



कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)  
Employees' State Insurance Corporation (Regional Office)  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. of India)  
पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाटो, पणजी, गोवा -403001  
Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa - 403001  
फ़ोन : 0832-2438853, 2438870, 2438871 फ़ैक्स : 0832-2438858  
ई-मेल : [rd-goa@esic.nic.in](mailto:rd-goa@esic.nic.in) वेबसाइट : [www.esicgoa.org.in](http://www.esicgoa.org.in), [www.esic.nic.in](http://www.esic.nic.in)



No.32-D-15/11/1/2013-AG

Date: 27/10/2014

### **OPEN TENDER FOR SUPPLY OF STATIONERY ITEMS**

Sealed tenders are invited from the eligible suppliers by the Regional Director, ESI Corporation Regional Office, Panaji for the supply of stationery items as per specifications and quantities detailed in the Schedule attached. The conditions of contract which will govern any contract made are given here under and in General conditions of Tender (Annexure-1). If you are in a position to quote for supply in accordance with the requirements in the attached schedule, please submit your tender to this office.

#### **Preparation of Tender:-**

- The schedule 'A' should be returned intact whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as "not quoting".
- In the event of the space in the schedule form being insufficient for the required purpose additional page may be added. Each such additional page must be numbered consecutively, bear the tender number and be fully signed by tenderer. In such cases, reference to the additional pages must be made in the tender form.
- EMD of Rs. 10,000/- (Rupees Ten Thousand Only) as DD drawn in favour of ESI Fund A/C No. 1, payable at Panaji and performance security amount as 5% of the annual value of the contract is to be deposited. EMD amount is adjustable towards the Performance Security in case of successful tenderer.

#### **Signing of Tender:-**

The tender is liable to be ignored if complete information is not given therein or if the particulars & date (if any), asked for in the schedule to the Tender are not fully filled in. Particular attention may be paid to the particulars referred to in the conditions of contract as the suppliers have to comply with them.

#### **Delivery of Tender:-**

The original copy of the Tender along with the Declaration Form duly completed and signed should be enclosed in a double cover. The inner cover should be sealed and addressed by name to the undersigned. At the top of the inner cover the following words should be written in block letter. "TENDER FOR SUPPLY OF STATIONERY ITEMS". The other cover should bear only the address of this office without any indication that there is a tender within. The right to ignore any tender which fails to comply with the above instructions is reserved. Only one tender should be included in one cover. **Latest hour for receipt of the tender:-** Your tender must reach this office not later than 3.00 pm on 18/11/2014. In the event of the said date of the opening of the tender be or being declared a closed holiday for Government Offices, the date of opening of the tenders will be the next working day. Tender sent by hand delivery should be delivered at this office not later than the due date and time stipulated to. Period for which the offer will remain open:-

- All tenders should remain valid for acceptance for a period of Sixty (60) days from the date of opening of tender.

iii) Tenders qualified by such vague and indefinite expressions as “Subject to immediate acceptance”. “Subject to prior sale” etc. will not be considered.

**Opening of Tender:-**

All tenderers or their representatives if they so desire may be present at the opening of the tender at 3.30 pm on 18/11/2014 at the above address.

**Prices:-**

i) The prices quoted must be net per unit shown in the schedule inclusive of all packing and delivery charges.

ii) Tenders should clearly specify whether prices quoted are inclusive of VAT and other duties or whether such charges will be “extra”. Where no specific mention is made of VAT or other duties, prices will be deemed to be inclusive of sales tax and other duties.

iii) While quoting the rates it may be noted that even if the taxes works out in fraction (Paise), the final quoted amount should be in rounded off.

**Delivery Terms:-**

The tenderers shall deliver the stationery items in good order (of which the Regional Director, Employees’ State Insurance Corporation Regional Office, Panaji shall be sole judge) within the limits of time as the Regional Director, Employees’ State Insurance Corporation Regional Office, Panaji may deem reasonable and specify, and in such quantity or quantities and at such places with the State of Goa as may from time to time be ordered by him. No extra delivery charges etc. will be payable on this account.

**Inspection of Stores:-**

Supplies will be accepted subject to inspection by the Regional Director, Employees’ State Insurance Corporation Regional Office, Panaji or his Agent. Any defect found in the material will render the supplies open to rejection and decision of the Regional Director, Employees’ State Insurance Corporation Regional Office, Goa in the matter will be final and legally binding on the supplier. The rejected stores will be returned to the suppliers at their risk and cost.

**System of Payment:-**

Payment for the stores or for each delivery will be made to the tenderer on submission of bills in accordance with the procedure laid down.

The Regional Director, Employees’ State Insurance Corporation, Regional Office, Panaji does not pledge himself to accept lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted.

Sd/-

**(C.V. Joseph)**  
**Regional Director**

## ANNEXURE-I

### **GENERAL CONDITIONS OF TENDER**

1. The bidder should be a reputed stationery supplier having well established business establishment/office, located within Goa.
2. The annual turnover or annual gross trade of the firm/company shall not less than Rs.5 lakh per annum. (Proof to be enclosed)
3. Bidder shall have been registered with Sales Tax/VAT Authorities.( Copy to be enclosed)
4. The bidder shall have PAN allotted by IT Deptt. (Copy to be enclosed)
5. The supply of the items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words as per price schedule for all the items given in the schedule of requirement. Bids not quoted for all the items in particular lot may summarily be rejected.
6. Only those bids shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of tender both technically and commercially.
7. The Corporation shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
8. Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.
9. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.
10. Prices charged by the bidder for goods delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.
11. Under normal circumstances the contract shall be valid for a period of one year from the date of Agreement.

12. Estimated quantity of items required is mentioned in Schedule-A. However it should be clearly noted that the Corporation shall place the order only as per the actual requirements from time to time. Which may vary from the quantity mentioned in the tender and the supplier cannot raise any objection in this regard.

13. The supply of items shall be made to this office within 7 days (maximum) of Purchase Order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. The Corporation will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

14. If delivery is not made in given time and the Corporation is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.

15. Irrespective of the fact as to whether or not the Corporation makes purchase from outside, the Corporation may impose penalty of 0.5% of value of order for every week's delay or part thereof for a period up to 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default.

16. This amount of liquidated damages shall be paid by bidder to the Corporation or may be recovered by the Corporation from the bills of bidder or from Performance Security.

17. Quantum of liquidated damages assessed and levied by the Corporation and decision of the Corporation thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such; the same shall not be referable to arbitration.

18. The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.

19. If the stock supplied found to be old/defective, the same should be replaced immediately as per requirements of this office, failing which EMD/SD will be forfeited and the tendered will be black listed.

20. In case the stationery items are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. The Corporation will not be responsible for any loss occurred for this to the firm.
21. The Corporation may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.
22. Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the Corporation and set off the same against any claim of THE CORPORATION for payment of a sum of money arising out of this contract or under any other contract made by contractor with the Corporation.
23. In case the supply is not completed in stipulated or agreed delivery period as indicated in work/purchase order, or bidder's breach of terms and conditions of contract, the Corporation reserves the right to cancel/terminate the purchase order and or recover/impose liquidated damages or forfeit performance security for default.
24. The supply of the articles should be made strictly as per ordered quantity and at ordered place. The Corporation reserves the right to accept or reject the whole lot supplied if variation is found in quantity supplied against the ordered quantity.
25. The contractor shall deliver the articles at the ordered place at his own risk and cost. No separate delivery charges etc. will be paid by the Corporation.
26. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.
27. Payment shall be made on receipt of goods against bill for the supply made after the forms and register have been checked and accounted and there is no damage/shortage.
28. The payment shall be released through Cheque/ECS against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted.
29. Bills submitted after 15 days of supply shall be liable for rejection.
30. No payment is admissible for goods rejected.

31. No sub-contracting is permissible.

32. Conditional bid will not be accepted.

33. All entries in the Tender form should be legible and filed clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

34. The Corporation is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.

35. Prices shall remain fixed and valid during the period of contract.

36. The tender should be addressed to the Regional Director, Employees' State Insurance Corporation Regional Office, Panaji and submitted in double covers, on the inner cover of which the following words should be written in bold letters. "**Tenders for supply of Stationery items**".

