

File No. UIDAI/RO/Chd/Stationary/2011
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
PLANNING COMMISSION, GOVERNMENT OF INDIA
REGIONAL OFFICE,
SCO 139-141, 3-4th Floor,
SECTOR 17-C, CHANDIGARH

Dated: 17th November, 2011

Subject: Notice Inviting Tenders (NIT) for purchase of Stationary Items on rate contract basis in UIDAI, RO, Chandigarh

UIDAI, RO, Chandigarh invites sealed cover bids on the format as per Annexure III(financial bid) enclosed superscribing the quotation for purchase of Stationary Items on rate contract basis for a period of one year from the bidders having experience in supply of stationery items to the Government Departments/ State Government/ Autonomous Bodies/ PSUs. The details of the items required along with make, quantity may kindly be submitted to this office by quoting the rates per item. The detailed terms and conditions are also detailed as per **Annexure-I** to this letter. Bids from the eligible tenderers along with Demand Draft of Rs. 5000/- as EMD and the following documents which must reach this office by 26th December, 2011 (By 12 Noon) which will be opened on the same date at 3 PM:-

- 1. Tender Bid as per Annexure-II.**
- 2. Financial Bid as per Annexure-III**
- 3. Detailed Terms & Conditions (as per Annexure-I) duly signed by your authorised signatory.**

For detailed Terms & Conditions, Kindly log on to our website, “ www.uidai.gov.in “

The bids received after due date and time, will not be considered.

Deputy Director (Admin.)
UIDAI, RO, Chandigarh
Email: 'hans_77jr@yahoo.com'
Tel.: 0172-2704139, 2771213

Annexure-I

TERMS AND CONDITIONS GOVERNING THE QUOTATION

1. Bid must be sealed and super scribed. Bid Without sealed and super scribed shall be rejected.
2. The rates must be quoted strictly in Indian currency in **figures as well as in words** without **VAT** . Percentage of VAT applicable on each items may shown in financial bid **Annexure-III** against that item. Offers with any precondition or conditional offer will not be considered. **In case of any doubt the rates quoted in words will be applicable and final.**
3. Correction in rates, if any in the bid should be initiated with date, failing which the bid is liable to be rejected.
4. The bid should be signed as below:-
 - By the sole proprietor in case of sole proprietor of firm or by authorized signatory in that case the authority for the same should be required.
 - By any of the partner duly authorized by the all other partner in case of partnership firm.
 - By the authorized signatory in case of company where a copy of resolution of the Board of Directors of the company would be submitted along with the tender. Copies of necessary documents must be attached.

REGISTRATION CERTIFICATE

5. Copy of the VAT No. issued by Sales Tax/ Central Sales Tax and assessment paid during the last year must be attached.

LATE BIDS

6. Any bid received by the purchase after the deadline for submission of bids prescribed by the purchaser shall be rejected and returned unopened to the bidder.

VALIDITY OF BID

7. The bid shall remain open for acceptance for a period of 90 days from the date of opening of tender. It may be extended with mutual acceptance of all the bidders in writing.

VALIDITY OF BID RATES

8. The rates of bid will remain valid for one year from the date of acceptance of bid and can be further extended for period of Six months by the competent authority.

BID DOCUMENTS

9. The sealed envelope should be super scribed as “ TENDER FOR SUPPLY OF GENERAL STATIONAERY ARTICLES-2011” AND ADDRESSED TO **Deputy Director(Admn.), UIDAI, RO, Chandigarh, SCO 139-141, Sector 17-C, Chandigarh with EMD of Rs. 5000/- in form of Demand Draft drawn in favour of DDO, RO, UIDAI, Chandigarh.** The name and address of the firm must be written on the envelope.

Bid documents must be consisting of

- Notice Inviting Tender
- Instruction to Bidder & General Conditions of Contract (Annexure-I)

- Performa for clause-by-clause compliance duly signed with seal on bidder's letter Pad (Annexure-I)
- Declaration regarding abide by Terms and Conditions given by the bidder on their letter pad. (Annexure-II)
- Proof of PAN Number
- Copy of VAT No. issued by State Govt./UT
- Financial Bid Annexure-III
- Experience Certificate of having supplied stationery items to the departments of Central/State/Autonomous bodies/PSUs and other recognised govt. departments.
- Demand Draft of Rs. 5000/- as EMD drawn in favour of DDO, RO, UIDAI, Chandigarh.

DELIVERY OF BID DOCUMENTS

10. Bid documents comprising the above listed documents shall either be sent by delivered in person. Bids delivered in person shall be delivered in the tender box available with Deputy Director(Admn.), o/o UIDAI, SCO -139-141, Sector -17, Chandigarh on or before – 12.00 Noon of the due date of opening. The purchaser shall not be responsible if the bids are delivered elsewhere

11. Purchaser (purchaser means DDG, RO, Chandigarh), shall be entitled at any time during the currency of the order to increase or decreased the total of each item included in the description of store by 50% or rate negotiated (downwardly) with the existing vendors considering the reasonability of rates on prevailing market conditions and the impact of reduction in duties and taxes etc, at the same rate and terms and this will be binding on the bidder. In case supplier fails to supply the items within a period of three days of any written supply order, the difference of amount paid in the excess of approved rates in the market for purchase of the item(s) for which supply could not be made will be recovered from the bidder.

12. The competent authority can reject or accept any bid without assigning any reason in whole or in part and can award the supply to one or more suppliers.

13. Conveyance charges for the delivery of the stationery will be borne by the supplier and supply to be delivered in the office located at SCO 139-141, Sec-17-C, Chandigarh.

14. The decisions of the DDG, RO, Chandigarh on all issues relating to the bids will be final and binding on the supplier.

15. The rates will be approved on L-1 bidders and the purchase order will be issued as per requirement of the office from time to time, accordingly.

16. Sample of the item(s) given in Annexure-III should be attached duly signed and seal of firm name. All samples must be kept in separate envelope bearing "Sample for General Stationery Items" with seal of the firm. Samples without seal or firm name will be rejected.

17. Bid received without sample stated above, will not be accepted. Each sample should be signed by the bidder on a slip securely pasted on / tied to sample.

18. The samples shall be returned to unsuccessful bidders and for successful bidders shall be adjustable against supply quantity. Samples must be accompanied with tender. Tenders not accompanied with samples and those received after due date/ time of opening of tender shall be rejected.

19. The material of any other make / specification which is not mentioned in Annexure-III will not be accepted.

20. The material, which is found to be of inferior quality or not according to the specifications or shows poor workmanship, will be rejected at the risk & cost of the supplier.
21. Supplier (The supplier means the individual or the firm declared as successful bidder) will ensure the supply of items as per specifications in good condition. Any item found defective will be replaced free of all charges, within five days by the supplier.
22. No interest on any deferred claim arising out of supply shall be payable in any case whatsoever.
23. No extra Octroi/ Packages forwarding and freight charges will be paid. Rates quoted will be inclusive of all these elements.
24. The Sales Tax/ VAT will be paid as extra, if quoted by the firm.
25. The documents submitted by the bidder will bear the signature of authorized signatory along with stamp of the firm on all pages of the documents.
26. Payment will be made through cheque on receipt of the ordered stock in good conditions along with the bill/ invoice.
27. Any attempt made to negotiate directly or indirectly with the authority to which bid has been submitted or to make any attempt to secure any interest for any prospective bidder or to exert influence by any other means for the acceptance of a particular bid will render the bidder liable to exclusion from consideration.
28. Conditional bid or bid not submitted as per procedure of submitting the bid, as explained above, will be summarily rejected.
29. Correction of rates etc. in the bid on no account will be by overwriting. The correction, if any, should be made in the ink under dated, signature by a fresh entry after scoring of the original entry.
30. Ambiguity in rates, delivery items in the specification of store will make offer invalid.
31. In case of any dispute arising out of this bid and contract thereof, the decision of the DDG, RO, Chandigarh will be final and legally binding upon the bidder.
32. The quantity given in Annexure-III is approximate and the DDG, RO, Chandigarh reserves the right to increase or decrease by 50% of the items during the purchase order.
33. Bidder should have the Valid VAT number issued by the State Govt./ UT Administration and photocopy of the same be attached.
34. In case any clause not mentioned, prevailing departmental rule will apply.

