



F.No.8-3/2017-18/Con.St./St.
PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal-462013
(A constituent unit of NCERT, under MHRD, Govt. of India)

**Tender for Supply of Branded Stationery for
Office use for Financial Year 2017-18**

Issued To, _____

Cost of Form Rs. 100/-

Tender Issuing Authority

**I/c Store
PSSCIVE, Bhopal**



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F.No. 8-3 /2017-18/Con.St./St./

Date: 21/06/2017

Tender Notice

Under Secretary, PSSCIVE, Bhopal for and on behalf of Joint Director, PSSCIVE, NCERT, Bhopal invites properly sealed bids for the empanelment of rates of office stationery for the financial year 2017-18 from authorized dealers in Bhopal and nearby districts.

Tender No.	Name of items	Estimated cost	EMD/Security deposit
8-3/2017-18/Con.St./St. Dated:	Stationery	Below Rs.3,00,000/-	10,000/- (refundable)

Tender form with other relevant details can be obtained from the PSSCIVE, NCERT, Shyamla Hills, Bhopal -462013 during office hours 9:00 am to 5:00 pm (except Saturday & Sunday) by paying Rs.100/- by cash in our Accounts Section or submission of a DD payable to JD, PSSCIVE, Bhopal of any branch along with on production of any one of the following documents. However the uploaded documents of tender in available on the website www.riebhopal.nic.in.

1. Attested photo copy of PAN Card
2. Attested photo copy of Sales Tax Registration certificate
3. Certificate for Proof of authorization of Dealership
4. Attested photocopy of registration of shop/showroom/company/Firm etc.
5. Attested photo copy of TIN no.
6. Attested photo copy of job orders placed by the state/ Centre Government offices for stationery.

- **Last date for issue of Tender form** : **12/07/2017 04:00 PM**
- **Pre Bid Meeting** : **07/07/2017 03:00 PM**
- **Last date for Submission of Tender form** : **18/07/2017 04:00 PM**
- **Date for Opening of Tender** : **21/07/2017 11:30 AM**

Note: The rates approval by the institute will initially be applicable for one year. After one year, with mutual consent the rates may be extended for another two/three years with the approval of the JD.

Terms & Conditions

1. The form contains **Annexure –I, Declaration form-I and Financial bid.**
2. A demand draft of any nationalized bank of **Rs.10,000/- in favor of JD, PSSCIVE, Bhopal** as EMD/Security Deposit have to be enclosed. The EMD/Security Deposit is refundable.
3. A separate Demand Draft for Rs.100/- of any nationalized bank payable to JD, PSSCIVE, Bhopal have to be enclosed towards the cost of Tender Form those who have downloaded from our website.
4. If the bidder awards with the contract an amount of **Rs.10, 000/-** is to being kept as **security deposit** and will be refunded after completion of the contract.
5. The PSSCIVE, Bhopal reserve the right to accept the lowest quotation or any quotation without assigning any reason for rejecting any or all the quotations.
6. The Institute at the time of award of work under the contract reserves the right to decrease or increase the work by up to 25% of the total quantum of work specified in the schedule of requirements without any change in the rates or other terms and conditions.
7. The successful bidder is responsible to deliver the material to the consignee, as per the purchase order.
8. The tender received without Form fees and E.M.D/Security deposited will be rejected.
9. Please see the old samples physically available in the office before submitting the rates.
10. Bidder or their representative have to be attend the Pre-bid meeting to discuss issues in respect of items to be supplied and documents required for Tender etc. to avoid unnecessary discrepancy in supply of quality, reputed standard company items and clarification of documents to be enclosed for tender. There after no discussions on issues on supply of standard company items and submission of extra documents are entertain.
11. Completed in all respect, addressed to **Under Secretary, PSSCIVE, NCERT, Bhopal to be submitted on or before 4:00 pm on 18/07/2017.** No tender form will be accepted after the due date.
12. If the date of opening of bid happens to be a holiday, the bid will be opened on the next working day.
13. Separate DDs have to be submitted for the cost of the form and EMD/Security Deposit.
14. In case of any vary of rates, the rate increased will not be considered. However, the benefit of decrease of rates be extended to the institute.

