

File No. 11-64/2005 IA-III (Part-VI) Vol- II
Government of India
Ministry of Environment, Forests & Climate Change
Society of Integrated Coastal Management
(WB-ICZM Project)

Date: 14 Aug, 2017

Quotation for Rate Contract for Supply of Stationery Items

1. Sealed quotations are invited from reputed firms in Delhi/NCR for the selection of vendor for supply of Stationery items for an initial period of one year under Rate Running Contract (RRC). The bidder should have experience in the supply of Office Stationery items. The items required are mentioned in the Annexure - I attached.
2. The sealed bids in one original and 3 copies as per prescribed format as per Annexure -II should reach to National Project Director, Society of Integrated Coastal Management (SICOM), Ministry of Environment, Forest & Climate Change, Room No. 111, First Floor, Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi - 110003 on or before 29th Aug 2017 up to 3.00 P.M. The cover containing the quotation should be super scribed as "***Quotations for Rate Contract for Supply of Stationery Items***".
3. The Organisation reserves the right to accept or reject any bid including the lowest in part or full without any reason what so ever.

INSTRUCTIONS TO BIDDERS :

- (a). Period of Supply of Items : One year
 - (b). Last Date & Time of Submission of Bid : 29.8. 2017, 3:00 PM
4. The bid documents should accompany the copies of necessary documents regarding registration of the shop/firm, PAN card and GST Registration Certificate.
 5. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
 6. The defect noticed in the items supplied by selected bidder during the contract period will have to be replaced with items of similar make at no additional cost.
 7. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
 8. The rate running contract will be for an initial period of one year. The same can be extended on mutual consent. The selected bidder will have to supply the consumables at the offered rate for a period of one year from the said date.
 9. Unit rate & make/specification/quality, if any, for each item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.

10. The rate quoted should be excluding all taxes. The attached format should be used for quoting unit wise rates. The taxes will be as applicable. The contract will be evaluated based on the total quoted contract price.
11. Payment will be effected after satisfactory supply and receipt of the items corresponding to each supply order at SICOM Office.
12. If the quality of items is found bad during the usage, the stationery items should be replaced immediately.
13. Stationery items should be of original make only.
14. The period of delivery will be one week from the date of placing the supply order. The place of delivery will be SICOM, Room No. 111, First Floor, Deendayal Antyodaya Bhavan, CGO Complex, New Delhi. The charges of delivery, if any, will be borne by the vendor.
15. For clarification on make/quality etc. of item or any other query, the bidder may contact Controller F& A, SICOM, Room No. 111, First Floor, Deendayal Antyodaya Bhavan, CGO Complex, New Delhi-110003 at 011-24360934 or visit the organisation during the working days (Monday to Friday) between 11.00 AM and 3.30 PM.
16. The actual requirement of items specified in the format may increase or decrease. The quantity is estimated for one year. In addition to items specified, the organisation may request for some other items not mentioned in the format. Supply of such items shall be at the market determined rate.

Additional Project Director
Society of Integrated Coastal Management

Annexure - I

ESTIMATED ANNUAL CONSUMPTION OF STATIONARY ITEMS

S.No.	Name of the Items	Make	Unit	Annual Estimated Quantity
1.	All Pins	Oddy	PKT.	10
2.	Ball Pen	Flair Easy click	NOS	500
3.	Ball Pen	Reynold Blue	NOS	500
4.	Ball Pen	Reynold Red	NOS	500
5.	Ball Pen	Reynold Black	NOS	500
6.	Battery Small 9 Volt	HIV	NOS	100
7.	Binder Clip 15mm	Oddy	NOS.	100
8.	Binder Clip 19mm	Oddy	NOS.	100
9.	Binder Clip 25mm	Oddy	NOS.	100
10.	Binder Clip 32mm	Oddy	NOS.	100
11.	Binder Clip 41mm	Oddy	NOS.	100
12.	Binder Clip 51mm	Oddy	NOS.	50
13.	Black tape 1"	Oddy	NOS	50
14.	Board Pins	Oddy	PKT.	150
15.	Bond Paper Ream 100 Gsm	Bilt	Pkt	25
16.	Legal Paper	Bilt	Pkt	10
17.	Box File	Jambudeep	NOS.	100
18.	Brawn Tap	Oddy	NOS.	50
19.	Calculator 12 Digit	Casio	NOS.	5
20.	CD Cover	Oddy	NOS.	200
21.	File Cover	Jumbudeep J 115	NOS.	1500
22.	Colored Flags	Oddy	NOS.	150
23.	Conference Notepad	Branded	NOS.	200
24.	Conference Notepad Big	Branded	NOS.	200
25.	Correction Pen (12ml)	Cello	NOS.	50
26.	Cutter Paper Big	Oddy	NOS.	25
27.	Cutter Paper Small	Oddy	NOS.	25
28.	Double Punch Big	Kangaro	NOS.	20
29.	Double Punch Small	Kangaro	NOS.	30
30.	Duster White	Branded	NOS.	50
31.	Duster Yellow	Branded	NOS.	50
32.	Stapler 10No	Kangaro	NOS.	50
33.	Stapler 555	Kangaro	NOS.	25
34.	Eraser	Natraj	NOS.	75
35.	File Board	Jumbudeep	NOS.	200
36.	Gem Clip 35 mm	Rolex	PKT.	50
37.	Gem Clip 50 mm	Rolex	PKT.	20
38.	Glossy Paper	Oddy	PKT.	5
39.	Glue Stick	Kores	NOS.	100
40.	Gum Tube	Omax	NOS.	15

41.	High Lighter Pen	Luxur	NOS.	100
42.	Index File	Panchsheel	NOS.	100
43.	Index File	Solo	NOS.	30
	Diplomat/PVC			
44.	Note Book-55No.	Nelgagan,	NOS.	75
45.	NoteBook-20No.	Neelgagan	NOS.	75
46.	OHP Marker	Reynolds	NOS.	150
47.	Paper A-3 Size	Century Green	REAM	50
		70Gsm		
48.	Paper A-4 Size	Century Green	REAM	2000
		70Gsm		
49.	Paper Rim A-4	Century 100Gsm	REAM	25
	Bond Paper			
50.	Paper Weight	Oddy	NOS.	50
51.	Punching 600	Kangaro	NOS	10
52.	Punching 800	Kangaro	NOS	05
53.	Transparency	Oddy	PKT	50
54.	Pen Drive 16GB	Scan Disk	NOS	50
55.	Pen Drive 8GB	Scan Disk	NOS	50
56.	Pen Drive 4GB	Scan Disk	NOS	50
57.	Pen Gel Black	TrimexRorito	NOS.	150
58.	Pen Gel Blue	TrimexRorito	NOS.	300
59.	Pen Gel Green	TrimexRorito	NOS.	50
60.	Pen Gel Red	TrimexRorito	NOS.	50
61.	Pen Gel	Uniball	Nos	200
62.	Pen Stand	Solo Organiser	NOS.	50
63.	Pencil	Natraj	NOS.	1000
64.	Pencil Cell AA	Duracel	NOS	100
65.	Pencil Cell AAA	Duracel	NOS	100
66.	Permanent Marker	Reynolds	NOS.	20
67.	Scissor (Medium)	Oddy	NOS.	20
68.	Plastic L Folder	World One	NOS.	1000
	Transparent			
69.	Poker	Oddy	NOS	50
70.	Post It 3x2	Oddy	NOS.	50
71.	Post It 3x3	Oddy	NOS.	100
72.	Post It 3x4	Oddy	NOS.	20
73.	Post It 3x5	Oddy	NOS.	20
74.	Binding Tape 1"	Oddy	Nos	20
	Colour			
75.	Binding Tape	Oddy	Nos	20
	2"Colour			
76.	Binding Tape 1/2"	Oddy	Nos	20
	Colour			
77.	Binding Sheet	Oddy	Pkt	25
78.	Carbon Paper	Kores	Pkt	5
79.	Rubber Band	Oddy	NOS	10
80.	Scale PVC 12	Camlin	NOS	25
	inches			
81.	Scissor (Medium)	Oddy	NOS.	30
82.	Separator	-	SET	100
83.	Sharpener	Natraj	NOS.	100
84.	Single Hole Punch	Kangaro	NOS.	50
85.	Sketch Pen	Luxor	PKT.	10
86.	Spiral notebook	Solo	NOS.	30

87.	Big Spiral Notebook Small	Solo	NOS.	50
88.	Spiral Sheet	-	NOS.	250
89.	Stamp Pad Big	Faber Castell	NOS.	10
90.	Stamp Pad Small	Faber Castell	NOS.	10
91.	Stamp Pad Small Colour	Faber Castell	NOS.	10
92.	Stapler Big HD-45	Kangaro	NOS.	30
93.	Stapler Pins Big	Kangaroo	NOS.	50
94.	Stapler Pins Small	Kangaroo	NOS.	100
95.	Stapler Small HD- 10D	Kangaro	NOS.	100
96.	Tags	-	PKT.	10
97.	Tape Cello 1"	Oddy	NOS.	100
98.	Tape Cello 1/2"	Oddy	NOS.	100
99.	Tape Cello 2"	Oddy	NOS.	100
100.	Tape Dispenser	Kangaro	NOS.	20
101.	U pin	Oddy	Pkt	25
102.	Visiting Card Holder	Branded	NOS.	10
103.	White Board Duster Magnetic	Ikon,	NOS.	25
104.	White Board Marker	Reynold	NOS.	250
105.	White Board Marker	Camlin	NOS.	700

Annexure -II

FORMAT FOR QUOTING UNIT PRICE OF STATIONARY ITEMS

S. No.	Name of the Items	Make	Rate per unit (excluding tax)

Signature of the authorised signatory (with stamp):

Date:

GST Registration No.