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**OFFICE OF THE RESIDENT COMMISSIONER  
GOVT. OF MADHYA PRADESH, MADHYA PRADESH BHAWAN  
2, LOKPRIYA GOPINATH BARDOLAI MARG,  
CHANAKYAPURI, NEW DELHI-110021  
Phone No. 011-42340180, 190 Fax No. - 23019461**

**DETAILED NOTICE INVITING TENDERS**

**NIT NO. 04/STATIONERY/MPB/2021**

**Date: 16.07.2021**

Cost of Tender form	Rs. 200/- cash (non-refundable)
Period of Supply	One year
Date of Sale of Tender Form	
From Reception Counter of M.P. Bhawan or Can be downloaded from website ( <a href="http://mpbhawan.gov.in">http://mpbhawan.gov.in</a> ) and can be submitted with requisite tender cost	16.07.2021 to 11.08.2021 (upto 5.00 P.M.)
Date of Submission of Tender	12/08/2021 (upto 1.00 P.M.)
Date of Opening of Tender	12/08/2021 (1.30 P.M.)

1. **INTRODUCTION** :

1.1 Sealed tenders are invited on behalf of the **Governor of Madhya Pradesh from reputed & experienced supplier in the similar field** for the Supply of Stationery items in prescribed form which will be received at the Office of the **Addl. Commissioner, M.P. Bhawan** up to 1.00 P.M. on the 12.08.2021 which will be opened on the same day at 1.30 P.M.

- 1.1.1 Name of work : **Annual Supply of Stationery Items**
- 1.1.2 Amount of Estimate : **Rs. 4.00 Lakh**
- 1.1.3 Amount of Earnest Money and Security Deposit : **Rs. 10,000/- (Demand Draft)** payable at New Delhi. Which shall be converted in to security deposit
- 1.1.4 Period : One year from the date of acceptance, which can be extended on mutual consent.

1.2 Not more then one tender shall be submitted by a contractor or by a firm of contractors.

1.3 No two or more concern in which an individual is interested as a proprietor and/or partner shall tender for the execution of the same work. If they do so, all such tenders shall be liable to be rejected.

- 1.4 The **Resident Commissioner, M.P. Bhawan, New Delhi** shall be accepting officer here in after referred to as such for the purpose of this contract.
- 1.5 Tender documents consisting of plans specifications, schedule(s) of quantities of the various classes of Stationery supplied, the conditions of contract and other necessary documents together with addressed envelopes to be used for return of forms and other documents will be open for inspection and issued for sale on payment, of **Rs. 200/-**.
- 1.6 The EMD must be deposited by an account payee bank draft of any scheduled bank drawn in favour of "**Additional Resident Commissioner, M.P. Bhawan, New Delhi**" payable at New Delhi and must be submitted in a separate sealed cover along with the tender.
- 1.7 Bid must be submitted in two cover system, 1st for technical bid and EMD Rs. 10,000/- (Rs. Ten Thousand only) subscribing Supply of Stationary Items and II<sup>nd</sup> for Financial Bid. Technical bid, EMD and Financial Bid to be enclosed in large envelope.
- 1.8 Conditional tender will not be accepted.

## **2 RATES:**

- 2.1 The schedule of items: -
  - 2.1.1 Annexure - (A) Technical Bid .
  - 2.1.2 Rate to be quoted in Annexure- (B) Financial Bid

**Addl. Resident Commissioner**  
M.P. Bhawan, New Delhi

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**3. Technical Bid Detail**

<b>S.N.</b>	<b>Description</b>	<b>Details</b>
3.1	Name of Bidder	
3.2	Names of Directors	
3.2.1	Full Particulars of Office	
3.2.1	Address	
3.2.2	Telephone No.	
3.2.3	Fax No.	
3.2.4	E-mail Address	
3.3	<b><i>Full Particulars Of The Bankers Of Company, With Full Address / Tel. No.</i></b>	
3.3.1	Name of the Bank	
3.3.2	Address of the Bank	
3.3.3	Telephone No.	
3.3.4	Fax No.	
3.3.5	E-mail address	
3.3.6	Alternative E-Mail Address	
3.4	<b><i>Registration Details</i></b>	
3.4.1	PAN/TAN No.	
3.4.2	GST Registration No.	
3.5	<b><i>Details of Earnest Money Deposit</i></b>	
3.5.1	Amount ( ₹)	
3.5.2	D.D No. and Date	
3.5.3	Drawn on Bank	
3.5.4	Valid up to	
3.6	Whether Agency has been blacklisted by any of the Department/ Organization (attach undertaking on the letter Head of the Firm duly signed and stamped)	

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Signature of Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/ Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**Note:- Attached all above documents self-attested with tender form.**

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**4. TENDER FOR ANNUAL SUPPLY OF STATIONERY ITEMS**

- 4.1 I/We ..... hereby tender for the supply to the Governor of M.P. (hereinafter called the Governor) of the articles and materials mentioned in the schedule attached to this tender form.
- 4.2 I/We undertake to deliver such number or quantity of articles and materials as I/We may be called upon to supply from time to time under the condition hereto annexed [(B) at the unit rates inclusive of carriage charges. I/We have noted against each article or class of material in the schedule]. During the period commencing from date of accept for one year my/our tender of rates the place of delivery shall be deemed to be M.P. Bhawan/ Madhyanchal Vasant Kunj, New Delhi.
- 4.3 Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successor in Office the sums of money mentioned in the said conditions.
- 4.4 The sums of **Rs. 10,000/- (Rupees Ten Thousand Only)** through bank draft of nationalize bank payable to "**Addl. Resident Commissioner, M.P. Bhawan, New Delhi**" is herewith, forwarded as earnest money which shall be retained on account of the security deposit specified in clause 1.1.3 **Rs. 10,000/- (Demand Draft)** payable at New Delhi. Which shall be converted in to security of the said conditions of contract should this tender be accepted.

Dated     /     /2021

Witness .....

Tenderer's Signature.....

Address .....

Address.....

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**5. Conditions of Contract**

- 5.1. The tender will be opened by committee authorised by Additional Resident Commissioner, M.P. Bhawan, New Delhi.
- 5.1.1 The lowest tender will be decided based on the item wise lowest rates and accordingly orders will be placed to the firm against their lowest quoted rates as be requirement.
- 5.2 Purchase order of material shall be issued as and when required and the contractors shall ensure for the items against lowest quoted rates delivery of materials within time specified, in such order.
- 5.3 The earnest money deposited by the firm/firms whose tenders are accepted shall be treated as security deposit to be refunded after successful completion of contract period.
- 5.4 Any compensation or other sums payable by the contractor to the MP Bhawan under the terms of this contract may be deducted from his security deposit or from any sums which may be due or may become due to the contractor by the MP Bhawan on any account whatsoever.
- 5.5 In the event of his security deposit being reduced by reason of any such deduction, the contractor, shall within ten days of the receipt of intimation of such reduction, deposit with the Addl. Resident Commissioner through bank draft the amount by which the security deposit has thus been temporarily reduced, failing which, the MP Bhawan shall forfeit the balance of his security deposit and the contract shall be terminated under clause 5.12.
- 5.6 Orders for articles or materials as and when required during contract period named in the Schedule attached to the tender and forming part of this contract shall be made on supply order signed by the Addl. Resident Commissioner. The quantity shown in the annexure may increase or decrease and no claim on this accounts will be entertains what so ever. The contractor shall deliver the articles or materials at the place or places and within the time on or before the dates mentioned in the supply order and if the contractor refuses or fails to do so, the Addl. Resident Commissioner may purchase in the open market any articles or materials ordered not so supplied and recover from him or from his security deposit the difference between the actual cost of purchase and the amount that would have been payable for the articles or materials under this contract plus 10% supervision charges. If the Addl. Resident Commissioner purchases the articles or materials in the open market at cheaper rates, the contractor shall have no claim for payment of the difference in cost.
- 5.7 If the contractor be hindered in the supply of some articles or materials so as to necessitate an extension of the time allowed in the supply order, he shall apply in writing to the Addl. Resident Commissioner who shall grant it in writing if reasonable grounds be shown for it, and without such written authority, the contractor shall not claim exemption from any recovery which may be made.
- 5.8 The contractor shall, at which he is ordered to make delivery of articles or materials, on the articles or materials being received and approved, a receipt shall be given to him by the authorised person and no article or material shall be considered as delivered until it has been so approved and a receipt given. The delivery shall not be considered as complete until the contractor shall have removed all rejected articles and material and have supplied and delivered the full quantity of approved articles or materials ordered in the supply order .
- 5.9 In the event of the quality of any articles or material being considered by the Addl. Resident Commissioner to be inferior to that described in the specification, the contractor shall, on demand in writing, forthwith remove the same at his own risk and cost and in the event of his neglecting to

do so within such period as may be given by the Addl. Resident Commissioner that officer may have such articles or materials removed at the contractor's risk and expense, the expense incurred being liable to be deducted from the security deposit or from any sum due, due or which may become due, to the contractor. No responsibility shall attach to the authorised person for the safe custody of the articles or materials supplied in excess, disapproved or not so removed.

- 5.10 The contractor shall not be bound to supply any articles or materials of types not included in the schedule.
- 5.11 The contractor shall submit his bill after supply of the materials and shall support it by the receipt which have been given. The Addl. Resident Commissioner shall have the power to deduct as fine for late presentation a sum not exceeding 5 per cent of the amount of any bill not presented by due date.
- 5.12 On the breach of any term or condition of this contract by the contractor, Governor shall be entitled to terminate the contract and to forfeit the security deposit or the balance thereof that may at that time be remaining, and to retain the same as damages and compensation for the said breach, but without prejudice to the right of the MP Bhawan to recover any further sums as damage from any sums due or which may became due to the contractor by the MP Bhawan. Further in the event of termination of the contract the contractor shall have no claim for any compensation for loss in respect of any articles or materials.
- 5.13 The decision of the Resident Commissioner in which this contract is made shall be final, conclusive and binding on the parties to the contract upon all questions relating to the meaning of anything contained in the conditions hereinbefore mentioned and as to the quality of the articles or materials, or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to, the contract, orders or these conditions, or otherwise concerning the supplies whether arising during the progress of delivery or after the completion or termination thereof.
- 5.14 If there is any difference between in amount the words and figures written in the tender forms by the contractor, the lesser amount will be treated as valid. If the contractor is not ready to accept the amount so fixed in the above manner and declines to do the work, earnest money deposit of the contractor shall be forfeited.

## **6. GOVERNING LAWS AND SETTLEMENT OF DISPUTE**

- 6.1 The contractor shall be responsible for all rules/regulations of central and state Government.
- 6.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including terms may be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.
- 6.3 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

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**7. FINANCIAL BID**

**STATIONERY ITEMS RATE CONTRACT**

(Rate in Rs.)

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Inclusive GST)
1.	All Pin (Oddy)	Pkt.	20	
2.	U Clip (Plastic)	Pkt.	20	
3.	Binder Clip 12mm Butterfly	Pkt.	8	
4.	Binder Clip 19 mm Butterfly	Pkt.	8	
5.	Binder Clip 32 mm Butterfly	Pkt.	8	
6.	Binder Clip 41 mm Butterfly	Pkt.	5	
7.	Add Gel Achiever	Per Pen	60	
8.	Montex Mega Top	Per Pen	500	
9.	Montex Scale Retractable Ball Pen	Per Pen	40	
10.	Cello Maxriter Ballpoint Pen	Per Pen	100	
11.	Cello Butter flow Ballpoint Pen	Per Pen	50	
12.	Reynolds 045	Per Pen	400	
13.	Uni Ball Pen	Per Pen	100	
14.	Pilot Hi-Tecpoint V5 Pen	Per Pen	50	
15.	Pilot Hi-Tecpoint V7 Pen	Per Pen	50	
16.	Luxor Pilot Pen	Per Pen	50	
17.	Rorito 'T-Max' Gel Ink Rollerball Pens	Per Pen	30	
18.	Add Gel Achiever Refill	Per Refill	15	
19.	Carban Paper A4 Size (Camel)	Pkt	2	
20.	JK Red Photocopier Paper A3 (75 GSM)	Rim	20	
21.	A3 Size Pink Color (as per sampl)	Rim	1	
22.	JK Red Photocopier Paper A4 (JK 75 GSM)	Rim	650	
23.	JK Red Photocopier Paper Legal Size (75 GSM)	Rim	10	
24.	Glossy Paper A4 (As per Sample)	Per Sheet	500	
25.	Glossy Paper A 3 (As per Sample)	Per Sheet	500	
26.	Glossy Paper Inkjet A4	Pkt.	1	
27.	Glossy Paper Inkjet A3	Pkt.	1	
28.	Cello Tape 1 Inch good quality	no.	50	
29.	Cello Tape 2 Inch good quality	no.	50	
30.	Cello Tape 3 Inch good quality	no.	35	
31.	Brown Tape 1 Inch good quality	no.	20	
32.	Brown Tape 2 Inch good quality	no.	20	
33.	Brown Tape 3 Inch good quality	no.	20	

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Inclusive GST)
34.	Dak Pad (Neelgagan )	no.	10	
35.	File Cover (Neeraj Recod File No. 1600)	no.	1000	
36.	File Board (Neelgagan No. 31)	no.	1000	
37.	Gum 700 M.L. (Camel)	no.	10	
38.	Gum 200 M.L. (Camel)	no.	10	
39.	Correction Pen Flue (Kores)	no.	10	
40.	Green Notesheet (As per sample)	Sheet	7000	
41.	Pencil (Natraj)	Pkt.	30	
42.	Pencil (Apsara)	Pkt.	6	
43.	Pencil Eraser (Apsara)	Per Eraser	10	
44.	Pencil pen sharpener (Natraj)	Per Eraser	10	
45.	Spiral Note Book No. 33 - 80 pages (Oddy)	no.	200	
46.	Spiral Note Book No. 33 - 80 pages (Neelgagan)	no.	200	
47.	Slip Pad No. 33 -80 Pages (Neelgagan)	no.	100	
48.	Slip Pad No. 33 -80 Pages (Oddy)	no.	100	
49.	Neelgagan Spiral Note Book Five One No. 67	no.	20	
50.	Notebook Spiral No. 66 (Neelgagan)	no.	100	
51.	Stapler Small Kangaro	no.	20	
52.	Stapler Kangaro HP45	no.	10	
53.	Kangaro HD-45 Stapler	no.	5	
54.	Stapler Pin Small Kangaro	Pkt. (one box 20 pcs)	10 pkt	
55.	Stapler Pin Size 24/6 Kangaro	Pkt. (one box 20 pcs)	10 pkt	
56.	Stapler Pin Size 23/17-H Kangaro	Pkt. (one box 5 pcs)	3	
57.	Yellow Envelop A3 Size with lamination	no.	500	
58.	Yellow Envelop A3 Size (कपडे वाले)	no.	100	
59.	Yellow Envelop A4 Size with lamination	no.	700	
60.	Yellow Envelop A4 Size (कपडे वाले)	no.	200	
61.	Dak Envelop 11x5 white	pkt.	10 (One pack 250)	
62.	Dak Envelop 9x4 white	pkt.	8 (One pack 250)	
63.	Window Dak Envelop 11x5 white	pkt.	2 (One pack 250)	
64.	Window Dak Envelop 9x4 white	pkt.	2 (One pack 250)	
65.	Stamp Pad Ink	each	10	
66.	Scale Steel (12 inch)	per scale	12	
67.	Poker	each	10	
68.	Tag White	per Pkt.	60	
69.	Register 4 Quire- Shipra	no.	20	



S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Inclusive GST)
70.	Register 6 Quire- Shipra	no.	6	
71.	Register 2 Quire- Shipra	no.	50	
72.	Register 1 Quire- Shipra	no.	70	
73.	Solo LF 101Clear Plastic Folder	per folder	2300	
74.	One Sided Plastic Folder (As per sample)	per folder	500	
75.	Single Punching Machine Kangaro	each	5	
76.	Double Punching Machine Kangaro	each	3	
77.	Dispatch Register 10 Quire (Neelgagan)	each	6	
78.	Receipt Register 10 Quire (Neelgagan)	each	6	
79.	Lase Long Size Green	per Pkt.	5	
80.	Highlighter (Faber-Castell)	each	30	
81.	Shorthand Notebook (Neelgagan)	each	10	
82.	Calculator ( <b>Citizen Desktop CT 500JS</b> )	each	10	
83.	Post-it-note size- 3"X5-100 sheets	each	8	
84.	Post-it-note size- 3"X3-100 sheets	each	5	
85.	Flag oddy	each	70	
86.	Flag Plastic 45mmx12mm	each	5	
87.	Marker Luxor CD /DVD/ OHP Marker Pens	Pkt.	2	
88.	Permanent Marker Pen मोटे वाला (Camlin)	Pkt. (one box 10 pcs)	2	
89.	Fevistik Glue Stick, 15 grams	each	35	
90.	Spiral Binding Wire (Small)	Pkt.	2	
91.	Spiral Binding Wire (Medium)	Pkt.	1	
92.	Spiral Binding Wire (Large)	Pkt.	1	
93.	Snow White Cartridge Paper (As per sample)	Per page	400	
94.	A4 Binding Sheet (White)	per sheet	400	
95.	A4 Binding Sheet (Blue)	per sheet	400	
96.	A3 Binding Sheet (White)	per sheet	100	
97.	A3 Binding Sheet (Blue)	per sheet	100	
98.	Legal Binding Sheet (White)	per sheet	100	
99.	Legal Binding Sheet (blue)	per sheet	100	
100.	Pen Drive 4 GB (Scan Disk)	each	10	
101.	Pen Drive 8 GB (Scan Disk)	each	10	
102.	Pen Drive 16GB(Scan Disk)	each	10	
103.	Pen Drive 32 GB(Scan Disk)	each	3	
104.	Pen Drive 64(Scan Disk)	each	3	
105.	CD (Moserbaer)	each	50	
106.	DVD Moserbaer	each	20	
107.	White board marker pen Artline 157R	pkt. (10 pcs. set)	2	
108.	Faber Castell Stamp Pad (Size 110 mm * 69mm)	each	10	
109.	Faber Castell Stamp Pad (Size 88 mm * 54mm)	each	5	
110.	Numbering Machine	each	1	

<b>S. No.</b>	<b>Description of items</b>	<b>Unit</b>	<b>Appx. Qty. Per Year</b>	<b>Unit Rate (Inclusive GST)</b>
111.	Solo Display Book (100 pages) A4 Size	each	2	
112.	Solo Display Book (100 pages) Legal Size	each	2	
113.	Solo Sheet Protector (Set Of 100, Transparent) A4 Size	each	3	
114.	Solo Sheet Protector (Set Of 100, Transparent) Legal Size	each	2	
115.	Solo Business File A4 FB 101	each	20	
116.	Magic Tape 19 mm x 32.9 mm (Scotch make)	each	7	
117.	Magic Tape 12 mm x 20 mm (Scotch make)	each	5	
118.	Magnet Board Duster	each	2	
119.	Mouse Pad	each	10	
120.	Stock Register 800 Pages (Neelgagan)	each	4	
121.	Stock Register 2 Quire (Neelgagan)	each	5	
122.	Stock Register 4 Quire (Neelgagan)	each	5	
123.	Scissor Medium Size (Munix)	each	10	
124.	Scissor Small Size(Munix)	each	5	
125.	Scissor Big Size(Munix)	each	5	
126.	Sticker A4 Label (210x297 mm de fmat)	Pkt.	3	
127.	Solo RB- 402 Ring Binder-2-D-Ring A4	each	10	
128.	Paper Weight	each	5	
129.	Lamination Sheet (A3 - 210x297 mm) (100 sheet per pkt.)	Pkt.	2	
130.	Lamination Sheet (A4 - 210x297 mm) (100 sheet per pkt.)	Pkt.	2	
131.	Lamination Sheet (Legal 125 MIC) (100 sheet per pkt.)	Pkt.	3	
132.	Lamination Roll A4	Per Roll	3	
133.	Lamination Roll A3 Size	Per Roll	2	
134.	Sketch Pen (Stick) (12 pcs.)	per Pkt.	2	
135.	Button Folder (Solo)	each	50	
136.	Magnetic Pin Holder	per pkt.	5	
137.	Push Pin	pkt.	5	
138.	Engagement Stand (Display Stand)	each	3	
139.	Pilot Pen Ink	each	5	
140.	Pen Holder (Plastic)	each	10	
141.	Rubber Band	pkt.	3	
142.	Stapler Pen Remover (Small Size)	each	10	
143.	Stapler Pen Remover (SR 300)	each	5	
144.	Attendance Register (1 Quire)	each	40	
145.	Attendance Register (2 Quire)	each	20	
146.	Paper Cutting Knives	each	10	
147.	Paper Cutter Machine (A3+ size) (as per sample)	each	1	
148.	Vehicle Log Book (as per sample)	each	60	
149.	Pen Stand 4 Pen (Solo)	each	2	
150.	Pen Stand 2 Pen (Solo)	each	2	

<b>S. No.</b>	<b>Description of items</b>	<b>Unit</b>	<b>Appx. Qty. Per Year</b>	<b>Unit Rate (Inclusive GST)</b>
<b>151.</b>	Kobra File Spring	each	100	
<b>152.</b>	Plastic Tray (separate)	each	3	
<b>153.</b>	Plastic Tray (Three Box)	each	3	
<b>154.</b>	T- type Pin	Pkt	3	
<b>155.</b>	Parker Refill Quick flow	refill	10	
<b>156.</b>	Digital Weighting Scale Machine for Envelope	no.	1	
<b>157.</b>	Paper Shredder Machine (20 Pages)	no	1	
<b>158.</b>	Kangaro HDP-1320 Paper Punch	no	1	
<b>159.</b>	Kebica Executive 6 Compartments Plastic Pen Stand	no	1	
<b>160.</b>	Swiping Machine Thermal Paper Roll	Per roll	5	
<b>161.</b>	A3 size spiral Binding Machine (as per sample)	no	1	
<b>162.</b>	A3 size Lamination Machine (as per sample)	no	1	

**Sample of every item can be seen in Madhya Pradesh Bhawan before quoting the rate.**