



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
10-B (RADHA BHAWAN), SHASTRI NAGAR, JAMMU (J&K) -180004.
Phone: -0191-2435136, 2435149, Tele/Fax: - 0191-2459568
Website: - www.esicjk.org E-mail:- rd-jnk@esic.nic.in

No. 19-D/35/11/2005 Genl. Vol. II

Dated 23.03.2012

TENDER FOR SUPPLY OF STATIONERY ITEMS

Sealed tenders are invited from the eligible suppliers by the Regional Director, ESI Corporation, Jammu, for the supply of **Stationery items** as per specifications and quantities detailed in the Scheduled attached. The conditions of contract which will govern any contract made are given hereunder and in General conditions of Tender (Annexure-1). If you are in a position to quote for supply in accordance with the requirements in the attached schedule, please submit your tender to this office.

Preparation of Tender:-

a) The schedule 'A' should be returned intact whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as "not quoting".

b) In the event of the space in the schedule form being insufficient for the required purpose additional page may be added. Each such additional page must be numbered consecutively, bear the tender number and be fully signed by tenderer. In such cases, reference to the additional pages must be made in the tender form.

c) EMD of Rs. 5000/- (Rs. Five Thousand Only) and performance security amount of Rs. 10000/- (Rs. Ten Thousand only) is to be deposited. EMD amount is adjustable towards the Performance Security in case of successful tenderer.

Signing of Tender:-

a) The tender is liable to be ignored if complete information is not given therein or if the particulars & date (if any), asked for in the schedule to the Tender are not fully filled in. Particular attention may be paid to the particulars referred to in the conditions of contract as the suppliers have to comply with them.

Delivery of Tender:-

The original copy of the Tender alongwith the Declaration Form duly completed and signed, should be enclosed in a double cover. The inner cover should be sealed and addressed by name to the undersigned. At the top of the inner cover the following words should be written in block letter.

“TENDER FOR SUPPLY OF STATIONERY ITEMS”.

The other cover should bear only the address of this office without any indication that there is a tender within. The right to ignore any tender which fails to comply with the above instructions is reversed. Only one tender should be included in one cover.

Latest hour for receipt of the tender:-

Your tender must reach this office not later than 2.00 pm on 11/04/2012. In the event of the said date of the opening of the tender be or being declared a closed holiday for Government Offices, the date of opening of the tenders will be the next working day. Tender sent by hand delivery should be delivered at this office not later than the due date and time stipulated to.

Period for which the offer will remain open:-

- i) All tenders should remain valid for acceptance for a period of Sixty (60) days from the date of opening of tender.
- ii) Tenders qualified by such vague and indefinite expressions as “Subject to immediate acceptance”. “Subject to prior sale” etc. will not be considered.

Opening of Tender:-

All tenderers or their representatives if they so desire may be present at the opening of the tender at 3.00 pm on 11/4/2012 at the above address.

Prices:-

- i) The prices quoted must be net per unit shown in the schedule inclusive of all packing and delivery charges.
- ii) Tenders should clearly specify whether prices quoted are inclusive of VAT and other duties or whether such charges will be “extra”. Where no specific mention is made of VAT or other duties, prices will be deemed to be inclusive of sales tax and other duties.
- iii) While quoting the rates it may be noted that even if the taxes works out in fraction (Paise), the final quoted amount should be in rounded off.

Delivery Terms:-

a) The tenderers shall deliver the stationery items in good order (of which the Regional Director, Employees' State Insurance Corporation, Regional Office, Jammu shall be sole judge) within the limits of time as the Regional Director, Employees' State Insurance Corporation, Regional Office, Jammu may deem reasonable and specify, and in such quantity or quantities and at such places with the State of J&K as may from time to time be ordered by him. No extra delivery charges etc. will be payable on this account.

Samples:-

Tenders without samples are liable NOT to be considered.

Samples of what you offer to supply should not be less than the quantity necessary for test given in the specifications, (if any) or in the schedule to tender. Each sample should have a card affixed to with it.

- a) Your name and address.
- b) Tender Number
- c) Date of opening of Tender.
- d) Item Number against which tendered.
- e) **Any other description if necessary, written clearly in it. Samples received late are liable to be ignored.**

Inspection of Stores:-

Supplies will be accepted subject to inspection by the Regional Director, Employees' State Insurance Corporation, Regional Office, Jammu or his Agent. Any defect found in the material will render the supplies open to rejection and decision of the Regional Director, Employees' State Insurance Corporation, Regional Office, Jammu in the matter will be final and legally binding on the supplier. The rejected stores will be returned to the suppliers at their risk and cost.

System of Payment:-

Payment for the stores or for each delivery will be made to the tenderer on submission of bills in accordance with the procedure laid down.

The Regional Director, Employees' State Insurance Corporation, Regional Office, Jammu does not pledge himself to accept lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted.

