The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula
E-Mail Id: ms.haryanapondauthority@gmail.com
Website: www.hpwwma.org.in

Letter No:-HPWWMA/2025/ADMN/0481/Vol-1/ 10889 Dated: 02/10/2026

NOTICE INVITING QUOTATION

Sealed quotations are invited for non-comprehensive **Stationary Items** as per actual and time to time requirement of "The Haryana Pond & Waste Water Management Authority" (HPWWMA) **in single stage two cover system i.e. Technical bid and Financial bid** (comprising of price bid proposal).

Schedule – A

S. No.	PARTICULARS.	REMARKS
1	Ref. Number	HPA/ADMN/2023/0023B
2	Last date & time of bid submission by bidders.	17-11-2026(15:00 hrs.).
3	Date & Time of opening of Technical Bids	17-11-2026 (15:30 hrs.)
4	Date & Time of opening of Financial Bids	To be decided later on.
6	Bid validity	03 months.

Under this process, the technical bid applications as well as financial bids are invited at single stage under two sealed covers i.e., Technical & Financial envelops. The bidder has to put all the papers required for eligibility criteria in the envelope marked as "Technical Bid".

The rates are to be quoted in prescribed **ANNEXURE-I** and put in other envelop marked as "Financial Bid".

Both the envelops to be put in main envelope marked as "Quotation for Stationary items".

Eligibility of the applicants will be first examined based on the details submitted under first cover i.e., technical bid with respect to eligibility criteria prescribed in this document. The financial bid under the second cover shall be opened for only those applicants, who qualify the technical bid as per the eligibility criteria as per the document.

Bidders can put the bids in tender box available in the office of HPWWMA.

Terms and Conditions.

1. The invitation is open to all manufactures, their authorized suppliers and general order suppliers, who are having at least 03 years of experience in supply of stationery items to the Govt. offices or Govt. Undertakings Organizations etc.

2. Rates mentioned in the quotation, If accepted, shall remain the same during the currency of rate contract for a period of one year and no requests for any increases in the rates will be entertained during the contract period, No advance payment will be made.

3. The HPWWMA will not accept any duplicate/ substandard items. If the supplier is not able to supply the items as per make/ sample action may be taken against the firm i.e. imposition of penalty.

4. The firm should be in a position to supply Stationery items even at a short notice of one day and on holidays/ Saturday/ Sunday also.

5. If the supplied items are found defective, the same should be replaced within a period of 2 days.

6. All items are required to be supplied in the office of HPWWMA, DHL Square (Plot No. - 9) 3rd Floor, Sector 22, Panchkula, Haryana. The suppliers will be responsible for delivery of goods in good condition at their own risk cost. No cartage charges for supply of items will be paid by the HPWWMA.

7. The firm should be registered with the Government for the purpose of Tax-GST etc. and the certified copies should be attached with the bid documents.

8. Rates should be quoted in the prescribed Pro-forma as **ANNEXURE-I**. The rates should be inclusive of all taxes & nothing extra will be paid.

9. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents after giving required notice. The decision of competent authority in this regard will be final and binding.

10. Duly constituted committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.

11. The validity of the contract will initially be for a period of one year, After expiry of the contact, HPWWMA may extend the contract for another period not exceeding one year on the same rates, terms and conditions on mutual agreement.

12. The items as per the approved specifications should be supplied within three days of receipt of the purchase/ supply order, failing which a penalty will be imposed equal to 1% of the cost of indented items per day of delay and max. of 10 % of bid amount.

13. The Stationery items are generally purchased on monthly/ quarterly basis without any ceiling of minimum quantity. Further, the procurement of the items would be purely 'on need' basis. Accordingly, the HPWWMA shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during the validity of the contract.

14. In case, the supplier is found to have breached any condition(s) of the contract at any stage or services of the supplier is found note to the satisfaction of the HPWWMA, the contract may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.

15. The bidder has to give a declaration in the attached form as (**ANNEXURE-III**) that he has not been black listed/ debarred by any the Government or its PSUs.

Vender Eligibility criteria: -

1. Bidder should possess valid GST Number. Attested copy of the same must be submitted with the Bid.
2. The bid shall be valid for three months after the date of opening of Technical Bid.
3. Information furnished by the Firm/Supplier/Bidder as per **ANNEXURE-II** should be self-attested.
4. The Bidder should not have been blacklisted by any of the Department/ Ministry/ Organization. A duly signed declaration to this effect must be submitted along with technical bid **(ANNEXURE-III).**
5. Haryana Pond and Waste Water Management Authority shall reject bid, if it determines that bidder recommended for award has engaged in corrupt or fraudulent practice while competing for this contract.
6. All disputes subject to Panchkula jurisdiction only.

30/10/2024

Consultant Admn. & Personnel,
For EVC, HPWWMA, Panchkula.

ANNEXURE-I

Rates and Amount are to be filled by the Bidder

Sr. No.	Name of Items	Make	Unit	Tentative Quantity Annual	Rate(in ₹) inclusive of all taxes		Total Amount (in Rs)
					In Figures	In Words	
1.	A3 Photocopy Papers	JK 75 GSM	Ream	40			
2.	A4 Photocopy Papers	JK 75 GSM	Ream	190			
3.	Legal size paper White	JK 75 GSM	Ream	25			
4.	Legal size paper Green	JK 75 GSM	Ream	25			
5.	Glossy Paper (Photo) A4 size	JK	Packet	04			
6.	V-5 Pen Blue	Pilot	Number	120			
7.	V-5 Pen Red	Pilot	Number	60			
8.	V-5 Pen Black	Pilot	Number	120			
9.	V-5 Pen Green	Pilot	Number	24			
10.	Butter Flow Pen	Cello	Number	150			
11.	Correction Pen	Camel	Number	20			
12.	Fevistick	Oddy	Number	40			
13.	L-Folder A4 size Plastic	Sun	Packet(25 Nos)	145			
14.	Note Pad Spiral	Nidhi/Shobha	Number	120			
15.	Note Pad 33 No	Local	Number	120			
16.	Register 4 Q	Local	Number	10			
17.	Register 6 Q	Local	Number	10			
18.	Register 8 Q	Local		10			
19.	Stapler Pin small 10 No.	Kangaroo	Box pack of 20	05			
20.	Stapler Pin Big 45 No.	Kangaroo	Box pack of 20	01			
21.	Fevigum 15 gm	Oddy/Pidilight	Each	10			
22.	Highlighter	Camel	Pack of 5	10			
23.	Stapler (small 10 No)	Kangaroo	Number	15			
24.	Stapler (Big) 45 No	Kangaroo	Number	02			

25	Issue Register 6Q	Jindal	Number	02			
26	Stock Register 8Q	Jindal	Number	04			
27.	File Board White	Local	Number	240			
28.	File Cover	Jindal	Number	240			
29	Pencil	Apsara/Natraj	Number	30			
30.	Sharpener	Apsara/Natraj	Number	40			
31.	Eraser	Apsara/Natraj	Number	20			
32.	Envelope A3 size	Local	Number	250			
33.	Envelope A4 size	Local	Number	200			
34.	Envelope 11"x9"	Shish Mahal	Number	2500			
35.	Paper Clip Kores	Kores/Oddy	Packet	20			
36.	Cello Tape 1"	Cello	Numbr	50			
37.	Cello Tape 3"	Cello	Number	10			
38.	File Tag White	Local	Bunch	100			
39.	Index File	Super/Ritesh	Number	30			
40.	Steel Scale/Ruler	Apsara/Natraj	Number	15			
41.	Permanent Marker	Camel	Number	20			
42.	Spiral Ring size A3 folder	Super	Number	50			
43.	Awl Pins of 100 g weight	Grace	Small Box	20			
44.	Awl Pin holder	Local	Number	20			
45.	Slip Pad	Anish	Number	50 50			
46.	Dak Book (Peon Book)	Local	Number	50			
47.	Punching Machine (Single)	Kangaroo	Number	15			
49.	Punching Machine (Double)	Kangaroo	Number	20			
49.	Paper Flags	Oddy	Number	100			
50.	Paper Basket	Local	Number	10			
51.	BodKin (Borer)	Local	Number	10			

52.	Button Folder	Local	Number	20			
53.	Cash Book	Local	Number	01			
54.	Dairy/Dispatch Register	Local	Number	05			
55.	Double Side Tape	Cello	Number	10			
56.	Log Book for Drivers	Local	Number	05			
57.	White Marker	Local	Number	05			
58.	Paper Cutter	Local	Number	20			
59.	Pen Holder	Local	Number	10			
60.	Dak Receipt Register	Local	Number	02			
61.	Scissor	Local	Number	10			
62.	Sticky Notes	Local	Packet	25Pkt			
63.	A3 Punching Machine	Kangaroo	Number	01			
64.	For Printer No. Canon MF244 DW Cartridge No.337	Canon	Number	06			
65.	For Printer No. Canon C3326 Cartridge No. NPG-88	Canon	Number	06 of each color			
66.	For Printer No. Canon 735CX Cartridge No. 046	Canon	Number	03 of each color			
67.	Plotter Stationary Size-A1	Citizen 90 GSM	Roll	Nk/02			
68.	Plotter Stationary Size-A3	Citizen 90 GSM	Roll	NK/02			
69	Plotter Stationary Size-A2	Citizen 90 GSM	Roll	NK/02			
70	L folder legal	Sun	Number	120			
71	Issue Register 8Q	Jindal	Number	02			
72	Damper	Local	Number	06			
73	Toner HP 766 for plotter	HP	Set	2 Set			
74	Spiral binding sheet A4	Local(good quality)	Number	100			

75	Calculator	ORPAT	Number	05			
76	Liquid toner PGBK 70	Canon	Number	02			
77	Liquid toner GI-70 C	Canon	Number	02			
78	Liquid toner GI-70 M	Canon	Number	02			
79	Liquid toner GI-70 Y	Canon	Number	02			
80	Bound Paper 100 gsm	J.K	Packet	04			
81	Plotter stationary size A0	Citizen 90 GSM	Roll	NK/02			
82	Table Top	Ajanta	Number	04			

Consultant Admn. & Personnel,
For EVC, HPWWMA, Panchkula.

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Date:- .....

Signature of Authorized Person

Name.....

Address.....

Mob. No.....

ANNEXURE-II

Information to be Furnished by the Firm/Supplier:-

Sr. No	Particulars	To be filled by the Suppliers
1.	Name of Firm/Agency	
	Address	
	Name of Proprietor	
	Telephone no.	
	Mobile No.	
	Email. Address	
	Name of Business partner, if any	
2.	PAN Number (Copies to enclosed)	
3.	GST Number	
4.	Where terms and conditions is acceptable or not?	
5.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm or its own/partners anywhere in India (if No, an undertaking to this effect may be attached.	

Date:- ……..

……
Signature of Authorized Person

Name……

Address……

Mob. No……

ANNEXURE-III

Declaration

To

Member Secretary,
Haryana Pond & Waste Water Management Authority.
Plot No.-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula-134109.

R/Sir,

I/We.....
..hereby confirm that our firm has not been banned o blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government and no Police /Vigilance enquiry/Criminal case is pending against us.

.....
Date:- ..... Signature of Authorized Person

Name.....

Address.....

Mob. No.....