Annexure - I
INFORMATION ABOUT BIDDERS/ TECHNICAL BID
(To be furnished with the tender)

1. Name of the firm :
2. Registration No :
3. Registered Address :
4. Telephone/Telex/Fax No :
5. Sole proprietary or partnership firm :
6. Permanent Income Tax No. :
7. Sales Tax registration No. :
 - a. Central and State
8. TIN No. :
9. Income Tax No. and returns of the last :
Two financial Years 2015-16, 2016-17
(From 01/04/2015 to 31/03/2016 &
01/04/2016 to 31/03/2017)
10. Turnover of last Year 2016-17 :
(From 01/04/2016 to 31/03/2017)
11. List of clients of Govt. Offices :
(For last Two years)
12. Brief profile of the company :

Signature of Bidder

DECLARATION FORM

- I. I/We hereby declare that I/we have carefully gone through the terms and conditions of the Tender Notice No: _____ dated: _____ in details and agree in full to abide by these terms and conditions:
- II. I/We hereby declare that my/our firm has/have not been declare debar for taking part in tender anywhere in the any government organization. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contracts and also forfeiting of my/our security deposit held by PSSCIVE, NCERT, Bhopal.
- III. I/We hereby declare that none of my/our relatives are employed in any capacity in any of the unit of NCERT. I/We shall also intimate the name of the person(s) who is/are working with us in any capacity or is/are subsequently employed by us and who are near relatives to any officer in NCERT. I/We are/am aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by PSSCIVE, NCERT, Bhopal.

NOTE: The term 'near relatives' means wife/Husband/parents & grandparents/children & grand children/brothers/sisters/uncle/aunts/cousins and their corresponding in-laws.

Signature of Bidder

Name of the Bidder
(Capacity in which signing)

Station:

Date:



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Financial Bid

SPECIFICATIONS/RATES SCHEDULE TERMS AND CONDITIONS & QUATATION FOR SUPPLY OF
 STATIONERY

Statement of items to be purchased

1. Please see the old samples physically available in the office before submitting the rates.
2. Composite price is inclusive of all Taxes/Freight/Handling charges and delivery on site etc.
3. The price should be quoted strictly as per the price schedule only
4. The price offer not matching as per the specification of the materials will be rejected.

S. No	Description of Material	Specification	Rate Required	Rate Per Unit	% of VAT/TAX	Total Amt.
1.	Attendance Register	Large columns (9.5 x 14") 2 Quire (Vidhya)	01 No.			
2.	Ac Remote Pencil Cell	Eveready AAA Size	01 No.			
3.	Battery 12 Volt. 7AH (for fitting of UPS battery in Computer)	Exide	01No.			
		Okaya	01No.			
4.	Battery 9 Volt 550mAh	Duracell	01 No.			
5.	Box file	Branded Standard Size Royal/Vidya	01 No.			
6.	CD- (R)	Moser bear make	01 No.			
7.	CD (RW)	Moser bear make	01 No.			
8.	Cash Book	8 quire, Good Quality Royal/Vidya	01No.			
9.	Cash book	4 quire Royal/Vidya	01 No.			
10.	Calling Bell with remote	Wireless	01 No.			
11.	Car Polish	Waxpol	01 No.			
12.	Cartridge/Toner 27 Black	HP make	01No.			

13.	Cartridge/Toner 51 A Black	HP make	01 No.			
14.	Cartridge/Toner 22 color	HP make	01 No.			
15.	Cartridge/Toner Q2612 A	HP make	01 No.			
16.	Cartridge/Toner CE2 (78 A)	HP CE2 (78 A)	01 No.			
17.	Color flag	Claro/Dasemate/ OD 25 x 75	01No.			
18.	Calculator	MJ 120/DJ 120 12 digit Casio	01 No.			
19.	Colin	250 MI	01 No.			
		500 MI	01 No.			
20.	Chit Pad	3 x 3 inch (100 sheets)	01 No.			
21.	Dustbin with cover	Cello make pedestal medium size 5 No.	01 No.			
22.	Dustbin without cover	Cello make Big Eco	01 No.			
23.	Desk stand	Big (As per Sample)	01 No.			
24.	Double Punching machine	Kangaro DP 600	01 No.			
25.	Dispatch Register	8 quire	01 No.			
26.	Dak pad (Jumbudeep)	Standard Size Good Quality	01 No.			
27.	DVD (R)	Sony Make	01 No.			
28.	DVD- RW	Sony Make	01 No.			
29.	Door Mate	1 ½ x2 feet (Cotton)	01 No.			
30.	Electric kettle 1.7 ltr.	Bajaj make Majesty KT-15 Cordless	01 No.			
31.	Formula 1 (Shampoo) (Car)	----	01			
32.	File Pad	Good Quality 36 Ounz (As per sample)	01No.			
33.	Fevi stick/ Glue stick	Kores/ (8G) (As per sample)	01 No.			
34.	Gel Pen	Add gel make Achiever	01 No.			
35.	Glass (Tumbler)	Yera make (6 x 1) 1 Set	01 No.			
36.	Gum bottle small	150 ml Mohini	01 No.			
37.	Gum Bottle	700 ml Mohini	01 No.			
38.	Highlighter pen	Luxaz make	01 No.			

