requirement			
62	Folder plastic- F/S four ring	-do-			
63	Flip chart paper	4			
64	Fevi quick	5			
65	File movement register- 6 Qr.	4			
66	First aid box	As per requirement			
67	Folder plastic A-4 transparent	430			
68	Folder transparent leaf-A-4 size	As per requirement			
69	Folder transparent leaf-A-3 size	As per requirement			
70	Folder (Meeting) (Rexene folder with pocket)	-Do-			

71	Folder (Training) (Rexene folder with pocket)	-do-			
72	Folder usable for CD with good quality	-do-			
73	Gem clip (plastic/Electro nickel plated)	285			
74	Glass cover	100			
75	Glass executive	172			
76	Glass (tumbler)	986			
77	Glue stick	118			
78	Gum bottle (big)- camel 700 ml	64			
79	Gum bottle- small camel 150 ml	108			
80	Gum brush (2")	5			
81	Gunny bag Plastic standard size	As per requirement			
82	Index file-(neelgagan/Pilcon)	175			
83	Pilot pen ink- Luxor	24			
84	Ink (blue & black) with good quality	As per requirement			
85	Ink for Numbering machine with good quality	As per good quality			
86	Index diary	As per requirement			
87	Jug plastic- 02 ltrs. cello/bright with standard size	190			
88	Jug (mayur)-20 ltr.	As per requirement			
89	Key purse (leather) with good quality	As per requirement			
90	Lock pad-65 mm big (Harrison/plaza)	13			
91	Lock pad- 35 mm small (Harrison/plaza)	47			
92	Letter head A-4 (8-1/4" x 11-1/4") 80 GSM JK high bright, printed in four colours and packed in brown paper (500 sheets in each ream)	62,500			
93	Log book of 200 page size 15"X12") 60 GSM map litho, full canvas binding, printed in one colour with numbering.	20			
94	Ledger book-56 for exhibition size 12-1/2' x 8'paper 80 GSM ledger Ballarpur/Siripur cover	As per requirement			

	paper 200 gms. printed in one colour with numbering text paper 19 pages				
95	Ledger book with print- 6Qr	As per requirement			
96	Marker-permanent	353			
97	Marker (permanent) for CD	As per requirement			
98	Marker for writing on board	20			
99	Marking cloth	23			
100	Mustard oil	26			
101	Match box	200			
102	Mug (plastic)	As per requirement			
103	Mug -usable for Pen/pencil with good quality	-Do-			
104	Metric premium spiral notebook	As per requirement			
105	Magic tap scotch	As per requirement			
106	Magnifying glass	As per requirement			
107	MOU folder	As per requirement			
108	Mount Black ink	2			
109	Mosquito coils	As per requirement			
110	Memo tray	-Do-			
111	Naphthalene ball- 500gm	As per requirement			
112	Needle (medium/big)	As per requirement)			
113	Numbering machine with branded company.				
114	Odomus - 100gm.	As per requirement			
115	Notice Board 4"x6" and 2"x4"	As per requirement			
116	Note sheet pad 80 GSM (100 sheet in each packet) (Neelgagan /Swastika	710			
117	Peon book	35			
118	Pilot pen- Luxor .05 micro tips (Hi-Tech).	420			
119	Pin cushion	40			
120	Post it slip- 3"x4"	65			

121	Post it slip- 3"x5"	63			
122	Post it slip multi colour	155			
123	Punch double hole	34			
124	Punch single hole	100			
125	Pin (all pin)	80			
126	Photocopy paper FS- (Century/JK/modi/bilt Spectra)- 75 GSM	380			
127	Photocopy paper-A-4 (Century/JK/bilt/modi Spectra) (75 GSM)	2140			
128	Photocopy paper A-3- 75 GSM (Century/Spectra/JK /Modi/Bilt)	50			
129	Paper (Ruled) (Neelgagan/Swastik)	As per requirement			
130	Paper weight (glass/plastic)	27			
131	Pen stand (4 pen set)	As per requirement			
132	Pen stand (2 pen set)	As per requirement			
133	Pen parker BETA fountain	As per requirement			
134	Pen parker BETA roller ball	As per requirement			
135	Pen (ad gel)- (Achiever/PG-500)	-do-			
136	Pen -ad-gel rolling ball)	-do-			
137	Pencil sharpener Machine	As per requirement			
138	Packing paper in brown colour	500			
139	Paper tray	18			
140	Pen highlighter	300			
141	Pilot hi-tech pen (luxer- V5/V7)	160			
142	Pen –Renold 0.45				
143	Pencil Lead (Apsara/ Natraj)	4780			
144	Pencil Shorthand (Apsara/Natraj)	245			
145	Pencil sharpener	295			
146	Packing tap 4"	3			
147	Poker	As per requirement			

