

EdCIL/Admin/Empanelment/Office-Stationery/2022-23

30/08/2022

To,

**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 Company 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. Price-Bid strictly as per **Annexure –I.**
3. 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.
4. 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.
5. 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.
6. Bidders should have minimum three years experience of supplying Stationery items in bulk to the PSUs/Govt. Offices/pvt./MNCs. Copies of five purchase orders of the value of 3,00,000/- or three work order of the value of Rs. 3,50,000/- or two work order of the value of Rs.4,00,000/- received from Govt. Depts./PSUs/Pvt./MNCs during the last five years should be enclosed).





7. Bidders should have average turnover of Rs. 30.00 Lakh during the last five years i.e. 2017-18, 2018-19, 2019-2020, 2020-21 & 2021-22 (valid and certified proofs of balance sheet and profit & loss statement certified by chartered accountant has to be attached).
8. **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.**
9. 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 Company, at his own risk and cost.
10. The owner/ firm should be available on telephone and also on mobile so as to enable this Company to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
11. 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.
12. The Supplier has to supply the items within three days from the date of placing the order to them & as and when required. 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.
13. 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 Company 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 Company.
14. This Company reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
15. As the requirement of this Company 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 Company that the suppliers will be made immediately.



16. 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.
17. The price quoted by L1 vendor will be offered to all technical eligible vendors for acceptance for supply of stationery at L1 rates. EdCIL, may at its discretion, empanel more than one vendor. Decision of the EdCIL shall be final and binding on all concerned in this regard.
18. **Bids should be accompanied with a Demand Draft favouring EdCIL (India) Ltd., payable at Noida for Rs. 25,000/ (Rupees Twenty Five Thousand only) as earnest money,** However, Bidders registered with NSIC or MSMEs are exempted from payment of EMD. The EMDs of unsuccessful Bidders will be refunded. Any owner of the Bidders who is registered with NSIC & MSME, if belongs to SC/ST category please specify in their quotation. "Supporting document for the same needs to be submitted by bidder".
19. **Vendors registered with MSME will be given preference.**
20. 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 Company. However, the rates will be valid upto the contract period i.e. for one year.
21. **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.**
22. This Company 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 Company in this regard shall be final and binding on all. It shall not be obligatory on the part of the Company to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any Bidders.
23. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. However, the Company may give opportunity to bidder to make L 1 rates for some items, if it is so desired.
24. This Company also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
25. 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 Manager (HR & Admin.), EdCIL (India) Limited, Ed.CIL House, 18A, Sector 16A, NOIDA-201301 so as to **reach not later than 1500 hrs. on 16/09/2022** 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.



26. **OPENING OF THE TENDER:** Sealed tender received up to **15.00 hours on 16/09/2022** 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 16/09/2022** 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.
- 27 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.
- 28 The Rate Contract (RC) for supply of stationery items shall be valid for a period of one year 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 two years on yearly basis with an annual increase of up to 5% in the existing rates and as per the existing terms and conditions subject to providing satisfactory services
- 29 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.
- 30 **SECURITY DEPOSIT:** The successful bidder whose rates are finally accepted shall deposit a sum of Rs.40,000/- (Rupees Forty Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Bank Guarantee/Bankers cheque/Fixed deposit receipt & Insurance safety bond which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of Rs.25,000/- deposited by Bidders will be refunded. No interest will be paid on the security deposit.
- 31 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.
- 32 The quotation should be unambiguous in all respects.





33. **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.
34. **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)  
Manager (HR&Admin.)

## Annexure - I

List of Office Stationery Items

S. No.	Name of the items	Make/Brand/specification or equivalent	Other brand, if any	Rate per item/unit/Packet/(excluding tax)
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	Oddy or any reputed brand		

S. No.	Name of the items	Make/Brand/specification or equivalent	Other brand, if any	Rate per item/unit/Packet/ (excluding tax)
21.	Plastic Colour Flag (Paste)- Post-it/Prompt/ Stick-on	Oddy or any reputed brand		
22.	Adhesive yellow Slip - (2"X2") Post-it/Prompt/ Stick-on	Oddy or any reputed brand		
23.	Adhesive yellow Slip (3"X2") - Post-it/Prompt/ Stick-on	Oddy or any reputed brand		
24.	Adhesive yellow Slip (3"X3") - Post-it/Prompt/ Stick-on	Oddy or any reputed brand		
25.	Adhesive yellow Slip (2"X5") Post-it/Prompt/ Stick-on -	Oddy or any reputed brand		
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	Other brand, if any	Rate per item/unit/Packet/ (excluding tax)
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	Other brand, if any	Rate per item/unit/Packet/ (excluding tax)
68.	Punch Machine single – (Iron)	Kebica/Solo/Megha		
69.	Punch Machine double – (Iron – Kangaroo 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 Kangaroo HSE10)	Kangaroo/Max/Chrome		
78.	Staple Machine(Medium Kangaroo 555 )	Kangaroo/Max/Chrome		
79.	Staple Machine (Big HD23 Max)	Kangaroo/Max/Chrome		
80.	Staple Machine (Kangaroo HP-45)	Kangaroo		
81.	Stapler Pin (Kangaroo HP-45)	Kangaroo		
82.	Staple Machine (Kangaroo-DS 23S24FL)	Kangaroo/Max/Chrome		
83.	Stapler pin (Big size HD) – (Max)	Kangaroo/Max/Chrome		
84.	Stapler pin(Medium size – Kangaroo)(Max)	Kangaroo/Max/Chrome		
85.	Stapler pin (Small size) (Max)	Kangaroo/Max/Chrome		
86.	Stapler pin Size - 23 x10 - 23 x 15 - 23x 17 - 23 x 24	Kangaroo/Max/Chrome		
87.	Sketch pen	Luxor/Faber/Reynold		
88.	CDs (RW)	Moserbaer/Sony		

S. No.	Name of the items	Make/Brand/specification or equivalent	Other brand, if any	Rate per item/unit/Packet/ (excluding tax)
89.	DVDs (RW)	Moserbaer/Sony		
90.	CD Marker (Faber Castell Multimark 0.8 mm)	Luxor/Faber/Reynold		
91.	Sharpner	Nataraj		
92.	Metal body sharpner-	Graphite/Natraj/Apsara		
93.	Scissors small	Kebica/saya/SPI		
94.	Scissor Big	Kebica/saya/SPI		
95.	Ring Binder Folder (401)	Solo/worldwone		
96.	Ring Binder Folder (404)	Solo /worldone		
97.	L- shape Plastic Folder (Transparent)	Solo /worldone		
98.	Report File- A4 Size (apprx. 100 pages)	Solo/Worldone		
99.	CA 612 folder	Worldone		
100.	Leather Folder with inside pocket and clip	Worldone/ neelgagan		
101.	Bundle of Tags (white – good quality)	Sun/Diamond		
102.	Bundle of long Green Tags for file (good quality)	Sun/Diamond		
103.	White Fluid/ correction pen	Kores/saya		
104.	Ruled Register (6 Qrs.)	Neelgagan/Lotus/ Shipra/ Swastik		
105.	Ruled Register (4 Qrs.)	Neelgagan/Lotus/ Shipra/ Swastik		
106.	Ruled Register (2 Qrs.)	Neelgagan/Lotus/ Shipra/ Swastik		
107.	Rules Register (1 Qr.)	Neelgagan/Lotus/ Shipra/ Swastik		
108.	Visitor Gate Pass Register	ABD/N.G.		
109.	Dispatch Register	ABD/N.G./ Neelgagan		

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

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S. No.	Name of the items	Make/Brand/specification or equivalent	Other brand, if any	Rate per item/unit/Packet/ (excluding tax)
128.	Transparency A 4 Size	Any reputed brand		
129.	Transparency Legal Size	Any reputed brand		
130.	Carton Box- 16 x 16 x 23	Any reputed brand		
131.	Courier Bags- Per Kg	Any reputed brand		
132.	File cover – 350 gsm	Cobra/Neelgagan		
133.	Double Tape	Any reputed brand		
134.	Spiral binding ring-			
	- upto 20 pages			
	- upto 50 pages			
	- Upto 100 pages			
	- Upto 200 pages			
	- Upto 300 pages			
135.	Engagement Stand	Kebica/N.G.		
136.	Conference Pad (20 pgs)	Neelgagan/Shipra/Lotus		
	- A 4 Size			
	- A 5 size			
137.	Spiral pad (50 sheets - 21 x 15 cm)	Neelgagan/Shipra/Lotus		
138.	Visiting Card Holder/Book	Saya/solo/worldone		
139.	Cell -	Dura Cell/Eveready		
	- AA			
	- AAA			
140.	Lever Arch Box file- LA 502/512 – A4, FC size	Solo/worldwone		
141.	Report Cover (Strip File) – RC001 (A4 size)	Solo/worldwone		
142.	Report Cover (Strip File) – RC002 (A4 size)	Solo/worldwone		
143.	Roll of Plastic thread	Any reputed brand		



S. No.	Name of the items	Make/Brand/specification or equivalent	Other brand, if any	Rate per item/unit/Packet/ (excluding tax)
144.	High resolution gloss Photo Paper	Desmat/any reputed brand		
145.	Bond Paper – 80 GSM (one rim)	Any reputed brand		
<b>GST will be paid Extra on all items as applicable</b>				

*\*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:

