

TENDER NOTICE FOR SUPPLY OF STATIONARY ITEMS

Reputed Manufacturers/Authorized Distributors/Authorized Dealers are invited under Two-bid system to enter into one years' rate contract for financial year 2017-18 up to 31.3.2018 with Central Registration Centre, 5th Floor, IICA Building, IMT Manesar for the supply of various stationery items as mentioned in Annexure I. The tenderer/bidder should have valid VAT/Sales tax no. & should have at-least 3 years' experience in the sale of the said stationery items. The tenders complete in all respects in the prescribed proforma along with must reach this office **Central Registration Centre, 5th Floor, IICA Building, IMT Manesar, Gurgaon, Haryana-122050** on or before 30.05.2017 at 17:00 P.M.. The tenders/bids will be opened on the same day at 17:30 PM in the presence of all such tenderers/bidders or their authorized representatives who may choose to be present.



(Kailash Chand Meena)
Deputy Registrar of Companies,
Central Registration Centre, Manesar

TERMS & CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS

1. Rate contract will be valid for one year 2017-18 up to 31.3.2018.
2. The purchase (s) of various items will be made in phases from time to time.
3. All the firms are required to quote their rates inclusive of all taxes on F.O.R. basis for supply at Central Registration Centre, 5th Floor, IICA Building, IMT Manesar, Gurgaon, Haryana
4. Sealed tenders/bids on prescribed proforma super scribing "Tender/bid for stationery items" on the cover and complete in all respects must reach the office Central Registration Centre, 5th Floor, IICA Building, IMT Manesar before 30.05.2017 at 17.00 P.M.
5. Rates inclusive of all taxes are to be quoted.
6. Tender/Bid which is incomplete/conditional/telegraphic and received after the prescribed date and time will not be entertained under any circumstances.
7. The payment will be released after the receipt of the material and satisfactory inspection report of the material.
8. In case the successful tenderer fails to supply the material as per specifications and terms & Conditions of the tender document as well, the Central Registration Centre, Manesar reserves the right to cancel the order/rate contract.
9. General supply period will be 07 days for all supplies.
10. Central Registration Centre, Manesar reserves the right to reject any or all the tenders without assigning any reason.
11. Income tax at the prescribed rate wherever applicable will be deducted at source.
12. In case of any dispute, the decision of the Registrar of Companies, Central Registration Centre, and Manesar will be final and binding on the successful tenderer/supplier.
13. In case of any dispute, jurisdiction of Courts will be at NCT Delhi.

Annexure- I (Financial Bid)

SI No.	Description of Requirements	Brand Name	Rate
1	Stapler Small Size	Kangaroo	
2	Stapler Small PIN	Kangaroo	
3	Water bottle Cello	Cello	
4	File Covers (printed form)	Best	
5	File Boards with Wrappers	Best	
6	Note Sheet (Printed)	Best	
7	Tags	Best	
8	Markers (Blue/Black)	Reynold/Luxor/Kores	
9	Writing Note Pads (Small size)	Neelgagan	
10	Flag Big size	Best	
11	Punching machine big size	Kangaroo	
12	Punching machine Small size	Kangaroo	
13	Seizers	Best	
14	Ball pen (60 blue, 20 red, 20 black)	Cello Techno Tip/ Reynolds	
15	Water Drinking Borosil Glasses	Best	
16	Glue Sticks	Kores	
17	Duster (Cloth)	Best	
18	Cabin Tissue Paper Pack	Best	
19	Correction Fluids	Reynold or similar	
20	Register (4 QR)	Neelkamal/Neelgagan or similar	
21	Alpin Box	best	
22	Al Pin	best	
23	Tea Coaster	best	
24	Lunch Plate (plastic)	best	
25	Bowls	best	
26	Spoons (Steel)	best	
27	Tea Cups and Plates	best	
28	A4 size Rim	Century/JK	
29	ROC room display board (Brass)	best	
30	Name plate of officers (Brass)	best	
31	Bell	best	
32	Battery cell for bell	best	
33	Plastic Folder	best	
34	Rat Catcher	best	
35	Swami Hand Book	Swami	
36	Swami CCS (CCA)Rules	Swami	
37	Swami CCS(conduct) Rules	Swami	
38	Swami Medical Rules	Swami	
39	Swami CGHS book	Swami	
40	FR AN D SR ALL PARTS	Swami	
41	GFR 2017		
42	Companies ACT 2013 with rules ()		
43	A4 Size Register	Neelgagan/Neelkamal	
44	Sanitizer for officers	Lifebuoy or similar	
45	Legal Size RIM (white)	JK/Century	
46	Legal Size RIM (Green)	JK/Century	
47	Dustbin with cover	best	
48	Mahatma Gandhi Photo Frame		
49	President of India Photo Frame		
50	Prime Minister of India photo frame		
51	Eraser	Natraj	
52	Cello Tape (big)	best	
53	Brown Tape (big)	best	
54	Scale (12 Inch)	Natraj	

55	Pilot Pen		
56	Odonil	Lavendar/Rose/Sandal	
57	Stamp Pad (blue)	Camel	
58	Stapler Big Size	Kangaroo	
59	clip Board	Best	
60	Pen Stand	Best	
61	Gem Clip	Best	
62	Paper A3 Size	Century/JK	
63	Highlighter	Luxer/similar	
64	Wall clock	Quartz/ similar	
65	Leather Bag	Best for officers	
66	Towel (Big size)	Bombay Dying/Tulip	
67	Towel (Small size)	Bombay Dying/Tulip	
68	Calulator (small/Big)	Citizen/Similar	

TECHNICAL BID

Sl. No.	Particulars	To be filled in by the Tenderer
01	Name of the Agency	
02	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	iii) Date	
	(iv) Issuing Bank	
03	Date of establishment of the agency	
04	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
05	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
06	PAN (copy to be enclosed)	
07	Service Tax Registration Number (copy to be enclosed)	
08	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to attached in this regard.)	
09	Length of experience in the field	
10	Experience in dealing with Govt. Departments (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
11	Whether a copy of the terms and conditions, duly signed, in token of acceptance of the same, is attached	
12	Whether agency profile is attached?	
13	List of other clients	

(Name & Signature)
with date