148	Plastic Cover bag type	-Do-			
149	Quick fix -25 gms.	4			
150	Refill- jotter (Steel)	As per requirement			
151	Refill Jotter – (Reynolds/Luxor)	250			
152	Register -1 Qr. (Neelgagn/Swastika)	500			
153	Register- 2 Qr.) (Neelgagan/Swastik)	450			
154	Register- 3 Qr. (Neelgagan/Swastik)	250			
155	Register- 4 Qr. (Neelgagan/swastika)	285			
156	Register 6 Qr. (Neelgagan/Swastik)	17			
157	Register- 8 Qr. (Neelgagan/swastika)	8			
158	Register (stock)- 8 Qr. (Neelgagan/Swastika)	12			
159	Register pay bill -300 pages (As per sample)	As per requirement			
160	Register stock-6 qr. (Neel gagan/Swastik)	-Do-			
161	Register Index (3qr.) (Neelgagan/Swastika)	-do-			
162	Refill ball pen- Reynolds /Luxor (big)	1575			
163	Refill with all out machine	As per requirement			
164	Rubber band (small)	As per requirement			
165	Rubber band(big)	26 Kg.			
166	Register for response of visitors with print 8 qr.	As per requirement			
167	Rope nylon	As per requirement			
168	Register expenditure 6qr. with printing as per format	As per requirement			
169	Register purchase -6 qr. with printing as per format	As per requirement			
170	Room freshener with good quality	7			
171	Register pay bill- 400 pages Big size with printing as per	As per requirement			

	format				
172	Soap lux-100 gms.	866			
173	Soap washing- Moti/555	125 Kg.			
174	Stamp pad ink bottle	38			
175	Stapler pin - (max 10)/Kangaroo	1100			
176	Staple pin (big)-24"x6"- Max / Kangaroo	13			
177	Stapler pin heavy duty with good quality				
178	Stapler machine- max 10/Kangaroo	260			
179	Stapler machine big (24x6)" - Max /Kangaroo	12			
180	Stapler heavy duty with good quality	As per requirement			
181	Sutli (plastic/jute) with good quality	19 Kg.			
182	Stamp pad (small)	100			
183	Slip book 40 pages- size -15"x 10") with ITPO's logo with letter print	2454			
184	Service book of 56 pages size 12-1/2x8 page 80GSM printed in one colour with numbering text matter 19 pages. (As per sample)	As per requirement			
185	Suite case (VIP/Ariosto crate/American Turist)-30"	As per requirement			
186	Staples remover	As per requirement			
187	Scale steel- 12"	As per requirement			
188	Scale plastic -12"	200			
189	Statement sheet ruled with print (30"x20") size, (as per sample)	As per requirement			
190	Stamp pad (big)	As per requirement			
191	Soap liquid-Vim/Dettol/Life boy/Santoor (250 ml.)	As per requirement			
192	Scissor (small/medium/big) with good quality	125			
193	Sealing wax	18			
194	Shorthand notebook (Neelgagan)	140			

195	Signature pad(Neelgagan)				
196	Slip book ruled- neelgagan- 22 no.	740			
197	Slip book ruled- neelgagan 44 no.	433			
198	Sketch pen- loxur/ other good brand	965			
199	Slip book spiral-6 no (neelgagan)	600			
200	Tag Cotton (super fine white)- as per sample.	750			
201	Thermos flask-1 or 2 liter (good branded company with ISI Mark)	23			
202	Tissue paper (Daffodil/Vintex)	44			
203	Towel (medium) -	As per requirement			
204	Towel (big) -56"x28"	784			
205	Typing paper-A4 Size	38			
206	Torch two cell	As per requirement			
207	Torch three cell	As per requirement			
208	Tag big-green	16			
209	Tea set	As per requirement			
210	Tray service	As per requirement			
211	Table lamp	As per requirement			
212	Table writing stand	As per requirement			
213	Towel for wiping hand	As per requirement			
214	Toilet roll	As per requirement			
215	Umbrella	As per requirement			
216	Uni ball pen(Eye fine UB 157) (blue, black, green, red, violet, orange)	11			
217	Visiting card album	24			
218	Visitor book	4			
219	Wall clock	6			
220	Washing powder- Nirma/Fena	As per			

