

EdCIL/Admin/Empanelment/Office-Stationery/2021-22

29/06/2021

M/s

All interested Bidders

**Subject: Empanelment of agency for supply of Office Stationery items for Noida/Delhi base project offices.**

Sir,

EdCIL (India) Limited, A Mini Ratna Category – I CPSE, Govt. of India is a public sector enterprise under the Ministry of Education having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. This Corporation is interested to empanel the agency for supply of various types of office stationery items. It is proposed to enter into Rate Contract initially for a period of one year from the date of contract with genuine/reputed suppliers for supplying various stationery items as per list enclosed at Annexure-I on the following terms and conditions:

1. The Bidders should be an Indian Company/firm engaged in supplying Stationery and items in Delhi/ NCR and having its office/ branch office in Delhi/ NCR, having PAN, GST.
2. The Bidders should not have been blacklisted by any Departments/ Ministries of the Govt. of India/ PSUs/ State Govt. An undertaking to this effect has to be submitted by the Bidders as per Annexure- II.
3. The items mentioned in Annexure-I are as per requirement of this corporate office Noida & project offices located at Delhi. Interested suppliers may quote for one or more items. They will be considered for only those items for which they will quote.
4. Bidders are required to submit copies of certificate (i) Registration Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) GST Certificate, (iii) Income Tax Return filed for last three years, (iv) Audited A/C Statements for the last three years, failing of which their bids will be summarily rejected.
5. Bidders should have minimum three years experience of supplying Stationery items in bulk to the PSUs/Govt. Offices (Copies of purchase five work orders of the value of 20,000/-or two work order of the value of Rs. 50,000/- or one work order of the value of Rs.1,00,000/- received from Govt. Depts./PSUs during the last three years should be enclosed).
6. Bidders should have minimum turnover of Rs. 10.00 Lakh per year during each of the last three years i.e. 2017-18, 2018-19 & 2019-2020 (valid and certified proofs of balance sheet and profit & loss statement certified by chartered accountant has to be attached).



7. **Bidders may quote their unconditional rates per item/unit strictly as per list enclosed. If the rates are of a unit/ box, which contain more than one item, the items contained in that unit/box may be specifically indicated in remarks column and if the price of a unit is based on weight, the weight of the unit may also be indicated. Cutting, Overwriting should be avoided, if any should be countersigned by the bidder.**
8. The supplier will be responsible for delivery of the goods in good condition in the store of this corporate office at Noida and/or in Delhi at a place selected by this corporation, at his own risk and cost.
9. The owner/ firm should be available on telephone and also on mobile so as to enable this Corporation to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
10. The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement from time to time.
11. The Supplier has to supply the items within three days from the date of placing the order to them. In case of items to be manufactured/ produced/ printed by Supplier himself then this limit will be seven days. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days. As per standard procedure "LD" shall be charged @2% to maximum of 10% on the value of delay and GST will be charged on this LD charges extra.
12. All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Corporation will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including blacklisting of the concerned firm by this Corporation.
13. This Corporation reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
14. As the requirement of this Corporation is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party. The suppliers will have to satisfy the Corporation that the suppliers will be made immediately.
15. The bid price shall remain valid for acceptance for 120 days or as may be specified from the date of opening. No revision/modifications in the quoted/tendered rates will be allowed during the period of validity of tenders/quotation or the extended period.



16. **Bids should be accompanied with a Demand Draft favouring EdCIL (India) Ltd., payable at Noida for Rs. 10,000/ (Rupees Ten Thousand only) as earnest money, which will be retained by this Corporation as performance guaranty till the contract remains in force.** However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of EMD. The EMDs of unsuccessful Bidders will be refunded. Any owner of the Bidders who is registered with DGS&D, NSIC & MSME, if belongs to SC/ST category please specify in their quotation. "Supporting document for the same needs to be submitted by bidder".
17. **Vendors registered with MSME will be given preference.**
18. After award of contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract, if the rate of any item decreases, the supplier shall pass it on to the Corporation. However, the rates will be valid upto the contract period i.e. for one year.
19. **Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned are acceptable to your firm in full.**
20. This Corporation reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Corporation in this regard shall be final and binding on all. It shall not be obligatory on the part of the Corporation to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any Bidders.
21. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. However, the Corporation may give opportunity to bidder to make L 1 rates for some items, if it is so desired.
22. This corporation also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
23. If the above terms and conditions are acceptable, you may send your quotations in a sealed cover superscribed "**Quotation for Office Stationery Items**" addressed to the Deputy Manager (HR & Admin.), EdCIL (India) Limited, Ed.CIL House, 18A, Sector 16A, NOIDA-201301 so as to **reach not later than 1500 hrs. on 19/07/2021** with signed & stamped on each page. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/tender in the tender box available at the reception of EdCIL. The quotation/tender received after the due date will not be entertained.
24. **OPENING OF THE TENDER** : Sealed tender received up to **15.00 hours on 19/07/2021** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened up on the same day at 16.30 hrs on 19/07/2021** before the evaluation committee and the Bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301. Only one representative for each Bidder shall be authorized and permitted to attend the bid opening meeting.



