



YASHWANTRAO CHAVAN YASHADA OF DEVELOPMENT ADMINISTRATION
(YASHADA)
RAJBHAWAN COMPLEX, BANER ROAD, PUNE 411007
फोन नं. (020) 25608159 फॅक्स नं. (020) 25608100

E-BID PAPERS

BID FOR THE RATE CONTRACT OF SUPPLY OF STATIONERY ITEMS THROUGHOUT
THE YEAR 2018-2020

1. Estimated Bid Cost	Rs. 90,00,000/-
2. Security Deposit	3% of Accepted Bid Cost
3. Earnest Money Deposit (Refundable)	Rs. 1,10,000/-
4. Cost of Bid Form (Non Refundable)	Rs. 11,000/-
5. Date of e-Bid Form to upload	14/09/2018
6. Period of the e-Bid	14/09/2018 to 28/09/2018
7. Pre-bid Meeting	18/09/2018 At 11.00 a.m.
8. Last Date of Sale of e-Bid form & Submission of e-Bid by the bidder	28/09/2018 to 03:00 p.m.
9. Date & Time of Opening of Technical Bid of e-Bid	01/10/2018 at 03.00 p.m.

Brief Summary of Inquiry

Offer should be submitted in 2 envelope system:

- Technical Bid – Envelop No – 1
- Price Bid – Envelop No – 2
(Price Bid form is enclosed as Annexure II – Part -B)

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

D) GENERAL INSTRUCTIONS

- 1.1 E-Bids are invited for the Rate Contract of Supply of Stationery Items for the Year 2018-2020 from the agency complying with all the terms conditions prescribed in bid document.
- 1.2 The bid document will be available from 14/09/2018 to 28/09/2018 on <https://mahatenders.gov.in> & The bid has view only access on the website of www.yashada.org. The bidder is mandated to submit his bid on <https://mahatenders.gov.in> during the above specified period.
- 1.3 Last date of receipt of online e-bids is 28/09/2018 up to 03.00 p.m. The e-bids received thereafter will not be considered. The e-bids received within specified time shall be opened on the 01/10/2018 at 03.00 p.m.
- 1.4 If any technical difficulties arise while filling up e-bid, please contact on toll free No. 1800 3070 2232 at NIC.
- 1.5 The bids received by post /courier/by hand, mail or fax will not be accepted

1.6 Pre bid Meeting:

The pre bid meeting will be held on dated 18/09/2018 at 11:00 am at YASHADA, Pune. Interested bidders shall attend this meeting, Queries raised by prospective bidders would be clarified in the meeting and clarification will also be uploaded on website of <https://mahatenders.gov.in> & www.yashada.org in the form of minutes of pre-bid meeting ; clarifications made by YASHADA regarding points raised by bidders will form part of this bid for all purposes. No query thereafter would be entertained, in this regard.

1.7 Validity Period :

The offer of the Contractor shall remain valid for acceptance for a minimum period of 120 days from the date of opening of Price Bid.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

PART – A : TECHNICAL PART

1.8 Technical Bid - Envelope No. I

The Technical Bid should be complete in all respects and contain all information asked for, except prices. It should not contain any price information. The bid will be rejected if any price is mentioned in the Technical Bid. The Technical bid must be submitted in an organized and neat manner.

02 The online envelope clearly marked as "Technical Bid - Envelope No. 1" shall contain the scanned copies of following original documents. These scanned copies must be uploaded to e-bid through technical bid :-

1. Proof regarding submission of Bid fee and EMD online i.e. challan copy needs to be uploaded.
2. Latest License under Shop and Establishment Acts/Small Scale /Micro Scale Industries (SSI unit) registration.
3. Copy of Goods & Service Tax (GST) registration Certificate.
4. Pan card of the company / firm / bidder.
5. In case of partnership firm upload Partnership Deed with name and address of the partners.
6. In case of company, upload Company Registration Certification.
7. At least three years' Experience Certificate of Stationery Supply Services from any reputed Govt/ Semi Govt/Private Sector/ Organisation
8. Turn Over Certificate from C.A. (Chartered Accountant) for the last three financial years (2014-15, 2015-16, 2016-2017) Showing minimum turn over in office stationery items not less than rupees Fifteen Lakh per year. (As per Annexure- I) (Balance sheet & Income tax returns will be not considered).
9. Self-declaration regarding firm/agency/company/shop is not blacklisted by any organization and also self-certification regarding no case is pending / registered for any forgery/or criminal matter. (As per Annexure- IA)
10. Self- Declaration regarding acceptance of Terms & Conditions of the Bid. (As per ANNEXURE - I B)
11. Personal and Bank details of the bidders. (As per Annexure- I C)
12. List of clients

03 The bid received without above documents or any one of the above documents are liable to be rejected. YASHADA will not accept any document/paper separately.

04. Bidder will submit physical samples in a sealed envelope to procurement cell at YASHADA during the scheduled period. Samples will be submitted for the items at number 15, 35, 41, 42, 53, 54, 55, 56, 57, 58 from the list of items shown in Annexure -

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

II. Yashada samples are available for inspection at procurement cell during the scheduled period.

Samples submitted by bidders should be affixed with a label showing -

- a) Name and address of the firm.
- b) Tender No.
- c) Date of submission of sample.
- d) Authorized signatory's signature.

Bids of bidders will not be considered for items where bidders do not submit samples where specifically samples are called for submission during specified period.

1.9 PRICE BID - ENVELOPE-II :

The bidders should quote his offer on Annexure II. Online "Commercial Bid Envelope No - II". He should not quote this offer anywhere in the e-bid other than Annexure-II, directly or indirectly. Rates quoted should be inclusive of all Levies, Duties, Transport etc. GST will be applicable as existing & binding upon both the bidder and YASHADA. (See para 2.14)

1.10 Criteria for L1 :

Technically qualified bidders will be eligible for opening of their price bid (Envelope no. II). Thereafter, item wise L1 from the price bids will be awarded the contract for those items only. L1 price purpose rates quoted in price bid (Annexure II) Sr. No. 3 will be considered.

1.11 BID FORM FEES:

Bid Fees of Rs.11, 000/- (Rupees Eleven Thousand only) along with the bid should be paid through respective online portal in the software in favor of Director General Yashada Pune.

1.12 EARNEST MONEY:

Earnest money of Rs. 1, 10,000/- (in words Rupees One Lakh Ten Thousand only) along with the bid should be paid online through respective portal in the software in favor of Director General Yashada Pune.

1.13 Exemption of Bid Fees & EMD:

The Bidders those, who have registered under Small-scale & Micro Small-scale Industries are eligible for the exemption from Bid fee & Earnest money Deposit (EMD) & Security deposit as per Govt. of Maharashtra, Industries Dept. GR क्रमांक : २०१४/प्र.क्र.८२/भाग-III/उद्योग -४, दिनांक ०१/१२/२०१६ rule no. 3.1.2.1 and 4.6.

1.14 Costs and Currency:

The offer must be given in Indian Rupee

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

II. GENERAL TERMS AND CONDITIONS

2.1 This bid is for supply of office stationery items as listed in Annexure -II: Part B of the bid document.

2.2 The bid shall be valid for at least Two years from the date of agreement and the bidder will be responsible for supply of material at the sanctioned bid rates thereafter, till the entire contract period and extension thereof.

2.3 YASHADA also reserves right to call fresh rates if successful bidder fails to supply the contracted items during the contract period at bidders risk and cost, and shall get the work done during remaining period of the contract. Such extra amount will be recovered from bidder's bill amount and security deposit.

2.4 The items ordered will have to be delivered to the Yashada's Store free of delivery charges, as per the delivery schedule, which will be specified in the Purchase Order. The specified delivery period will be fifteen days from the date of the order. In case of emergency, specific items will have to be delivered the same day without any additional cost.

2.5 No payment will be made for rejected items, which do not confirm to the specifications stipulated. Such rejected items will have to be replaced with items as per specifications within 10 days by the concerned suppliers at their own risk and cost and to the satisfaction of the YASHADA.

2.6 Bills for the items ordered and supplied shall be submitted in two copies only after all the ordered items are supplied. Payment will be made by RTGS.

2.7 All the columns in the Price Bid should be carefully filled. There should not be any conflict in amount in figures and words. In case of any dispute in amount in figures or words, the lowest will be considered and decision of YASHADA will be final. Yashada reserves rights to accept bids on per item basis. The item-wise lowest bid will be considered for acceptance.

2.8 Conditional bids will be rejected.

2.9 Bids, which do not fulfill all or any of the above conditions or incomplete in any respect, are liable to be rejected.

2.10 The successful bidders should furnish a Security Deposit amounting to 3 % of the cost of accepted bid. This amount of security deposit is to be paid by D.D. drawn in favor of "DIRECTOR GENERAL, YASHADA, PUNE" on any nationalized bank payable at Pune.

2.11 Security Deposit of successful bidders will be refunded without any interest, one month after end of contract period and after ensuring completion of contracted orders.

2.12 The samples submitted by bidders which do not conform to Yashada samples (see para 1.8) or non-submission of samples, where samples are specified to be submitted, will not be approved and bids for such items will not be considered, while comparing commercial bid. Samples of specified items submitted by successful bidder/s will be retained by YASHADA. The cost of samples will be borne by bidder. Bidder should not submit samples for items where samples are not specified to be submitted, such samples if submitted will not be considered by YASHADA.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

- 2.13 The bidder who is blacklisted by YASHADA/Govt./Non Govt. organizations SHALL NOT participate in the bidding process.
- 2.14 Rates Quoted should be exclusive of GST and inclusive of other levies, duties and transportation cost, if any. Appropriate present item wise GST rates should be shown separately, item wise and will be paid as per the GST rates existing at the time of billing. The L1 will be calculated from rates quoted from column no. '3' of Annexure -II Part B, in price bid i.e. excluding GST (Goods & Service Tax).
- 2.15 All the columns (rates for all items) in the ANNEXURE- II (RATES OF STATIONERY ITEMS) in the bid form should be filled in figures and words in Indian rupee only.
- 2.16 YASHADA will not bear/compensate the cost of bid, submitted by the bidder.
- 2.17 The successful bidder has to execute work as per approved rates during the entire contract period and extension thereof if any.
- 2.18
1. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
 2. The bidder will be bound by the details furnished by him / her to YASHADA while submitting the bid or at subsequent stage. In case, any of such documents furnished by him/her is/are found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
 3. It must be understood and agreed that all factors have properly been investigated and considered while submitting the Bid. Lack of understanding of local conditions and terms & conditions outlined above and specified elsewhere in the specification, will not be entertained as a reason for any adjustment of price / item specifications or for extension of time of completion of the Works under this Contract.
 4. The Agency's personnel involved in executing the work should be polite, cordial, positive and efficient, while handling the assigned work and shall ensure proper conduct in Yashada office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work in Yashada.
 5. The Agency shall be responsible and shall indemnify Yashada for all injuries and/ or accidents to its personnel or caused by its personnel to any personnel and costs related to it, while executing work in Yashada premises.
 6. The agency shall be held responsible for any loss/damage caused by its personnel to the equipment and instruments of the YASHADA. Recovery of such cost of loss/damages will be recovered from the dues of the Agency.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

2.19 Legal Compliances

1 The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time.

2 The Agreement shall be terminated and the bidder will be blacklisted in the event of non-performance, deviation any of the terms and conditions of contract.

3 Each Bidder unconditionally agrees, understands and accepts that the YASHADA reserves the right to accept or reject any or all Bids at any stage without giving any reason.

4 The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), of Rs. 1,10,000/- (Rupees One lakh Ten Thousand only) and the bid fees of Rs. 11,000/- (Rupees Eleven Thousand only) in the form of online payment challan, failing which the bid will be rejected outright. Scanned copy of challan to be uploaded in technical bid.

5 The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest within 30 days of opening of the bid.

6 Within 15 (fifteen) days after receipt of the Letter of Acceptance, the successful Agency shall deposit Security Deposit @ 3% of work cost in the form of Demand draft issued by a nationalized bank drawn in favor of "DIRECTOR GENERAL, YASHADA, PUNE" and execute an agreement. The security deposit shall be refunded only after satisfactory completion of all orders and one month after such completion of the contract.

a) The successful bidder will be required to execute an agreement with YASHADA on stamp paper as per values specified in परिपत्रक क्र.जा.क्र.लेखाशाखा/मु.मु.अ.१५८/२०११-१२, दिनांक ०३/०८/२०११ within the period specified in the award letter. The cost of the stamp duty will be borne by the successful bidder. If the successful bidder fails to execute agreement as specified, the EMD and security deposit deposited by such Agency shall stand forfeited without giving any further notice and will be treated as blacklisted bidder.

b) No interest will be paid on security deposit and EMD amount.

7 In case of breach of any terms and conditions of this bid & agreement by the agency, the Security Deposit of the Agency shall be liable to be forfeited and Yashada may take the action of blacklisting the agency, and / or termination of the Agreement.

