

Hpstcb/HO/EPS/TCS/Sanitary/5/

/2024-2025

The HP State Cooperative Bank Ltd Head Office The Mall Shimla-1

Dated:- 27/July/2024

NOTICE INVITING TENDER

Subject :- To Invite Bids for Annual Rate Contract (ARC) for supply of Stationery/Sanitary items for use in the Head Office, Surrounding Branches & Controlling offices of The HP State Cooperative Bank Ltd The Mall Shimla-1.

Bids are hereby invited from reputed, experienced and financially sound companies/firms/agencies for award of Annual Rate Contract (ARC) for supply of Stationery items for use in the Head Office The HP State Cooperative Bank Ltd The Mall Shimla-1, Surrounding branches & Controlling offices for a period of Three years from the date of signing the Annual Rate Contract (ARC). The General terms and conditions of the bid are given as under.

- 1.) The bid will be accepted as Tender (in single bid system) only from registered Firms.
- 2.) The tender document contains the following enclosures:
 - Annexure-I – Terms and conditions
 - Annexure-II- Proforma for evaluation of bid submission
 - Annexure-III- List of Stationery/Sanitary Items (Proforma for bid submission)
 - Annexure-IV- Instructions for Submission of Tender
 - Annexure-V- Details of Bank Account
- 3.) Important Dates for the Invitation of aforesaid Bid:-
 - Publish Date of Bid:-27/07/2024
 - Bid/Document Downloading Start Date:-27/07/2024
 - Bid Submission Start Date:-28/07/2024
 - Bid/Document Downloading End Date:-10/08/2024
 - Bid Submission End Date:-10/08/2024
 - Bid Opening Date:-12/08/2024
- 4.) The Bid Should invariably be accompanied by a Demand Draft of Rs. 50000/- (Rupees Fifty Thousand Only) in favour of General Manager The HP State Cooperative Bank Ltd HO The Mall Shimla-1 payable at Shimla as Earnest Money Deposit (EMD).

The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be sent with the bid and should be dropped in a sealed cover super scribed with " BID FOR ARC FOR SUPPLY OF STATIONERY/SANITARY ITEMS TO HEAD OFFICE THE HP STATE COOPERATIVE BANK LTD HO THE MALL SHIMLA-1" The annual

estimated value of the supplies is expected to be Rs. 15,00,000/- (Rupees Fifteen Lakh only) per year. It may be subject to decrease or increase.

- 5.) Tender may also be downloaded from the website of the Bank i.e. <http://hpsc.com>
- 6.) In case, any holiday is declared by the Government of India on the day of bid Opening Date, the bid will be opened on the next working day at the same time.
- 7.) The Bank reserves the right to reject or select any bid without assigning reasons thereof.

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(Rajeev Kashiv)
Assistant General Manager
HP State Cooperative Bank Ltd
HO The Mall Shimla-1

Annexure-I

Terms and Conditions for Supply of Stationery/Sanitary Items in The Himachal Pradesh State Cooperative Bank Ltd HO The Mall Shimla-1

General Conditions

- 1.) The period of Annual Rate Contract (ARC) shall be ordinarily valid for a period of Three years with effect from the date of signing the Annual Rate Contract (ARC). This period may be further extended as per the requirement of the Bank for a period of one year or may be curtailed/terminated before this period owing to deficiency in service after giving one week notice to the selected firm.
- 2.) The rate quoted should clearly specify whether Goods and Sales Tax is applicable and if so , at what rate. In case , this information is not indicated in the bid, it would be presumed that the rates quoted are inclusive of all type of taxes. The rates are to be quoted in the format given in Annexure-III.
- 3.) Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
- 4.) The rates quoted will remain in force for full period of contract, Demand for revision of rate on any account shall not be entertained during the contract period.
- 5.) The bidder will have to supply the stationery items in good condition in different sections at HO of the Bank, surrounding branches & controlling offices as per requirement. No Transportation or labour charge will be paid.
- 6.) The firm should be in a position to supply all stationery items even on short notice as and when required on receipt of written order from the authorized officers.
- 7.) The firm should provide its PAN,GST Number,copy of registration ,TIN No. along with proof of the last Three year's turnover of the firm which should not be less than Rs. 50.00 Lakh (Rupees Fifty Lakh only) continuously for the preceding three years.
- 8.) The firm should be located within MC area of Shimla and should be having experience of supplying of stationery items to at least three Government Ministries/Departments within MC area of Shimla. Self attested documentary evidence to this effect should be submitted.
- 9.) *The rate should compulsorily be quoted for all the stationery/sanitary items otherwise the bid shall be treated as incomplete and unresponsive and therefore rejected. The rate should be quoted according to the given specification and in the format given at Annexure –III . Rate should be quoted for the stationery items of specified brand where the brand name is specified*

and the rate should not be above Maximum Retail Price (MRP).

*For the stationery items where the brand name is not specified, the rate should be quoted of stationery items of standard quality. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the Notice Inviting Tender and if any firm submits the bid with **changed specification, their bid will be summarily/uprightly rejected.***

- 10.) The firm will supply all stationery/sanitary items on credit basis as settlement of bills may take some time. No advance payment will be made for supply of the stationer/sanitary items. Payment will be made by electronic transfer to the account of the firm on submission of pre-receipted bill in triplicate. Bidder should furnish Details of its Bank Accounts in Annexure-V along with other requisite documents. As far as possible, the bills would be settled on monthly basis.
- 11.) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
- 12.) The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.
- 13.) The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone. These contact numbers will have to be intimated to the Bank immediately on award of contract.
- 14.) The firm should be willing to supply all items.
- 15.) No exemption will be given to any firm with regard to deposit of Earnest Money (EMD).
- 16.) On demand through issuance of supply order by the Bank the firm shall supply stationery items as per specification. Any deviation from the approved specification shall make the firm liable to take back such items at its own cost. The Bank reserves the absolute right to reject any stationery/sanitary item which , in its opinion, is not of approved specification. Decision of the Competent Authority of the Bank in this regard shall be final and binding upon the firm.
- 17.) A penalty of Rs. 5000/- (Rupees Five Thousand Only) will be imposed if it is found , on the basis of complaints received from end user of the Department, that stationery item supplied is below the desired standard or substandard. In case of supply of such stationery/sanitary item once after imposition of penalty , the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed. In case of any unsatisfactory report, the firm is liable to be not paid for such items.
- 18.) Quantity of stationery items to be supplied may vary from time to time. Bank

shall place the order for supply of stationery/sanitary items on monthly basis as per the requirement. However, supply order may also be placed as and when stationery items are required. All stationery/sanitary items of the supply order shall be supplied at one go as per quantity mentioned in the supply order. The Bank will not accept part supply of any stationery/sanitary items. The delivery challan shall be got signed from the Section Officer/ Dealing Assistant as a proof of having supplied the items in full and the same should be attached with bills for payment.

- 19.) Successful firm will have to supply the items within two (2) working days after issuance of supply order. In case the firms fail to supply the items within this period the stationery items will be procured from open market and the difference of cost, if any will be recovered from security money or from pending bills of defaulting firm. However, in certain circumstances, the supply of stationery item ordered must be supplied on the same day without claiming any extra charges.
- 20.) It should be ensured that the firm is not providing services/goods to other Ministries/Govt. Departments at lower rates than those quoted for the Bank. A self Declaration in this regard shall be attached with the bid documents. In case, it is found at later stage that the firm is providing services/goods to any other Ministry/ Govt Department at a lower rate, the payment would be withheld by the Bank.
- 21.) The contract entered into is liable to be terminated by the Bank at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. In this connection the decision of the Bank will be final and shall be binding upon the contractor.
- 22.) If any information furnished by bidder is found to be incorrect or false at any point of time. The bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD) / performance security deposit is liable to be forfeited.
- 23.) The contractor entered into shall indemnify the Bank against all damages/expenses for which the Bank may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.
- 24.) **ARBITRATION:**
All disputes, differences, claims and demands arising under the Agreement shall be referred to Arbitration under Section 72, 73 of the HP State Cooperative Societies Act, 1968 (Act No.3 of 1969) to Registrar Cooperative Societies HP for decision and his decision shall be final and binding on the parties to this Agreement. The Parties shall make every effort to resolve any

disagreement or dispute arising between them under or in connection with this Agreement by direct negotiation. The selected bidder shall have to become a B Class Nominal Member of the Corporate Agent.

25.) GOVERNING LAW

The Annual Rate Contract and all matters arising out or in relation to it shall be construed, interpreted, governed and enforced exclusively in accordance with the laws of India. This ARC and all matters arising or in relation to this Agreement shall be subject to the exclusive jurisdiction of the courts at Shimla.

26.) The contract will be interpreted under Indian Laws and subject to the jurisdiction of Himachal Pradesh Courts at Shimla.

Financial Conditions

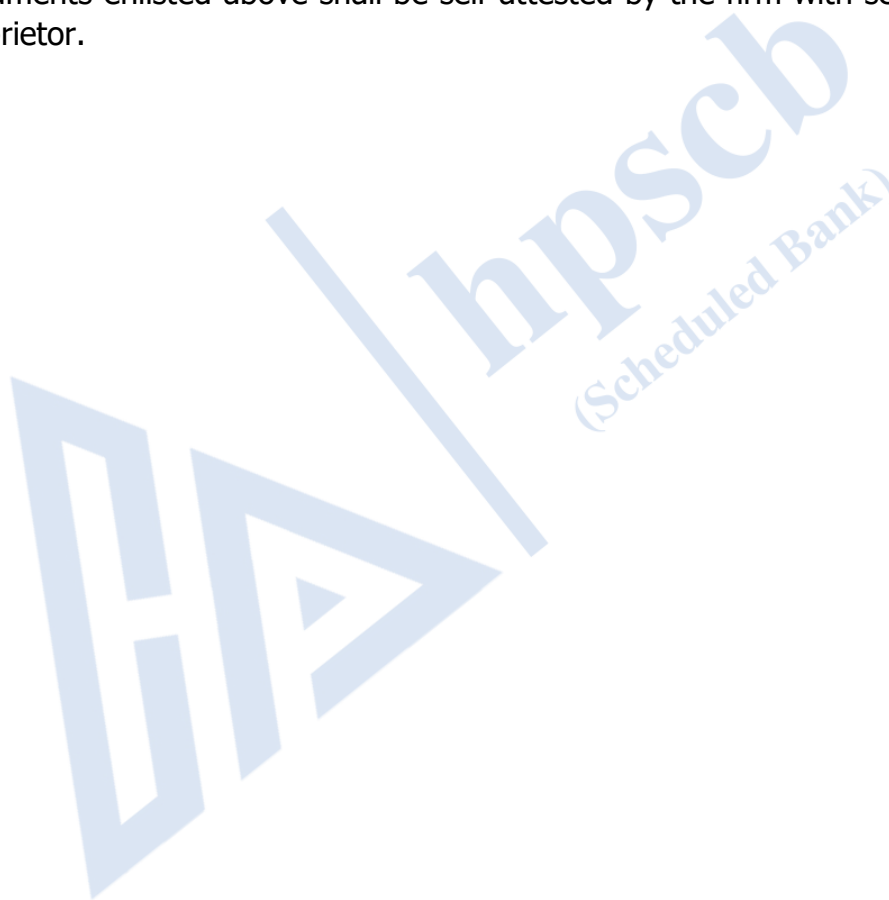
- 1.) Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of Rs. 50 lakh per annum. Documentary evidence to this effect i.e copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted along with other requisite documents & Audited.
- 2.) Earnest Money Deposit (EMD) of Rs. 50,000/- (Fifty Thousand Only) by way of Demand Draft or FDR in favour of General Manager The Himachal Pradesh State Cooperative Bank Ltd. HO The Mall Shimla-1 payable at Shimla is to be dropped in a sealed cover super scribed with "BID FOR ARC FOR SUPPLY OF STATIONERY/SANITARY ITEMS" in the Estate and Procurement Section at Head Office of The Himachal Pradesh State Cooperative Bank Ltd HO The Mall Shimla-1
- 3.) Earnest Money Deposit (EMD) of unsuccessful bidders will be returned after finalization of the Annual Rate Contract (ARC). No Interest will be paid on EMD amount.
- 4.) Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. Successful bidder shall submit the performance security of Rs. 1,00,000/- (Rupees One Lakh Only) by way of Fixed Deposit Receipt (FDR) which will be returned on satisfactory completion of the contract. No interest will be paid on performance security deposit. Bank retains the right to encash the performance security on failure to provide satisfactory services.

Copy of Documents to be enclosed with bid document:-

- Proof of registration.
- PAN and Adhaar card of the Proprietor.
- TIN Number
- GST Number
- Electricity and Telephone bill of the firm (Not more than three months old)

- Financial statement of account like Balance Sheet, Profit & Loss Account etc. For FY 2021-23,2022-23,2023-24.
- Copy of EMD.
- List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed)
- Declaration that firm is not Black listed.
- Declaration that firm is not providing services/goods to other Ministries/Govt. Departments at lower rates than those quoted for the Bank.

The documents enlisted above shall be self attested by the firm with seal & signature of the proprietor.



Annexure-II
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF BIDS

Sr.NO	Particulars	To be filled by the bidder	
1.)	a.) Name of the Firm		
	b.) Address of the Firm		
	c.) Name of Proprietor		
	d.) Telephone No.		
	e.) Mobile No.		
	f.) Email Address		
2.)	PAN Number (copy to be enclosed)		
3.)	TIN Number (copy to be enclosed)		
4.)	GST Number (Copy to be enclosed)		
5.)	List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed)		
6.)	Annual Turn Over (In Rs.) (Copy of financial statement of account like Balance Sheet, Profit & Loss Account etc. To be enclosed) (Average Annual Turn Over during last three financial year should be at least of Rs. 50 lakh per annum)	Year	Annual Turn Over (In Rs.)
		2021-2022	
		2022-2023	
		2023-2024	
7.)	Details of EMD <ul style="list-style-type: none"> • Amount • DD No. • Date • Issuing Bank 		
8.)	Whether terms and conditions of tender are acceptable?		

