

File No.3-7/2008-AED

Council for Advancement of People's Action  
and Rural Technology  
(Ministry of Rural Development, Govt. of India)  
Administration Centre-Core-4A (Core-C), 2nd Floor  
Lodhi Road, New Delhi-110 003

Date: 9th May, 2016

### TENDER NOTICE

**Sub: Quotations are invited for supply of Stationery, Crockery, Electrical items and Computer consumables for its use for a period of one year-reg.**

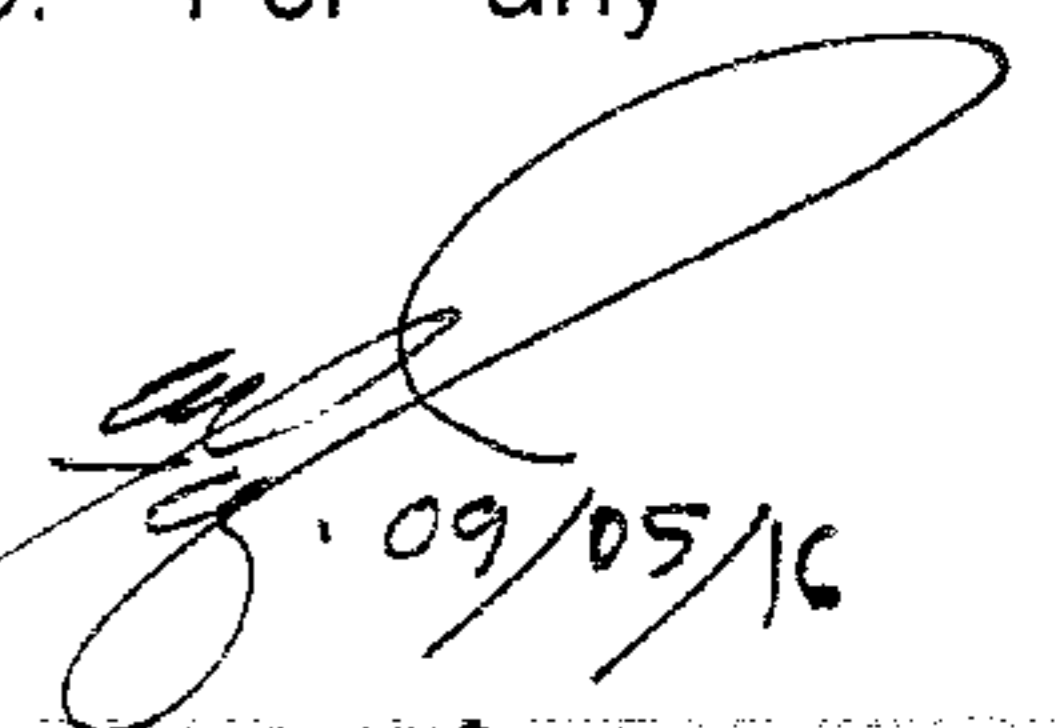
The Council for Advancement of People's Action and Rural Technology (CAPART) invites quotations from reputed & financially sound suppliers for supply of Stationery, Crockery, Electrical items and Computer consumables. These items are generally purchased on month to month basis and some time on urgent basis by the Council located in India Habitat Centre, Core 4-B, UG Floor, Lodhi Road, New Delhi, as per the terms of conditions enclosed as Annexure-I.

2. The bid should be submitted in a sealed cover duly super scribed as "**Quotation for supply Stationery, Crockery, Electrical items, Computer consumables**". Technical details of the company should be given as per Annexure-II. Details of the goods should be given as per Annexure-III. The technical bid and the financial bid should be submitted in separate envelopes and both the sealed covers should be placed in the main sealed cover.

3. The sealed quotations in the prescribed proforma may be addressed to the Director (AED), Core-4-B, UG Floor, India Habitat Centre, Lodhi Road and dropped in the Tender Box by **9th June, 2016 by 2:30 P.M.**

4. The **last date** for receipt of quotations is **9th June, 2016, by 2:30 P.M.** The quotations shall be **opened on the same day i.e 9th June, 2016, at 3:00 P.M** at Core-4B, UG Floor, India Habitat Centre, Lodhi Road, New Delhi in presence of such of the bidders or their representative, who may wish to be present. Hypothetical Conditions/ Incomplete bid will not be entertained. Late Bids received after the specified date and time shall not be entertained.

5. Tender documents may be downloaded from CAPART's website i.e. [www.capart.nic.in](http://www.capart.nic.in) and CPP portal [www.http://eprocure.gov.in/cppp](http://www.http://eprocure.gov.in/cppp). For any

  
09/05/16

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F-NO. 3-7/2008 - AED.

clarification as to the quotation documents, Administration & Establishment Division (AED) may be contacted on telephone on 011- 24642395 (Ext.122).

6. The Competent Authority of CAPART reserves all the right to amend/withdraw/relax /modify etc. any of the terms and condition contained in the Quotation Documents in the public interest or reject any or all application (offer) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

  
(C.S. Pandey)


Director-AED

CAPART

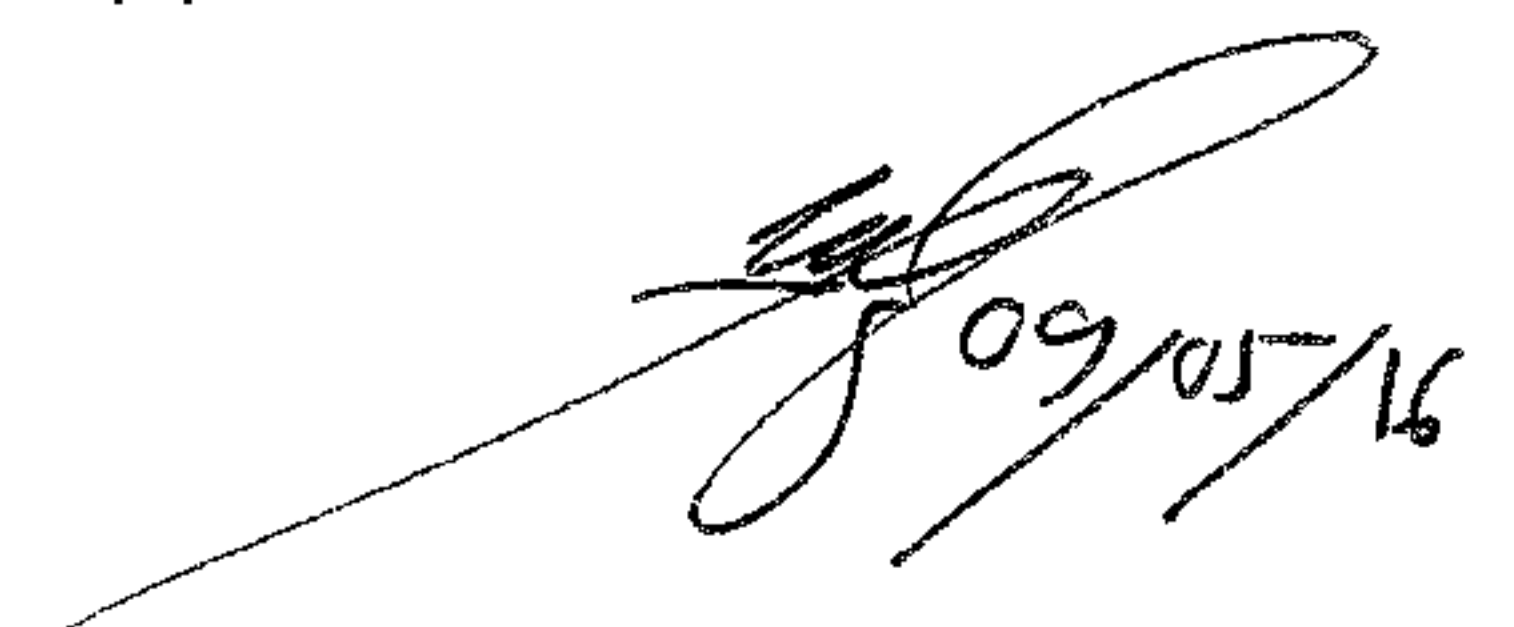
Terms & Conditions

Terms and Conditions for Stationery, Crockery, Electrical items, Computer consumables in the CAPART's offices.

1. The supplier should have the experience of three years for supply of stationery, Crockery, Electrical items & computer consumables in the Govt. sector, Ministries and also NCCF and Kendriya Bhandar and fulfill the following criteria (documentary evidence are required to be submitted along with the technical bids):
  - (i) The bidder should be located in the National Capital Region of Delhi.
  - (ii) The bidder should have at least three years experience in supply of tendered items.
  - (iii) The bidder should be authorized reseller/selling agent/distributor.
  - (iv) The bidder should have valid CST/VAT registration with Sales Tax authorities.
  - (v) The bidder should have PAN Number issued by Income Tax Department.
  - (vi) The Bid Security should be valid for at least 60 days beyond the closing date of submission of bids
2. Documentary evidence about legal entity of the bidder and the authorized person who would interact with the CAPART should be produced.
3. The Council shall not pay any advance payment against purchase of any items. The payments should be made on month to month basis only after receipt of proper bill.
4. The bidder will have to supply the Stationery, Crockery, Electrical items, Computer consumables items in the office of CAPART at Core 4-B at IHC, Lodhi Road, New Delhi. No transportation charges will be paid.
5. Any modification in offer after the opening date will not be considered. No request for escalation in rates shall be entertained on account of any reason during the period of contract.
6. The CAPART reserves the right to seek clarification or verification of any information supplied by the bidder.
7. The CAPART reserves the right to reject any or all quotations without assigning any reason thereof.
8. The CAPART requires the Stationery, Crockery, Electrical items, Computer consumables items for its use. These items are generally purchased on month-to-month basis and some items on urgent requirement basis.

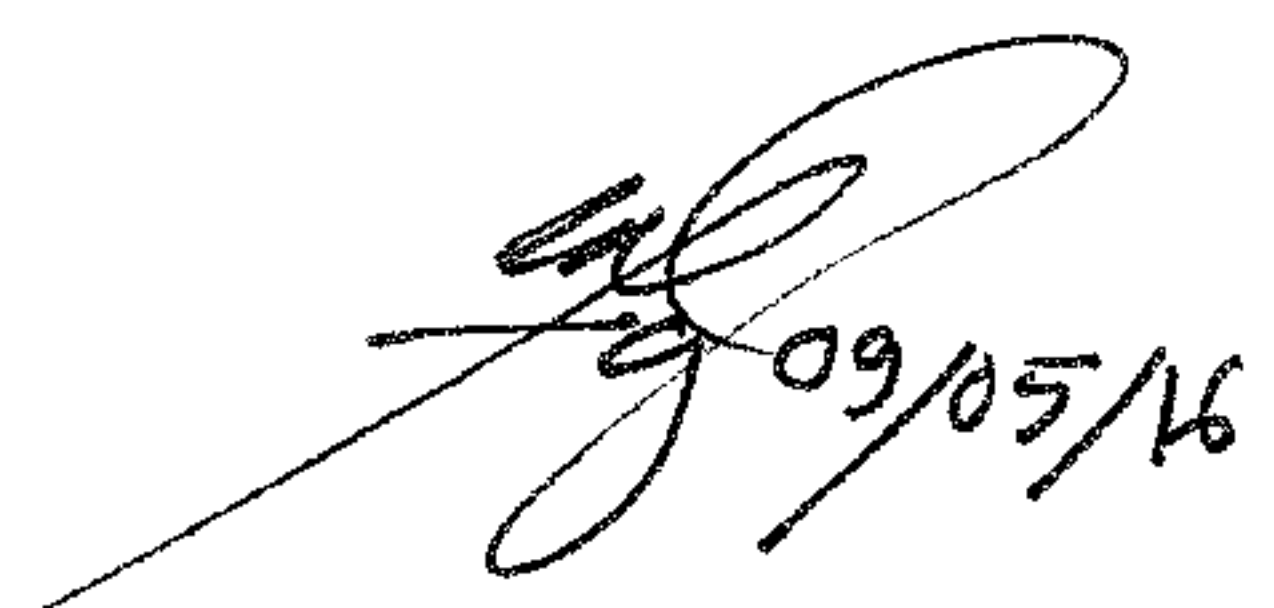
  
09/05/2016

9. The firm should be in a position to supply these items mentioned in the schedule of goods at short notice as well as on holidays/Sundays also as and when required.
10. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Department to call him in emergency cases. Mobile Number (s) may also be given.
11. The supplier will be responsible for delivery of the goods in good condition in CAPART at their risk and cost. If any damage/ malfunctioning are noticed of any items, this is the duty of the firm to replace/change the same without delay and without any additional charge.
12. The CAPART may waive any minor infirmity or seek any clarification, if so desired.
13. In case a supplier is not able to supply the goods, for which supply order has been placed or have been requisitioned on urgent basis on telephone without formal supply orders, within the stipulated period of time, the supply order shall be cancelled and the Performance Security shall be forfeited immediately.
14. Bidders may please quote their unconditional rates strictly as per schedule of goods enclosed.
15. The rates should be quoted in Indian Rupees. The rates should remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling charges etc. but excluding of VAT/CST and local taxes, if any, which shall be paid by the Department as applicable.
16. It is expected that rates for all items are compulsorily required to be quoted. In case rates are not quoted for all the items, the quotation shall not be considered at all.
17. The rates should be mentioned clearly. Any cutting in the rates/over writing should be attested by the authority signing the bid. Bids received with cutting/over-writings without attestation will not be accepted. In case any difference is found between figure & words, in this situation, the price mentioned in the words should be treated as final.
18. The CAPART reserve the right to reject any or all quotations without assigning any reason thereof.
19. In case there is any lapse found in the service provider, the Council reserves the right to terminate the contract without any notice/ reason.
20. Duly constituted Committee shall open and evaluate the Bids. The lowest quoted bidder shall be chosen on the basis of total bid price received.
21. Selected lowest bidder shall be appointed on fixed rates for one year from the date of signing of the Agreement. However, the contract may be extended up to two years by mutual consent, if the service is found satisfactory and as per existing rates and the same terms and conditions.
22. In case the appointed supplier is found in breach of any conditions (s) of tender/agreement at any stage or services of the supplier is found not to the

  
09/05/16

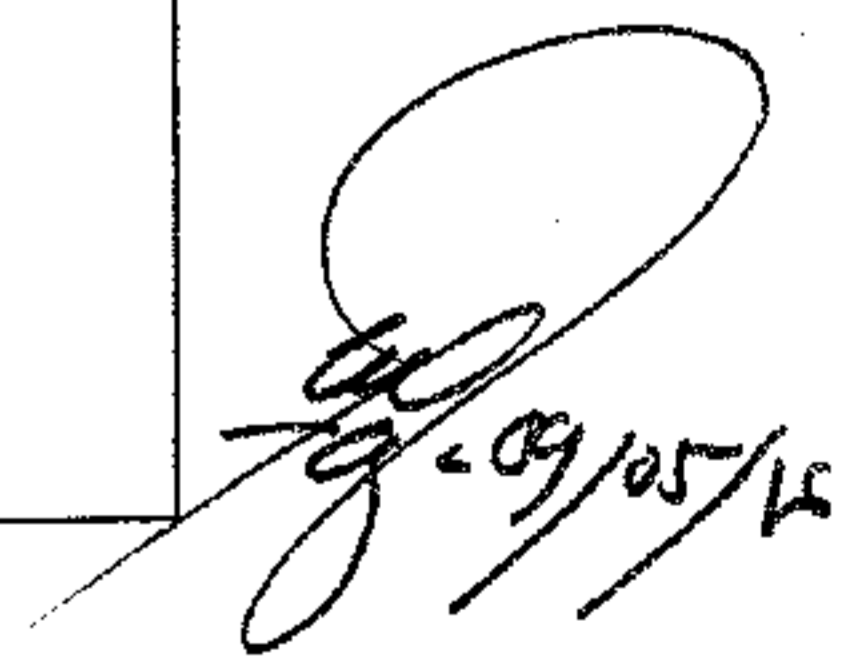
satisfaction of the CAPART, the agreement may be terminated. The Decision of the CAPART shall be final and binding in this regard.

23. Any attempt of negotiation, directly or indirectly, on the part of the tenderer with the authority to whom he has submitted the tender or authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actually or prospective tenderer or to influence by any means the acceptance of the particular tenders will render the tenderer liable to exclusion from consideration.
24. The CAPART reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder.
25. Each quotations must be accompanied by EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) by way of DD/Pay Order in favor CAPART, New Delhi. A quotation not accompanied by EMD will be summarily rejected. No interest will be paid by CAPART on EMD amount.
26. The EMD of unsuccessful bidder will be returned on finalization of the Contract. No interest will be paid by the CAPART on Bid Security Deposit.
27. Bids received without EMD or received after the scheduled date and time of receipt of bids shall not be considered. No exemption will be given to any firm with regard to depositing of Bid Security. However, Medium & Small Enterprises (MSEs), NCCF & Kendriya Bhandar are exempt from depositing of bid security (EMD).
28. The successful bidder (s) is required to submit performance security Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of Fixed Deposit in favor of CAPART, New Delhi within seven days of award of the contract failing which the contract will be awarded to the next lower bidder and bid security shall be forfeited. No interest will be paid on Performance Security Deposit and the same shall be retained with CAPART till the completion of contract.
29. Liquidated Damage:- If the supplier fails to deliver any or all of the goods within the period specified, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage @ 1.5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 7.5% of the delayed supply value and the same shall be deducted from the bill (s) or any other payment due to the party. CAPART shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.
30. Arbitration: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by CAPART. The Arbitration proceeding will be held in New Delhi only. The decision of the Arbitrator shall be final and binding upon by the both the parties.
31. The contract shall be subject to Indian laws and the jurisdiction of Delhi Court.

  
09/05/16

Proforma (Technical Bid)

Sl. No.	Particulars	To be filled by the Tenderer
1	a) Name of Firm/Agency	
	b) Address	
	c) Name of proprietor	
	d) Telephone No.	
	e) Mobile No.	
	f) Email address	
	g) Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3	CST/VAT Registration Certificate (copies to be enclosed) (TIN Numbers)	
4	Service Tax Registration No. (copies to be enclosed)	
5	List of Government Ministries/Department/Clients showing experience in the field (copies of contracts/orders placed on the agency during last 3 years should be attached)	
6	Whether copies of Income Tax Return for last 2 year attached.	
7	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
8	Whether a copy of terms & conditions is acceptable or not	
9	Whether the firm is blacklisted by any Government/Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard)	



(Signature of the Authorized Person)

Name:

Designation:

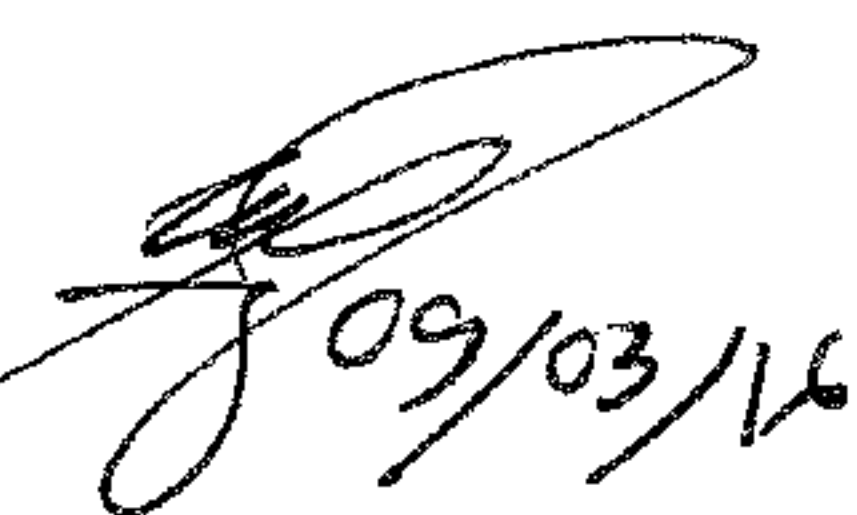
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Date:

Place:

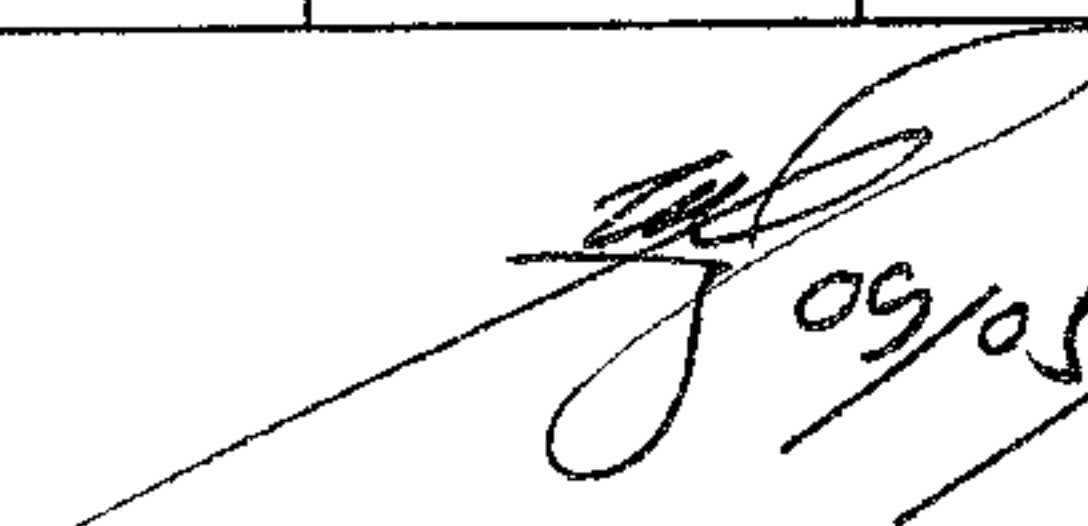
STATIONERY ITEMS

S.No.	Name of Items	units	Amount in Rs.		
			Rate	Tax	Total
1.	Typing paper A-4 Size	Per ream			
2.	Bond Paper (Sunlit) A – 4 Size	Per ream			
3.	Photo copy paper( JK-A4, 75 GSM)	Per ream			
4.	Steel Scale 1 feet	Per piece			
5.	Needle Medium	Per doz.			
6.	Short Hand Book	Per piece			
7.	Short hand Pencil (Camlin)	Per doz.			
8.	Lead Pencil (Natraj)	Per doz.			
9.	Ball Pen (cello Griper)	Per piece			
10.	V-7 Hi-tech Pen	Per piece			
11.	V-5 Hi-tech pen	Per piece			
12.	Ball pen refill (Cello Griper)	Per piece			
13.	Pencil eraser (Natraj)	Per doz.			
14.	Duracell AA	Per piece			
15.	Stapler Max-10 Kangaroo	Per piece			
16.	Note Sheet Pad	Per piece			
17.	Stapler Pin Max-10 Kangaroo	Per piece			
18.	Hi-Tec Ink	Per piece			
19.	Stamp Pad Ink	Per piece			
20.	Reynold 0.45 Pen	Per piece			



09/03/16

21.	Stamp Pad	Per piece			
22.	Gem Clip (plastic coated)	Per piece			
23.	All Pin (Diamond) per pkt.	Per pkt.			
24.	Gum Bottle Camel 300 ml	Per piece			
25.	Pin cushion	Per piece			
26.	Sharpener (Natraj)	Per doz.			
27.	Punch Single hole (Kangaroo)	Per piece			
28.	Dispatch register	Per piece			
29.	Diary Register	Per piece			
30.	File movement register	Per piece			
31.	Ruled Register 4Q (Neelgagan)	Per piece			
32.	Tag bunch Small (white)	Per bundle			
33.	Ledger	Per piece			
34.	Cash book (Bank Column)	Per piece			
35.	Attendance register	Per piece			
36.	Scale plastic	Per piece			
37.	Pen stand	Per piece			
38.	Peon book	Per piece			
39.	Signature pad	Per piece			
40.	Dak pad	Per piece			
41.	Punch Double hole (Kangaroo)	Per piece			
42.	Log Book	Per piece			
43.	Ruled note pad A-4 Size	Per piece			
44.	Brown tape	Per piece			

  
09/05/16

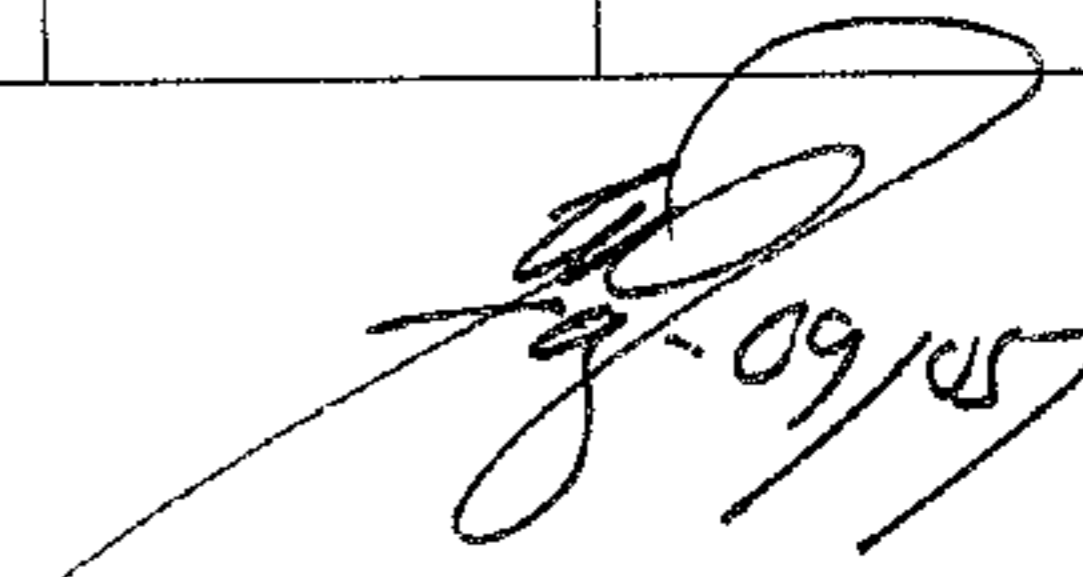


45.	Cello tape small	Per piece			
46.	Scissor Medium	Per piece			
47.	Plastic folder Neelgagan 102	Per piece			
48.	Highlighter pen	Per piece			
49.	Sketch pen (Luxor)	Per piece			
50.	File cover	Per piece			
51.	File board	Per piece			
52.	Glue stick (Kores)	Per piece			
53.	Post-it pad 3x3	Per piece			
54.	Solo Plastic Folder LF 101	Per piece			
55.	Fax role 30 mtr.	Per piece			
56.	Slip book 20 Sheets	Per piece			
57.	Transparency-Sheet	Per pkt.			
58.	White Envelopes 9x4	Per Th.			
59.	White Envelopes 11x5	Per Th.			
60.	Cloth Envelopes 10x12	Per Th.			
61.	Cloth envelop big 12x16	Per Th.			
62.	Desk Calendar stand	Per piece			
63.	Steel Poker each	Per piece			
64.	Carbon paper	Per piece			
65.	Smooth Quality Plastic Taat (Rate per mtr.)	Per mtr.			
66.	Chelpark Pen ink	Per piece			
67.	PBR register	Per piece			

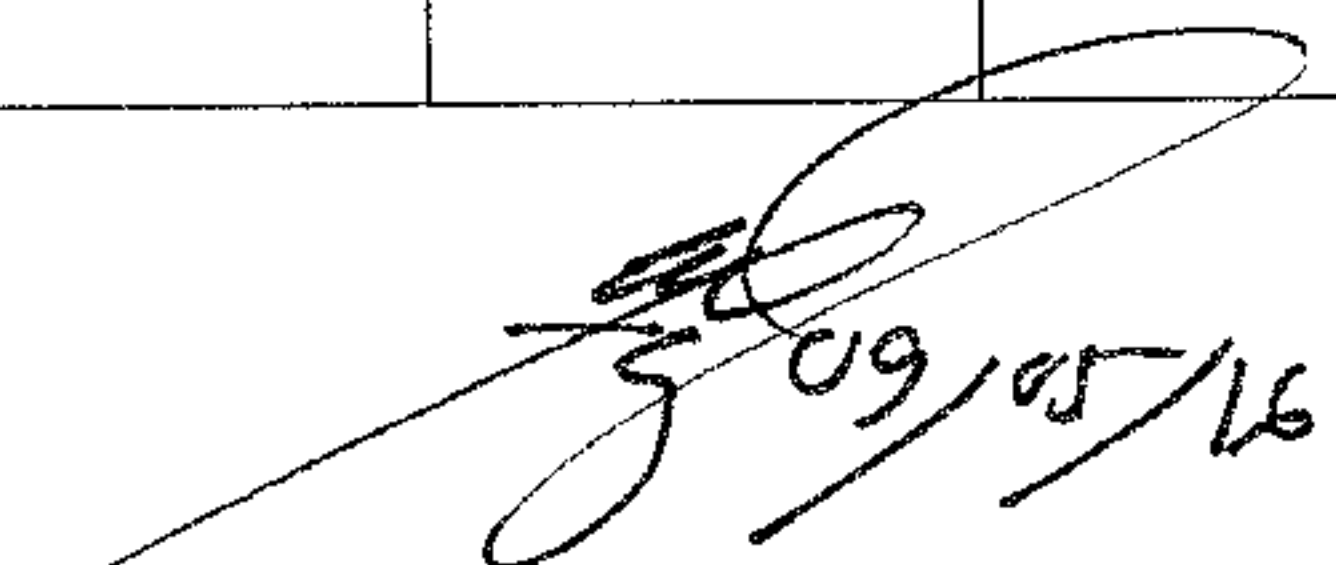


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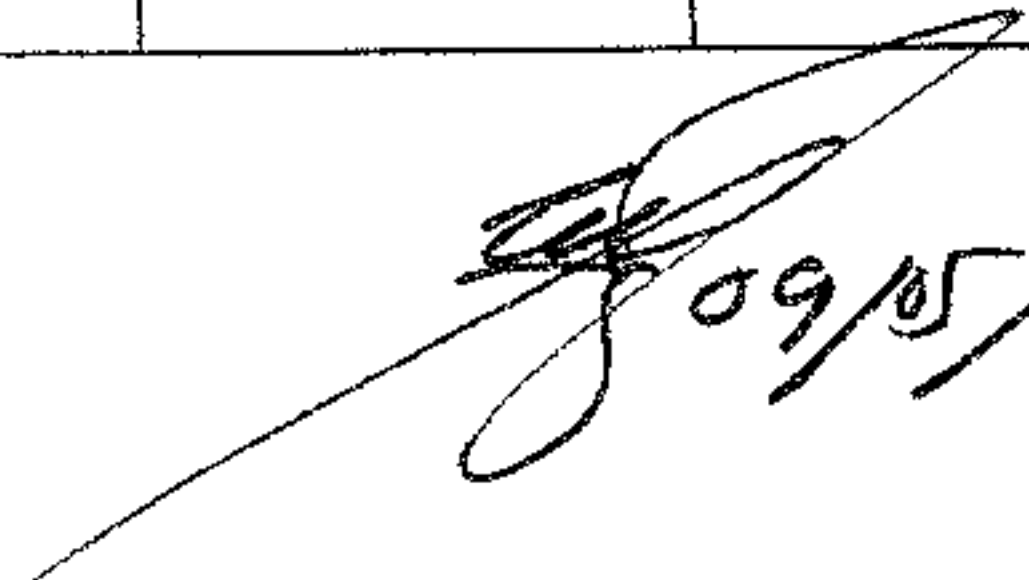
68.	Stock register Stationery	Per piece			
69.	Stock Registers Consumable	Per piece			
70.	Rice paper	Per rim			
71.	Statement Carbon paper	Per pkt.			
72.	Statement paper	Per pkt.			
73.	File tray	Per piece			
74.	Visitor slip	Per piece			
75.	Solo Leaf Folder A-4 Size	Per piece			
76.	Solo Display Folder-40 pocket(CB 202)	Per piece			
77.	Binder Clips (19 MM) each pkt.	Per pkt.			
78.	OHP Pen (Luxor)	Per piece			
79.	Service book	Per piece			
80.	Dot pen	Per piece			
81.	Binder Clips 25 MM each pkt.	Per pkt.			
82.	Form of leave account	Per Th.			
83.	Binder clip 32 MM each Pkt.	Per Pkt.			
84.	Visitor card holder	Per piece			
85.	Permanent marker	Per piece			
86.	Rubber band large per kg.	Per kg.			
87.	Spiral pad medium 200 pages	Per piece			
88.	Telephone index dairy	Per piece			
89.	Guard file	Per piece			
90.	Stapler heavy duty	Per piece			

  
09/05/2015

91.	Stapler pin 23x17	Per piece			
92.	Stapler medium HD-45	Per piece			
93.	Quick Fix (per Tube)	Per piece			
94.	Post – it – Pen 3x5	Per piece			
95.	Gum bottle big 700 ml	Per piece			
96.	White board marker	Per piece			
97.	Ruled register 2Q	Per piece			
98.	Post-it-Pad 2x3	Per piece			
99.	Cello tape Big 2"	Per piece			
100	White board 2x2	Per piece			
101	Ruled register 3Q	Per piece			
102	Index register 300 pages	Per piece			
103	Green tag each bunch	Per pkt.			
104	Noting Flag cloured	Per piece			
105	Stapler Pin 24/6	Per piece			
106	Thumb/Board Pin	Per pkt..			
107	Ruled Register 1 Qr.	Per piece			
108	Engagement Stand	Per piece			
109	File Opening Register	Per piece			
110	Visitor Books	Per piece			
111	Add Gel Pen Achiever	Per piece			
112	Add Gel Refill Achiever	Per piece			
113	Journal voucher Register 200 pages	Per piece			

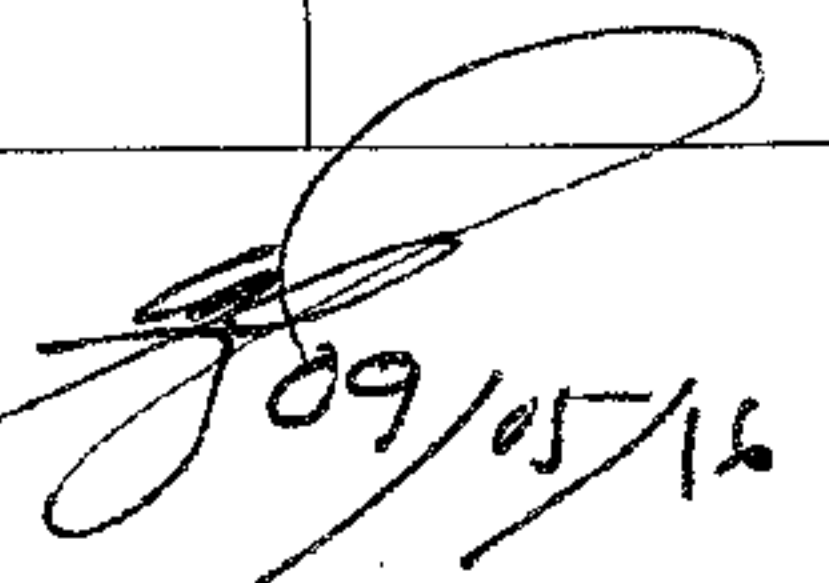
  
09/05/16

114	Liveries Register	Per piece			
115	White Board Duster Magnetic	Per piece			
116	Xerox paper colored JK A-4 Sixe	Per rim			
117	White Fluid Pen Type Kores	Per piece			
118	Paper knife (Kebica)	Per piece			
119	Xerox paper JK Full Space	Per rim			
120	Clay Chalk box	Per box			
121	Paper Weight (glass round)	Per Piece			
122	Easy Count	Per Piece			

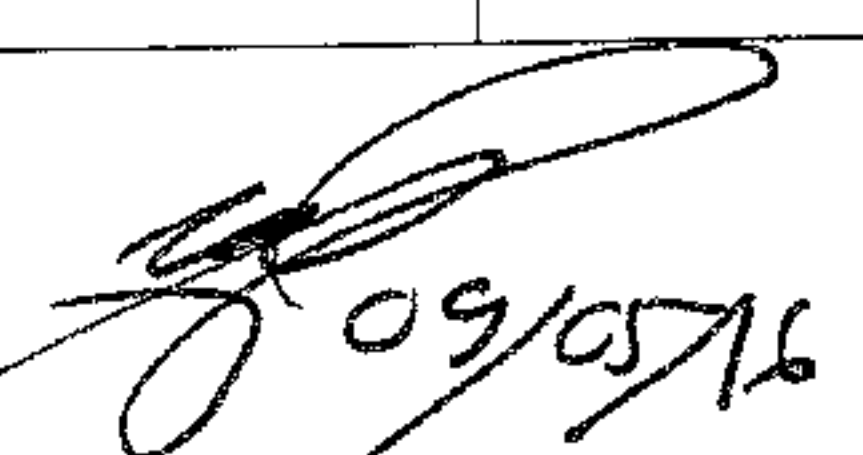
  
09/05/16

Consumables Item

S. No.	Name of Items	Units	Amount		
			Rate	Tax	Total
1.	Ashtray	Per piece			
2.	Detol Liquid soap	Per piece			
3.	Buckets 15 ltrs.	Per piece			
4.	Brief case Odyssey	Per piece			
5.	Candles 12 No. each pkt	Per doz.			
6.	Chock for tube light 40 watt	Per piece			
7.	Cloth markin per mtr.	Per mtr.			
8.	Colin spray	Per piece			
9.	Cup & Saucers (set of 6 each) Fine Bone China with Golden Strip (Seashell)	Per doz.			
10.	Duster (White)24x24 per doz.	Per doz.			
11.	Flore Duster 36x36 per doz.	Per doz.			
12.	Soap box/case each	Per piece			
13.	Duster Yellow 36x36 per doz.	Per doz.			
14.	Extension cord/board	Per piece			
15.	Thermos Flask 2 ltrs. Milton Steel Body	Per piece			
16.	Finite/spray pump	Per piece			
17.	Flask Eagle 2 ltrs.	Per piece			
18.	Phenayle	Per ltrs.			
19.	Glass tumbler ordinary Yera per	Per doz.			

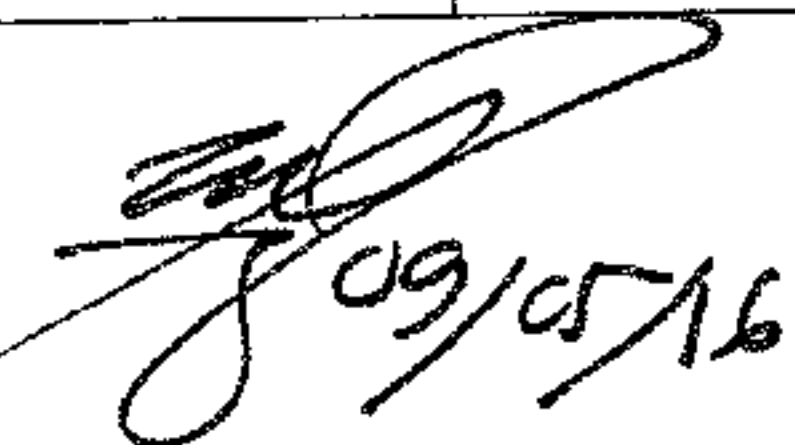
  
09/05/12

	doz.				
20.	Cut Glass Borosil Medium per doz.	Per doz.			
21.	Glass cover/coaster	Per doz.			
22.	Glass Tumbler Flowered Yera	Per piece			
23.	Water Jug (Good quality Plastic )	Per piece			
24.	Mug Plastic	Per piece			
25.	Audio Cassettes	Per piece			
26.	Naphthalene balls per kg.	Per kg.			
27.	Plastic pipe good quality 100 mts. Roll	Per roll			
28.	Odonil quibs	Per piece			
29.	Pencil cell Red Eveready	Per piece			
30.	Plastic sutali gola per kg.	Per piece			
31.	Room freshener	Per kg.			
32.	Soap cake Lux 150 gram	Per piece			
33.	Towel big white for Staff Car Bombay dying size 90x183"	Per piece			
34.	Starter for tube light	Per piece			
35.	Toilet Tissue Roll	Per piece			
36.	Switch & socket 5 amp. Anchor	Per piece			
37.	Tube light 40W Bajaj	Per piece			
38.	Tyre for staff car radial (Ambs)	Per piece			
39.	Tube for staff car radial (Ambs)	Per piece			
40.	Torch cell Red Eveready	Per piece			

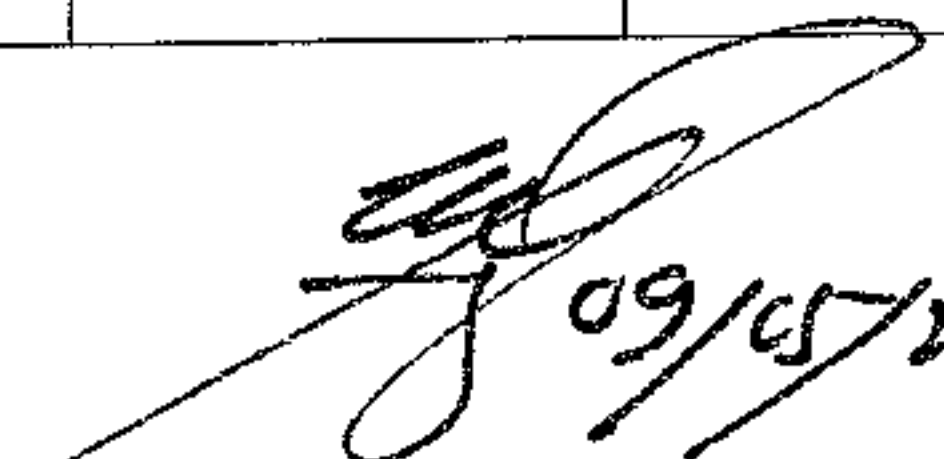


09/05/16

41.	Threads balls	Per piece			
42.	Table glass small	Per piece			
43.	Vim powder per kg.	Per piece			
44.	Waste paper basket/Dustbin lid	Per piece			
45.	Mayur Jug 15 ltrs.	Per doz.			
46.	Calculator 12 digit	Per piece			
47.	Match box	Per piece			
48.	Insulation tape	Per piece			
49.	Tea Spoon	Per piece			
50.	Bulb Holder	Per piece			
51.	Sealing Wax per pkt.	Per piece			
52.	Lock Harishan Medium	Per doz.			
53.	All out riffle	Per piece			
54.	Tourch 2 Battery	Per pkt.			
55.	Electronic wire roll 3/20	Per piece			
56.	Tube light Fatti	Per piece			
57.	Tube light 20W Bajaj	Per piece			
58.	Tube 9W/08W CFL Bajaj	Per piece			
59.	Bulb/CFL 100/40/20 watt	Per piece			
60.	Adopter 12 V	Per piece			
61.	Electric Kettle 1 ltr. Automatic	Per pkt.			
62.	Electric Kettle 1.5 ltr. Automatic	Per piece			
63.	Electric Kettle 2 ltr. Automatic	Per piece			
64.	Brasso	Per roll			

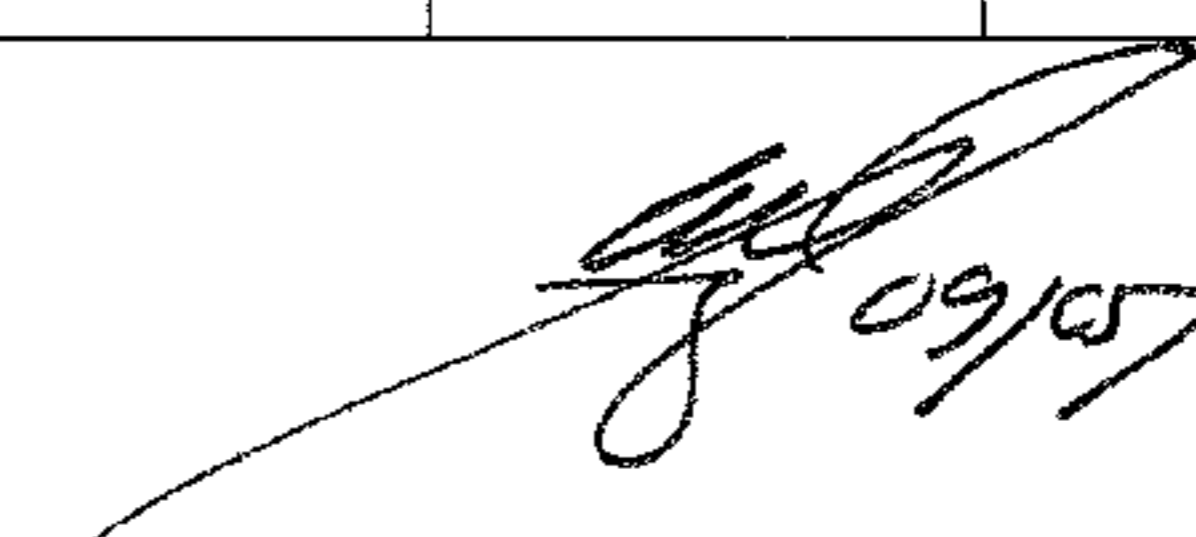
  
09/05/16

65.	Tube light Holder	Per piece			
66.	Umbrella	Per piece			
67.	Bag for dak	Per piece			
68.	Copy stand, paper aid	Per pkt.			
69.	Mouse pad	Per piece			
70.	Rain Coat Lower & Upper(Duck Back)	Per pkt.			
71.	Wall Mirror	Per piece			
72.	Rat catcher	Per piece			
73.	Fork Spoon	Per piece			
74.	Thermos Flask 1 ltr. Milton	Per piece			
75.	Full plate Fine Bone China with Golden Strip (Seashell)	Per piece			
76.	Quarter Plate Fine Bone China with Golden Strip (Seashell)	Per piece			
77.	Service Tray Good Quality Medium	Per piece			
78.	Soup Bowels Fine Bone China with Golden Strip (Seashell)	Per piece			
79.	Casseroles	Per piece			
80.	HP Toner cartridge 2613A	Per piece			
81.	HP Cartridge No.Q2624A	Per piece			
82.	HP Toner cartridge C7115-A	Per piece			
83.	FAX Toner (Modi) F-5500/565-PR	Per piece			
84.	HP Toner Q-2612-A	Per piece			

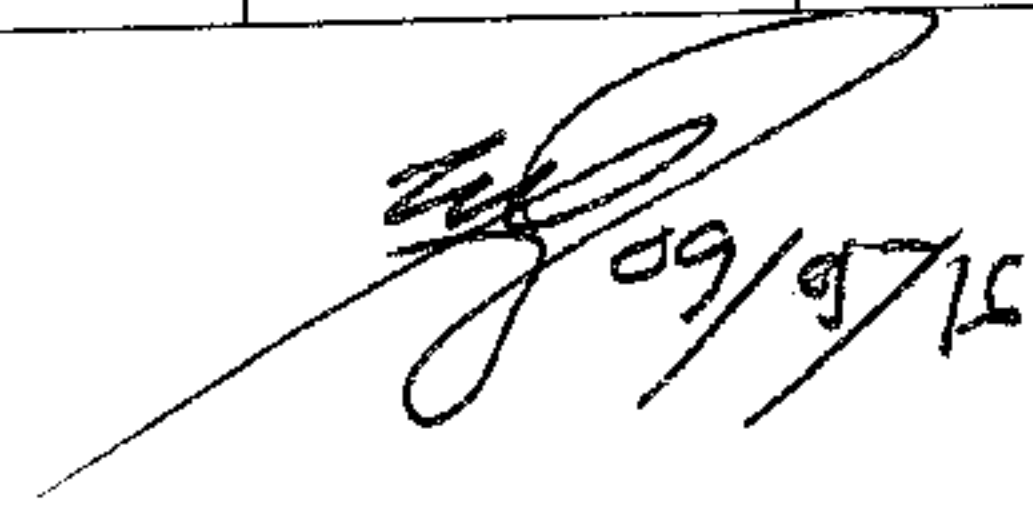

  
09/05/2016



85.	HP Cartridge C-9361 ZZ (854 Colour)	Per piece			
86.	HP Cartridge C9362 ZZ (850 Black)	Per piece			
87.	HP Cartridge C-9351-AA ( 21-A)	Per piece			
88.	HP Cartridge C-9352-AA (22-A)	Per piece			
89.	HP Toner Q6470, 6471, 6472 & 6473 (KCYM)	Per piece			
90.	HP Cartridge C-8335-ZZ (860)	Per piece			
91.	HP Cartridge C-8337-ZZ (861)	Per piece			
92.	HP Toner CC-388-A	Per piece			
93.	Samsung Cartridge CLT-C 508S CYM	Per piece			
94.	HP Toner cartridge C-4092A	Per piece			
95.	HP Cartridge 901 ( 653 Black)	Per piece			
96.	HP Cartridge 901 ( 656 Colour)	Per piece			
97.	Pen Drive 2 GB	Per piece			
98.	Pen Drive 4 GB	Per piece			
99.	Pen Drive 8 GB	Per piece			
100	Pen Drive 16 GB	Per piece			
101	Pen Drive 32 GB	Per piece			
102	D.V.D (R/W)	Per piece			
103	DVD ( R)	Per piece			
104	CD R/W	Per piece			
105	CD (R)	Per piece			

  
09/05/2016

106	Hit Black Spray	Per piece			
107	Hit Red Spray	Per piece			
108	Hand Towel	Per piece			
109	Towel Colored big	Per set			
110	Towel White big	Per piece			
111	Wall Clock( Ajanta Model No.1437)	Per piece			

  
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