

OFFICE OF THE P C D A
NO.107, LOWER AGRAM ROAD POST, BENGALURU -560007

No. REC/020/STY/2019-2020

Date : 09/12/2019

To
All the Vendors
(As per enclosed list)

Sub: **Calling for Quotations for Stationery items for the year
- 2019- 2020-reg.**

This office intends to procure stationery items as per the specifications mentioned at **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 **27.12.2019 at 04:00 pm.** (3 weeks as per para 4.2.8 of the DPM -20019).

2) General conditions for supply are as under:

- (i) **Earnest Money Deposit:** An a/c payee Demand Draft for **Rs. 5000/- (Five thousand only)** (5% of the estimated value cost i.e. Rs. 1,00,287/-) **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 private sector bank or a private sector bank authorised 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 the latest on or before the 30th 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 and rejected out rightly.**
- (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**, which should bear the GSTIN No. and submit the same along with this tender enquiry duly signed by you.
- (xi) **In case of non-supply of stationery items within two weeks from the date of placement of Supply Order, the stationery will be procured at risk cost of vendor.**

Further, the compensation of loss on account of late delivery is also applied as **liquidated damages** at the rate of 0.5% of the prices of any stores which the vendor has failed to deliver within the period agreed for delivery in the Supply Order for each week or part thereof during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, subject to a **maximum of 10% of the cost of the supply order and deducted from the payment due to the vendor.**

- (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 (Records), Office of the PCDA, No. 107, Lower Agram Road, Agram Post, 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 27.12.2019 at 04.00PM.**

4. Tender Enquiry is also available in PCDA, Bangalore website 'www.pcdabl.gov.in'