

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 (2)/2013-14/182

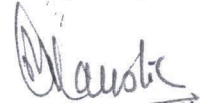
Date: 19/6/14

NOTICE INVITING TENDER

Central Pension Accounting Office, M/O Finance, D/O Expenditure invites sealed item rate quotations for procurement of STATIONERY ITEMS (Window Envelops small/medium size) on REGULAR BASIS for this office as per Annexure I & II.

2. Interested parties may 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, Trikoort-II, Bhikaji Cama Place, R.K. Puram, New Delhi so as to reach latest by 3.00 PM on or before 07-07-2014. 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 letters of authorization with them from the concerned 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 tenders/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 of the contract:

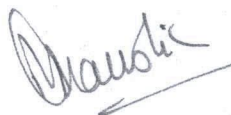
- 1) *The tenderer must be a reputed stationery supplier having sufficient experience and expertise in the relevant field and also having sound financial position. The tenderer must furnish **the following documents alongwith quotation:***
 - 1.1) *Copies of certificates proving company's registration;*
 - 1.2) *Tax Registration Number;*
 - 1.3) *Satisfactory/performance certificates for supply of stationery items to minimum 5 Government Departments/PSUs during last five years; and*
 - 1.4) *Name and mobile number of the proprietor or any other authorised person who could be contacted to place the order and arranging supply of desired items even at short notice*
- 2) ***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 alongwith the tender documents. (EMD will be refunded to all unsuccessful tenderers as soon as the tender is finalized).***
- 3) ***Copy of Terms and conditions of the contract duly signed by the contractor with seal of the firm.***
- 4) *Details, regarding quality, brand, specification, etc. have been given against various items in the Annexure I & II. Rates should strictly be quoted accordingly.*
- 5) *Successful tenderers will provide sample of both types of envelopes and after written approval from this office work will be carried out.*
- 6) *The tenders should be sealed and clearly superscribed with the words **"Tender for procurement of Stationery Items"***

Handwritten signature

- 1) Tender can either be sent by post to the address mentioned below, or dropped in the tender box of CPAO 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 07-07-2014.**

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

- 8) 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.
- 9) Tenders received after due date and time will not be considered.
- 10) Tenders in complete in any form are liable to be rejected.
- 11) The lowest bidder will be decided on the basis of item rates quoted by them.
- 12) **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.**
- 13) If the selected firm expresses its inability to supply the items or fails to supply the items at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the contract security deposit amount is liable to be forfeited in full.
- 14) **Initial period of contract shall be one year from the date of award. However, CPAO reserves the right to extend the contract period for another one year and quantity of required item by 25% at the same terms and conditions. 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.**



- 15) The selected firm will be required to supply the items **within 07 days** at the office of Central Pension Accounting Office, Trikoot II, Bhikaji Cama Place, New Delhi. Pin- 110066 at its own cost and risk.
- 16) Any item which is defective and not as per the specification will be replaced by the contractor at his own risk and cost. Nothing will be paid extra on this account. This Office reserves the right to cancel the contract at any time, if required items are not supplied on time or found substandard.
- 17) 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 successful delivery of indented items by the contractor and satisfaction of the indenter.
- 18) The payment shall be made to contractor through E-mode. The contractor will have to provide the detail of the account of the firm (in the form to be provided by this office) in whose favour payment is to be made.
- 19) CPAO reserves the right to suo-moto terminate the contract by giving one month notice to the contractor at any point of time.
- 20) 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.

Signature of the Contractor/Firm
Seal of the Firm

Chaudhary

**Rates Quoted for the Office Stationery Items to be Purchased in the
Financial Year 2014-15**

S.N.	Name of Stationery Item	Unit	Rate	VAT	Amount
1	Small Window Envelope	6,50,000			
2	Big Window Envelope	4,00,000			

Alauddin

PREFERRED SPECIFICATIONS FOR MACHINEABLE MAIL

 Specifications (Size/Weight etc.) of Mail- Letter Sorting Machine (LSM)

Letters	Minimum	Maximum
Dimensions (WxL) with 2 MM Tolerance in width & Length	90 x140 mm	165 x 245 mm
Thickness (Un-Compressed)	0.15 mm	5 mm
Weight	3.27 gm	50 gm
Paper	60 gsm	140 gsm
Card	110 gsm	500 gsm
Window paper	35 gsm	80 gsm

 Specifications of Speed Post Mail- Mixed Mail Sorter (MMS)

Letters	Minimum	Maximum
Dimensions(W x L) with 2 MM Tolerance in Width & length	90x 140 mm	165x 290 mm
Thickness(Un- Compressed)	0.15 mm	5 mm
Weight	3.27 gm	50 gm
Paper	60 gsm	140 gsm
Card	110 gsm	500 gsm
Window paper	35 gsm	80 gsm

Flats Mail	Minimum	Maximum
Dimensions(W x L)	90x 140 mm	260 x 380 mm
Thickness(Un-compressed)	1 mm	30 mm
Weight	5 gm	2000 gm
Paper	70 gsm	140 gsm
Window paper	35 gsm	80 gsm

 Window Envelope:

- ❖ Paper Quality of Envelope: >70 gsm for articles less than 170 mm long and >100 gsm for articles of length >170 to 245 mm. This is to comply with stiffness requirements.
- ❖ Paper Quality of Window: Glassine paper of 35 GSM, Cellophane paper of 40 GSM and PVC or BOPP of 15 micron thickness.
- ❖ The window material shall stick without any wrinkles to the inner side of the plain front of the envelope, gloss value must be < 150, haze value must be < 75%

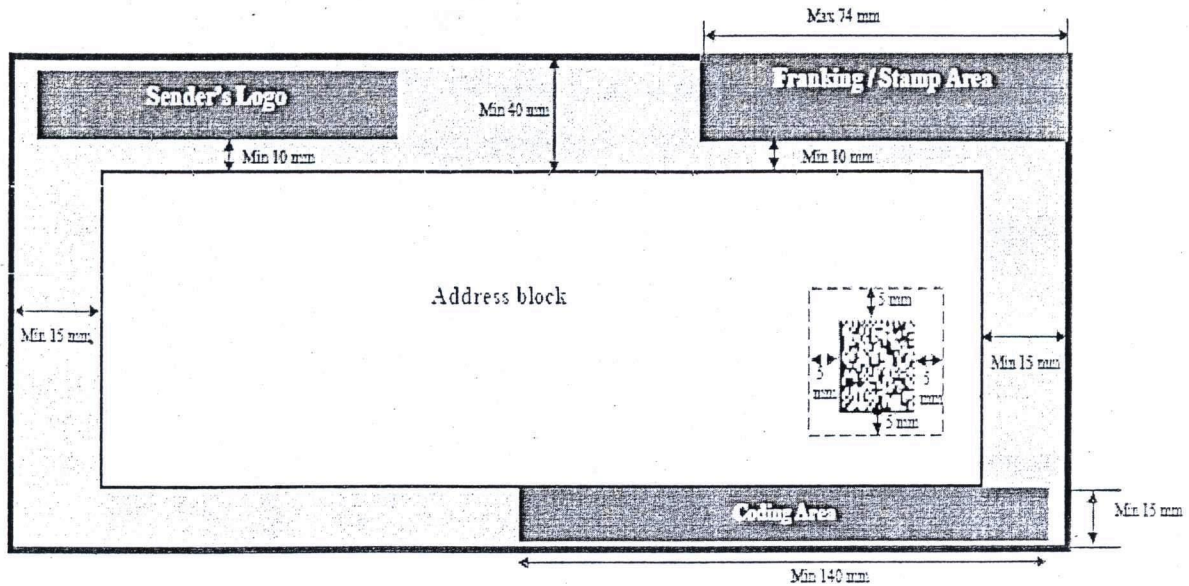
- As far as possible **WHITE** coloured envelopes shall be used.
- Envelope must be flexible enough to bend into **U** shape.
- Letter Cards of private manufacture shall be suitably folded and fully closed on three sides by continuous gumming, glue or any other adhesive provided the dimensions and other conditions mentioned in this rule are complied with
- Metal clips or staples should not be used for closing envelope.
- Filling (of Envelope): Should be Uniform throughout the envelope and proper. Use envelope that is not longer or wider than folded article inside the envelope i.e. "Choose the Size of the Envelope according to the size of the matter / paper to be put in the envelope.
- Every Character in Delivery Address, including any postal barcode or 2D barcode, must be completely visible through the address window.
 - a. **Printed Barcode**:- should be 60mm in length & 10mm in breadth
 - b. **2D Barcode**:-should have minimum size 18X18 mm.
- A clear space of 3mm is required between address block and the top, bottom, left and right edges of the address window to ensure that address is easily read.
- Printing Quality of Address Block**
 - ❖ Use Laser printer for printing the address block.
 - ❖ Avoid using Dot Matrix Printers
 - ❖ Print contrast ratio with respect to background shall be at least 40 per cent when tested according to 5.4 of IS 12736
 - ❖ Address format should be proper viz.
 - Addressee Name**
 - Premise Number/Name**
 - Sub Locality/Street/Colony name**
 - Locality name**
 - City/Town**
 - State-PINCODE (Six Digits)**

Incorrect Address-	Correct Address-
First Line- Shri Neeraj Prakash Sharma	First Line- Shri Neeraj Prakash Sharma
Second Line- A-1/14, Adarsh-	Second Line- A-1/14, Adarshnagar
Third Line- nagar, Najibabad-	Third Line- Najibabad
Fourth Line- 246763, District Bijnor, UP	Fourth Line- District- Bijnor
	Fifth Line- UP - 246763

- There shall be no gap between lines of address
- Address of the addressee shall be written on front side and address of the sender may be written on top left-hand corner of back.
- A quiet zone of minimum 10 mm on all sides of address block must be maintained if advertisement is printed on privately manufactured envelope or inland letter card.

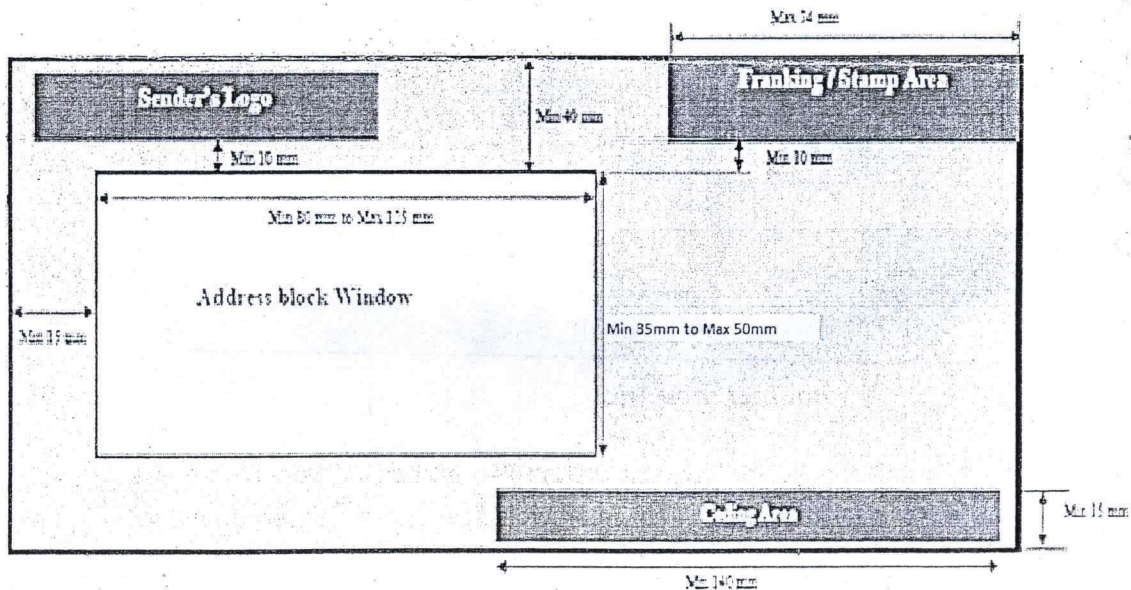
Preferred Layout of Address Block on an envelope without window

- Ensure that Destination Address Block is printed on the center of the article and not on the left side.
- ❖ Use 2D Data Matrix with destination Pin code to eliminate Mis-sort (Preferably for Bulk Mailers)

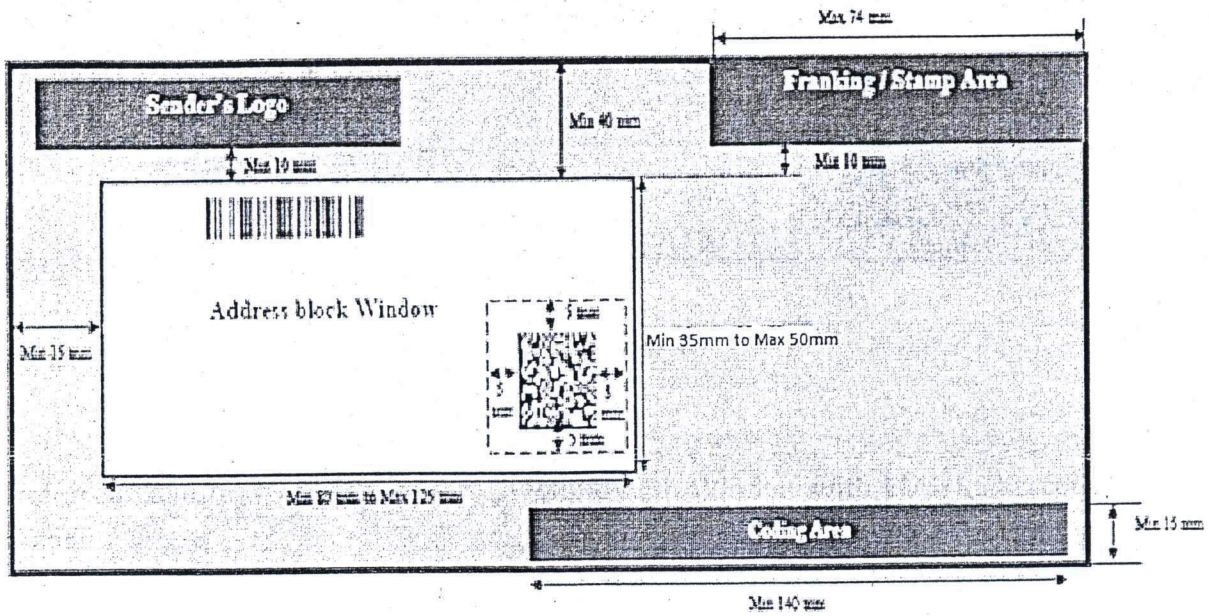


Preferred Layout of Address Block on an Envelope with Window

- In case the window has to be on the left side due to the position of address block in the content then use the position as below:



Preferred Layout of Address on an Envelope with Window with EMS/RL barcode and 2D barcode



Back Side of Envelope

