



Government of India
Central Water & Power Research Station
Khadakwasla, Pune . 411 024

No.708/1/EE(C)/Stationery/15

Date : 31.08.2015

TENDER NOTICE

Executive Engineer (Civil) CWPRS, Pune for and on behalf of the President of India, invites, sealed tenders from eligible firms for the supply of following stores :

Sl.No.	Item	Quantity	Earnest Money for total Quantity. Amount in Rs
1.	Stationery	As per Annexure . I In Tender Document	Rs 4000 /- (Rupees Four Thousand only)

Tender forms can be obtained from the office between **0930 hrs and 1600 hrs upto 18.09.2015** on payment of a non-refundable fee of Rs 500/- . Tender form can also be **down loaded from CWPRS website:** www.cwprs.gov.in/www.mowr.gov.in and should be submitted alongwith Tender Document fee of Rs 500/- in the form of DD drawn in favour of Executive Engineer (Civil), CWPRS payable at Pune. **Bids received without the exact EMD and Tender form Fee will be summarily rejected.**

Reputed Firms may send their lowest offers for the same in Sealed Envelopes superscribing Bid for the above mentioned material / stores in person / by post so as to reach Executive Engineer (Civil), CWPRS, Pune 411 024 (India) on or before **21.09.2015 upto 1430 hours. Bids would be opened at 1500 hours on 21.09.2015.**

Executive Engineer (Civil)



अनुसंधान के माध्यम से सेवा
Service Through Research

**Government of India
Central Water & Power Research Station
Khadakwasla, Pune – 411 024**

TENDER DOCUMENT

FOR

PROCUREMENT OF STATIONERY

DUE DATE OF OPENING : 21.09.2015

EXECUTIVE ENGINEER (CIVIL)

AUGUST 2015

Total Pages- 9

Phone: 24103220 / 24103267
Email: ee_civil@cwprs.gov.in



Fax : 020- 24381004
Website : www.cwprs.gov.in

**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES
CENTRAL WATER & POWER RESEARCH STATION,
KHADAKWASLA, PUNE-24**

**THIS DOCUMENT FROM PAGE 2 ONWARDS SHOULD BE
RETURNED IN ORIGINAL DULY SIGNED**

TENDER DOCUMENT FOR PROCUREMENT OF STATIONERY

**NAME OF BIDDER
(WITH ADDRESS)**

PHONE :

FAX :

LAST DATE OF RECEIPT TENDER : 21.09.2015 at 1430 Hrs.

DATE OF OPENING OF TENDER : 21.09.2015 at 1500 Hrs.

THIS TENDER DOCUMENT CONTAINS THE FOLLOWING:

- 1) TERMS & CONDITIONS**
- 2) BILL OF QUANTITY**

THE BIDDER SHOULD READ ALL THE INSTRUCTIONS IN THE DOCUMENT THOROUGHLY BEFORE SUBMITTING THE TENDER AND ADHERE TO THE DATES GIVEN

EXECUTIVE ENGINEER (CIVIL)

SIGNATURE & SEAL OF BIDDER

- 2 -

TERMS AND CONDITIONS

1. The bidder should adhere to all the terms and conditions. If there is any discrepancy in complying with any term and condition laid down, the bid is liable to be rejected and the decision of the competent authority would be binding on the bidder.

2. The tender forms can be obtained from the office of Executive Engineer (Civil), CW&PRS, Pune-24 between 0930 hrs and 1600 hrs from 01.09.2015 to 18.09.2015 on payment of non-refundable fee of Rs. 500/- each. Tender documents can also be downloaded from the CW&PRS website www.cwprs.gov.in and should be submitted alongwith Tender Document fee of Rs. 500/- in the form of DD drawn on any nationalized bank in favour of Executive Engineer (Civil), CW&PRS, payable at Pune. **Bids received without Tender Document fee will be rejected.**

3. EARNEST MONEY DEPOSIT: FDR of **Rs 4000/- (Rupees Four Thousand only)** towards EMD should be enclosed with bid document. **Bids received without adequate EMD and in the form of cheque will be summarily rejected.** Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC).

4. DISCREPANCY IN RATES: The rates quoted shall be written in ink, both in figures and in words, If there is any discrepancy in the rates quoted in figures and words, the rates quoted in words would be considered.

5. DUE DATE: Due date of submission of Bid is 21.09.2015 **upto 1430 Hrs.** The bid received after the due date and time will be rejected. Unsigned bid will also be rejected.

6. REJECTION OF BID: The competent authority reserves the right to accept or reject any or all the bids without assigning any reasons thereof.

7. BILL OF QUANTITY: The quantities and rates of procurement are stated in %Bill of Quantity+ (Proforma enclosed)

8. BID CLARIFICATION: The bidder may obtain the required clarification if any, before presenting the bid. No clarification will be sought after opening of the tender.

9. All taxes, packing and forwarding charges and other outgoings over and above the quoted rates should be clearly mentioned in the bid document. In the absence of any such indication, it shall be presumed that prices quoted are inclusive of all charges.

10. **VALIDITY OF THE BID:** The bid for the work/supply shall remain open for a period of 180 days from the date of opening of bids. The Government shall without prejudice to any other right or remedy, be at liberty of forfeit 50% of the earnest money if any bidder withdraws his bid before that date or makes any modification in the terms and conditions of the bid which are not acceptable to the department, and to forfeit whole of the earnest money if the bidder, whose bid is accepted, fails to commence the work/supply specified in the LTI (along with changes in scope, if any) is prescribed time or abandons the work supply before its completion.

11. **BID OPENING:** - Reputed firms may send their lowest offers for the same in Sealed Envelops super scribing Tender for the above mentioned material in person/by post so as to reach Executive Engineer (Civil), CW&PRS, Pune-411 024 on or before 21.09.2015 **upto 1430** hrs, the Tender would be opened at **1500 hrs on 21.09.2015.**

a) Bids shall be opened in the office of Executive Engineer (Civil), CWPRS in the presence of bidders or their authorized representatives who choose to attend, on due date. The bidder's representatives, who are present, shall sign an attendance register. The bidders shall submit authority letter to this effect before they are allowed to participate in bid opening.

b) Maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

12. **TERMINATION FOR DEFAULT:** CWPRS may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part: -

a) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the contract, or extension thereof granted by CWPRS.

b) If the supplier fails to perform any other obligation(s) under the Contract; and

c) If the supplier, in either of the above circumstance, does not remedy his failure within a period of 15 days (or such longer period as CWPRS may authorise in writing) after receipt of the default notice from CWPRS.

13. ARBITRATION:- In case of dispute the decision of the Director, CWPRS, Pune will be binding.

14. OTHER TERMS AND CONDITIONS: Any other conditions not mentioned shall be dealt with GFR 2005 and CPWD Works Manual 2010.

15. LIQUIDATED DAMAGE: If a firm accepts the order & fails to execute the order, in full or part as per terms and conditions stipulated therein, it will be open to the Director to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof subject to maximum of 5% of the value of the undelivered stores. It will also be open to the Director, alternatively, to arrange procurement of the required stores from any source, at the risk and expenses of the firm accepted and failed to execute the order accordingly to stipulations agreed upon. This will also entail removal of the defaulter's name from the approved/registered list of suppliers.

16. The material shall be tested at CWPRS, Pune.

17. The material is to be delivered at CWPRS, Pune within **8 weeks** from the date of issue of supply order. In the event of material being supplied by road-transport under specific instructions to this effect, Octroi Exemption Certificate is not required as CWPRS is out of Pune Municipal Corporation limits.

18. TERMS OF PAYMENT: In case of indigenous supplies, 100% payment will be made through E-Payment within 60 days after receipt of material.

19. SECURITY DEPOSIT: The firm will have to deposit security deposit at the rate of 10% of the total supply order in the form of FDR/ or Bank guarantee from Nationalised Bank drawn in favour of Executive Engineer (Civil), CWPRS, Khadakwasla, Pune - 411 024 within 20 days of the receipt of acceptance of tender along with acknowledgement copy of supply order, failing which the same will be withheld from the bill, which will be released after completion of the warranty period successfully.

20. If the firm fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for CWPRS to forfeit, either in whole or in part, the security deposit furnished by the firm. Save as aforesaid, if the firm duly performs and completes the contract in all respect and presents absolute ~~NO~~ DEMAND

CERTIFICATE+ in the prescribed form and returns in good conditions, the specifications, drawing and samples or other property belonging to CWPRS. CWPRS shall refund the security deposit to the firm after deducting all costs and other expenses that CWPRS may have incurred and all dues and other moneys including all losses and damages which CWPRS is entitled to recover from the firm.

21. INCIDENTAL CHARGES: All other incidental charges, if any may be indicated.

The bid should be submitted to :

Executive Engineer (Civil) (Room No.208)
Central Water and Power Research Station,
P.O. Khadakwasla Research Station,
Pune . 411 024 Maharashtra,India.
Fax: 01-020-24381004.
Phones: 91-020-24103220/24103267

Executive Engineer (Civil)
CWPRS, Pune -24

BILL OF QUANTITY

Sl. No.	Description of stores	Quantity	Rate (Rs)		Total (Rs)
			In Figures	In words	
1	Stationery (Attached as Annexure -1)				

Supplier may please quote the rate on this sheet and return it in original.

Executive Engineer (Civil)
CWPRS, Pune -24

List of Materials

Annexure -I

Sl.No.	Description of Item	Qty	Rate /Unit Rs.	Total Amount Rs.
1	Ordinary File thick cover with one hole EXPO/ Sudarshan make	1000 Nos.		
2	Box File Hardbound with Steel clips EXPO or similar make	300 Nos.		
3	Lace File EXPO or similar make	300 Nos.		
4	Two Flap File with Lace EXPO or similar make	300 Nos.		
5	Spring clip file Sudarshan or similar make Thick cover	1200 Nos.		
6	File Wrapper	500 Nos.		
7	Plastic Folder A4 Size with Name Flap	100 Nos.		
8	Register 2 Qr Sudarshan or similar make	100 Nos.		
9	Register 3 Qr Sudarshan or similar make	75 Nos.		
10	Register 4 Qr Sudarshan or similar make	60 Nos.		
11	Register 5 Qr Sudarshan or similar make	30 Nos.		
12	Writing Pad 1/8 50 leaves Sudarshan/ Similar make	130 Nos.		
13	Writing Pad A4 50 leaves Sudarshan/ Similar make	130 Nos.		
14	Writing Pad Demi size 50 leaves Sudarshan/ Similar make	50 Nos.		
15	Short Hand Notebook Sudarshan/ Similar make	50 Nos.		
16	Reynolds Ball pen (Blue300, Red 50, Green 50)	400 Nos.		
17	U&T Ball Pen	150 Nos.		
18	Hi-liter Pen	40 Nos.		
19	White Board Marker Pen	40 Nos.		
20	Natraj /Apsara HB Pencil	300 Nos.		
21	Natraj Non-dust Eraser	250 Nos.		
22	Natraj /Apsara Sharpener	60 Nos.		
23	Glue Stick Kores 8g	100 Nos.		
24	Gum 150 ml Camel	60 Nos.		
25	Gum 750 ml Camel	30 Nos.		
26	Pin Cushion	40 Nos.		
27	Long Tag 24" bundles of 100 tags	80 Nos.		
28	Small tags bundles of 100 tags	70 Nos.		
29	Correcting Fluid with diluter 15ml Kores	120 Nos.		
30	Correcting Pens Kores or similar make	40 Nos.		
31	Duster cloth	150 m		
32	Punching Machine Kangaro Small DP 52	30 Nos.		
33	Punching Machine Kangaro Small DP 500	30 Nos.		
34	Stapler Pin small No.10-1M (20 boxes/pkt)	25 pkt.		
35	Stapler Pin Max 24/6-1M (20 boxes / pkt)	15 Nos.		
36	Paper Cutter Medium	30 Nos.		
37	Stapler Machine Kangaro 10 small	80 Nos.		
38	Stapler Machine Kangaro Big 555	40 Nos.		
39	Plastic scale Camlin 30 cm.	80 Nos.		
40	Lion Pins 65 gm.	150 pkt.		
41	Plastic U clips pkts. Of 100 pcs	125 pkt.		
42	Envelopes 11x5+ with window	2200 Nos.		
43	Envelopes 11x5+	2200 Nos.		

44	Envelopes 9x4 %with window	2200 Nos.		
45	Envelopes 9x4+ window	2200 Nos.		
46	Envelopes 6x4+	1100 Nos.		
47	Cloth Bound Envelope A4	600 Nos.		
48	Cloth Bound Envelope Fullscap	400 Nos.		
49	Cello Tape 1/2"	40 Nos.		
50	Cello Tape 1"	40 Nos.		
51	Rubber Bands pkts of 50gm.	25 Nos.		
52	Carbon Paper Kores make	10 pkt.		
53	Stamp Pad Camel 90mmx159mm	50 Nos.		
54	Ink for stamp pad 25 ml	50 Nos.		
55	Self Adhesive notes 25 x 75 mm Pkts.of 3 colours	15 Nos.		
56	Self Adhesive notes 50 x 75 mm Pkts.	15 Nos.		
57	Paper Binding Clip Small,	60 Nos.		
58	Paper Binding Clip Medium	60 Nos.		
59	Paper Binding Clip Big	60 Nos.		
	Total			