



**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 Tender (NIT)

T e n d e r N o.: 258/ITPO (1)/ST/2014-15

TENDER DOCUMENT

For

**"RATE CONTRACT FOR PURCHASE/SUPPLY
OF STATIONERY/OTHER GENERAL SUNDRY ITEMS
FOR OFFICIAL USE OF ITPO".**

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Notice Inviting Tender (NIT)

No.- **258/ITPO (1)/ST/2014-15**

Dated : 10/06/2015

Sub: Tender notice for award of rate contract for supply of Stationery & other general sundry items for official use in ITPO during 2015-16.

India Trade Promotion Organization (ITPO) intends to invite **SEALED** quotations in single bid system from reputed and financially sound firms /suppliers/traders/distributors/dealers/Govt. Co-operative store/MSME including owned by SC/ST entrepreneurs, for supply of stationery items for its official use during the financial year of 2015-16, as shown in **Annexure-I**.

1. Bidders are requested to go through detailed information regarding (I) instructions to the bidders, (II) eligibility criteria, and (III) terms and conditions in the bid documents which can probably be downloaded from tender module of corporate website (**<http://www.indiatradefair.com>**).

2. The tender, completed in all respect, should be submitted along with supporting documents in a sealed envelope addressed to **the Manager, Store Division, Prantik Building, Near gate no.-01, ITPO, Pragati Miadan, New Delhi** must reach latest by 02/07/2015 **at 15.00 hrs. or otherwise should be dropped by *persona* in tender box mounted in the aforementioned address**, provided the quotation in sealed cover will be required to super scribe with "Quotation for supply of stationery and other general sundry items ", plus Tender Notice No.- 258/ITPO (1)/ST/2014-15, date: 10/06/2015.

Document Control Sheet

1. Tender Enquiry No.: 258/ITPO (1)/ST/2014-15
2. Name of Organization: INDIA TRADE PROMOTION ORGANISATION
3. Last Date and Time for submission of tender : 3 p.m., 02/July/2015
4. Date & Time of opening of bid: 02/July/2015, 3.30 p.m.
5. Name of Division: Store Division
6. Address for Communication :

Manager (store),
INDIA TRADE PROMOTION ORGANISATION
Store Division, Prantik Building,
Near Gate No. - 1, Pragati Maidan,
New Delhi-110001
7. E.M.D. : Rs.32,000/- (Rupees thirty two thousand only)
8. Cost of tender fess : Rs.500 /- + 5 % Vat=Rs.525 /-

Date: 10/06/2015

Place: New Delhi

Manager (Store)

Phone: 011-23378645, 23371783

(I) Instructions to bidder:

1. Quotations received after stipulated date/time will not be entertained.
2. The quotations will be opened on the same date at 3.30 p.m., in main building, near gate no.-03, in the presence of interested bidders or their representatives (i.e. authorized by concerned company on behalf thereof), who may like to be present.
3. Medium and Small enterprises, MSME owned SC & ST Entrepreneurs , Kendriya Bhandar and NCCF are exempted to pay EMD of Rs. 32, 000 /- (Rupee thirty two thousand) and cost of Tender Fees of Rs.525 /- inclusive taxes.
4. The bid should be accompanied by two Demand Drafts, drawn in favour of ITPO, payable at New Delhi with the sense of bid security/EMD of Rs.32, 000 /- plus cost of Tender Fees of Rs.525 /- inclusive taxes.
5. Bids received without bid security/EMD and cost of Tender fess will not be considered.
6. Also please mention the D.D. 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 except pt. no.(3) . 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).
7. The cost of tender fees is non-transferable.
8. 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.

9. The EMD of successful bidder will be rest with ITPO till the completion of contract.
10. 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 enclosed with the bid.
11. Copies of Profit and Loss Account, and audited balance sheets, being certified by registered CA Firms for the last three years should also be enclosed.
12. This tender is non transferable.
13. Name of the firm with address, name of the proprietor, telephone No., Email id., web site address, Fax No. and name of Link officer should be provided in its letter head to this office, in case of any urgent need.
14. Proof of having cleared all income Tax/ Sales Tax dues during the last three years should be enclosed.
15. Attested copies of valid ST/CST/VAT registrations should accompany with bid.
16. Bid form, as per **Annexure -II**, giving all details called should be submitted in its letter head.
17. Rates for all items are compulsory required to be quoted, as per details in **Annexure-I**. In case rates are not quoted for all items, the quotations shall not be considered at all.
18. The rates should be mentioned clearly in Indian Rupees. Any cutting in the rates/over writing should be attested by the authority signing the bid.
19. To mention 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-I**. The intending firms

should not make any deviation and quote rates for their own units, quantity, brands. Such bids shall be rejected.

