

**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: 05/02/2016

TENDER ENQUIRY FOR SUPPLY OF  
COMPUTER STATIONERY


To,

As per List Attached  
And for website

Sir,

- 1) This office intends to purchase computer stationery & periphery items as mentioned in Appendix 'A' for O/o PCDA (SWC) at Khatipura Road, Jaipur-302012.
- 2) Sealed bids are invited from firms/suppliers for supply of items as mentioned in Appendix 'A' by 25/02/2016. The quotations will be opened by a Board of officers on 26/02/2016.
- 3) Sealed quotations shall be submitted in following formats:-
  - (c) Appendix 'A' of the bids be submitted quoting the rates in figures and in words with each page initialed and stamped.
  - (d) Terms and conditions as per Appendix 'B' issued by this office with the bids 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 bid liable for rejection.
- 4) Any bids received after due date and time will be considered as 'late' and will not be accepted. PCDA (SWC) reserves the right to reject any bid without assigning any reason.
- 5) **EMD:** EMD of Rs.20,000/- (Rupees Twenty Thousand only) be submitted in the form of A/C Payee demand draft alongwith the bids in favour of PCDA(SWC) Jaipur (Details as per Appendix 'C' attached.)
- 6) **PAYMENT AUTHORITY:** The payment will be made on receipt of goods alongwith 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.

"BID FOR PROCUREMENT OF COMPUTER STATIONERY & PERIPHERY ITEMS"

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

Authorized Signatory

Appendix "A"

Product		Total Requirement (Reams/Nos)
Computer Stationery (In Reams)	German Stand Fanfold (10X12X1) (80GSM)	72
	German Stand Fanfold (10X12X2) (80GSM)	82
	German Stand Fanfold (15X12X2) (80GSM)	07
	German Stand Fanfold (15X12X3) (80GSM)	07
Cartridge/Ribbon (In Nos.)	HP 1020 Cartridge	28
	HP 1505 Cartridge	28
	Xerox Cartridge for Phaser 3117	11
	Samsung Laser Printer ML 2161 Cartridge (New)	49
	HP Laser Jet Pro 200 Color Printer M251n Cartridge (New)	01 (Multi Pack)
	Canon Fax Machine 328 Multipurpose Cartridge	10
	Lipi Lan Printer 6306L Cartridge	10
	DPM Cartridge Big MSP 445, Wipro 1070	32
	Cartridge Printer Epson LX-300	20



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

Authorized Signatory  
Of the Company  
(Company Seal)



TERMS AND CONDITIONS

1) GENERAL:

- a. The firm must be registered with State Sales Tax Department for which 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 supplied similar items to Govt. Organizations/PSUs. Copies of SOs placed must be attached for support.

2) VALIDITY OF BIDS :

- (c) The bids should remain valid for three months from the last date of submission of bids. A bid valid for a shorter period shall not be considered as "Responsive" by HQ PCDA (SWC).
  - (d) 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 Rs20,000/-(Rupees Twenty Thousand only) be submitted in the form of A/C Payee demand draft alongwith the bids in favour of PCDA(SWC) Jaipur.

- 4) DELIVERY SCHEDULE: The delivery will be completed within 30 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.

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

Authorized Signatory  
Of the Company  
(Company Seal)


Appendix "C"

Appendix 'C' to PCDA (SWC) letter No.  
EDP/126/stationery dated:05/02/2016  
EARNEST MONEY DEPOSIT (EMD)

- The bidders are required to Deposit Rs20,000/-(Rupees Twenty Thousand Only) in INR as EMD in the form of A/C payee demand draft /bank guarantee from any of the commercial Banks to be valid for 45days beyond the bid validity in favour of PCDA (SWC) Jaipur.
- EMD of Rs.20000/- (Rupees Twenty Thousand Only) Submitted in the form of A/C payee demand draft Issued by..... Dated..... alongwith the bids In favour of PCDA (SWC) Jaipur.
- EMD will be waived for bidders registered with national small industries corporation (government of India) and ministry of micro, small and medium enterprises (government of India). The bidders (s) must submit documents in support of their registration to claim this exemption.

(OR)

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

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