



CIPET: INSTITUTE OF PLASTICS TECHNOLOGY

Department of Chemicals & Petrochemicals,
Ministry of Chemicals & Fertilizers (Govt. of India)
B-25, C.N.I. Complex, KIIT P.O, Patia, Bhubaneswar – 751 024 (Odisha)
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BIDDING DOCUMENT For

Supply of Stationeries on Annual Rate Contract Basis

TENDER DOCUMENT ADV. No. 01/2019-20

Last date & Time for submission of Tender: 21.06.2019 up to 01.00 pm

2019

SECTION-I

**Central Institute Plastic Engineering & Technology,
B/25, C.N.I Complex, Patia, Bhubaneswar – 751024
Odisha**

No. CIPET/BBSR/ARCS/19-20/

Dated : 31st May 2019

TENDER

Office of Issue : Central Institute Of Plastic Engineering & Technology
B/25, C.N.I Complex, Patia,
Bhubaneswar – 751024,
Odisha

Tender No. : CIPET/BBSR/ARCS/19-20

Tender Forms can be downloaded from : Website www.cipet.gov.in

Last date of submission of Bids : 21.06.2019 up to 01.00 pm

Sealed tenders under single bid system are invited from interested and eligible firms for Annual Rate Contract for "Supply of Stationery" in CIPET, Bhubaneswar, Odisha. The bid should be sealed by the bidder in cover duly superscripted as **“Annual Rate Contract for Supply of Stationeries”**.

Bidders shall have to submit Earnest Money Deposit (EMD) of ₹ 4000/- (Rupees Four Thousand Only) in the form of '**Demand Draft / Cheque**' drawn on any scheduled bank **in favour of CIPET** payable at Bhubaneswar along with the bid documents.

The cost of tender document is ₹ 100/- (Rupees One Hundred Only) +G.S.T as applicable in the form of '**Demand Draft / Cheque/Cash**' drawn on any scheduled bank **in favour of CIPET** payable at Bhubaneswar along with the bid documents

Intending eligible bidders may download the bid document from the website of Competition Commission of India i.e. www.cipet.gov.in

For any clarification regarding any terms and conditions of the tender, bidders may contact the **Purchase Officer**, Central Institute Of Plastic Engineering & Technology, B/25, C.N.I Complex, Patia, Bhubaneswar – 751024, Odisha (**Ph. No. 0674-2743736, 2743462**).

Purchase Officer

Section - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

Central Institute Plastic Engineering & Technology (CIPET), was established in 1968 by Government of India. CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics intends to enter into a rate contract with a reputed firm for **Supply of Stationery** for use by its office. Requirement of Stationery Items are enclosed at **Annexure - I** to the Tender Document. The terms and conditions are described in "**Terms & Conditions Governing the Tender**" 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 G.S.T;
- (d) Meeting all other requisites laid down in this Section and elsewhere in the tender document.

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 shall be rejected.**

4. SUBMISSION OF TENDERS – TIME LIMIT/MODE

The tender documents duly completed should be submitted in sealed in a separate envelope and superscripted as "**Tender for - Annual Rate Contract for Supply of Stationeries**". This should contain all the information as given at **Annexure-III** which would enable CIPET to decide on credentials of the tenderers for supplying the required items besides EMD (para 10 of Section-III) and other documents listed below in para. The envelopes should be sealed in one envelope and addressed to Purchase Officer, **CIPET-IPT, Bhubaneswar.**

Signature of the Tenderer

4.1 The following documents must be submitted in the Bid :-

1. Letter of Submission of Tender along with **Annexure-III**.
2. Tender document with all pages duly signed and embossed with official seal.
3. Demand Draft/Pay Order of ₹ 4000/- (Rupees Four Thousand only) towards Earnest Money Deposit.
4. Demand Draft/Pay Order/Cash of ₹ 100/- (Rupees One Hundred only)+ G.S.T as applicable towards Cost of Tender Document.
5. Copy of Certificate of Incorporation/Registration
6. Copy of PAN Card.
7. Proof of registration for G.S.T.
8. An undertaking (as per Annexure-V) to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or its contracts have not been terminated on account of poor performance.
9. Scan Copy of Similar type of work. The tendering firm should have successfully completed similar nature of works of value not less than Rs. 5 lakhs during the Last 3 years from govt./ semi govt. / govt. undertaking /public sector/reputed organization

- 4.2 **All rates shall be quoted only in the proper form i.e. in the SoR.** Each page shall be signed in full by the tenderer or his authorized signatory as described in sub para 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 Tender**". No request for change or variation in rates or terms and conditions of the tender 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 up to **21.06.2019 up to 01.00 pm.**
- 4.5 Sealed tenders shall be submitted either by post/hand. Tenders can be dropped in the tender box kept at Central Institute Of Plastic Engineering & Technology, B/25, C.N.I Complex, Patia, Bhubaneswar – 751024, Odisha (Ph. No. 0674-2743736, 2743462).
- 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 **CIPET:IPT, Bhubaneswar**

Signature of the tenderer

4.8 CIPET reserves the right to:-

- Accept or reject any or all the Bids without assigning any reasons.
- Withdraw/Cancel the tender process without assigning any reasons thereto.
- Disqualify the tenderers blacklisted by Central/State Govts./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor performance.

4.9 Any variation, addition and/or omissions in the quantity/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.

5. **EARNEST MONEY:**

5.1 The tenderer shall deposit a sum of ₹ 4000.00/ - (Rupees Four 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 **CIPET Bhubaneswar**. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.

5.2 The tenderer shall deposit a sum of ₹ 100.00/ - (Rupees One Hundred only) + G.S.T as applicable towards purchase of tender document along with completed tender documents. The amount is non refundable.

5.3 The deposit as referred to under para 5.1 & 5.2 above shall be made by Pay Order' or Demand Draft made in favour of **CIPET** payable at Bhubaneswar and valid for the period of validity of the tender.

6. **OPENING OF BIDS:**

6.1 The bids will be opened at **3.00 pm on 21.06.2019** at **CIPET:IPT, Bhubaneswar**.

Signature of the tenderer

8. VALIDITY OF OFFER:

The tenderer will be required to keep the offer open for a period of **60 (Sixty Days)** from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

9. ACCEPTANCE OF TENDER:

9.1 The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of CIPET who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

9.2 Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.

9.3 All the tender documents submitted by a tenderer shall become the property of CIPET and CIPET shall have no obligation to return the same to the tenderers.

9.4 Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

9.5 If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then CIPET reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

10. EXECUTION OF AGREEMENT:

10.1 The firm whose tender is accepted shall be required to **execute an Agreement within fifteen (15) days of the date of issue of communication from CIPET office and start the work from the date as mentioned in the communication.** Failure to do so shall constitute a breach of the contract.

10.2 The tenderer shall treat the contents of the tender documents as private and confidential.

11. 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 the said address shall be deemed to have reached the tenderer in time to the Purchase Officer.

Signature of the tenderer

Section – III

TERMS & CONDITIONS GOVERNING THE TENDER

1. TERMS AND CONDITIONS:

- 1.1 The Rate Contract for supply of stationery and other general stores items shall be valid for a period of one year from the date of commencement of Contract. The Annual Rate Contract (RC) awarded under present Tender Enquiry will be in the nature of a Standing Offer. The Supply Order may be placed from time to time against the RC. CIPET does not give any guarantee of minimum purchase under the present RC.
- 1.2 If the successful Bidder fails to fulfil his obligations under the present RC i.e., non-adherence to terms and conditions, CIPET 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 CIPET.
- 1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

2. Delivery period:

- 2.1 Within 7 days of the placement of confirmed purchase order on the firm or as stipulated in the Purchase Order. Requirements indicated as “Immediate” will have to be supplied urgently not later than 2 days.
- 2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items.
- 2.3 In the case of short supply, the items are to be replenished within the time stipulated in the purchase order.

3. Payment terms:

- 3.1 100% payment shall be released within 30 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 3.2 Taxes will be deducted as per applicable rules.

