

No.6/10/2015-OIDB

July 19, 2017

To

OIDB Website

Subject: Tender Enquiry for supply of stationery items.

Sir,

Oil Industry Development Board (OIDB), Noida invites sealed Quotations for stationery items. A list of such items which are required by OIDB is attached herewith (**Annexure –I**). The details of estimated quantity written in Annexure-I are for the purpose of arriving at the lowest Bidder only. OIDB does not give any commitment at this stage about the actual quantity of various items, which may be required during the contract period.

In case you are interested in participating in the above said tender process, you are requested to submit your quotation (quoting rates for all items) under sealed cover to be super scribed "Quotation for Supply of stationery items" addressed to the undersigned. Detailed information/terms and conditions are enclosed.

In case any firm is already supplying these items to any other Ministry/Department of the Central Government, details thereof may also be furnished along with quotations. The rates quoted above should be valid at least for two years.

The schedule for receipt and opening of quotations is a under:-

Last Date & Time for receipt of Quotation: 11/08/2017 02:00PM

Date & Time for opening of Quotations : 11/08/2017 03:00PM

The quotations shall be opened in the presence of the tenderers or their representatives who may likely to be present.


(Rajesh Saini)

Dy.Chief Finance & Accounts Officer
Tel: 0120-2594605

Encl: As above.

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-

301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली-110 001
फोन : 91-11-23413540

Main Office :-

OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector-73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-

301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110 001
Phone : 91-11-23413540

Eligibility Criteria and Terms & Conditions

- 1) The invitation is open to all well-established suppliers who are having PAN/TAN/GST registration in their name. **(Self attested copies to be enclosed with quotation).**
- 2) OIDB requires the Stationery items. These items are generally purchased on quarterly basis and some items on urgent requirement basis.
- 3) The supplier should be in a position to supply these items mentioned in the schedule of goods at short notice.
- 4) The proprietor or his agent shall be available on his direct telephone (Office as well as residence) and also on mobile phone so as to enable this office to call him in emergency cases. Mobile number(s) may also be given.
- 5) The supplier will be responsible for delivery of the goods in good condition in the office at his own risk and cost.
- 6) Quotation should be submitted with earnest money of Rs.5000/- (refundable) through DD in favour of OIDB payable at Delhi, without which the quotation will not be accepted.
- 7) The Earnest Money Deposit of the unsuccessful bidder shall be refunded without interest only after the award of work is finalized.
- 8) The Earnest Money deposited by the successful bidder shall be adjusted towards Security Deposit of Rs.15000/-. The Security Deposit will not attract any interest whatsoever and will be released within three months of the expiry of contract period.
- 9) In case a supplier is not able to supply the goods for which supply order has been placed within the stipulated period of time, the supply order shall be cancelled and Security Deposit money deposit of Rs.15000/- would be forfeited.
- 10) Quotations for part items indicated in schedule of goods will only be accepted in case of non-availability of quotations for all items contained in the schedule of goods.
- 11) Tenderers may please quote their unconditional rate strictly as per schedule of goods enclosed. Cutting/over-writing if any should be countersigned by the tenderer.
- 12) The OIDB reserves the right to reject any or call the tender in full or part without assigning any reason thereof and without giving any comparison.
- 13) The rates quoted should be inclusive of packaging, transportation, taxes and any other expenses that supplier may incur in execution of the job.



- 14) **PAYMENT TERMS:** The payment to the supplier will be made within 15 days from the date of submission of Bill.
- 15) **MODE OF PAYMENT:** The payment to the supplier will be by means of Cheque/RTGS. (subject to deduction of TDS, if applicable).
- 16) **DISPUTES & DIFFERENCES:** Any dispute or difference arising out or in connection with this tender shall be referred to Secretary, OIBD or his nominee for Arbitration and the provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof any of the rules made there under and for the time being in force shall apply to the same. The Courts in the city of New Delhi/Delhi shall have jurisdiction to entertain, any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the concerned courts in the city of New Delhi/Delhi only.

17) Price Evaluation Criteria:

(i) Evaluation of offers will be made on the basis of total amount of all items inclusive of all charges, taxes & duties etc. for the indicated quantity in the price format.

(ii) Rate for all the items is to be quoted by the bidders. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. **Every bidder has to agree to this condition failing which its offer will not be considered for award of work.**

- 18)** The items to be supplied should be to the satisfaction of OIBD. The OIBD will not accept duplicate/substandard items not matching the prescribed specifications.
- 19)** In case of calculation mistakes in the submitted bid, unit price will be considered correct and total amount will be corrected at the time of evaluation by evaluating team of OIBD.



(Rajesh Saini)

Dy. Chief Finance & Accounts Officer
Tel: 0120-2594605

DETAILS TO BE FURNISHED BY THE TENDERER

1. Name of the Tenderer :
2. Address :
3. Tel No. (Landline) :
(Mobile):
4. GST Registration No. :
5. PAN :
(Please attached self-attested copies)

We accept all the terms and conditions of the Tender document.



(Signature of the tenderer with Seal)

Sl. No.	Material Description	Unit	Brand Required	Estimated Annual Requirement	Unite Rate (Rs)(Inclusive of taxes)	Final Amount in Rs.(inclusive of taxes)
1	Photo Pper A-4 Size	Ream	J.k	500		
2	Yellow slip post-it 75x75MM	No	post-it	30		
3	Yellow slip post-it 75x50MM	No	post-it	30		
4	Dairy Register	No	Shiprs	5		
5	Despach Register	No	Shiprs	5		
6	Colin	No	500 ML	5		
7	Glue Stick (Kores) 18 gms	NO	(Kores	100		
8	File wreper	No		100		
9	Pencil Natraj	Box (10 Pencils)	Natraj	20 Box		
10	Note Sheet pad Legal Size	No	Neel gagan	100		
11	Reynolds 045	No	Reynolds	300		
12	Jetter Metallica FX	No	Reynolds	380		
13	Spiral note pad (Century)	NO	(Century)	75		
14	Conference pad	No	Swastic	75		
15	Calculator		Citizen	10		
16	Plastic folder A-4	Box(12 per box	SUN	1000		
17	Stapler No.10	No	Kangaroo	25		
18	Stapler pins No.10	Box(20PKT per box)	Kangaroo	100		
19	Dust been	No	wonder	10		
20	Register Ruled 2Qr	No	Neelgagan/shipra	40		
21	Register Ruled 4Qr	No	Neelgagan/shipra	40		
22	Register Ruled 8Qr	No	Neelgagan/shipra	20		
23	Tumbler Holder	No	Omega	10		
24	Brown tape	Roll	wonder	50		
25	Pilot V7 pens Blue, Black red	No	Pilot	240		
26	Blue Tape	Roll	Premier	5		
27	Cello Tape 1x65	Roll 65 Metre	Premier	70		
28	Binder Clip 32mm	Box(12 clips per box	Best	5 pkt		
29	Binder Clip 25 mm	Box(12 clips per box	Best	5 pkt		
30	Binder Clip 15mm	Box(12 clips per box	Best	5 pkt		

Handwritten signature

31	Matrix Not Book Pages160 21.6x14	No	Matrix	100		
32	Non dust erasers	Box (20Eraser per Box)	Apsara	pkt		
33	Highlighter	Set of 10	Luxor	10pkt		
34	White Fluid Correction Pen	No	Infinity	50		
35	Gems clip	Box (10 pkt per Box)	Global	10 Box		
36	Envelop 9x4 (White) बिना खिडकी वाले	Box (10 pkt per Box)	Good Quality	10 Box		
37	Envelop11x4 (White) बिना खिडकी वाले	Box (10 pkt per Box)	Good Quality	10 Box		
38	(Scissor Mediam)	No	Fisco	15		
39	Tissue Paper Box	Box	Premier	50		
40	Shrpener	Box (20 per Box)	Natraj	5		
41	Kodak paper	Pkt (20 sheets)	Kodak	5pkt		
42	Room Frashner	No	Jasmine	10		
43	Duster 18x18	No	Good Quality	50		
44	Duster Car	No	Good Quality	20		
45	Hit Black	No	Hit	8		
46	Ring Binder A/4 RB-400	No	solo	40		
47	Display Book (30 pockits)	No	Solo	50		
48	Index File	No	Solo	30		
49	Box File	No	Omega	30		
50	Envelop जाली वाले A/4 size	No	Good Quality	500		
51	Envelop जाली वाले Ful size	No	Good Quality	500		
52	File Board	No	Veer	250		
53	Singal Panch	No	Kangaro	15		
54	File Tag 100 pecs	pkt	Tiger	20Pkt		
55	All pin	Box	Zebra	2		
56	Doubal Punch	No	Kangaro	5		
57	Color Flag post-it	No	75x25 MM (150)	100		
58	Transparenct Sheet	Pkt (100 Sheets)	Pkt (100 Sheets)	5 pkt		
59	Dura Cell (pencil)	No	Dura Cell	50		
60	Plastic Sheet Blue	Pkt (100 Sheets)		5 pkt		
61	Color Seprater	1 to 20 No.	Diplomate	80 set		
62	Scale (plastic 12 inches	No	Natraj	12		
63	Cup Plate	No	Bone China	60		
64	Attandnce Register	No	Shipra	5		
65	Stock Register	No	Shipra	2		
66	Life Boy Soap	No	Life Boy	5		
67	Sketch pen	Pkt (5pcs)	Camlin	2		

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68	Plastic Jug	No	-----	15		
69	All out/ good Night	No	Good Night	10		
70	Dak Pad	No	Neel Gagan	5		
71	Signature pad	No	Neel Gagan	5		
72	Borosil glass	No	Borosil glass	100		
73	Tea Coasters	No	Melbrone	30		
74	Peon Book	No		2		
75	Legal Size paper	Rem	J.K	5 Ream		
76	Candlel Mediam Size	Pkt		1PKT		
77	Seal/lakh	PKT		1 PKT		
78	Tea tray (Three pcs)	set	(Kebica)	(Three pcs)		
79	Uni Ball Pen	pkt(12 per pkt)	Uni Ball	5 pkt		
80	Ruber band	Pkt (500gm)		2 pkt		
81	Log Book	No		4		
82	Report File	No	Mega Deluxe	30		
83	White Board Marker Blue Black Red green)	No	Camlin	100		
85	Towel (Full size)	No		25		
86	Towel (Small)	No		25		
87	Multi Purpose Power Strip Board 4 (4 sockts) 5 AM & 15 AM	No	Havels	15		
88	Gum Bottle	No		1		
89	Marker Pen	pkt(10 pen per pkt)	Luxor	3 pkt		
90	Self-Inking Stamp Pad	No	Camlin	5		
91	Detol Hand wash (100ML)	No	Detol	5		
92	Drawing pin Push	Pkt	Omega	2 pkt		
93	White Paper slip 95MMx(95MM 200 Sheets	Pad	Neelgagan	10		
94	Visitors Book 2 Q	No	Lotus	2		
95	Plastic Color Flag 44.5Mx12M	No (104 Flag)	3M	15 pkt		
96	Wall clock	No	Ajanta	10 pcs		
97	Paper Cutter 10x12	No		2		
98	Quater Plate	No		100		
99	Tharmas (2 Lettr)	No		2		

Sl. No.	Material Description	Unit	Brand Required	Estimated Annual Requirement	Unite Rate (Rs)(inclusiveof taxes)	Final Amount in Rs.(inclusive of taxes)
100	Letter pad	Executive Bond Paper Screen Printing D.C (A4) Size pad of 100 sheets) (Loose Sheets)		100 pads		
101	File Covers	Printed with single hole as per Sample 31.5 Kg		500 No		
102	Letter Head Secretary	On imported DO paper D.C/ Screen Printing (A4) Size pad of 100 sheets) (Loose Sheets)		10 pads		
103	Visiting Cards Synthetic	Screen one side 2 colour & Back 1 colour 140 microns(pkt of 100Nos.)		35 Boxes of 100 cards each		
	Total					
	(in words)					