**(RATTAN KUMAR)
REGIONAL DIRECTOR**



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
10-B (RADHA BHAWAN), SHASTRI NAGAR, JAMMU (J&K) -180004.
Phone: -0191-2435136, 2435149, Tele/Fax: - 0191-2459568
Website: - www.esicjk.org E-mail:- rd-jnk@esic.nic.in

ANNEXURE-I

GENERAL CONDITIONS OF TENDER

1. The bidder should be a reputed stationery supplier having well established business establishment/office, located within *Jammu*.
2. The annual turnover or annual gross trade of the firm/company shall not less than Rs. 5 lakh per annum. (Proof to be enclosed)
3. Bidder shall have been registered with Sales Tax/VAT Authorities.(Copy to be enclosed)
4. The bidder shall have PAN allotted by IT Deptt. (Copy to be enclosed)
5. The supply of the items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words as per price schedule for all the items given in the schedule of requirement. **Bids not quoted for all the items in particular lot may summarily be rejected.**
6. Only those bids shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of tender both technically and commercially.
7. The Corporation shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
8. Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.
9. The rates quoted by the selected firm and approved by this office shall remain valid through out the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.
10. Prices charged by the bidder for goods delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.
11. Under normal circumstances the contract shall be valid for a period of one year from the date of Agreement.
12. Estimated quantity of items required is mentioned in Schedule-A. However it should be clearly noted that the Corporation shall place the order only as per the actual requirements from time to time.
13. The supply of item shall be made to this office within 7 days (maximum) of Purchase Order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. The Corporation 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.

14. If delivery is not made in given time and the Corporation is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.
15. Irrespective of the fact as to whether or not the Corporation makes purchases from outside, the Corporation may impose penalty of 0.5% of value of order for every week's delay or part thereof for a period up to 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default.
16. This amount of liquidated damages shall be paid by bidder to the Corporation or may be recovered by the Corporation from the bills of bidder or Performance Security.
17. Quantum of liquidated damages assessed and levied by the Corporation and decision of the Corporation thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such, the same shall not be referable to arbitration.
18. The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.
19. If the stock supplied found to be old/defective, the same should be replaced immediately as per requirements of this office, failing which EMD/SD will be forfeited and the tenderer will be black listed.
20. In case the stationery items are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. The Corporation will not be responsible for any loss occurred for this to the firm.
21. The Corporation may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.
22. Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the Corporation and set off the same against any claim of THE CORPORATION for payment of a sum of money arising out of this contract or under any other contract made by contractor with the Corporation.
23. In case the supply is not completed in stipulated or agreed delivery period as indicated in work/purchase order, or bidder's breach of terms and conditions of contract, the Corporation reserves the right to cancel/terminate the purchase order and or recover/impose liquidated damages or forfeit performance security for default.
24. The supply of the articles should be made strictly as per ordered quantity and at ordered place. The Corporation reserves the right to accept or reject the whole lot supplied if variation is found in quantity supplied against the ordered quantity.
25. The contractor shall deliver the articles at the ordered place within the State of J&K at his own risk and cost. No separate delivery charges etc. will be paid by the Corporation.
26. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.
27. Payment shall be made on receipt of goods against bill for the supply made after the good/items have been checked and accounted and there is no damage/shortage.

28. The payment shall be released through Cheque/ECS against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted.
29. Bills submitted after 15 days of supply shall be liable for rejection.
30. No payment is admissible for goods rejected.
31. No sub-contracting is permissible.
32. Conditional bid will not be accepted.
33. All entries in the Tender form should be legible and filed clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
34. The Corporation is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
35. Prices shall remain fixed and valid during the period of contract.
36. The tender should be addressed to the Regional Director, Employees' State Insurance Corporation, Regional Office, Jammu and submitted in double covers, on the inner cover of which the following words should be written in bold letters.
“Tenders for supply of Stationery items”.
37. Tenders will be available at above address from 26/3/2012 to 10/04/2012 at the cost of Rs.250/- between 10.00 am to 4.00 pm in all working days.
38. Tenders will be opened on 11/04/2012 at 3.00 pm at Employees' State Insurance Corporation, Regional Office, Jammu
39. The tenders should be accompanied with sample wherever specified.



REGIONAL OFFICE

EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Govt. of India)

10-B (RADHA BHAWAN), SHASTRI NAGAR, JAMMU (J&K) -180004.

Phone: -0191-2435136, 2435149, Tele/Fax: - 0191-2459568

Website: - www.esicjk.org E-mail:- rd-jnk@esic.nic.in

ANNEXURE-II

DECLARATION

I, _____
(First Name) (Middle Name) (Surname)

Owner of M/S. _____

Hereby declare that, I have gone through the instructions mentioned in the tender document/Form carefully. The terms, conditions & instructions mentioned in the said documents are binding on me in all respects & I also agree with the same.

Signature:- _____

Name of the Owner:- _____

Name of the Firm: _____

Date:- _____

Place:- _____

SCHEDULE 'A'

S.NO.	NAME OF ITEMS	BRAND/ SPECIFICATIONS/ QUALITY	MAKE/ REQUIREMENT	ESTIMATED	Rates	Net Amount	Remarks
1.	Stamp Pads	Faber Castle		20 Nos.			
2.	White Fluid	Camel		20 Nos.			
3.	Arch File	Good Quality		20 Nos.			
4.	Carbon paper	210 mm*330mm,pkt of 100 sheet Kores Sappire		30 Pkt.			
5.	Bulk Tag	Good Quality		20 Nos.			
6.	Punch Machine with single Punch	Kangaroo		10 Nos.			
7.	Damper	Good Quality		10 Nos.			
8.	Envelope White	11'X 6'		50 Nos.			
9.	Envelope Yellow	8'X10'		500 Nos.			
10.	Envelope Yellow	12'X14'		500 Nos.			
11.	Red Pen	Good quality		20 Nos.			
12.	Cello Tape	Good quality, Medium 1/2" Size		25 Nos.			
13.	Eraser(Pencil)	Non Dust (White)		50 Nos.			
14.	Pen Stand	Good quality with accessories		10 Nos.			
15.	Dispatch Register	Good quality		10 Nos.			
16.	Dak Register	Good quality		10 Nos.			
17.	Sticy Pad	Good quality 7.6 x2.5 cm.		50 Nos.			
18.	A4 size Dairy Pad	Good quality (JK Excel) (70 GSM) 50 sheets.		25 Nos.			
19.	Note Sheet	8-1/2"*13-12", one pad should be of 100 sheets, margin line should be printed on the left hand side of both side, and 20 pads should weight 11.9 Kg without card board.		100 Nos.			
20.	CD Mailer	Good quality		50 Nos.			
21.	Cutter	Good quality		25 Nos.			
22.	Calculator	Good quality		5 Nos.			

23.	Pin Cushion	Magnetic	10 Nos.			
24.	Pencil Lead Hard	Good Quality, Black HB	50 Nos.			
25.	Paper Xerox A4	A/4,210*297 mm, pack of 500 Sheets, 85 GSM,	300 Nos.			
26.	Paper A5(Legal)	pack of 500 Sheets, 85 GSM,	50 Nos.			
27.	Pen Marker (Permanent)	Good quality	10 Nos.			
28.	Pen Marker	Good quality	10 Nos.			
29.	Paper Weight(F)	Transparent Glass sheet,Cuboids of Size 60*60*25 mm	20 Nos.			
30.	File Tray	Good Quality	20 Nos.			
31.	Stappler Machine	Good quality with plastic covering(Big), HD -45	05 Nos.			
32.	Stappler Machine	Good quality with plastic covering,(Small) HD-10D	25 Nos.			
33.	Ruled Register 1 QR	18.5*30.5 cm (finished) ordinary binding with card board,96 pages in a quire.	50 Nos.			
34.	Ruled Register 2QR	18.5*30.5 cm (Finished), ordinary binding with card board,96 pages in a quire.	50 Nos.			
35.	Ruled Register 4QR	18.5*30.5 cm (Finished) ordinary binding with card board,96 pages in a quire.	50 Nos.			
36.	Ruled Register 8QR	Ledger Paper Size 18.5*30.5 cm (Finished), 96 pages in a quire, ordinary binding with card board and cloth/rexine/leather on four corners	50 Nos.			
37.	Ruled Register 6QR	18.5*30.5 cm (Finished),96 pages in a quire ordinary binding with card board	50 Nos.			
38.	Scale	12" Steel	20 Nos.			
39.	Writing Pad	A5 size (21 x 14.08 cm) 100 Pages	100 Nos.			
40.	Glue Stick	Medium Size	100 Nos.			
41.	Blue Pen	Jetter	50 Nos.			
42.	Cello Tapes Brown	Brown colour	20 Nos.			
43.	Duster Cloth	Good Quality	50 Nos..			
44.	Dak Pad	As per sample	12 Nos.			

45.	Pen Drives	Scan disk (8GB)	04 Nos.			
46.	Scissor (small)	Good Quality	05 Nos.			
47.	Scissor (big)	Good Quality	05 Nos.			
48.	Punch machine with Two Holes	Good Quality	06 Nos.			
49.	Refills	Jetter	150 Nos.			
50.	Pencil Cell	Nippo AAA	25 Nos.			
51.	Battery Duracell	NIPPO AA	25 Nos.			
52.	Pen Drives	San Disk (4GB)	10 Nos.			
53.	Table Stand (Glass)	Good Quality	05 Nos.			
54.	Envelope cloth	Good Quality 14 x6	200 Nos.			
55.	File Flaps	As per sample	1000 Nos.			
56.	File Board with file flap	As per sample	500 Nos.			
57.	Gum Bottle small	Camel (150 ml)	20 Nos.			
58.	Ink (stamp Pad)	Blue (Camel) 25 ML	20 Nos.			
59.	Stapler Pins	Small (Kangaroo)	500 Nos.			
60.	Stapler Pins	Big (Kangaroo)	200 Nos.			
61.	Paper Pins	Good Quality	50 Nos.			
62.	Pencil Sharpner	Good Quality	50 Nos.			
63.	Erasers	Good Quality Non Dust	50 Nos.			
64.	CD	Sony	20 Nos.			
65.	DVD	Sony	20 Nos.			
66.	Poker	Steel	10 Nos.			
67.	Whitener	Camel	20 Nos.			
68.	Highlighter	Fabre Castle	30 Nos.			