39.	Hard disk	1 T.B External Seagate Mulee	01 No.			
40.	Hard disk	2 T.B External Seagate Mulee	01 No.			
41.	Muslin cloth (for parcel)	Cotton	01 meter			
42.	Mug (For Bath room)	Big size, Cello 1 ltr.	01 No.			
43.	Mug (For Bath room)	Small size, Cello ½ Ltr.	01 No.			
44.	Mosquito repellent machine + Refill	All Out make	01 No.			
45.	Mosquito repellent refill	All out make 45 Nights	01 No.			
46.	Nepthelin Balls	White 100 g	01 Pkt.			
47.	Letter Receipt Register	6 Quire Vidya/Royal (8 ^{1/2} "x 13 ^{1/2} ")	01 No.			
48.	Letter Receipt Register	8 Quire Vidya/Royal (8 ^{1/2} "x 13 ^{1/2} ")	01 No.			
49.	Liquid soap	5 ltr kan fem	01 No.			
50.	Log book	4 quire Vidya/Royal	01 No.			
51.	Liquid Hand Wash	Dettol 900 ml Refill	01 No.			
52.	Lock	06 leaver Godrej with 3 keys	01 No.			
53.	OHP Pen Set	Blue / Black / Red & Green Luxar	01 No.			
54.	Odonil	Air Freshener	01 No.			
55.	Pen Drive	32 GB HP	01 No.			
56.	Pen Drive	16 GB HP (3.0)	01 No.			
57.	Pin cushion box (Oddy)	Plastic, Good quality with magnet Transparent	01 No.			
58.	Pencil cell	Eveready AA size	01 No.			
59.	Pencil	Apsara	01 Pkt. (10. No.)			
60.	Permanent Marker Pen	Blue/ Black 200 Luxar/ Cello	01 No.			
61.	Photocopy paper A4 size	J.K. Copier (75 GSM)	01Ream			
62.	Peon Book Printed 4 Quire	Printed & Standard Size	01 No.			
63.	Packing Tape Brown 2" inch	40 mtr 60 mtr	01 No. 01 No.			
64.	Plastic Scale	1 ft Camel	01 No.			

65.	Paper Weight	Glass (Big)	01No.			
66.	Plastic File folder Solo My Clear Bag	Plain (good quality)	01 No.	As per sample		
67.	Pen Red	Cello Fine Grip	01 No.			
68.	Pen Blue	Cello Fine Grip	01 No.			
69.	Paper cutter	1"	01 No.			
70.	Pencil Sharpener	Apsara	01 Pkt.			
71.	Plastic thread	----	01 roll			
72.	Plastic bucket 13 liter	Cello make	01 No.			
	Plastic bucket 18 liter	Cello make	01 No.			
	Plastic bucket 21 liter	Cello make	01 No.			
73.	Room freshener	Ambi pure	01 No.			
		Godrej	01 No.			
74.	Register Large Size	01 quire (8" x 13")	01No.			
75.	Register Large Size	02 quire (8" x 13")	01 No.			
76.	Register Large Size	03 quire (8" x 13")	01 No.			
77.	Register Large Size	04 quire (8" x 13")	01 No.			
78.	Pilot Pen (Red/Blue/Black)	Pilot High tech point .05	01+ 01 + 01 Each			
79.	RICOH Printer Color Cartridge	Black SPC 310 S	01 No.			
		Yellow SP C 310 S	01 No.			
		Cyan SP C 310 S	01 No.			
		Magenta SP C 310 S	01 No.			
80.	RICOH Printer Cartridge	B/W SP 3400 HS	01 No.			
81.	Rubber/ Eraser	Apsara Small	01 No.			
82.	Stapler pin	(Big size) 24/6 Kangaro	01 No.			
83.	Sharpener	Natraj	01 No.			
84.	Soap	(Medimix) Small	01 No.			
85.	Scissors Big	Kangaro Make 7"	01 No.			
86.	Stamp Pad	Ashoka Plastic	01 No.			
87.	Stock register	8 quire Royal/Vidya (8 ^{1/2} "x13 ^{1/2} ")	01 No.			

