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## The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula

E-Mail Id: [ms.haryanapondauthority@gmail.com](mailto:ms.haryanapondauthority@gmail.com)

Website: [www.hpwwma.org.in](http://www.hpwwma.org.in)

Letter No:-HPWWMA/2022/ADMN/0023/69803

Dated:- 20 /11/2023

### NOTICE INVITING QUOTATION (4<sup>th</sup> call)

Sealed quotations are invited for non-comprehensive **Stationary Items** as per actual 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/2023/0023/
2	Last date & time of bid submission by bidders.	05 -12-2023(15:00 hrs.).
3	Date & Time of opening of Technical Bids	05 -12-2023 (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 envelopes. 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 envelopes 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 submit their bids through post or put in tender box lying 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.

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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.

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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.


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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 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.
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 % 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 not 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.
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.

  
20/11/23  
**Technical Advisor**  
**HPWWMA, Panchkula.**

## ANNEXURE-I

Rates and Amount are to be filled by the Bidder

Sr. No.	Name Of Items	Make	Tentative Quantity	Unit	Rate(in ₹ ) inclusive of all taxes		Total Amount (in Rs)
					In Figures	In Words	
1	A3 Photo copy papers	J.K.	100	Ream			
2	A4 Photo copy papers	J.K.	150	Ream			
3	Legal Paper White	J.K.	25	Ream			
4	Legal Paper Green	J.K.	50	Ream			
5	Glossy Paper (Photo) A4	Technova	10	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	150	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	10 Box	Box containing 20 packets			
18	Stapler Pin Big 45 No.	Kangaroo	1	Box containing 20 packets			
19	Fevigum 7 gm	Pidility	10	Number			

20	Highlighter	Camal	10	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	250	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	Awl 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	10	Number			

44	Punching Machine (Single/double)	Kangaroo	2	Number			
45	Paper flags	Oddy	80	Number			

Date:- .....

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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.	CST/VAT Registration Certificates (Copies to enclosed along with TIN numbers)	
4.	Service TAX Registration no. copies to enclosed	
5.	Where terms and conditions is acceptable or not?	
6.	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:- .....

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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, 3<sup>rd</sup> 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.....