



No. 10 - 1/2015 - GA
Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Near Zakir Hussain College
Jawahar Lal Nehru Marg
(Old Minto Road)
New Delhi-110 002

Dated: May 22, 2015

BID DOCUMENT

**Limited Tender for
Supply of Stationery & other General Items
for TRAI office**

**(Visit us at www.trai.gov.in)
Not transferable**

PRICE OF BID DOCUMENT- ₹100/-

Signature of the tenderer

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page No.</u>
Section I	Notice Inviting Tender	: 3 - 4
Section II	Instructions for submission of Tender	: 5 - 9
Section III	Terms and Conditions of the Contract	: 10 - 15

<u>Annexure</u>	<u>Title</u>	
I	List of Items	: 16 - 18
II	Letter of Submission of Tender	: 19 - 20
III	Format for Letter of Authorization for attending bid opening	: 21
IV	Check List for documents to be submitted	: 22
V	Format for Schedule of Rates	: 23-28
	Category - 'A'	: 23 - 25
	Category - 'B'	: 26 - 27
	Category - 'C'	: 28


Signature of the tenderer

SECTION-I

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Near Zakir Hussain College, (Old Minto Road)
New Delhi - 110002

No. 10 - 1/2015 - GA**Dated: May 22, 2015****LIMITED TENDER**

Office of Issue : Telecom Regulatory Authority of India
General Administration
Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg,
New Delhi-110002

Tender No. : **No. 10 - 1/2015 - GA**

Date of issue of bid document : **May 22, 2015**

Tender Forms Available From : **Sr. Research Officer (GA)**
Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg,
New Delhi-110002
Website: <http://www.trai.gov.in>

Due date of Receipt : **Up to June 16, 2015, Time 1500 Hrs.**

Date of opening of Technical bid : **Up to June 16, 2015, Time 1530 Hrs.**
[If the tender opening date is declared a holiday by Govt of India then the tender shall be opened on next working day at 16:00 Hrs.]

Date of opening of Financial bid : **To be notified later**

Earnest Money : ₹20,000/- (Rupees Twenty Thousand only)

Total Estimated Cost : Approx. **₹7.00 Lakhs** (Per annum)

Sealed limited tenders under two bid system i.e. "**Technical Bid**" & "**Financial Bid**" are invited from interested and eligible firms for Annual Rate Contract for "**Supply of Stationery and other General Items**" in Telecom Regulatory Authority of India, New Delhi

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscribed "**Technical Bid - Supply of Stationery and other General Items**" and "**Financial Bid - Supply of Stationery and other General Items**" respectively and both these sealed covers are to be

Signature of the tenderer

put in a bigger cover which should also be sealed and duly superscribed "**Tender for Supply of Stationery and other General Items**".

Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

Bidders shall have to deposit Earnest Money Deposit (EMD) of ₹20,000/- (Rupees Twenty Thousand only) in the form '**Demand Draft / Pay Order**' drawn on any scheduled bank in favour of "**TRAI**" payable at Delhi along with the bid.

Intending eligible bidders may obtain a copy of bid document from Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, (Old Minto Road), New Delhi – 110002 by making a payment of ₹100/- or the same can be downloaded from the website of TRAI i.e. www.trai.gov.in / CPP Portal and the cost of bid document (₹100/-) may be deposited in cash in TRAI office or by way of '**Demand Draft / Pay Order**' drawn on any scheduled bank in favour of "**TRAI**" payable at Delhi along with the bid.

For any clarification regarding any terms and conditions of the tender, bidders may contact to the **Sr. Research Officer (GA)**, Telecom Regulatory Authority of India, General Administration Section, 7th floor, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg (Old Minto Road), New Delhi-110002 (**Ph. No. 011-23664-141**).


(**N.K. Sharma**)

Sr. Research Officer (GA)

Signature of the tenderer

Section - II**INSTRUCTIONS FOR SUBMISSION OF TENDER****1. PREAMBLE**

Telecom Regulatory Authority of India (TRAI), a statutory body of Govt. of India, intends to enter into a rate contract with a reputed firm for **Supply of Stationery and other General Items** for use of its office. List of Stationery & other General Items are enclosed at **Annexure - I** to the Tender Document. The terms and conditions are described in "**Terms & Conditions Governing the Contract**" in Section-III.

