

**KARNATAKA STATE COIR DEVELOPMENT CORPORATION LIMITED**

**TENDER DOCUMENT**

**TENDER NOTIFICATION No.KSCDC/M(Admn)/TN-15/2017-18/, Dated:18.05.2017**

**TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS**

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**VITCBuilding, Kasturba Road,  
Bangalore – 560 001  
Phone No. 080 22865866 Fax No.080 22865865**

**KARNATAKA STATE COIR DEVELOPMENT CORPORATION LIMITED**  
**(A Government of Karnataka Enterprise)**  
**V.I.T.C.Building, Kasturba Road,**  
**BANGALORE – 560 001**  
**Telephone No. 22865866, Fax No. 080 – 22865865**

NO.KSCDC/M(ADMN)/TN-15/2017-18/

DATE : 18.05.2017

**NOTICE INVITING TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS**  
**(through E-procurement Portal Only)**

The Managing Director, Karnataka State Coir Development Corporation Limited, Bangalore, invites sealed tenders through **e-procurement** for Supply of Office Stationary Items from the reputed manufacturers / suppliers / Dealers as per the specifications enclosed in **Schedule-I**. The approximate requirement of Stationeries for a period of one year is indicated in **Schedule – III**. The bidders can view the tender details from the websites – <http://eproc.karnataka.gov.in>.

**TERMS AND CONDITIONS**

1. The tender should be submitted through E-procurement Portal as “**TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS**” addressed to **The Managing Director, Karnataka State Coir Development Corporation Ltd, Bangalore – 560001**.
2. The tender for the bid should be as per the **specifications enclosed vide Schedule –I**.
3. Date and Time for Receipt and Submission of the Tender is **25.05.2017 to 08.06.2017 upto 3.00 P.M**
4. The date and time for opening the Tender is **09.06.2017 at 3.30 P.M.** in the presence/absence of such tenderers/their authorised representatives. Only one person per tender is permitted to be present.
5. No tender with corrections shall be considered as valid unless such corrections are attested by the tenderer/authorised person. The tender should be neatly written as given in the bid format.
6. **The Tenderer shall pay the EMD through e-procurement by following modes: a)Credit Card, b)Debit Card, c)NEFT (National Electronic Fund Transfer) & d)OTC (Over the Counter ICICI Bank payment).**

EMD details are indicated in **Annexure-A**. The E.M.D. does not carry any interest. E.M.D. will be returned to the unsuccessful tenderers within a month of finalization of the tender.

7. Tenders not supported by E.M.D. or not complete in any respect are liable for rejection.
8. The E.M.D. of the successful tenderer will be retained as Security Deposit with the Corporation.
9. The rate quoted by the tenderer should be firm and binding for one year.
10. The rate should be quoted both in figures as well as in words in **Schedule –II** which include VAT, other taxes, transportation and all other related expenses as applicable.
11. The ordered materials should be delivered to the Office of the Managing Director, Karnataka State Coir Development Corporation Ltd., Bangalore. The successful tenderer has to supply the materials within 7 Days on receiving the one time supply order or indents which are part of the entire order.
12. The Tender Committee will evaluate the tenders and the Managing Director reserves the right to accept/reject the tender. without assigning any reasons thereof and the decision of the said authority will be final.
13. The Corporation representatives will inspect the goods in conformity with the brands at the delivery site and if the supplies do not confirmed to the standards, the same will be rejected at suppliers cost with penalty.
14. The quantity indicated in **Schedule-III** may vary marginally.
15. The successful tenderer is required to make an agreement on **Rs.200/- stamp paper pertaining to tender terms and conditions within 15 days** from the date of communication of tender acceptance in **Annexure-B**, failing which, the EMD will be forfeited.
16. Payment will be made on accepted quantity within 30 days.
17. Any damages or loss to the supplies during the transit is at the supplier`s risk.
18. The decision of the Managing Director, Karnataka State Coir Development Corporation Ltd., Bangalore is final and binding on both the parties in case of any disputes that may arise during the period of contract. However, the appeal is confined to the jurisdictional courts in Bangalore, Karnataka.
19. Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits and other levies, etc. incurred until delivery of the contracted goods to FOR destination.

20. If the Tenderer is not willing to supply the material on the accepted rate for the specific period, the Corporation has the right to terminate the agreement and forfeit the EMD.
21. Further details if any, can be had from the office of the undersigned during the office hours on all the working days.

**MANAGING DIRECTOR**

**ANNEXURE – A**

<b>Sl. No.</b>	<b>Items</b>	<b>Particulars</b>	<b>E.M.D.</b>	<b>Destination</b>
			<b>Rs.</b>	
1	Office Stationeries	For Office use	5,000/-	Karnataka State Coir Development Corporation Ltd, VITC Building, Kasturba Road, Bangalore-560001

**SCHEDULE – I**  
**SPECIFICATION**

1. Office Stationeries : The stationeries required for office use should be of reputed brand. Any items of inferior quality will be rejected at supplier cost.

