

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

Bays No.39 & 40 (Basement), Block-B, Sector-4, Panchkula-134112

E-Mail: ms.haryanapondauthority@gmail.com

Website: www.hpwwma.org.in

Notice


Notice for Inviting Quotation (NIQ) for Supply of Stationery Items

Subject: Quotation for supply of stationery items.

The Haryana Pond and Waste Water Management Authority (HPWWMA), Panchkula inviting Quotations for supply of stationery items from the Firms/Agencies/Individuals through Publication in Newspapers. The Quotations are hereby invited on the behalf of **“The Haryana Pond and Waste Water Management Authority”** for the work to be carried out from the eligible parties as per details given below:

| | |
|--|---------------------------------|
| Ref. No. | HPA/ADMN/0023/2019 |
| Description of Items | Stationery Items |
| Last Date and Time for receipt of Quotations | 11.09.2020 up to 03:00pm |
| Date & Time of Opening of Quotations | 11.09.2020 at 03:30pm |

The complete bidding documents, fee details, descriptions of items and key dates can be viewed/downloaded from the website: <https://www.hpwwma.org.in>. Please note that Member Secretary, HPWWMA reserves the right to accept or reject the Bid process at any stage without assigning any reason whatsoever.


Member Secretary,
HPWWMA, Panchkula.
9466162001

हरियाणा तालाब एवं अपशिष्ट जल प्रबंधन प्राधिकरण

Bays No-39-40 (Basement), Block-B, Sector-4, Panchkula-134112

E-Mail Id: ms.haryanapondauthority@gmail.com

Website: www.hpwwma.org.in

Letter No-HPA/ADMN/0023/2019

Date: 31-8-2020

Notice Inviting Quotation

1. Sealed Quotations are invited for supply of Stationery items as per the format of Quotation - **(Annexure – I)**.
2. Interested firms may send their quotation quoting rates at which they would be able to supply Stationery items to Haryana Pond and Waste Water Management Authority (HPWWMA), as per terms and conditions mentioned as **(Annexure – II)**.
3. The details of the firms should be provided in Pro forma as an- **(Annexure – III)**.
4. The cover containing the quotations should be sealed and super-scribed "Quotations for Stationery items" and should be addressed to the, "Member Secretary, Haryana Pond and Waste Water Management Authority", Panchkula and put in the Tender Box kept in the office of EE, HPWWMA. The quotation received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. The time schedule of receipt and opening of quotation is as under:-

Last Date and Time for receipt of Quotations: **11.09.2020 up to 3.00 pm.**
Date & Time of opening of Quotations: **11.09.2020 at 3.30 pm.**
5. A bank draft of Rs 5000/- in favour of, "The Haryana Pond and Waste Water Management Authority" payable at Panchkula as earnest money, is also to be deposited along with the quotation.
6. The quotations will be opened in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening the Quotations.
7. The HPWWMA reserves the right to reject any or all the quotations without assigning any reason therefore.

| Sr. No. | Name/ Detail of item | Make | Unit | Rate inclusive all Taxes |
|---------|------------------------|--------------|------|--------------------------|
| 1 | Ball Pen (Butter Flow) | Cello | Each | |
| 2 | Pencil | Apsra | Each | |
| 3 | Note Pad | Hans | Each | |
| 4 | Note Book Spiral | Hans | Each | |
| 5 | Sharpner | Apsra | Each | |
| 6 | Eraser | Apsra | Each | |
| 7 | File Board | Local | Each | |
| 8 | File Cover | Jindal | Each | |
| 9 | Cobera File | Jindal | Each | |
| 10 | L- Folder | Sun | Each | |
| 11 | Register Simple 8 Q | Jindal | Each | |
| 12 | Register Simple 4 Q | Jindal | Each | |
| 13 | Paper Clip | Local | Each | |
| 14 | Envelope A 4 | Sheesh Mahal | Each | |
| 15 | Envelope 9"*4" | Sheesh Mahal | Each | |
| 16 | Flags | D Mart | Each | |
| 17 | cello Tape 1" | Wonder | Each | |
| 18 | Gum | Ashoka | Each | |
| 19 | Stapler No 10 | Kangroo | Each | |
| 20 | Stapler HP 45 | kangroo | Each | |
| 21 | Stapler Pins No 10 | Kangroo | Each | |
| 22 | Stapler pins HP 45 | Kangroo | Each | |
| 23 | A4 size Ream | JK Red | Each | |
| 24 | Legal size Ream | JK Red | Each | |
| 25 | A3 size Ream | JK Red | Each | |
| 26 | File Tag White | Local | Each | |
| 27 | High Lighter Yellow | Cello | Each | |
| 28 | Stamp Pad | Korse | Each | |
| 29 | Punching machine | Kangroo | Each | |
| 30 | Box file | Sun | Each | |
| 31 | Scale | Apsra | Each | |
| 32 | Glue Stick | Pidiliti | Each | |
| 33 | V5- Pilot Pen (Green) | Luxor | Each | |
| 34 | V5- Pilot Pen (Red) | Luxor | Each | |
| 35 | V5-Pilot Pen (Black) | Luxor | Each | |
| 36 | V5 -Pilot Pen (Blue) | Luxor | Each | |
| 37 | Permanent Markar | Cello | Each | |
| 38 | Long Green Tag | Local | Each | |
| 39 | Sprial A3 Ring File | Trib | Each | |
| 40 | All pins | Local | Each | |
| 41 | Ledger | Jindal | Each | |
| 42 | Cash Book | Jindal | Each | |
| 43 | Stock registrar 8 Q | Jindal | Each | |
| 44 | Slip Pad | Hans | Each | |
| 45 | MCB folder | Sun | Each | |
| 46 | Legal size Ream(Green) | JK Red | Each | |
| 47 | Correction Pen | Cello | Each | |
| 48 | Dak Pad | Jindal | Each | |
| 49 | Scissor (Medium Size) | Sulekha | Each | |
| 50 | Enevelope A3 Size | Sheesh Mahal | Each | |

(Signature of the Bidder)

TERMS AND CONDITIONS

1. The invitation is open to all manufacturers, 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 Organization, 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 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, appropriate 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 risk and 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 per **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.
12. The items as per the approved specifications should be supplied within 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 Rs 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 Rs 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 one year period from the date of award of work. The Performance Security is to be submitted after acceptance of quotation 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 the 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.

Information to be Furnished by the Firm/Supplier:-

| S. No. | Particulars | To be filled by the Supplier |
|--------|--|------------------------------|
| 1 | (a) Name of Firm/Agency | |
| | (b) Address | |
| | (c) Name of proprietor | |
| | (d) Telephone No. | |
| | (e) Mobile No. | |
| | (f) Email address | |
| | (g) 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 i. Amount ii. Draft No. iii. Date iv. 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

Date.....

To,

The Member Secretary,
The Haryana Pond and Waste Water Management Authority
Sector-4, 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

Date:

Name.....

Place:

Designation:

Seal: