

**OFFICE OF THE PCDA BANGALURU**  
**NO. 107, LOWER AGRAM POST BANGALORE-560007.**

NO. REC/020/STY/2018-2019

DATE: 05/09/2018

To

All Vendors

Subject: **CALLING FOR QUOTATIONS FOR STATIONERY ITEMS FOR THE YEAR 2018-19.**

This office intends to procure Stationary Items as per the specifications mentioned at the **Annexure-A** enclosed with this letter on competitive basis. Hence, you are requested to submit the quotations in sealed covers duly quoting the rates and taxes, item wise, with the terms and conditions so as to reach this office on or before **24/09/2018 at 04:00 pm.**

**2) General Conditions for supply are as under:**

- (i) **Earnest money Deposit:** An a/c payee Demand Draft for Rs. 15000/- (Fifteen thousand Rs. Only) in favour of **"Principal Controller of Defence Accounts, Bangalore"** in the form of fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the Public Sector Bank or a Private Sector Bank or a Private Sector Bank authorized to conduct Govt. business should be enclosed. The EMD should remain valid for a period of 45 days beyond the final bid validity period. EMD of unsuccessful bidders would be returned to the vendors at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender. **Tender without EMD will not be considered.**
- (ii) The **quantity** indicated is **approximate** and **may vary depending upon the requirement.**
- (iii) Supply Order for supply of stationery will be placed on the tenderer whose quotation is accepted. The **L1** will be determined Item-wise.
- (iv) Stationery Items tendered will be subject to inspection by the Competent Authority or his authorised representative before final acceptance.
- (v) Any item rejected during inspection before acceptance should be taken back by the suppliers and replaced immediately at his own expense.
- (vi) Decision of the Competent Authority will be final in all matters concerned with supply of the items.
- (vii) The items tendered must conform to the specification as mentioned in this call for quotations.
- (viii) Rates quoted may be accepted or rejected by the Competent Authority without assigning any reasons whatsoever and tenderer will have to abide by the decision.
- (ix) Payment will be made through ECS to the Firm mentioned in the quotation by PCDA Bangalore within 15 days of receipt of Bill, complete in all respects.
- (x) You are requested to quote your rate on printed letter pad (**bearing GST No. and Registration No.**) and submit along with this tender enquiry duly signed by you.

- (xi) In case of non-supply of stationery within one week of placement of Supply Order, the stationery will be procured at risk and cost of vendor. It is also stated that compensation of loss of late delivery is also applied as **liquidated damages** at the rate of 5% of the cost of the supply order.
- (xii) **Repeat Order:** The purchaser can exercise an option to procure an additional 50 % of the original contracted quantity in accordance with the same terms and conditions of the present contract.
- (xiii) **Evaluation Criteria:** Determination of L1 will be done on total of basic price (not including levies, taxes and duties levied by central/state/local governments such as CGST, SGST, IGST etc. on final product) of all items/requirements.
3. The sealed covers should be addressed to "**The Group Officer (AN), Office of the PCDA, No. 107, Lower Agram Road, Bangalore-560007**" and cover should be super scribed in Bold Letters as "**Quotation for Stationery Items**" at the top. The Tender Box will be kept in "**Reception Hall**". All quotation should be dropped in the Box on or **before 24/09/2018 at 04:00 pm.**
4. Tender Enquiry is also available in PCDA, Bangalore Website [www.pcdabl.gov.in](http://www.pcdabl.gov.in).
5. Please note that the rates quoted for Stationery Items will be applicable till 31/03/2019 and the firm should be willing to supply the ibid item at staggered delivery 'as on required basis'.

Enclosures: As above.

  
ACDA (R)

## Annexure A

Indent of stationary for the year 2018-2019						
S.No.	Description	UNITS	Total Quantity required	Rate per Unit	GST	Total rate
1	FILE BOARDS WITH CLOTH FLAPS (A4 Size)/SUBMISSION PAD	NOS.	750			
2	FILE FLAPS	NOS.	120			
3	FILE COVERS WITH PRINTING (two ilets in centre & one ilelet on top)	NOS.	12000			
4	FOLDER FILE WITH CLIPS(TIMEX CLIP FILE)	NOS.	400			
5	FILE BINDER(IRLA) 20"x13"	NOS.	300			
6	DAK PAD (PLASTIC)	NOS.	100			
7	PLASTIC "L" SHAPE FOLDER	NOS.	330			
8	XEROX PAPER A4 JK RED 75GSM	REAMS	1900			
9	PRINTING PAPER LEGAL SIZE JK RED 75 GSM	REAMS	50			
10	XEROX PAPER A3 JK RED 75 GSM	REAMS	30			
11	REGISTER DELUX 1 QUARE	NOS.	200			
12	REGISTER DELUX 2 QUARE	NOS.	250			
13	REGISTER DELUX 3 QUARE	NOS.	250			
14	REGISTER DELUX 4 QUARE	NOS.	200			
15	ATTENDANCE REGISTER (90 GSM) (28 Pages)	NOS.	120			
16	SCRIBBLING PAD A ones 1X8	NOS.	600			
17	NOTE PAD SMALL A ones 1X6	NOS.	100			
18	ENVELOPE SE-4 6X4 WITH PRINTING	NOS.	11000			
19	ENVELOPE SE-5 9X4 WITH PRINTING	NOS.	7000			
20	ENVELOPE SE 10X4 WITH PRINTING	NOS.	900			
21	ENVELOPE SE-6 11X5 WITH PRINTING	NOS.	9000			
22	CLOTH LINED 16X12 WITH PRINTING	NOS.	11000			
23	CLOTH LINED 14X10 WITH PRINTING	NOS.	6000			
24	TAG "8"	BDLS.	700			
25	TAG 24" WHITE NYLON	BDLS.	700			
26	STAPLER NO. 10 (KANGAROO)	NOS.	350			
27	STAPLER PIN NO. 10 KANGAROO (Each box contain 20 packets)	BOXES	250			
28	STAPLER 24/6 KANGARO	NOS.	200			
29	STAPLER PIN 24/6 KANGARO (Each box contain 20 packets)	BOXES	60			
30	PAPER PIN BOX (Kangaroo)	BOXES	350			
31	SEALING WAX	BOXES	450			
32	CELLO TAPE 1"(Wonder)	NOS.	250			
33	CELLO TAPE 2"(Wonder)	NOS.	300			
34	CELLO TAPE 3"(Wonder)	NOS.	250			
35	BROWN TAPE (3")	NOS.	450			
36	GUM BOTTLE 300 ML(Camlin)	NOS.	70			
37	GUM BOTTLE 700 ML(Camlin)	NOS.	70			
38	PENCIL BOX NATRAJ (1 box contains 12 pencils)	BOXES	100			
39	DUSTER CLOTH (24"*18")	NOS.	700			
40	SCALE STEEL(Kheti)	NOS.	100			
41	JEMS CLIP BOX Packers (1 box contains 10 packets)	BOXES	100			
42	PEN STAND Prime	NOS.	80			
43	PAPER WEIGHT	NOS.	30			

44	WHITE BOARD MARKER Reynolds	NOS.	70			
45	MARKER PEN LUXOR	NOS.	350			
46	HIGHLIGHTER CAMEL	NOS.	130			
47	KORA CLOTH	METER	170			
48	PIN Holder BOX	NOS.	120			
49	POKER STEEL	NOS.	200			
50	GUM TUBE Camel (30 ML)	NOS.	260			
51	SKETCH PEN RED,BLUE,BLACK, GREEN (Camlin)	NOS.	3400			
52	TRI CLORED FLAG 3A	NOS.	300			
53	JUTE THREAD	KGS.	200			
54	CORRECTION FLUID/PEN Decore	NOS.	400			
55	SCISSOR (SMALL) Dicksin (6.3")	NOS.	130			
56	SCISSOR (BIG)Dicksin (9.3")	NOS.	80			
57	PUNCHING MACHINE SINGLE HOLE Kangaroo	NOS.	130			
58	PUNCHING MACHINE DOUBLE HOLE Kangaroo	NOS.	20			
59	STICKER WRITE ON 3A/3M	NOS.	160			
60	FEVI STICK (8 gm)	NOS.	500			
61	CALCULATOR (Casio) (12 digits)	NOS.	400			
62	STAMP PAD INK (30 ml)	NOS.	150			
63	BLUE PEN BALL REYNOLDS	NOS.	800			
64	RED PEN BALL REYNOLDS	NOS.	350			
65	BLACK PEN BALL REYNOLDS	NOS.	300			
66	GREEN PEN GEL CELLO	NOS.	250			
67	REFILL RED BALL REYNOLDS	NOS.	200			
68	REFILL BLACK BALL REYNOLDS	NOS.	150			
69	REFILL GREEN GEL CELLO	NOS.	150			
70	REFILL BLUE BALL REYNOLDS	NOS.	200			
71	SELF ADHESIVE TAPE BIG Double sided 3M	NOS.	100			
72	SERVICE BOOK (As per office) (48 Pages)	NOS.	300			