		requirement			
221	White chit for memo tray	-do-			
222	Stadler Wopex No. 180	As per requirement			
223	Learners Pencil No.185/2B With good quality	-do -			
224	Lomo colour (stadler) Marker- 352	-do-			
225	Stadlar stick pen	-do-			
226	Stadlar Domo colour	-do -			
227	Eraser 525B – 20	-do -			
227 (A)	Stander mas 61- 526	-do -			
228	Graphic 760.5"	-do -			
229	Mechanical pencil 771	-do -			
230	Magic box 334 MB 12	-do -			
231	Highlighter 364 PW 18	-do -			
232	Stadler karat 125 M 60	-do -			
233	RI Fountain pen 470	-do -			
234	Lumo colour 388	-do -			
235	Lomo colour permanent marker	-do -			
236	Noris colour pen 320 NWP 12	-do -			
237	Clear holder A-3	-do -			
238	Blade cutter 1/2"	-do -			
239	Blade cutter 1"	-do -			
240	Claro push pin plastic	-do -			
241	CDR case	-do -			
242	Novajet Inkjet paper A-3 size	-do -			
243	CD envelop clear plastic	-do -			
244	Clutch pencil -0.7	-do -			
245	Scale (steel) 36"	-do -			
246	Scale steel -24 "	-do -			
247	Stadler eraser	-do -			
248	Permanent parker- 5.08	-do -			
249	Novajet inkjet true picture paper A-4	-do -			

250	Colour pencil imported	-do -			
251	Opaque water colour	-do -			
252	Water colour 48 shade	-do -			
253	Water colour pad A-3, A-4	-do -			
254	Canson colour sheet	-do -			
255	Fixative	-do -			
256	Pastel 48 shades	-do -			
257	Pastel pencil 48 shades	-do -			
258	Bushes, all sizes kit	-do -			
259	Battery Exide- 7 AH, 12 V	-do -			
260	Battery Exide-26 AH, 12 V	-do -			
261	Battery Exide- 12 AH, 12 V	-do -			
262	Computer sheet- 10 X 12 x 1 80 GSM	37			
263	Computer sheet- 10x12x2 80 GSM	30			
264	Computer sheet- 15x12x1 80 GSM	42			
265	Computer sheet- 15x12x2 80 gsm	4			
266	Computer folder- (10X12)"	As per requirement			
267	Computer folder-(15X12)"	-do -			
268	Computer Sheet Printed for cash Receipt (10x12x2)"- 80 GSM	12			
269	ACR Folder as per sample	As per requirement			
270	ZEBRA roller ball pen-DX7 (blue & black)	-do-			
271	Stadler Graphite Mechanical Pencil Mars777(0.5 mm)	-do-			
272	stadler marsmicro 775 mechanical pencils- 0.5 m.m.	-do-			

273	Rotating pencils leads-0.5mm/0.7mm (12 leads/tube)	-do-			
274	Luxor Signs pens (black, blue, green, red)	-do-			
275	STIC HI-FI0.5 MICROTIP PENS (BLUE & BLACK)	-do-			
276	Parker vector roller ball pens	-do-			
277	Parker stainless steel roller ball pens (blue)	-do-			
278	Uniball Eye-micro UB 150 pens (blue, black, green, red)	-do-			
279	Uniball needlepoint micro pens (blue, black)	-do-			
280	Montex mercury gel ink pens (blue & black)	-do-			
281	Cello techno tip 0.6 pens	-do-			
282	Cello Flo-gel pens	-do-			
283	Parker vector ball pens	-do-			
284	Parker beta ball pens	-do-			
285	Cello pointec gel pens	-do-			
286	Renolds Racer gel pens	-do-			
287	Cello fine grip ball pens	-do-			
288	Cello pin point ball pens	-do-			
289	STAEDTLER STIC 430 M Ball pens	-do-			
290	Cello pointec gel riffles (blue and black)	-do-			
291	Adgel refills-PG-R-50 (blue, black & red)	-do-			
292	Parker ink cartridge (set of 3)(blue & black)	-do-			
293	Parker quick ink (blue)	-do-			
294	Parker ball pen refills (0.5 mm & 0.7 mm)	-do-			