2. BONAFIDE OFFERS

The bidder should be bonafide, which shall mean an entity:

- (a) Having a registration certificate of the firm;
- (b) Having Permanent Account Number;
- (c) Having Service Tax, Sale Tax, VAT registration;
- (d) Having executed at least two purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2015**;
- (e) Meeting all other requisites laid down in this Section elsewhere.

3. TENDER DOCUMENT

The tender document consists of all documents listed at the page No. 2 of this document. The tender must be submitted through a 'Letter of Submission of Tender' as per **Annexure-II** in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**

4. SUBMISSION OF TENDERS - TIME LIMIT/MODE

The tender documents duly completed should be submitted in **two separate** parts. The **first part** should be sealed in a separate envelope and superscripted as "**Technical Bid - Supply of Stationery & other General Items**". This should contain all the information which would enable TRAI to decide on credentials of the tenderers for performing/doing the job besides EMD (para 10 of Section-III) and other documents listed below in para 4.1.1 and elsewhere in the Section. The **second part** will consist of the "**Financial Bid - Supply of Stationery & other General Items**" and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for - Supply of Stationery & other General Items**" and addressed to Senior Research Officer (GA), TRAI.

Signature of the tenderer



4.1.1. The following documents must be submitted in the Technical Bid-

- Letter of Submission of tender.
- Tender document with all pages duly signed and embossed with official seal.
- Demand Draft of ₹20,000/- (Rupees Twenty Thousand only) towards Earnest Money Deposit.
- Copy of PAN Card.
- Proof of registration for Service Tax, Sale Tax, VAT.
- Documents indicating at least two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2015**
- A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.
- Proof of deposit of price of bid document (₹100/-).

4.1.2 The Schedule of Rates (SOR) given at **Annexure-V (Category- 'A', 'B' & 'C')** duly filled in and signed by the tenderer, shall be submitted in the '**Financial Bid**'. As may be noticed from the SOR (**Annexure-V**), items to be supplied have been categorised in three (03) categories i.e. Category - 'A', 'B' and 'C'. **A bidder is required to quote at-least for one full category i.e. all the items in that category. Bids which are not for a full / complete category will not be considered.**

4.2 **All rates shall be quoted only in the proper form i.e. in the SoR (Annexure-V) inclusive of taxes.** Each page shall be signed in full by the tenderer or his authorized signatory as described in sub paras above.

4.3 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the **Section-III** on "**Terms & Conditions Governing the Contract**". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.

4.4 The tender document duly completed as described in para above must reach the designated address upto **1500 hrs on June 16, 2015** positively.

Signature of the tenderer



- 4.5 Sealed tenders shall be submitted either by post/with acknowledgement due or in person. Tenders by Telegram/ Fax will not be considered.
- 4.6 Tenders received after the scheduled date and time shall not be considered under any circumstances.
- 4.7 The tenderer will have to submit an analysis of rates if called upon to do so by TRAI.
- 4.8 TRAI reserves the right to:-
- Accept or reject any or all the Technical and financial Bids without assigning any reasons.
 - Relax the tender conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of TRAI.
 - Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units or whose contracts have been terminated on account of poor performance.
- 4.9 **Any variation, addition and/or omissions in the quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.**
- 4.10 Each folio of tender document and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 4.11 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer.
- 5. OPENING OF BIDS:**
- 5.1 The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, **at 1530 hrs on due date**. The bidder's representatives present at the time of opening of bid shall sign in an attendance register. Authorisation letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- III**).

Signature of the tenderer

- 5.2 Only one representative for any bidder shall be authorized and permitted to attend the bid opening.
- 5.3 The Bidder's names, documents submitted, modifications, bid withdrawals and such other details as this office, at its discretion, may consider appropriate; will be announced at the opening.
- 5.4 The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

6. PREVIOUS EXPERIENCE:

The tenderers should have enclosed at least two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking /MNC within the preceding five years **as on 31.03.2015**

7. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of **90 (Ninety) days** from the last date of submission of tender. It shall be understood that the tender document have been sold/issued to the tenderer and the tenderer is permitted to tender with the stipulation that after submitting his tender, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to TRAI.

8. ACCEPTANCE OF TENDER:

- 8.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of TRAI who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.
- 8.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 8.3 All the tender documents submitted by a tenderer shall become the property of TRAI and TRAI shall have no obligation to return the same to the tenderers.
- 8.4 **Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**
- 8.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then TRAI reserves the right to

Signature of the tenderer

reject such tender at any stage of execution without any financial liability.

9. EXECUTION OF AGREEMENT:

- 9.1 The tenderer whose tender is accepted shall be required to appear at the office of the TRAI in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and **execute the Agreement within fifteen (15) days of the date of issue of communication from TRAI's office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.
- 9.2 The tenderer shall treat the contents of the tender documents as private and confidential.

10. POSTAL ADDRESS FOR COMMUNICATION:

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.



(N. K. Sharma)
Sr. Research officer (GA)

Signature of the tenderer

Section - III**TERMS & CONDITIONS GOVERNING THE CONTRACT****1. PREAMBLE:**

Telecom Regulatory Authority of India is a statutory body set up by an act of Parliament. It is functioning as a Regulator of the 'Telecom & Broadcasting Sector' in India.

2. TERMS AND CONDITIONS:

2.1 The Rate Contracts shall be valid for the period of one year from the date of awarding the Contract. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.

2.2 TRAI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.

2.3 If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, TRAI after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.

2.4 The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

2.5 The prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organisation(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed.

2.6 If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organisation(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the TRAI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

**Signature of the tenderer**

2.7 The Contractor shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract.

"I/ We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to TRAI under the contract herein and such Stores have not been offered/ sold by me/ us to any person(s)/ organisation(s) including the purchaser or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to TRAI."

3. Terms of Delivery: Door delivery at TRAI, MDS Bhawan, Jawaharlal Nehru, New Delhi-110002. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.

4. Delivery period: Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirement indicated as immediately will be supplied urgently not later than 2 days

5. Payment terms: (i) 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances. (ii) TDS and all other taxes will be deducted as per applicable rules.

6. Despatch instructions: Stores are required to be delivered at the MDS Bhawan premises on free delivery to the consignee's premises, freights/transportation paid basis. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

7. GUARANTEE/ WARRANTY:

7.1 The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of providing of the said goods/stores/articles to the purchaser.

7.2 The decision of the TRAI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or

Signature of the tenderer



replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/articles supplied will not be more than 3 months (Three months) old. The acceptance of articles will be given only when the articles are found upto the specifications given in the tender enquiry and free from all defects. The rejected items must be removed by the tenderers from the consignee's premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

8. DEFICIENCY CHARGES: In case of delay in delivering items at specified time and place by more than 2 days from the specified date, a penalty of ₹200/- will be levied for each day of delay.

9. DURATION OF CONTRACT:

9.1 *At the initial stage, the contract shall be awarded for a period of one year from the date of commencement of the Agreement. **TRAI will have discretion for extending it for further term of one or more years** on mutually acceptable terms and conditions and rates at the sole discretion of TRAI.*

9.2 However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

10. EARNEST MONEY:

10.1 The tenderer will be required to deposit a sum of ₹20,000/- (Rupees Fifteen Thousand only) as earnest money along with completed tender documents. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to TRAI. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited by TRAI.