37. Tenders will be available at above address from 28/10/2014 to 17/11/2014 at the cost of Rs.250/-/- (non refundable) as DD drawn in favour of ESI Fund A/C No. 1, payable at Panaji between 10.00 am to 3.00 pm in all working days (Monday to Friday).

38. Tenders will be opened on 18/11/2014 at 3.30 pm at the Office of Employees' State Insurance Corporation Regional Office, Panchdeep Bhawan, Patto-Panaji

38. Each and every page of the tender documents, Annexure I, II should bear the stamp and signature of the person whose name registration exists or he shall be authorized legally or any representative clearly by mentioning the name and stating that the person can sign the tender documents on his behalf enclosure shall be filled without exception.

39. The tenderer shall also enclose the latest Income Tax Clearance certificate and proof of PAN/VAT, Tax Registration ETC.

**ANNEXURE-II**

**DECLARATION**

I, \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_  
(Surname) Owner of M/s. \_\_\_\_\_ hereby declare that, I have  
gone through the instructions mentioned in the tender document/Form carefully. The terms, conditions  
& instructions mentioned in the said documents are binding on me in all respects & I also agree with  
the same.

Signature:- \_\_\_\_\_

Name of the Owner:- \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

**PLEASE QUOTE YOUR RATES**

**SCHEDULE-A**

S. No.	Name of Items	Specifications (of a unit)	Brand	Quantity	Cost per unit quoted in figures & words	
					Rate (in figure)	Rate (in words)
1	Ruled Register 1QR with page No.	18.5x30.5cm (finished) ordinary binding with card board, 96 pages in a quire	Ankit Deluxe	150 Nos		
2	Ruled Register 2QR with page No.	18.5x30.5cm (finished) ordinary binding with card board, 96 pages in a quire	Ankit Deluxe	150 Nos		
3	Ruled Register 3QR with page No.	18.5x30.5cm (finished) ordinary binding with card board, 96 pages in a quire	Ankit Deluxe	150 Nos		
4	Ruled Register 4QR with page No.	18.5x30.5cm (finished) ordinary binding with card board, 96 pages in a quire	Ankit Deluxe	80 Nos		
5	A4 paper	75 GSM 500sheet	JK Paper	300 Pkts		
6	A4 Paper	70 GSM	JK Paper	300 Pkts		



		500sheet				
7	A6 Paper (FS)	75 GSM 500sheet	JK Paper	250 Pkts		
8	A6 Paper (FS)	70 GSM 500sheet	JK Paper	250 Pkts		
9	Glue Stick	15 gms	Fevistick	25 Nos		
10	Gem Clip (Steel)	26 mm (Pkt of 100 clip)	Bell	25 Pkts		
11	Note Book	192 pages	Sujata	50 Nos		
12	Green Noting Sheet	Left side Margin (70gsm)	JK Paper	250 pkts		
13	Pencil		Natraj	100 Nos		
14	Pencil Cutter		Natraj	50 Nos		
15	Pencil Eraser		Natraj	50 Nos		
16	Ruled Paper	60 gsm 8kg	SPB	50 Quire		
17	Sketch Pen	Big	Camlin	25 Pkts		
18	Tag (Small)	8"	Round Pin	150 Bundles		
19	C. D.		Sony	50 Nos		
20	C. D. Cover	Twin type(pink)	No specific Brand	50 Nos		
21	Stapler (Big)	No.999	Kangaroo	05 Nos		
22	Stapler (Small)	No.10	Kangaroo	25 Nos		
23	Stapler Pin(Small)	No.10	Kangaroo	150 Pkts		
24	Stapler Pin(Big)	24/6	Kangaroo	20 Pkts		
25	Correction Pen	7 ml	Camel/Cello	25 Nos		

26	Scale (Plastic)	30 cm	Camel	25 Nos		
27	Scale (Steel)	12"	Camel	25 Nos		
28	Examination Board/Writing Pad	Ordinary	Good Quality	50 Nos		
29	Eraser	Non Dust	No specific Brand	25 Nos		
30	Cello Tape(Big)	Brown 2"x60 meter	Pack wonder	25 Nos		
31	Cello Tape(small)	Brown 1"x60 meter	Pack wonder	50 Nos		
32	Cello Tape(Big)	White 2"x60 meter	Pack wonder	25 Nos		
33	Cello Tape(small)	White 1"x60 meter	Pack wonder	25 Nos		
34	Stamp Pad (Blue)	110mm x 69 mm	Fabre Castle	25 Nos		
35	Stamp Pad(Red)	110mm x 69 mm	Fabre Castle	25 Nos		
36	Stamp Pad Ink (Red)	50 ml	Camel	10 Nos		
37	Stamp Pad Ink (Blue)	50 ml	Camel	20 Nos		
38	Single Punch		Kangaroo	10 Nos		
39	Double Punch		Kangaroo	05 Nos		
40	Cloth Cover with address print	41.5cm x 30cm	No specific Brand	200 Nos		
41	Cloth Cover with address print	30cm x 25cm	No specific Brand	200 Nos		

42	Cloth Cover with address print	22cm x 14cm	No specific Brand	200 Nos		
43	Envelope(Window) with address print	28cm x 12cm	No specific Brand	20000 Nos		
44	Envelope(Without Window) with address print	28cm x 12cm	No specific Brand	10000 Nos		
45	Envelope with address print	16cm x 10 cm	No specific Brand	10000 Nos		
46	Paper Pin	Solid Head, Sharp Point, Nickel plated 26m, length, packet of net weight70 gms	Bell	50 Pkts		
47	Carbon Paper	210mm330mm Pkt of 100 sheets	Kores	30 Pkts		
48	Battery (Clock)	AA 1.5 V	Eveready	50 Nos		
49	Battery	Medium 1035 A	Eveready	50 Nos		
50	Battery	AAA 1.5 V	Eveready	25 Nos		
51	Battery	ACCU1000mAh	VIPOW 1.2V AAA	25 Nos		
52	Scissors (Paper cutting)	Elite 1143 SL	Kangaroo	10 Nos		
53	Poker	Steel	Good Quality	25 Nos		
54	Permanent Marker Pen	Big	Camel	20 Nos		
55	Marker Pen	Big	Camel	20 Nos		

56	Permanent Marker Pen	Small	Camel	20 Nos		
57	CD Marker		Camel	20 Nos		
58	Plastic Clip	Medium	Good Quality	25 Pkts		
59	Stick on Pad		Good Quality	25 Pkts		
60	File Marker	Plastic	No specific Brand	25 Pkts		
61	Calculator (12 Digit)	MJ-120	Casio	25 Nos		
62	Pin Container		Bell	25 Nos		
63	Desk Calendar Stand	Model 1715	Omega	25 Nos		
64	Box File		Good Quality	10 Nos		
65	Spiral Not Pad		Sujata	25 Nos		
66	Binder Clip	25mm	Bambalio	50 Nos		
67	Blade	10 nos of pkts	Supermax	10 Pkts		
68	File Board with File Flap		Good Quality	25 Nos		
69	File Cover with print	As per sample	Good Quality	2500 Nos		
70	File Flap		Good Quality	2500 Nos		
71	Gum Bottle Small	150ml	Camel	20 Nos		
72	Highlighter Pen		Fabre Castle	20 Nos		
73	Paper Weight	Transparent Glass cuboids of size 60*60*25	Good Quality	25 Nos		

74	Four Side Dak Folder	Red	Good Quality	10 Nos		
75	Rubber Band	½ kg of pkts	Good Quality	10 Pkts		
76	Pen Drive	4 GB	SanDisk	10 Nos		
77	Pen Drive	8 GB	SanDisk	10 Nos		
78	Damper		Good Quality	25 Nos		
79	Cutter		Good Quality	10 Nos		
80	Calendar Refill		Good Quality	20 Nos		
81	Two way Tape		Good Quality	10 Nos		

Signature

SEAL Name, Address and PAN of Party:

Telephone No.

Mobile No.

Place:

Date: