

**TENDER FORM NO.** \_\_\_\_\_  
**COST Rs.300/-**  
**RECEIPT NO.** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAVODAYA VIDYALAYA SAMITI,  
(REGIONAL OFFICE)  
BAY NO. 26-27, SECTOR 31-A,  
CHANDIGARH (U.T.)**

**TENDER FORM FOR THE PURCHASE OF STATIONERY ITEMS**

1. Name, address of the firm and contact no.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name of the Proprietor/Partner  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Particulars to be furnished by attaching documentary proof.
  - a) Regd. No. \_\_\_\_\_
  - b) Sale Tax No. \_\_\_\_\_
  - c) VAT No. \_\_\_\_\_
  - d) PAN \_\_\_\_\_
  - e) TAN \_\_\_\_\_
  
4. Is the firm an Income Tax payee? If yes, please provide latest Income Tax returns and Income Tax clearance certificate.  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Annual turn over of the firm ( Please attach proof)  
\_\_\_\_\_
  
6. Is the firm a manufacturer or a dealer or supplier of Stationery items? (Please attach copy of proof).  
\_\_\_\_\_
  
7. Has the firm supplied items to any other Govt. organisation, if yes; furnish details thereof (with proof) be furnished.  
\_\_\_\_\_  
\_\_\_\_\_

8. Has the firm ever been black listed by any Govt. or autonomous agency? If yes, details may be given. \_\_\_\_\_

9. Details of earnest money \_\_\_\_\_

(Demand draft No. & Date drawn in favour of Dy. Commissioner, NVS, Chandigarh payable at Chandigarh.(UT).

10. Cost of providing Stationery as per the specifications mentioned (including all taxes & **FOR** NVS (RO), Bay No.26-27, Sector 31-A, Chandigarh. \_\_\_\_\_

I/We, \_\_\_\_\_ solemnly declare that the statements made above are correct to the best of my knowledge and belief and shall abide by the terms & conditions as mentioned in Annexure 'A' to this form.

\_\_\_\_\_  
(Signature of the Proprietor with firm stamp)

Station:

Dated:

NAVODAYA VIDYALAYA SAMITI  
REGIONAL OFFICE  
BAY No. 26-27, SECTOR 31-A,  
CHANDIGARH

**Imp: This annexure is to be attached with tender form in original while submitting the tender form.**

**ANNEXURE – A**

I. Terms and Conditions

1. There should not be any over writing or corrections in the tenders. If a figure is to be amended, it should be neatly scored off. The revised figure be written above and same be attested with full signatures and date. In the absence of the attested signatures, the tender is liable to be rejected.
2. The Deputy Commissioner does not bind himself to accept the lowest tender and reserves the right to accept the tender in whole or in part.
3. On acceptance of the tender, it will become a contract and the contractor shall be bound by the terms and conditions of the tender.
4. Any tender not accompanied with Demand Draft for Rs. 10,000/- (Rupees Ten Thousand Only) as earnest money shall be rejected.
5. The TDS shall be deductible from the payment as per rule, if applicable.
6. Sealed tenders will be received by this office on or before **08.05.2017 up to 01:00PM.**
7. Tenders received after due date/time on account of any reasons whatsoever will not be entertained.
8. Conditional and telegraphic tenders will not be accepted.
9. The tenders will be opened at **03:00 PM on 08.05.2017** by the Purchase Advisory Committee in the presence of the tenderers/representatives who are willing to be present on the date and time given for opening of tenders.
10. If the contractor fails to supply the items within stipulated time, the Deputy Commissioner shall be at the liberty to buy articles from other agency and the difference of the amount on such purchase will be deducted from the earnest money, and if such amount is in excess of the earnest money the contractor shall bear the balance amount.
11. The material supplied by the successful tenderer will be inspected by a committee. In case the supply does not confirm to the specifications, the same is liable to be rejected and the supplier will take the material back at his own cost and risk within a period of two days failing which this office will not be responsible for safety and security and loss of the goods.
12. Any free/gifts scheme provided by the manufacturer/company is to be passed on to Samiti without any extra cost.
13. The supply should be FOR at Navodya Vidyalaya Samiti, Regional Office Bay No. 26-27, Sector 31 A, Chandigarh.

14. The earnest money should be in the shape of Demand Draft only in favour of **Deputy Commissioner, NVS (RO), Chandigarh**. The earnest money in cash or in any other form will not be accepted at any cost.
15. Rates quoted by the contractor/firm shall be valid up to 31.03.2018.
16. Court jurisdiction is subjected to Chandigarh.
17. The tentative cost of Stationery items in total may be approximately Rs. 2 lacs for the financial year 2017-18.
18. Tenders which do not comply with the above conditions are liable to be rejected.
19. The Deputy Commissioner reserves the right to cancel any tender without assigning any reason.

NAME \_\_\_\_\_

\_\_\_\_\_  
(Signature of the owner along with stamp)

PLACE:

DATE:

**List of stationary items for NVS, RO, Sec 31-A, Chandigarh**

<b>S. No.</b>	<b>Name of Items</b>	<b>Make</b>	<b>Remarks</b>
1.	V <sub>5</sub> Pen (Pilot) – Blue	Pilot	
2.	V <sub>5</sub> Pen (Pilot) – Black	Pilot	
3.	V <sub>5</sub> Pen (Pilot) – Red	Pilot	
4.	Reynolds 045 Pen – Blue	Reynolds	
5.	Reynolds 045 Pen – Black	Reynolds	
6.	Reynolds 045 Pen – Red	Reynolds	
7.	Reynolds 045 Refill – Blue	Reynolds	
8.	Reynolds 045 Refill – Black	Reynolds	
9.	Reynolds 045 Refill – Red	Reynolds	
10.	Cello Flo Gel- 0.5 – Blue (Gel)	Cello	
11.	Cello Flo Gel - 0.5 – Black (Gel)	Cello	
12.	Cello Flo Gel - 0.5 – Red (Gel)	Cello	
13.	Cello Flo Gel - 0.5 Gel Refill (Blue/Black/Red)	Cello	
14.	Sketch Pen	Luxor	
15.	Permanent Marker (Black)	Luxor	
16.	White Board Marker	Camlin	
17.	Hi – lighter	Faber Castell	
18.	Apsara Platinum Pencil	Apsara	
19.	Photostat Paper A4 (GSM 75)	JK Red	
20.	Photostat Paper FS (GSM 75)	JK Red	
21.	Photostat Paper A3	JK Red	
22.	Noting Sheet 80GSM 27x17/4 with margine line both side (100 page in each sheet)	Balarpur	
23.	Awl Pin	Grace	Submit Sample
24.	U – Clip still	Vikram	Submit Sample
25.	Dak Pad	Neelgagan	
26.	File Board 40onns (10"x14" with 4" band)		Submit Sample
27.	Envelop (11"x 5")	Taj Mahal	
28.	Envelop (9"x4")	Taj Mahal	
29.	Envelop (12x10), cloth inner side		
30.	Envelop (16x12), cloth inner side		
31.	Cello Tape – 2" (Brown), Size 48mm (45mic X 65m)	Wonder 555	
32.	Cello tape 1", Size 24mm (45mic X 65m)	Wonder 555	
33.	Cello Tape – ½", Size 12mm (45mic X 65m)	Wonder 555	
34.	Poker	National	
35.	Pin up	Best	
36.	Flag coloured oddy (1" x 3" x 3 color)	Oddy (Re-Stick Notes)	
37.	Flag coloured oddy (size 15mm X 76mm X 5color)	Oddy (Re-Stick Notes)	
38.	Ruled Register 2 quire, Hard Bound 17"x22"/4	Neelgagan	
39.	Ruled Register 4 quire, Hard Bound 17"x22"/4	Neelgagan	

<b>S. No.</b>	<b>Name of Items</b>	<b>Make</b>	<b>Remarks</b>
40.	Ruled Register 8 quire, Hard Bound 17"x22"/4	Neelgagan	
41.	Dispatch Register, 6quire	Neelgagan	
42.	Receipt Register, 6quire	Neelgagan	
43.	Pencil Cell- AA	Eveready	
44.	Pencil Cell – AAA	Eveready	
45.	Fluid (White) liquid (15ml)	Kores	
46.	Fluid Pen	Kores	
47.	Gum tube (20ml)	Kores	
48.	Gum Bottle 700ml	Kores	
49.	Fevicol Tube 10 gram	Pidilite	
50.	Stapler Small (No. HD-10D)	Kangaroo	
51.	Stapler Big (No. HD-45D )	Kangaroo	
52.	Single Punch (FP-20)	Kangaroo	
53.	Double Punch DP280	Kangaroo	
54.	Stapler Pin Small (No. 10-1m)	Kangaroo	
55.	Stapler Pin Big (No. 24/6)	Kangaroo	
56.	Tag Small (Best quality)		Submit Sample
57.	Tag Big (Best quality)		Submit Sample
58.	Sharpener	Natraj	
59.	Writing Pad No. 33 (160 Page)	Neelgagan	
60.	Conference Pad (20 Page)		
61.	Shorthand Note Book (200 Page)	Neelgagan	
62.	Damper	Royal	
63.	Apsara non dust Jumbo eraser	Apsara	
64.	Fax Roll (Kores)- 60mtr	Kores	
65.	CD blank	Mouserbear	
66.	CD Cover (Plastic)		
67.	CD Cover (Paper)		
68.	Printer Cartridge Q7551A	HP	
69.	Printer Cartridge Q 5949 A	HP	
70.	Printer Cartridge 35 A	HP	
71.	Printer Cartridge 88 A	HP	
72.	Printer Cartridge Q 2612 A	HP	
73.	Printer Cartridge 78A	HP	
74.	Printer cartridge 802 (Black & White)	HP	
75.	Printer cartridge 802 (Coloured)	HP	
76.	Printer cartridge 328	Cannon	
77.	Printer cartridge 912	Canon	
78.	Colin 500ml	Reckitt Benckiser	
79.	Mosquito Killer Spray (Hit)	Godrej	
80.	Cockroach Killer Spray (Mortein)	Reckitt Benckiser	
81.	Room Freshener	Premium	
82.	Broom Phool		Submit Sample
83.	Broom Hard		Submit Sample
84.	Pocha (Best quality big size)		Submit Sample
85.	Tumbler Glass	Yera	
86.	Duster(size 20"x24")good quality		Submit Sample
87.	Toilet cleaner	Harpic	
88.	Phenoil (liquid) with perfumed 275ml		

<b>S. No.</b>	<b>Name of Items</b>	<b>Make</b>	<b>Remarks</b>
89.	Naphthalene ball 100gm pack		
90.	Wiper (Good quality)		Submit Sample
91.	Dust Bin(Medium size) Good quality		
92.	Surf ½ kg	Wheel	
93.	Soap (Lifebouy) 50gm	Hindustan Liver	
94.	Soap (Dettol) 120 gm (Skincare, Cool, Original, Fresh)	Reckitt Benckiser	
95.	Urinal Cube (Catchy/Glamic) 300gm	Abhisole (India)	Submit Sample
96.	Fevistick, 8 gm	Peddilite	
97.	Dish washer Vim Bar-200gm	Vim	
98.	Vim Dish Scrubber	Vim	
99.	CD/DVD/OHP Marker	Luxor	
100.	Montex Mega Top-Blue	Montex	
101.	Montex Mega Top-Black	Montex	
102.	Montex Mega Top-Red	Montex	
103.	Montex Mega top refill - Blue	Montex	
104.	Montex Mega top refill - Black	Montex	
105.	Montex Mega top refill - Red	Montex	
106.	Plastic Scale 12”	Apsara	
107.	UPS Battery 12 Voltt 7AH	Exide	

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