4. **Despatch instructions:** Stationeries’ are required to be delivered at Central Institute Of Plastic Engineering & Technology, B/25, C.N.I Complex, Patia, Bhubaneswar – 751024, Odisha (Ph. No. 0674-2743736, 2743462) and no additional payment will be made on account of freights/transportation. CIPET will not pay separately for transit insurance and the tenderer will be responsible till the entire stationeries ordered for, arrive in good condition at the CIPET offices

Signature of the tenderer

5. **Risk Purchase:** In case the tenderer fails to supply the ordered quantity within the stipulated time limit, CIPET may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

6. **GUARANTEE/WARRANTY:**

6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the CIPET under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be beyond the date of expiry.

6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by CIPET. Decision of CIPET will be final on this account. The rejected items must be removed by the successful tenderer from CIPET premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

7. **DURATION OF CONTRACT:**

7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. CIPET 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 CIPET.

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

8. **SECURITY DEPOSIT:** The successful tenderer whose rates are finally accepted shall deposit a sum of ₹ 5000/- (Rupees Five Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Fixed Deposit Receipts or Bank Guarantee which will be valid for a period of 6 more months beyond the period of contract. The EMD amount of ₹ 4000.00/- deposited by bidder will be refunded. No interest will be paid on the performance security.

9. **CIPET reserves the right to terminate the Contract at any time without assigning any reason/notice.**

10. **CRITERIA FOR EVALUATION OF BIDS:**

10.1 The bid of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of tender.

Signature of the tender.

- The tender document with all pages duly signed with official seal.
- Copy of Certification of Incorporation/Registration.
- Copy of Income tax PAN Card.
- Copy of Service Tax, Sale Tax, VAT Registration.
- Earnest Money Deposit of ₹ 4000/- (Rupees Four Thousand only) in form of bank draft/ pay order.

EVALUATION CRITERIA: *The L-1 bidder will be determined based on total cost of the items to be worked out on the basis of unit price quoted by the firm.*

- For a valid quote, a bidder is required to quote for all the items in the.
- Contract will be awarded to the firm which emerges as L1 (as determined by the procedure given in Evaluation Criteria).

11. FORCE MAJEURE:

11.1 If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil 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), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to CIPET within seven calendar days from the date of occurrence thereof. 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 CIPET 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.

11.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

12. LAWS GOVERNING AGREEMENT/CONTRACT:

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

13. JURISDICTION OF COURTS:

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

Signature of the tenderer

14. ARBITRATION:

In the event of any dispute arising between CIPET and the firm in any matter covered under this Agreement/Contract or arising directly or indirectly there from or connected or concerned with the said Agreement/Contract in any manner of its implementation of any terms and conditions of the said Agreement/Contract, the matter shall be referred to the Secretary, CIPET who may act as sole arbitrator or may nominate an officer of CIPET 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 CIPET 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 Bhubaneswar. The language of arbitration shall be in English only.

15. 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 Purchase Officer, CIPET:IPT, Bhubaneswar whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to him and his decision shall be final and binding.

Purchase Officer

The scope of work and all terms and conditions listed from para 1 to 15 along with their sub-paras have been read carefully, understood and accepted

Signature of the tenderer

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

* The rate of below items should be inclusive of all taxes.

Particulars			
SI No.	Item	Unit	Rate in Rs.
1	ALPIN	1pkt Bell	
2	BOX FILE	1pc	
3	BROWN TAPE - 2 " 100m	1Roll	
4	BROWN PAPER	1pc	
5	CALCULATOR	1pc	
6	CARBON PAPER	1pkt	
7	CD WITH COVER	1pc	
8	CELLO TAPE- 1"	1pc	
9	CELLO TAPE - 2"	1pc	
10	CLOTH ENVELOP -A/3	1pc	
11	CLOTH ENVELOP -A/4	1pc	
12	CLOTH ENVELOP-FULL FS	1pc	
13	COBRA SPRING FILE	1pc	
14	CORRECTION FLUIDE	1pc	
15	COVER FILE	1pc	
16	DAK DESPATCH REGISTER	1no	
17	DAK RECEIPT REGISTER	1no	
18	DUSTER CLOTH	1pc	
19	DVD with cover	1pc	
20	FAX ROLL - 30 MTR	1pc	
21	FEVICOL - 30MI	1pc	
22	FEVICOL - 100MI	1pc	
23	FEVICOL - 200MI	1pc	
24	FEVICOL - 300MI		
25	FEVICOL - 500MI	1no	
26	FEVISTIC	1pc 8gram	
27	GUM	700ml	
28	HIGHLIGHTER PEN	1pc	
29	JEMS CLIP - STEEL	1pkt	
30	A4 - L FOLDER	1pc	
31	LAMINATION ENEVELOP - A4	1pc	
32	LAMINATION ENEVELOP-FS	1pc	
33	LESS FILE	1pc	
34	ARCH FILE BOARD	1pc	
35	LONG EXCERSIZE COPY	1pc	
36	LONG REGISTER - 8,	1pc	
37	LONG REGISTER - 12,	1pc	
38	LONG REGISTER - 16,	1pc	
39	LONG REGISTER -,20,	1pc	
40	LONG REGISTER - 24,	1pc	
41	LONG REGISTER -30	1pc	
42	METAL CLIP-15	1pkt	
43	METAL CLIP-19	1pkt	

44	METAL CLIP-25	1pkt	
45	METAL CLIP-32	1pkt	
46	METAL CLIP- 41,	1pkt	
47	METAL CLIP-,51	1pkt	
48	NOTIICE BOARD PIN	1pkt	
49	OHP MARKER	1pc	
50	PAPER CUTTER	1pc	
51	PAPER WEIGHT	1pc	
52	PEN-BLUE,BLACK,RED,GREEN	1pc	
53	PEN - BOTH SIDE	1pc	
54	PEN - USE & THROUGH	1pkt	
55	PENSIL	1pkt	
56	ERASER	1pc	
57	SHARPNER	1pc	
58	PARMANET MARKER	1pc	
59	PLASTIC SCALE SMALL	1pc	
60	PLASTIC SCALE BIG	1pc	
61	PUNCHING MACHINE	1pc	
62	REFILL FOR PEN	1pkt	
63	SKETCH PEN	1pkt	
64	SPIRAL PAD-1/6,	1pc	
65	SPIRAL PAD-1/4	1pc	
66	SPIRAL PAD-,1/8	1pc	
67	STAPLER 10no	1pc	
68	STAPLER PIN SMALL	1pkt	
69	STAPLER PIN BIG	1pkt	
70	STEEL SCALE	1pc	
71	THREAD BALL	1pc	
72	VISITING CARD HOLDER	1pc	
73	WHITE BOARD DUSTER	1pc	
74	WHITE BOARD MARKER PEN	1pc	
75	WRITING PAD -1/4	1pc	
76	WRITING PAD -1/6	1pc	
77	WRITING PAD -1/8	1pc	
78	XEROX PAPER A4-70GSM	1pkt	
79	XEROX PAPER A4-75GSM	1pkt	
80	STOCK REGISTER-6 NOS	1pc	
81	STOCK REGISTER-8 NOS	1pc	
82	STOCK REGISTER-10NOS	1pc	
83	STOCK REGISTER-12 NOS	1pc	
84	STOCK REGISTER-20NOS	1pc	
85	STOCK REGISTER-22 to 38 Nos	1pc	
86	STOCK REGISTER-40 NOS	1pc	
87	PIN STAND	1pc	
88	PEN STAND	1pc	
89	ROOM FRESHNER	1pc	
90	REGISTER NO 6	1pc	
91	REGISTER-8 NOS	1pc	
92	REGISTER-10NOS	1pc	
93	REGISTER-12 NOS	1pc	

