



RURAL ELECTRIFICATION CORPORATION LIMITED

(A Government of India Enterprise)

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Website www.recindia.com & www.recindia.nic.in

No.REC/2(1)/2009-10

Dated: 31st March, 2009

To

Sub: Empanelment of firms for supply of stationery items 2009-10

Sir,

The Corporation invites bids for empanelment of suppliers/firms for supply of stationery items for the year 2009-10 as per Tender Document a copy of which is enclosed.

The bids will be received upto 3.00 PM on 14th April, 2009 and Technical Bids will be opened on the same day at 3.30PM.

Sd/-
(A.K. Arora)
Dy. General Manager (Admn.)

Encl: Tender Document (10 pages)



**RURAL ELECTRIFICATION CORPORATION LIMITED
(A Government of India Enterprise)**

**NOTICE INVITING TENDERS (NIT) FOR----PURCHASE OF STATIONERY
ITEMS FOR OUR CORPORATE OFFICE, NEW DELHI**

Rural Electrification Corporation Limited (REC), a Government of India Enterprise invites '**Sealed Bids**' for supply of Stationery items initially for a period of one year. The bidders are required to quote rates as per specifications indicated in Annexures.

1. The sealed bid shall be signed by a person duly authorized on behalf of the bidder Organization and shall be sent to :-

The DGM (Administration),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
NEW DELHI – 110 003.

2. Tentative requirement of Stationery Items during the year 2009-10 is given in the Annexure-I. These are liable to change estimated cost of procurements during the year i.e. 2009-10 is Rs. 10.00 Lakhs (apprx.)
3. The sealed bids will be received by REC upto 3 PM on ----- . Any bid received after the prescribed deadline shall be rejected /over-looked irrespective of rates.
4. The bids will be opened in the presence of the representatives of the firms on -----at 3.30 PM.
5. Earnest Money (EMD) of Rs.10,000/- should accompany the bid documents. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled bank in favour of Rural Electrification Corporation Limited, New Delhi. Any bid not accompanied by valid EMD shall deemed to be invalid and will be rejected by REC.
6. The EMD shall be forfeited:
 - a) If the bidder withdraws his bid during the period of bid validity.
 - b) In the case of successful bidder, if he fails to furnish the required Security within the specified time limit.

7.The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required performance security.

7.1The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

8.RATES AND PRICES

8.1 Bidders should quote item-wise rates/prices for each item as per Annexure attached. Period of warranty must also clearly be indicated by the bidder in the item schedule.

8.2 All statutory duties and taxes (including excise and customs) Sales Tax and other charges that may be payable by the bidder in connection with supply. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

No additional freight or any other charges, etc, would be payable for supply and commissioning of equipments.

8.3 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

8.4 Features/components not indicated for the item of equipment/accessory in the Annexure I,II & III, but are required as part of the equipment/accessory shall also be deemed to have been covered in the price(s) of the equipment/accessory quoted in the item schedule.

9. PENALTY FOR DELAYS IN SUPPLY/COMMISSIONING

9.1 Time is essence of the contract. The successful bidder must supply, install, test and commission all the equipments within 5 days of entrustment of the order. Failure to supply or commission all or some of the equipment(s) on or before the stipulated date will entail a penalty equal to 2% of the value of contracted package price per week subject to maximum of 10% of total contract value.

In the case of delay in compliance with the order beyond 10 days of the stipulated time period, REC will have the right to cancel the order.

10. SECURITY TOWARDS PERFORMANCE OF THE CONTRACT

10.2 The successful bidder shall furnish a performance security for an amount equal to ten (10) percent of the bid price/value, within 7 calendar days from the date of acceptance of the bid.

11. The EMD retained towards security for contract performance shall be discharged after receipt and acceptance of the performance guarantee towards full Security Deposit in the valid format.

11.1 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-II) and should be valid for the period of guarantee from the date of commissioning.

11.2 In case of failure to comply with the requirements of Sub-clause 7.1 & 7.2, the EMD would be converted into Security Deposit and 10% of the amount of each bill will be retained towards Security Deposit subject to a maximum of Rs. 1,00,000/-.

12.SPLITTING OF SUPPLIES

The Corporation may decide to have more than one source of supply for services/supplies indicated at Annexure-II and that at Annexure-III, rates are required to be quoted in terms of clause 3.3.

13. ARBITRATION

If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective rights, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, REC. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.

