

**Notice Inviting Quotation** HPA/ADMIN/2022/0023/42686

Date 28-3-22

The Haryana Pond and Waste Water Management Authority (HPWWMA) invites quotations for the supply of stationery items from the open market firms/ suppliers/ agencies. The description of items, fee details and other terms and conditions can be viewed/ downloaded from our website [www.hpwwma.org.in](http://www.hpwwma.org.in) Interested parties dealing in this field may send their sealed offers super-scribed as "QUOTATION FOR STATINOERY ITEMS" addressed to the Member Secretary, HPWWMA, Plot No. 9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula on or before 11-4-22 up to 3:00 PM The quotations will be opened on the same date at 03:30 pm.

 28/3/22  
Member Secretary,  
HPWWMA, Panchkula



**Declaration**

To,

**The Member Secretary,**

**The Haryana Pond and Waste Water Management Authority,**

**Plot No. 9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula- 134109**

Dear Sir,

I/We..... Hereby confirm that our firm has not been banned or blacklisted by any government organization/ Financial Institution/ Court/ Public sector Unit/ Central Government and no police/ Vigilance enquiry/ criminal case is pending against us.

.....

**Signature of Authorized person**

**Name .....**

**Place .....**

**Designation .....**

**Seal: \_.....**

*Jalil 05*

## Information to be Furnished by the Firm/ Supplier: -

| S. No. | Particulars   | To be filled by the suppliers |
|--------|---|-------------------------------|
| 1.     | Name of Firm/ Agency<br>Address<br>Name of proprietor<br>Telephone no.<br>Mobile no.<br>Email address<br>Name of business partner, if any   |                               |
| 2      | PAN number (copies to enclosed)   |                               |
| 3      | CST/ VAT Registration Certificate (copies to enclosed along with TIN numbers)   |                               |
| 4      | Service TAX Registration No. (copies to enclosed )  |                               |
| 5      | Details of EMD<br>1. Amount<br>2. Draft No.<br>3. Date<br>4. Issuing Bank   |                               |
|        | Whether terms and conditions is acceptable or not?  |                               |
|        | 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) |                               |



**Terms and Conditions:****Annexure-II**

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, cancellation of contract or forfeiture of EMD/ Performance Security including that of blacklisting of the firm.
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 VAT/ Sales Tax 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 be initially for a period of one year. After expiry of the contract, HPWWMA may extend the contract for another period not exceeding one year on the same rates, terms and conditions.

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12. The terms as per the approved specifications should be supplied three days after 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 %.
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. The earnest money deposit (EMD) of an amount of ₹ 5000/- has to be deposited in the form of a Demand Draft/ pay order in favour of 'The Haryana Pond and Waste Water Management Authority'. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders within 15 days after finalization of the contract. The EMD of successful bidder will be refunded once he deposits performance security or it would be adjusted against the Performance Security.
15. The selected bidder shall be requested to furnish a performance Security amounting to ₹ 10,000/- as a deposit at call receipt/ Banker Cheque/ Demand Draft/ Pay Order of a Scheduled Bank fixed deposit receipt (FDR) of a scheduled Bank in favour 'The Haryana Pond and Waste Water Management Authority' for a period upto 31<sup>st</sup> March, 2023 from the date of award of work. The Performance Security is to be submitted after acceptance of quotations but before award of supply order.
16. In case of repeated failures to supply the items indented by the HPWWMA within the requested period of time on formal order or order on telephone in event of extreme urgency, the supply order shall be cancelled and the performance security shall also be forfeited and the firm shall also be barred from participating in any future quotation/ tender(s) of the HPWWMA.
17. 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 not to be to the satisfaction of the HPWWMA, the contract may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.
18. The EMD/ Performance Security shall be forfeited in case of producing fake documents by the bidders.
19. The bidder has to give a declaration in the attached form as (Annexure-IV) that he has not been black listed/ debarred by any the Government or its PSUs.



Rates and Amount are to be filled by the bidders

| Sr. No. | Name Of Items                     | Make           | Tentative Quantity | Unit                       | Rate (in ₹ ) Each of items (in figures) | Rate (in ₹ ) inclusive all taxes (in words) | Total Amount (in Rs) |
|---------|-----------------------------------|----------------|--------------------|----------------------------|---|---|----------------------|
| 1       | A3 Photo copy papers              | J.K.           | 100                | Ream                       |   |   |                      |
| 2       | A4 Photo copy papers              | J.K.           | 100                | Ream                       |   |   |                      |
| 3       | Legal Paper White                 | J.K.           | 15                 | Ream                       |   |   |                      |
| 4       | Legal Paper Green                 | J.K.           | 10                 | Ream                       |   |   |                      |
| 5       | Glossy Paper (Photo)              | Technova       | 5                  | Packet                     |   |   |                      |
| 6       | V-5 Pen Blue                      | Pilot          | 100                | Number                     |   |   |                      |
| 7       | V-5 Pen Red                       | Pilot          | 80                 | Number                     |   |   |                      |
| 8       | V-5 Pen Black                     | Pilot          | 100                | Number                     |   |   |                      |
| 9       | V-5 Pen Green                     | Pilot          | 25                 | Number                     |   |   |                      |
| 10      | Butter Flow Pen                   | Cello          | 125                | Number                     |   |   |                      |
| 11      | Correction Pen                    | Camal          | 25                 | Number                     |   |   |                      |
| 12      | Fevistick                         | Oddy           | 25                 | Number                     |   |   |                      |
| 13      | L-Folder A4 Size Plastic          | Sun            | 25                 | packet                     |   |   |                      |
| 14      | Note Pad Spiral                   | Anish          | 50                 | Number                     |   |   |                      |
| 15      | Note Pad 33 No.                   | Anish          | 60                 | Number                     |   |   |                      |
| 16      | Register 4Q size                  | Anish          | 50                 | Number                     |   |   |                      |
| 17      | Stapler Pin Small 10 No.          | Kangaroo       | 6                  | box containing 20 packets  |   |   |                      |
| 18      | Stapler Pin Big 45 No.            | Kangaroo       | 1                  | box                        |   |   |                      |
| 19      | Fevigum 7 gm                      | Pidility       | 10                 | Number                     |   |   |                      |
| 20      | Highlighter                       | Camal          | 8                  | Packet containing 5 pieces |   |   |                      |
| 21      | Stapler                           | Kangaroo       | 5                  | Number                     |   |   |                      |
| 22      | Issue Register 6Q                 | Jindal         | 2                  | Number                     |   |   |                      |
| 23      | Stock Register 8Q                 | Jindal         | 2                  | Number                     |   |   |                      |
| 24      | File Board White                  | Local          | 150                | Number                     |   |   |                      |
| 25      | File Cover                        | Super          | 150                | Number                     |   |   |                      |
| 26      | Pencil                            | Apsara         | 50                 | Number                     |   |   |                      |
| 27      | Sharpner                          | Apsara/Natraj  | 10                 | Number                     |   |   |                      |
| 28      | Eraser                            | Apsara/Natraj  | 10                 | Number                     |   |   |                      |
| 29      | Envelope A3 Size                  | Local          | 500                | Number                     |   |   |                      |
| 30      | Envelope A4 Size                  | Local          | 1500               | Number                     |   |   |                      |
| 31      | Envelope 11"X9'                   | Shis Mahal     | 1000               | Number                     |   |   |                      |
| 32      | Paper Clip Kores                  | kores/Oddy     | 1                  | packet                     |   |   |                      |
| 33      | Cello Tape                        | Cello          | 15                 | Number                     |   |   |                      |
| 34      | File Tag White                    | Local          | 4                  | Bunch                      |   |   |                      |
| 35      | Stamp Pad                         | kores          | 5                  | number                     |   |   |                      |
| 36      | Index File                        | Super/ Ritesh  | 25                 | number                     |   |   |                      |
| 37      | Glass Scale/ Ruler(non-commenced) | Apsara/ Natraj | 6                  | number                     |   |   |                      |
| 38      | Permanent Marker                  | Camal          | 5                  | number                     |   |   |                      |
| 39      | Spiral Ring size A3               | Super          | 66                 | number                     |   |   |                      |
| 40      | All Pins of 100 g wt.             | Grace          | 5                  | box small                  |   |   |                      |

|    |                                 |          |    |        |  |  |  |
|----|---------------------------------|----------|----|--------|--|--|--|
| 41 | Cash Book( containing 187 pages | Eastern  | 2  | number |  |  |  |
| 42 | Slip Pad                        | Anish    | 10 | number |  |  |  |
| 43 | Dak Book                        | Local    | 2  | number |  |  |  |
| 44 | Punching Machine                | Kangaroo | 2  | number |  |  |  |
| 45 | Ledger (containing 160 pages)   | Jindal   | 2  | number |  |  |  |
| 46 | Paper flags                     | Oddy     | 80 | number |  |  |  |

*Handwritten signature*  
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