	(black & blue)				
295	Parker roller ball refills (0.5 mm & 0.7 mm) (black & blue)	-do-			
296	Hole guard(label) 500ns./pkt	-do-			
297	Plastic cheque case- Assorted colour- (13 pockets) Imported cheque case with superior, attractive finish.	-do-			
298	Colour binder clips - 15/19/25mm (Fold back clip)/(12/pack)	-do-			
299	Push pin	-do-			
300	Plastic poly box (260mmx75mmx315mm) Ideal for strong papers magazines etc. (blue, grey, beige)	-do-			
301	Ink pencil eraser Size-40mmx20mmx10mm (Two in one vinyl erasers for ink and pencil)	-do-			
302	Acrylic visiting card holder-flap top, Size-105mmx75mmx240mm Capacity-350 cards	-do-			
303	Rol-o-ref rotary card holders Table-top visiting card organizer with easy-roll mechanism. A-Z index tabs. Clear plastic for holding cards. Capacity-500	-do-			
304	ICT Book ends (sturdy metallic pair to organize your books)	-do-			
305	DESIGNER TABLE PLANNER - FLAT 12 planner sheets, 2 pen holders and 3 pockets in front to keep all your desktop accessories. Available in cherry and black color with attractive silver printing.	-do-			

306	TABLE PLANNER MAHARAJA-12 planner sheets, 2 pen holders and 2 cubes with cover in front. 2 vertical flaps on sides for additional space to keep telephone index and writing pads. Tan color with exquisite design work in golden color on	-do-			
307	DESIGNER LEATHER TABLETOP SET -Set of 6. It includes Paper Tray, Pen stand, Memo cube, Mail holder, Pin Holder and Visiting card Holder	-do-			
308	EXECUTIVE LEATHER ORGANISERS-- Page a day organizer. Buckle magnetic closure. Made of soft high gloss leather. (black colour)	-do-			
309	ELEGANT LEATHER ORGANISERS- Page a day organiser made of high quality leather. Button closure. (black, chery and tan colour)	-do-			
310	PAPER TRIMMER-- All steel construction. In-built scale at top. For cutting papers up to A4 size. For cutting papers up to A3 size.	-do-			
311	LABELLING MACHINE -Single line. One touches open system. Smooth and accurate operation	-do-			
312	LASER POINTERS-- High quality laser pointer Ideal for conferences and presentations. Use three LR44 1.5 V batteries.	-do-			
313	PREMIUM NAME PLATES- 9" * 6"-- Clear acrylic holder to display names,-tittles, signs etc	-do-			
314	HIT SPRAY- Helps get rid of insects.	-do-			
315	Electrical Weighting Machine capacity of 100 kgs.	-do-			
316	Bubble film – (1 mtr.x10 mtr.) Shock proof, flexible cushioning materials	-do-			
317	CD Labels- usable for CDR and CDRW.	-do-			

318	PIN Dispenser cum Damper (dual purpose)	-do-			
319	Paper monster junior-strip cut, floor model, capacity-2-3 sheet, cut size-4mm.	-do-			
320	Sheet separator/divider (Solo)(As per sample)	-do-			
321	File magazine Rack	As per requirement			
322	Cotton hand gloves	-do-			
323	Cotton mask	-do-			
324	Envelop 9"x4" with Cellophane film window size 90 mm. x 50 mm. printed in three colour, maplitho paper 80 GSM packed in cardboard box. Each box carries 250.	-do-			
325	Envelop 9"x4" without window size 90 mm. x 50 mm. printed in three colour, maplitho paper 80 GSM packed in cardboard box. Each box carries 250.	-do-			

Note: The bid evaluation would be upon the price which is exclusive of VAT, as applicable from time to time shall be paid extra.

Yours faithfully

(Signature of the Authorized Representative)

Place: Name of the Signatory_____

Date: __/__/ Name of the Firm/agency _____

Seal of the Firm/Agency _____