



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

प्रधान महालेखाकार का कार्यालय (लेखा एवं हक),  
त्रिपुरा: :अगरतला- 799006  
OFFICE OF THE Pr. ACCOUNTANT GENERAL  
(A&E), TRIPURA : :AGARTALA

संख्या Rec/A&E/2-2/LPS/Vol.II/2017-24/34805

दिनांक :-20/03/2024

## **Tender Document for supply of Stationery**

### NOTICE INVITING TENDER

#### For supply of Stationery

1. Office of the Principal Accountant General (A&E), Tripura, Agartala invites sealed quotations from the registered firms for supply of stationery items for 1(one) year from 01/04/2024 to 31/03/2025.
2. The tender document may be obtained of this office website (<https://cag.gov.in/ae/tripura/en>) or from office, from the date of publication.
3. The tender documents may be submitted along with prescribed tender form of this office within 26/03/2024 up to 4 PM.
4. Interested parties/firms may submit their requirements duly completed in the prescribed manner as per Annexures and signed in sealed cover and super-scripted as "QUOTATION FOR SUPPLY OF OFFICE STATIONERY" and addressed to the Deputy Accountant General(Administration ), Office of the Principal Accountant

General(A&E), Tripura, Agartala and send by post/hand so as to reach latest by 26/03/2024 at 3 PM. Technical and Financial Bid to be submitted separately by dropping in to respective boxes. Two quotations submitted in a single envelop will not be considered. The Technical Bid and Financial Bid will be opened on 3.30 PM on 27/03/2024. Authorised representative of the participating firms may be present at the time of opening of Bids.

### Tender for supply of stationery items

Tenderers are requested to read the tender document carefully including its Terms & Conditions, procedures to fill the tender form and assessment criteria.

#### Tender documents consists the following

1. Eligibility Criteria
2. General Instructions to Tenderers
3. General Terms & Conditions of Contract
4. Technical Bid-Annexure A
5. Financial Bid-Annexure B

#### ELIBILITY CRITERIA

1. Experience: The bidder must have minimum One year of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Nationalized Banks etc.
2. Statutory Registrations: The tenderer must have valid Trade license copy of which is to be submitted with Technical bid.

#### INSTRUCTIONS FOR THE TENDERERS

1. Sealed Tenders are invited from reputed suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.
2. Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory.
3. Validity of tender: The validity of rates quoted will be for a period of one year from the date of award of contract.

The Tenders are to be submitted as per two bid system i.e Technical bid and financial bid.

- A. Technical bid should contain the papers to fulfil all the eligibility criteria, proofs of experience, proof of address etc.
- B. Financial bid should contain the rates quoted for supply of items as per the instructions given in this tender document.

*Both the bids should be submitted in two separate sealed envelopes superscribed as "Technical Bid for supply of stationery items" and "Financial Bid for supply of stationery items" respectively. Bid Security in the form of bank draft for Rs.10,000/- (ten thousand) only is to be submitted. Clause by clause Compliances in the form of signing & stamping all the pages of the Tender Notice by Bidder or Authorized person should be in Technical Bid packet.*

**Documents to be attached with Technical Bid:**

- a. Original Tender Document duly signed with seal of the firm on each pages.
- b. Bid security deposit
- c. Photocopy of GST
- d. Photocopy of Trade license

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

1. Rates :Rate should be quoted for all the items listed in Annexure-V without any overwriting/erasing/cutting. Use of white fluid/correction fluid etc is strictly prohibited.
2. Conditional bids shall be rejected.
3. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract,
4. Right of rejection of tender: This office reserves the right to accept or reject any or all the tenders without assigning any reason,
5. Evaluation of Bids: On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Purchase Committee constituted by the competent authority, Thereafter, on the basis of the evaluation of Technical Bids, the Financial bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (including GST) worked out in the Financial bid. Actual procurement quantities of items may differ as per requirement.

## GENERAL TERMS & CONDITIONS OF CONTRACT.

1. Delivery of Stores: The delivery should be made to the O/o the PAG(A&E), Tripura, Agartala within 7 days from the date of despatch of purchase order.
2. The supply order may be issued from time to time as and when required.
3. Payment: Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated officials of this office. No advance payment shall be made.
4. Penalty clause & Risk Purchase: The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
5. Security Deposit: Performance security of Rs. 10000.00 shall have to be deposited by successful tenderer(s) through DD issued by any Scheduled Commercial Bank drawn in favour of Deputy Accountant General (Administration), Office of the Pr.Accountant General (A&E), Tripura payable at "Agartala" within 10 days from the receipt of accepting of contract from this office. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract.
6. Disputes and Arbitration: In case of any dispute the decision of the office will be final. The venue of any arbitration shall be in Agartala. The office also reserves the right to terminate the contract at any time without assigning any reason(s) therefore.

Technical-Specifications: The specifications of stationery items offered by the tenderer must tally with specifications mentioned in the tender document (Annexure "V").

  
Sr. Accounts Officer/Admn.

Bid Application Cum Declaration Form  
(on bidder's letter head)

To  
Sr. Accounts Officer (Admn.)  
O/o the Accountant General(A&E)  
Tripura, P.O.- Kunjaban, Agartala,  
PIN-799006.

Subject: Supply of Stationary items.

Dear Sir,

With reference to your tender notice No. ...., Dated..... I am to submit my tender documents for Supply of Stationary items required in your office time to time from 01/04/2024 to 31/03/2025 along with annexure of Tender Notice.

Declaration:

1. I/We, the undersigned affirm and certify that I have examined the terms & condition mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein: which are being signed in token or my acceptance.
2. If our Bid is accepted, we will deposit the guarantees of ₹10000/- as Demand Draft for the performance of the contract.
3. Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us
4. I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I fail to abide by any terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.
5. I/we understand that you are not bound to accept the lowest or any bid, you may receive.

Signature & Seal of Bidder

Date:-

Name of the Firm:-

Mobile No:-

Email Address:-

**Annexure II**

**Letter of Authorization for attending bid opening**

Subject: Authorization for attending bid opening on (date) in the tender of.....Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of.....(Bidder) in order of preference given below.

<b>Order of preference</b>	<b>Name</b>	<b>Specimen signature</b>
<b>I</b>		
<b>II</b>		

Signature of bidder (s) with seal

Date:-

Name of the Firm:-

Mobile No:-

Email Address:-

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

### Annexure III

#### CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned Documents have been enclosed along with tender document»,

The documents to be submitted in descending order with item no. I on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

Sl. No.	Documents of Checklist
1.	Authorization letter for attending the bid opening (format-Annexure II)
2.	Bid Security in the form of bank draft for Rs.10000/- .
3.	Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice No..... Date..... by Bidder or Authorized person/ persons
4.	Copies of GST Registration
5.	Trade Licence.
6.	Other Documents.

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

**Annexure IV**

**CHECK LIST and the order in which the documents are to be submitted for the  
Financial Bid**

Sl. No.	Documents of Checklist
1	BID APPLICATION CUM DECLARATION FORM as per Annexure -I
2	Price Schedule as per Annexure - V

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Date:-

Name of the Firm:-

Mobile No:-

Email Address:-



## Annexure V

List of required stationery items.

(You should mentioned clearly your quoted items, brand, specification etc. with its quantity/pcs/No/mtr for which you quoted rate for the items)

Sl. No.	Items	Specification		Rate per item (including GST)
1	Alpin	T-pin		
2	Bound Regd.	Ordinary 8 No		
3	Bound Regd.	Ordinary 10 No		
4	Bound Regd.	Ordinary 12 No		
5	Bound Regd.	Ordinary 20 No		
6	Bound Regd.	Oxford 6 No		
7	Bound Regd.	Oxford 8 No		
8	Bound Regd.	Oxford 10 No		
9	Bound Regd.	Oxford 12 No		
10	Bound Regd.	Oxford 16 No		
11	Bound Regd.	Oxford 20 No		
12	Battery Small	Small		
13	Carbon	Kores Size 210 mm x 330 mm		
14	Calculator	12 digit		
15	Cello Tap	1 inch		
16	Cello Tap	1.5 inch		
17	Cello Tap	2 inch		
18	Correction fluid	Pen		
19	Candle	Big size		
20	Envelop	5x12( Laminated)		
21	Envelop	10x12(Laminated)		
22	Envelop	12x16(Laminated)		
23	Window Envelop	Printed (office Name) Window Envelops, 85 GSM Paper, size 4.5 X10cm, Printed with silk print printing.		
24	File Cover			
25	File Binder			

26	Glue Stick	1.5 Gm		
27	Gum	700 ML.		
28	Harpic	500 MI		
29	Highlighter pen	Pen (yellow)		
30	Handwash	675 MI		
31	Jems Clip	Plastic cover		
32	Knife	Medium		
33	Lizol	500 MI		
34	Markin Cloth	White		
35	Note Sheet	80 mm Legal Size		
36	Napthaline	100 gms pkt		
37	Odonil	48 gm		
38	Paper	White (FC)		
39	Phenyle	500 MI		
40	Pooker	Steel		
41	Punching Machine	Kangaro (Punch SHP-20)		
42	Pen	Ordinary		
43	Pen	One time		
44	Stamp Pad	big		
45	Stamp Pad	small		
46	Stamp Ink	100 MI		
47	Sealing Wax			
48	Stapler Machine	Small		
49	Stapler Machine	Big		
50	Stapler Pin	Small		
51	Stapler Pin	Big		
52	Soap			
53	Thread Ball	100 meter		
54	Towel	Small		
55	Tag	White		
56	Writing Pad	White		
57	Sketch Pen			
58	Jk Excel Bond (100 GSM)			
59	Sticky Flag	25 mm x 75 mm x 4 colours		
60	Tube light	LED		
61	Capacitor	Sealing Fan		
62	Starter			

*Singh* 20/03/24

Assistant Accounts Officer/Rec.