



CENTER FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

Plot No - 1212 (A), Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha,

Telephone No. : 0674- 2598150/51

Tender Enquiry No. : CMGI/PCU/OF-STNR/2016/262/924, dt 17.05.2016

**EMPANELMENT OF VENDOR FOR THE RATE CONTRACT FOR SUPPLY OF
OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS**

<u>SCHEDULE</u>	
1. Availability of tender document in website www.cmgi.org.in	Dt.17.05.2016
2. Last Date For Submission of Tender	Dt.21.06.2016 at 2.00 PM
3. Opening of General Bid & Technical Bid	Dt.21.06.2016 at 3.00 PM
4. Opening of Commercial Bid	Dt.23.06.2016 at 3.00 PM
5. Place of submission of Tender Document	Procurement & Contracting unit, Centre for modernizing Government Initiative (CMGI), 1212 (A), Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha, Telephone No. : 0674- 2598150/51

To:

Sub: **EMPANELMENT OF VENDOR FOR THE RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS.**

Dear Sir/ Madam

CMGI proposes to **EMPANEL OF VENDOR FOR THE RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS.**

Therefore, sealed tenders as per the terms and conditions contained in this RENDR document are invited from Agency/Firm for supply of **FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS, ETC. to CMGI.**

This Tender document contains the following:

Section I-Eligibility Criteria

Section II-Instruction and information for submission of Tenders

Section III-Terms of Reference

Section IV-Evaluation & Selection Criteria

Section V-Format of documents comprising the Tender

Period of Contract: The contract would be valid till 31st March 2018 from the commencement date of the contract. Please note that Contract can be cancelled unilaterally by the customer in case services are not received satisfactory within the contracted period.

The deadline for submission of Tenders is 21.06.2016 up to 2.00 PM (Pl. refer the address of submission of tender mentioned in Section II).

The Procurement & Contracting Unit-CMGI reserves the right to accept and/ or reject any/ all the Tenders they receive without assigning any cause or reason thereof. No claim in whatsoever form from any firms for such decision of the PCU-CMGI shall be entertained.

Yours faithfully,

Procurement Officer,

CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

Plot No - 1212 (A), Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha,

Telephone No. : 0674- 2598150/51

SECTION I
ELIGIBILITY CRITERIA

The Companies/ organizations / Agency/firms must fulfill the following minimum eligibility criteria to be eligible for submission of their tenders:

- 1) The Bidder should be a company; registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha and should be at least five years old. The Bidder should produce copy of Certificate of Registration towards evidence of operation of the Companies for last five years.
- 2) The word “company” here includes registered company, partnership firm or proprietary concern.
- 3) The bidder must have a local office at Bhubaneswar (Proof to be submitted) (Along with Telephone/ Mobile/Fax/E-mail/Web address).
- 4) The Bidder should produce copy of PAN Card of the Companies organizations / Agency/firms.
- 7) The Bidder should have an average annual turnover of at least 25 lakhs during the Three Financial years (2012-13, 2013-14 and 2014-15).
- 8) The Bidder should produce copy of PAN.
- 9) The Bidder should produce copy of VAT Registration certificate
- 10) The bidder should produce copy of VAT clearance certificate upto March,2016.
- 11) The bidder should produce evidence of executing at least 5 work orders of supply of office stationery, computer consumables and copier papers to various to govt. departments / govt. offices / PSUs during last 3 (three) financial years (i.e. 01.04.13 to 31.03.2016).
- 12) The bidder should not have been blacklisted by any Govt. of India / State Govt. A self-declaration certificate to that effect should be enclosed

Please Note : The bidder must submit documentary evidence of the above clauses towards proof of fulfilling the eligibility criteria as mentioned above.

Section II

Instructions and information for submission of Tenders

The Sealed envelope (s) must be delivered at the address mentioned in the document, within the last date and time for submission of Tenders: **On or before Dt. 21.06.2016 up to 2.00 PM.**

The tenderers are required to furnish an amount of Rs.10,000/- (Rupees Ten Thousand only) towards the **Earnest Money Deposit (EMD)** along with the documents relating to the General & Technical proposal failing which their tender shall be treated as non-responsive. The EMD of bidders not selected for issue of work order(s) will be returned within one month of finalization of the work order.