## SCHEDULE – II

### BID FORM

EMD \_\_\_\_\_

Bank DD No. \_\_\_\_\_

Dated: \_\_\_\_\_

Drawn on Bank : \_\_\_\_\_

Tenderer`s Name :

Address :

Tele No.

#### OFFICE STATIONERIES :

Sl. No	Name of items	Unit	Your Quote in Rupees		% VAT/ CST
			In Figures	In Words	
1	045 Reynolds Pen (Blue)	No's			
2	045 Reynolds Pen (Red)	No's			
3	Reynolds Racer Pen	No's			
4	A/4 JK Copier / Equivalent paper 80 Gsm	Ream			
5	Nataraj / Equivalent Pencil	Box			
6	Nataraj Eraser	No's			
7	No- 10 Stapler pin (kangaroo)	Box			
8	NO-10 Stapler M/C	No's			
9	NO-280 Punch M/C (Kangaroo/ Equivalent)	No's			
10	Gem Clip 26mm	Box			
11	Gem Clip 35 mm	Box			
12	Eraz-EX Fluid	Set			
13	Camlin Paste 300 ML	No's			
14	Camel Gum Tube	No's			
15	1" Cello Tape (Wonder)	No's			
16	100 Pgs Long Note Book Deluxe	No's			
17	200 Pgs Long Note Book Deluxe	No's			
18	1x4 scribbling pad	No's			
19	1x6 Scribbling pad	No's			
20	LM Plastic Folder A4	No's			
21	Box File (Nandi / Equivalent)	No's			
22	Box File (AJS 1465)	No's			
23	Kores Carbon Sheet T/W	Box			
24	12 " Plastic Scale	No's			
25	Scissor Medium	No's			
26	Paper Cutter Big	No's			
27	Stamp Pad	No's			
28	Stamp Pad Ink	No's			
29	11x5 Cloth line Cover	No's			

30	10x8 Cloth line Cover	No's			
31	10x12 Cloth line cover	No's			
32	11x5 Brown Covers	No's			
33	10x8 Brown Covers	No's			
34	10x12 Brown Covers e	No's			
35	16x12 Brown Covers	No's			
36	CD-R Pack of 10	Box			
37	DVD-R Pack of 10	Box			
38	To Register Book 300 page	Nos.			
39	From Register Book 300 Page	Nos.			
40	Xerox Machine Drum Cartridge Model No.5016	Nos.			
41	Xerox Machine Toner	Nos.			
42	HP – 12 A Cartridge	Nos.			
43	HP – 702 Cartridge (BK)	Nos.			
44	HP – 36 A	Nos.			
45	Pen Drive - 4 GB	Nos.			
44	Tapal File	Nos.			
45	White Plain Covers	Nos.			
46	White Window Covers	Nos.			
47	Tags Small	Nos.			
48	Tags Big	Nos.			
49	File Board	Nos.			
50	Casio Calculator	No.s			
51	Stick – ee 3 colours, Page markers	Nos.			
52	Plastic Folders with stick	Nos.			
53	Paper Weight Big	No.s			
54	Paper Weight Small	No.s			
55	Marker Pen (Yellow Colour)	No.s			
56	Faber-Castel Multi mark 1513 CD-Glass-Plastic-Metal	No.s			
57	Full scape Pink Sheet	Ream			
58	Stiff Bind Register 400 page	No.s			
59	Account Book Deluxe 200 page	No.s			
60	Attendance Register 200 page	Nos.			

This is to certify that I/We have gone through the complete terms and conditions and specifications of the tender of supply of stationery items as mentioned above and accept the same.

Signature of the Tender:

Name :

Address :

Telephone Number :

Fax Number :

DATE :

