

CENTRAL ELECTRICITY REGULATORY COMMISSION

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

No. 1/2(2)/2016-Gen.Adm/CERC

Dated, the 06th September, 2016

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. 2015-2016) copy of Income Tax Return with their bid.

6. **Earnest Money Deposit:-**

(i) The bidder shall submit (along with the technical bid) an Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousands only) in the form of a demand draft/Bankers Cheque drawn on any Scheduled Bank in favour of **Central Electricity Regulatory Commission**, New Delhi. Such DD/Bankers cheque shall be remain valid for a period of minimum three months.

(ii) If the bidder claims exemption from payment of EMD, necessary documentary proof needs to be submitted along with bid.

(iii) In case of failure to provide EMD in the form of DD/Bankers cheque or failing to provide the necessary documentary proof for exemption from EMD, the bid will not be considered valid.

Contd.....2/-

(iv) EMD of unsuccessful bidder(s) shall be returned to them at the earliest. But CERC will not be liable to pay any interest thereon.

7. **SECURITY DEPOSIT:-**

(i) The successful bidder shall be required to deposit a security deposit equal to 5 % of the total value of the contract or so fixed by CERC. The EMD paid by the successful bidder shall be converted into Security Deposit at the time of awarding the contract. The bidder has to pay the balance amount (if any) in the form of Demand Draft / Bankers Cheque drawn in favour of **Central Electricity Regulatory Commission** payable at New Delhi within one month from the date of award of contract.

(ii) The amount of security deposit is liable to be refunded within one month of the termination of the contract.

(iii) No interest shall accrue on the said security deposit.

8 The bidder shall submit declaration as per Annexure – II in support of the claim that he/she has not been blacklisted during the last three years by any Organization/ Government Departments.

9. 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. The price bid must be filled in completely, without any error, erasures or alterations as per specific format given in Annexure –I.

10. 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.

11. 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, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001.

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

13. Payment will be made by National Electronic Fund Transfer (NEFT) 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.

14. 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.

15. Quotations strictly as per the above specification, duly signed and stamped by the owner/Prop. of the firm or authorized representative of the bidder, may be sent to the undersigned in sealed cover on or before **Friday the 30th September 2016** 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.

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

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

(P. Ramamoorthy)
Assistant Secretary (P&A)
Tel: 2375 3921

To
Dealers/Suppliers of Stationery.

Annexure-I

Sr. No.	Name of Stationery Items	A/U	Estimated annual quantity to be purchased	Rate quoted (excluding tax)	Remarks
1	A3 Photo Copy Paper JK500	Reams	10 Rim		
2	A4 Photo copy paper JK500	Reams	3000 Rim		
3	Paper Legal JK FS	Reams	200 Rim		
4	Awl Pin (Packet) Bell	Pkt	10 pkt		
5	Attendance Register	Nos	15		
6	Ball Pen (Reynolds 045)	Nos	2000		
7	Box File (Neelgagan)	Nos	150		
8	Brown Tap 48 mm 50 Mtrs Apex	Nos	100		
9	Calculator Casio MJ1201	Nos	20		
10	CD-R Moserbaer with cover	Nos	200		
11	Cello Tap 1 inch White Apex	Roll	200		
12	Cloth Layered Envelop A4	Nos	1000		
13	Coaster (Cello)	Set	70		
14	Conferenc Pad 40 Pags (Neelgagan)	Pads	500		
15	Dak Pad Neelgahan	Nos	40		
16	Dettol Hand Wash 225 Ml	Nos	20		
17	Diary Register 600 pages	Nos	30		
18	Double Punch Kangaroo 280-80 cm	Nos	10		
19	Dura Cell AA	Nos	200		
20	Dura Cell AAA	Nos	200		
21	Dust Bin Plastic Cello	Nos	50		
22	Duster White 36x36 Fine	Nos	300		
23	Duster Yellow 18x24 fine	Nos	300		
24	DVD-R Moserbaer with cover	Nos	200		
25	Envelop 11x15 Plain White	Nos	10000		
26	Envelope 16x12 Brown 80GSM	Nos	500		

