

National Backward Classes Finance and Development Corporation

Tender Document

Tender No. : NBCFDC/CS-Admn/Stationery Item/2016-17

Date: 12.05.2016

Subject:- Annual contract for supply of Stationery and General Use Items in NBCFDC for the year 2016-17.

National Backward Classes Finance and Development Corporation(NBCFDC) invites sealed quotations for **Supply of Stationery and General Use Items** on annual contract basis. The details of the items are as given in Annexure. The tenders in sealed covers should be submitted to the undersigned **on or before 11:00 AM on 31.05.2016** along with earnest money deposit(EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of a Demand Draft/Pay Order in favour of **National Backward Classes Finance and Development Corporation**. The quotations will be opened on **the same day at 3:30 PM** in NBCFDC, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 in the presence of the tenderer who wish to be present. The procedure adopted by the NBCFDC for evaluation and comparison of quotes shall be final and binding. The terms and conditions of the contract are as under:-

1. The contract will be for a period of one year from the date of its award but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
2. In no case NBCFDC shall pay the higher rate than printed rates irrespective of quoted/agreed rates.
3. Tenderer should enclose PAN/VAT/TIN.
4. Preference will be given to those firms/agencies who are registered with Micro Small & Medium Enterprise (MSME).
5. The firm submitting quotations should be well equipped and should have the required infrastructure and expertise to undertake the job of supply of stationery and general use items. The firm should have achieved a minimum turnover of Rs. 20.00 lakh (Rupees Twenty Lakh only) through sale of stationery and general use items during last three financial years i.e., 2013-14, 2014-15, 2015-16.
6. The Contractor/Supplier will be required to contact the Administration Division of NBCFDC to take orders for supply of stationery and general use items.
7. Contractor/Supplier would be required to deliver items at his own cost. No transportation charges would be paid separately.
8. Since the items under the contract are very often required on urgent supply basis, the contractor must be based in Delhi/Delhi NCR with the capability to ensure timely supplies. Delay in supply will be considered as non-performance of the contract resulting into termination of the contract and forfeiture of the security.

9. The firm will supply stationery and general use items only on written orders from the Department from time to time.
10. The successful Contractor/Supplier will have to deposit Rs. 20,000/- (Rupees Twenty thousand only) in advance as security deposit (Non-Intent bearing) in the form of DD/Pay Order in favour of National Backward Classes Finance and Development Corporation to be retained during the contract period.
11. In case of violation of the above terms of the contract, the security deposit would be forfeited.
12. The EMD of Rs. 20,000/- (Rupees Twenty Thousand only) mentioned above will be returned after the contract has been finalized and contractor selected.
13. The firm should have the experience of supplying stationery and general use items in Government Departments/PSUs.
14. The firm should enclose a certificate that it has not been black-listed by any Ministry/Government Department/PSU.
15. The contract for supply of stationery and general use items may be extended for another one year on the same rates and same terms & conditions.
16. If the Corporation desires to purchase any other stationery and general use item other than mentioned in the Annexure, the Contractor will also have to supply the same.

2. Accordingly, you may, if interested send your quotation in sealed covers to the undersigned **on or before 11:00 AM on 31.05.2016** alongwith earnest money deposit(EMD) of Rs. 20,000/- (Rupees Twenty thousand only) in the form of DD/Pay Order in favour of National Backward Classes Finance and Development Corporation.

3. The Corporation reserves the right to select or reject any quotation/entire tender without assigning any reason thereof.

Thanking you,

Yours sincerely,

(Ajit Kumar Samal)
AGM (Admn.) & Company Secretary

[Click here](#) to see Stationery Item List