20. 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-IV**).

(II) **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 enclose list of such offices with their address with the bid.
2. The bidders should be Delhi-NCR based only, whose office operating in or around Delhi.
3. The annual turnover of the firms should be at least 14 lakhs (fourteen lakh) during the last three financial years of the tendered items from any government departments, PSUs, or reputed private or public limited organizations.
4. The bidder should be authorized reseller /selling agent /distributor /whole seller.
5. The bidder should have valid CST/VAT registration with Sales Tax Authorities.
6. The bidder should have TIN & PAN number issued by the Income Tax Department.
7. The clauses no. (1) and (3) related to three years experience and annual turnover will not be applicable on government co-operative stores/MSME including MSME owned by SC/ST entrepreneurs.
8. 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-III**).

(III) Terms and Conditions:

1. Reputed and interested parties may send their quotations with complete details about the stationery/general items as mentioned in the list attached in **Annexure-I**.
2. The bids should be valid for period of 180 days after due date.
3. Documentary evidence about legal entity of the bidder and the authorized person who would interact with ITPO should be produced.
4. 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.
5. 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.
6. 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. Mobiles number(s) may also may be given.
7. No request for escalation of quoted rates would be considered after the approval of rates during the contract period. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling, insurance, other incidental charges etc., but excluding of VAT/CST and other applicable local taxes, if any, which shall be paid by this office.
8. These approved rates of successful firm(s) must be valid till **31/03/2016**.
9. The items should be of specific brand & standard make. In case it is noted that the items are not of standard make, it would be open for ITPO to cancel the contract forthwith and forfeit the EMD.

10. **Delivery:** The nominated firms(s) will be responsible for delivery of the goods so ordered within 48 hours in good conditions at Store Division, Prantik Building, near gate no.-01, ITPO, Pragati Maidan, New Delhi at their own risk and cost. Even, in any case, the delivery shall be required to be completed within 05 days of the placement of Supply Order/Purchase Order. 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 clause (13), 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.

11. The goods supplied should not have been packed /manufactured more than six months before the date of delivery. Sub-standard stores will not be accepted at any cost.

12. **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.

13. 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.

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

15. 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.

16. Bidders may quote their unconditional rates strictly as per **Annexure-I** enclosed.

17. However those firms, which are registered for supply of stationery and other general consumable items with DGS&D/NSIC may be considered for exemption from the provision of submission of bid security deposit/EMD **PLUS** cost of tender fees. In such cases, certified copy of valid registration certificate from DGS&D/NSIC should invariably deposit with bid document failing which bid may be rejected.

18. Duly constituted Central Purchase Committee-II shall open and evaluate the bids. The lowest quoted bidder(s) shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other responsive bidders for the items for which his/their rate are higher. ITPO may, if deemed fit, consider appointing suppliers more items than one supplier on the same rates.

19. Selected bidder(s) shall be appointed on a rate contract till **31/03/2016** from the date of signing Agreement.

20. In case the appointed supplier is found in breach of any condition(s) of the tender/agreement at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit shall be forfeited after giving proper opportunity through show cause notice, the agreement may be terminated. The decision of ITPO shall be final and binding in this regard.

21. In case of any discrepancy between rate mentioned in the figures and words, the latter shall prevail.
22. Any attempt of negotiation, directly or indirectly, on the part of the tenderer with the authority to whom he has submitted the tender or authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actually or prospective tender or to influence by any means the acceptance of the particular tender will render the tender liable to exclusion from consideration.
23. The competent Authority in ITPO reserves the right to amend any of the terms and conditions contained in the tender notice ITPO or to accept/reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason thereof and giving any compensation. The decision of this office in this regard shall be final and binding on all.
24. No advance payment will be made.
25. The sample deposited shall remain in the custody of ITPO's store division during the contract period.
26. After expiry of the contract, ITPO may, if possible, extend the contract for the period decided by the Competent Authority.
27. The numbers of items shown in the list may vary according to the actual demand of ITPO.
28. 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.
29. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the bid security deposit/EMD is liable to be forfeited.

30. Telephonic/Fax/E-mail/Open price bid/the bids, if handed over at R & I section/Reception of ITPO shall not be accepted.

31. Wherever MRP is indicated on the product, the quotation should indicate whether discounts are allowed on MRP and if so, how much.