- 25 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, at the same time and venue.
- 26 The Rate Contract (RC) for supply of stationery items shall be valid for a period of two years from the date of commencement of Contract. The Supply Order may be placed from time to time against the RC. EdCIL does not give any guarantee of minimum purchase under the present RC. EdCIL will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of EdCIL.
- 27 If the successful Bidder fails to fulfill his obligations under the present Rate Contract i.e., non-adherence to terms and conditions, EdCIL after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to EdCIL.
- 28 **SECURITY DEPOSIT:** The successful bidder whose rates are finally accepted shall deposit a sum of ₹ 25,000/- (Rupees Twenty Five Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Bank Guarantee which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of ₹ 10,000/- deposited by Bidders will be refunded. No interest will be paid on the performance security.
- 29 As per circular No. P-20028/19/2018-paper of Ministry of Commerce & Industry, Department of Industrial Policy and Promotion, the public procurement of paper for office supplies and for printing of textbooks should be certified in India by a paper mill that does not import more than 25% of its total raw material consumed. Bulk procurement should be only by placing the supply order directly on a domestic paper manufacturer or their authorized distributors/ dealers.
- 30 The quotation should be unambiguous in all respects.
31. **TERMINATION FOR INSOLVENCY:** EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.
32. **FORCE MAJEURE:** (i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- (ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

35. **ARBITRATION:** In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairman & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement with jurisdiction as Delhi only.

Yours faithfully,



(Sushant Dey)  
Deputy Manager (Admin.)

## Annexure - I

List of Office Stationery Items

S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
1.	A4 size photocopier paper	JK			
2.	FS size	JK			
3.	A3 size	JK			
4.	A4 size color paper i.e. Green/Pink/Yellow/ Blue 75 gsm	JK/ Century			
5.	A4 Size Snow white cartridge paper 140 gsm	Lotus			
6.	A4 size ivory sheet- 210 GSM	Lotus/mustard			
7.	Brown Tape (2") 48mm	Diamond/wonder/ Aeromax			
8.	White Tape (2") 48mm	Diamond/wonder/ Aeromax			
9.	Cello Tape 1" 65mm (wonder)	Diamond/wonder/ Aeromax			
10.	Cello Tape 1/2" 12mm x 9mts	Diamond/wonder/ Aeromax			
11.	Duster Yellow (Big Size 36" X 36")	J.K/ P.K			
12.	Duster White (Big size 36" X 36")	J.K/ P.K			
13.	Eraser (Rubber) (621 plasto eraser)	Natraj			
14.	Non dust jumbo eraser	Apsara			
15.	File Board No. 51	Neel Gagan/ Pooja			
16.	File Binder	Solo/World one			
17.	File tray	Kebica/Solo/Megha			
18.	Plastic Folder with button -My clear Bags (Good Quality)	Solo/Worldwone			
19.	Raxin File folder with pocket	Neelgagan/Pooja/Solo			
20.	Paper Colour Flag (Paste) (50 x 4 col) =200sheets ( long flag)	Post-it/Prompt/ Stick-on			

