



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

RURAL ELECTRIFICATION CORPORATION LIMITED

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003
Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC
Website www.recindia.com & www.recindia.nic.in

TENDER DOCUMENT FOR SUPPLY OF STATIONERY ITEMS : 2010-11

Bids are invited for supply of stationery items initially for a period of one year extendable by another one year on same terms and conditions on mutual consent. The estimated cost of procurements during the year is about Rs. 15.00 lakh. The bidder shall be required to quote rates as per specifications indicated in the Annexure-I,II & III .

1. The sealed bid shall be signed by a person duly authorized on behalf of the bidder Organization and shall be sent to :-
The Chief Manager (Administration),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
NEW DELHI – 110 003.
2. The bids are to be sent in one main cover super scribed as 'bids for supply of stationery items 2010-11'. **The main cover will contain two separate covers – one for Technical Bid as per Annexure-II super scribed as Technical Bid and the second sealed cover as per Annexure III super scribed as Financial Bid.**
3. The bids will be received upto 3.00 PM on 19.4.2010 Non-receipt of the bids by the stipulated time/date will disqualify the bidder from the tendering process. The technical bids will be opened in the presence of representatives of the firms on the same day at 3.30 PM. The date of opening of financial bids of qualified bidders will be intimated separately after evaluation of technical bids.
4. Earnest Money (EMD) of Rs.10,000/- should accompany the Technical bid documents. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled bank in favour of Rural Electrification Corporation Limited, New Delhi. Any bid not accompanied by valid EMD shall be deemed to be invalid and will be rejected by REC.
5. The EMD shall be forfeited If the bidder withdraws his bid during the period of bid validity.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall not carry any interest.
7. The bid shall remain valid for a period of 4 months from the date of receipt of the bid.
8. **RATES AND PRICES**

8.1 Bidders should quote item-wise rates/prices in the prescribed proforma (Annexure-III). Any overwriting (should be avoided) must be duly signed. The estimated requirement indicated in Annexure-I is only tentative and actual requirement is subject to change.

8.2 All statutory duties and taxes (including excise and customs) VAT, etc. should be clearly specified and would be subject to change and payable on actual basis.

8.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

8.4 No additional freight or any other charges, etc, would be payable for supply of items at REC premises.

8.5 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

9.PENALTY FOR DELAYS IN SUPPLY/COMMISSIONING

9.1 Time is essence of the contract. The successful bidder must supply the items as per work order issued from time to time within 5 days of entrustment of the order. Failure to supply all or some of the item(s) on or before the stipulated date will entail a penalty equal to 1% of the value of contracted package price per week subject to maximum of 5% of total contract value. In case of delay in compliance with the order beyond 10 days of the stipulated time period, REC will have the right to cancel the order and procure the items from open market and the difference in such price shall be recovered from the bidder from bills payable/security amount.

10..SECURITY TOWARDS PERFORMANCE OF THE CONTRACT

10.1 The EMD of successful bidder would be converted into Security Deposit towards satisfactory performance of the contract.

11 .EVALUATION CRITERIA

11.1 The agency which quotes the lowest consolidated rates for supply of estimated quantity of stationery items will qualify for award of contract. Bid of any agency which does not quote rates for all the specified items, will not be considered and summarily rejected.

12. ARBITRATION

12.1 If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective rights, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, REC. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.

13. No alternative offer shall be considered.

14. REC reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of REC consequently.

-: 3:-

15.REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

16.Any clarification on the documents may be obtained from the CM(Admn.) at the address given below:-

Ms.Renu Mittal,
CM(Administration),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
NEW DELHI – 110 003.
Telephone No: 43091673

Sh.O.P.Nirwan,
Sr.A.O.(Admn.)
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex
NEW DELHI – 110 003.
Telephone No.:43091664

ANNEXURE -I**ESTIMATED REQUIREMENT OF STATIONERY ITEMS DURING 2010-11**

Sl. No.	Name of stationery items	Specification	UNIT	Estimated quantity
1	2	3	4	5
1.	Addgel Pen	Adgel PG 500	Each	1500
2.	Address sticker	National /Apsara	Pkt	10
3.	Attendance Register	National /Apsara	No.	100
4.	Awl Pin	70 gm pkt Globe	Pkt	300
5.	Ball Pen	Reynold 0.5 (pkt of 10)	Pkt	500
6.	Ball Pen riffils	Reynold (pkt of 10)	pkt	100
7.	Binder clip	Rolex 25mm (SDI)	Dozen	50
8.	Brown tape	Omex	Each	500
9.	C.D.	Mouserbeur (pkt of 10)	Pkt	200
10.	Cello tape (Big)	Omex	Each	1000
11.	Cello tape (small)	Omex	Each	1000
12.	Correction pen	Correx	Each	500
13.	D.V.D.	Mouserbeur (pkt of 10)	Pkt	100
14.	Dak Pad	National	Each	400
15.	Despatch Register	Neelgagan Printed REC Logo	Each	400
16.	Diary Register	Neelgagan Printed REC Logo	Each	400
17.	Double punch	Kangaroo	Each	400
18.	Duster 18"x18"	Cotton (pkt of ten)	Pkt	500
19.	File Board	Neelgagan 400 GSM	Each	8000
20.	File Cover	Printed REC Logo	Each	8000
21.	Fllopy	Mouserbeur(pkt of 10)	Pkt	50
22.	Gem clip	Globe coated (100 pcs pkt)	Pkt	1000
23.	Glass tumbler	Yera 200ml	Each	700
24.	Glue sticks	15gm Kores	Each	1000
25.	Gum tube	Camelin 30ml	Each	1000
26.	Highlighter	Luxor gloliter 886 (pkt of 5 pcs)	No.	600
27.	Legal Paper (FS)	Sheets century	Ream	20
28.	Marker Pen	Luxor	Each	700

29.	Note sheets	Neelgagan	Each	2000
30.	Paper A-4	A-4 Size power 75 GSM(500)sheets century	Ream	6000
31.	Pencil	Natraj (pkt of 10)	Pkt	300
32.	Pencil rubber	Natraj(pkt of 10)	Pkt	300
33.	Pencil sharpner	Natraj (pkt of 10)	pkt	300
34.	Peon Book	7"x5.5" 120 pages (hard binding)	Each	200
35.	Pilot Pen	Pilot	Each	2000
36.	Plastic folder	Neelgagan 102 (L type)	Each	5000
37.	Post –it-flag	3 color post it	Pkt	1600
38.	Register 1qr.	Neelgagan	Each	200
39.	Register 2qr	Neelgagan	Each	300
40.	Register 4qr	Neelgagan	Each	200
41.	Register 6qr	Neelgagan	Each	200
42.	Register 8qr.	Neelgagan	Each	200
43.	Scale Plastic	National/Apsara 12"	Each	500
44.	Signature Pad	National	Each	50
45.	Single punch	Kangaroo	Each	300
46.	Slip pad (REC)	Printed REC Logo	Each	1000
47.	Slip pad ¼	Neelgagan	Each	1000
48.	Slip Pad 1/8	Neelgagan	Each	1000
49.	Stapler	Kangaroo	Each	300
50.	Stapler Pin	Kangaroo	Pkt	1000
51.	Stapler Pin (23/13)	Kangaroo	Pkt	50
52.	Stapler Pin (23/8)	Kangaroo	Pkt	50
53.	Stapler Pin (24/6)	Kangaroo	Pkt	50
54.	Tag (Green)	Cotton bundle of 25	Bundle	200
55.	Tag (white small)	Cotton bundle of 20 pkt of 50 each	Bundle	800
56.	Tape 1"	Omex	Each	50
57.	Waste paper basket	Cello	Each	600
58.	Water jug	Cello 2ltr.	Each	500
59.	White Board Marker Pen	Camlin/luxur/reynold	Each	200
60.	White fluid	15ml kores	Each	1000
61.	Yellow Note pad (3"x5")	Neelgagan/Apsara	Each	300

TECHNICAL BID

1. Name of the Firm
2. Status (Please tick)

Propriety/Partnership/Limited Company/Cooperative Society
3. Pan No. (essential) _____
4. Tin No. (essential) _____
5. Vat No. (essential) _____
6. Experience in the field (min. 3 yrs.) _____
in similar job
7. List of clients (should have provided similar service of supply of stationary items to at least one PSE and five other reputed Companies) (Please enclose copy of evidence)
8. EMD (to be enclosed with the Technical Bid)
 - a) Amount Rs. 10000/-
 - b) D.D. No. _____
 - c) Bank _____

Signature of the authorized signatory with stamp

ANNEXURE –III

TENDER DOCUMENT FOR SUPPLY OF STATIONERY ITEMS : 2010-11 (FINANCIAL BID)

Sl. No.	Name of stationery items	Specification	UNIT	Rate quoted (exclusive of taxes)
1	2	3	4	5
1.	Addgel Pen	Adgel PG 500	Each	
2.	Address sticker	National /Apsara	Pkt	
3.	Attendance Register	National /Apsara	No.	
4.	Awl Pin	70 gm pkt Globe or equivalent	Pkt	
5.	Ball Pen	Reynold 0.5 (pkt of 10)	Pkt	
6.	Ball Pen riffils	Reynold (10 pcs) (pkt of 10)	pkt	
7.	Binder clip	Rolex 25mm (SDI)	Dozen	
8.	Brown tape	Omex or equivalent	Each	
9.	C.D.	Mouserbeur (pkt of 10)	Pkt	
10.	Cello tape (Big)	Omex or equivalent	Each	
11.	Cello tape (small)	Omex or equivalent	Each	
12.	Correction pen	Correx	Each	
13.	D.V.D.	Mouserbeur (pkt of 10)	Pkt	
14.	Dak Pad	National	Each	
15.	Despatch Register	Neelgagan Printed REC Logo	Each	
16.	Diary Register	Neelgagan Printed REC Logo	Each	
17.	Double punch	Kangaroo	Each	
18.	Duster 18"x18"	Cotton	Pkt	
19.	File Board	Neelgagan 400 GSM	Each	
20.	File Cover	Printed sirpur – 31.5 K. with REC Logo	Each	
21.	Fllopy	Mouserbeur	Pkt	
22.	Gem clip	Globe coated (100 pcs pkt)	Pkt	
23.	Glass tumbler	Yera 200ml	Each	
24.	Glue sticks	15gm Kores	Each	
25.	Gum tube	Camelin 30ml	Each	
26.	Highlighter	Luxor gloliter 886 (pkt of 5 pcs)	No.	
27.	Legal Paper (FS)	Sheets - century	Ream	
28.	Marker Pen	Luxor /Reynold	Each	
29.	Note sheets	Neelgagan legal size	Each	
30.	Paper A-4	A-4 Size power 75 GSM(500) sheets century	Ream	
31.	Pencil	Natraj/apsara	Pkt	

32.	Pencil rubber	Natraj/apsara	Pkt	
33.	Pencil sharpner	Natraj /apsara	pkt	
34.	Peon Book	7"x5.5" 120 pages (hard binding)	Each	
35.	Pilot Pen	Pilot hi-tecpoint 05	Each	
36.	Plastic folder	Neelgagan 102 (L type)	Each	
37.	Post –it-flag	3 color post it	Pkt	
38.	Register 1qr.	Neelgagan	Each	
39.	Register 2qr	Neelgagan	Each	
40.	Register 4qr	Neelgagan	Each	
41.	Register 6qr	Neelgagan	Each	
42.	Register 8qr.	Neelgagan	Each	
43.	Scale Plastic	National/Apsara 12"	Each	
44.	Signature Pad	National	Each	
45.	Single punch	Kangaroo	Each	
46.	Slip pad (REC)	Printed with REC Logo 1/8	Each	
47.	Slip pad ¼	Neelgagan quality paper with REC Logo	Each	
48.	Slip Pad 1/8	Neelgagan quality paper with REC Logo	Each	
49.	Stapler	Kangaroo HD-10D	Each	
50.	Stapler Pin	Kangaroo - No. 10	Pkt	
51.	Stapler Pin	Kangaroo (23/13)	Pkt	
52.	Stapler Pin	Kangaroo (23/8)	Pkt	
53.	Stapler Pin	Kangaroo(24/6)	Pkt	
54.	Tag (Green)	Cotton bundle of 25 tag	Bundl e	
55.	Tag (white small)	Cotton bundle of 20 pkt of 50 each	Bundl e	
56.	Tape 1"	Omex or equivalent	Each	
57.	Waste paper basket	Cello or equivalent	Each	
58.	Water jug	Cello 2ltr.	Each	
59.	White Board Marker Pen	Camlin/luxur/reynold	Each	
60.	White fluid	15ml kores	Each	
61.	Yellow Note pad (3"x5")	Neelgagan/Apsara	Each	
TAXES : (Please specify)				

The terms and conditions contained in the tendering documents are acceptable to us.

Signature of Authorised Officer with seal