FORMAT OF THE TENDER

The tender should be submitted in English and be set out in two main parts

Part A – General and Technical Proposal

Part B – Commercial Proposal

PART-A
(GENERAL & TECHNICAL PROPOSAL)

The General & Technical Proposal should consist of the following documents:

1. **EMD** of Rs. 10,000/- (Rupees Ten Thousand only) in the shape of DD favoring the **Executive Director, CMGI**, payable at Bhubaneswar.
2. **Cost of tender document** of ₹1000.00(Rupees One thousand) + 5% VAT i.e. ₹ 1050.00in the shape of DD favoring the **Executive Director, CMGI**, payable at Bhubaneswar.
3. Tender Submission Form-- (Format T1).
4. Detailed Information of the Company – (Format T2)
5. Photocopy of the statutory audit report Profit and loss & Balance Sheets for the financial years (2012-13, 2013-14, 2014-15) - (Format T3)
6. Past Experience Details - (Format T4)
7. Past Experience of supply of office stationery, computer consumables and copier papers to various to govt. departments / govt. offices / psus.) during last 3 (three) financial years (i.e. 2013-14, 2014-15, 2015-16)- (format T 4). The agency should produce evidence of executing at least 5 work orders of supply of office stationery, computer consumables and copier papers to various to govt. departments / govt. offices / psus.) during last 3 (three) financial years (i.e. 2013-14, 2014-15, 2015-16).
8. The Bidder may be a Proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted.
9. The firm should be in operation for a period of at least 5 (five) years. The Bidder should produce copy of Certificate of Registration from Competent Authority towards evidence of operation of the Agency/Company for last five years.
10. The bidder must have a local office at Bhubaneswar (Proof to be attached, Along with Telephone/ Mobile/Fax/E-mail/Web address).
11. The Bidder should produce copy of PAN Card of the Agency/Companies.
12. The Bidder should produce copy of VAT Registration certificate
13. The bidder should produce copy of VAT clearance certificate upto March,2016.
14. The bidder should produce copy of relevant Service Tax Registration Certificates along with copy of up to date service tax Return i.e. March,2016.
15. The bidder should not have been blacklisted by any Govt. of India / State Govt. A self - declaration certificate to that effect should be enclosed.

Please Note : The bidder must submit documentary evidence of the above clauses towards proof of fulfilling the eligibility criteria as mentioned above.

PART B:
Commercial Proposal

The Commercial Proposal should consist of the following documents:

- Commercial Proposal submission from on the letterhead of the firm (**Format F1**)
 - Price Format (**Format F2**)
- The prices quoted must indicate all applicable taxes including Service Tax and must be valid till 31st March, 2018.**

General Information

Last date and time for submission of Tenders: On or before 21.06.2016 at 2.00 PM.

Schedule of Tender Opening

The tenders received by PCU-CMGI within the deadline for submission of tenders will be opened at the CMGI office .

The Bid Documents shall be opened in the presence of the tender/ their duly authorized representatives (who choose to attend the tender opening) **on 21.06.2016at 3.00 PM.**

The Commercial Proposals of only those tenders who meet the eligibility criteria (Section I) will be opened in the presence of the tenderer/their duly authorized representatives (who choose to attend the tender opening).

Amendment of Invitation:

In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (**up to 6.00 P.M. on 17th June 2016**), the web-version will prevail. At any time prior to (**up to 6.00 P.M. on 17th June 2016**), , the Procurement & Contracting Unit, CMGI reserves theright to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site cmgi.org.in and will be binding on the tenderers.

Period of Validity of Tenders

For the Purpose of placing the order, the tenders shall remain valid till 31.12.2016 from the date of issue of the purchase order. A Tender valid for a shorter period will be rejected by PCU-CMGI as being non-responsive. **During the period of validity of Tenders, the rates quoted shall not change.**

Formats and signing of Tenders

- a. The Tender shall be neatly typed and shall be signed, by an authorized signatory on behalf of the firm. All page of the Tender, except for un-amended printed literature, shall be initialed by the person or persons signing the Tender.
- b. The Tender shall contain no interlineations, erasures or overwriting. In order to correct made by the firm all corrections shall be done & initialed by the authorized signatory after striking out the original words/figures completely

Sealing and Marking of Tenders

The firm shall seal & mark the Tender as follows:

The Firm shall seal & mark various parts of the Proposal as follows:

General and Technical proposals in one envelope super-scribed with words "**General & Technical Proposal for FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS " DO NOT OPEN BEFORE 3 P.M on or before 21.06.2016"**" This envelop will also contain the Cost of Tender Document of Rs.1000/- + 5%VAT i.e. **Rs.1050.00** and EMD of **Rs.10,000.00** in another small envelop inside it.

Commercial Proposal in one envelope super-scribed with words "**Commercial Proposal FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS to CMGI**".

All two envelopes (1. General and technical and 2. Commercial) shall be sealed in a covering envelope super scribed with words "**PROPOSAL FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES AND COPIER PAPERS". Tender Enquiry No. CMGI/PCU/OFF- STNR/2016/262/924 and & " DO NOT OPEN BEFORE 3 P.M on 21.06.2016 "**".

Every envelope and forwarding letter of various parts of the proposal shall be **addressed** as mentioned below:

To,

**The Procurement Officer, Procurement and Contracting Unit,
CENTRE FOR MODERNISING GOVERNMENT INITIATIVE ,
Plot No – 1212A, Sishu Bhawan Square, Udyan Marg,
Unit-1, Bhubaneswar-751 009, Telephone No – 06742598150/51**

Proposals sent through Telex/ Telegrams/Fax/Email shall be not acceptable.

If the envelopes are not sealed as per para below and marked as required above, the above PCU-CMGI shall assume no responsibility for the Proposal's misplacement or premature opening. The envelope shall be properly sealed and carry the name address of the firm.

Deadline for Submission of Tenders

Tenders will be received by the Procurement & Contracting Unit-CMGI (PCU-CMGI), OCAC at the address specified above, till **2.00 PM on 21.06.2016**.

Late Tenders: Any Tender received by PCU-CMGI after the deadline for submission of Tenders, shall be returned unopened.

TERMS OF REFERENCE

1. BACKGROUND

Centre for Modernizing Government Initiative (CMGI) is a society under General Administration (AR) Dept., Government of Odisha with an objective to ensure better public services to the citizens by improving the service delivery mechanism adopting a comprehensive four-pronged approach through the use of information technology, building an enabling policy framework for service delivery, re-engineering the government processes and enhancing capacity of the human resources to manage a smart and modern citizen centric government.

2. OBJECTIVES

There is requirement **OFFICE STATIONERY, COMPUTER CONSUMABLES AND COPIER PAPERS** for CMGI for which tenders are requested from desirous vendors to quote their prices. For the above requirement CMGI may empanel one or more vendors to supply **OFFICE STATIONERY, COMPUTER CONSUMABLES/SPARES AND COPIER PAPERS** in a very competitive price.

- a. Companies/organizations/agency/Firm shall supply **OFFICE STATIONERY, COMPUTER CONSUMABLES AND COPIER PAPERS** in a very competitive price. (Section-III) .
- b. The agency/Firm should not assign or sublet the work or any part to any other party in any form.
- c. The agency/Firm will provide only listed items mentioned in this tender.
- d. In case the listed item is not available in the market or has become obsolete, then preference will be given by CMGI to the vendor/supplier to supply a substituted item in a very competitive price.
- e. Any other terms & conditions, mutually agreed to prior to finalization of the work order shall be binding on the agency/firm.
- f. The company shall not outsource the work to any other Associate/ franchisee/ third party under any circumstances. If so happens then PCU-CMGI shall impose sanctions which shall include termination of the Contract for default and debarring for future.

3. Payment Terms

2.a. No payment shall be made for partial work done. 100% payment will be made after at each successive month by CMGI.

Sl.No	Identified stage as per job work flow	Payment for the work completed
1	On submission of bill by the last date of every month	100% of the billed amount

Payments shall be subject to deductions of any amount for which the Agency/company is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of any applicable TDS (Tax deduction at Source) as per the prevailing income-tax laws.

Payments shall be made in Indian Rupees.

If for any reason if PCU-CMGI is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event PCU_CMGI shall identify the particular services with which it is dissatisfied together with the reason for such dissatisfaction, and payment of the amount outstanding queries. Should PCU-CMGI determine after paying for a particular service that the service has not been completed satisfactorily, PCU-CMGI may recover, or withhold from further payments, an amount not exceeding that previously charged for that services until the unsatisfactory service is remedied to its satisfaction.

4. Forfeiture of EMD

EMD made by the firm may be forfeited under the following circumstances:

If the Firm withdraws the proposal before the expiry of the validity period. During the evaluation process, if a Firm indulges in any such activity as would jeopardize the process, the decision of PCU-CMGI regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If the Firm violates any of the provisions of the terms and conditions of the proposal.

In the case of a successful Firm, if the firm fails to

- (a) Accept the work order along with the term & conditions.
- (b) Furnish performance security
- (c) Violates any of conditions of this proposal or indulges in any such activities as would jeopardize the work.

5. Termination for Default:

PCU-CMGI may without prejudice to any other remedy for breach of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company) terminate the work/ task in whole or in part, forthwith.

If the Firm fails to deliver or complete the job assigned as per schedule in the terms and conditions contained in the work order.

If the firm fails to perform any other obligations under the terms and conditions.

6. Compensation for Termination of Contract

If the Firm fails to carry out the work or submit/give the deliverables within the stipulated period or any extension thereof, as may be allowed by PCU-CMGI, without any valid reasons acceptable to PCU-CMGI, PCU-CMGI may terminate the work order forthwith, and the decision of PCU-CMGI on the matter shall be final and binding on the firm. Upon termination of the work order, PCU-CMGI shall be at liberty to get the work done at the risk and expense of the firm through any other agency, and to recover from the firm compensation or damages.

7. Force Majeure

This clause shall mean and be limited to the following in the execution of the work order placed by the PCU-CMGI.

- a) War/hostilities
- b) Riot or civil commotion
- c) Earth Quake, Flood, Tempest, Lightning or other natural physical disaster

The Company shall inform the PCU-CMGI in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the PCU-CMGI reserves the right to cancel the work order without any obligation to compensate the firm in any manner for whatsoever reason, subject to the provision of clause mentioned.

8. Arbitration

PCU-CMGI and the Agency/Firm shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve the matter will be referred to Executive Director, CMGI Management Committee whose decision will be final and binding on both parties. The arbitration proceedings if any shall be held in Bhubaneswar.

9. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

SECTION-V
EVALUATION & SELECTION CRITERIA

Evaluation and comparison of tenders:

The tenders received within the closing time of tender submission will be evaluated as per the Criteria given hereunder:

- A. The **commercial proposals** of only those firms shall be opened and considered for evaluation whose **general & technical proposal is found to be responsive** fulfilling the eligibility criteria as per the following conditions.
1. Have submitted the EMD and Tender paper Cost
 2. ROC / equivalent certificate
 3. Past Experience
 4. Must have a PAN.
 5. Must have Service Tax Registration Number.
 6. Must be registered under EPF.
 7. Submitted all the documents and formats required to be submitted with the general and technical proposal.
 8. And fulfilling all the terms and conditions mentioned in Section – IV (Terms and Conditions) of this tender document.
 9. Must have been headquartered in Bhubaneswar

PCU-CMGI reserves the right to accept any tender, and to cancel/abort the tender call process and reject all the tenders received at any time prior to award of contract, without assigning any reasons and without thereby incurring any liability to the affected agency/firm(s).

Section VI



Documents comprising the tender Format

TENDER FORMATS

EMPANELMENT OF VENDOR FOR THE RATE CONTRACT FOR
SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES
AND COPIER PAPERS.

ENQUIRY NO. **CMGI/PCU/OF-STNR/2016/262/924**

GENERAL & TECHNICAL PROPOSAL

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CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

**Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha,
Telephone No. : 0674- 2598150/51**

Format-T1

(To be furnished in the General & Technical Proposal)

TENDER SUBMISSION FORM

(On the letterhead of the firm)

(Location: Date)

To,

Procurement Officer,

Centre for Modernizing Government Initiative (CMGI)

Plot No – 1212A, Sishu Bhawan Square, Udyan Marg, Unit – 1, Bhubaneswar-751009,

Odisha, Telephone No. : 0674- 2598150/51

Re: Tender Enquiry No. CMGI/PCU/OF-STNR/2016/262/924, dt.17.05.2016

Dear Sir,

We, the undersigned, request for “**empanelment of vendor for the rate contract for supply of office stationery, computer consumables and copier papers**”. We are hereby submitting our Proposal, which includes this General & Technical Proposal, and a commercial Proposal sealed under a separate envelope.

We here declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification.

Our Proposal shall be binding upon us for a period up to 31st March 2018, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the Proposal, we undertake to carry our same as per the terms and conditions of this tender document.

I hereby declare that my company/organization/firm has not been debarred/ black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signatory (In Full and initials)_

Name and Title of Signatory :

Name of Firm: _____

Address: _____

Format-T 2

(To be furnished in the General & Technical Proposal)

DETAIL INFORMATION OF THE COMPANY/FIRM

Name of the Agency/Company	
Year Established	Incorporated as in year at Furnish the copy of the certificate of Incorporation/Registration certificate)
Registered Office Address	
Office Address in Bhubaneswar	
Name of the top executive and authorized signatory	
Designation	
Telephone Numbers	
Fax Numbers	
E-mail :	
Mobile No.	
Service Tax No. with up to date clearances certificate Furnish the copy of the certificate of Incorporation/Registration certificate)	
Income Tax No. (PAN)	
No. of Years of proven experience of providing similar Services Names of Govt. Dep't. /Govt. Offices/PSUs whom similar services has been rendered. (Furnish Completion Certificate / work order copies)	
Recognized/empanelled by national and state level nodal agencies or any other Govt. Offices or Corporation	

Authorized Signatory [In full and initials] : _____

Name and Title of Signatory : _____

Name of firm : _____

Address : _____

FORMAT T3

(To be furnished in the General & Technical Proposal)

Average annual turnover during the 3 financial years

Sl. No	Financial Year	Annual Turnover (Rs.)
1	2012-13	
2	2013-14	
3	2014-15	
	Average Annual turnover for the financial years	

Note: Please furnish the photocopies of the statutory audit reports / Annual reports for the last three financial years along with auditors certified copy towards turnover statement in support of the figures mentioned above.

Authorized Signatory [In full and initials]:-----

Name and Title of Signatory:-----.

Name of firm :-----

Address:-----

FORMAT T4

(To be furnished in the General& Technical Proposal)

The bidder should have executed at least 5 work orders of supply of office stationery, computer consumables and copier papers to various to govt. departments / govt. offices / PSUs during last 3 (three) financial years (i.e. 01.04.13 to 31.03.2016).

Name of Assignment	Name/ address of employer	Date of award of assignments	Date of completion of assignment	Value of the assignment

Note: Please furnish **the Completion certificate/ work Order Copies** of the works executed
(for Govt. Departments/Govt. Offices/PSUs) in support of the information mentioned above.

Authorized Signatory [In full and initials] : _____

Name and Title of Signatory : _____

Name of Firm : _____

Address : _____

TENDER FORMATS

SELECTION OF AGENCY/FIRM FOR PROVIDING

**EMPANELMENT OF VENDOR FOR THE RATE CONTRACT FOR
SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES AND
COPIER PAPERS**

ENQUIRY NO. CMGI/PCU/OF-STNR/2016/262/924, dt 17.05.2016

COMMERCIAL PROPOSAL

=====

CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

Plot No – 1212A, Sishu Bhawan Square, Udyan Marg, Unit – 1,

Bhubaneswar-751009, Odisha,

Telephone no -0674- 2598150/51

Format-F1

(To be furnished in the commercial proposal)

COMMERCIAL PROPOSAL SUBMISSION FORM

(On the letterhead of the firm)

[Location, Date]

To,
Procurement Officer
Procurement and Contracting Unit.
Centre for Modernizing Government Initiative (CMGI)
Plot No – 1212A, Sishu Bhawan Square, Udyan Marg, Unit – 1, Bhubaneswar-751009,
Odisha, Telephone No. : 0674- 2598150/51

Re: Tender Enquiry No. CMGI/PCU/OF-STNR/2016/262/924.

Dear Sir,

We, the undersigned, request for **EMPANELMENT FOR THE RATE CONTRACT**

FOR SUPPLY OF OFFICE STATIONERY, COMPUTER CONSUMABLES AND COPIER PAPERS.

Our Commercial Proposal shall be binding upon us for a period up to 31st March 2016, subject to the modification resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

We understand you are not bound to accept and Proposal you receive.

We remain,

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address:

FORMAT F2**(SCHEDULE-I: SUPPLY OF OFFICE STATIONARY)****TENDER CALL LETTER NO: CMGI/PCU/OF-STNR/2016/262/924****FORMAT OF PRICE SCHEDULE****On the Letter Head of the Firm**

SL NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE(Rs.)		VAT (%)	PRICE (including VAT) (Rs.)
1	STAPLER (Small) (Kangaro)	No.				
	STAPLER (Medium)- Kangaro					
	STAPLER (Big)- Kangaro					
2	STAPLER Pin (Small)	1 PKT – 20 Boxes				
	STAPLER Pin (Medium)	1 PKT – 20 Boxes				
	STAPLER Pin (Big)	1 (Pkt.-20 nos.)				
3	FEVISTIC / GLUSTICK (8 G.m)	No.				
4	ALPIN	Pkt.				
5	PEN (Reynolds type) (Blue/Black/Red)	Pkt. -10 nos				
6	PEN (Cello Softline) (Blue/Black/Red)	Pkt. -10 nos				
7	JEMS CLIP (Bell)	Pkt.				
8	ERASER	Pkt.				
9	PENCIL CUTTER	Pkt.				
10	PIN (NOTICE BOARD) -FANTA	Pkt.				
11	WRITING PAD (1/4 GOOD QUALITY)	No.				
12	SCISSOR (MEDIUM)	No.				
13	WASTE PAPER BASKET (Medium)	No.				
14	ARCH FILE (Krishna)	No.				
15	FLAT FILE (RAJDHANI-S.Ex.Thick)	No.				
16	STAMP PAD (Size: 88mm x 54mm)- Faber Castell	No.				
17	GUM (BOTTLE) 200 ml.	No.				
18	GUM (BOTTLE) 750 ml.	No.				
19	SCALE (PLASTIC- Camlin)- 12"	No.				
20	ENVELOP (10" X 4") (WHITE PAPER)	Pkt. -100 nos.				
21	ENVELOP (11" X 4") (WHITE PAPER)	Pkt. -100 nos				

SL NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE(Rs.)		VAT (%)	PRICE (including VAT) (Rs.)
22	ENVELOPE (A4-PAPER)					
23	ENVELOPE (A4-CLOTH)					
24	Cash Book (No 8 & 10)					
25	Attendance Register (No8)					
26	Pen (Brand)					
27	Pen (Brand)					
28	Pen (Brand)					
29	FILE LACE (SMALL)					
30	FILE TAG 100 laces					
31	PAPER PUNCH (Double Punch, 8cm.)- Kangaro DP- 280					
32	PAPER PUNCH (Single Punch- Kangaro) (4.5mm. hole diameter)					
33	Reynolds Correction Pen (Whitener)					
34	Permanent Marker (Black/Blue/Green/Red) Reynolds					
35	Whiteboard Marker (Black/Blue/Green/Red) Reynolds					
36	Duster (Good Quality)					
37	Hi- lighter (Faber Castell) (Green/Yellow/Red)					
38	Paper Weight					
39	File marking Adhesive Sticker)Green/Yellow/Red/Blue (2")					
40	Paper Binding Plastic Sticks					
41	Cello Tape (Size with sample)					
42	Cello Tape (Size with sample)					
43	Cello Tape (Size with sample)					
44	Brown Adhesive Tape (Size with sample)					
45	Brown Adhesive Tape (Size with sample)					
46	Rolling Register (No- 8- Rajdhani)					
47	Stock Register (No- 8- Rajdhani)					
48	Staff Attendance Register with hard binding (Sweta)					
49	Plastic Folder with button (17" X 10") as per sample for keeping writing pad, pen and training materials etc. and to be used for distribution to					

	participants in meeting /conference etc.) (Type – 1) (For High Level meetings)				
50	Botton file (Type – 2) (For Regular meetings)				
51	Botton file (Type – 3) (For Regular meetings)				
52	Botton file (Type – 4) (For Regular meetings)				
53	Tube Light (Bajaj)				
54	Tube Light (Philips)				
55	Tube Light (Surya)				
56	CFL Bulb (18 watt) (Philips)				
57	CFL Bulb (20 watt) (Philips)				
58	CFL Bulb (18 watt) (Surya)				
59	CFL Bulb (20 watt) (Surya)				
60	LED Bulb (12 watt) (Philips / Bajaj)				
61	LED Bulb (18 watt) (Philips /Bajaj)				
62	UPS Battery (7 AH, 12 Volt) (APC)				
63	UPS Battery (7 AH, 12 Volt) (Rocket)				
64	UPS Battery (7 AH, 12 Volt) (Exide)				
65	RJ 45 D-Link (1 pkt)				
66	RJ 45 i-ball (1 pkt)				
67	Graphics Card (1 GB Memory)				
68	USB Sound Box (Altech)				
69	Internet (dongle) (Brand)				
70	Internet (dongle) (Brand)				
71	Room Freshener (Champa)				
72	Room Freshener (Lavender)				

Authorized Signatory [in full and Initial]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Company Seal

FORM-F4
(SCHEDULE-II: SUPPLY OF COMPUTER CONSUMABLE)
TENDER CALL LETTER NO: CMGI/PCU/OF-STNR/2016/262/924
FORMAT OF PRICE SCHEDULE
(on the letterhead of the firm)

SL. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE(Rs.)	VAT (%)	Price (including VAT) (Rs.)
1	Mother Board (Dual Core/Core 2 Duo)				
	Mother Board (i3)				
	Processor (Dual Core/Core 2 Duo)				
	Processor (i3)				
2	SMPS				
3	PEN DRIVE 8 G.B (TRANSCEND)	No.			
4	PEN DRIVE 16 G.B (TRANSCEND)	No.			
5	CD-R 700MB HP/MOSERBER	SPINDLE 100 nos			
6	CD-RW 700MB HP/MOSER BAER (MB)/SONY	SPINDLE 10 NOS			
7	MOSER BAER	SPINDLE-10 NOS			
8	DVD-RW SONY/ MOSER BAER	SPINDLE-10 NOS			
9	CD JACKET (POLY POUCH)	10 NOS			
10	RAM (DDR 2 – 2 GB)				
11	RAM(DDR 2 – 4 GB)				
12	RAM (DDR 3 - 2 GB)				
13	RAM(DDR 3 -4 GB)				
14	Internal Hard Disk(Sata–120 GB) (Brand Name)				
15	Internal Hard Disk (Sata–320 GB) (Brand Name)				
16	Internal Hard Disk (Sata – 500 GB)				
17	Internal Hard Disk (Pata – 80 GB)				
18	Internal Hard Disk (Pata – 120 GB)				
19	Mouse (USB, optical)				
20	Key Board (USB)				
21	Mouse (Cord less)				
22	Key Board (Cord less)				
23	D – Link networking(LAN) switch (8 port)				
24	D – Link networking(LAN) switch (16 port)				
25	D – Link networking cable (1 bundle/pkt)				
26	RJ 45 D-Link (1 pkt)				
27	VGA Cable				
28	Printer/Scanner Data cable				

Authorized Signatory [in full and Initial]: _____

Company Seal

FORM-F5
(SCHEDULE-III: SUPPLY OF CPIER PAPERS)

TENDER CALL LETTER NO: CMGI/PCU/OF-STNR/2016/262/924

FORMAT OF PRICE SCHEDULE

(On the letterhead of the firm)

SL NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE(Rs.)	VAT (%)	PRICE (including VAT) (Rs.)
1	A/4 PAPER (XEROX ECONOMY, 75 GSM WHITE)	Pkt. Of 500 SHEET			
2	A/4 PAPER (XEROX SPECTRUM, 75 GSM WHITE)	Pkt. Of 500 SHEET			
3	A/4 PAPER (JK, 75 GSM WHITE)	Pkt. Of 500 SHEET			

Authorized Signatory [in full and Initial]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Company Seal

FORM-F6

(SCHEDULE-IV: SUPPLY OF CONSUMABLE FOR PHOTOCOPIER)

REF NO: CMGI/PCU/OF-STNR/2016/262/924

FORMAT OF PRICE SCHEDULE

(On the letterhead of the firm)

SL NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE(Rs.)	VAT (%)	PRICE (including VAT) (Rs.)
1	Toner for RICOH Afficio 2000 Le: (Toner Type 1230D Black)	1			
2	Drum for RICOH Afficio 2000 Le	1			
3	Developer for RICOH Afficio 2000 Le (Type 28)	1			

Authorized Signatory [in full and Initial]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Company Seal

FORM-F6**(SCHEDULE-IV: SUPPLY OF CONSUMABLE FOR PHOTOCOPIER)**REF NO: **CMGI/PCU/OF-STNR/2016/262/924**

FORMAT OF PRICE SCHEDULE

(On the letterhead of the firm)

Sl.No	Model Number	Cartridge No	Unit Price (Per 1 No)	VAT	Total Price (Per 1 No)
1	HP Laserjet 1020	12A			
2	HP Laserjet M1522 NF	36A			
3	HP Laserjet 1160	49A			
4	HP Laserjet M1136 MFP	88A			
5	HP Laserjet M5025 MFP	70A			
6	Canon LBP6018B	Cartridge 925			
7	HP LaserJet 500 Color	507A (CE 400A)			
		507A (CE 401A)			
		507A (CE 402A)			
		507A (CE 403A)			
8	Samsung ColorXpression LCX-3186FN	Y4073S/XIP			
		M4073S/XIP			
		C4073S/XIP			
		K4073S/XIP			
9	SHARP MX-2010U	MX23AT-BA			
		MX23AT-CA			
		MX23AT-MA			
		MX23AT-YA			
10	HP Color LaserJet CM6030 MFP	CB382A-Y			
		CB382A-M			
		CB382A-C			
		CB382A-K			

Authorized Signatory [in full and Initial]: _____

Company Seal

FORM-F7**(SCHEDULE-IV: SUPPLY OF UPSs)****TENDER CALL LETTER NO: CMGI/PCU/OF-STNR/2016/262/924****FORMAT OF PRICE SCHEDULE**

Sl. No.	Description	Brand	Warrantee Period (Years)		Backup time	Price Per 1 UPS / Unit Price (Rs)	VAT	PRICE (including VAT) (Rs)
			Battery	Excluding Battery				
1	500 VA							
2	550 VA							
3	600 VA							
4	650 VA							
5	700 VA							
6	1000 VA							
7	2000 VA							
1	500 VA							
2	550 VA							
3	600 VA							
4	650 VA							
5	700 VA							
6	1000 VA							
7	2000 VA							
1	500 VA							
2	550 VA							
3	600 VA							
4	650 VA							
5	700 VA							
6	1000 VA							
7	2000 VA							
1	500 VA							
2	550 VA							
3	600 VA							
4	650 VA							
5	700 VA							
6	1000 VA							
7	2000 VA							

FORM-F8**(SCHEDULE-IV: SUPPLY OF EXTERNAL HARD DISKS/ DATA STORAGE DECICES)****TENDER CALL LETTER NO: CMGI/PCU/OF-STNR/2016/262/924****FORMAT OF PRICE SCHEDULE**

Sl. No.	Description	Brand	Price Per 1 External Hard disks/Data Storage Devices (unit price) (Rs.)	VAT	PRICE (including VAT) (Rs.)
1	500 GB				
2	1 TB				
3	2 TB				
4	12 TB				
5	500 GB				
6	1 TB				
7	2 TB				
8	12 TB				
9	500 GB				
10	1 TB				
11	2 TB				
12	12 TB				

A) HARD DISK SPECIFICATION

EXTERNAL USB HARD DISK 500 GB/ 1 TB (1000 GB) / 2 TB (2000 GB) (U
SB connection /

without additional power supply)

Application - External storage for PC and Laptop

Type - Box packed

Host Interface - Plug & Play USB 2.0 High Speed

Form factor - Portable external convertible Hot swappable

To be supplied with - Backup & Encryption Software, Adapter & Cable

Transfer rate - 480 Megabits / Sec

Operating System - Windows 7 / Windows XP / Windows Server 2008/ Linux

Warranty - Minimum 3 years (Or More)

B) EXTERNAL DATA STORAGE DEVICE SPECIFICATION :

Description:12 TB (12000 GB) EXTERNAL DATA STORAGE DEVICE WITH
NETWORKATTACHED SOFTWARE (NAS)

Application - External storage for PC and Laptop

Type - Box packed

Connectivity - USB 2.0 High Speed

Transfer rate - 480 Megabits / Sec (Or More)

Operating System - Windows 7 / Windows XP / Windows Server 2008/ Linux

Management Software Utility (GUI) – Windows & Linux

Warranty - Minimum 3 years

Data Recovery Support : Minimum 3 Years

Authorized Signatory [in full and Initial]: _____

Company Seal: