

CENTRAL ELECTRICITY REGULATORY COMMISSION

Ground Floor, Chanderlok Building
36, Janpath, New Delhi – 110 001

No. 1/2(2)/2015-Gen Adm/CERC

Dated, the 25th May 2015

NOTICE INVITING TENDER FOR PURCHASE OF STATIONERY

Central Electricity Regulatory Commission, a statutory body set up under an Act of Parliament, invites sealed quotations for supply of stationery items. Details of brand and size are given against each item in Annexure – I.

2. The bidders are advised in their own interest to quote their rates (exclusive of taxes) for all items as indicated in Annexure – I failing which their bids shall be rejected. Taxes will be paid extra as applicable.

3. The contract shall be for a period of one year from the date of award of contract. The contract may be extended for a further period of two years (not more than one year at a time). No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract or extension.

4. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number attached with their bid.

5. The Company/Firm/Agency should have its own Bank Account, TIN/PAN. The firm should attached self attested copies of PAN/ TIN, VAT/Sale Tax, registration and latest (A Y 2014-2015) copy of Income Tax Return with their bid.

6. The bidders should not have been block listed for any reason by Government Agency/organization during last three years.

7. An Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousands only) in the form of Demand Draft or Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi is required to be attached with the bid. The bidders who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant Orders/documents regarding such exemption should be submitted along with the bid. EMD of the unsuccessful bidders would be refunded within Thirty days of the finalization of the award of the contract. EMD of the successful bidder would be kept as security deposit.

8. The bid should have a validity period of at least three months from the date of opening of bids. Bids valid for shorter period are liable to be rejected.

9. The normal delivery period for supply of the selected items would be a maximum of Seven days from the date of issue of supply order. (This period can be shortened with prior notice, depending upon the circumstances, in case of the urgency). Any delay beyond prescribed schedule may attract penalty at 10 % of the value of the order.

10. The firm would be required to deliver the goods as per order/instructions at their own cost in the premises of Central Electricity Regulatory Commission, Third and Fourth Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001.

11. Commission would have the right to split the contract quantity among two or more suppliers and also in various specific allotments, as monthly basis.

12. Payment will be made by Electronic Clearing System (ECS) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.

13. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.

14. Quotations strictly as per the above specification may be sent to the undersigned in sealed cover on or before Friday 19th Jun 2015 up to 3.00 P.M. Bids will be opened on the same day at 4.00 P.M. in CERC office. The bidders have the right to be present at the time of opening of the bids. Any clarification in this regard may be addressed to the undersigned.

15. The bids shall be evaluated purely based on the financial criteria of the eligible bidders.

16. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

Sd/- xxxxxxxx
(P. Ramamoorthy)
Assistant Secretary (P&A)
Tel: 2375 3921

To
Dealers/Suppliers of Stationery.

ANNEXURE-I

	List of Stationary items	Yearly	Rate
1	Awl Pin (Bun chin)	10 pkt	
2.	Attendance Register	15	
3	Ball Pen (Reynold 045)	2000	
5	Box file (Bun Chin No.556)	150	
6	Brown tape {Bun Chin 48 mm x 50 mtr)	100	
8	Calculator(Casio MJ 120D)	20	
9	Cello tape (1 inches)	200	
10	Coaster (Cello)	70	
11	CD R with cover (Moserbaer)	200	
12	Conference Pad (Neelgagan 40 pages)	500	
14	Dak Pad (Neelgagan)	40	
15	Diary Register (600 pages)	30	
16	Double Punch (kangaroo) 280-80 cm	5	
17	Duster (White) 90x90 cm	300	
18	Duster (Yellow)45x60 cm	240	
19	Dura Cell AAA	200	
	Dura Cell AA	200,	
20	Dettol Hand Wash 225 ml	12	
21	DVD R with cover(Moserbaer)	200	
22	Envelop 16x 12	500	
23	Envelop 11x5(window)	15000	
24	Envelope white 11x5(Plane)	15000^	
25	Envelope yellow A4 10x12	7500	
26	Eraser(Nataraj) 621 Plasto	300	
27	File Board (Neelgagan) No 31	5000	
28	File Cover (Printed)	6000	
29	Flag (3M)	1000	
31	Log Book 400 p ages	15	
32	Gem Clip (Bun chin size, 28, 33 mm)	200	
33	Glass (Plane) & Cut glass	250	
34	Glue stick (Kores 15 gms)	400/	
35	Gum Bottle (Camel 700 ml)	30-	
37	Highlighter (Flair super glow)	300	
38	Hit (Baygon) 125 gms	20	
39	Jug (Crown Craft 2400 ml)	20	
40	Marker Pen (Luxor	30	
41	Mug (Cofee) 300 ml	20 Dozen	
43	Note sheet pad (neelgagan 100 pages)	250	
44	Paper A3 (JK copies 500 pages)	10 Rim	
45	Paper A4 (JK copies 500 pages)	3000 Rim	
46	Paper Cutter (kabica)	50	
47	Paper legal(JK copies 500 pages)	200 Rim	
48	Pen Drive 8GB (SANDISK)	100	
49	Pencil (HPL Natraj 621 HB)	1000 PCs	
50	Pencil Cell (AA) NIPPOEveready	300	
51	Paper Weight (Small)	30	
52	Pencil cell(AAA) NIPPO/Eveready	200	
53	Pilot Pen (Hi-tech point V5)	1000	
54	Pin Cusion (Kabica)	25	
55	Plastic Cord	10 kg/	
56	Plastic folder(Ankit)	5000	
57	Post it (76mm)	500	
58	Register (288 pages)-Format	300	
59	Room Freshner (Premium 125 g)	40	
60	Rubber band 6 cm	5 kg	

61	Scale (camlin 30 cms)	100	
62	Sciessor (kabica 16 cm)	100	
63	Sharpner(Camiin)	250	
64	Shorthand note book (nelgagan 200 pages)	250	
65	Single Punch (kangaroo SHP-20)	50	
66	Sketch Pen (luxort sign pen)	350	
67	Soap (lux) 400 gms	20	
68	Spiral Pad/slip Pad (Neelgagan 80 pages)	750	
69	Stamp Pad Supreme Delux	50	
70	Stapler (medium)(Kangaro HP-45)	50	
71	Stapler Big Size Kangaroo	5	
72	Stapler Pin (medium) Kangaro 24/6 IM	200	
74	Stapler pin (small) Kangaro 10 IM	500	
75	Stapler Pin Big (Kangaroo)	20^	
76	Service Book	50	
77	Stapler pin big (Kangaro 23/17-H^-	5	
78	Stapler small (Kangaro HD-10D)	100	
79	Tag (small) Good quality	20 kt	
80	Tag Green (Big) 30 cm for Legal wing	60pkt	
81	Tissue paper (Deffodil)	500	
82	Tissue Paper(Mistique)	3000	
83	Tissue Roll	1000	
84	Towel 4'x2'	60	
85	Uni Ball Pen (eye fine UP-157)	100	
86	White Board Pen (camiin)	50	
87	White Fluid Pen (Jumbo CP 250)	250	
88	Cloth layered envelope A-4 size	1000	
89	Dust bin plastic Cello plast	50	
90	Stamp pad ink (blue) 15ml Chelpak	100	
91	Register (425 pages) AMIR	10	