### SCHEDULE – III

SI No	Items	Unit	Estimated Quantity For One year
1	045 Reynolds Pen (Blue)	No's	50 Nos. (5 Pkts)
2	045 Reynolds Pen (Red)	No's	10 Nos. (1 Pkt)
3	Reynolds Racer Pen	No's	20 Nos. ( 2Pkts)
4	A/4 JK Copier / Equivalent paper 80 Gsm	Ream	80 Reams
5	Nataraj / Equivalent Pencil	Box	2 Box
6	Nataraj Eraser	No's	10 Nos. (Box)
7	No- 10 Stapler pin	Box	10 Box
8	NO-10 Stapler M/C	No's	4 Nos.
9	NO-280 Punch M/C	No's	4 Nos.
10	Gem Clip 26mm	Box	24 Pkts
11	Gem Clip 35 mm	Box	24 Pkts.
12	Eraz-EX Fluid	Set	6 Sets
13	Camlin Paste 300 ML	No's	2 Nos.
14	Camel Gum Tube	No's	2 Nos.
15	1" Cello Tape (Wonder)	No's	6 Nos.
16	100 Pgs Long Note Book Deluxe	No's	6 Nos.
17	200 Pgs Long Note Book Deluxe	No's	6 Nos.
18	1x4 scribbling pad	No's	48 Nos.
19	1x6 Scribbling pad	No's	48 Nos.
20	LM Plastic Folder A4	No's	24 Nos.
21	Box File (Nandi / Equivalent)	No's	36 Nos.
22	Box File (AJS 1465)	No's	36 Nos.
23	Kores Carbon Sheet T/W	Box	1 No.
24	12 " Plastic Scale	No's	12 Nos.
25	Scissor Medium	No's	2 Nos.
26	Paper Cutter Big	No's	2 Nos.
27	Stamp Pad	No's	4 Nos.
28	Stamp Pad Ink	No's	4 Nos.
29	11x5 Cloth line Cover	No's	50 Nos.
30	10x8 Cloth line Cover	No's	50 Nos.
31	10x12 Cloth line cover	No's	50 Nos.
32	11x5 Brown Covers	No's	50 Nos.
33	10x8 Brown Covers	No's	100 Nos.
34	10x12 Brown Covers e	No's	50 Nos.
35	16x12 Brown Covers	No's	50 Nos.
36	CD-R Pack of 10	Box	2 Pkt
37	DVD-R Pack of 10	Box	1 Pkt
38	To Register Book 300 page	Nos.	6 Nos.
39	From Register Book 300 Page	Nos.	6 Nos.
40	Xerox Machine Drum Cartridge Model No.5016	Nos.	2 Nos.



41	Xerox Machine Toner	Nos.	6 Nos. (3 Box)
42	HP – 12 A Cartridge	Nos.	4 Nos.
43	HP – 702 Cartridge (BK)	Nos.	2 Nos.
44	HP – 36 A	Nos.	2 Nos.
45	Pen Drive - 4 GB	Nos.	6 Nos.
46	Tapal File	Nos.	2 Nos.
47	White Plain Covers	Nos.	2000 Nos.
48	White Window Covers	Nos.	2000 Nos.
49	Tags Small	Nos.	1000 Nos.
50	Tags Big	Nos.	1000 Nos.
51	File Board	Nos.	24 Nos.
52	Casio Calculator	No.s	2 Nos.
53	Stick – ee 3 colours, Page Markers	Nos.	12 Nos.
54	Plastic Folders with stick	Nos.	100 Nos.
55	Paper Weight Big	No.s	2 Nos.
56	Paper Weight Small	No.s	2 Nos.
57	Marker Pen (Yellow Colour)	No.s	4 Nos.
58	Faber-Castel Multi mark 1513 CD-Glass-Plastic-Metal	No.s	3 Nos.
59	Full scape Pink Sheet	Ream	3 Reams
60	Stiff Bind Register 400 page	No.s	2 Nos.
61	Account Book Deluxe 200 page	No.s	2 Nos.
62	Attendance Register 200 page	Nos.	2 Nos.

**Copies of the following documents should be submitted :**

01. Sales Tax / VAT Registration
02. Registration of any Government Departments, if applicable.
03. ISO Certificate, if any.
04. Annual Turnover for the last three years and a Certificate thereon, issued by the Concerned.
05. Income Tax Pan Details.
06. Name and Addresses of the Bankers.
07. Details of Previous Supplies and Copy of the orders, if any.
08. Samples to be provided – Acknowledgement issued by the Department.
09. Bid Form : **Schedule – II**

**Annexure – B**

**AGREEMENT**

THIS AGREEMENT made on this th day of \_\_\_\_\_, 2017 between the Managing Director, Karnataka State Coir Development Corporation Ltd., VITC Building, Kasturba Road, Bangalore-560 001 (hereinafter the Purchaser) of the One Part and M/s.

(hereinafter called the Supplier) on the other part:

WHEREAS the Purchaser invited bids for purchase of Office Stationery Items has accepted a bid by the supplier for the supply of those products at the rates (hereinafter called the Contract Price) as per the following description of the products and other details.

Sl.No.	Details of Products	Accepted rates

**NOW THE AGREEMENT WITNESSETH AS FOLLOWS :**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Agreement referred to,
2. The following documents shall be part of the agreement and be read along with this Agreement.
  - A. The Bid form and the price schedule submitted by the Bidder.
  - B. Specifications of Office Stationery Items and requirements as mentioned the Tender Notification No.KSCDC/M(Admn)/TN-15/2017-18,dated : 18.05.2017.
  - C. Terms and Conditions of Tender Notification No.KSCDC/M(Admn)/TN-15/2017-18,dated : 18.05.2017.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the  
Purchaser

Signed, Sealed and Delivered  
by the Supplier

In the Presence of  
(Name and Address of the Witness)

In the Presence of  
(Name and Address of the  
Witness)

1.

1.

2.

2.