S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
21.	Plastic Colour Flag (Paste)	Post-it/Prompt/ Stick-on			
22.	Adhesive yellow Slip (2"X2")	Post-it/Prompt/ Stick-on			
23.	Adhesive yellow Slip (3"X2")	Post-it/Prompt/ Stick-on			
24.	Adhesive yellow Slip (3"X3")	Post-it/Prompt/ Stick-on			
25.	Adhesive yellow Slip (2"X5")	Post-it/Prompt/ Stick-on			
26.	Dak Pad	Neelgagan/ Diplomat/ Pooja			
27.	Glue Stick 560Z/15 G Net (Kores)	Faber Castle/Kores			
28.	Glue Stick 560Z/30 G Net (Kores)	Faber Castle/Kores			
29.	Gem Clip (Big Size 35 mm)	Globe			
30.	Gem Clip – Small size	Globe			
31.	Gem Clip Plastic Coated	Globe			
32.	All Pins Packet (Bell)	Camlin			
33.	Gum Tube	Camllin/Hansa/ Kores			
34.	Gum Bottel (Big size 700 ml) Kores	Camllin/Hansa/ Kores			
35.	Gum Bottel (Big size 150 ml) Kores	Camllin/Hansa/ Kores			
36.	High Lighter All color	Luxor/Faber castle/ reynold			
37.	Magnetic Duster	Ikon/Aeromax			
38.	Self Inking Stamp Pad (Supreme e DeluxeMedium))	Ashoka/Supreme			
39.	Note Sheet Green – 100 sheets pack	Neelgagan/ Sarasvati			
40.	Pilot Pen V5	Pilot			
41.	Pilot Pen HiTecpoint 05	Pilot			
42.	Pilot Pen HiTecpoint VR5	Pilot			



S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
43.	Pilot Pen HiTecpoint VR7	Pilot			
44.	Pilot Pen V Ball Grip 05	Pilot			
45.	Pilot Pen V Ball Grip 07	Pilot			
46.	Pilot Pen V Ball Grip 10	Pilot			
47.	Pilot Pen VR Ball 05	Pilot			
48.	Pilot Pen V Signpen	Pilot			
49.	Pilot Pen Hitecpoint V5 Grip	Pilot			
50.	Pilot Pen Hitecpoint V7 Grip	Pilot			
51.	Pilot Pen Hitecpoint B10 Grip	Pilot			
52.	Reynold Trimax Pen	Reynold			
53.	Rorito Teramax Gold Greetz Pen	Trimax			
54.	Pencil writing (HB Non-Toxic)	Natraj			
55.	Black Matt 1112 – Faber Castell Pencil	Faber			
56.	Rubber Band packet- Small - Big	Satyam/Leader			
57.	Reynold Pen	Reynold			
58.	Reynold Premiere Pen	Reynold			
59.	Reynold Jetter Pen	Reynold			
60.	Cello Pointic Pen 0.5	Cello			
61.	Rorito Liqui glide Gel	Rorito			
62.	Pen Uniball fine Deluxe UB177	Uniball			
63.	Pen Uniballmicro UB150	Uniball			
64.	Pen (Roller Ball)	Uniball/Pilot/Phonix/ Parker			
65.	Pen Ball Point	Cello/Flair/Reynold			
66.	Pen Gel	Trimax/Cello/ Flair			
67.	Paper Cutter (medium size 6")	Kebica/Solo/Megha			



S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
68.	Punch Machine single – (Iron)	Kebica/Solo/Megha			
69.	Punch Machine double – (Iron – Kangaro 600)	Kebica/Solo/Megha			
70.	Punch Machine Double- ( Kangaroo HDP- 2320)	Kebica/Solo/Megha			
71.	Permanent Marker	Luxor/Reynold			
72.	Whiteboard Marker	Luxor/Reynold			
73.	CD/DVD/OHP Marker Pen	Luxor/Reynold			
74.	Highlighter (Faber Castell Text liner 48 Refill)	Luxor/Reynold/Faber			
75.	Staple Machine 10D	Kangaroo/Max/Chrome			
76.	Staple Machine-45D	Kangaroo/Max/Chrome			
77.	Staple Machine(Small Kangaro HSE10)	Kangaroo/Max/Chrome			
78.	Staple Machine(Medium Kangaro 555 )	Kangaroo/Max/Chrome			
79.	Staple Machine (Big HD23 Max)	Kangaroo/Max/Chrome			
80.	Staple Machine (Kangaroo-DS 23S24FL)	Kangaroo/Max/Chrome			
81.	Stapler pin (Big size HD) – (Max)	Kangaroo/Max/Chrome			
82.	Stapler pin(Medium size – Kangaroo)(Max)	Kangaroo/Max/Chrome			
83.	Stapler pin (Small size) (Max)	Kangaroo/Max/Chrome			
84.	Stapler pin Size - 23 x10 - 23 x 15 - 23x 17 - 23 x 24	Kangaroo/Max/Chrome			
85.	Sketch pen	Luxor/Faber/Reynold			
86.	CDs (RW)	Moserbaer/Sony			
87.	DVDs (RW)	Moserbaer/Sony			
88.	CD Marker (Faber Castell Multimark 0.8 mm)	Luxor/Faber/Reynold			

