

QUOTATION NO. 1
for
Execution of Annual Rate Contract
for
Purchase of Office Stationary Items

Last Date of receiving the quotation:

10.04.2015 upto 12.30 pm

Date and Time of opening the Quotation:

10.04.2015 at 2.00 pm

Name of the Firm & Address	
Telephone & Mobile Number	
PAN No.	
Sale Tax/TIN Number	

QUOTATION NOTICE

Last Date and time of submission of Quotation: 10.04.2015 (12.30 pm)

Date and time of opening: 10.04.2015 (2.00 pm)

Sealed quotations are invited for the execution of Annual Rate Contract for supply of office stationary items on the basis of day to day requirement of the company. The quotation must reach this office duly addressed to the General Manager (F&A), Punjab Municipal Infrastructure Development Company (PMIDC), SCO 89-90, Sector 34A, Chandigarh on or before 10.04.2015 by 12.30 pm which shall be opened on same day i.e. 10.04.2015 at 2.00 pm in the presence of firms/agencies or their authorized representatives. The sealed quotations superscripted with the "QUOTATION FOR SUPPLY OF Office STATIONARY ITEMS" shall be submitted with the Reception Counter of PMIDC, SCO 89-90, 1st Floor, Sector 34A, Chandigarh. No quotation will be accepted after due date.

SCHEDULE


Sr. No.	Description	Contract Period
1.	As per Schedule	One Year

ELIGIBILITY CRITERIA:

1. Bidder should have proprietor/company/registered firm at Chandigarh/Mohali.
2. Bidder should have business establishment for last 3 years (attach document in support).
3. Bid Security of Rs. 4000/- is to be attached with the quotation.


TERMS AND CONDITIONS:-

1. It should be clearly mentioned that the rates are inclusive of all applicable taxes.
2. Telegraphic/via mail quotations will not be entertained.
3. All disputes concerning in any way with these quotations are subject to the Jurisdiction of Chandigarh.
4. No claim on account of rises in price shall be entertained.
5. The firm shall not sublet or outsource the contract to/from any other vendor.
6. Conditional quotation shall not be entertained and same shall be summarily and same shall be summarily rejected.
7. The Chief Executive officer reserves all rights to reject any or all the quotations without assigning any reason.
8. Rates offered should be mentioned both in figures as well in words.
9. About 2 to 2.5 Lacs expenditure per annum is incurred by the PMIDC for procurement of the office stationary.
10. Bidders are required to deposit earnest money of Rs. 4000/- in form of Demand Draft of Nationalized/Scheduled bank only in favour of Punjab Municipal Infrastructure Development Company (PMIDC) payable at Chandigarh.
11. The above security will be returned to the successful bidder after submitting of the performance guarantee or adjusted in the performance guarantee.
12. Bid security of unsuccessful bidder will be returned to them within 7 days after execution of the rate contract with successful contractor.
13. Successful bidder is required to deposit Rs. 10,000/- as performance guarantee in shape of Demand Draft/Bank Guarantee of Nationalized/Scheduled Bank only in favour of Punjab Municipal Infrastructure Development Company (PMIDC) payable at Chandigarh for execution of the contract within 15 days after issuance of work order.
14. In case the date of issue/receipt of quotation form is declared/happens to be a public holiday, the quotation will be issued /received on the next working day.


General Manager (F&A)
 PMIDC, SCO 89-90, Sector 34A
 Chandigarh.

TERMS AND CONDITIONS FOR THE EXECUTION OF ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY ITEMS ATTACHED AT "ANNEXURE A" TO PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY (PMIDC)

1. Quotation in SEALED COVER, superscripted with words "QUOTATION FOR SUPPLY OF OFFICE STATIONARY ITEMS" on Annual Rate Contract at PMIDC must reach this office duly addressed to the General Manager (F&A), Punjab Municipal Infrastructure development Company (PMIDC), SCO 89-90, Sector 34A, Chandigarh on or before 10.04.2015 by 12.30 pm. The same shall be submitted with the Reception Counter of PMIDC, SCO 89-90, 1st Floor, Sector 34A, Chandigarh. No quotation will be accepted after due date.
2. The Quotation will be opened on 10.04.2015 at 2.00 pm by the Purchase committee constituted for this purpose in the presence of the quotationer or their authorized representative who wish to be present at the time of opening of Quotation.
3. The rates are to be quoted in the Performa enclosed herewith Annexure A. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of the authorized signatory. Quotations do not fulfill this condition will not be considered.
4. Quoted rates should be includes of all taxes.
5. Rates should be quoted F.O.R PMIDC, SCO 89-90, Sector 34A, Chandigarh.
6. Any increase or decrease of taxes, duties or prices of item etc. will not affect the rate contract with PMIDC.
7. The Chief Executive Officer, PMIDC reserve the right to accept or reject any or all quotations without assigning any reason.
8. The Purchase Committee, PMIDC reserves the right to reject any supply if the same is /are not found in accordance with the description specifications.
9. **Tenure of Contract:**
This proposed contract, if otherwise is not cancelled for the breach of any obligation, shall be for one year from the date of its commencement.
10. The Chief Executive Officer, may, however, on the written request from the supplier before the expiry of the said term extend the ARC on such terms or for such period as he may think proper having regard to the performance of the supplier.
11. The quotationer must enclose the copy of PAN with the Quotation.
12. The quotationer shall ensure that all stationery items are of reputed brand and of good quality as explained in the Quotation Document.
13. All bidders should also quote their Telephone, Mobile Number and e-mail address for future correspondence.
14. Payment shall be released within 10 days from delivery of goods and acceptance thereof by PMIDC.
15. Rates should be quoted in the prescribed performa for each item/brand separately as per the format given at Annexure-A.
16. The Annual requirement mentioned in Annexure-A is tentative, can vary as per actual consumption. The payment will be made only for the quantity of goods which will be supplied to PMIDC.
17. The willing agency should submit the quotation and abide by the validity.
18. The overall lowest rate quoted bidder will be selected for the annual rate contract.


General Manager (F&A)
PMIDC, SCO 89-90, Sector 34A
Chandigarh.

“ANNEXURE –A”

List of Items

Sr. No.	Name of Stationary Items/Articles	Approximate Annual Requirement		Unit	Quoted Rates of each Item in figures as in words
1.	Photostat Paper (A-4) (80 GSM) (500 sheets per Ream)	500	Ream	1 Ream	
2.	Photostat Paper (Legal Size) (80GSM) (500 sheets per Ream)	500	Ream	1 Ream	
3.	Noting Paper (Legal size) (80 GSM) (500 Sheets per Ream)	500	Ream	1 Ream	
4.	Photostat Paper (A-4) (100 GSM) (500 sheets per Ream)	20	Ream	1 Ream	
5.	Plastic Folder (A4 size)	200	Folder	1 Folder	
6.	Plastic Folder (Legal Size)	200	Folder	1 Folder	
7.	Record Plastic File (Ring File) A-4	100	File	1 File	
8.	Record File (No. 1000)	1000	File	1 File	
9.	Ripple File (No. 1000)	1000	File	1 File	
10.	Box File (A-4)	100	File	1 File	
11.	Cobra File (No. 1450)	500	File	1 File	
12.	Packing tape Brown 1-1/2"	100	Role	1 Role	
13.	Natraj Suprx Ball Pen	500	Pen	1 Pen	
15.	Cello Tape 1"	200	Role	1Role	
16.	Correction Fluid Pen	50	Pen	1 Pen	
17.	Dustbin Plastic (Medium size)	20	Dustbin	1 Dustbin	
18.	Duster Cloth (30"x36")	50	Duster	1 Duster	
19.	Plain White Envelop (10x4)	2000	Envelop	1 Envelop	
20.	White Laminated Envelop (10x14)	100	Envelop	1 Envelop	
21.	Eraser (Apsara Non-Dust)	100	Eraser	1 Eraser	
22.	Fevicol (100 Gms. Tube)	20	Tube	1 Tube	
23.	File Flapper with Lamination (Heavy card)	500	Flapper	1 Flapper	
24.	File Flags (3 Colors)	50	Packets	1 Packet	
25.	File Laces (white/green 36")	10	Packet	1 Packet	

Sr. No.	Name of Stationary Items/Articles	Approximate Annual Requirement		Unit	Quoted Rates of each Item in figures as in words
27.	Glue Stick (Fevi Stick) 15 gsm.	20	Sticks	1 Stick	
28.	Highlighter (All colors)	20	Packets	1 Packet	
29.	Paper Clips Plastic (U-Clips)	20	Packets	1 Packet	
30.	Paper Clips Steel (U-Clips)	20	Packets	1 Packet	
31.	Paper Pin Grace/Navel 100 gms	10	Packets	1 Packet	
32.	Pencil HB Natraj/faber Castle	10	Packets	1 Packet	
33.	Peon Book 200 pages	10	Books	1 book	
34.	Permanent Marker (Black)	20	Markers	1 Marker	
35.	Pilot Pen 0.5 Hi(Blue/Red/Black)	100	Pens	1 Pen	
36.	Poker with wooden handle	20	Pokers	1 Poker	
37.	Pin Cushion Magnet	10	Cushion	1 Cushion	
38.	Punching Machine (Small)	30	Machines	1 Machine	
39.	Punching Machine (Big)	30	Machines	1 Machine	
40.	Sharpner (Natraj)	10	Packets	1 Packet	
41.	Stapler Kangaroo Small	20	Staplers	1 stapler	
42.	Stapler Kangaroo big	10	Staplers	1 Stapler	
43.	Stapler Pin small	10	Packets	1 packet	
44.	Stick-on pad single color (small/med./big)	100	Pads	1 pad	
45.	Pencil cell	50	Cells	1 Cell	
46.	Dispatch Register	20	Registers	1 register	
47.	Receipt Register	20	Registers	1 Register	
48.	Stock Register	10	Registers	1 Register	
49.	Yellow Envelop (A-4)	500	Envelops	1 Envelop	
50.	Yellow Envelop (Legal Size)	500	Envelops	1 Envelop	
51.	Short Hand note Book	50	Note Books	1 Note Book	
52.	Calculator (Citizen)	50	Calculators	1 calculator	
53.	CD s	100	CDs	1 CD	
54.	DVDs	100	DVDs	1 DVD	
55.	Attendance Register	10	Registers	1 Register	
56.	Slip Pad No. 22	100	Pads	1 Pad	
57.	Register with Hard Cover 200 pages	50	Registers	1 register	

Sr. No.	Name of Stationary Items/Articles	Approximate Annual Requirement		Unit	Quoted Rates of each Item in figures as in words
58.	Register with Hard Cover 100 Pages	50	Registers	1 Register	
59.	Paper Cutter	50	Cutters	1 Cutters	
60.	Scissor Small	10	Scissors	1 Scissor	
61.	Slip Pad No 33	200	Pads	1 Pad	
62.	Four Flap File	50	Files	1 File	
63.	Stamp Pad	20	Pads	Each	
64.	Pen Drive -4GB	10	Pen Drive	Each	
65.	Pen Drive – 8 GB	10	Pen Drive	Each	
66.	Pen Drive – 16 GB	10	Pen Drive	Each	
67.	Pen Drive – 32	10	Pen Drive	Each	
68.	One Hole Punch	10	Punch	Each	
69.	Steel Scale 12 inch	10	Scales	Each	
70.	Ink Pen V5	50	Pen	Each	
71.	Spiral Pad 67 No.	50	Pads	Each	
72.	Montex Ball Pen	100	Pens	Each	
73.	Vehicle Log Book	20	Books	Each	
74.	Jocky Pen	100	Pen	Each	
75.	Packing Tape 2"	20	Roll	Each	
76.	White Board marker	20	Markers	Each	
77.	Paper Tray Superior (3 Racks)	20	Trays	Each	
78.	Table Top Mediaum	10	Table Top	Each	
79.	Dak Pad	10	Pads	Each	
80.	Notice Board (2x3)	3	Boards	Each.	