

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

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NO. CPAO/Admn/Stationery/2013-14/451

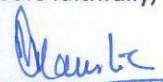
Date: 14-11-2013

NOTICE INVITING TENDER

Central Pension Accounting Office, M/O Finance, D/O Expenditure invites sealed item rate quotations for procurement of STATIONERY ITEMS ON A REGULAR BASIS for 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 ACA (Admn.), Central Pension accounting Office, M/O Finance, D/O Expenditure, Trikot-II, Bhikaji Cama Place, R.K. Puram, New Delhi so as to reach **latest by 3.00 PM on or before 28-11-2013.** 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,


(M. M. Kaushik)

Asstt. Controller of Accounts (Admn)
Tel. No. 26103074

Copy to:-

1. N.I.C., Central Pension Accounting Office, M/o Finance, D/O Expenditure for displaying it on the CPAO web site and e-procurement site of the IT 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, Trikot II, Bhikaji Cama Place, R.K. Puram, New Delhi for one year from the date of award of contract.

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, Trikot 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. The lowest bidder will be decided on the basis of item rates quoted by them.
6. 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.
7. 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.
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.
10. No separate charges shall be paid for delivery of goods.
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. 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.
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 full.

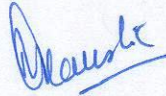
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16. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
17. Tenders should be submitted on specified format supplied by this office alongwith a Pay Order/Banker's 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 28-11-2013.**

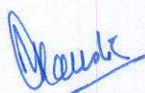
**Asstt. Controller of Accounts (Admn.)
Central Pension Accounting Office,
Trikoot- II, Bhikaji Cama Place,
R.K.Pruam, New Delhi-110066**

21. The tenders will be opened on the same day in the **Conference Hall of 2nd 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 for one year from the date of award of contract** . 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.



Rates quoted for the Stationery Items to be Purchased for the Financial Year 2013-14.


S. NO.	NAME OF STATIONARY ITEMS	Appx. Nos required for purchase	Rate	VAT %	Amount
1	Computer Paper(10X12X3600 gsm)	120 Rims			
2	HP Cartridge				
I.	HP-36A	120			
II.	HP-49A	12			
iii	HP- 53A	12			
iv	HP- 55A	100			
V	HP- 78A	90			
Vi	HP-CF2 80A	82			
Vii	HP-88A	12			
Viii	HP-900 Color	12			
ix	HP-900 Black	12			
X	HP-DAT 160 GB(C8011A)	5Packets (10 in each)			
Xi	HP-901 Color	10			
Xii	HP-901 Black	10			
Xiii	Black Cartridge CE 320A	05			
Xiv	Cyan Cartridge CE 321A	05			
XV	Magenta Cartridge CE 322A	05			
xvi	Yellow Cartridge CE 323A	05			
3.	Samsung 1610(cartridge)	06			
4.	CD	500			
5	DVD	500			
6.	80 column plastic folder	150			
7.	Call Bell	10			
8.	Panasonic KX83 E (Toner)	06			
9.	CD Mailer	20 packets			
10	Pen Drive 8GB	25			
11.	Pen Drive 16GB	11			
12.	Calculator (12 Digit)	36			
13	Extension cord	36			
14.	Mouse	60			
15.	Key Board	36			
16.	MX 312AT Toner for Sharp Photo copier	06			



Signature of the Authorized Person with Office Seal

**Rates Quoted for the Office Stationery Items to be Purchased in the
Financial Year 2013-14**

S.N.	Name of Stationery Item	Unit	Rate	VAT	Amount
1	Photo Copy Paper A-4	2250.			
2	Pencil HB (Natraj)	1880			
3	Sharpner (Natraj)	500			
4	Eraser (Apsara)	500			
5	Reynolds Ball Pen	2400			
6	Ball Pen refill (Reynolds)	1000			
7	Pilot Pen Hi Tech 05- Blue/Black/Red	600			
8	Stapler Small	300			
9	Stapler Pin No. 10 (Kores- Red)	1500 Pkt			
10	Stapler Big	80			
11	Stapler Pin Big (24/6)	200.			
12	Cello Tape- 1 "	150			
13	Cello Tape - 2"	96			
14	Ruled Register- 1Qr	300.			
15	Ruled Register - 2 Qr	100			
16	Ruled Register - 3 Qr	50			
17	Ruled Register - 4 Qr	50			
18	Poker	60.			
19	Paper cutter	80.			
20	Sketch Pen	180.			
21	Add Gel Pen	150			
22	Punching Machine (Single Punch)	80			
23	Color Flag	300.			
24	Dumper	300			
25	Paper Weight	240			
26	Tag White	600			
27	Gem clips Steel	60			
28	Plastic folder	1200.			
29	Dak Pad	120			
30	File board fine quality	5000			
31	Correction Fluid Pen	180			
32	Stamp Pad Self Inking	200			
33	Highlighter- Luxur Gloliter Fluorescent	180			
34	Rubber Band- 4" fine quality	120			
35	Note Sheet Green 75 GSM/100 Sheets	450			
36	Slip Pad/ Conference Pad - 40 Sheets	600			
37	Envelop A4 -Brown Laminated	1400			
38	Envelope SE 8 A Yellow 120 GSM	4800			
39	File Cover	6000			
40	Envelope SE 8 A Yellow Spcl Size	2600			
41	Office Letter Head 60 gsm/100 sheets	720			
42	Special Seal Authority FS - 6PC	600000			
43	Envelop SE 8A yellow having height of 11/2" (Special size)	7000			
44	S S A in 3 colours A4- 5 PC	12000			



Signature of the Authorized Person with Office Seal