



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Telefax 26701831



No. 1-13/2011-G&C

Dated: 16.11.2011.

To,

As per list enclosed.

Sub :: Quotation for supply of stationery and general items.

Dear Sir,

Tender are invited for supply of stationery and general items to meet its day-to-day requirement as per terms and conditions enclosed.

2. Sealed quotations, duly super-scribed "Quotation for supply of stationery and general items" and addressed to the undersigned be deposited/dropped in tender box or sent by registered/speed post so as to reach to the undersigned later than 1600 hrs on 15/12/2011. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on the same day at 1630 hrs in the conference hall of NDMA, in the presence of the tenderers or their representative who may like to be present.

Yours faithfully,

(Debendra P.Majhi)
Under Secretary, NDMA

Copy to :-

NIC Cell, NDMA for placing the NIT on the web-site of this Authority.



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Dated: 16.11.2011.

Notice Inviting Tenders

Subject :: Detailed information/terms and conditions for the supply of stationery and general items.

Sealed tenders are invited by National Disaster Management Authority for the supply of Stationery and general items as detailed in the enclosed list at Annexure "A". The items, as mentioned in Annexure "A", are generally purchased on requirement basis. It must be noted that the rates quoted should be valid for a period of one year from the date of award of rate contract. It may be noted that the stationery and general items will have to be delivered at NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi. The firm, whose rates are accepted, will be required to supply the items from the date of award of the contract.

2. The cover containing bid must be super-scribed "Bid for supply of stationery and general items to be opened on 15/12/2011" should be addressed to the undersigned and deposited to "The Under Secretary (Genl.), NDMA" New Delhi by 1600 hrs on 15/12/2011. The same can also be sent by post so as to reach the undersigned by the due date and time. The bids will be opened on the same day at 1630 hrs.

3. Incomplete or conditional tenders will not be entertained. Tenders of only those firms will be entertained who deposit an Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of DD drawn in favour of DDO, NDMA.

4. The firm whose tenders are accepted will have to deposit a Performance Security of Rs.1,50,000/- in the form of Fixed Deposit Receipt/Bank Guarantee from a commercial Bank in the name of the firm/agency but hypothecated in the name of the DDO, NDMA. The earnest money and security money shall bear no interest.

5. In case the bidders/successful bidder(s) are found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money/Performance Security deposited shall be forfeited after giving proper opportunity through show cause notice.

6. The supplier will be responsible for delivery of the goods in good condition in the NDMA's office at their risk and cost. Bills of items supplied should be sent later and the payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of the Authority. If, any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the firm(s) immediately for which no extra payment shall be made.

7. In case the firm fails to supply the items or replace the defected items within the stipulated period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm will also be taken. If recoverable amount exceeds security money, the whole amount will/can be recovered from pending bills.

8. The tendering firm must submit the VAT/Sales Tax Registration Certificate along with the latest VAT/Sales Tax Clearance Certificate. In the absence of these documents, the tender will not be entertained.

9. All the firms participating in the Tender must submit a list of their owners/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm.

10. The tendering firm should quote their rates in figures as well as in words of all the items in the enclosed list as per the given specifications. The tenderers should quote the rates clearly without any overwriting/ cutting. VAT/Sales Tax/other charges, etc. if any should be mentioned specifically separately, failing which no claim will be entertained at a later stage.

11. The firm should quote the rates of all the items mentioned in Annexure 'A'. Those firms not quoting rates for all the items shall not be entertained and would liable to be rejected.

12. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations.

13. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.

14. No advance payment will be made.

15. The NDMA reserves the right to reject any or all the tenders at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

16. Due to criticality of the requirement, the Authority cannot depend on a single source of supply for these items. As such, the supply order may be splitted to more than one firm at the rate quoted by L-1 Firm. A Committee will consider the option for splitting the supply to more than one firm after assessing the bids. In case the supply is splitted among two firms, the ratio will be 60% for L-I and 40% for the other firm. However, the NDMA reserves the right to alter this ratio if it is found that there is a deficiency in the service provided by either vendor.

17. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender.

18. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached alongwith the bid.

19. The quality will be the main criteria. The rates should be quoted only for the brands asked for in the Annexure-"A". One rate for one item should be quoted.

20. The decision of the Authority would be final in all respects. The Authority reserves the right to accept or reject any or all quotation in full or in part without assigning any reason whatsoever and also reserves the right to make the purchases on the basis of quotations for each item separately or collectively.

21. The firm should be in a position to supply the items at short notice as well as on holidays/Sundays also as and when required.

22. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

22. The following documents should be submitted alongwith the Tender:-

(i) Sales Tax/VAT Registration Certificate along with TIN Number.

(ii) Latest VAT/Sales Tax Clearance Certificate.

(iii) Earnest Money.

(iv) Authorization Certificate in case of authorized dealer.

(v) A list of owner/partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.

(vi) Any other relevant important information.

(vii) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.

(viii) List of the Ministries/Government Departments to whom the stationery items mentioned in Annexure 'A' were being supplied by the firm.

(ix) The rate must be quoted per unit and the percentage of VAT. This may be clearly indicated in the prescribed format as mentioned in enclosed list.

23. The schedule of receipt and opening of quotations is as under:-

Last Date and Time for receipt of : 15/12/2011
1600 hrs

Date & time for opening of Quotations : 15/12/2011,
1630 hrs

(Debendra P.Majhi)
Under Secretary, NDMA
Ph: 26701768

SIGN OF TENDERER_____

NAME IN BLOCK LETTERS_____

FULL ADDRESS_____

Annexure-"A".

S.No.	Item description	Brand Name
(1)	(2)	(3)
1.	Attendance register 2 Qr (F/S size)	Neelgagan
2.	Assistant Diary 6 Qr (F/S Size)	-- do --
3.	All pin steel 100 Gram	Bell
4.	All pin container	Omega
5.	Acquaintance roll register (Cash Section)200 pages	ABD
6.	Box file (Good Quality) Rexine	Neelgagan
7.	Binder clip (19/25/32/41 mm)	SDI
8.	Cello tape big 65 meter (1" size)	Classic
9.	Cello tape small 10 meter (1/2" size)	-- do --
10.	Cello tape brown 65 meter (2" size)	--do--
11.	Cello tape brown 65 meter (3" size)	--do--
12.	Gum bottle small 300 ml	Camlin
13.	Gum bottle big 700 ml	-- do --
14.	Gum tube 30 ml	-- do--
15.	Gum glue stick 15 gram	Fevistic
16.	Gem clip plastic coated	Zen
17.	Cash book (Cash Section) 8 Qr (leather bound)	Neelgagan
18.	Challan forms (Cash Section) (100 sheets pad)	ABD
19.	Envelope brown SE-5 (Plain) (1000 nos)	Star (100 GSM)
20.	Envelope brown SE-6 (Plain) (1000 nos)	-- do --
21.	Envelope brown SE-7 (Plain) (1000 nos)	-- do --
22.	Envelope brown SE-8 (Plain) (1000 Nos)	-- do --
23.	Envelope yellow A-4 Cloth (Plain) (1000 nos)	-- doo--
24.	Envelope white SE-5 (Plain) (1000 nos)	Sunshine 120 gsm
25.	Envelope white SE-6 (Plain) (1000 nos)	-- do --
26.	Engagement Stand Fancy A-4 size (Superior quality)	Kebica
27.	Executive Diary (Good Quality) (A-4 size)	One date one page
28.	Fluid white pen	Uni (japan)
29.	Fluid white bottle (set)	Kores
30.	File board (good quality) 400 GSM	Neelgagan 51 No.
31.	File cover (good quality) 400 GSM	Neelgagan 55 No.
32.	Flat file board Green (Good quality)	Neelgagan 444 No.
33.	Folder parliament (good quality) Thick (FS Size)	Leather
34.	Fevicol tube 30 ML	Pidilite
35.	File movement register 6 Qr	Neelgagan
36.	File folder plastic (Thick) One side transparent	Neelgagan (DO IT)
37.	Gem clip steel 35 MM	Vikram
38.	Highlighter pen set 5 pieces	Luxor

39.	ink pilot pen	-- do --
40.	Ink stamp pad (plastic)	Chelpark
41.	'Immediate' slip (Printed) (100 slip pad) (V/card size)	On ivory card
42.	Log book (vehicle) 6 Qr	Neelgagan
43.	Lok Sabha/Rajya Saha slips (100 slip pad v/card size)	On ivory card
44.	LPC form (double full scape size)	ABD
45.	Mouse pad (good quality)	Logistic (scroll)
46.	Note sheet green F/S (100 sheets)	Neelgagan
47.	Note sheet plane (white) (100 sheets)	-- do --
48.	Ball pen Reynolds	0.45 no.
49.	Pen pilot 05	Luxor
50.	Pen pilot V5	-- do --
51.	Pen uniball	UB- 150 & UB-157
52.	Pen Adgell	Achiever
53.	Pen parker vector roller	Parker (luxor)
54.	Pen signature (uniball)	V-Signature
55.	Pen jotter	Reynolds (Metalica)
56.	Pen jotter for pen stand	VIP
57.	Pen white board marker	Reynolds
58.	Pen (sign)	Luxor (921 no.)
59.	lead pencil (HB)	Natraj
60.	Pencil Steno	Apsara
61.	Pencil Earaser (plasto)	Natraj
62.	Plastic scale 12"	Kebica (chairman)
63.	Paper weight (Good quality) Glass	Kebica
64.	Peon book 200 page	Neelgagan
65.	Pin cushion magnetic	Omega
66.	Punching machine single H.D.	Kangaroo
67.	Punching machine double H.D.	Kangaroo (520 No.)
68.	Plastic folder simple (A-4 size)	Solo Ch 101
69.	Pen stand small W/2 pen (superior)	Kebica
70.	Pen stand big W/4 (Superior)	-- do --
71.	Pencil tray	-- do --
72.	Pen pencil mug (Jali)	-- do --
73.	Riffle N-4	Reynold (0.45)
74.	Riffle jotter	Luxor
75.	Riffle parker roller	Parker
76.	Riffle Adgell	NBR-20
77.	Reffle gel pen	Cello
78.	Riffle cello griper	Cello
79.	Cello gripper pen	Cello
80.	Ruled register 2 QR (ordinary binding)	Neelgagan (full size)
81.	Ruled register 4 QR (ordinary binding)	-- do --

82.	Ruled register 6 QR (ordinary bindng)	-- do --
83.	Ruled register A to Z 8 Qr (leather bound) Indexed	-- do --
84.	Register stock 8 Qr (leather bound)	-- do --
85.	Register dispatch 8 Qr (leather bound)	-- do--
86.	Ring file	Solo (RB 402)
87.	Stapler pin No.10	Max (japan)
88.	Stapler pin heavy duty	Max 23/17 (japan)
89.	Signature pad (good quality)	Neelgagan
90.	Stapler No.10	Max (japan)
91.	Stapler medium size 24/6 (30 No.)	Max (japan)
92.	Stapler big size (heavy duty)	Max HD-1217 (Japan)
93.	Slip book plain 40 sheets	Neelgagan
94.	Slip book spiral 40 sheet	-- do --
95.	Short hand note book 200 pages	-- do --
96.	Sharpener pencil	Natraj
97.	Scissor big size 9"	Cartiny
98.	Sealing wax (red)	National 3 star
99.	Stamp pad large	Chelpark
100.	Steel clamp 4 No.	Panama
101.	Sticker flag color (3x3 size)	3 M
102.	Service book 200 pages	Neelgagan
103.	Thread ball (good quality) (white)	Box (4pc) Ambica
104.	Tag cotton (good quality) white 6" (bundle of 400 pcs)	Nylon
105.	Stapler medium with handle grip No. HP-45	Kangaroo
106.	Visiting card album (good quality) 500 cards	Solo (406 No.)
107.	Green folder special (for conference)	Good leather quality
108.	Signature agreement folder	Leather
109.	Section diary 8 Qr register	Neelgagan
110.	Optical Mouse	logistic
111.	Pen Drive (i) 4 GB (ii) 8 GB (iii) 16 GB (iv) 32 GB	Kingston
112.	Cobra file	Neelgagan 888 No.
113.	Ball point - (flow gel)	cello
114.	Photostate paper (A-4/FS/A-3 /B-4 size)	Modi Xerox 75 gsm (Mill Packed) (green packing)
115.	Photostate paper (A-4/FS/A-3/B-4 size)	JK papers (Red packing) (Mill packed) 75 gsm