10.2 *The deposit as referred to under para 10.1 above shall be made by **Pay Order** or **Demand Draft** made in favour of **TRAI** payable at New Delhi and valid for a minimum period of three months after the date of issue.*

11. SECURITY DEPOSIT: The successful tenderer whose rates are finally accepted shall deposit a sum of ₹50,000/- (Rupees Fifty Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of **Pay Order** or **Demand Draft** made in favour of **TRAI** payable at New Delhi. The EMD amount of ₹20,000/- deposited

Signature of the tenderer



by bidder will be refunded. **No interest will be paid on the performance security.**

12. TRAI reserves the right to terminate the Agreement any time without assigning any reason/notice.

13. CRITERIA FOR EVALUATION OF BIDS:

13.1 **Technical Bid:-** The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of tender.
- The tender document with all pages duly signed with official seal.
- Copy of Income tax PAN Card.
- Copy of Service Tax, Sale Tax, VAT Registration.
- Copy of at-least two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2015**;
- Earnest Money Deposit of ₹20,000/- (Rupees Twenty Thousand only) in form of bank draft/pay order.
- A self-certificate to the effect that the tenderer has not been blacklisted by Central/ State Govt./ Public Sector Units or its contracts have not been terminated on account of poor performance.
- Proof of deposit of price of bid document.

13.2 **Financial Bid:-** The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above. **The financial bids for supply of stationery and other general items will be evaluated as per the criteria given below and as per the rates quoted by the bidders in Schedule of Rates [Annexure-V Category - 'A', 'B' & 'C'].**

EVALUATION CRITERIA: *For a particular category i.e. Category - A or Category - B or Category - C, the L-1 will be determined based on total cost of the items included in that category to be worked out on the basis of rate quoted for the items in that category by the firm multiplied by the quantity of these items projected by TRAI in the SOR.*

- For a valid quote, a bidder is required to quote for all the items of at-least one category i.e. Category - A, 'B' & 'C'.
- Contract will be awarded category wise to the firms which emerge as L1 for a particular category.



Signature of the tenderer

14. FORCE MAJEURE:

- 14.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the firm to TRAI within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of TRAI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
- 14.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Agreement.

15. LAWS GOVERNING AGREEMENT:

The Agreement entered into between TRAI and the firm shall be governed by the laws of India for the time being in force.

16. JURISDICTION OF COURTS:

The court of the place where the Agreement is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement.

17. ARBITRATION:

In the event of any dispute arising between TRAI and the firm in any matter covered under this Agreement or arising directly or indirectly therefrom or connected or concerned with the said Agreement in any manner of its implementation of any terms and conditions of the said Agreement, the matter shall be referred to the Secretary, TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.

**Signature of the tenderer**

18. GENERAL:

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Advisor (A), TRAI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.



[N.K. Sharma]
Sr. Research Officer (GA)

The scope of work and all terms and conditions listed from para 1 to 18 along with their sub-para have been read carefully, understood and accepted.

Signature of the tenderer

ANNEXURE-I**LIST OF STATIONERY & OTHER GENERAL ITEMS**

CATEGORY - A			
SN	Description of the Items (Stationery)	Make/Brand/ Specification	Approx. Annual Qty.
1	Plastic Folder	As per sample	6000 Nos.
2	Stapler 10D	Kangaro	50 Nos.
3	Stapler 24/4	Kangaro	20 Nos.
4	Stapler Pin 10D	Kangaro	800 Pkt.
5	Stapler Pin 24/4	Kangaro	500 Pkt.
6	HD Stapler 23/17	Kangaro	5 Nos.
7	HD Stapler Pin 23/17	Kangaro	10 Pkt.
8	Punch Single	Kangaro	50 Nos.
9	Punch Double	Kangaro	15 Nos.
10	Pen - Uniball	Unibal	1500 Nos.
11	Pen - V5	Luxor	800 Nos.
12	Pen - Reynold (0.45)	Reynold	1600 Nos.
13	Reynold (0.45) - Refill	Reynold	500 Nos.
14	Pen - Add Gell	Achever	1500 Nos.
15	Add Gell - Refill		500 Nos.
16	Ball Pen Jotter (Good Quality)	Perform/flair	150 Nos.
17	Jotter Refil (pointed tip)	Perform	100 Nos.
18	Scale (Long - 12')	Castle	30 Nos.
19	Cello Tap (Big)	Diamond	500 Nos.
20	Pencil (pkt)	Faber Castle	300 Pkt.
21	Pencil Erasser	Camlin	800 Nos.
22	Pencil Sharpner	Camlin	800 Nos.
23	Post-it-Slip (2x3)		1000 Nos.
24	Post-it-Slip (3x3)		1000 Nos.
25	Gem Clip	Bun Chin	1500 (Pkt.)
26	Pin	Bun Chin	50 Pkt.
27	White Fluid (Pen)	Flair/luxor	200 (Pen)
28	Scissor	Kebica	50 Nos.
29	Cutter	Kebica	50 Nos.
30	Highlighter	Flair/Luxor	120 Set
31	Board Marker	Flair/Luxor	200 Nos.
32	Glue Stick (15g.)	Faber Castell	600 Nos.
33	Gum Bottle (150 ml.)	Camllin	30 Bottles
34	Gum Bottle (300 ml.)	Camllin	15 Bottles
35	Tag (White)		15 Bundle
36	Tag(Green)		10 Bundle
37	Permanent Marker	Luxor	50 Nos.
38	Pin Cushion		20 Nos.
39	Pen Stand (4 Socket) Product No. 1439	Kebica Stationery	20 Nos.
40	Dak Pad	Neelgagan	30 Nos.


Signature of the tenderer

41	Signature Pad	Neelgagan	15 Nos.
42	Cell (Pencil)	Eveready	150 Nos.
43	Cell (AA)	Dura Cell	36 Nos.
44	Cell (AAA)	Dura Cell	36 Nos.
45	Ball Pen (10 in a pkt.)	Cello Gripper	500 Nos.
46	Pen Stand (2 Socket) Product No. 202	Kebica Stationery	20 Nos.
47	Desk Calendar Stand Product No. 4	Kebica Stationery	35 Nos.
48	Sketch Pen (OHP)(5 in a set)	Luxor	25 Set
49	Sketch Pen (12 Pc. Set)	Faber Castle	10 Set
50	File Tray Kebica/Brite		30 Nos.
51	Packing Tape (Brown) (2 ½" x 65 mtrs.)	Wonder	50 Nos.
52	Report File (RE-102 A4)	Solo	500 Nos.
53	Ring Binder (RB -402 (2-D)	Solo	200 Nos.
54	Lever Arch File (LA-512)	Solo	150 Nos.
55	File Tray		30 Nos.
56	File Box		100 Nos.
57	Dust Bin (Plastic)	As per sample	25 Nos.
58	CD Case (100 CD Storage)	As per sample	20 Nos.

CATEGORY - B			
SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.
1	Envelop Yellow Laminated 16X12 SE8-A (405MMX305MM)	As per sample	2000
2	Envelop Yellow Laminated 10X12 SE8-A (255MMX305MM)	As per sample	2000
3	Envelop White (11x5) Window SE-6 (255MMx255MM)	As per sample	6000
4	Envelop White (11x5) Plain SE-6 (255MMx255MM)	As per sample	3000
5	Envelop White (9x4) Window SE-5 (225MMx100MM)	As per sample	6000
6	Envelop White (9x4) Plain SE-5 (225MMx100MM)	As per sample	3000
7	File Cover Printed	As per sample	5000 Nos.
8	File Board	Neegagan	2500 Nos.
9	Spiral Pad No.66	Neegagan/ Shipra	500 Nos.
10	Spiral Pad No.100	Neegagan/Shipra	100 Nos.
11	Spiral Pad No.67 (colour)	Neegagan/Shipra	100 Nos.
12	Slip Pad - No. 33	Neelgagan	1000 Nos.
13	Note Sheet (A-4 size) Green, 100 sheet	80 GSM. Neelgagan	600 Pads
14	Register - 2 Quire (Brown) SE-5	Neelagan	250 Nos.
15	Register - 4 Quire	Neelgagan	200 Nos.
16	White Duster (24" x 24") - do -	As per sample	20 Dozen
17	Yellow Duster (24" x 24") - do -	As per sample	24 Dozen
18	Index File	Neelgagan	250 Nos.



Signature of the tenderer

CATEGORY - C			
SN	Description of the Items (Stationery)	Make/Brand/ Specification	Approx. Annual Qty.
1	Photocopy Paper (A-4 size)	J.K. Mills. 75 gsm	2500 Ream
2	Photocopy Paper (A-3 size)	J.K. Mills. 75 gsm	600 Ream
3	Full Scape Paper	J.K. Mills. 75 gsm	5 Ream
4	Photoglossy Paper A-4 Size, (80 GSM)	Oddy	5 Box
5	Photocopy Paper (A-4 Size) Color (Green, Blue, Pink, Yellow)	As per sample	2 Reams each

**Signature of the tenderer**

LETTER OF SUBMISSION OF TENDER

To

The Senior Research Officer (GA)

O/o Telecom Regulatory Authority of India

Mahanagar Doorsanchar Bhawan

Jawahar Lal Nehru Marg

New Delhi - 110 002

Subject: Tender for "**Supply of Stationery & other General Items**" for a period of one year from the date of award of contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above-mentioned contract, I/We hereby tender for the contract for working as Contractor for TRAI for its office at the rates specified in the SOR (Annexure - II) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

2. The following certificates/documents are enclosed herewith:-
 - 2.1 Copy of two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years **as on 31.03.2015**;
 - 2.2 Copy of Income Tax PAN card;
 - 2.3 Copy of Service Tax, Sale Tax, VAT Registration;
 - 2.4 A sum of ₹20,000/- (Rupees Twenty Thousand only) towards Earnest Money in the form of pay order/demand draft No. _____ dated _____ drawn on the bank/branch _____ in favour of TRAI, payable at New Delhi.
 - 2.5 Proof of deposit of price of bid document.

**Signature of the tenderer**

2.6 A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.

2.7 The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is accepted by TRAI.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer/(s)

Name : _____

Mobile/Tel No.: _____

Designation : _____

Address : _____

MS Dange.

Signature of the tenderer

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of Tender for Supply of Stationery & other general items.

A persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Name

Specimen Signature

Signatures of bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Only one representatives will be permitted to attend bid opening. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.



Signature of the tenderer

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for hiring of vehicles. The documents are to be submitted in descending order.

SN	Documents	Page No.
1.	Letter of Submission of tender.	
2.	Tender document with all pages duly signed and embossed with official seal.	
3.	Demand Draft of ₹20,000/- towards Earnest Money Deposit.	
4.	Copy of PAN Card	
5.	Proof of copy of Service Tax, Sale Tax, VAT Registration.	
6.	Copy of two executed purchase orders for supply of stationery and other such items of work of value not less than two lakhs in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 31.03.2015 .	
7.	A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.	
8.	Authorization letter for the bid opening [as per Annexure - III]	
9.	Proof of deposit of price of bid document	
10.	Any other document (s) [Please specify]	
11.	Schedule of Rates (as per Annexure-V - Category - 'A', 'B' & 'C' in a separate sealed envelope)	

Bidders to ensure

- A. That all pages have been stamped and signed by the authorized person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).


Signature of the tenderer

(To be kept in a separate envelope)

