

No. EI-D/GA/7-1/2013

20.4.2013

Subject: Purchase of General Stationery Items – reg.

Kindly refer to the advertisement appeared in Times of India dated 20.4.2013 regarding Rate Contract for purchase of General Stationery items for a period of two years.

3. A tender document is attached herewith for kind information and further necessary action by the prospective bidders.


20/04/13
(Dinesh Kumar Dixit)
Registrar & CPO

All the prospective bidders

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EI-D/GA/ 7-1/2013

ERNET India

(An Autonomous Scientific Society under the Department of Electronics and Information Technology, GoI) 10th Floor, Jeevan Prakash Building
Kasturba Gandhi Marg, New Delhi-110001

Dated: 22.04.2013

Sub: Purchase of General Stationery items-reg.

Sir,

ERNET India an Autonomous Scientific Society under Department of Electronics and Information Technology, Govt. of India, is a Class'A' Internet Service Provider for the Education and Research Community of India.

ERNET India intends to enter into a rat contract for purchase of General Stationery items as detailed in Annexure-I for a period of two years. Interested parties may submit their quotation as per terms and conditions detailed below:-

GENERAL CONDITIONS

1. Quotations should be submitted in a sealed cover. This cover addressed by name to the officer signing this enquiry should be submitted before due date and time.
2. Bids should be valid for the period of contract.
3. Envelope should bear the inscription

"Quotation for Supply of General Stationery Items

"Tender Enquiry No.: EI-D/GA/ 7-1/2013

"Due Date & Time: 13th May, 2013 (3.00 PM)

"Due Date & Time for Opening of Bids: 13th May, 2013 (3.30 PM)

5. The Bids must reach the undersigned on or before the due date, i.e., on **13th May, 2013 by 3.00 p.m.** Bids received after the due date & time is liable to be rejected. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for submission of the bids will be the following working day at the appointed time & venue.
6. The rates should be quoted in Indian Rupees for delivery at the premises of ERNET India. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted as per the Performa provided in **Annexure-I.**

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7. Govt. Levies like sales tax if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Sales Tax etc., if any.
8. It may specifically be mentioned whether the quotation is strictly as per tender specifications/conditions. No deviations in the specifications of the items would be accepted. Quotations not adhering to the specifications will be out rightly rejected.
9. ERNET India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
- 10 Bidders are required to quote for each item of supply. Incomplete quotations are liable to be rejected.
11. Bidder shall sign all pages of quotation and drawings forwarded with the quotation.
12. In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.
13. Payment Terms: Payment will be made after satisfactory acceptance of material

14. Earnest Money Deposit

i) The quotation must be accompanied by Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand Only) shall be in the form of Demand Draft/Pay Order/Bank Guarantee drawn on any Indian Nationalized Bank/Scheduled Bank in favour of ERNET India, New Delhi. Bank Guarantee should be valid minimum for a period of 180 days from due date(original) of the quotation. Quotations received without Earnest Money Deposit are liable to be rejected.

ii) Earnest Money is liable to be forfeited and bid is liable to be rejected. If the bidder mends, impairs or derogates from the tender in any respect within the period of validity of the tender.

iii) The earnest money of all the unsuccessful bidders will be returned within 30 days of selection of L1 bidder. No interest will be payable by ERNET India on the Earnest Money Deposit.

iv) The Earnest Money of successful bidder shall be returned after expiry of bid validity period.

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15. Bill of materials detailed in Annexure-I will be taken into account to decide L-1 bidder.

16. Delivery period: The selected party should supply the materials order with one week of issue of Purchase order.

17. Liquidated Damages : In the event of the Supplier's failure to have the stores ready for shipment / delivery by the date / dates specified in this Purchase Order, ERNET India may at its discretion withhold any payment, until the whole of the stores have been supplied by the contractor, as liquidated damages and not by way of penalty at the rates of 1% of the consignment value per week or part of a week subject to a maximum of 10%. The amount towards Liquidated Damage would be recovered from any payment due to the firm.

Yours faithfully,

(Dinesh Kumar Dixit)
Registrar & CPO

Encl: As above

ERNET India
List of General Stationery Items

Annexure-I

S.No.	Description	Qty	Rate	Tax	Total Cost with Tax
01	All Pin Omex	01			
02	Hit Spray	01			
03	Cello Tape Big	01			
04	Cello Tape Small	01			
05	Gem Clips(26mm)Plastic Zen	01			
06	Tumbler(Glass)year(T 10c)	01			
07	Gum pad(yellow Slip)3x2"	01			
08	Gum pad(yellow slip)3x5"	01			
09	Gum Tube Challpark/Vemi	01			
10	Glue Stick Korse	01			
11	Index File Neeraj/Bma	01			
12	Green Note Sheet(legal)	01			
13	Photocopy Paper(A-4)Century	01			
14	Photocopy Paper(A-3)Century	01			
15	Packing Tape(Brown)2"	01			
16	Ball Pen				
	a) Reynolds	01			
	b) Uniball(Mitsubishi)	01			
17	Ink/Gel Pen				
	a) Pilot (Luxor)V.5	01			
	b) Reynold Trimax(Uniball 0.7)	01			
	c) Uniball 0.7	01			
18	Pencils HB(Natraj)	01			
19	Pencil Rubber(Apsara non Dust)	01			
20	Permanent Marker(Luxor)	01			
21	Punch Machine (Single)Kangaroo	01			
22	Punch Machine(Double)Kangaroo)280	01			
23	Register(Neelgagan)2qr	01			
24	Scale(Big) 12" Deluxe	01			
25	Scissor(medium)	01			
26	Sharpner(Natraj)	01			
27	Shorthand Notebook(200pages)	01			
28	Slip Pad (Big)(Neelgagan(A-4(80sheets)	01			
29	Slip Pad(small) Neelgagan)1/8(80sheets)	01			
30	Spiral Pad(Big)(Neelgagan)A-4(80 sheets)	01			
31	SpiralPad(small) Neelgagan)1/8(80sheet	01			
32	Stapler Pin(Big)24/6 Kangaroo	01			
33	Stapler pin(small)(No.10)Kangaroo	01			
34	Stapler Big				
	a)HD-45 Kangaroo	01			
	b)HP-45 with Long Hand Kangaroo	01			
35	Stapler Small				
	a) No.10 Kangaroo	01			
	b) HP 10with Long Hand Kangaroo	01			
36	Towel ('30x60') size	01			
37	White Fluid Pen(Korse)	01			
38	White Fluid	01			
39	File Tray	01			
40	Plastic Folder(L size) Solo	01			
41	Flags	01			
42	White Board marker(Luxor)	01			
43	Highlighter Pen(Luxor)/Feber Casel)	01			
44	Duster '24x24' size (White)	01			
45	Duster '36x36' size (Yellow)	01			

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46	Dak Pad	01			
47	Duster Wooden(White Board)	01			
48	Dustbin(small size)	01			
49	File Board	01			
50	Stamp Pad Supreme /Ashoka	01			
51	Pencil Cell (Eveready/Nippo)	01			
52	File Tag	01			
53	Dispatch Register ABD	01			
54	Transparency Sheet(OHP Sheet) 250 Micro	01			
55	PVC Cover	01			
56	Spico(GBC)				
	a) 8 MM	01			
	b)10 MM	01			
	c)12 MM	01			
	d)18 MM	01			
57	Paper Weight(Plastic)	01			
58	Attendance Register(ABD)	01			
59	Water Jug 2 Ltr.	01			
60			Total of (Sl.1-59) =		