



**BSES Yamuna Power Limited**  
Regd. Office: Shakti Kiran Building  
Karkardooma, Delhi-110 032

**TENDER DOCUMENT FOR PROVIDING OF OFFICE STATIONERY ITEMS  
IN KARKARDOOMA OFFICES OF BYPL**

**TENDER NO: CMC/BYPL/18-19/RB/VKS/018 Dated- 29.05.2018**

**DUE DATE OF SUBMISSION OF BIDS: 11.06.2018**

**GENERAL INSTRUCTIONS,  
SCOPE OF WORK  
AND  
COMMERCIAL TERMS & CONDITIONS**

**ISSUING OFFICE**

**CONTRACT & MATERIAL DEPTT  
BSES YAMUNA POWER LTD.  
Shakti Kiran Building, Karkardooma  
NEW DELHI – 110032  
TEL:- 39999303  
BOARD:- 39997111**

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### **NOTICE INVITING TENDER**

1. Sealed and super scribed rate tenders based on job contract are invited from the reputed & experienced contracting firms for the below mentioned work.

Ref. No.	Name of the Work	Time Limit
<b>CMC/BYPL/18-19/RB/VKS/018</b>	Providing Office Stationery items at Karkardooma Office of BSES Yamuna Power Ltd.	12 Months Contract

2. Dates of Issue of tender documents, Due Date Etc.

Date of Issuing of Tender	29.05.2018
Due Date of Submission and time	11.06.2018 at 14:00 Hrs
Bid opening date and time	11.06.2018 at 14:30 Hrs

### **3. Event Information**

#### **3.1** BYPL invites sealed tenders for supply of Office Stationery.

The bidder must qualify the technical requirements as specified in clause 2.0 stated below. The sealed envelopes shall be duly superscribed as — **“BID FOR RATE CONTRACT OF OFFICE STATIONERY ITEMS TENDER NOTICE CMC/BY/18-19/RB/VKS/018. DUE FOR SUBMISSION ON DT: 11.06.2018.**

Sl. No.	Item Description	Specification	Estimated Cost
<b>BYPL,DELHI</b>			
1	<b>Rate contract of Office Stationery items</b>	<b>SECTION -I</b>	<b>₹ 35 Lacs</b>

**Note : Quantity may vary to any extent of +/- 30% of above mentioned total quantity.**

**3.2** The schedule of specifications with detail terms & conditions can be obtained from address given below against demand draft/Pay Order of **₹ 1180 per set-** drawn in favour of **BSES YAMUNA POWER LIMITED**, payable at Delhi. The sale of tender documents will be issued from 29.05.2018 onwards on all working days upto 11.06.2018. The tender documents can also be downloaded from the website **“www.bsesdelhi.com”**. However, it is advisable to inform BYPL about your interest in tender.

In case tender papers are downloaded from the above website, then the bidder has to enclose a demand draft covering the cost of bid documents as stated above in a separate envelope with suitable superscription — **“Cost of Bid Documents: Tender Notice Ref: CMC/BY/18-19/RB/VKS/018.** This envelope should accompany the Bid Documents.

**3.3** Offers will be received at 14:00 Hrs on **dt.11.06.2018** as indicated earlier will be opened on the same day at the address given below on **11.06.2018 at 14:30 Hrs** in the presence of authorized representatives of the bidders.. The schedule of specifications with detail terms & conditions are enclosed. It is the sole responsibility of the bidder to ensure that the bid documents reach this office on or before the due date.

**HEAD OF THE DEPARTMENT,  
3rd FLOOR, 'A' BLOCK,  
CONTRACTS & MATERIALS DEPARTMENT,  
BSES YAMUNA POWER LTD,  
SHAKTI KIRAN BUILDING,  
KARKARDOOM, NEW DELHI**

3.4 BYPL reserves the right to accept/reject any or all Tenders without assigning any reason thereof and alter the quantity of materials mentioned in the Tender documents at the time of placing purchase orders. Tender will be summarily rejected if:

- (i). Earnest Money Deposit (EMD) @ 2% (One percent) of the Tender value i.e ₹ 70,000/- is not deposited in shape of demand draft of BSES YAMUNA POWER LIMITED, payable at Delhi or Bank Guarantee executed on favour of BSES YAMUNA POWER LIMITED.
- (ii). The offer does not contain "FOR, NEW DELHI price indicating break-up towards all taxes & duties".
- (iii). Complete Technical details are not enclosed.
- (iv). Tender is received after due time due to any reason.

**4. QUALIFICATION REQUIREMENT (QR) : The bidder should have:**

- A. Executed work of LIKE NATURE UNDER SINGLE CONTRACT having extensive experience (not less than 03 years) of carrying out respective similar types of works. Attached copies of orders
- B. Turnover of the company in any one year out of three previous years must not be less than Rs 35 Lacs.
- C. Also submit the copy of requisite license, if required to carry out the job as per Tender Document.
- D. The right to reject any or all tenders without assigning any reason whatsoever is reserved by BSES. BSES also reserve the right to award consolidated order or separate orders for one or more parts.

**5. BID FORM**

5.1 The Bidder shall complete an "Original" and another one "Copy" of the Bid Form and the appropriate Price & Other Schedules and Technical Data Sheets.

**6. EMD**

Pursuant to Clause 8.0(b) above, the bidder shall furnish, as part of its bid, a EMD amounting to 2% of the total bid value (FOR Destination) i.e. ₹ 70,000 /-. The EMD is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture.

**The EMD shall be denominated in the currency of the bid, and shall be in the following form :**

- (a) A Bank Guarantee/ demand draft issued by any scheduled bank strictly as per the form at enclosed and shall be valid for a period of ninety (90) days from the date of tender submission
- (b) Bank Guarantee/ demand draft in favour of BSES YAMUNA POWER LIMITED, payable at Delhi.

**Unsuccessful bidders' EMD will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity.**

The successful bidder's EMD will be discharged upon furnishing the performance security. The EMD may be forfeited :

- (a) If the Bidder:

- i) Withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form ; or
- (b) In the case of a successful Bidder, if the Bidder fails:
  - (i) To sign the Contract, or
  - (ii) To furnish the required performance security.

**7. PERIOD OF VALIDITY OF BIDS**

Bids shall remain valid for 90 days post bid date.

**8. SUBMISSION OF BIDS**

**8.1 SEALING AND MARKING OF BIDS**

8.01 Bid submission: One original & one Copy (hard copies) of all the Bid Documents shall be sealed and submitted to the Purchaser before the closing time for submission of the bid.

8.02 The Technical Documents and the EMD shall be enclosed in a sealed envelope and the said envelope shall be superscribed with —Technical & EMD“. The Financial bid shall be inside another sealed envelope with superscription — Financial Bid “.Both these envelopes shall be sealed inside another big envelope. All the envelopes should bear the Name and Address of the Bidder and marking for the Original and Copy. The envelopes should be superscribed with —**“Tender Notice No, Due date of submission, Tender opening date.**

8.03 The Bidder has the option of sending the Bids in person. Bids submitted by Telex/Telegram /Fax will not be accepted. No request from any Bidder to the Purchaser to collect the proposals from Airlines/Cargo Agents etc shall be entertained by the Purchaser.

## **GERERAL TERMS & CONDITIONS**

**Sub: - Supply Office STATIONERY at our Karkardooma offices in BSES Yamuna Power Ltd.**

**1. Definition:**

The following terms & expressions as used herein below shall have the meaning defined and Interpreted here under:

**1.1 Company:**

The terms "Company" shall mean BSES Yamuna Power Ltd and shall include its authorized representatives, agents, successors and assigns.

**1.2 Officer-in-Charge:**

The term "Officer-in-Charge" shall mean the company's nominated representative for the purpose of implementation/certification of the respective work executed by the Contractor.

**2. Language and measurement:**

The order issued to the contractor by the company and all correspondence and documents relating to the order placed on the Contractor shall be written in English language.

**3. Scope of STATIONERY and other related conditions**

Detail of STATIONERY items is as per commercial Bid attached.

The Vendor has to supply STATIONERY items as and on requirement basis.

There will be no minimum amount of work to be given in the period of the contract.

PO for consolidated monthly requirement will be given as per rates finalized.

**4. Terms of payment and billing**

- ✓ 100% payment shall be made within 30 days from the date of receipt of material at store/ site
- ✓ No advance payment will be made in this regard.