94	REGISTER-20NOS	1pc	
95	REGISTER-22 to 38 Nos	1No	
96	REGISTER-40 NOS	1pc	
97	ENVELOP -10/4	100pc	
98	ENVELOP -6/4	100pc	
99	ENVELOP -11/5	100pc	
100	CLOTH ENEVELOP-11/5	1pc	
101	LAMINATION ENEVELOP-11/5	1pc	
102	STAPLER - HP 45 BIG	1pc	
103	JEMS CLIP - PLASTIC	1pkt	
104	BOARD PIN	1pkt	
105	ARCH FILE - CONGAROO FILE	1pc	
106	ATTENDANCE REGISTER- NO 4	1pc	
107	ATTENDANCE REGISTER- NO 6	1pc	
108	ATTENDANCE REGISTER- NO 8	1pc	
109	ATTENDANCE REGISTER- NO 10	1pc	
110	ATTENDANCE REGISTER- NO 12	1pc	
111	ATTENDANCE REGISTER- NO 16	1pc	
112	FOLDER FILE - SUPER THIK	1pc	
113	FLY LEAF-SUPER THIK	1pc	
114	BOARD FILE	1pc	
115	CHALK	1pkt	
116	RUBER BAND	1kg	
117	PENCIL BATTERY	1pc	
118	OHP SHEET.	1pkt	
119	PLASTIC ARCH FILE	1pc	
120	AUTO CLIP FILE- PLASTIC	1pc	
121	COBRA FILE-PLASTIC	1pc	
122	PLASTIC ROPE	1pc	
123	COMPUTER PAPER	1pkt	
124	GOOD NIGHT	1pkt	
125	HIT	1pc	
126	Napthonile Ball	1kg	
127	JUTE SUTULI in kg	1kg	
128	PLASTIC SUTULI	1pc	
129	HAND Wash	1pc	
130	Long Ex. Book-240 Pages	1pc	
131	Cloth Envelop A4 Super Thik	1Pc	

Signature of the tenderer

STATIONARIES ITEMS

SI No.	Item	Unit	Rate In Rs.
35	LONG EXCERSIZE COPY	1pc	
36	LONG REGISTER - 8,	1pc	
37	LONG REGISTER - 12,	1pc	
38	LONG REGISTER - 16,	1pc	
39	LONG REGISTER -,20,	1pc	
40	LONG REGISTER - 24,	1pc	
41	LONG REGISTER -30	1pc	
42	METAL CLIP-15	1pkt	
43	METAL CLIP-19	1pkt	
44	METAL CLIP-25	1pkt	
45	METAL CLIP-32	1pkt	
46	METAL CLIP- 41,	1pkt	
47	METAL CLIP-,51	1pkt	
48	NOTIICE BOARD PIN	1pkt	
49	OHP MARKER	1pc	
50	PAPER CUTTER	1pc	
51	PAPER WEIGHT	1pc	
52	PEN-BLUE,BLACK,RED,GREEN	1pc	
53	PEN - BOTH SIDE	1pc	
54	PEN - USE & THROUGH	1pkt	
55	PENSIL	1pkt	
56	ERASER	1pc	
57	SHARPNER	1pc	
58	PARMANET MARKER	1pc	
59	PLASTIC SCALE SMALL	1pc	
60	PLASTIC SCALE BIG	1pc	
61	PUNCHING MACHINE	1pc	
62	REFILL FOR PEN	1pkt	
63	SKETCH PEN	1pkt	
64	SPIRAL PAD-1/6,	1pc	
65	SPIRAL PAD-1/4	1pc	
66	SPIRAL PAD-,1/8	1pc	
67	STAPLER 10no	1pc	
68	STAPLER PIN SMALL	1pkt	
69	STAPLER PIN BIG	1pkt	
70	STEEL SCALE	1pc	

Signature of the tenderer

STATIONARIES ITEMS

SI No.	Item	Unit	Rate In Rs.
71	THREAD BALL	1pc	
72	VISITING CARD HOLDER	1pc	
73	WHITE BOARD DUSTER	1pc	
74	WHITE BOARD MARKER PEN	1pc	
75	WRITING PAD -1/4	1pc	
76	WRITING PAD -1/6	1pc	
77	WRITING PAD -1/8	1pc	
78	XEROX PAPER A4-70GSM	1pkt	
79	XEROX PAPER A4-75GSM	1pkt	
80	STOCK REGISTER-6 NOS	1pc	
81	STOCK REGISTER-8 NOS	1pc	
82	STOCK REGISTER-10NOS	1pc	
83	STOCK REGISTER-12 NOS	1pc	
84	STOCK REGISTER-20NOS	1pc	
85	STOCK REGISTER-22 to 38 Nos	1pc	
86	STOCK REGISTER-40 NOS	1pc	
87	PIN STAND	1pc	
88	PEN STAND	1pc	
89	ROOM FRESHNER	1pc	
90	REGISTER NO 6	1pc	
91	REGISTER-8 NOS	1pc	
92	REGISTER-10NOS	1pc	
93	REGISTER-12 NOS	1pc	
94	REGISTER-20NOS	1pc	
95	REGISTER-22 to 38 Nos	1No	
96	REGISTER-40 NOS	1pc	
97	ENVELOP -10/4	100pc	
98	ENVELOP -6/4	100pc	
99	ENVELOP -11/5	100pc	
100	CLOTH ENEVELOP-11/5	1pc	
101	LAMINATION ENEVELOP-11/5	1pc	
102	STAPLER - HP 45 BIG	1pc	
103	JEMS CLIP – PLASTIC	1pkt	
104	BOARD PIN	1pkt	

Signature of the tenderer

STATIONARIES ITEMS

SI No.	Item	Unit	Rate In Rs.
105	ARCH FILE - CONGAROO FILE	1pc	
106	ATTENDANCE REGISTER- NO 4	1pc	
107	ATTENDANCE REGISTER- NO 6	1pc	
108	ATTENDANCE REGISTER- NO 8	1pc	
109	ATTENDANCE REGISTER- NO 10	1pc	
110	ATTENDANCE REGISTER- NO 12	1pc	
111	ATTENDANCE REGISTER- NO 16	1pc	
112	FOLDER FILE - SUPER THIK	1pc	
113	FLY LEAF-SUPER THIK	1pc	
114	BOARD FILE	1pc	
115	CHALK	1pkt	
116	RUBER BAND	1kg	
117	PENCIL BATTERY	1pc	
118	OHP SHEET.	1pkt	
119	PLASTIC ARCH FILE	1pc	
120	AUTO CLIP FILE- PLASTIC	1pc	
121	COBRA FILE-PLASTIC	1pc	
122	PLASTIC ROPE	1pc	
123	COMPUTER PAPER	1pkt	
124	GOOD NIGHT	1pkt	
125	HIT	1pc	
126	Napthonile Ball	1kg	
127	JUTE SUTULI in kg	1kg	
128	PLASTIC SUTULI	1pc	
129	HAND Wash	1pc	
130	Long Ex. Book-240 Pages	1pc	
131	Cloth Envelop A4 Super Thik	1Pc	
132	Eveready Battery (AAA)	1pc	
133	Eveready Battery (AA)	1pc	
134	Eveready Battery	1Pc	

Signature of the tenderer

ANNEXURE - II**LETTER OF SUBMISSION OF TENDER**

To
 The Purchase Officer
 CIPET.
 B/25, C.N.I, Complex,
 Patia, Bhubaneswar - 751024
 Odisha

Subject: Tender for "**Supply of Stationery Items**" for a period of one year from the date of commencement of contract.

Dear Sir,

Subject to the conditions given in the tender documents for the above mentioned TENDER, I/We hereby tender for supply of stationery and other general stores items for CIPET for its office located at B/25, C.N.I, Complex, Patia, Bhubaneswar – 751024, Odisha (Annexure - VII of the tender 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 the terms and conditions laid therein.

2. The following certificates/ documents are enclosed herewith:-
 - 2.1 Certificate of Incorporation/Registration.
 - 2.2 Copy of Income Tax PAN Card;
 - 2.3 Copy of Service Tax, Sale Tax, VAT Registration;
 - 2.4 A sum of ₹ 4000/- (Rupees Four Thousand only) towards Earnest Money in the form of cheque no./demand draft No. _____ dated _____ drawn on the bank/branch In favour of CIPET payable at Bhubaneswar.
 - 2.5 A sum of ₹ 100/- (Rupees One Hundred only) +G.S.T as applicable towards purchase of Tender Document in the form of cash/cheque no./demand draft No. _____ dated _____ drawn on the bank/branch In favour of CIPET payable at Bhubaneswar.
 - 2.6 An undertaking to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies 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 CIPET.
 - 2.8 Duly signed tender document.

Signature of the tenderer

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

Yours faithfully,

Signature of Tenderer / (s)

Place :
 Seal
 Date :

Name: _____

Mobile/Tel No.: _____

Designation: _____

Address : _____

ANNEXURE - III

UNDERTAKING

I/We undertake that _____ (name of the company) has not been blacklisted by the Govt. Deptt./Public Sector Undertaking /Autonomous Body.

Signature of the authorized
Signatory of the firm/
Company/Organization
Official stamp/ seal.

Date:

Place: