



YASHWANTRAO CHAVAN YASHADA OF DEVELOPMENT ADMINISTRATION
(YASHADA)
RAJBHAWAN COMPLEX, BANER ROAD, PUNE 411007
फोन नं. (020) 25608159, 8175,

E-BID PAPERS

BID FOR THE RATE CONTRACT OF SUPPLY OF STATIONERY ITEMS THROUGHOUT
THE YEAR 2021-2023

1. Estimated Bid Cost	Rs. 30,00,000/-
2. Security Deposit	3 % of the Estimated cost of e-Tender
3. Earnest Money Deposit (Refundable)	Rs. 50,000/-
4. Cost of Bid Form (Non Refundable)	Rs. 3,000/-
5. Date of e-Bid Form to upload	18/08/2021
6. Period of the e-Bid	18/08/2021 to 08/09/2021
7. Pre-bid Meeting	27/08/2021 At 11.30 a.m.
8. Last Date of Sale of e-Bid form & Submission of e-Bid by the bidder	08/09/2021 upto 03:00 p.m.
9. Date & Time of Opening of Technical Bid of e-Bid	13/09/2021 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 2021-2023 from the agency complying with all the terms conditions prescribed in bid document.
- 1.2 The bid document will be available from 18/08/2021 to 08/09/2021 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 08/09/2021 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 13/09/2021 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 27/08/2021 at 11:30 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 copy or Intimation Receipt (सुचना पावती) under Shop and Establishment Acts as applicable.
3. Legally Registered Firm/ Agency / Partnership firm /Small Scale /Micro Small Scale Industries (SSI unit) registration/Company registration Certificate.
4. Copy of Goods & Service Tax (GST) registration Certificate.
5. Pan card of the company / firm / bidder.
6. Preceding three years' Experience Certificate of Stationery Supply Services from any reputed Govt/ Semi Govt/Private Sector/ Organisation
7. Turn Over Certificate from C.A. (Chartered Accountant) for the last three financial years (2017 -18, 2018-19, 2019-2020) Showing minimum turn over in office stationery items not less than rupees Eight Lakh per year. (As per Annexure- I) (Balance sheet & Income tax returns will be not considered).
8. 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. And certification of no pending Police Case/s and Court Case/s (As per Annexure- IA)
9. Self- Declaration regarding acceptance of Terms & Conditions of the Bid. (As per ANNEXURE - I B)
10. Personal and Bank details of the bidders. (As per Annexure- I C)
11. 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.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

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 11, 30, 35, 36, 42, 43, 44, 45, 46, 47 from the list of items shown in Annexure - 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.3,000/- (Rupees Three 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. 50,000/- (in words Rupees Fifty 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 Estimated 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/-
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Sd/-
(Registrar)

Sd/-
(Financial Advisor)

2.19 In view of the prevailing pandemic situation the Tender value has been set based on the average requirement of Goods / Services during the last one year of pandemic period. However, in future depending on the prevailing pandemic situation, the requirement of Goods / services may go up to Pre-pandemic levels. Considering this it shall be binding on the service provider to provide the additional Goods / services up to 100 % of the original Tender Value at the same rates, terms & Conditions during the currency of tender period & any extension thereof. With rise in bill payment due to increase in services, commensurate amount of Security Deposit over and above Security Deposit, already deposited would be collected form the Agency's due bill payments.

2.20 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. 50,000/- (Rupees Fifty Thousand only) and the bid fees of Rs. 3,000/- (Rupees Three 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.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

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.

2.21 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.

2.22 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.

2.23 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 Mutual Settlement.

2.24 Jurisdiction of Courts

Jurisdiction of courts for dispute resolution shall be PUNE only.

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

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 Estimated for the year 2021-23

Sr. No.	Name of the Items	Quantity Required Approximately
1.	Reynolds Ball Pen 045 (Blue) (With Yashada Logo)	58000
2.	Reynolds Ball Pen 045 (Red)	500
3.	Reynolds Ball Pen 045 (Black)	200
4.	Racer Gel pen Blue Reynolds	5000
5.	Permanent Marker Pen (Reynolds) No. 222 (RED/BLACK/BLUE/GREEN)	50
6.	Spiral Note Book Ajanta Spiral Pad No. 8	5700
7.	Black Pencil Natraj Pencil HB 621	3150
8.	Eraser Natraj Company	1900
9.	Correction Pen White Fluid (Kores Eraz 07 ml)	60
10.	Sharpner Natraj Company	1900
11.	Card sheet paper 180 G.S.M Four Fold Folder (As per YASHADA sample)	32000
12.	Drawing Pins 50 Pieces in Pkts.(Claro-Push pins-Colour)	50 pkt
13.	Box Files using Kangaroo Clips and 32 oz board (Sudershan Make)	550
14.	Stapler Small	
	a) Kangaroo No. 10 Ex.	95
	b) Kangaroo HP-45	20
15.	Stapler Pins	
	a) Stapler Pins Kangaroo No 10- 1M	10 Pkt.
	b) Stapler Pins Kangaroo No 24/6 1M	10 Pkt
	c) Stapler pins Small Kangaroo No 10 Ex	10 Pkt
	d)Stapler Pins Kangaroo Pins 23/08	10 Pkt
	e)Stapler Pins Kangaroo Pins 23/10	10 Pkt
	f)Stapler Pins Kangaroo Pins 23/13	10 Pkt
	g)Stapler Pins Kangaroo Pins 23/15	10 Pkt
	h)Stapler Pins Kangaroo Pins 23/17	10 Pkt
16.	White Board Duster (Alkosign) (ART NO. ABE -3 Non Imagistic Duster)	50
17.	Ring File	
	a) Sudershan	25
	b) F/C Shweta	25
	c) Deluxe	50
18.	White Board Marker Pen Reynolds	1540

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Sr. No.	Name of the Items	Quantity Required Approximately
19.	Punching Machine	
	a) Kangaroo DP-900	05
	b) Kangaroo Heavy duty DP-800	02
	c) Kangaroo No. DP-280 Punching Machine (8 cm)	60
20.	Calculator Casio MJ-1200 12 Digit (Two way Power)	20
21.	Post It Pad 3M	
	a) 3" x 3" Size (No. 654)	50
	a) 1" x 3" Size (1 pkt 150 sheets, 2.54 cms x 7.6 cms) Prompts	50
22.	Brown Tixo Tape	
	a) 1" x 65" Mtrs.	25
	b) 2" x 65" Mtrs.	25
23.	TIXO ADHESIVE TAPE	
	a) 1" X 65" Mtrs	74
	b) 2" x 65" Mtrs.	90
24.	Colour Tapes	
	a) 1" x 65" Mtrs.	50
	b) 2" x 65" Mtrs.	50
25.	Camel Gum in 300 ml. Bottles.	90
26.	Vikram 'U' Clips-100 in a kt (Triangular) 26 MM	40
27.	Sketch Pens Set with 12 color Pens	500
28.	Hi- Lighter Marker Pen Set with 5 colour	70
29	Sudrashan Register	
	a) 1 Quire Register	10
	b) 2 Quire Register	725
	c) 3 Quire Register	1050
	d) 4 Quire Register	650
	e) 5 Quire Register	900
30.	Cloth Lined Envelopes (With Yashada Address & Logo)	
	a) 9" x 12"	50
	b) 11" x 15"	50

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Sr. No.	Name of the Items	Quantity Required Approximately
31.	2 Flap file with 32 OZ board and Long tying thread	400
32.	Battery Cells	
	a) Battery Pencil Cells AAA R03 / 1.5 V/1U (EVEREADY)	1380
	b) Battery Pencil Cells AA R6/1.5 Volt/1U (EVEREADY)	1000
	c) Battery Cells 1034 R14/1.5 Volt Dry Battery/1U (EVEREADY)	20
	d) Duracell 9 Volt Alkaline Batteries	550
	e) Duracell 2N AA 1.5 Volt Alkaline Batteries	950
33.	Chart Paper- 22" x 28" 11.5 kg	
	a) White	100
	b) Colour	1152
34.	White Lace 24" Long 1 Bundle 100 Laces	50
35.	Scissors Stainless Steel Thick with 180 mm (As per YASHADA Sample.)	75
36.	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.)	7000
	b) Window Envelops (As per YASHADA Sample)	4500
37.	XEROX PAPER A-4 SIZE BILT COPY POWER OF BALLARPUR INDUSTRIES LTD / REPLECTION / JK / TNPL (Gross wt. 2.3kg/ Net Wt. 2.55kg / Size 210 x 297 mm./G.S.M 75 / Sheets-500 nos)	1050
38.	Flip Chart Paper Roll (Size 585x900mm Alkosign Compeny)	15
39.	Stamp Pad - Camel (size 157 X 96mm) Violet	5
40.	Carbon Papers- Kores - Saphire size 210mm X 330mm - 100 Sheets	10 Pkt
41.	Scale - Faber- Castell (Slim Scale - 30cms.) 173001	680
42.	Cloth Khadi Folder With Steel Clip (As per Yashada Sample) (With Yashada Logo)	3900
43.	Office Bags (As per Yashada Sample)	3500

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)

Sr. No.	Name of the Items	Quantity Required Approximately
44.	Writing Pad (9' x7') (30 leaves in each pad) Hand Made Paper As per YASHADA sample (With Yashada Logo)	3000
45.	Writing Pad (9' x5') (20 leaves in each pad) Hand Made Paper As per YASHADA sample (With Yashada Logo)	20000
46.	Office File Card sheet Paper As per YASHADA sample (With Yashada Logo)	500
47.	Course File Card sheet Paper As per YASHADA sample (With Yashada Logo)	500

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	F.Y.2017-18 Rs. (both, in figures and words)	F.Y.2018-19 Rs. (both, in figures and words)	F.Y.2019-20 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 forgery/or criminal matter and any major litigation that may have an impact of affection or compromising the delivery of service as required under this bid. We hereby certify that we have no pending Police Case/s and Court Case/s against us.

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 045 (Red)				
3	Reynolds Ball Pen 045 (Black)				
4	Racer /Race max Gel pen Blue				
5	Permanent Marker Pen (Reynolds) No. 222 (RED/BLACK/BLUE/GREEN)				
6	Spiral Note Book Ajanta Spiral Pad No. 8				
7	Black Pencil Natraj Pencil HB 621				
8	Eraser Natraj Company				
9	Correction Pen White Fluid (Kores Eraz 07 ml)				
10	Sharpner Natraj Company				
11	Card sheet paper 180 G.S.M Four Fold Folder (As per YASHADA sample with YASHADA Logo)				
12	Drawing Pins 50 Pieces in PKts				
13	Box Files using Kangaroo Clips and 32 oz board (Sudershan Make)				
14	Stapler Small				
	a) Kangaroo No. 10 Ex.				
	b) Kangaroo HP-45				
15	Stapler Pins				
	a) Kangaroo No 10- 1M				
	b) Kangaroo No 24/6 1M				
	c) Kangaroo Pins 10 Ex				
	d) Kangaroo Pins 23/08				

Sd/-
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Sd/-
(Registrar)

Sd/-
(Financial Advisor)

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(1)	(2)	(3)	(4)	(5)	(6)
	e) Kangaroo Pins 23/10				
	f) Kangaroo Pins 23/13				
	g) Kangaroo Pins 23/15				
	h) Kangaroo Pins 23/17				
16	White Board Duster (Alkosign, Zeel)				
17	Ring File				
	a) Sudershan				
	b) F/C Shweta				
	c) Deluxe				
18	White Board Marker pen Reynolds				
	Punching Machine				
	a) Kangaroo DP-900				
	b) Kangaroo Heavy Duty DP-800				
19	b) Kangaroo No. DP 280 Punching Machine (8 cm)				
20	Calculator Casio MJ - 120D 12 Digit (Two Way Power)				
21	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				
	Brown Tixo Tape				
22	a) 1" x 65" Mtrs.				
	b) 2" x 65" Mtrs.				

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(1)	(2)	(3)	(4)	(5)	(6)
23	TIXO ADHESIVE TAPE				
	a) 1" x 65" Mtrs.				
	b) 2" x 65" Mtrs.				
24	Colour Tapes				
	a) 1" x 65" Mtrs.				
	b) 2" x 65" Mtrs.				
25	Camel Gum in 300 ml. Bottles.				
26	Vikram 'U' Clips-100 in a packet (Triangular) 26 MM				
27	Sketch Pens Set with 12 color Pens (Faber Castell/Camlin/Pik)				
28	Hi- Lighter Marker Pen Set with 5 colour (Faber Castell/Camlin/Kent)				
29	Sudrashan Register				
	a) 1 Quire Register				
	b) 2 Quire Register				
	c) 3 Quire Register				
	d) 4 Quire Register				
	e) 5 Quire Register				
30	Cloth Lined Envelopes (As per YASHADA Sample With YASHADA Address & Logo)				
	a) 9" x 12"				
	b) 11" x 15"				
31	2 Flap file with 32 OZ board and Long tying thread				

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(1)	(2)	(3)	(4)	(5)	(6)
32	Battery Cells				
	a) Battery Pencil Cells AAA R03 / 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				
33	Chart Paper- 22" x 28" 11.5 kg				
	White				
	Colour				
34	White Lace 24" Long 1 Bundle 100 Laces				
35	Scissors Stainless Steel Thick with 180 mm (As per YASHADA Sample.)				
36	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)				
37	XEROX PAPER A-4 SIZE BILT COPY POWER OF BALLARPUR INDUSTRIES LTD / REPLECTION / JK / TNPL (Gross wt. 2.3kg/ Net Wt. 2.55kg / Size 210 x 297 mm./G.S.M 75 / Sheets-500 nos)				
38	Flip Chart Paper Roll (Size 585x900mm Alkosign Company)				
39	Stamp Pad - Camel (size 157 X 96mm) Violet				

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(1)	(2)	(3)	(4)	(5)	(6)
40	Carbon Papers- Kores - Sapphire size 210mm X 330mm - 100 Sheets				
41	Scale - Faber- Castell (Slim Scale - 30cms.) 173001				
42	Cloth Khadi Folder With Steel Clip (As per Yashada Sample With Yashada Logo)				
43	Office Bags (As per Yashada Sample With Logo)				
44	Writing Pad (9' x7') (30 leaves in each pad) Hand Made Paper (As per YASHADA sample With Yashada Logo)				
45	Writing Pad (9' x5') (20 leaves in each pad) Hand Made Paper (As per YASHADA sample with YASHADA Logo)				
46	Office File Card sheet Paper As per YASHADA sample (With Yashada Logo)				
47	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 :
Place :

(Name & signature of the authorized person)
Stamp of the Agency/ Firm :

Sd/-
(Head Procurement)

Sd/-
(Registrar)

Sd/-
(Financial Advisor)