S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
89.	Sharpner	Nataraj			
90.	Metal body sharpner-	Graphite/Natraj/Apsara			
91.	Scissors small	Kebica/saya/SPI			
92.	Scissor Big	Kebica/saya/SPI			
93.	Ring Binder Folder (401)	Solo/worldwone			
94.	Ring Binder Folder (404)	Solo /worldone			
95.	L- shape Plastic Folder (Transparent)	Solo /worldone			
96.	Report File- A4 Size (apprx. 100 pages)	Solo/Worldone			
97.	CA 612 folder	Worldone			
98.	Leather Folder with inside pocket and clip	Worldone/ neelgagan			
99.	Bundle of Tags (white - good quality)	Sun/Diamond			
100.	Bundle of long Green Tags for file (good quality)	Sun/Diamond			
101.	White Fluid/ correction pen	Kores/saya			
102.	Ruled Register (6 Qrs.)	Neelgagan/Lotus/ Shipra/ Swastik			
103.	Ruled Register (4 Qrs.)	Neelgagan/Lotus/ Shipra/ Swastik			
104.	Ruled Register (2 Qrs.)	Neelgagan/Lotus/ Shipra/ Swastik			
105.	Rules Register (1 Qr.)	Neelgagan/Lotus/ Shipra/ Swastik			
106.	Visitor Gate Pass Register	ABD/N.G.			
107.	Dispatch Register	ABD/N.G./ Neelgagan			
108.	Calulator (Big size 12 digits)	Casio/Citizen			
109.	Calulator (Medium size - 10 digits)	Casio/Citizen			

S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
110.	Scale plastic (Footer Delux Boss) 12"	Castle/Aeromax			
111.	Steel scale (12" inches)	Crown			
112.	Board Pin (plastic head)	Bell/Zen			
113.	Log Book Register (12 Q)	Neelgagan/Shipra/Swastik			
114.	9" x 4" size white envelopes (without windows) (bundle of 25 envelopes)	Satyam/ Gel Mahal			
115.	11" x 5" size white envelopes (without windows) (bundle of 25 envelopes)	Satyam/ Gel Mahal			
116.	A-4 size self adhesive laminated yellow envelopes (thick paper) (bundle of 25 envelopes)	Satyam/ Gel Mahal			
117.	Index (Lever) File No. 10	Neelgagan			
118.	Binder Clip Size - 19mm - 25mm - 32 mm -41 mm	SOI/Saya/Best			
119.	Book Binding Tape (sticker)- Size - 1.5 " - 2" - 2.5"				
120.	White Duster Big				
121.	Plastic folders (with Zip SOLO-MC-115)	Solo/Worldwone			
122.	Sticker A-4 Size	Lotus			
123.	Sticker ST/2	Lotus			
124.	Sticker- ST/4	Lotus			
125.	Sticker- ST/12	Lotus			
126.	Transparency A 4 Size				
127.	Transparency Legal Size				
128.	Carton Box- 16 x 16 x 23				

S. No.	Name of the items	Make/Brand/specification or equivalent	Qty.	Rate per item/ unit (excluding tax)	Taxes
129.	Courier Bags- Per Kg				
130.	File cover – 350 gsm	Cobra/Neelgagan			
131.	Double Tape				
132.	Spiral binding ring- - upto 20 pages - upto 50 pages - Upto 100 pages - Upto 200 pages - Upto 300 pages				
133.	Engagement Stand	Kebica/N.G.			
134.	Conference Pad (20 pgs) - A 4 Size - A 5 size	Neelgagan/Shipra/ Lotus			
135.	Spiral pad (50 sheets - 21 x 15 cm)	Neelgagan/Shipra/ Lotus			
136.	Visiting Card Holder/Book	Saya/solo/ worldone			
137.	Cell - - AA - AAA	Dura Cell/ Eveready			
138.	Lever Arch Box file- LA 502/512 – A4, FC size	Solo/worldwone			
139.	Report Cover (Strip File) – RC001 (A4 size)	Solo/worldwone			
140.	Report Cover (Strip File) – RC002 (A4 size)	Solo/worldwone			
141.	Plastic thread	Neeraj/Equivalent			

**\*Note-In case of some items the brand is not mentioned, hence please write the name of brand before quote. Also please tick the brand in column for which the rates quoted by you.**

Signature of authorized person with Stamp & Date

**UNDERTAKING**

I/We undertake that \_\_\_\_\_ (Name of the agency) has

Not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

Signature of the authorized  
Signatory of the agency/  
Company /Organization  
Official stamp / seal

Date:

Place: