

**GOVERNMENT OF INDIA**  
**CENTRAL PENSION ACCOUNTING OFFICE**  
Ministry of Finance, Deptt. Of Expenditure,  
Trikoat II, Bhikaji Cama Place,  
New Delhi

**NOTICE INVITING TENDER NO.2/12-13**

CPAO invites bids from eligible bidders for the following work.  
Tender details are also available in the website of CPAO:  
[www.cpao.nic.in](http://www.cpao.nic.in) and <http://eprocure.gov.in>

Name of Work	Last Date and Time for Tender Submission	Earnest Money
Procurement of stationery items on a regular basis.	28-09-2012 By 03: PM	Rs.5,000

Bids will be opened at 03:30 PM on the last day of submission of bids as above.

All interested are advised to visit website to get further details.

Sd/-  
Dr. Dilip Kumar  
Controller of Accounts





**Government of India  
Central Pension Accounting Office,  
M/O Finance, D/o Expenditure,  
Trikoort-II, Bhikaji Cama Place,  
R.K. Puram, New Delhi.**

.....  
NO. CPAO/Admn/Stationery/2012-13/435

Date: 27-08-2012.

**NOTICE INVITING TENDER**

Central Pension Accounting Office, M/O Finance, D/O Expenditure invites sealed rates quotations for procurement of STATIONERY ITEMS ON A REGULAR BASIS to this office as per Annexure I & II.

2. Interested parties please send their sealed QUOTATIONS superscribed as "Tender for procurement of STATIONERY ITEMS" and addressed to the Sr.Accounts Officer (Admn.), Central Pension accounting Office, M/O Finance, D/O Expenditure, Trikoort-II, Bhikaji Cama Place, R.K. Puram, New Delhi so as to reach latest by 3.00 PM on or before 28-09-2012. The tenders will be opened on the same day at 3.30 PM. The authorized representatives who intend to attend the tender opening are to bring with them letters of authorization from the corresponding tenderers.
3. The Tender received after the due date and time will not be considered.
4. The Central Pension Accounting Office, M/O Finance, D/O Expenditure reserves the right to select or reject any or all Quotations without assigning any reasons whatsoever.

Yours faithfully,

  
(Dilip Kumar)

Controller of Accounts (Admn)  
Tel. No. 26174809, 26174613

Copy to:-

1. N.I.C., Central Pension Accounting Office, M/o Finance, D/O Expenditure for displaying it in the web-site of the Ministry.
2. Spare Copies

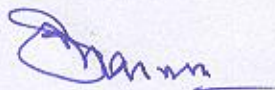




**Terms and Conditions for award of contract for supply of Stationery Items on a regular basis to Central Pension Accounting Office, M/O Finance, D/O Expenditure, Trikoot II, Bhikaji Cama Place, R.K. Puram, New Delhi w.e.f. the date the contract is awarded till March, 2013.**

1. The tenderer should be a reputed stationery supplier having sufficient experience and expertise in the relevant field and also having sound financial position. Copies of certificates proving company's registration, tax registration, previous experience, etc. should be enclosed with the quotation (Supply of stationery items to minimum 5 Government Department/PSU for last five years). Satisfactory/performance certificate of competent authority should be provided along with tender document.
2. The tenderer should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
3. The selected firm will be required to supply the items at the office of Central Pension Accounting Office, Trikoot II, Bhikaji Cama Place, New Delhi. Pin- 110066.
4. Order for items will be placed on requirement basis. Bills in respect of items supplied by the Selected Firm, should be sent later. Payment will be released only after it is ensured that the items, quantity of items supplied are to the entire satisfaction of this Office.
5. Any item which is found to be defective, or not of the desired quality, etc. shall be replaced by the tenderer without any additional cost. If the tenderer repeats the mistake again, the firm shall be blacklisted.
6. This Office will have the authority to cancel any order, if the required items are not supplied on time or sub standard items are supplied in place of original.
7. Government Taxes as applicable from time to time on such supplies shall be paid by this Office. **The bill raised by the Firm should have tax registration number printed on the bill including TIN No. Validity of the tax registration is the sole responsibility of the Firm.**
8. Details, regarding quality, brand, specification, etc. have been given against various items in the Annexure I & II Rates should strictly be quoted accordingly.
9. No separate charges shall be paid for delivery of goods.
10. The rates quoted by the selected firm, and approved by this Office shall remain valid throughout the period of contract and requests to increase the rates for any item (s) , during the currency of the contract, shall not be considered. CPAO reserves the right to extend the contract period & quantity of required item for 25%, at the same terms and conditions.
11. It will also be binding upon the selected firm to maintain such qualities, if indicated in the quotations. There will be no compromise with the quality of items. The contract will be terminated in case substandard/re-filled/ duplicate items are found.
12. Selection of a firm for award of Contract, will not be made solely on the basis of lowest rates quoted by a tenderer (Lowest excluding taxes).
13. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm ( s ).
14. **The selected firm will have to deposit a security amount of Rs. 10,000/- ( Rupees ten thousand only ) by way DD drawn in favour of Pay & Accounts Officer, CPAO, New Delhi.**
15. If the selected firm expresses its inability to supply the stationery item ( s ) or fails to supply the item ( s ) at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the contract surety amount is liable to be forfeited in part or in full.

