

Centre for Development of Advanced Computing (C-DAC)

(A Scientific Society under Ministry of Communications & IT, Govt. of India)
CDAC Knowledge Park, No.1, Old Madras Road, Byappanahalli, Bangalore-560038
Ph: 080-66116400/01/02/03 Fax: 080-25247724

Sealed offers are invited from experienced manufactures/suppliers for “**Annual Rate Contract for Supply of Office Stationery Items and Printing works during the Financial Year 2012-2013**”. Interested vendors may either download the tender document from www.cdacb.in/tenders or can collect from our office on payment of Rs.500/- (Rupees Five Hundred Only) by Demand Draft favoring CDAC, Bangalore towards non-refundable tender fee on or before by 5.00 pm on 23rd February 2012. Bidders who have downloaded the tender document should submit the non-refundable tender fee of Rs.500/- by DD favoring CDAC, Bangalore along with the bid. The sealed offers complete in all respects superscribing the envelope ‘**Offer for Annual Rate Contract for Supply of Office Stationery Items & Printing Works**’ should reach the Joint Director (Admin), C-DAC, CDAC Knowledge Park, No.1, Old Madras Road, Byappanahalli, Bangalore 560 038 **latest by 3.00 pm on 24th February 2012**. The Bid will be opened on **24th February 2012 at 3:30 pm**. Interested bidders may attend the bid opening as per the schedule.

Note: -

1. **Bidders are advised to ensure that they meet / fulfill all the criteria laid in the tender document before submitting the bid.**
2. **Bidders are requested to affix signatures with seal on all the pages of this tender document and submit it along with the bid.**

Joint Director (Admin)

Terms & Conditions and General information

1. **Scope of Work:**
Annual Rate Contract for Supply of Office Stationery Items & Printing works during the Financial Year 2012-13 to C-DAC, Knowledge Park, Bangalore. Bid will be opened on **24th February 2012 at 3:30 pm**. Interested bidders may attend the bid opening as per the schedule.

C-DAC, KP, Bangalore reserves the right to split and award the contract to more than one vendor depending on the items/rates quoted.
2. **Eligibility Criteria:**
The bidder should be a manufacturer/distributor/supplier and must be registered with the statutory authorities such as Sales Tax and must be having TIN, LST / CST, VAT, etc., as applicable.
3. **Offer Validity:**
The quoted rates must be valid for One year from the date of empanelment. An undertaking from the bidder is required to the effect that the Prices shall remain firm for the period of one year up to 31.03.2013 with no price variations.
4. The rates should be quoted F.O.R. C-DAC, KP, Bangalore in **Indian Rupees** both in figures and words. All prices shall be fixed as on 31-03-2013 from the date of empanelment and shall not be subject to any escalation. **The rates must be quoted exactly in the Performa provided herewith.** In case of any discrepancy between rates mentioned in figures and words, the latter (i.e in words) shall prevail. If there is any discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected.
5. Each page of the bid and cuttings / corrections shall be duly signed and stamped by the bidder. Failure to comply with may result in rejection of the bid.
6. The prospective bidders seeking any clarification about the contents detailed in the tender document may notify to C-DAC in writing at C-DAC's mailing address given herein.
7. In case bidder submits any forged/irrelevant/misleading documents or information, the bid will be rejected.
8. Any attempt of canvassing on the part of the bidder, directly or indirectly, after submission of tender to influence the authority to whom he has submitted the tender or authority who is competent to finally accept it or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means such tenders are liable to be rejected.
9. **Delivery:**
The successful bidder will supply the ordered quantity within the time frame given in the Purchase Order to be issued from time to time. The Order shall be released on need basis.
10. If any item is found defective/damaged, the supplier shall immediately replace the same at no extra cost.
11. Billing should be done in the name of **C-DAC, Knowledge Park, Bangalore**
12. **Payment:**
100% payment shall be released tentatively within 15 days after delivery.
13. Govt. levies like sales tax; VAT, etc. shall be paid at actuals as per rates prevailing at the time of dispatch of materials.
14. C-DAC, KP, Bangalore reserves the right to accept/reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. The decision of C-DAC will be final and binding on the bidder/supplier(s).

15. Offers received through Email / Fax, etc or in open cover shall not be considered. **Late / Delayed offers shall not be accepted under any circumstances. Incomplete offers shall be rejected outright.** In case the specified date for the submission of offers is declared as a closed holiday by the Central Government offices including that of in Bangalore, the bid-closing deadline shall automatically stand extended to the next working day up to the same time.
16. **Disclaimer:**
This Tender / Request for Proposal (RFP) is not an offer by C-DAC, KP, Bangalore but an invitation for bidder response. No contractual obligation whatsoever shall arise from the RFP process.

Declaration:

"I/We hereby declare that I/We have meticulously gone through the above terms and conditions of this tender and willingly accept the same.

SIGNATURE OF THE BIDDER WITH STAMP

**Price Bid for Annual Rate Contract for Supply of Office Stationery Items during the
Financial Year 2012-13**

Name of the Bidder :

Address:

Phone No (s).

Email:

Mobile (s)

Sl. No.	Description of items	UOM	Unit Rate (in Rs.)	Tax (in %)
1	A4 size JK photocopy paper, 75 GSM	Ream		
	* White			
	* Colour (Pink, Green, Blue)			
2	A3 size JK photocopier paper, 75 gsm	Ream		
3	Alabaster paper 165 gsm	Ream		
4	A4 size Transperancy sheets	Box		
5	Computer Stationery 80gsm (EZR) with carbon - 80 clm	Per 1000		
6	Sticker sheets A4 size	Sheet		
7	Sticker Sheets 3 Cross	Sheet		
8	T.W Carbon Sheets-Kores (Black)	Box		
9	T.W Carbon Sheets-Kores (Blue)	Box		
10	Box Files- Nandi	No.		
11	100 Pages Notebook	No.		
12	200 Pages Notebook	No.		
13	1 Q Register	No.		
14	2 Q Register	No.		
15	3 Q Register	No.		
16	4 Q Register	No.		
17	4 Q Register With Index	No.		
18	Post-it-Pad(1x3) 3M	No.		
19	Post-it-Pad (2x3),3M	No.		
20	Post-it-Pad (3x3),3M	No.		
21	Post-it-Pad (4x3),3M	No.		
22	Post-it-Pad (5x3),3M	No.		
23	Telephone Index book 100 pages	No.		
24	Visiting Card Album-Executive Class 240 card holders	No.		
25	Write on Prompts 25mm*75mm (Flags)	Set		
26	Flip charts	No.		
27	Reynolds Pen 0.45 (Blue,Black,Red,Green)	No.		
28	Reynolds Refills (Blue,Black,Red,Green)	No.		
29	Cello Fine Grip - Blue, Black, Green, Red			
30	Add Gel Pen Blue/ Black/Red/Green			
31	Uni Ball Signo 0.7			
32	Uni Jet Stream			
33	Sketch Pens			
34	Natraj Pencil			
35	Reynolds Jetter Metallica Fx	No.		
36	Refills for Reynolds Jetter Metallica Fx	No.		

37	Microtip Pencil - Ecko/luxor	No.		
38	Pencil lead 0.5mm - Sharp/Staedler or equivalent	No.		
39	Ruler	No.		
40	Pencil Sharpner	No.		
	- Omega			
	- Nataraj			
41	Eraser-Steadler	No.		
42	Eraz-Ex Fluid-Kores	No.		
	Hi-liter			
43	- Luxor	No.		
44	- Kores	No.		
45	White Board Markers-Reynolds	No.		
46	White Board Markers - Artline	No.		
47	Black Board Duster-Omega	No.		
48	OHP Sets-Marvy	No.		
49	Gum Tubes-Kores/Camlin	No.		
50	Glue Stick - 10 gms	No.		
51	Plastic Colour Clips	Box		
	- Dolphin			
	- Zen			
52	Board Pins	Box		
53	Paper pins	Box		
54	Binder clips	Box		
	* 15 mm			
	* 25 mm			
	* 41mm			
55	Office tray	No.		
56	Rubber Bands (Big & Small) - Neylon	KG		
57	1/2" Cello Tape	No.		
58	1" Cello Tape	No.		
59	1 1/2" Cello Tape	No.		
60	3" Cello Tape-Wonder	No.		
61	Double side tape 1" foam	No.		
62	Stamp Pad-Kores (Small)	No.		
63	Stamp Pad-Kores (Medium)	No.		
64	Stamp pad Ink, 30ml (Blue, Red, Black)	No.		
65	Stapler Kangaroo HD45	No.		
66	Stapler Kangaroo-10 (Small)	No.		
67	Stapler Kangaroo-555 (Big)	No.		
68	Stapler Pins Small 10	No.		
69	Stapler Pins Big	No.		
70	Punching Machine 280 Kangaroo	No.		
71	Punching Machine 700 Kangaroo	No.		
72	Scissors (Small) - Fiskars	No.		

73	Scissors (Big) - Fiskars	No.		
74	CD-R	No.		
75	CD-RW	No.		
76	DVD R+	No.		
77	DVD RW+	No.		
78	Spirals	Kg.		
79	Transparent CD Covers	No.		
	HP Toner Cartridges			
80	C8766Z	No.		
81	C8765Z	No.		
82	Q7553A	No.		
83	Black: C4936A	No.		
84	Yellow:C4939A	No.		
85	Magenta:C4938A	No.		
86	Cyan:C4937A	No.		
87	CC388A	No.		
88	C7115A	No.		
89	Tricolor: CB337Z	No.		
90	Black: CB335Z	No.		
90	C6578D	No.		
92	C6615D	No.		
93	C4096A	No.		
94	C1823D	No.		
95	C6615D	No.		
96	Q5949A	No.		
97	C3906F	No.		
98	Q5942A	No.		
99	Cyan Q3961A	No.		
100	Black Q3960A	No.		
101	Yellow Q3962A	No.		
102	Magenta Q3963A	No.		
103	RIB 05033 (Wipro Dot Matrix)	No.		
104	7753 (Epson LQ300 Dot Matrix)	No.		
105	CD888A:Tricolour	No.		
106	CD887A: Black	No.		
107	920:Black (Model HP E709C)	No.		
108	920:Yellow	No.		
109	920:Magenta	No.		
110	920:Cyan	No.		
111	CE505A	No.		
112	C8061X	No.		
113	Black Q7560A	No.		
114	Cyan Q7561A	No.		
115	Yellow Q7562A	No.		
116	Magenta Q7563A	No.		
117	Cyan C409S (Samsung Laser Jet Printer-CLX-3175)	No.		
118	Magenta M409S “	No.		
119	Yellow Y409S “	No.		
120	Black K409S/XIP “	No.		
121	CE255A	No.		
122	Cyan CE251A	No.		
123	Magneta CE253A	No.		
124	Yellow CE252A	No.		
125	Black CE250A	No.		
126	Cyan C4907S	No.		
127	Magneta C4908S	No.		
128	Yellow C4909S	No.		
129	Black C4902S	No.		
130	Black Q2612A	No.		

Printing works				
1	Printing of Visiting cards Specs : 300gsm, Ivory paper and Stucco paper Size : 92 mm x 54 mm	Per 100		
2	Printing of Letterheads A/4 size using 80gsm executive bond with 2 colour printing Specs : 80gsm, A4 size, Executive Bond	Per 100		
3	Printing of Letterheads A/4 size using 80gsm executive bond with 3 colour printing Specs : 80gsm, A4 size, Executive Bond	Per 100		
4	Printing of Continuation A/4 size using 100 gsm executive bond with 2 colour printing Specs : 80gsm, A4 size, Executive Bond Size : 245mm x 310 mm	Per 100		
5	Printing of Business envelopes(plain) using 100 gsm maplitho paper with 2 colour printing OR with Sunshine paper 100 gsm with 2 colour printing	Per 100		
6	Printing of Business envelopes(window) using 100 gsm maplitho paper with 2 colour printing OR with Sunshine paper 100 gsm with 2 colour printing	Per 100		
7	Printing of A/4 Business envelopes (plain) using 100 gsm maplitho paper with 2 colour printing OR with Sunshine paper 100 gsm with 2 colour printing	Per 100		
8	Printing of A/3 Business envelopes clothline using 100 gsm maplitho paper with 2 colour printing OR with Sunshine paper 100 gsm with 2 colour printing	Per 100		
9	Binding Sheets A/4 Size with logo Printing	Per 100		
10	Printing of Gate Pass Book of Size: 14 cm(L) x22 cm (B) – 1+2 page copy	Per 50		
11	Printing of Vehicle Request Book of Size: 10.5cm(L)x14cm(B) - 1 Copy	Per 50		
12	Printing of Visitor Pass Book of Size: 12.5cm(L)x19cm(B) – 1+1 Page Copy	Per 50		
13	CD/Floppy Mailer with single color printing	Nos		
14	Note Pads (small) – 21.5 cm (L) x 13.0 cm (B)	Nos		
15	Note Pads (big) – A/4 Size 27.5 (L)x 21.0cm(B)	Nos		
16	Note Book having Block Pages 27 cm(L) x 21.0 cm(B)	Nos		
17	Flat Files with CDAC Logo & Address Printing	Nos		
18	Milky Folders with Stick & Logo Printing	Nos		
19	Milky Folders with Punching & Logo Printing	Nos		
20	L Type Transparent Folders with Logo Printing	Nos		

Note: Samples for Printing material are available at our office premises

“I/We hereby declare that I/We have meticulously gone through the terms and conditions of this tender and willingly accept the same.

Date:
Place:

Signature & Seal of the Bidder

Unsigned and without Stamp bid will be rejected summarily.

PARTICULARS OF THE BIDDER

1.	Name of Organization /firm/company	
2.	Year of establishment	
3.	Are you a Manufacturer or authorized dealer / distributor / agent of the manufacturer? Please state the status.	
4.	If authorized dealer / distributor / agent of the manufacturer mention the details of manufacturer with full address and contact details.	
5.	Address & Telephone Numbers	
6.	Status of the firm (Company/ Firm/ Proprietary) enclose the supporting document	
7.	Whether registered with the registrar of companies /registrar of firms. If so, mention number and date.	
8.	a) Name & Mobile Numbers of Directors / Partners / Proprietor	i) ii) iii)
9.	Whether registered for sales tax purposes. If so, mention number and date. Mention TIN No. and enclose the relevant copies.	
10.	Whether an assessee of income tax. If so, mention permanent account number. Furnish copy of PAN	
11.	State Annual turnover of the company for the last three financial year.	
12.	Status and details of disputes/ litigation/ arbitration, if any.	i) ii) iii)
13.	An undertaking letter to the effect that the prices shall remain firm for the period of one year up to 31.03.2013.	
14.	Original Tender document duly signed with seal on all the pages.	

Note: Wherever copies are required to be furnished, these must be certified copies preferably by the concerned agencies or a Government Officer.