8 The Director General, YASHADA reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

2.20 Terms of payment

The bills will be processed by Procurement Department of YASHADA, on completion of order in all respects, shall be presented to the Accounts Department. The Payment will be made by means of NEFT/RTGS.

Sd/-
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Sd/-
(Registrar)

Sd/-
(Financial Advisor)

2.21 Dispute:

Any dispute arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Yashada and the authorized representative of the Agency. The Director General of YADHADA will be the final authority in resolving such disputes.

1 Settlement of Disputes

All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the Successful Bidder in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under:

2 Mutual Settlement

All such disputes or differences shall in the first place be referred by the Bidder to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

2.22 Arbitration

1 It is a term of this contract that Arbitration to resolve disputes shall not be commenced unless an attempt has first been made by the parties to settle such disputes through mutual settlement.

2 If the successful Bidder is not satisfied with the mutual settlement on any matter in question, disputes or differences, the Bidder may refer to the Director General, YASHADA, Pune in writing to settle such disputes or differences through Arbitration, provided that the demand for Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise. Only such dispute(s), or difference(s) in respect of which the demand has been made, together with counter claims of the YASHADA shall be referred to Arbitrator and other matters shall not be included in the reference.

3. The Director General, YASHADA may at his/her option may appoint another person as an Arbitrator. In case, Director General, YASHADA decides to appoint an Arbitrator, then a panel of at least three names will be sent to the Bidder. Such persons may be working / retired senior officers of the Government of Maharashtra who had not been connected with the work. The Bidder shall suggest minimum two names out of this panel for appointment of Arbitrator. Director General, YASHADA will appoint any one as an Arbitrator out of the names agreed by the Bidder.

4 The arbitration proceedings shall be held at a place decided by the Arbitrator.

5 The fees and other charges of the Arbitrator shall be as per the scales fixed by the YASHADA and shall be shared equally between the YASHADA and the Bidder.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

2.23 Settlement through Court

It is a term of this contract that the Bidder shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Arbitration.

2.24 Jurisdiction of Courts

Jurisdiction of courts for dispute resolution shall be PUNE only.

2.25 TERMINATION OF AGREEMENT:

- (I) During the period of this agreement, the Yashada shall have the right to terminate this agreement if it is not satisfied with the performance of the Agency by giving 30 days notice in writing.
- (II) In case the Agency desires to terminate the contract during the period of the agreement, the Agency will required to give three months prior notice to the YASHADA.
- (III) In case of failure of the agency to provide satisfactory service, YASHADA reserves the right to get the stationery purchases from any other agency at the risk & cost of the agency, & any additional expenditure towards work done from any other agency shall stand recoverable from the contracted agency & will be recovered from the unpaid bills and security deposit of the agency. Contract will be terminated & agency will be blacklisted.

2.26 PENALTIES

In the event of the stationery order being placed against successful bidders and the bidders fails to supply the stores within the time limit given or fails to replace any stores rejected. The defaulting bidder will be penalized to the extent of 10% of the cost of goods ordered. If the defaulting bidder fails to pay the penalty the bidder is liable to be blacklisted apart from recovery of the dues by any other means including the security deposit which will be forfeited.

BIDDER'S SIGNATURE & STAMP

Registrar, YASHADA

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Stationery Items Required Approximately for the year 2018-20

Sr. No.	Name of the Items	Quantity Required Approximately
1.	Reynolds Ball Pen 045 (Blue) (With Yashada Logo)	115000
2.	Reynolds Ball Pen Red 045 (Red)	300
3.	Add Gel Pen Achiever Black	100
4.	Add Gel Pen Achiever Blue	100
5.	Racer Gel pen Blue Reynolds	37000
6.	Racer Gel pen Black Reynolds	500
7.	OHP Marker Pen	800
8.	Permanent Marker Pen (Reynolds) No. 222 (RED/BLACK/BLUE/GREEN)	900
9.	Spiral Note Book Ajanta Spiral Pad No. 8	6500
10.	Black Pencil	
	a) Natraj Pencil HB 621	350
	b) Apsara Pencil HP Platinum	3950
11.	Eraser	
	a) Natraj Company	50
	b) Camlin Exam	50
12.	Correction Pen White Fluid (Kores Eraz 07 ml)	200
13.		
	a) Natraj Company	50
	b) Apsara- long point	50
14.	Plastic Folders Solo CH -107	50
15.	Plastic Folders <u>Solo</u> CH -104	100600
16.	Drawing Pins 50 Pieces in Pkts.(Claro-Push pins-Colour)	75 pkt
17.	Box Files using Kangaroo Clips and 32 oz board (Sudershan Make)	800
18.	Stapler Small	
	a) Kangaroo No. 10 Ex.	155
	b) Kangaroo HP-45	70
19	Stapler Pins	
	a) Stapler Pins Kangaroo No 10- 1M	1000
	b) Stapler Pins Kangaroo No 24/6 1M	700
	c) Stapler pins Small Kangaroo No 10 Ex	155

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Sr. No.	Name of the Items	Quantity Approximately	Required
	d)Stapler Pins Kangaroo Pins 23/08	1	
	e)Stapler Pins Kangaroo Pins 23/10	25	
	f)Stapler Pins Kangaroo Pins 23/13	1	
	g)Stapler Pins Kangaroo Pins 23/15	1	
	h)Stapler Pins Kangaroo Pins 23/17	25	
20	White Board Duster (Alkosign) (ART NO. ABE -3 Non Imagistic Duster)	300	
21	Ring File		
	a) Sudershan	50	
	b) F/C Shweta	50	
	c) Deluxe	100	
22	White Board Marker Pen Reynolds	2500	
23	Punching Machine		
	a) Kangaroo DP-900	1	
	b) Kangaroo Heavy duty DP-800	1	
	c) Kangaroo No. DP-280 Punching Machine (8 cm)	30	
24	Calulator Casio MJ-1200 12 Digit (Two way Power)	35	
25	Post It Pad 3M		
	a) 3" x 3" Size (No. 654)	300	
	b) 1" x 3" Size (1 pkt 150 sheets, 2.54 cms x 7.6 cms) Prompts	500	
26	Brown Tixo Tape		
	a) 1" x 65" Mtrs.	50	
	b) 2" x 65" Mtrs.	1150	
27	TIXO ADHESIVE TAPE		
	a) 1" X 65" Mtrs	125	
	b) 2" x 65" Mtrs.	280	
28	Colour Tapes		
	a) 1" x 65" Mtrs.	200	
	b) 2" x 65" Mtrs.	400	
29	Transparency NASA OHP So-Fine Film Professional Quantity Product Code - OP 100 Size - 210 x 297 mm A4 Thickness 100 Micron Quantity - 100 Sheets	100	

Sd/-
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Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Sr. No.	Name of the Items	Quantity Approximately	Required
30	Camel Gum in 300 ml. Bottles.	160	
31	Vikram 'U' Clips-100 in a kt (Triangular) 26 MM	400	
32	Sketch Pens Set with 12 color Pens	800	
33	Hi- Lighter Marker Pen Set with 5 colour	100	
34	Sudrashan Register		
	a) 1 Quire Register	500	
	b) 2 Quire Register	600	
	c) 3 Quire Register	700	
	d) 4 Quire Register	400	
	e) 5 Quire Register	320	
35	Cloth Lined Envelopes (With Yashada Address & Logo)		
	a) 9" x 12"	7000	
	b) 11" x 15"	2700	
36	2 Flap file with 32 OZ board and Long tying thread	1500	
37	Battery Cells		
	a) Battery Pencil Cells AAA R03 / 1.5 V/1U (EVEREADY)	1600	
	b) Battery Pencil Cells AA R6/1.5 Volt/1U (EVEREADY)	1100	
	c) Battery Cells 1034 R14/1.5 Volt Dry Battery/1U (EVEREADY)	20	
	d) Duracell 9 Volt Alkaline Batteries	500	
	e) Duracell 2N AA 1.5 Volt Alkaline Batteries	500	
38	Chart Paper- 22" x 28" 11.5 kg		
	a) White	3500	
	b) Colour	500	
39	Shorthand Note Book 188 pages (Sudarshan)	25	
40	White Lace 24" Long 1 Bundle 100 Laces	500	
41	Scissors Stainless Steel Thick with 180 mm (As per YASHADA Sample.)	200	
42	Envelopes of size 11 cm x 24 cm, using 60 gsm maplittho paper, with Logo, name and Address of YASHADA duly Printed on bottom left corner of envelopes. (Please mention Rate per 1000 Nos		
	a) Without window Envelops (As per YASHADA Sample.)	13000	
	b) Window Envelops (As per YASHADA Sample)	13000	

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Sr. No.	Name of the Items	Quantity Required Approximately
43	Plastic 'L' Type file foolscap size	11550
44	BILT COPY POWER XEROX PAPER A-4 (Gross wt. 2.3kg/ Net Wt. 2.55kg / Size 210 x 297 mm./G.S.M 75 / Sheets-500) MANUFACATRURING & TRADEMARK OF BALLARPUR INDUSTRIES LTD.	1000
45	Flip Chart Paper Roll (Size 585x900mm Alkosign Compeny)	10
46	Plastic Files Foolscap Size with plastic clip inside to side morocco and other opaque	300
47	DVD's Rewritable Sony (DVDRW)	2000
48	DVD's Writable Sony (DVDR)	7000
49	CD Recordable (Moser Baer White / Sony) CD - R80/700MB/52x with plastic cover with protection sheet	20000
50	Stamp Pad - Camel (size 157 X 96mm) Violet	35
51	Carbon Papers- Kores - Saphire size 210mm X 330mm - 100 Sheets	50 packets
52	Scale - Faber- Castell (Slim Scale - 30cms.) 173001	200
53	Cloth Khadi Folder With Steel Clip (As per Yashada Sample) (With Yashada Logo)	7500
54	Office Bags (As per Yashada Sample)	6200
55	Writing Pad (9' x7') (30 leaves in each pad) Hand Made Paper As per YASHADA sample (With Yashada Logo)	81600
56	Writing Pad (9' x5') (20 leaves in each pad) Hand Made Paper As per YASHADA sample (With Yashada Logo)	67000
57	Office File Card sheet Paper As per YASHADA sample (With Yashada Logo)	1000
58	Course File Card sheet Paper As per YASHADA sample (With Yashada Logo)	1000

Note : The quantity may vary as per requirement and such actual quantity will be binding on the successful bidder.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE- I

(To be scanned and uploaded in technical Envelope)
(Printed on letter head of the CA/CA Firm)
Turnover Certificate

Name of the Company/Firm/Agency: _____

Address of the Company/Firm/Agency: _____

This is to certify that I have verified the annual turnover of the Company/firm/Agency named above for supply of Office Stationery, and it is as mentioned below; and that it is correct.

Sr. No.	Description	2014-15 Rs. (both, in figures and words)	2015-16 Rs. . . (both, in figures and words)	2016-17 Rs. . (both, in figures and words)
1.	Annual Turnover in respect of supply of Office Stationery			

Place :-

Date :-

Name, Address, Signature and
Seal of the Chartered Accountant

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE- I (A)
Self-Declaration regarding not being blacklisted

(Printed on letterhead of Bidder, to be scanned and uploaded in technical Envelope)

We declare that we are not black-listed by any Central / State Government/ Public Sector Undertaking or any other organization for stationery services in India.

02 We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this bid.

Yours faithfully,

(Signature of Authorized Person)

Place: _____

Name _____

Date : _____

Designation _____

Business Address: _____

Seal _____

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE - I (B)

SELF DECLARATIONS

(Printed on letterhead of Bidder, scanned and to be uploaded in technical Envelope)

Declaration as regards acceptance of terms and conditions of contract

1. I _____, Son / Daughter / Wife of Shri _____ Proprietor /Director /authorized signatory of the Company/Firm/Agency mentioned above, is competent to sign this declaration and execute this bid document;
2. I have carefully read, understood and accepted the terms and conditions mentioned in the bid/Tender and undertake to abide by them;
3. The information/documents furnished along with the bid are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

(Signature of authorized person)

Full Name: _____

Designation _____

Business Address: _____

Seal _____

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE - I (C)

Personal & Bank Details for RTGS Purpose

Sr .No.	Personal Detail	
1.	NAME OF THE COMPITANT PERSON & AGENCY	
2.	ADDRESS OF THE AGENCY	
3.	CONTACT DETAILS	1) LANDLINE NO. 2) MOBILE NO. 3) e-mail ID
5.	PAN NO.	
6.	GST NO. –	
Bank Details –		
1.	NAME OF THE AGENCY FOR RTGS	
2.	NAME OF THE BANK	
3.	CITY OF THE BANK	
4.	ACCOUNT NO	
5.	ACCOUNT TYPE	
6.	BRANCH CODE	
7.	ADDRESS OF THE BRANCH	
8.	IFSC CODE	
9.	MICR NO.	

(Signature of Authorized Person)

Name: -

Designation: -

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

ANNEXURE - II
PART - B : COMMERCIAL PART : SCHEDULE OF RATES
PRICE BID- ENVELOPE NO-02

SR NO	NAME & DESCRIPTION OF THE ITEM	Rate Per Item in Rupees. (Inclusive of all duties, levies and transportation etc. excluding GST) in Figures	GST Per Item In Rupees in Figures	Total Rupees in figures	Total Rupees in Words
(1)	(2)	(3)	(4)	(5)	(6)
1.	Reynolds Ball Pen 045 (Blue) (With Yashada Logo)				
2.	Reynolds Ball Pen Red 045 (Red)				
3.	Add Gel Pen Achiever Black				
4.	Add Gel Pen Achiever Blue				
5.	Racer /Racemax Gel pen Blue				
6.	Racer/ Racemax Gel pen Black				
7.	OHP Marker Pen				
8.	Permanent Marker Pen (Reynolds) No. 222 (RED/BLACK/BLUE/GREEN)				
9.	Spiral Note Book Ajanta Spiral Pad No. 8				
10.	Black Pencil				
	c) Natraj Pencil HB 621				
	b) Apsara Pencil HP Platinum				
11.	Eraser				
	a) Natraj Company				
	b) Camlin Exam				
12.	Correction Pen White Fluid (Kores Eraz 07 ml)				
13.	Sharpner				
	a) Natraj Company				
	b) Apsara- long point				
14.	Plastic Folders Solo CH -107				
15.	Plastic Folders <u>Solo</u> CH -104				
16.	Drawing Pins 50 Pieces in Pkts.(Claro-Push pins-Colour)				
17.	Box Files using Kangaroo Clips and 32 oz board (Sudershan Make)				

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

SR NO	NAME & DESCRIPTION OF THE ITEM	Rate Per Item in Rupees. (Inclusive of all duties, levies and transportation etc. excluding GST) in Figures	GST Per Item In Rupees in Figures	Total Rupees in figures	Total Rupees in Words
(1)	(2)	(3)	(4)	(5)	(6)
18.	Stapler Small				
	a) Kangaroo No. 10 Ex.				
	b) Kangaroo HP-45				
19.	Stapler Pins				
	a) Kangaroo No 10- 1M				
	b) Kangaroo No 24/6 1M				
	c) Kangaroo Pins 10 Ex				
	d) Kangaroo Pins 23/08				
	e) Kangaroo Pins 23/10				
	f) Kangaroo Pins 23/13				
	g) Kangaroo Pins 23/15				
	h) Kangaroo Pins 23/17				
20.	White Board Duster (Alkosign) (ART No. ABE-3 Non Imagistic Duster)				
21.	Ring File				
	a) Sudershan				
	b) F/C Shweta				
	c) Deluxe				
22.	White Board Marker pen Reynolds				
23.	Punching Machine				
	a) Kangaroo DP-900				
	b) Kangaroo Heavy Duty DP-800				
	d) Kangaroo No. DP 280 Punching Machine (8 cm)				
24.	Calculator Casio MJ - 120D 12 Digit (Two Way Power)				
25.	POST IT PAD 3 M				
	a) 3" x 3" Size (No. 654)				
	b) 1" x 3" Size (1 pkt 150 sheets, 2.54 cms x 7.6 cms) Prompts				

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

SR NO	NAME & DESCRIPTION OF THE ITEM	Rate Per Item Rupees. (Inclusive of all duties, levies and transportation etc. excluding GST) in Figures	Per in	GST Per Item In Rupees in Figures	Total Rupees in figures	Total Rupees in Words
(1)	(2)	(3)		(4)	(5)	(6)
26.	Brown Tixo Tape					
	a) 1" x 65" Mtrs.					
	b) 2" x 65" Mtrs.					
27.	TIXO ADHESIVE TAPE					
	a) 1" x 65" Mtrs.					
	b) 2" x 65" Mtrs.					
28.	Colour Tapes					
	a) 1" x 65" Mtrs.					
	b) 2" x 65" Mtrs.					
29.	Transparency NASA OHP So-Fine Film Professional Quantity Product Code - OP 100 Size - 210 x 297 mm A4 Thickness 100 Micron Quantity - 100 Sheets					
30.	Camel Gum in 300 ml. Bottles.					
31.	Vikram 'U' Clips-100 in a packet (Triangular) 26 MM					
32.	Sketch Pens Set with 12 color Pens (Faber Castell/Camlin/Pik)					
33.	Hi- Lighter Marker Pen Set with 5 colour (Faber Castell/Camlin/Kent)					
34.	Sudrashan Register					
	a) 1 Quire Register					
	b) 2 Quire Register					
	c) 3 Quire Register					
	d) 4 Quire Register					
	e) 5 Quire Register					
35.	Cloth Lined Envelopes (With Yashada Address & Logo)					
	a) 9" x 12"					
	b) 11" x 15"					
36.	2 Flap file with 32 OZ board and Long tying thread					

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

SR NO	NAME & DESCRIPTION OF THE ITEM	Rate Per Item in Rupees. (Inclusive of all duties, levies and transportation etc. excluding GST) in Figures	GST Per Item In Rupees in Figures	Total Rupees in figures	Total Rupees in Words
(1)	(2)	(3)	(4)	(5)	(6)
37.	Battery Cells				
	a) Battery Pencil Cells AAA RO3 / 1.5 V/1U (EVEREADY)				
	b) Battery Pencil Cells AA R6/1.5 Volt/1U (EVEREADY)				
	c) Battery Cells 1034 R14/1.5 Volt Dry Battery/1U (EVEREADY)				
	d) Duracell 9 Volt Alkaline Batteries				
	e) Duracell 2N AA 1.5 Volt Alkaline Batteries				
38.	Chart Paper- 22" x 28" 11.5 kg				
	White				
	Colour				
39.	Shorthand Note Book 188 pages (Sudarshan)				
40.	White Lace 24" Long 1 Bundle 100 Laces				
41.	Scissors Stainless Steel Thick with 180 mm (As per YASHADA Sample.)				
42.	Envelopes of size 11 cm x 24 cm, using 60 gsm maplittho paper, with Logo, name and Address of YASHADA duly Printed on bottom left corner of envelops. (Please mention Rate per 1000 Nos				
	a) Without window Envelops (As per YASHADA Sample.)				
	b) Window Envelops (As per YASHADA Sample)				
43.	Plastic 'L' Type file foolscap size				
44.	BILT COPY POWER XEROX PAPER A-4 (Gross wt. 2.3kg/ Net Wt. 2.55kg / Size 210 x 297 mm./G.S.M 75 / Sheets-500 nos) MANUFACATRURING & TRADEMARK OF BALLARPUR INDUSTRIES LTD.				
45.	Flip Chart Paper Roll (Size 585x900mm Alkosign Company)				

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

SR NO	NAME & DESCRIPTION OF THE ITEM	Rate Per Item in Rupees. (Inclusive of all duties, levies and transportation etc. excluding GST) in Figures	GST Per Item In Rupees in Figures	Total Rupees in figures	Total Rupees in Words
(1)	(2)	(3)	(4)	(5)	(6)
46.	Plastic Files Foolscap Size with plastic clip inside to side morocco and other opaque				
47.	DVD's Rewritable Sony (DVD-R/W)				
48.	DVD's Writable Sony (DVDR)				
49.	CD Recordable (Moser Baer White/Sony) CD - R80/700MB/52x with plastic cover with protection sheet				
50.	Stamp Pad - Camel (size 157 X 96mm) Violet				
51.	Carbon Papers- Kores - Sapphire size 210mm X 330mm - 100 Sheets				
52.	Scale - Faber- Castell (Slim Scale - 30cms.) 173001				
53.	Cloth Khadi Folder With Steel Clip (As per Yashada Sample With Yashada Logo)				
54.	Office Bags (As per Yashada Sample With Logo)				
55.	Writing Pad (9' x7') (30 leaves in each pad) Hand Made Paper (As per YASHADA sample With Yashada Logo)				
56.	Writing Pad (9' x5') (20 leaves in each pad) Hand Made Paper (As per YASHADA sample With Yashada Logo)				
57.	Office File Card sheet Paper As per YASHADA sample (With Yashada Logo)				
58.	Course File Card sheet Paper As per YASHADA sample (With Yashada Logo)				

I have read, understood & accepted all terms and conditions mentioned in bid document and I agree to abide by all these provisions & conditions.

Date :

(Name & signature of the authorized person)

Place :

Stamp of the Agency/ Firm :

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)