32. **Payment of Bills:**

The firm appointed shall submit the original pre-receipted bill (triplicate), along with original delivery callan(triplicate), 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 **A/c payee cheque only**. 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.

33. **Agreement :**

The successful bidder(s) shall require signing and executing the Agreement on Rs. 100 /- non-judicial stamp paper, at his own cost, and submits the same to the Store Division, ITPO within ten days of the receipt of notification of award. While submitting, the successful bidder(s) shall have the correct amount to stamp duly adjudicated by Superintendent of Stamps. The contexts of agreement will, later on, be provided by ITPO to the successful bidder(s).

34. Each page of the tender document should be signed and sealed by the bidder as proof of having read the contents therein and to ensure that bidders do not plead ignorance of the contents subsequently.

35. 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.

36. In no circumstances, the successful firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and bid security will be forfeited.

37. Quotations incomplete in any respect are liable to be rejected without assigning any reasons therefor. The decision of the Competent Authority shall be final and binding upon the contractor firm.

38. A specific mention must also be made in the quotation to the effect that the terms and conditions mentioned above are acceptable to the firm in full. This is mandatory for all the tendering firms who are desirous of participating in the tender process.

39. The firms intending to participate in the tender process with their offer of rates are expected and, are also advised, to read and fully understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation / deviation of the aforesaid terms and conditions shall be permissible once the quotation is accepted by ITPO.

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

41. 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.

42. 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.

43. Service Tax/VAT, if any, must be quoted. Further TDS and other applicable taxes, as per prevailing rates, will be deducted by ITPO before making the payment to the successful bidder.

44. Printed conditions on the back of letters originating from quotations/tenders will be ignored, if it is desired to apply any particular condition to the tender, the same must be clearly brought out in the body of the tender.

45. 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.

46. He/she/they may seek the same from the undersigned, well in time to ensure that required clarification is received by them, before the last date for tender submission.

47. 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.

48. All pages of bid documents should be signed, sealed/stamped and properly numbered and the total of pages must be indicated on the forwarding letter.

49. 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.

50. In case it is found that the selected firm is engaged in malpractices, the contract will be terminated and they will be banned from having business relation with this office.

51. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in ITPO.

52. All the disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

Manager (store)

SCHEDULE OF GOODS			Annexure-I		
Sl. No.	Description of items	Estimated Requirement	Make/ Brand/Specification	Quoted Rate per unit in Rs.	Vat in Rs., if any.
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 clip(25/32/41/51)mm	302			
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 page size 12-2 x 8 size) per 80 GSM laser Ballarpur cover papering color with numbering text matter 19 pages bearing text matter 19 page	18			
20	Calculator Desk/Pocket 12 digit (Casio/Citizen)	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	7 sets			
30	Computer sticker -Size (15X12X1)	10,000			
31	Cordless bell	As per requirement			
32	Diary/Dispatch Register 8 qur.	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" size)	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 envelopes in each box	65,450			
48	Envelop gum paste	As per requirement			
49	Envelop laminated 16"x12" laminated with 10 microfilm paper 100 GSM yellow duly printed in single colour.	As per requirement			
50	Envelop laminated 10"x12" laminated with 10 microfilm duly printed in single colour	4837			
51	Envelops laminated 9" x 4" (yellow) 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 duly 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	File magazine Rack	As per requirement			
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- cello/bright with standard size	190			
88	Jug (mayor)-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, duly 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, duly printed in one colour with numbering.	20			
94	Ledger book-56 for exhibition size 12-1/2' x 8'paper 80 GSM ledger Ballarpur cover paper 200 gms. duly printed in one colour with numbering text paper 19 pages	As per requirement			
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 notebook spiral	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	Motrin 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"x6/2"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- (TNPL/Century/JK Spectra)- 75 GSM	380			

127	Photocopy paper-A-4 (TNPL/Century/JK/bilt Spectra) (75 GSM)	2140			
128	Photocopy paper A-3- 75 GSM (TNPL/Century/Spectra/JK)	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) with good quality	-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 hitech 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 (Still)	As per requirement			
151	Refill -Reynolds/Luxor(Jotter)	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. r with print	As per requirement			
169	Register purchase -6 qr. with print	As per requirement			
170	Room freshener with good quality	7			
171	Register pay bill 400 page Big size with print	As per requirement			
172	Soap lux-100 gms.	866			
173	Soap washing- Moti/555 etc.	125 Kg.			
174	Stamp pad ink bottle	38			
175	Stapler pin - (max 10)/Kangaroo	1100			
176	Staple pin (big)- Max / Kangaroo 24"x6"	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 page size -15"x 10") with ITPO's logo with letter print	2454			
184	Service book of 56 page size 12-1/2'x8 page 80GSM duly printed in one colour with numbering text matter 19 page. (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 (250 ml.	As per requirement			
192	Scissor (small/medium/big) with good quality	125			
193	Sealing wax	18			
194	Shorthand notebook	140			
195	Signature pad				
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- (neelgagan 6 no)	600			
200	Tag Cotton (super fine white)- as per sample	750			

	required to be provided)				
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	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 plast	-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 our sample	As per requirement			
270	ZEBRA roller ball pen-DX7 (blue & black)	-do-			
271	STAEDTLER GRAPHITE MECHANICAL PENCIL MARS777(0.5 mm)	-do-			
272	STAEDTLER MARSMICRO 775 MECHANICAL PENCILS- 0.5 m.m.	-do-			
273	Rotring pencils leads- 0.5mm/0.7mm (12 leads/tube)	-do-			
274	Luxor Signs pens (black, blue, green, red)	-do-			
275	STIC HI-FI0.5MICROTIP 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) (black & blue)	-do-			
295	Parker roller ball refills (0.5 mm& 0.7 mm) (black & blue)	-do-			
296	Hole guard(label) 500ns./pakt	-do-			
297	Plastic cheque case Assorted colour) (13 pockets) Imported cheque case with	-do-			

	superior, attractive finish.				
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	-do-			

	Tray, Pen stand, Memo cube, Mail holder, Pin Holder and Visiting card Holder				
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 upto A4 size. For cutting papers up to A3 size.	-do-			
311	LABELLING MACHINE -Single line. One touch 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	HANDY LIQUID HAND WASH- 200 ml. Suitable for all types of skin. With pump for easy dispensing.	-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-			

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

BID FORM

(To be submitted in firm's letter head)

Tender No. - 258/ITPO (1)/ST/2014-15

Dated:

1. Name & Address of the bidding Firm:
2. Name & Designation of the person signing the bid:
3. Mobile& Landline telephone number(s):
4. Bid security details:
 - Amount:
 - Draft No.:
 - Date:
 - Issuing Bank:
 - Place:
5. Cost of tender fees:
 - Amount:
 - Draft No.:
 - Date:
 - Issuing Bank:
 - Place:
6. Whether the firm is black listed by any government department or any criminal offence is registered against the firm or its owner/partners anywhere in India: **Yes/No**
(If no, an undertaking to this effect is to be attached in this regard-Annexure-IV)
7. CST/VAT registration no. :
(Attested Copy to be enclosed)(TIN Numbers)

8. Service Tax Registration No. :
(Attested copies to be enclosed)
9. Authorized reseller/agent/distributor: **Yes/No**
10. Annual turnover of each financial year during the last 3 years: **Yes/No**
(Audited balance sheet/profit and loss statements of each year during last three financial years are to be attached)
11. Year wise amount of purchase/supply order similar items executed in the last three years: **Yes/No**
(Copies of purchase orders/invoices of at least 14 lakhs per annum enclosed.)
12. Terms and Conditions of the contract mentioned in the invitations of the bids are ACCEPTATBLE/NON-ACCEPTABLE: **Yes/No**
13. Deviation in terms and conditions/specifications (if any): **Yes/No**
14. Capacity in which bid is signed by the bidder :
(Proprietor/Partner/Director)
15. Name of business partner, if any:
16. Samples, if any: **Yes/No**
17. Letter of Authorized Signatory: **Yes/No**
18. Past performance certificate, if any, in the same field for last three years: **Yes/No**

I hereby undertake that the above information is true, correct and best of my knowledge.

(Signature of the Bidder)

Name in Block Letter

Place:

Date:

DECLARATION

(To be submitted in firm's letter head)

Tender No. - 258/ITPO (1)/ST/2014-15

Dated:

To

The Manager (store),
ITPO,
Prantik Building, Near Gate No.1,
Pragati Maidan,
New Delhi – 110001

Dear Sir,

1. I/We have read and understood the contents of the Tender documents and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, if applicable, in the format to be provided by your office
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to ITPO, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
4. I /We hereby undertake that none of government institutions would not ban/blacklist this firm.

Thanking you

Yours faithfully,
(Signature of the bidder)

Name:

Designation with Seal of the Firm:

Date:

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

Tender No. - 258/ITPO (1)/ST/2014-15

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 act t the terms and conditions of this tender guideline.

Place:

Date:

(Signature in full): _____

Name of the firm: _____

Seal / Stamp of the firm: _____

Contact Phone No / Mobile No:

