

Office of the Principal Controller of Defence Accounts (SWC)

Khatipura Road, Jaipur-302012

Phone No.0141-6605506, 6605505, Fax No.0141-6605545, 6605575

No.EDP/126/Stationery

Dated: 16/01/2017

TENDER ENQUIRY FOR SUPPLY OF
COMPUTER STATIONERY

To,


(As per list Attached)

Sir

1. This HQ intends to purchase stationery/Drawing items as mentioned in Appendix 'A' for HQ PCDA (SWC) at Khatipura Road, Jaipur-302012.
2. Sealed quotations are invited from firms/suppliers for supply of items as mentioned in Appendix 'A' by 31/01/2017 up to 14.00 hrs. The quotations will be opened by a Board of officers on 31/01 /2017 on 17.00 hrs.
3. Sealed quotations shall be submitted in following format:-
 - (a) Appendix 'A' of the quotations be submitted quoting the rates in figures and in words with each page initialed and stamped.
 - (b) Terms and conditions as per Appendix 'B' issued by this HQ with the quotations be submitted duly accepted and initialed, stamped on each page. Where documents have been called for by way of proof, these should be invariably furnished. Failure to furnish requisite documents including EMD where applicable shall make the quotation liable for rejection.
4. Any quotations received after due date and time will be considered as 'late' and should not be accepted. PCDA (SWC) reserves the right to reject any quotation without assigning any reason.
5. **EMD:** EMD of Rs.12000/- (Rupees Twelve Thousand Only) submitted in the form of A/C Payee demand draft Nodated.....along with the quotations in favour of PCDA(SWC) Jaipur.
6. **PAYMENT AUTHORITY:** The payment will be made on receipt of goods along with bills from the suppliers by PCDA (SWC) through ECS.
7. **JURISDICTIONS OF COURT:** The courts at Jaipur shall have exclusive jurisdiction over this agreement.
8. The firms must invariably write the following text on the top of the envelope containing the quotations:

"QUOTATIONS FOR PROCUREMENT OF COMPUTER STATIONERY ITEMS"


Authorized Signatory
Of the Company
(Company Seal)


Sr. Accounts Officer
EDP Section
PCDA (SWC)

Appendix "A"

Product		Total Requirement
Computer Stationery	German Stand Fanfold (10X12X1) (80GSM)	69
	German Stand Fanfold (10X12X2) (80GSM)	128
	German Stand Fanfold (10X12X3) (80GSM)	30
Cartridge/Ribbon	Cartridge for Printer HP 1020	38
	Cartridge for Printer HP 1505	31
	Cartridge for Xerox Phaser 3117	07
	Cartridge for Samsung Laser Printer ML 2161	37
	Cartridge for HP Laser Jet Pro 200 Color Printer M251n	01
	Cartridge for Canon Fax Machine 328 Multipurpose	11
	Cartridge for Lipi Lan Printer 6306L	12
	Cartridge for DMP Printer	36
Computer Accessories	Keyboard	29
	Mouse	22

Authorized Signatory
Of the Company
(Company Seal)


Sr. Accounts Officer
EDP Section
PCDA (SWC)

TERMS AND CONDITIONS

1) GENERAL:

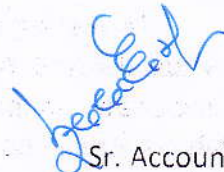
- (a) The firm must be registered with State Sales Tax Department for and necessary proof must be attached for the same. The **Tax Index Number (TIN No.)** of firm shall be mentioned at top left corner of each page of **Appendix 'A'**.
- (b) The firms should have dealt and supplied similar items during the last three years to Govt. Organizations/PSUs. Copies of SOs placed must be attached for support.
- (c) Suppliers should have authority letter from the OEM for supply of cartridge.

2) VALIDITY OF QUOTATIONS :

- (a) The quotations should remain valid for three months from the last date of submission of quotations. A quotation valid for a shorter period shall not be considered as "Responsive" by HQ PCDA (SWC).
- (b) Each items listed in Appendix 'A' should be quoted for separately. Quoted rate of items shall be inclusive of all taxes. Supply Order will be placed based on lowest rate quoted for each item. Rate for each item not intended to be quoted should be clearly marked 'NOT QUOTED'.

- 3) EMD: EMD of Rs.12000/- (Rupees Twelve Thousand Only) be submitted in the form of A/C Payee demand draft along with quotations in favour of PCDA (SWC) Jaipur.
- 4) DELIVERY SCHEDULE: The delivery will be completed within 20 days from the date of issue of supply order. Deliveries shall not be made in piecemeal.
- 5) INSPECTION: the board of officers detailed by PCDA (SWC) Jaipur will inspect all items for quantity/specification and conformity with SO and their decisions shall be final.
- 6) LIQUIDATED DAMAGES: If the vendor fails to complete all deliveries within the stipulated period mentioned in supply order, PCDA (SWC) may deduct from the firm, liquidated damages @ 0.5% of the supply order cost of the delayed stores for delay of every week or part thereof, subject to maximum of 10% of the value of delayed stores.
- 7) PAYMENT SCHEDULE: 100% payment shall be made after the delivery of all items and accepted by PCDA (SWC). Payment will be made through ECS by PCDA (SWC) Jaipur.

Authorized Signatory
Of the Company
(Company Seal)


Sr. Account's Officer
EDP Section
PCDA (SWC)

Appendix 'C' to PCDA (SWC) letter No.

EDP/126/stationery items

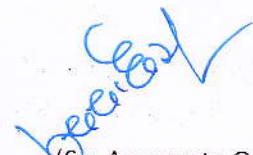
dated: 16/ 01/2017

EARNEST MONEY DEPOSIT (EMD)

- The suppliers are required to Deposit Rs12000/3- in INR as EMD. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business in favour of PCDA (SWC) Jaipur.
- Suppliers registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself The Suppliers must submit documents in support of their registration to claim this exemption
- EMD of Rs.12000/- (Rupees Twelve Thousand Only) Submitted in the form of A/C payee demand draft Issued by..... Dated.....
In favour of PCDA (SWC) Jaipur.

(OR)

- Relevant documents for exemption of EMD issued by
.....valid upto.....is Enclosed.
- EMD's of the unsuccessful suppliers shall be returned to them at the earliest after expiry of the quotation validity and latest on or before the 30th day after placing of the supply order.
- The EMD of the successful suppliers shall be returned within 30days after completion of supply & shall be got extend by the suppliers if required.
- Forfeiture of EMD may be effected on account of one or more of the following reasons:
 - (i) The suppliers withdrawing his bid during the validity period specified in the RFP.
 - (ii) The suppliers not responding to requests on clarifications of its Bid.
 - (iii) In case of the successful suppliers withdrawing, amending, imparting or derogating from the tender within validity.


(Sr. Accounts Officer)
EDP Section
PCDA (SWC)