ANNEXURE - V**SCHEDULE OF RATES TO BE QUOTED FOR SUPPLY OF STATIONERY &
OTHER GENERAL ITEMS**

CATEGORY - A						
SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.	UNIT	Rate per Unit Inclusive of all taxes	Amount Inclusive of all taxes
			1		2	3=1x2
1	Plastic Folder	As sample per	6000 Nos.	Each		
2	Stapler 10D	Kangaro	50 Nos.	Each		
3	Stapler 24/4	Kangaro	20 Nos.	Each		
4	Stapler Pin 10D	Kangaro	800 Pkt.	Pkt.		
5	Stapler Pin 24/4	Kangaro	500 Pkt.	Pkt.		
6	HD Stapler 23/17	Kangaro	5 Nos.	Each		
7	HD Stapler Pin 23/17	Kangaro	10 Pkt.	Pkt.		
8	Punch Single	Kangaro	50 Nos.	Each		
9	Punch Double	Kangaro	15 Nos.	Each		
10	Pen - Unibal	Unibal	1500 Nos.	Each		
11	Pen - V5	Luxor	800 Nos.	Each		
12	Pen - Reynold (0.45)	Reynold	1600 Nos.	Each		
13	Reynold (0.45) - Refill	Reynold	500 Nos.	Each		
14	Pen - Add Gell	Achever	1500 Nos.	Each		
15	Add Gell - Refill		500 Nos.	Each		
16	Ball Pen Jotter (Good Quality)	Perform/flair	150 Nos.	Each		
17	Jotter Refil (pointed tip)	Perform	100 Nos.	Each		
18	Scale (Long - 12')	Castle	30 Nos.	Each		
19	Cello Tap (Big)	Diamond	500 Nos.	Each		
20	Pencil (pkt)	Faber Castle	300 Pkt.	Pkt.		
21	Pencil Erasser	Camlin	800 Nos.	Each		
22	Pencil Sharpner	Camlin	800 Nos.	Each		
23	Post-it-Slip (2x3)		1000 Nos.	Each		
24	Post-it-Slip (3x3)		1000 Nos.	Each		
25	Gem Clip	Bun Chin	1500 (Pkt.)	Pkt.		
26	Pin	Bun Chin	50 Pkt.	Pkt.		
27	White Fluid (Pen)	Flair/luxor	200 (Pen)	Each		
28	Scissor	Kebica	50 Nos.	Each		

Signature of the tenderer



SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.	UNIT	Rate per Unit Inclusive of all taxes	Amount Inclusive of all taxes
			1		2	3=1x2
29	Cutter	Kebica	50 Nos.	Each		
30	Highlighter	Flair/Luxor	120 Set	Per set		
31	Board Marker	Flair/Luxor	200 Nos.	Each		
32	Glue Stick (15g.)	Faber Castell	600 Nos.	Each		
33	Gum Bottle (150 ml.)	Camllin	30 Bottles	Per Bottle		
34	Gum Bottle (300 ml.)	Camllin	15 Bottles	Per Bottle		
35	Tag (White)	Bundle of 20 Sets	15 Bundle	Per Bundle		
36	Tag(Green)		10 Bundle	Per Bundle		
37	Permanent Marker	Luxor	50 Nos.	Each		
38	Pin Cushion		20 Nos.	Each		
39	Pen Stand (4 Socket) Product No. 1439	Kebica Stationery	20 Nos.	Each		
40	Dak Pad	Neelgagan	30 Nos.	Each		
41	Signature Pad	Neelgagan	15 Nos.	Each		
42	Cell (Pencil)	Eveready	150 Nos.	Each		
43	Cell (AA)	Dura Cell	36 Nos.	Each		
44	Cell (AAA)	Dura Cell	36 Nos.	Each		
45	Ball Pen (10 in a pkt.)	Cello Gripper	500 Nos.	Each		
46	Pen Stand (2 Socket) Product No. 202	Kebica Stationery	20 Nos.	Each		
47	Desk Calender Stand Product No. 4	Kebica Stationery	35 Nos.	Each		
48	Sketch Pen (OHP)(5 in a set)	Luxor	25 Set	Per set		
49	Sketch Pen (12 Pc. Set)	Faber Castle	10 Set	Per set		
50	File Tray Kebica/Brite		30 Nos.	Each		
51	Packing Tape (Brown) (2 ½" x 65 mtrs.)	Wonder	50 Nos.	Each		
52	Report File (RE-102 A4)	Solo	500 Nos.	Each		
53	Ring Binder (RB -402 (2-D)	Solo	200 Nos.	Each		

Signature of the tenderer



SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.	UNIT	Rate per Unit Inclusive of all taxes	Amount Inclusive of all taxes
			1		2	3=1x2
54	Lever Arch File (LA-512)	Solo	150 Nos.	Each		
55	File Tray		30 Nos.	Each		
56	File Box		100 Nos.	Each		
57	Dust Bin (Plastic)	As sample per	25 Nos.	Each		
58	CD Case (100 Storage)	As sample per	20 Nos.	Each		
Total Amount (₹)						
Rupees						
.....						

Note: All rates should be quoted inclusive of all taxes.

Signature of the Authorised Signatory

Name: _____

Mobile / Tel No.: _____

Designation: _____



Signature of the tenderer

(To be kept in a separate envelope)

ANNEXURE - V**SCHEDULE OF RATES TO BE QUOTED FOR SUPPLY OF STATIONERY & OTHER GENERAL ITEMS****CATEGORY - B**

SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.	Unit	Rate per Unit Inclusive of all taxes	Amount (Inclusive of all taxes)
			1		2	3=1x2
1	Envelop Yellow Laminated 16X12 SE8-A (405MMX305MM)	As per sample	2000	Per Thousand		
2	Envelop Yellow Laminated 10X12 SE8-A (255MMX305MM)	As per sample	2000	Per Thousand		
3	Envelop White (11x5) Window SE-6 (255MMx255MM)}	As per sample	6000	Per Thousand		
4	Envelop White (11x5) Plain SE-6 (255MMx255MM)}	As per sample	3000	Per Thousand		
5	Envelop White (9x4) Window SE-5 (225MMx100MM)}	As per sample	6000	Per Thousand		
6	Envelop White (9x4) Plain SE-5 (225MMx100MM)}	As per sample	3000	Per Thousand		
7	File Cover Printed	As per sample	5000 Nos.	Each		
8	File Board	Neelgagan	2500 Nos.	Each		
9	Spiral Pad No.66	Neelgagan/Shipra	500 Nos.	Each		
10	Spiral Pad No.100	Neelgagan/Shipra	100 Nos.	Each		
11	Spiral Pad No.67 (colour)	Neelgagan/Shipra	100 Nos.	Each		
12	Slip Pad - No. 33	Neelgagan	1000 Nos.	Each		
13	Note Sheet (A-4 size) Green, 100 sheet	80 GSM. Neelgagan	600 Nos.	Each		
14	Register - 2 Quire (Brown) SE-5	Neelagan	250 Nos.	Each		



Signature of the tenderer

SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.	Unit	Rate per Unit Inclusive of all taxes	Amount (Inclusive of all taxes)
			1		2	3=1x2
15	Register - 4 Quire	Neelgagan	200 Nos.	Each		
16	White Duster (24" x 24")	As sample per	20 Dozen	Per Dozen		
17	Yellow Duster (24" x 24")	As sample per	24 Dozen	Per Dozen		
18	Index File	Neelgagan	250 Nos.	Each		
Total Amount (₹)						
Rupees						
.....						

Note: All rates should be quoted inclusive of all taxes.

Signature of the Authorised Signatory

Name: _____

Mobile / Tel No.: _____

Designation: _____



Signature of the tenderer

(To be kept in a separate envelope)

ANNEXURE - V**SCHEDULE OF RATES TO BE QUOTED FOR SUPPLY OF STATIONERY & OTHER GENERAL ITEMS**

CATEGORY - C						
SN	Description of the Items (Stationery)	Make/Brand/Specification	Approx. Annual Qty.	Unit	Rate Per Unit Inclusive of all taxes	Amount Inclusive of all taxes
			1		2	3=1x2
1	Photocopy Paper (A-4 size)	J.K. Mills. 75 gsm	2500 Ream	Per Ream		
2	Photocopy Paper (A-3 size)	J.K. Mills. 75 gsm	600 Ream	Per Ream		
3	Full Scape Paper	J.K. Mills. 75 gsm	5 Ream	Per Ream		
4	Photocopy Paper (A-4 Size) Color (Green, Blue, Pink, Yellow)	As per sample	2 Reams each	Per Ream		
5	Photoglossy Paper A-4 Size, (80 GSM)	Oddy	5 Pkt.	Per Pkt.		
Total Amount (₹)						
Rupees						
.....						

Note: All rates should be quoted inclusive of all taxes.**Signature of the Authorised Signatory**

Name: _____

Mobile / Tel No.: _____

Designation: _____


Signature of the tenderer