

QUOTATION

For

Finalising of Annual Rate Contract

For

Purchase of Office Stationery Items

Name of the Firm & Address	
Telephone & Mobile Number	
PAN No.	
GST TIN Number	

1. Last Date of receiving the quotation is 22.10.2019(Tuesday)
and quotation shall be open on next day i.e. 23/10/19 at 3:00PM

QUOTATION NOTICE

Last Date and time of submission of Quotation: _____

Date and time of opening: _____

1. Sealed quotations are invited for the execution of Annual Rate Contract for supply of office Stationery items on the basis of day to day requirement of the company. The quotation must reach this office duly addressed to the General Manager (F&A), Punjab Municipal Infrastructure Development Company (PMIDC), Punjab Municipal Bhawan, Plot No: 3, 5th Floor Sector 35A, Chandigarh on or before by Last Date of receiving the quotation is 22.10.2019(Tuesday) up to 5.00 P.M which shall be opened on next day i.e. 23/10/2019 (By 3.00 PM) in the office of PMIDC, Committee Room (517) 5th floor Punjab Municipal Bhawan in the presence of firms/agencies or their authorized representatives. The sealed quotations superscripted with the "QUOTATION FOR SUPPLY OF OFFICE STATIONERY ITEMS" shall be submitted with the Room No-521 PMIDC, Punjab Municipal Bhawan, Plot No:3 , 5th Floor Sector 35A, Chandigarh. **No quotation will be accepted after due date.**

SCHEDULE

Sr. No.	Description	Contract Period
1.	As per Schedule	One Year

ELIGIBILITY CRITERIA:

1. Bidder should have proprietor/company/registered firm at Chandigarh.
2. Bidder should have business establishment for last 5 years (attach document in support).
3. Bid Security of Rs.7000/- is to be attached with the quotation.

TERMS AND CONDITIONS:-

1. It should be clearly mentioned that the rates are inclusive of all applicable taxes.
2. Telegraphic/via E-mail quotations will not be entertained.
3. All disputes concerning in any way with these quotations are subject to the Jurisdiction of Chandigarh.
4. No claim on account of rises in price shall be entertained.
5. The firm shall not sublet or outsource the contract to/from any other vendor.
6. Conditional quotation shall not be entertained and same shall be summarily and same shall be summarily rejected.
7. The Chief Executive Officer reserves all rights to reject any or all the quotations without assigning any reason.
8. Rates offered should be mentioned both in figures as well in words.
9. About Rs.3.5 Lacs (Three Lacs Fifty thousand only) expenditure per annum is incurred by the PMIDC for procurement of the office document printing.
10. Bidders are required to deposit earnest money of Rs.7000/- in form of Demand Draft of Nationalized/Scheduled bank only in favour of Punjab Municipal Infrastructure Development Company (PMIDC) payable at Chandigarh.
11. The above security will be returned to the successful bidder after submitting of the performance guarantee or adjusted to the performance guarantee.
12. Bid security of unsuccessful bidder will be returned to them within 7 days after execution of the rate contract with successful contractor.
13. Successful bidder is required to deposit Rs.15,000/- as performance guarantee in shape of Demand Draft/Bank Guarantee of Nationalized/Scheduled Bank only in favor of Punjab Municipal Infrastructure Development Company (PMIDC) payable at Chandigarh for execution of the contract within 15 days after issuance of work order.
14. In case the date of issue/receipt of quotation form is declared/happens to be a public holiday, the quotation will be issued /received on the next working days.


General Manager (F&A)

PunicipalBhawan, PlotNo:3 Dakshin Marg,
5th Floor, Sec-35A Chandigarh.

TERMS AND CONDITIONS FOR THE EXECUTION OF ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS ARE ATTACHED AT "ANNEXURE-A" TO PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY (PMIDC).

1. Quotation in SEALED COVER, superscripted with words "QUOTATION FOR SUPPLY OF OFFICE DOCUMENTPRINTING" on Annual Rate Contract at PMIDC must reach this office duly addressed to the General Manager (F&A), Punjab Municipal Infrastructure Development Company (PMIDC), Punjab Municipal Bhawan, Plot No: 3, 5th Floor Sector 35A, Chandigarh Last Date of receiving the quotation is 22.10.2019 (Tuesday) (up to 5.00 P.M). **No quotation will be accepted after the due date.**
2. The Quotations shall be opened on next day i.e. 23/10/2019 by 3.00 PM in the office of PMIDC. Committee Room (517) 5th floor Punjab Municipal Bhawan in the presence of firms/agencies or their authorized representatives.
3. The rates are to be quoted in the Performa enclosed herewith **Annexure A**. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of the authorized signatory. Quotations that do not fulfill this condition will not be considered.
4. Quoted rates should be includes of all taxes.
5. Rates should be quoted F.O.R PMIDC, Punjab Municipal Bhawan, and Plot No: 3, 5th Floor Sector 35A, Chandigarh.
6. Any increase or decrease of taxes, duties or prices of item etc. will not affect the rate contract with PMIDC.
7. The Chief Executive Officer, PMIDC reserve the right to accept or reject any or all quotations without assigning any reason.
8. The Purchase Committee, PMIDC reserves the right to reject any supply if the same is /are not found in accordance with the description specifications.
9. Tenure of Contract:
This proposed contract, if otherwise is not cancelled for the breach of any obligation, shall be for one year from the date of its commencement.
10. The Chief Executive Officer, may, however, on the written request from the supplier before the expiry of the said term extend the ARC on such terms or for such period as he may think proper having regard to the performance of the supplier.
11. The quotationer must enclose the copy of PAN with the Quotation.
12. The quotationer shall ensure that all stationery items are of reputed brand and of good quality as explained in the Quotation Document.
13. All bidders should also quote their Telephone, Mobile Number and e-mail address for future correspondence.
14. Payment shall be released within 10 days from delivery of goods and acceptance thereof by PMIDC.
15. Rates should be quoted in the prescribed Performa for each item/brand separately as per the format given at **Annexure-A**.
16. The Annual requirement mentioned in Annexure-A is tentative, can vary as per actual consumption. The payment will be made only for the quantity of goods which will be supplied to PMIDC.
17. The willing agency should submit the quotation and abide by the validity.
18. The overall lowest rate quoted bidder will be selected for the annual rate contract.
19. Stationery will be branded not duplicate or Chinese product.
20. Loading and unloading will be supplier side without any extra cost.
21. Stationery will be delivered within 2 days after the Purchase order Received from the Department.



General Manager (F&A)
Punjab Municipal Bhawan, Plot No: 3
Dakshin Marg, 5th Floor, and Sec-35A
Chandigarh.

ANNEXURE-A			
LIST OF ITEMS			
S.NO.	ITEMS	UNIT	QUOTED RATE OF EACH ITEM including GST (IN FIGURES AND WORDS)
1	PHOTOSTATE PAPER A4 75GSM & 80GSM	Per Unit	
2	PHOTOSTAT PAPER FS 80GSM	Per Unit	
	PHOTOSTATE PAPER FS 75GSM	Per Unit	
3	NOTING SHEET 80GSM	Per Unit	
4	PLASTIC FOLDER A4	Per Unit	
5	PLASTIC FOLDER FS	Per Unit	
6	RING BINDER ORDINARY	Per Unit	
	RING BINDER TRIO	Per Unit	
7	RECORD FILE NO. 1000 OR NO. 450	Per Unit	
8	RIPPLE FILE NO. 1000	Per Unit	
9	BOX FILE A4 INDEX	Per Unit	
10	COBRA FILE NO. 1450	Per Unit	
11	PACKING TAPE 1.5"	Per Unit	
12	NATRAJ BALL PEN	Per Unit	
13	CELLO TAPE 1"	Per Unit	
14	CORRECTION FLUID PEN	Per Unit	
15	DUSTBIN PLASTIC	Per Unit	
16	DUSTER CLOTH	Per Unit	
17	PLAIN WHITE ENVELOP 10X4	Per Unit	
18	WHITE LAMINATED ENVELOP 10X14	Per Unit	
19	ERAZER NON DUST	Per Unit	
20	FEVICOL 100GSM	Per Unit	
21	FILE FLAPPER3.5" APROX.	Per Unit	
22	FILE FLAG	Per Unit	
23	FILE LACES 6"&36"	Per Unit	
24	GLUE STIC 15GM	Per Unit	
25	HIGHLIGHTER, Yellow only	Per Unit	
26	PAPER CLIP COLOURED	Per Unit	
27	PAPER CLIP STEEL	Per Unit	
28	ALL PIN	Per Unit	
29	PENCIL HB	Per Unit	
30	PEON BOOK 200PAGE	Per Unit	
31	PERMANENT MARKER	Per Unit	
32	PILOT PEN 0.5	Per Unit	
33	POCKER	Per Unit	
34	PIN CUSHION MAGNETIC	Per Unit	
35	PUNCHING MACHINE SMALL NO. 280	Per Unit	
36	PUNCHING MACHINE NO.600	Per Unit	
37	SHARPNER NATRAJ	Per Unit	
38	STAPLER SMALL HD 10 IKON	Per Unit	
39	STAPLER BIG HS 45	Per Unit	
	STAPLER HP45	Per Unit	
40	STAPLER PIN SMALL	Per Unit	
41	STIC ON PAD 2X3	Per Unit	
	3X3	Per Unit	
	3X4	Per Unit	
42	PENCIL CELL & Pager Cell	Per Unit	
43	DISPATCH REGISTER	Per Unit	
44	RECIPT REGISTER	Per Unit	

45	STOCK REGISTER	Per Unit
46	YELLOW ENVELOP 10X12	Per Unit
47	YELLOW ENVELOP 16X12	Per Unit
48	SHORT HAND COPY	Per Unit
49	CALCULATOR, Casio or Citizen	Per Unit
51	CD WITH PLASTIC COVER	Per Unit
52	DVD WITH PLASTIC COVER	Per Unit
53	ATTENDANCE REGISTER	Per Unit
54	SLIP PADNO. 22	Per Unit
	REGISTER HARD COVER 200P ORD.	Per Unit
55	200P NELGAGAN	Per Unit
	100P ORD.	Per Unit
	200P NELGAGAN	Per Unit
56	PAPER CUTTER	Per Unit
57	SCISSOR SMALL	Per Unit
58	SLIP PAD NO. 33	Per Unit
59	4 FLAP FILE	Per Unit
60	STAMP PAD	Per Unit
	PEN DRIVE 16 GB with compatible with Mobile C Type	Per Unit
61	32 GB with compatible with Mobile C Type	Per Unit
	64 GB with compatible with Mobile	Per Unit
62	ONE HOLE PUNCH ORDINARY	Per Unit
63	STEEL SCALE 12"	Per Unit
64	INK PEN V 5	Per Unit
65	SPIRAL PAD NO. 67	Per Unit
66	MONTEX BALL PEN MEGA	Per Unit
	CELLO ZIPPER	Per Unit
67	VEHICLE LOG BOOK	Per Unit
68	USE AND THROW PEN	Per Unit
69	PACKING TAPE 2"	Per Unit
70	WHITE BOARD MARKER	Per Unit
71	PAPER TRAY SUP. 3 RACK	Per Unit
72	TABLE TOP MEDIUM 8MM 10MM	Per Unit
73	DAK PAD NELGAGAN	Per Unit
74	NOTICE BOARD 2X3	Per Unit
75	PILOT PEN (I-BALL)	Per Unit
76	ENGAGEMENT STAND	Per Unit
77	PAPER WEIGHT	Per Unit
78	DRAWING PINS	Per Unit
79	Conference Pad	Per Unit
80	Room Freshner	Per Unit
81	A3 Rims	Per Unit
82	V-7 Pen	Per Unit
83	Cedar Rim	Per Unit
84	Hit Spray	Per Unit
85	Colin	Per Unit
86	Pen Stand	Per Unit
87	Envelop Yellow A4	Per Unit
88	Envelop Yellow Legal	Per Unit
89	Envelop Yellow A3	Per Unit
90	Executive Bond Paper Rim	Per Unit