

No.D-15015/8/2005-Gen.II
Government of India
Planning Commission

Yojana Bhawan, Sansad Marg,
New Delhi, Dated:4th Dec, 2006.

Terms and Conditions for award of contract for supply of Stationery Items on a regular basis to the Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister (EAC), Vigyan Bhawan, Maulana Azad Road, New Delhi, w.e.f. the date the contract is awarded till March, 2007.

1. The tenderer should be a reputed stationery supplier having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificates proving company's registration, tax registration, previous experience, authorized service providership, etc. should be enclosed with the quotation.
2. The tenderer should have a well-established office, located within a radius of 10 kms. from Yojana Bhawan and a person should be available on all working days between 9.00 a.m. to 5.30 p.m.
3. The tenderer should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours and on holidays. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
4. The selected firm will be required to supply the items in the Planning Commission at Yojana Bhawan and EAC Office at Vigyan Bhawan.
5. Order for items will be placed on requirement basis. Bills in respect of items supplied by the Selected Firm, should be sent later. Payment will be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of this Office.
6. Any item which is found to be defective, or not of the desired quality, etc. shall be returned by this Office and the order placed therefore shall stand cancelled.
7. This Office will have the authority to cancel any order, if the required items are not supplied on time.
8. This Office will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
9. Government Taxes as applicable from time to time on such suppliers, shall be payable by this Office. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the Firm.
10. Details, regarding quality, brand, specification, etc. have been given against various items in the Annexure. Rates should strictly be quoted accordingly, Items where brand has not been indicated rates should be quoted for good quality product.
11. Tenderers already having similar contracts of supply of stationery items to Government Departments of and above the value of Rupees five lakh per annum only need to submit their tenderer. Certificate to this effect from any two Govt. Departments, should be attached with the tender.
12. No separate charges shall be paid for delivery of goods in the Planning Commission's or EAC's Office.
13. The rates quoted by the selected firm, and approved by this Office shall remain valid throughout the period of contract and requests to increase the rates for any items(s), during the currency of the contract, shall not be considered.
14. It will also be binding upon the selected firm to maintain such qualities, if indicated in the quotations.
15. Selection of a firm for award of contract, will not be made solely on the basis of lowest rates quoted by a tenderer.
16. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm(s).
17. This Office will have the authority to select more than one Firm for award of contract. This Office further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.

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18. The selected Firm will have to deposit a contract surety of Rs.10,000/- (Rs.Ten Thousand Only) in the form of FDR hypothecated to Planning Commission. The FDR should be valid throughout the period of contract.
19. If the selected firm expresses its inability to supply the stationery items(s) or fails to supply the item(s) at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the contract surety amount is liable to be forfeited in part or in toto.
20. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
21. Tenders should be submitted on specified format supplied by this Office alongwith a Pay Order/Banker's Cheque of Rs.10,000/- (Rs.Ten Thousand Only) drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi", towards Earnest Money Deposit. If the Pay Order / Banker's Cheque is found to be drawn in favour of any Officer, other than "Pay & Accounts Officer, Planning Commission, New Delhi", the tender will be liable to be outrightly rejected. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD money will outrightly be rejected.
22. The tenders should be sealed and clearly super-scribed with the words "Tender for supply of stationery items".
23. Tenders incomplete in any form are liable to be rejected outrightly. Terms and conditions that any tenderer wishes to specify should be clearly stated.
24. If a tenderer decides to withdraw from the bidding, this Office will have the authority to forfeit the EMD of Rs.10,000/- deposited by the tenderer.
25. Tenders can either be sent by post to the address mentioned below, or dropped in the tender box kept at the Reception Area of Planning Commission. The closing time and date for acceptance of tenders will be 14.00 hours of 27th December, 2006.

Under Secretary(GA),
Room No. 411,
Yojana Bhavan,
Sansad Marg,
New Delhi – 110 001.

26. The tenders will be opened on the same day in Com. Room No.344 at 14.30 Hours in the presence of such tenders who may wish to be present at the time of tender opening.
27. This office will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will be entertained.

The contract will be valid from the date; it is awarded/formalities completed to 31-03-2007. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. This office further reserves the right to suo-moto terminate the contract by giving one month's notice at any point of time.

(N.K.Raghunathan)
Under Secretary to the Government of India

List of misc. stationery items

Sl.no.	Articles	Rates (per unit)
1.	All Pin (Globe) 70 gm	
2.	Attendance Register (Binded)	
3.	Agreement Pad (Ord)	
4.	Agreement Pad (leather)	
5.	Assistant Diary	
6.	Binder Clip - 19 mm (SDI) Dozen	
7.	Binder Clip - 25 mm (SDI) Dozen	
8.	Binder Clip - 32 mm (SDI) Dozen	
9.	Bowl - Pen (Transparent)	
10.	Call Bell (Sharp)	
11.	Candle (400 gm.) (6 pcs.)	
12.	Carbon Paper (Black) Kores 503	
13.	Carbon Paper (Blue) Kores/Saphire	
14.	Chelpark Ink	
15.	Correction Pen (Kores)	
16.	Dak Pad (Neelgagan)	
17.	Engagement Stand (8/10)	
18.	Engagement Stand (A-4 size)	
19.	Envelop (A4 size) Brown (120 gsm) Star (250 no.)	
20.	Envelop (Post card size) white (120 gsm) (250 no.)	
21.	Envelop (SE -6) Brown (100 gsm) (1000 no.)	
22.	Envelop (SE-5) Brown (100 gsm) (1000 no.)	
23.	Envelop (SE-5) white (120 gsm) (250 no.)	
24.	Envelop (SE-6) white (120 gsm) (250 no.)	
25.	Envelop (SE-8) Brown (cloth) 120 gsm (500 no.)	
26.	Envelop (SE-8) Yellow (cloth-Jali) 120 gsm (500 no.)	
27.	Envelop (A-4 size) Yellow (Laminated) 120 gsm (500 no.)	
28.	Envelop (A-4 size) Yellow (cloth-Jali) 120 gsm (500 no.)	
29.	Fax Roll (Mitsubishi – Thermal Paper) 30 mtr	
30.	File Board (Neelgagan) 400 gsm	
31.	File Tray (Cello)	
32.	Folder (Clip file) (Solo)	
33.	Folder (Elastic - Blue) (Solo)	
34.	Folder (L-shape) Neelgagan	
35.	Gem Clip - Plastic Coated (30 mm) Globe	
36.	High-tech Pen (0-5) (Luxor)	
37.	Ink - Stamp Pad (National/Ashoka)	
38.	Marker - OHP (Transparent) Luxor (5 pcs.)	
39.	Marker - White Board (Luxor) (10 pcs.)	
40.	Note sheet Pad (Green) Neelgagan/3 Ekka (100 gsm) 100 sheets (FS size)	
41.	Paper – Photocopy (A-3 size) (Xerox/Power (500 sheet)	
42.	Paper – Photocopy (A-4 size) Power/Modi (500 sheets)	
43.	Paper – Photocopy (FS size) Modi/Power (500 sheets)	
44.	Paper – Typing (Century) 60 gsm (500 sheets)	
45.	Pen - Add gel (PG-500) each	
46.	Pen – Add geol (PG-300) each	
47.	Pen - Ball (Reynolds) (045/040) (10 pcs.)	
48.	Pen - Golden for Pen stand (Flair/Wilson)	
49.	Pen – Jotter (10 pcs.) Flair/Camlin	
50.	Pencil (Lead) Nataraj	
51.	Pencil (Shorthand) Apsara	
52.	Peon Book (Hard Binding)	
53.	Pin - Stapler (24/6) Kores/Kangaroo	
54.	Punch (Double) Kangaroo	
55.	Quick Fix (15 gm) Kivi	

56.	Refill - Add Gel (PG-500) (10 pcs.)	
57.	Refill – Add Gel (PG-300) (10 pcs.)	
58.	Refill - Cello Gel (10 pcs.)	
59.	Refill – Jotter (10 pcs.) Flair/Camlin	
60.	Register - Diary (8 qr.)	
61.	Register – Dispatch (8 qr.)	
62.	Register - File (8 qr.)	
63.	Register – File Movement (8 qr.)	
64.	Register - Ruled (1 qr.) Bittoo/Neelgagan	
65.	Register - Ruled (2 qr.) Bittoo/Neelgagan	
66.	Register - Ruled (3 qr.) Bittoo/Neelgagan	
67.	Register - Ruled (4 qr.) Bittoo/Neelgagan	
68.	Register - Ruled (5 qr.) Bittoo/Neelgagan	
69.	Register - Ruled (6 qr.) Bittoo/Neelgagan	
70.	Register - Ruled (8 qr.) Bittoo/Neelgagan	
71.	Rubber Band (500 gm) 3”	
72.	Rubber Band (500gm) 1”	
73.	Ruled Sheets (Ream) FS size (90 gsm)	
74.	Scissors (KB) 7”	
75.	Scissors (KB) 9”	
76.	Service Book (40 pg.)	
77.	Sharpener – Pencil (10 pcs.) Natraj	
78.	Shorthand Note Book (Neelgagan)	
79.	Signature Pad (Neelgagan)	
80.	Stamp Pad (big) National/Ashoka	
81.	Stamp Pad (small) National/Ashoka	
82.	Stand - Pen (2 socket) (Kebica/Boss) with Pen	
83.	Stapler (Heavy Duty) 23/17 (Kangaroo)	
84.	Stapler (No.10) Kangaroo	
85.	Stapler (No.24/6) Kangaroo	
86.	Sutli (200 grm) Gola	
87.	Typing Ribbon (Kores)	
88.	Waste Paper Basket (Jali) Cello	
89.	Water Jug (Cello)	
90.	Weight – Paper (300 gsm)	
91.	Writing Pad (No.44) Neelgagan/Bittoo	
92.	Writing Pad (No.55) Neelgagan/Bittoo (80 sheets)	