

V.V.Giri National Labour Institute  
Sector-24, NOIDA- 201301 (U.P.)

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**ANNUAL CONTRACT FOR SUPPLY OF STATIONERY ITEMS**

Date of Advertisement: 08.07.2011

Date of Issue of Tender

Last Date for submission of Tender: 28.07.2011 by (3.00 p.m.)

Date of Opening of Technical Bids of the tender 28.07.2011 at (4.00 p.m.)

Tender form issued to: - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of issuing officer**

**(The tender envelope should be marked with Tender for “Annual Contract for Supply of Stationery Items)**

**V.V Giri National Labour Institute, NOIDA**  
**(An autonomous body of Ministry of Labour and Employment,  
Govt. of India)**

V.V.Giri National Labour Institute invites tender for **Annual Contract for Supply of Stationery Items** from the suitable Manufacturers/Suppliers having considerable experience in the field. Intending bidders may obtain copy of the tender documents containing details of the Items, Terms and Conditions of the Contract etc., from V.V. Giri National Labour Institute, Sector – 24, NOIDA (U.P.) on payment of Rs. 500/- (Non-refundable) and submit the sealed Tender within 21 days from the date of release of Advertisement to Assistant Administrative Officer.

**Assistant Administrative Officer**

**V.V.GIRI NATIONAL LABOUR INSTITUTE**

Sector-24, NOIDA- 201301 (UP)

**Tender Procedure**

The Tenderer would submit the sealed Tender duly marked containing following information..

1. Name of Tenderer
2. Experience
3. Bidder must have experience of five years in Supply of Stationery, Items in Private Sector /PSUs/Training Institute/Academic Institute/MNC (documents to be furnished alongwith Tender).
4. Client certificate supported by (a) executing one similar work/services indicating period and amount and (b) experience, Documentary proof, duly notarized by Notary Public, must be submitted against the experience.
5. The bidder should have annual turn over minimum of Rs. 2.00 lakh in one year. (enclose document)
6. A certificate stating that the tenderer has visited the site and has fully familiarised himself with site conditions while submitting the tender.
7. The Bidders can submit their rates for all the items **or** one of the following:
  - a) Stationery items
8. Demand Draft of Rs. 10000/- drawn in favour of V.V.Giri National Labour Institute, Sector-24, NOIDA, as Earnest Money and shall be forwarded with the bid.

## **Terms and Conditions of the Contract**

1. The rates submitted should clearly be indicated the make of item, size, weight, quantity and other specification etc., wherever required for a particular item.
2. The rates will be valid for a period of one year. It can be extended if the services of the Agency is found satisfactory.
3. Generally the order will be placed in lot on quarterly basis. However, the order can be placed for particular item at any time which the Agency has to supply within the time given.
4. The items supplied by agency should be original and as per the specification given in the Tender.
5. The payment of the items supplied will be made on receipts of items, its verification as per the specification.
6. TDS will be deducted as per the rule in this regard.
7. The Institute reserves the right to terminate the contract with a notice of one week if the services are not found satisfactory.
8. The institute may also impose suitable penalty if the services are not found satisfactory.
9. The contract may be terminated at any time by either side by giving a notice of one month.
10. The agency shall not sub-let/off load/entrust the whole work or any part thereof to any other person/party to carry out his obligations arising out of the contract.
11. All the rates quoted are firm and inclusive of all labour, transportation and any other expenses that agency may incur in execution of the job.
12. Timely and courteous service of good quality is the essence of the service under this contract.
13. The Institute reserves the right to select any tender or reject any or all tenders without assigning any reasons whatsoever.
14. In case of dispute regarding the services, quality or the quantity of material/items the decision of the Authorised Officer of V.V.Giri National Labour Institute will be final and binding.
15. In case of breach of agreement, VVG NLI will have a right for forfeiture of security deposits.

## **GENERAL TERMS AND CONDITIONS OF CONTRACT**

- i. The VVG NLI premises being restricted area, all the articles which are taken out of or brought inside shall be liable for security check/gate pass system or any other system, enforced from time to time.
- ii. The agency shall not use the premises for any other activities except the purpose for which it has been provide for and indented.
- iii. The agency shall ensure that their representatives are courteous and their behaviour and manners are polite and proper towards all employees of VVG NLI.

## **LIST OF ITEMS TO BE SUPPLIED:**

The list of items to be supplied may be seen at Annexure I.

## **SITE**

- i. The site of work is V.V.Giri National Labour Institute, Sector-24, NOIDA-201301, U.P.
- ii. The Tenderers must visit the site of work and see for themselves and acquaint thoroughly with all the site conditions which may effect the supply of the material.

## **Earnest Money**

No tender will be considered which is not accompanied by Demand Draft of Rs. **Rs.10000/-** drawn in favour of **V.V.Giri National Labour Institute, NOIDA**, as Earnest Money. Otherwise the tender will be cancelled. In the event of the Tenderer withdrawing his Tender before the expiration of two calendar months from the date fixed for receiving Tenders or such other date as the Tenderer may be required to extend the Tender will be cancelled and the Earnest Money will be forfeited to the V.V.Giri National Labour Institute and on the understanding also that if the Tender is accepted the Bond or Guarantee would be furnished when required. The Earnest Money will be returned to unsuccessful bonafide **Tenderers within three months after the date fixed for receiving tenders or at such earlier time as a tender may have been accepted by the V.V.Giri National Labour Institute.** In the case of the successful Tenderer the Earnest Money will be adjusted as soon as the formal agreement and the Bond or Guarantee have been executed.

## **TAXES**

Tax deduction at source as per Government rules will be applicable from time to time.

## **CONTRACT PERIOD**

The contract will be for one year period. However, the performance will be evaluated after three months of award of contract. If performance is unsatisfactory, the contract will be terminated after giving one month's notice by either side or as mutually

agreed by both the parties. The Contract period after successful completion of one year can be extended as mutually agreed upon.

## **LAST DATE**

The last date of submission of Tender is \_\_\_\_\_by 3.00 p.m. The tenders should be submitted in a sealed cover to The Assistant Administrative Officer, V.V. Giri National Labour Institute, Sector – 24, NOIDA, U.P. The envelope should be marked with tender for **ANNUAL Contract for Supply of Stationery Items.**

**STATIONERY ITEMS**

S.No	Item	Make	Requirement for 2011-12
1.	All pin pkt.	BELL	60
2.	Binder Clips small	SAYA	10
	Binder Clips big		10
3.	Cello tape ½"	My Glue/select	18
4.	Cello tape 1"	My Glue	62
5.	Calculator	Citizen	13
6.	File board	Neelgagan	1100
7.	Fevi stick	Pidilite	84
8.	Fevi quick tube	Pidilite	06
9.	Gem Clips/Plastic/Steel	Vikram	90
10.	Gum bottle big	Camel	21
11.	White Fluid	Kores	46
12.	Highlighter set	Camel	06
13.	Index file	Rajdoot	07
14.	Flag col.	Stickon	81
15.	Pen ord.	Reynold	3254
16.	Pen	Achiever/Cello butter flow	1170
17.	Pen signature	Luxur	20
18.	Uniball pen	UB-157	33
19.	Pencil	Natraj	505
20.	Paper cutter	Big	20
21.	Paste it yellow slip	Stickon	57
22.	Pen stand	Solo	09
23.	Register 1 qr.	Century	40
24.	Register 2 qr.	Century	40
25.	Register 4 qr.	Century	40
26.	Register 8 qr.	Century	40
27.	Register stock	Neelgagan	04
28.	Rubber(eraser)	Apsara	124
29.	Stapler Machine ord.	Kangaro	35
	Stapler Machine big		02
	Stapler Machine med.		02
30.	Stapling pin ord. No.10	Kangaro	282
31.	Stapling pin big 23/10	Kangaro	18
32.	Sharpener	Natraj	100
33.	Scissor	Frisco	18
34.	Scale steel big size		09
35.	Plastic folders	Neelgagan	1092

36.	<i>Despatch Register</i>	Neelgagan	
37.	Drawing pin	Plastic	05
38.	Coloured paper	75gsm	11
39.	Dairy Register	Neelgagan	06
40.	Movement Register	Neelgagan	08
41.	Log book	ABD	02
42.	Rubber band	Titewell	08
43.	Cloth Envelops Big size		335
44.	Cloth Envelops A4 size		3505
45.	Cloth Envelops small		422
46.	Pin Holder		07
47.	Carbon Paper	Kores	01
48.	Dak pad	Neelgagan	02
49.	Thin paper		04
50.	Box file	Neelgagan	01
51.	File cover		463
52.	Fevibond		42
53.	Glue stick(15g)	Sootch	15
54.	Magic Marker	(stic)	450
55.	Name cards on bags(visiting card size)		3000
56.	Acrylic moulded name plate stand	3 mm Acrylic sheet	100
57.	V signature pen	Pilot	10
58.	Magnetic White Board Duster	Kebica	05
59.	White board marker	Camel	300
60.	White chart (25"X21"		600
61.	OHP Marker (packet)		20
62.	Straw		60
63.	Hostel Register		01
64.	Single punch	Kangaro	20
65.	Stamp pad blue	Supreme	06
66.	Slip pad		38
66.	Transparency sheets	Oday	1505
67.	Tag bundle		148
68.	Envelope 11X5 without window Window	Sunshine	3745
69.	Envelope 9X4 without window Window	Sunshine	1787
70..	Xerox paper	Power	1355
71.	Paper Clamp big	BELL	08
72.	Paper clamp small		03
73.	Gum tape brown 2"	Wonder	-
74.	Paper weight		12