**5. Registered dealers/suppliers who satisfied the terms and conditions specified herein may furnish their quotations in the price format enclosed, in sealed covers, super-scribed as "Quotations for supply of office STATIONERY ".**

**6. The dealer should have the required stock available for supply during the period of 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019 as per the supply orders issued from time to time and should be able to deliver the material at the office site.**

**7. The price quoted should be inclusive of all the duties, taxes, transportation and delivery at site and other incidental charges if any and the rates quoted are valid upto 30<sup>th</sup> June 2019.**

**8. The quotations furnished in sealed covers should be addressed to the HOD C&M ,BSES Yamuna Power LTD ,Shakti Kiran Building 3rd Floor A Block karkardooma Delhi 110032 and should be handover to TPC cell at BSES Yamuna Power LTD Shakti Kiran Building 3rd Floor A Block karkardooma Delhi 110032 on or before 11.06.2018 at 2:30 PM. And the quotations will be opened on the same day at 3:00 PM. The quotations received thereafter will not be considered under any circumstances. The bidders may present themselves or authorize any representative to be present in the office during the opening bids.**

9. Supplier shall clearly indicate the unit price for each of the items mentioned. The brands/manufacturers of items as mentioned in the price format are indicative and the dealers may quote any of the reputed brands of their choice in addition to them in the space provided below against each item.
10. Supplier should be able to supply the required quantity of stock within 7 days from the date of the purchase order.
11. This office reserves the right to verify the particulars furnished by the supplier independently, reject any quotations are received. Further, this tender notice is also liable to be cancelled without assigning any reasons at a later date. A copy of the tender notice is also available in office website <http://www.bsesdelhi.com>
12. This office will not undertake any responsibility for loss of material/goods before proper delivery is made.
13. Any dispute arising out this procurement is subject to the jurisdiction of the court, in Delhi only.
- 14. Subletting:**  
The Contractor shall not, without the consent of the company, be un-reasonably withheld, assign or sublet contract or any substantial part thereof.

In case of breach of terms service can be terminated without any notice and without assigning any reasons by BSES

**15. Award Decision**

Purchaser intends to award the business on a lowest bid basis, so suppliers are encouraged to bid competitively. The decision to place purchase order/ letter of acceptance solely depends on purchaser on the cost competitiveness across multiple lots quality, delivery and bidder's capacity, in addition to other factors that purchaser may deem relevant.

The purchaser reserves all the rights to award the contract to one or more bidders so as to meet the delivery requirements or nullify the award decision without any reason.

BSES reserves the right to split the tender quantity amongst techno commercially qualified bidders on account of delivery requirements in tender, quantity under procurement etc.

Splitting of tender quantity amongst more than one bidder shall be governed by below mentioned guidelines:

- If the quantity is to be split among 2 bidders, it will be done in the ratio of 60:40 on L1 Price
- If the quantity is to be split among 3 bidders, it will be done in the ratio of 50:30:20 on L1 price
- In case Quantity needs to be distributed and order splitting is required, distribution of quantity shall maximum among three (3) bidders.

In the event of your bid being selected by purchaser (and/or its affiliates) and your subsequent DEFAULT on your bid; you will be required to pay purchaser (and/or its affiliates) an amount equal to the difference in your bid and the next lowest bid on the quantity declared in RFQ.

In case any supplier is found unsatisfactory during the delivery process, the award will be cancelled and BYPL reserves the right to award other suppliers who are found fit.

Repeat Order: BYPL reserves the right to place repeat order at the same rates & terms and conditions as per this tender against additional requirement subject to mutual agreements between BYPL suppliers.

## SECTION - I: REQUIREMENT

S.N	Item code	HSN Code	Material Details	Head	Description	Detailed Description	Preferred Make	UoM
1	21000 03972	3506	Glue Stick	ADHESIVES	15 Gm	ADHESIVE,SYNTHETIC,BASE MATERIAL:GLUE;CAPACITY:15 GM;SPECIAL FEATURES:GLUE STICK;MAKE:FEVISTICK/K,ORES,,	Fevistick/ Scotch	NOS
2	21000 03973	3506	Glue Stick	ADHESIVES	08 Gm	ADHESIVE,SYNTHETIC,BASE MATERIAL:GLUE;CAPACITY:8 GM;SPECIAL FEATURES:GLUESTICK;MAKE:FEVISTICK/KORE S,,	Fevistick/ Scotch	NOS
3	21000 03971	3506	Gum Bottle	ADHESIVES	150ml	ADHESIVE,SYNTHETIC,BASE MATERIAL:GUM;CAPACITY:150 ML;SPECIAL FEATURES:BOTTLE,,,	Camel/Fevicol	NOS
4	21000 04002	8470	Pocket Calculator Citizen	CALCULATOR	LC 110 N 8 Digit	ALCULATOR,ELECTRONIC,TYPE:POCKET;NUMBER OF DIGITS:8;TYPE OF DISPLAY:DIGITAL;MAKE:CITIZEN;MODEL:LC,110 N,,	Citizen	NOS
5	21000 09363	8470	Calculator	CALCULATOR	Scientific	CALCULATOR,ELECTRONIC,TYPE:SCIENTIFIC;NUMBER OF DIGITS:12 DIGITS;TYPE OF DISPLAY:LCD;MAKE:CASIO;MO,DEL:FX-82MS,,	Casio	NOS
6	21000 02504	8470	Calculator	CALCULATOR	MJ 120 D 12 Digit	CALCULATOR,ELECTRONIC,NUMBER OF DIGITS:12;TYPE OF DISPLAY:DIGITAL;MODEL:MJ-120;ADDITIONAL INFORMATION:CALCULATOR MJ-120,,	Casio	NOS
7	21000 16422	8443	Epson Cartridge	CARTRIDGE	Ribbon	RIBBON,PRINTER,TYPE:RIBBON CARTRIDGE ;SIZE:13 MM;LENGTH:7 MM;COLOR:PURPLE;MAKE:EPSON;MODEL:ERC-31;A,DDITIONAL INFORMATION:RIBBON CARTRIDGE ERC-31 FOR PRINTER EPSON,,	Imported	NOS
8	21002 18871	8443	Ribbon Printronix	CARTRIDGE	P 7000	RIBBON,PRINTER,TYPE:PRINTRONIX ;SIZE:P 7000;LENGTH:PSA3 P 7010;COLOR:BLACK;ADDITIONAL INFORMATION:P,RINTRONIX RIBBON P 7000,Life EC Ribbon Cartridge, PRINTRONIX PSA3 P7010,,	Printronix	NOS
9	21000 04194	8523	CDR PRO Protection Plus	CD	Data Write 1Pkt in 10 Pcs 700MB/4x	DISC,COMPACT,TYPE:RECORDABLE;CAPACITY: 700 MB;TRANSFER RATE:52X,,,	Moser bear/ writex	NOS
10	21000 04195	8523	CDRW PRO Protection Plus	CD	Data Write 1Pkt in 10 Pcs 700MB/4x	DISC,COMPACT,TYPE:RE-WRITABLE(RW);CAPACITY:700 MB;TRANSFER RATE:10X,,,	Moser bear/ writex	NOS
11	21000 05060	8523	DVD PRO Protection Plus	CD	Data Write 4.7GB/16X Recordable 1Pkt in 10nos	DISC,COMPACT,TYPE:BLANK DVD;CAPACITY:4.7 GB,,,	Moser bear/ writex	NOS
12	21000 02318	8305	Binder Clip	CLIP	19mm (1Box in 12 Pkt) 1Pkt consists 12 nos	CLIP,BINDER,SIZE:19 MM;MATERIAL:STEEL;MAKE:SDI/SAYA,,,	SAYA/infinity	PKT
13	21000 02567	8305	Binder Clip	CLIP	32 mm (1Box in 12 Pkt) 1Pkt consists 12 nos	CLIP,BINDER,SIZE:32 MM;MATERIAL:STEEL;MAKE:SDI/SAYA;ADDITIONAL INFORMATION:BINDER,CLIP,,,	SAYA/infinity	PKT



14	21000 02563	8305	Binder Clip	CLIP	41mm (1Box in 12 Pkt) 1Pkt consists 12 nos	CLIP,BINDER,SIZE:41 MM;MATERIAL:STEEL;MAKE:SDI/SAYA;ADDITI ONAL INFORMATION:BINDER,CLIP,,,	SAYA/infinity	PKT
15	21000 02564	8305	Binder Clip	CLIP	51 mm (1Box in 12 Pkt) 1Pkt consists 12 nos	CLIP,BINDER,SIZE:51 MM;MATERIAL:STEEL;MAKE:SDI/SAYA;ADDITI ONAL INFORMATION:BINDER,CLIP,,,	SAYA/infinity	PKT
16	21000 02324	8305	Binder Clip	CLIP	25 mm (1Box in 12 Pkt) 1Pkt consists 12 nos	CLIP,BINDER,SIZE:25 MM;MATERIAL:STEEL;MAKE:SDI/SAYA,,,	SAYA/infinity	PKT
17	21000 11666	3926	Pin Cushion	CLIP	Magnet 17x17	CLIP,TYPE:MAGNETIC PIN CUSHION;SIZE:60X50 MM;MATERIAL:PLASTIC CONTAINER WITH MAGNET,,,	Kebica/Tango	NOS
18	21000 16402	8305	U Clip	CLIP	35 mm 100 EA in 1 Pkt.	CLIP,PAPER,TYPE:U-CLIP;SIZE:35 MM;MATERIAL:STEEL;ADDITIONAL INFORMATION:PAPER CLIP TYPE U SIZE 35MM, STEEL,,	Rolex	PKT
19	21000 05056	4817	White Envelope	ENVELOPE	Plain 10 X 4.5 1Pkt in 250Pcs	ENVELOPE,MAILING,INSIDE WIDTH:4.5 IN;INSIDE LENGTH:10 IN;COLOR:WHITE;WINDOW TYPE:NO WINDOW;TYPE:PLA,IN,,	80 GSM White	NOS
20	21000 05057	4817	White Envelope	ENVELOPE	Plain Window 10 X 4.5 1Pkt in 250Pcs	ENVELOPE,MAILING,INSIDE WIDTH:4.5 IN;INSIDE LENGTH:10 IN;COLOR:WHITE;WINDOW TYPE:NORMAL WINDOW;TYPE:,WINDOW,,	80 GSM White	NOS
21	21000 05058	4817	Yellow Lamination Envelope	ENVELOPE	10x12 1Pkt in 50Pcs	ENVELOPE,MAILING,INSIDE WIDTH:10 IN;INSIDE LENGTH:12 IN;COLOR:YELLOW;WINDOW TYPE:NO WINDOW;TYPE:LAM,INATION,,	Tycoon	NOS
22	21000 05393	4817	Yellow Lamination Envelope	ENVELOPE	12x16 1Pkt in 50Pcs	ENVELOPE,MAILING,INSIDE WIDTH:12 IN;INSIDE LENGTH:16 IN;COLOR:YELLOW;WINDOW TYPE:NO WINDOW;TYPE:LAM,IANATED,,	Tycoon	NOS
23	21000 09510	4820	Index File	FILE	Laminated	FILE,STATIONERY,TYPE:INDEX LEMINATED;SIZE:34.5X26.5 CM;MATERIAL:GATTA;SPECIAL FEATURES:INDEX FILE L,AMINATED BOX TYPE,,	Sample	NOS
24	21000 03990	3926	Punchless File	FILE	File Cover	FILE,STATIONERY,TYPE:PUNCHLESS;SIZE:A4;M ATERIAL:PLASTIC,,,	Solo	NOS
25	21000 03992	3926	Report File	FILE	101 No File Cover	FILE,STATIONERY,TYPE:REPORT;SIZE:A4;MATE RIAL:PLASTIC,,,	Solo/Worldone	NOS
26	21000 09936	3926	Report File	FILE	102 No File Covor	FILE,STATIONERY,TYPE:REPORT RF 102;SIZE:A4;MATERIAL:PLASTIC;SPECIAL FEATURES:REPORT,,,	Solo/Worldone	NOS
27	21000 03924	4820	Flag Color	FLAG	Plastic MFG Under Five Month	FLAG,TYPE:COLOURED ;LENGTH:45 MM;WIDTH:12 MM;THICKNESS:0.1 MM;MATERIAL:PLASTIC,,,	Best & Best/kadsi	PKT
28	21000 03968	4820	Flag Color	FLAG	Paper MFG Under Five Month	FLAG,TYPE:4 COLOURED;LENGTH:75 MM;WIDTH:25 MM;THICKNESS:0.1 MM;MATERIAL:PAPER,,,	Oddy/Planfix/A eromax	PKT
29	21000 03967	3926	Folder L Shape	FOLDER	L shape A4 size	FILE,STATIONERY,TYPE:L SHAPE;SIZE:A4;MATERIAL:PLASTIC,,,	Solo/Sun	NOS
30	21000 05392	3926	Index Box File	FOLDER	Plastic Box File	FILE,STATIONERY,TYPE:INDEX;SIZE:A4;MATERI AL:PLASTIC COATED GATTA;SPECIAL	Saya	NOS

						FEATURES:PVC COATED,,,		
31	21000 05034	3926	Visiting Card Holder	HOLDER	(240 Sheet)	HOLDER,TYPE:VISITING CARD;SIZE:8.5X5.5 INCHES;MATERIAL:PLASTIC;SPECIAL FEATURES:240 SHEETS,,,	Megha	NOS
32	21000 05035	3926	Visiting Card Holder	HOLDER	(500 Sheet)	HOLDER,TYPE:VISITING CARD;SIZE:11X5.5 INCH;MATERIAL:PLASTIC;SPECIAL FEATURES:500 SHEETS,,,	Solo	NOS
33	21000 11264	3926	Cello Tape Dispensor	HOLDER	Dispensar Jumbo Size	DISPENSER,TYPE:CELLO TAPE DISPENSER;WIDTH:5 CM;DEPTH:8 CM;HEIGHT:9 CM;MATERIAL:PLASTIC;CAPACITY:1 I,N;ADDITIONAL INFORMATION:CELLO TAPE DDISPENSER JAMBO SIZE,,	Omega	NOS
34	21000 04000	9608	CD Marker Pen	MARKER	CD Write Pen	MARKER,WRITING,TYPE:CD;COLOR:BLACK;TIP MATERIAL:REFILLABLE,,,	Luxor	NOS
35	21000 03969	9608	Highlighter	MARKER	Pen Hightlighter	PEN,HIGH LIGHTER,TIP TYPE:2 LINE WIDTH;INK TYPE:WASHABLE;INK COLOR:MULTICOLOR,,,	Luxor	NOS
36	21000 03597	9608	Permanent Marker	MARKER	Marker Pen	MARKER,WRITING,TYPE:PERMANENT;COLOR: MULTICOLOR;TIP:BULLET;TIP MATERIAL:REFILLABLE PERMANENT INK;ADD,ITIONAL INFORMATION:MARKER,WRITING,TYPE:PERM ANENT;COLOR:MULTICOLOR;TIP:BULLET;TIP MATERIAL:REFILLABLE PERMANENT INK,,	Luxor/Rorito	NOS
37	21000 03262	9608	Sketch Pen	MARKER	(Sign Pen) 1 Pkt. Contains 12 EA	PEN,WRITING,TYPE:SKETCH;INK COLOR:MULTICOLOR;POINT:COLOURED;BOD Y MATERIAL:PLASTIC;SPECIAL FEATURES:,12 IN A PKT,,	Luxor	NOS
38	21000 03989	9608	White Board Marker	MARKER	Boad Marker	MARKER,WRITING,TYPE:WHITE BOARD;COLOR:MULTICOLOR;TIP:BULLET;TIP MATERIAL:REFILLABLE,,,	Luxor/Rorito	NOS
39	21000 04006	4016	Eraser	MISC	20 No in one Pkt.	ERASER,TYPE:PENCIL;SIZE:33X17X10 MM;MAKE:REYNOLDS,NATRAJ,APSARA,,,	Nataraj/Rorito	NOS
40	21000 03986	9609	Pencil HB-621	MISC	1 Pkt. 10 Nos with free gift if any	PENCIL,TYPE:WRITING;HARDNESS:HB;MATERI AL:GRAPHITE,,,	Nataraj	NOS
41	21000 03274	8214	Sharpner	MISC	1 Pkt. Contains 20 EA	SHARPENER,PENCIL,TYPE:PENCIL;SIZE:SMALL; MATERIAL:PLASTIC,,,	Nataraj	NOS
42	21000 04919	8211	Papper Cutter MINI	MISC	Size Small, 1 Pkt. Consists 10 EA	CUTTER,PAPER,SIZE:7X1.5 CM;OPERATION:CUTTING;BLADE MATERIAL:STAINLESS STEEL;SPECIAL FEATURES:SMALL,,,	Nataraj/Best	NOS
43	21000 02562	9603	Board Duster	MISC	Duster for White Board	DUSTER,TYPE:BOARD;SIZE:SMALL;MATERIAL: WOOD;ADDITIONAL INFORMATION:DUSTER,BOARD,,,	Rolex/Kebica	NOS
44	21000 03040	3924	Dustbin	MISC	without net	DUSTBIN,SIZE:MEDIUM;SHAPE:CYLINDRICAL; CAPACITY:5 KG;MATERIAL:PLASTIC;SPECIAL FEATURES:W/O NET,,,	Royal Tuch	NOS
45	21000 11365	3215	Ink Stamp pad	MISC	Blue 30 ML	INK,TYPE:STAMP PAD INK;CONTAINER:BOTTLE 30ML;COLOR:BLUE,,,	Supreme/Ashoka	BOT
46	21000 03981	7013	Paper Weight	MISC	Paper Weight	WEIGHT,TYPE:PAPER;SIZE:40 MM;MATERIAL:PLASTIC;WEIGHT CAPACITY:40 GRAM,,,	Kebica	NOS

47	21000 11524	7326	Poker	MISC	Sua	TOOL,TYPE:BODKIN SUA;SIZE:15.5 CM;MATERIAL:STEEL;STANDARD:UNBREAKABLE;SPECIAL FEATURES:PLASTIK HAND,LE;ADDITIONAL INFORMATION:POKER, SUA,,	Plastic	NOS
48	21000 08061	8213	Scissors	MISC	Big	SCISSORS,TYPE:PAPER CUTTING;OVERALL LENGTH:21.5 CM;CUT LENGTH:13.5 CM;BLADE MATERIAL:STAINLESS STEEL;HANDLE MATERIAL:STAINLESS STEEL,,	Butterfly/Imported	NOS
49	21000 11669	8472	Single Hole Punch	MISC	SHP20	PUNCH,TYPE:SINGLE PUNCH;SIZE:5X3.5 IN;MATERIAL:TOOL STEEL;HARDNESS:10 KN,,	Kangaroo	NOS
50	21000 03983	3926	Pen Stand	MISC	Stand Pen,Pencill	STAND,TYPE:PEN;SIZE:H 3.5XD 3 INCHES;MATERIAL:PLASTIC;SPECIAL FEATURES:MULTI PURPOSE TUMBLER,,	Kebica	NOS
51	21000 03273	4820	Conference Pad	PAD	1/8 size, 15 Sheets	PAD,WRITING,TYPE:CONFERENCE;SHEET SIZE:1/8 INCH;RULE:SINGLE RULLED;SHEET CAPACITY:20;COLOR:WHITE,,	Writex/Tycoon	NOS
52	21000 04005	4820	Spiral Writing pad	PAD	1/6 No. 5 50 Sheets	PAD,WRITING,TYPE:SPIRAL;SHEET SIZE:8.2X9.5 INCH;RULE:SINGLE LINE;SHEET CAPACITY:50 PAGES;SPECIAL FEATURES:NO-5, 1/6,,	Century/Saraswati	NOS
53	21000 05074	4820	Writing Pad 1/8	PAD	1/8 Size 65 sheet	PAD,WRITING,SHEET SIZE:6.5X9.5 IN;RULE:SINGLE;SHEET CAPACITY:1-8 NOS,,	Writex/Tycoon	NOS
54	21000 02559	4820	Attendance Register 1 Qr.	PAD	1 QR A4 SIZE	REGISTER,TYPE:ATTENDANCE,SIZE:A4,NUMBER OF PAGES:92 PAGES,SPECIAL FEATURES:PRINTED,,	Tycoon	NOS
55	21000 11265	4820	Dak Pad	PAD	Dak File Folder A4 Size	FILE,STATIONERY,TYPE:DAK FOLDER PAD;SIZE:36X25 CM;MATERIAL:GATTA;ADDITIONAL INFORMATION:DAK PAD TYPE FOLDER MULTICOLOR,,	Neelgagan	NOS
56	21000 11263	4820	Pad SLIP Rough Pad	PAD	Rough Gutka (Big)	PAD,WRITING,TYPE:ROUGH SLIP PAD;SHEET SIZE:8.5X10.5 CM;RULE:PLAIN;ADDITIONAL INFORMATION:SLIP PAD ROUGH PAD GUTKA WHITE SIZE LENGTH-10.5CM,WIDTH-8.5CM,,	White	NOS
57	21000 09345	4820	Flip Chart	PAPER	Chart Paper	PAD,WRITING,TYPE:FLIP CHART;SHEET SIZE:74.5X50 CM;RULE:CHECK;SHEET CAPACITY:25 SHEET;SPECIAL FEATURES:PAPER,,	Neelgagan/Desmet/Saraswati	NOS
58	21000 05049	4820	Paper Roll	PAPER	AO 45M*914MM 80GSM	PAPER,ROLL,TYPE:A0;LENGTH:45 M;WIDTH:914 MM;THICKNESS:80 GSM,,	Desmet/Neelgagan	ROL
59	21000 09335	4802	Adding Roll	PAPER	105mm x75mm (60 GSM) White Color (with orient cover)	PAPER,ROLL,TYPE:PAPER;LENGTH:45 M;WIDTH:75 MM;THICKNESS:60 GSM;COLOR:WHITE;GRADE:GR.A;SPECIAL FEATURES:ADDING;ADDITIONAL INFORMATION:DIA105XW75MM,,	Sample/orient/Citizen	NOS
60	21000 09337	4802	Adding Roll	PAPER	70mm x80 mm (60 GSM) White Color (with orient cover)	PAPER,ROLL,TYPE:PAPER;LENGTH:40 M;WIDTH:80 MM;THICKNESS:60 GSM;COLOR:WHITE;GRADE:GR.A;SPECIAL FEATURES:ADDING;ADDITIONAL INFORMATION:DIA 70XW80 MM,,	Sample/orient/Citizen	NOS
61	21000 05037	4820	Ruled sheet	PAPER	16"x26" ( 500 Sheets in 1 Pkt.)	PAPER,TYPE:RULED;LENGTH:16 INCHES;WIDTH:26 INCHES;THICKNESS:60 GSM;COLOR:WHITE,,	Century	REM
62	21000 08066	4816	Carbon Paper Legal	PAPER	F/S (Blue) 210x330 mm 1 Pkt in 100 Pcs	PAPER,TYPE:CARBON;LENGTH:210;WIDTH:330 MM;THICKNESS:40 GSM;COLOR:BLUE;SPECIAL FEATURES:FULL	Kores	PKT

						SCAPE,,,		
63	21000 11379	4811	Paper Roll	PAPER	Thermal Management	PAPER,ROLL,TYPE:THERMAL;LENGTH:30 M;WIDTH:55 MM;THICKNESS:60 GSM;COLOR:WHITE;SPECIAL FEATURES:QU MA,NAGEMENT SYS,,	Sample	NOS
64	21000 02164	4802	Photo Copy Paper A4	PAPER	1 Box(10 Rim	PAPER,PRINTER/COPIER,TYPE:A4;SIZE:210X29 7 MM;GSM:75 GSM,ADDITIONAL INFORMATION:21 X 29.7Cm-SUPER WH,ITE,,	Spectra Trient Group	PKT
65	21000 05031	4802	Photo Copy Paper Legal size	PAPER	1 Box(10 Rim	PAPER,PRINTER/COPIER,TYPE:LEGAL;SIZE:215 X345 MM;GSM:75 GSM,,,	Spectra Trient Group	REM
66	21000 05030	4802	Photo Copy Paper A3 size	PAPER	1 Box(5 Rim	PAPER,PRINTER/COPIER,TYPE:A3;SIZE:420X29 7 MM;GSM:75 GSM,,,	Spectra Trient Group	REM
67	21000 02981	9608	Ball Pen	PEN	Blue (B Max/Lyk/Pri mefit)	PEN,WRITING,TYPE:BALL PEN;INK COLOR:BLUE;POINT:0.45;BODY MATERIAL:PLASTIC;MAKE:REYNOLDS;ADDITIO NAL,INFORMATION:PEN,045, Reynld Blue,,	Rorito	NOS
68	21000 03260	9608	Ball Pen	PEN	Black (B Max/Lyk/Pri mefit)	PEN,WRITING,TYPE:BALL PEN;INK COLOR:BLACK;POINT:0.45;BODY MATERIAL:PLASTIC;MAKE:REYNOLDS,,,	Rorito	NOS
69	21000 03261	9608	Ball Pen	PEN	Red (B Max/Lyk/Pri mefit)	PEN,WRITING,TYPE:BALL PEN;INK COLOR:RED;POINT:0.45;BODY MATERIAL:PLASTIC;MAKE:REYNOLDS,,,	Rorito	NOS
70	21000 11362	9608	Ball Pen	PEN	Reffill (B Max/Lyk/Pri mefit)	REFILL,PEN,TYPE:BALL,TIP:SS,SIZE:0.45,COLOR :BLUE,,,	Rorito	NOS
71	21000 07411	9608	Gel Pen	PEN	Gel Pen 0.5 Blue	PEN,WRITING,TYPE:GEL;INK COLOR:BLUE;POINT:0.5;BODY MATERIAL:PLASTIC,,,	Cello/Rorito	NOS
72	21000 07410	9608	Gel Pen	PEN	Gel Pen 0.5 Black	PEN,WRITING,TYPE:GEL;INK COLOR:BLACK;POINT:0.5;BODY MATERIAL:PLASTIC,,,	Cello/Rorito	NOS
73	21000 07408	9608	Gel Pen	PEN	Gel Pen 0.5 Red	PEN,WRITING,TYPE:GEL;INK COLOR:RED;POINT:0.5;BODY MATERIAL:PLASTIC,,,	Cello/Rorito	NOS
74	21000 11357	9608	Gel Pen	PEN	Gel Pen 0.5 Green	PEN,WRITING,TYPE:GEL;INK COLOR:GREEN;POINT:0.5;BODY MATERIAL:PLASTIC,,,	Cello/Rorito	NOS
75	21000 11451	9608	Gel Pen Refill	PEN	Gel Pen 0.5 Refill	REFILL,PEN,TYPE:GEL,TIP:STEEL,SIZE:0.5 MM,COLOR:BLUE,ADDITIONAL INFORMATION:REFILL GEL PEN 0.5 POIN,TEC GEL,,	Cello/Rorito	NOS
76	21002 10001	9608	Gel Pen	PEN	Gel Pen 0.5 Blue Maxido GEL	PEN,WRITING,TYPE:GEL;INK COLOR:MULTI COLOUR;POINT:FINE POINT;BODY MATERIAL:PLASTIC;ADDITIONAL INFOR,MATION:GEL PEN MULTI COLUR,PLASTIC BODY,,	Rorito	NOS
77	21000 11670	9608	Gel Pen Free Flow	PEN	Gel Pen 0.5 Cello Freeflow	PEN,WRITING,TYPE:GEL;INK COLOR:BLUE;POINT:0.7;BODY MATERIAL:PLASTIC;MAKE:CELLO ;MODEL:FREEFLO,,,	Cello	NOS
78	21000 03999	3824	Correction Pen	PEN	Fluid Pen	PEN,WRITING,TYPE:CORRECTION;INK COLOR:WHITE INK;POINT:METAL TIP;BODY MATERIAL:PLASTIC;SPECIAL FEATU,RES:SEBAR,,	Rorito/Kores/i nfinity	NOS

79	21000 04003	7317	All Pins	PINS	100 gm Pkt	PIN,GROOVED,HEADED,TYPE:ALL PIN;DIAMETER:1 MM;LENGTH:25 MM;MATERIAL:NICKEL PLATED;STANDARD:STAINLES,S STEEL;ADDITIONAL INFORMATION:100 GM,,	Bell/Aeromax/ Goldpin	PKT
80	21000 11377	7317	Drawing Pin	PINS	Thumb Pin 1Pkt in 50 nos	PIN SET,TYPE:DRAWING;SIZE:1 IN;MATERIAL:STAINLESS STEEL;NUMBER OF PINS:50 PINS;ADDITIONAL INFORMATI,ON:STAINLESS STEEL DRAWING PINS WITH PLASTIC HEAD,,	Plastic	PKT
81	21000 08738	8472	MACHINE,P UNCHING, DP	PUNCHING M?C	600 Kangaroo	PUNCH,TYPE:PAPER;SIZE:80 MM;MATERIAL:TOOL STEEL;MODEL:KANGAROO 600;HARDNESS:10 KN,,	Kangaroo	NOS
82	21000 08068	8472	MACHINE,P UNCHING; DP	PUNCHING M?C	800 Kangaroo	PUNCH,TYPE:PAPER PUNCH;SIZE:100 MM;MATERIAL:TOOL STEEL;MODEL:KANGAROO 800;HARDNESS:20 KN,,	Kangaroo	NOS
83	21000 03991	4820	Register Ruled	REGISTER	192 Pages	REGISTER,TYPE:WRINTING,SIZE:A4,NUMBER OF PAGES:192 PAGES,SPECIAL FEATURES:SINGLE RULE,,	Citizen/Writex	NOS
84	21000 03943	4820	Register Ruled	REGISTER	480 Pages	REGISTER,NOTE,TYPE:RULLED;SIZE:A4;PAPER GSM:70 GSM;NUMBER OF PAGES:480 PAGES,,	Citizen/Writex	NOS
85	21000 03942	4016	Rubber Band	RUBBER BANDS	(500 GSM 2 Pkt. To be delivered )	RUBBER,TYPE:BAND;SIZE:1.5 INCHES;SPECIAL FEATURES:NORMAL,,	Sample	KG
86	21000 03978	4016	Rubber Band Synthetic	RUBBER BANDS	1Pkt in 500GRAMS (1"-1.5"-2"- 2"-2.5"-3"-4")	RUBBER,TYPE:BAND ;SIZE:2 IN;SPECIAL FEATURES:SYNTHETIC,,	Synthetic	PKT
87	21000 03263	9017	Scale Plastic	SCALE	12" 1 Pkt. 10 EA	SCALE,RANGE:12 INCHES;MATERIAL:PLASTIC,,	Kebica/starslim	NOS
88	21000 03264	9017	Scale Steel	SCALE	12 1PKT 10 EA	SCALE,RANGE:12 INCHES;MATERIAL:STAINLESS STEEL,,	Elora	NOS
89	21000 03717	4820	Book, Short Hand	Short Hand	Short hand	NOTE BOOK,TYPE:SHORT HAND BOOK;SIZE:7X5 IN;PAPER COLOR:WHITE;NUMBER OF PAGES:60;GSM:70,,	Lotus /Trison	NOS
90	21000 03923	9612	Stamp Pad (Big)	STAMP PAD	Size 97x160mm	PAD,INK,LENGTH:160 MM;WIDTH:97 MM;HEIGHT:1 CM;COLOR:four Colour,,	Supreme/Asho ka	NOS
91	21000 03940	9612	Stamp Pad (Small)	STAMP PAD	Size 70x110mm	PAD,INK,TYPE:STAMP PAD;LENGTH:110 MM;WIDTH:70 MM;HEIGHT:10 MM;COLOR:4 COL,,	Supreme/Asho ka	NOS
92	21000 11668	3215	Stamp Pad Ink	STAMP PAD	60ml (Black/ Blue/Red/Gre en)	INK,TYPE:STAMP PAD INK;CONTAINER:BOTTLE;COLOR:BLUE;SPECIA L FEATURES:60 ML,,	Supreme/Asho ka	NOS
93	21000 11381	8472	Stapler Heavy Duty	STAPLER	HD-1217(23/6 TO 23/17)	STAPLER,TYPE:HEAVY DUTY 12S/17;STAPLE CAPACITY:100 NOS;MAKE:KANGAROO;ADDITIONAL INFORMATION:STAPLER, KANGAROO HD 12S/17,,	Kangaroo	NOS
94	21000 03712	8472	Stappler	STAPLER	HD 10D	STAPLER,TYPE:HD-10 D/10 NR;STAPLE CAPACITY:100;THROAT DEPTH:60 MM,,	Kangaroo	NOS
95	21000 03714	8472	Stappler	STAPLER	HD 45	STAPLER,TYPE:HD-45;STAPLE CAPACITY:50- 100;THROAT DEPTH:64 MM,,	Kangaroo	NOS
96	21000 03713	8472	Stappler	STAPLER	HP 45	STAPLER,TYPE:HP -45;STAPLE CAPACITY:50- 100;THROAT DEPTH:64 MM,,	Kangaroo	NOS

97	21000 03998	8472	Staple Remover	STAPLER	SR500	REMOVER,TYPE:STAPLE,APPLICATION:REMOV ING PINS,TRADE NAME:KANGAROO SR500,,,	Kangaroo	NOS
98	21000 03994	8305	Stapler Pin Big	STAPLER	23/17 (Per Box. 20 Pkt.) 1Pkt Cosists 50x20=1000St aples	PIN,STAPLER,SIZE:BIG;SPECIAL FEATURES:23/17;MODEL:HD 1217,,,	Kangaroo	PKT
99	21000 03715	8305	Stappler Pin	STAPLER	24/6 Big (Per Box. 20 Pkt.) 1Pkt Cosists 50x20=1000St aples	PIN,STAPLER,TYPE:NO 24/6-1M;SIZE:12 MM,,,	Kangaroo	PKT
100	21000 03716	8305	Stappler Pin small	STAPLER	No.10 (Per Box. 20 Pkt.) 1Pkt Cosists 50x20=1000St aples	PIN,STAPLER,TYPE:10-1M;SIZE:10 MM,,,	Kangaroo	PKT
101	21000 11352	4820	Post IT Pad Sticky	STICKY PAD	.5x2 100 sheets MFG Under Five Month	PAPER,TYPE:POST IT;LENGTH:1.5 IN;WIDTH:2 IN;THICKNESS:60 GSM;COLOR:YELLOW;SPECIAL FEATURES:100 SHEE,TS,,	De'smat/Centu ry/oddy/Sticko n	NOS
102	21000 05046	4807	Post IT Pad Sticky	STICKY PAD	2X3 100 sheets MFG Under Five Month	PAD,TYPE:POST IT;LENGTH:2 IN;WIDTH:3 IN;THICKNESS:60 GSM;MATERIAL:PAPER;SPECIAL FEATURES:100 SHEET,S,,	De'smat/Centu ry/oddy/Sticko n	NOS
103	21000 05047	4820	Post IT Pad Sticky	STICKY PAD	3x3 100 sheets MFG Under Five Month	PAD,TYPE:POST IT;LENGTH:3 IN;WIDTH:3 IN;THICKNESS:60 GSM;MATERIAL:PAPER;SPECIAL FEATURES:100 SHEET,S,,	De'smat/Centu ry/oddy/Sticko n	NOS
104	21000 05048	4820	Post IT Pad Sticky	STICKY PAD	3x4 100 sheets MFG Under Five Month	PAD,TYPE:POST IT;LENGTH:3 IN;WIDTH:4 IN;THICKNESS:60 GSM;MATERIAL:PAPER;SPECIAL FEATURES:100 SHEETS,,,	De'smat/Centu ry/oddy/Sticko n	NOS
105	21000 03997	5609	Tag Big White	TAGS	1no Bundle=100ta gs (30")	FILE,STATIONERY,TYPE:TAG;SIZE:BIG;MATERI AL:GATTA;SPECIAL FEATURES:1NO=100 TG,,,	Sample	NOS
106	21000 03996	5609	Tag Small White	TAGS	1no Bundle=100ta gs (5")	FILE,STATIONERY,TYPE:TAG;SIZE:SMALL;MAT ERIAL:GATTA;COLOR:WHITE;SPECIAL FEATURES:1=100 TG,,,	Sample	NOS
107	21000 05064	3919	Brown Tape 1"	TAPE	1" 1 Packet contains 12 Pcs.	TAPE,ADHESIVE,WIDTH:1 INCH;THICKNESS:3 MM;COLOR:BROWN;MATERIAL:PVC PLASTIC,,,	Wonder	NOS
108	21000 05065	3919	Brown Tape 2"	TAPE	2" 1 Packet contains 6 Pcs.	TAPE,ADHESIVE,WIDTH:2 INCH;THICKNESS:3 MM;COLOR:BROWN;MATERIAL:PLASTIC,,,	Wonder	NOS
109	21000 08560	3919	Cello Tape 0.5"	TAPE	0.5" 1 Pkt. Contains 12 Nos	TAPE,ADHESIVE,TYPE:CELLO;WIDTH:0.5 IN;THICKNESS:0.14 MM;MATERIAL:PVC;SPECIAL FEATURES:BIG,,,	Wonder	NOS
110	21000 11452	3919	Cello Tape 01"	TAPE	1" 1 Pkt. Contains 6 Nos	TAPE,ADHESIVE,TYPE:CELLO;WIDTH:1 IN;THICKNESS:24 MM;MATERIAL:PLASTIC,,,	Wonder	NOS
111	21000 14656	4820	Computer Stationary	Stationary	10x12x1 80 Colum	PAPER,PRINTER/COPIER,TYPE:CONTINUOUS 80 COLUMNS;SIZE:10 X 12 X 1 INCH;SPECIAL FEATURES:COMPUTER STA,TIONARY CONTINUOUS PAPER 80 COLUMNS ;GSM:70 GSM,,	Century/Desm at/Citizen	PKT
112	21002 18901	4820	Computer Stationary	Stationary	15x12x1 132 Colum		Century/Desm at/ Citizen	PKT

113	21000 08733	3926	Omega Tray Deluxe 3 Tire	TRAY	Deluxe (3 EA in one set)	TRAY,TYPE:3 TIER OMEGA;DIMENSION:36X24 CM;THICKNESS:3 MM;SHAPE:RECTANGULAR;MATERIAL:PLASTI C;SIZE:A4,,,	Omega	NOS
114	21000 08697	3926	Plastic Tray 2 Tire	TRAY	Letra (2 EA in 1 set)	TRAY,DIMENSION:34.5X25 CM;THICKNESS:3 MM;SHAPE:RECTANGULAR;MATERIAL:PLASTI C;MAKE:LETRA;SIZE:A4,,,	Omega	NOS
115	21000 08071	3926	Sponge Damper Pad for Dampening Fingers for Counting Notes or Wetting the Glue of Labels, Stamps, Envelopes etc. (Random Colors):		Water	FOAM,TYPE:SPONGE;MATERIAL:FOAM;CONT AINER:PLASTIC,,,	STAR/KBI	NOS

**ANNEXURE -I**

**BID FORM**

**SUPPLY OF OFFICE STATIONERY**

To  
Head of the Department  
Contracts & Materials  
BSES Yamuna Power Ltd  
Shakti Kiran Building, Karkardooma  
New Delhi- 110032  
Sir,

1. We understand that BYPL is desirous of procuring "office stationery" in its licensed distribution network area in Delhi
2. Having examined the Bidding Documents for the above named works, we the undersigned, Offer to deliver the goods in full conformity with the Drawings, Conditions of Contract and Specifications for the sum of..... (Figures.....) or such other sums as may be Determined in accordance with the terms and conditions of the contract .The above Amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.
3. If our Bid is accepted, we undertake to deliver the entire goods as per delivery schedule given by you from the date of award of purchase order/letter of intent.
4. We agree to abide by this Bid for a period of one year from the date fixed for bid opening under clause 9.0 of GCC, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. We declare that we have studied the provision of Indian Income Tax Law and other Indian Laws for supply of equipments/materials and the prices have been quoted accordingly.
6. Unless and until Letter of Intent is issued, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We understand that you are not bound to accept the lowest, or any bid you may receive.
8. There is provision for Resolution of Disputes under this Contract, in accordance with the Laws and Jurisdiction of Contract, Clause 19 of GCC .

Dated this..... day of..... 20 .....

Signature..... In the capacity of .....

.....duly authorized to sign for and on behalf of  
(IN BLOCK CAPITALS) .....



**BID SUBMISSION FORM**

**Offer No.:** .....

**Date:** .....

To,

Head Contract and Material  
BSES YAMUNA POWER LIMITED  
3<sup>rd</sup> Floor "A" Block, Shakti Kiran Building,  
Delhi-110032 (INDIA).

Dear Sir,

**In response to your Tender No. CMC/BY/18-19/RB/VKS/018 dated 29.05.2018 for Supply of Office stationery for BSES YAMUNA POWER LTD, Delhi-32. We hereby submit our offer herewith.**

1. Bidder Name : .....
2. Website Address : .....
3. Email Address : .....
4. Address for Communication : .....  
.....  
.....
5. Telephone Number : .....
6. Fax/Telefax Number : .....
7. Authorized Person - Name : .....
  - a. Designation:.....
  - b. Mobile No. : .....
  - c. Email-ID : .....
8. Alternate Person - Name : .....
  - a. Designation:.....
  - b. Mobile No. : .....
  - c. Email-ID : .....
9. PAN Number : .....
10. TIN Number : .....
11. Service Tax Regn. No. : .....
12. ECC Number : .....
13. Particulars of EMD

- a. Amount : Rs. ....
- b. Mode of Payment (BG) : .....
- c. BG No. : .....
- d. Date : .....
- e. Name of the Bank : .....
- f. Address of the Bank : .....
- g. Validity of BG : .....

14. Particulars of Tender Fee

- a. Amount : Rs. ....
- b. DD No. : .....
- c. Date : .....
- d. Name of the Bank : .....
- e. Address of the Bank : .....

15. Turnover of the Bidder in last 3 years (Please submit copy of Annual Report)

Year	Annual Report attached at Page No.	Turnover in Rs. (Crores)
2014-2015		
2015-2016		
2016-2017		
Average Turnover		

16. Details of similar work / order executed during last 2 years (Please submit copy of completion certificate from the client.

Description of the Work/ Order Executed	Value of Work/Order Executed	Name of the Client	Start Date	Finish Date	Doc. Evidence at Page No.

17. Following Documents are submitted to substantiate other eligibility criteria.

- i) .....
- ii) .....
- iii) .....

**DECLARATION**

1) We have read and understood the terms & conditions of the above mentioned tender and comply with all Terms & Conditions of your Tender.(In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto)

2) We certify that the information mentioned above are true and correct to best of our Knowledge.

- 3) In case of receipt of order we confirm that payment shall be received through e-Banking / Electronics Transfer.
- 4) This offer contains ..... No. of pages including all Annexure and Enclosures.

Place:  
Date:

Signature of Authorized Signatory

Name:

Designation:

Seal:

## ANNEXURE -II

**PRICE FORMAT**

Tender No: CMC/BY/18-19/RB/VKS/018

Dated: 29.05.2018

**PRICE SCHEDULE FOR SUPPLIERS LOCATED WITHIN INDIA**

S.N	Item code	Material Details	Head	Description	BYPL Req. Make	UoM	Bidder Quoted make	BASIC PRICE/ PC	GST %	UNIT LANDED COST/PC (Basic+GST)
1	21000 03972	Glue Stick	ADHESIVES	15 Gm	Fevistick/ Scotch	NOS				
2	21000 03973	Glue Stick	ADHESIVES	08 Gm	Fevistick/ Scotch	NOS				
3	21000 03971	Gum Bottle	ADHESIVES	150ml	Camel/Fevicol	NOS				
4	21000 04002	Pocket Calculator Citizen	CALCULAT OR	LC 110 N 8 Digit	Citizen	NOS				
5	21000 09363	Calculator	CALCULAT OR	Scientific	Casio	NOS				
6	21000 02504	Calculator	CALCULAT OR	MJ 120 D 12 Digit	Casio	NOS				
7	21000 16422	Epson Cartridge	CARTRIDGE	Ribbon	Imported	NOS				
8	21002 18871	Ribbon Printronix	CARTRIDGE	P 7000	Printronix	NOS				
9	21000 04194	CDR PRO Protection Plus	CD	Data Write 1Pkt in 10 Pcs 700MB/4x	Moserbear/ writex	NOS				
10	21000 04195	CDRW PRO Protection Plus	CD	Data Write 1Pkt in 10 Pcs 700MB/4x	Moserbear/ writex	NOS				
11	21000 05060	DVD PRO Protection Plus	CD	Data Write 4.7GB/16X Recordable 1Pkt in 10nos	Moserbear/ writex	NOS				
12	21000 02318	Binder Clip	CLIP	19mm (1Box in 12 Pkt) 1Pkt consists 12 nos	SAYA/infinity	PKT				
13	21000 02567	Binder Clip	CLIP	32 mm (1Box in 12 Pkt) 1Pkt consists 12 nos	SAYA/infinity	PKT				
14	21000 02563	Binder Clip	CLIP	41mm (1Box in 12 Pkt) 1Pkt consists 12 nos	SAYA/infinity	PKT				
15	21000 02564	Binder Clip	CLIP	51 mm (1Box in 12 Pkt) 1Pkt consists 12 nos	SAYA/infinity	PKT				
16	21000 02324	Binder Clip	CLIP	25 mm (1Box in 12 Pkt) 1Pkt consists 12 nos	SAYA/infinity	PKT				
17	21000 11666	Pin Cushion	CLIP	Magnet 17x17	Kebica/Tango	NOS				
18	21000 16402	U Clip	CLIP	35 mm 100 EA in 1 Pkt.	Rolex	PKT				

19	21000 05056	White Envelope	ENVELOPE	Plain 10 X 4.5 1Pkt in 250Pcs	80 GSM White	NOS				
20	21000 05057	White Envelope	ENVELOPE	Plain Window 10 X 4.5 1Pkt in 250Pcs	80 GSM White	NOS				
21	21000 05058	Yellow Lamination Envelope	ENVELOPE	10x12 1Pkt in 50Pcs	Tycoon	NOS				
22	21000 05393	Yellow Lamination Envelope	ENVELOPE	12x16 1Pkt in 50Pcs	Tycoon	NOS				
23	21000 09510	Index File	FILE	Laminated	Sample	NOS				
24	21000 03990	Punchless File	FILE	File Cover	Solo	NOS				
25	21000 03992	Report File	FILE	101 No File Cover	Solo/Worldone	NOS				
26	21000 09936	Report File	FILE	102 No File Cover	Solo/Worldone	NOS				
27	21000 03924	Flag Colour	FLAG	Plastic MFG Under Five Month	Best & Best/kadsi	PKT				
28	21000 03968	Flag Colour	FLAG	Paper MFG Under Five Month	Oddy/Planfix/Ae romax	PKT				
29	21000 03967	Folder L Shape	FOLDER	L shape A4 size	Solo/Sun	NOS				
30	21000 05392	Index Box File	FOLDER	Plastic Box File	Saya	NOS				
31	21000 05034	Visiting Card Holder	HOLDER	(240 Sheet)	Megha	NOS				
32	21000 05035	Visiting Card Holder	HOLDER	(500 Sheet)	Solo	NOS				
33	21000 11264	Cello Tape Dispensor	HOLDER	Dispensar Jumbo Size	Omega	NOS				
34	21000 04000	CD Marker Pen	MARKER	CD Write Pen	Luxor	NOS				
35	21000 03969	Highlighter	MARKER	Pen Hightlighter	Luxor	NOS				
36	21000 03597	Permanent Marker	MARKER	Marker Pen	Luxor/Rorito	NOS				
37	21000 03262	Sketch Pen	MARKER	(Sign Pen) 1 Pkt. Contains 12 EA	Luxor	NOS				
38	21000 03989	White Board Marker	MARKER	Boad Marker	Luxor/Rorito	NOS				
39	21000 04006	Eraser	MISC	20 No in one Pkt.	Nataraj/Rorito	NOS				
40	21000 03986	Pencil HB-621	MISC	1 Pkt. 10 Nos with free gift if any	Nataraj	NOS				
41	21000 03274	Sharpner	MISC	1 Pkt. Contains 20 EA	Nataraj	NOS				
42	21000 04919	Papper Cutter MINI	MISC	Size Small, 1 Pkt. Consists 10 EA	Nataraj/Best	NOS				
43	21000 02562	Board Duster	MISC	Duster for White Board	Rolex/Kebica	NOS				
44	21000 03040	Dustbin	MISC	without net	Royal Tuch	NOS				
45	21000 11365	Ink Stamp pad	MISC	Blue 30 ML	Supreme/Ashok a	BOT				
46	21000	Paper Weight	MISC	Paper Weight	Kebica	NOS				

	03981									
47	21000 11524	Poker	MISC	Sua	Plastic	NOS				
48	21000 08061	Scissors	MISC	Big	Butterfly/Import ed	NOS				
49	21000 11669	Single Hole Punch	MISC	SHP20	Kangaroo	NOS				
50	21000 03983	Pen Stand	MISC	Stand Pen,Pencill	Kebica	NOS				
51	21000 03273	Conference Pad	PAD	1/8 size, 15 Sheets	Writex/Tycoon	NOS				
52	21000 04005	Spiral Writing pad	PAD	1/6 No. 5 50 Sheets	Century/Sarasw ati	NOS				
53	21000 05074	Writing Pad 1/8	PAD	1/8 Size 65 sheet	Writex/Tycoon	NOS				
54	21000 02559	Attendance Register 1 Qr.	PAD	1 QR A4 SIZE	Tycoon	NOS				
55	21000 11265	Dak Pad	PAD	Dak File Folder A4 Size	Neelgagan	NOS				
56	21000 11263	Pad SLIP Rough Pad	PAD	Rough Gutka (Big)	White	NOS				
57	21000 09345	Flip Chart	PAPER	Chart Paper	Neelgagan/Des met/Saraswati	NOS				
58	21000 05049	Paper Roll	PAPER	AO 45M*914MM 80GSM	Desmet/Neelga gan	ROL				
59	21000 09335	Adding Roll	PAPER	105mm x75mm (60 GSM) White Color (with orient cover)	Sample/ orient/Citizen	NOS				
60	21000 09337	Adding Roll	PAPER	70mm x80 mm (60 GSM) White Color (with orient cover)	Sample/ orient/Citizen	NOS				
61	21000 05037	Ruled sheet	PAPER	16"x26" ( 500 Sheets in 1 Pkt.)	Century	REM				
62	21000 08066	Carbon Paper Legal	PAPER	F/S (Blue) 210x330 mm 1 Pkt in 100 Pcs	Kores	PKT				
63	21000 11379	Paper Roll	PAPER	Thermal Management	Sample	NOS				
64	21000 02164	Photo Copy Paper A4	PAPER	1 Box(10 Rim	Spectra Trient Group	PKT				
65	21000 05031	Photo Copy Paper Legal size	PAPER	1 Box(10 Rim	Spectra Trient Group	REM				
66	21000 05030	Photo Copy Paper A3 size	PAPER	1 Box(5 Rim	Spectra Trient Group	REM				
67	21000 02981	Ball Pen	PEN	Blue (B Max/Lyk/Primefit)	Rorito	NOS				
68	21000 03260	Ball Pen	PEN	Black (B Max/Lyk/Primefit)	Rorito	NOS				
69	21000 03261	Ball Pen	PEN	Red (B Max/Lyk/Primefit)	Rorito	NOS				
70	21000 11362	Ball Pen	PEN	Reffill (B Max/Lyk/Primefit)	Rorito	NOS				
71	21000 07411	Gel Pen	PEN	Gel Pen 0.5 Blue	Cello/Rorito	NOS				
72	21000 07410	Gel Pen	PEN	Gel Pen 0.5 Black	Cello/Rorito	NOS				
73	21000 07408	Gel Pen	PEN	Gel Pen 0.5 Red	Cello/Rorito	NOS				

74	21000 11357	Gel Pen	PEN	Gel Pen 0.5 Green	Cello/Rorito	NOS				
75	21000 11451	Gel Pen Refill	PEN	Gel Pen 0.5 Refill	Cello/Rorito	NOS				
76	21002 10001	Gel Pen	PEN	Gel Pen 0.5 Blue Maxido GEL	Rorito	NOS				
77	21000 11670	Gel Pen Free Flow	PEN	Gel Pen 0.5 Cello Freeflow	Cello	NOS				
78	21000 03999	Correction Pen	PEN	Fluid Pen	Rorito/Kores/inf inity	NOS				
79	21000 04003	All Pins	PINS	100 gm Pkt	Bell/Aeromax/G oldpin	PKT				
80	21000 11377	Drawing Pin	PINS	Thumb Pin 1Pkt in 50 nos	Plastic	PKT				
81	21000 08738	MACHINE,PUNC HING, DP	PUNCHING M?C	600 Kangaroo	Kangaroo	NOS				
82	21000 08068	MACHINE,PUNC HING; DP	PUNCHING M?C	800 Kangaroo	Kangaroo	NOS				
83	21000 03991	Register Ruled	REGISTER	192 Pages	Citizen/Writex	NOS				
84	21000 03943	Register Ruled	REGISTER	480 Pages	Citizen/Writex	NOS				
85	21000 03942	Rubber Band	RUBBER BANDS	(500 GSM 2 Pkt. To be delivered )	Sample	KG				
86	21000 03978	Rubber Band Synthetic	RUBBER BANDS	1Pkt in 500GRAMS (1"-1.5"-2"-2.5"-3"- 4")	Synthetic	PKT				
87	21000 03263	Scale Plastic	SCALE	12" 1 Pkt. 10 EA	Kebica/starslim	NOS				
88	21000 03264	Scale Steel	SCALE	12 1PKT 10 EA	Elora	NOS				
89	21000 03717	Book, Short Hand	Short Hand	Short hand	Lotus /Trison	NOS				
90	21000 03923	Stamp Pad (Big)	STAMP PAD	Size 97x160mm	Supreme/Ashok a	NOS				
91	21000 03940	Stamp Pad (Small)	STAMP PAD	Size 70x110mm	Supreme/Ashok a	NOS				
92	21000 11668	Stamp Pad Ink	STAMP PAD	60ml (Black/ Blue/Red/Green)	Supreme/Ashok a	NOS				
93	21000 11381	Stapler Heavy Duty	STAPLER	HD-1217(23/6 TO 23/17)	Kangaroo	NOS				
94	21000 03712	Stappler	STAPLER	HD 10D	Kangaroo	NOS				
95	21000 03714	Stappler	STAPLER	HD 45	Kangaroo	NOS				
96	21000 03713	Stappler	STAPLER	HP 45	Kangaroo	NOS				
97	21000 03998	Staple Remover	STAPLER	SR500	Kangaroo	NOS				
98	21000 03994	Stapler Pin Big	STAPLER	23/17 (Per Box. 20 Pkt.) 1Pkt Cosists 50x20=1000Staples	Kangaroo	PKT				
99	21000 03715	Stappler Pin	STAPLER	24/6 Big (Per Box. 20 Pkt.) 1Pkt Cosists 50x20=1000Staples	Kangaroo	PKT				
100	21000 03716	Stappler Pin small	STAPLER	No.10 (Per Box. 20 Pkt.) 1Pkt Cosists 50x20=1000Staples	Kangaroo	PKT				

101	21000 11352	Post IT Pad Sticky	STICKY PAD	.5x2 100 sheets MFG Under Five Month	De'smat/Centur y/oddy/Stickon	NOS				
102	21000 05046	Post IT Pad Sticky	STICKY PAD	2X3 100 sheets MFG Under Five Month	De'smat/Centur y/oddy/Stickon	NOS				
103	21000 05047	Post IT Pad Sticky	STICKY PAD	3x3 100 sheets MFG Under Five Month	De'smat/Centur y/oddy/Stickon	NOS				
104	21000 05048	Post IT Pad Sticky	STICKY PAD	3x4 100 sheets MFG Under Five Month	De'smat/Centur y/oddy/Stickon	NOS				
105	21000 03997	Tag Big White	TAGS	1no Bundle=100tags (30")	Sample	NOS				
106	21000 03996	Tag Small White	TAGS	1no Bundle=100tags (5")	Sample	NOS				
107	21000 05064	Brown Tape 1"	TAPE	1" 1 Packet contains 12 Pcs.	Wonder	NOS				
108	21000 05065	Brown Tape 2"	TAPE	2" 1 Packet contains 6 Pcs.	Wonder	NOS				
109	21000 08560	Cello Tape 0.5"	TAPE	0.5" 1 Pkt. Contains 12 Nos	Wonder	NOS				
110	21000 11452	Cello Tape 01"	TAPE	1" 1 Pkt. Contains 6 Nos	Wonder	NOS				
111	21000 14656	Computer Stationary	Stationary	10x12x1 80 Colum	Century/Desmat /Citizen	PKT				
112	21002 18901	Computer Stationary	Stationary	15x12x1 132 Colum	Century/Desmat / Citizen	PKT				
113	21000 08733	Omega Tray Deluxe 3 Tire	TRAY	Deluxe (3 EA in one set)	Omega	NOS				
114	21000 08697	Plastic Tray 2 Tire	TRAY	Letra (2 EA in 1 set)	Omega	NOS				
115	21000 08071	Sponge Damper Pad for Dampening Fingers for Counting Notes or Wetting the Glue of Labels, Stamps, Envelopes etc. (Random Colors):		Water	STAR/KBI	NOS				

NAME OF BIDDER

Note :

1. Prices shall be Firm.
2. The prices received without break up of ex-works, Freight, GST are liable for rejection.
3. Pls Indicate the exact percentage of taxes in figures and words If there is a discrepancy between the unit price and the total price THE UNIT PRICE shall prevail.



### ANNEXURE-III

**Tender No: CMC/BY/18-19/RB/VKS/018**

**Dated: 29.05.2018**

#### **COMMERCIAL TERMS AND CONDITIONS**

S/NO	ITEM DESCRIPTION	AS PER BYPL	CONFIRMATION OF BIDDER/BIDDER terms
1	Validity of prices	One year from the date of offer	
2	Validity of bid	90 days from the date of tender submission	
3	Price basis	a) Firm, FOR Delhi store basis. Prices shall be inclusive of all taxes & duties, freight upto Delhi stores. b) Unloading at stores shall be in vendor's scope	
4	Payment terms	100% payment within 30 days after receipt of material at stores	
5	Delivery schedule	At the time ordering	
6	Penalty for delay	1% per week of delay of undelivered units or part thereof subject to maximum of 10% of total PO value (ex-work) of undelivered units	

**ANNEXURE -IV**

**Tender No: CMC/BY/18-19/RB/VKS/018**  
**Dated: 29.05.2018**

**NO DEVIATION SHEET**

SL NO	SL NO OF TECHNICAL SPECIFICATION	DEVIATIONS,IF ANY

**SIGNATURE & SEAL OF BIDDER**

**NAME OF BIDDER**

**Note:** The bidder has to mention all technical deviations in his offer which from the Technical Requirement of this tender in above format. Deviations not mentioned in above but mentioned in any other format or in any other part of the offer document shall not be considered as deviation and the bidder shall be deemed to have accepted our technical requirement without deviation.

**SELF DECLARATION FORM**

**Tender No: CMC/BY/18-19/RB/VKS/018**

**Dated: 29.05.2018**

Sir,

1. I / We, the undersigned do hereby declare that, I / We have never ever been blacklisted and / or there were no debarring actions against us for any default in supply of material/ equipment or in the performance of the contract entrusted to us in any of the Electricity Utilities of India.
2. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/ contract shall be liable for truncation/ cancellation/ termination without any notice at the sole discretion of the purchaser.

Yours faithfully

Place:

Date:

Signature of the bidder with seal

(This form shall be duly signed by the bidder & submitted along with the original copy of the bid.)

### CHECK LIST

Sno	Item Description	Yes/No
1	INDEX	Yes/no
2	COVERING LETTER	Yes/No
3	Bid FORM (UNORICED) DULY SIGNED	Yes/no
4	Bill of Material (UNPRICED)	Yes/No
5	TECHNICAL BID	Yes/no
6	ACCEPTANCE TO COMMERCIAL TERM AND CONDITIONS	Yes/No
7	FINANCIAL BID (IN SEALD ENVELOPE)	Yes/no
8	EMD IN PRESCRIBED FORMET	Yes/No
9	DEMAND DRAFT OF RS 1180/- DRAWN IN FAVOUR OF	BSES YAMUNA POWER LTD
10	POWER OF ATTORNEY/ AUTHORISATION LETTER FOR SIGNING THE BID	Yes/No