NO. CPAO/Admn/Com. Sty/2008-09
Government of India
Central Pension Accounting Office,
M/O Finance, D/o Expenditure,
Trikoot-II, Bhikaji Cama Place,
R.K. Puram, New Delhi.
…..

Date: 28-05-2009

TENDER NOTICE

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, Trikoot-II, Bhikaji Cama Place, R.K. Puram, New Delhi so as to reach latest by 3.00 PM on or before 11-06-2009. 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,

(H.Atheli)
Dy. Controller of Accounts (Admn)
Tel. No. 26177071, 26174613

Copy to:-

1. As per list.
2. N.I.C., Central Pension Accounting Office, M/o Finance, D/O Expenditure for displaying it in the web-site of the Ministry.
3. Space 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, 2010.

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.
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 and on holidays. 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 returned by this Office and the order placed there off shall stand cancelled.
6. This Office will have the authority to cancel any order, if the required items are not supplied on time.
7. This Office will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
8. 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.
9. Details, regarding quality, brand, specification, etc. have been given against various items in the Annexure I & II Rates should strictly be quoted accordingly. Items where brand has not been indicated rates should be quoted for good quality product

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10. No separate charges shall be paid for delivery of goods.
11. 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.
12. It will also be binding upon the selected firm to maintain such qualities, if indicated in the quotations.
13. Selection of a firm for award of Contract, will not be made solely on the basis of lowest rates quoted by a tenderer.
14. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm (s).
15. This Office will have the authority to select more than one Firm for award of contract. This Office further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.
16. 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.
17. 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 toto.
18. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

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19. 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. It 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) deposit deposited by the tenderer.
20. The tenders should be sealed and clearly super – scribed with the words "Tender for supply of stationery items".
21. Tenders incomplete in ay form are liable to be rejected. Terms and conditions that any tenderer wished to specify should be clearly stated.
22. 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, The closing time and date for acceptance of tenders will be 15.00 hours of **05-06-2009.**

Sr. Accounts Officer (Admn.)
Central Pension Accounting Office,
Trikoot- II, Bhikaji Cama Place,
R.K.Pruam, New Delhi-110066

23. The tenders will be opened on the same day in the Conference Hall of 2nd floor at 15.30 Hours in the presence of such tenderers who may wish to be present at the time of tender opening.
24. 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.

The contract will be valid till 31-03-2010. 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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Annexure -I

Details of Office Stationery Items to be Purchased for the

Financial Year 2009-10

S. NO.	NAME OF STATIONARY ITEMS	Rate
1	2	
1	**Computer Paper**	
(i)	10X12X3 60 GSM	
(ii)	10x12x2 60 GSM	
2	CDR-W	
3	Cartridge Canon BC-20	
(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- 900	
4	HP Laserjet -36-A	
5	HP Laserjet -49	
6	HP 53-A	
7	SAMSUNG 1610	
8	HP Colour 61	
9	HP Colour 62	
10	HP Colour 63	
11	Folder 80 Column	
	Approximate VAT on all the above items	

Annexure -II

Details of Office Stationery Items to be Purchased for the Financial Year 2009-10

S.N	Name of Stationery Item	Unit	Rate
1	Photo Copy Paper A-4	Ream.	
2	Photo Copy Paper (Full Scape) ##	Ream.	
3	Reynolds Ball Pen	No.	
4	Pilot Pen Hi Tech 05	No.	
5	Reynolds Refill	No.	
6	Pencil HB (Natraj)	No.	
7	Eraser (Apsara)	No.	
8	Sharpner (Natraj)	No.	
9	Plastic Scale 12”	No.	
10	Stapler Small Kangaro HD 10	No.	
11	Stapler big Kangaro H5-45p	No.	
12	Stapler Pin No. 10 (Kores- Red)	Pkd.	
13	Stapler Pin Big (24/6 – 1m) Kangaro Munix	Pkt.	
14	Punching Machine Steel – One Hole	No.	
15	File board fine quality	No.	
16	Typing Paper	Ream	
17	Correctin Fluid – 30 Ml –Kores	Bottle	
18	All Pin (Bell 10 GMS)	Pkd	
19	Carbon Paper- Sapphire Blue Kores	Pkd	
20	Gum Tube 30 MI Chelpark	Pkd.	
21	Stamp Pad Ink	Bottle	
22	Gem Clips Plastic Coated	Pkt.	
23	Gem clips Steel	Pkt.	
24	Tag White	Bunch	
25	Highlighter	No.	
26	Gum Bottle	No.	
27	Paper Weight -Glass	No.	
28	Pocker- Steel	No.	
29	Note Sheet Green 75 GSM/100 Sheets	Pad.	
30	Slip Pad/ Conference Pad – 40 Sheets	Pad.	
31	Dumper	No.	
32	Pin Cuision	No.	
33	Envelope SE 8 A Yellow 120 GSM	No.	
34	Luxur Sign Pen	No.	
35	*File Cover	No.	
36	*Window Envelope Pink small	No.	
37	*Window Envelope Pink Big	No.	
38	*Office Letter Head 60 gsm/100 sheets	Pad.	
39	*Special Seal Authority in 3 colours ##	Set	
40	*Printed Format Letter Pads – 100 Sheets, 60 gsm – (10 – 12 types)	Pad	
41	*Window Envelope Brown	No.	
	Approximate VAT on all the above items		

*These items (Sr.No. 35 to 41) are to be procured as per sample.
will be used for printing of Special Seal Authority (True Copies)