14. No alternative offer shall be considered.

15. REC reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of REC consequently.

16. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

17. Any clarification on the documents may be obtained from the Chief (Admn.) at the address given below:-

DGM (Administration),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
NEW DELHI – 110 003.
Telephone No: 24366921

DGM (Administration)
Rural Electrification Corporation Limited

Encls: As above

Annexure - I**Estimated requirement of Stationary**

Sl. No.	Name of stationery Items	Specifications	Estimated Quantity	Unit
1.	Photostat papers	Century/ J.K.	3000	Ream
	75GSM			
	A/4			
2.	File Board	Neelgagan	7100	Nos.
3.	Ball Pen	Cello/Reylond/Add G	2100	Nos.
4.	Pilot Pen	Pilot Pen	1500	Nos.
5.	Register-1 qr,	Neelgagan/ Bharat	200	Nos.
6.	Regiser-2 qr.	- Do-	200	Nos.
7.	Register-4 qr.	- Do -	150	Nos.
8.	Register-6 qr.	- Do -	50	Nos.
9.	Register-8 qr.	- Do -	180	Nos.
10.	Slip Pad 1/8	Neelgagan	725	Nos.
11.	Slip pad 1/4	Neelgagan	1000	Nos.
12.	Plastic folders "L" type	-	3000	Nos.
13.	Pencils	Camel/Apsara	2500	Nos.
14.	Pencil Eraser	- Do -	800	Nos.
15.	Cello tape small	Korse	500	Nos.
16.	U clips plastic	Rolex	800	Pkts.
17.	Brown tape big	- Do -	800	Nos.
18.	White fluid pen	Kores	850	Nos.
19.	Gem Clips steel		650	Nos.

20.	Stapler pins	Max/Kangaro	800	Nos.
21.	Gum tube 50 ml	Kores	600	Nos.
22.	Glass tumbler	Year	650	Nos.
23.	Water jug	Cello	400	Nos.
24.	Waste paper Plastic Basket	-	400	Nos.
25.	Flopy 3-1/2"	mouserbeur	50	Pkts.
26.	Computer CD - Do -	mouserbeur/ Sony - Do -	20 100	Pkt. Of 100 Pkt. Of 10
27.	Awl pins		500	Nos.
28.	Single punch	Kangaro	70	Nos.
29.	Double punch	Kangaroo	100	Nos.
30.	Highlighter pens	Add Gel	125	Nos.
31.	Scale plastic	National	500	Nos.
32.	Pencil sharpner	- Do -	500	Nos.
33.	Ball pen refill	Cello/Reynold	500	Nos.
34.	Peon Book	-	80	Nos.
35.	Post it stickers	Post it	2000	Pkts.
36.	Glue stick	Kores	600	Nos.
37.	Duster white cotton		150	Dozen
38.	Tags cotton Small	-	200	Bundle
39.	Dak Pad	National	400	Nos.
40.	Marker Pen	Add Gel	600	Nos.

TECHNICAL BID

1. Name of the Firm
2. Status (Please tick)

Propriety/Partnership/Limited Company/Cooperative Society
3. Pan No. (essential) _____
4. Tin No. (essential) _____
5. Vat No. (essential) _____
6. Experience in the field (min. 3 yrs.) _____
7. List of clients (should have provided similar evidence) (Please enclose copy of service to at least one PSE and five other reputed Companies)
8. EMD (to be enclosed with the Technical Bid)
 - a) Amount Rs. 10000/-
 - b) D.D. No. _____
 - c) Bank _____

Signature of the authorized signatory with stamp

Annexure-III**Financial Bid for supply of Stationery Items – 2009-10**

Sl. No.	Name of stationery Items	Specifications	Unit	Rate quoted (exclusive of taxes)
1	Photostat paper	A-4 size Power 75 gsm (500 sheets) Century	Ream	
2	Photostat paper	A-4 size Power 75 gsm (500 sheets)JK	Ream	
3	Typing paper	A-4 size Power 60 gsm (500 sheets), Century	Ream	
4	Typing paper	A-4 size Power 60 gsm (500 sheets), JK	Ream	
5	File Board	Neelgagan, 400 gsm	Each.	
6	Pen Adgel	Add gel (PG-500)	Each	
7	Pen Jotter	Jotter (10 pieces) Fla	Pkt	
8	Pen Pilot	Pilot Pen	Each.	
9	Pen Ball	Reynold 045 (10 pcs)	Pkt	
		Flair(10 pcs)	Pkt	
10	Highlighter - pen	Luxor Gloliter No.886 pkt of 5 pcs.	Pkt	
11	Sketch Pen	Luxor (pkt of 12 pcs.)	Pkt.	
12	Register- Ruled -1 qr	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	
13	Register-Ruled -2 qr.	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	
14	Register-Ruled -4 qr.	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	
15	Register-Ruled -6 qr.	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	

16	Register-Ruled -8 qr	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	
17	Slip Pad 1/8	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	
18	Slip pad 1/4	Neelgagan	Each.	
		Mangalsen	Each.	
		Shipra	Each.	
19	Plastic folders "L" typ	Neelgagan 102 No.	Each.	
20	Pencils (Lead) Pkt of 10	Natraj	Pkt.	
		Apsara	Pkt.	
21	Pencil Eraser	Natraj	Each.	
		Apsara	Each.	
22	Cello tape small ½ inch 15 mtr	Omax	Each.	
		Champion	Each.	
23	Cello tape big1 inch Brown	Omax	Each.	
		Champion	Each.	
24	Binder Clips	25 mm(SDI) Rolex	Dozen.	
25	Binder Clips	19 mm(SDI) Rolex	Each.	
26	Correcting fluid white with diluter	15 ml Kores	Each.	
		15 ml Camel	Each.	
		15 ml Flair	Each.	
27	Stapler pins	No.10, Kangaro	Each.	
		No.10, Kores	Each.	
28	Gum tube 50 ml	Kores	Each.	
		Camel	Each.	
29	Glass tumbler	200 ml. Yera	Each.	
30	Water jug	2 Ltrs. Cello	Each.	
31	Waste paper Basket Plastic (jail)	Cello	Each.	
32	Flopy 3-1/2"	Mouserbeur	Pkts.	
		Sony	Pkts	
		HP	Pkts	
33	Computer CD	Pkt. Of 10 mouserbeur	Each.	
		Pkt. Of 10 Sony	Each.	
		Pkt. Of 10 Amkette	Each.	
34	Computer CD	Pkt. Of 100 mouserbeur	Each.	

		Pkt. Of 100 Sony	Each.	
		Pkt. Of 100 Amkette	Each.	
35	All pins	70 gm pkt Globe	Each.	
36	Punch Single	Kangaro	Each.	
37	Punch Double	Kangaroo	Each.	
38	Scale plastic	12"National/Apsara	Each.	
39	Pencil sharpner	Nataraj (pkt of 10 pcs)	Pkt	
		Apsara (pkt of 10 pcs)	Pkt	
40	Ball pen refill	Reynold (pkt of 10 pcs)	Pkt	
		Flair (pkt of 10 pcs)	Pkt	
41	Peon book 7" x 5.5" 120 pages	Hard binding	Each.	
42	Adhesive Flag	3 colours Post it Prompt, 3 M	Pkts.	
43	Glue stick 15 gm	Camlin No.8008207	Each.	
		Kores	Each.	
44	Duster white 12"x12"	cotton	Dozen	
45	Tags small	cotton bundle of 20 pkts of 50 each	Bundle	
46	Dak Pad 10"x15"	National	Each.	
		Shipra	Each.	

Taxes Extra (pl. specify)

- i)
- ii)
- iii)

The firm undertakes to effect delivery of the supplies at REC premises and the rates quoted are inclusive of required freight and handling charges. The firm also accepts the terms & conditions stipulated in the tender document.

Signature of authorized person with stamp

PERFORMANCE SECUFITY (BANK GUARANTEE)
(TO BE EXECUTED ON A Rs.50 non-judicial stamp paper)

WHEREAS (name and address of Supplier) (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. _____ dated _____ for supply of stationary items (hereinafter called “the Contract”) to REC.

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;
NOW THEREFORE we hereby affirm that we are the Guarantee-tor and responsible to you, on behalf of the Supplier, upto a total of (amount of guarantee) (in words), such sum being payable in Rupees in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified herein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or additional to or other modification of the terms of the Contract or of the supply, delivery and installation of ----- to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, additional or modification.

The guarantee shall be valid for **one year from the date of** -----

Signature and seal of the Guarantor _____

Name of the Bank _____

Address _____

Dated _____