88.	Single punching machine	Kangaro make	01 No.			
89.	Stapler machine small	Kangaro make 10 no.	01 No.			
90.	Stapler Pin small	Kangaro 10 No.	01 No.			
91.	Slanting Table (Table Top)	Glass 10 mm	01 No.			
92.	Spiral Binding wire	Small/ Big/medium size	01 Kg.			
93.	Stapler Machine	Kangaro Make HP 45	01 No.			
94.	Serving tray (Medium)	Plastic Cello Make	01 No.			
95.	Spiral Binding Sheet (Oddy)	A4 Size Blue/White	01 No.			
96.	Toilet Paper Role	Standard Size	01 No.			
97.	Toner/Cartridge (HP Laser Printer MFP-176N)	Black	01 No.			
		Yellow	01 No			
		Magenta	01 No			
		Cyan	01 No			
98.	Tea Coaster (Plastic Make)	Good quality	01 set			
99.	Toner/Cartridge (Printer HP Laser Jet 1606 DN)	78A	01 No.			
100.	Toilet Air Freshener	Odonil 50 g	01 No.			
101.	Toner HP Laserjet MFP 128fn	CC388A (88)	01 No.			
102.	Toner/Cartridge (Laserjet Color Printer HP M – 551)	Black	01 No.			
		Yellow	01 No			
		Magenta	01 No			
		Cyan	01 No			
103.	Toner/Cartridge (Laser Jet Color Printer Jet Pro – MFP)	Black	01 No.			
		Yellow	01 No			
		Magenta	01 No			
		Cyan	01 No			
104.	Toner/Cartridge Fax Machine Cannon	Cannon Cartridge 328	01 No.			
105.	Transparency Tape	Cello 1 Inch 30 mtr	01 No.			
106.	Toner Toshiba copier	ES. 2040 Black Cyan, Magenta, Yellow	01 No.			

107.	T. Pin (Oddy)	80 Gm (good quality)	01 No.			
108.	Tag	Good Quality 8" Veer	01 Bundle (10 Bunch approx)			
109.	Tap transparent	40 mtr, 2"	01 No.			
110.	Tap transparent	20 mtr ½"	01 No.			
111.	Toner 49 A	HP make	01 No.			
112.	Tea Set with Kettle (06 cup plate)	Bone china (Bharat)	01 Set			
113.	Thread ball	Cotton	01 No.			
114.	Towel small size (Napkin)	Turkish	01 No.			
115.	Towel medium size	Turkish	01 No.			
116.	Table glass	2"x3" ft 5 mm	01 No.			
117.	U-clip (Plastic Coated)	28/33 mm (100 Pc.)	01 No.			
118.	White Board pen	(Four colors, Green, Blue, Red, Black) Luxor/Kores	10 x 1 = 01 Set			
119.	Wall clock	Oreva/Ajanta Standard Size	01No.			
120.	Washing powder	Wheel/Nirma	500 Gm			
121.	White Board	2x4 Aluminum frame	01 No.			
122.	White fluid	Kores 15ml. Bottle	01 No.			
123.	Water jug (Plastic)	Cello make 2 ltr.	01 No.			
124.	Cup-Soccer (6+6)	Bharat	01 No.			

1. Terms & Conditions:

1. Payment Schedule : 100 % payment after delivery of materials in good condition and inspection by the committee.
2. Delivery Schedule : Materials to be supplied within 15 days from the date of issue Purchase order.
3. Late Delivery : Penalty 1% per week (or decided by the Institute).

Date:

Place:

Signature of Bidder with seal