


Notice Inviting Quotation *Lot No. 27432*

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, Bays No. 39 & 40, Block-B, Sector-4, Panchkula on or before ~~31-08-2021~~ *09-09-2021 (01-09-2021)* up to 03:00 pm. The quotations will be opened on the same date at 03:30 pm.

  
Member Secretary,  
HPWWMA, Panchkula *36/8/21*

**Terms and Conditions:**

1. The invitation is open to all manufacture<sup>ys</sup>, their authorized suppliers and general order suppliers, who are having at least 03 years of experience<sup>~</sup> 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 7 months i.e upto 31<sup>st</sup> March, 2022 and no requests for any increase 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, Sector-4, Panchkula. The suppliers will be responsible for delivery of goods in good condition at their own risks<sup>~</sup> 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 of such registration 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 7 months i.e upto 31<sup>st</sup> March, 2022. After expiry of the contact, HPWWMA may extend the contract for another period not exceeding 7 months on the same rates, terms and conditions.



## Rates and Amounts 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(7g)	Camal	25	Number			
12	Glue stick (15 g)	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 (Synthetic) 200 ml capacity bottle	Pidilite	10	Number			
20	Highlighter	Camal Textline classic	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 of size 110x69mm (Violet)	kores	5	number			
36	Index File	Super/ Ritesh	25	number			
37	Glass Scale/ Ruler(non-commercial)	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			

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

S. 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 Certificate (copies to enclosed along with TIN numbers)	
4	Service TAX Registration No. (copies to enclosed )	
5	Details of EMD 1. Amount 2. Draft No. 3. Date 4. Issuing Bank	
6	Whether terms and conditions is acceptable or not?	
7	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)	

Declaration

To,

The Member Secretary,

The Haryana Pond and Waste Water Management Authority,

Bays No. 39 & 40, Block-B, Sector-04, Panchkula.

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: .....