Continued on p. 2/-





16. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
17. Tenders should be submitted on specified format supplied by this office alongwith a Pay Order/Banker's Cheque of Rs. 5,000/- ( Rupees Five thousand Only ) drawn in favour of "Pay & Accounts Officer, C.P.A.O. New Delhi" , towards Earnest Money Deposit. If the Pay Order/Banker's Cheque is found to be drawn in favour of any Officer , other than "Pay & Accounts Officer, C.P.A.O. New Delhi, the tender will liable to be rejected. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD money will be rejected, if a tenderer decides to withdraw from the bidding, this office will have the authority to forfeit the EMD of Rs. 5,000/- ( Rupees five thousand only ) deposited by the tenderer.
18. The tenders should be sealed and clearly super – scribed with the words "Tender for procurement of STATIONERY ITEMS"
19. Tenders incomplete in any form are liable to be rejected.
20. Tender can either be sent by post to the address mentioned below, or dropped in the tender box kept at the reception Area of Trikoot II, Bhikaji Cama Place, R.K. Puram, New Delhi. The closing time and date for acceptance of tenders will be 15.00 hours of 28-09-2012.  
**Pay & Accounts Officer ( Admn.)**  
**Central Pension Accounting Office,**  
**Trikoot- II, Bhikaji Cama Place,**  
**R.K.Pruam, New Delhi-110066.**
21. The tenders will be opened on the same day in the Conference Hall of 2<sup>nd</sup> floor at 15.30 Hours in the presence of such tenderers who may wish to be present at the time of tender opening.
22. This office will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
23. The contract will be valid till 31-03-2013 or extended period This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any , noticed will be required to be rectified and compliance reported. This Office further reserve the rights to suo-moto terminate the contract by giving one month's notice at any point of time.

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Central Pension Accounting Office

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*[Handwritten signature]*

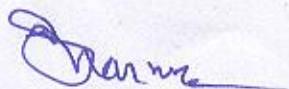


Annexure -I

Rates quoted for the Stationery Items to be Purchased for the Financial Year 2012-13

S. NO.	NAME OF STATIONARY ITEMS	Rate	VAT %	Amount
1	2			
1	<b>Computer Paper</b>			
(i)	10x12x1 80 gsm			
(ii)	10x12x3 60 gsm			
(iii)	10x12x2 gsm			
2	<b>CDR-W</b>			
3	<b>HQ 2000 Line Printer Ribbon</b>			
4	<b>HP Cartridge</b>			
(i)	HP- 78 Colour			
(ii)	HP- 15 Black			
(iii)	HP- 22 Colour			
(iv)	HP- 27 A Black			
(v)	HP- 28 A Colour			
(vi)	HP- 45			
(vii)	HP- 56			
(viii)	HP- 57			
(ix)	HP- 58			
(x)	HP 1610			
(xi)	HP-36			
(xii)	HP-900 Color			
(xiii)	HP-900 Black			
5	<b>HP Toners</b>			
(i)	HP- Laserjet 49A			
(ii)	HP - 16A			
(iii)	HP-53A			
(iv)	HP-61			
(v)	HP-62			
(vi)	HP-63			
(vii)	HP-88			
(viii)	HP-55A			

Signature of the Authorized Person with Office Seal





**Rates Quoted for the Office Stationery Items to be Purchased in the  
Financial Year 2012-13**

S.N.	Name of Stationery Item	Unit	Rate	VAT	Amount
1	Photo Copy Paper A-4,75gsm	Ream.			
2	Pencil HB ( Natraj )	No.			
3	Sharpner ( Natraj )	No.			
4	Eraser ( Apsara )	No.			
5	Reynolds Ball Pen 045 Blue/Red	No.			
6	Ball Pen refill (Reynolds 045)	No.			
7	Pilot Pen Hi Tech 05- Blue/Black/Red	No.			
8	Stapler Small Kangaro No.10	No.			
9	Stapler Pin No. 10 ( Kores- Red )	Pkd.			
10	Stapler Big	No.			
11	Stapler Pin Big (24/6)	Pkd.			
12	Cello Tape- 1 "	Roll			
13	Cello Tape - 2"	Roll			
14	Ruled Register- 1Qr	No.			
15	Ruled Register - 2 Qr	No.			
16	Ruled Register - 3 Qr	No.			
17	Ruled Register - 4 Qr	No.			
18	Poker	No.			
19	Paper cutter (1.8 cm width)	No.			
20	Luxor Sign Pen	No.			
21	Add Gel Pen	No.			
22	Punching Machine (Single Punch)	No.			
23	Color Flag	Pkt.			
24	Dumper	No.			
25	Paper Weight	No.			
26	Tag White (6" , 24 Nos.)	Bunch			
27	Gem clips Steel	Pkt.			
28	Plastic folder	No.			
29	Dak Pad	No.			
30	File board fine quality	No.			
31	Correction Fluid - 30 Ml -Kores	Bottle			
32	Stamp Pad Self Inking	No.			
33	Highlighter- Luxur Gloliter Fluorescent	No.			
34	Rubber Band- 4" fine quality	Kg.			
35	Note Sheet Green 75 GSM/100 Sheets	Pad.			
36	Slip Pad/ Conference Pad - 40 Sheets	Pad.			
37	Envelop A4 -Brown Laminated	No.			
38	Envelope SE 8 A Yellow 120 GSM	No.			
39	*Window Envelope Pink small	No.			
40	*Window Envelope Pink Big	No.			
41	*File Cover 36cm X 25.5cm	No.			
42	*Office Letter Head 60 gsm/100 sheets	Pad.			
43	*Special Seal Authority FS - 6PC	Set			
44	*S S A in 3 colours A4- 5 PC	Set			

\*Items from 39 to 44 are to be supplied as per sample/requirement of CPAO.

Signature of the Authorized Person with Office Seal