27	Envelope Yellow A4 Laminated	Nos	7500		
28	Envelope 11x15 Window White	Nos	25000		
29	Eraser Nataraj 621 Plasto	Nos	300		
30	File Board Neelgagan No-31	Nos	5000		
31	Flag 3 mm Coloured	Pkt	1000		
32	Gem Clip Bun Chin 28-33 cm	Pkt	200		
33	Glass Tumbler Plain	Nos	250		
34	Glue stick (Fevi Stick)	Nos	400		
35	Gum Bottle Camel 700 ML	Bottle	100		
36	High Lighter Flair Super Glow	Nos	300		
37	Hit/Baygoan 125 Gms	Nos	20		
38	Jug Crown Plastic 2400 ML	Nos	20		
39	Log Book 400 pages	Nos	15		
40	Marker Pen Luxor	Nos	30		
41	Mug Coffee Bone China	Nos	20 Dozen		
42	Multi Fold Tissue Refill (Towel), Size-9 inch x 8 inch containing 120 piece	Box	200		
43	Noting Sheet Pad Neelgagan	Pads	250		
44	Paper Cutter Kabica	Nos	50		
45	Paper Weight Small	Nos	50		
46	Pen Drive 8 GB Sandisk	Nos	100		
47	Pencil Cell AA Eveready/Nippo	Nos	300		
48	Pencil Cell AAA Eveready/Nippo	Nos	200		
49	Pencil Nataraj HB	Nos	1000 PCs		
50	Pilot Pen Hi-Tech V5	Nos	1000		
51	Pin Cushion Kabica	Nos	25		
52	Sutli 200 Gm pack	Kgs	10 KG		
53	Plastic Folder (Ankit)	Nos	5000		
54	Post It 3x3 Yellow on 70mm	Nos	500		
55	Register 288 Pages	Nos	300		
56	Room Fresheners 125 ML	Nos	50		
57	Rubber Band Nylon 6 cm	Kgs	5 KG		

58	S/Hand Note Book Neelgagan 200 pages	Nos	250		
59	Scale 30 CMs Camlin	Nos	100		
60	Service Book	Nos	50		
61	Sharpener Camlin	Nos	250		
62	Single Punch Kangaroo	Nos	50		
63	Scissor Kabica	Nos	100		
64	Sketch Pen Luxor	Nos	350		
65	Soap Lux 400Gm	Nos	20		
66	Spiral Pad Slip (Neelgagan)	Pads	750		
67	Stamp Pad Ink Blue (Kores)	Nos	100		
68	Stamp Pad Supreme Deluxe	Nos	100		
69	Stapler Small Kangaroo HD 10	Nos	100		
70	Stapler Med Kangaroo HP 45	Nos	50		
71	Stapler Big Kangaroo 23/17H	Nos	50		
72	Stapler Pin (Small) Kangaroo No. 10-1M	Pkt	500		
73	Stapler Pin (Medium) Kangaroo 24/6 JM	Pkt	200		
74	Stapler Pin (Big) Kangaroo23/17H	Pkt	20		
75	Tag Green 30 CMs	Bundle	20 PKT		
76	Tag Small White	Bundle	50 PKT		
77	Tissue Paper Daffodil	Pkt	500		
78	Tissue Paper Mistique	Pkt	3000		
79	Tissue Paper Roll	pkt	1000		
80	Towel 4'x2'	Nos	60		
81	Unibal Pen eye fine UB	Nos	100		
82	White Board Pen Camlin	Nos	50		
83.	White Fluid Pen Jumbo CP25	Nos	250		

Name: _____

Designation : _____

Rubber Stamp of Company/firm:/Prop. _____

Address: _____

**DECLARATION REGARDING
BLACKLISTING/PAST PERFORMANCE**

To,

**The Assistant Secretary,
Central Electricity Regulatory Commission,
3rd Floor, Chanderlok Building, 36, Janpath,
New Delhi- 110001.**

Sir,

I have gone through the Terms & Conditions contained in the Tender Document regarding supply of stationery items. I hereby declare that my firm has not been debarred/black listed by any reputed Government / Semi Government /Autonomous organizations for quality/ service products within the last three years nor is there any pending dispute regarding short shipment/service. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to make this declaration.

Yours sincerely,

Name: _____

Designation : _____

Address: _____

Rubber Stamp of Company/firm: _____