Deputy Director (Admn.)

Signature/ Name of Authorized Signatory
Stamp of Firm with date and station

Annexure-II

Dated: __ November, 2011

To

The Assitant Director General(Admn.),
UIDAI, Regional Office,
SCO-139-141, Sec-17-C,
Chandigarh-17

Sub: Bids for Stationery items on Rate Contract basis in UIDAI, RO, Chandigarh

Sir,

Having examined the terms & conditions of the tender (attached) and the specifications of the stationery items, we the under signed offer to supply and deliver items in conformity with the said specifications as per rates in quoted in Annexure-III.

We undertake that to commence supplies within 3 days from the date of issue of your requisition and to complete the delivery of all the ordered items by us within the delivery period fixed by you, if our tender is accepted.

We also declare that printed terms and conditions, if any, at the back of our tender quotation or any other paper enclosed are not applicable. We understand that you are not bound to accept the lowest or any tender you receive. We certify to the effect that we will abide by the terms and conditions of the tender and Notice Inviting Tender, enclosed here with.

Signature of the Authorized Signatory

Name & Address of the firm

Phone No. _____

Email No: _____

Annexure-III

FINANCIAL BID ON RATE CONTRACT BASIS **GENERAL ITEMS OF STATIONERY ARTICLES**

Sr. No.	Name of Item	Make	Apprx. Quantity	Unit	Rate in Figure	VAT @
1	<u>Photostate Paper</u> A-4 Size, 75 GSM, 500 Sheets, 2.3kg, Mill Pack	Copy Power Ballarpur	100	Per Ream		
2	<u>Phtostate paper,</u> Full Scape Size,75 GSM, 500 Sheets, 2.7 kg, Mill Pack	Copy Power Ballarpur	10	Per Ream		
3	<u>Note Sheet Pads Size</u> <u>8''X13''-100 Sheet</u> <u>Pad</u>	Good quality	30	Per Pad		
4	<u>Registers</u> with ruled paper 60 GSM, 8.1 kg duly bounded with hard card board Size 31 CMS X 19 CMS (i) 2 qr 192 pages (ii) 4 qr 384 pages	Neelgaga n Neelgaga n	20 40	Each Each		
5	<u>DO Pads 80 GSM A-4</u> <u>Paper – 100 Sheet</u> <u>Pad</u> duly bounded with offset printing in four colour	Bond Paper 100 sheets	10	Each Pad		
6	<u>Letter head large –</u> <u>100 Sheet Pad</u> 28 CM S X 21 CMS 80 GSM Paper duly bounded with offset printing in four colour	Ballarpur Paper 100 sheets	1500	Each Pad		
7	<u>Confrence Pad</u> 16 pages 62 GSM Size 9''X 5 ½''	Good quality	500	Each Pad		
8	<u>Shorthand Note Book</u> 60 GSM Paper 100 Pages	Shobha	50	Each		
9	<u>Stapler Large (24x6)</u> <u>HP-45</u>	Kangaro o	10	Each		
10	<u>Stapler Small HD-10D</u>	Kangaro o	25	Each		
11	<u>Staple Pins No. 10</u>	Kores	250	Per Pkt.		

12	<u>Staple Pins 24x6</u>	Kores	100	Per Pkt.		
13	<u>All Pins</u>	Zebra	50 pkts.	Per pkt.		
14	<u>Colour Paper Clips</u>	Office plus	60	Per box		
15	<u>Gum Tube 30 gms</u>	Vemicol	20	Each tube		
16	<u>Fevi-Stic-15gms</u>	Pidilite	40	Each		
17	<u>Erase-ex-Correction Pen-6ml capacity</u>	Kores	40	Each Pen		
18	<u>Self-ink Pad</u>	Kores	10	Each		
19	<u>Pokhar Plastic</u>	Superior Quality	10	Each		
20	<u>Scale (Plastic) Omega type</u>	Superior Quality	15	Each		
21	<u>Paper Weight – Glass made Square shape Flower & scenery design</u>	Good Quality	40	Each		
22	<u>Paper Cutter (Plastic)</u>	Superior Quality	10	Each		
23	<u>Paper Flags Three Colour (240 Sheets)</u>	Des Mart	75	Each		
24	<u>Cello Tape Size ½” x 9 mtrs</u>	Premier	50	Each		
25	<u>Pen Pilot V-5</u>	Luxur	60 (6 pkts)	10 per box		
26	<u>Pen Add-gel Achiever</u>	Add	100 (10 pkts)	10 per box		
27	<u>Pen Ordinary</u>	Uno Cello	100 (10 pkts)	10 per box		
28	<u>Pen White Board Marker</u>	Luxur	30 pkt	10 per box		
29	<u>Pen Highlighter</u>	Faber-Castell	100 (10 pkts)	10 per box		
30	<u>Pen Permanent Marker (OHP)</u>	Faber-Castell	30 pkts	10 per box		
31	<u>Pen Sketch (Superior)</u>	Luxur	100 (10 Pkts)	10 per box		
32	<u>Pencil Soft (HB)</u>	Apsara	150 (150 pkts)	10 per box		
33	<u>Pencil Rubber</u>	Natraj or Camlin	100 (10 pkts)	10 per box		
34	<u>Pencil Sharpener</u>	Natraj or Camlin	50 (5 pkts)	10 per box		
35	<u>Tag Small Thick (White) Size 6”length. Bunch</u>	Superior quality	100 pkts	Per bunch		

	of 500 tags					
36	<u>Tag Long Green Length-36"</u>	Superior quality	15	Per bunch		
37	<u>Dak Pad</u>	Neelgagan	20	Each		
38	<u>Brown Tap 2"-35 Mtr Roll</u>	Apex	50	Each		
39	<u>File Folder Plastic With clip Size 8 ½" x 13 ½"</u>	Superior quality	2000	Each		
40	<u>File Folder Plastic L-type Size 8 ½" x 13 ½"</u>	Superior quality	400	Each		
41	<u>Folder Plastic B-4 size with Flap & Button</u>	Word One	300	Each		
42	<u>File Board (Thick Card Board 28 Ounce) with binding cloth flap</u>	Superior quality	1000	Each		
43	<u>Duster White Cotton Khadi Size 24"x 24"</u>	Superior Khadi Make	60	Each		
44	<u>Single Punch Machine</u>	Kangaroo	15	Each		
45	<u>Double Punch Machine</u>	Kangaroo	50	Each		
46	<u>Dustbin Plastic</u>	Cello	30	Each		
47	<u>Pencil Cell</u>	Jeep/Novino	100	Each		
48	<u>Envelop 70 GSM duly printed with UIDAI logo</u> (i) Size 9" x 4" (Appr) White (ii) Size 11" x 5" (appr) White (iii) Size 10" x 12" Yellow Laminated (iv) Size 16" x 12" Yellow Laminated (v) Size 16" x 12" Yellow Cloth Lined	Superior quality Superior quality Superior quality Superior quality Superior quality	2 40 1 1 1	Per 1000 Per 1000 Per 1000 Per 1000 Per 1000		
49	<u>Colin</u>	Superior quality	15	Per piece		
50	<u>Full broom</u>	Superior quality	10 piece	Per piece		

51	<u>Odonil</u>	Superior quality	50 pieces Std. size	Per piece		
52	<u>Room Freshner</u>	Premium Brand	50 bottles (Each bottle of 150 gms.)	Per bottle		

Dated: _____

Signature of the Authorized Signatory

Name & Address of the firm

Phone No.