It is certified that the above information is true and correct to the best of my knowledge

and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender (NIT) No. Hpstcb/HO/EPS/TCS/Sanitary/5/ /2024-2025 Dated:-27/04/2024 and will abide by them till the completion of the contract period. We are also willing to supply the stationery items on credit basis and we understand that settlement of bills may take some time depending on availability of funds.

(Signature of the authorized person)

Date:-

Name:-

Place:-

Designation:-

Seal:-

Note: Any bid received without all the details and the certificate duly signed with the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/out rightly rejected.

Annexure -III

Table computer stationery /Sanitary 2024-2025,2025-26,2026-27				
Sr. no	Particulars	Specification	Units	Rate
1	Xerox-A3	75 Gsm Spectra	Each	
		75 Gsm JK	Each	
2	Xerox-A4	75 Gsm Spectra	Each	
		75 Gsm JK	Each	
3	Xerox F5	75 Gsm Spectra	Each	
		75 Gsm JK	Each	
4	Duplicating Paper F/S	60 Gsm	Each	
5	Typing Paper	Good Quality	Each	
6	Continuous Stationery 10 x 12x1	70 gsm	Each	
7	Continuous Stationery ---10x12x2	70gsm	Each	
8	Continuous Stationery 10x12x3	70gsm	Each	
9	Continuous Stationery 15x12x1	80 gsm	Each	
10	Yellow Cloth/plastic Envelop16x12File size	Cloth	Each	
		Plastic coated	Each	
11	Yellow Cloth/plastic EnvelopA-4 Size	Cloth	Each	
		Plastic coated	Each	
12	Paper Pin	100gms	Each	
13	Paper catch Clip	a) Steel (26 mm)	Each	
		b) Plastic coated	Each	
		c) U Clip	Each	
14	Rubber Band	Good quality	Each	
		(500 gm)	1 Pkt	
15	Pen (Blue/Green/ Red/ Black)	i) Cello Gripper	Each	
		ii)Maxriter	Each	
		iii)Gel pen Ord	Each	
		iv)Jotter Pens	Each	
		v) Rorito Fanta	Each	
		vi) Cello Butterflow	Each	
		vii) Hauser Ball Pen	Each	
		Viii) Gel pen sonic hauser	Each	
16	Pen (Blue/Green/ Red/ Black)	i) Pilot V-7	Each	
		ii)Pilot V-5	Each	
		iii)Add Gel Achiver	Each	
		iv)Pilot Hi-Tech	Each	
		v)Trimax	Each	

Sr. no	Particulars	Specification	Units	Rate
17	Riffles (Blue/Green/ Red/ Black)	i)Add. Gel	Each	
		ii)Jotter	Each	
		iii)Cello Gripper	Each	
		iv)Maxriter	Each	
		v)Gel pen Ord	Each	
		vi)Trimax	Each	
18	Cello Tape White 1/2" small,big	Good quality	Each	
		Big	Each	
19	Cello Tape White/Brown2"	---do---	Each	
20	Water Sponge (Damper)	a) OrdiNQry	Each	
		b} Good quality	Each	
21	File Tags	a) Small (white)	Each Bunch	
		b} Big (Green)	Each Bunch	
22	Typing Carbon Paper(A-4 Size)	a} Black	Each Pkt	
		b} Blue	Each Pkt	
23	Stapler	a} 23/17 no.	Each	
		b} 24/6 no.	Each	
		c} 10 no.	Each	
24	Stapler pins	a} 24/6 no.	Each	
		b} 23/17 no.	Each	
		c}10 no.	Each	
25	Paste (Glue stick)	a) Small 8gm	Each	
		b) Big 15gm	Each	
26	Gum Bottle	a) Small 300 ml	Each	
		b) Big 750 ml	Each	
27	Writing Pad 1/8 (Ruled)		Each	
28	Short Hand Book		Each	
29	Pencil HB	a)HB	Each	
		b)Eraser	Each	
		c)Sharpener	Each	
30	Stamp Pad	a)Small	Each	
		b)Midium	Each	
		c)big	Each	
31	Plastic Poker		Each	
32	Marker Pens White Board	Luxer	Each	
		Kores	Each	
33	Marker Pens permanent coloured	Luxer	Each	
		Kores	Each	
34	Highlighter coloured		Each	

Sr. no	Particulars	Specification	Units	Rate
35	Sketch Pens coloured		Each	
36	Scale (12")	a)Plastic	Each	
		b)Steel	Each	
37	Correcting Fluid	White bottle	Each	
		pen	Each	
38	Plastic Sutli	Small Roll 400 gms	Each	
39	Punch Machine	a)Single Hole	Each	
		b)Double Hole	Each	
40	Table Duster	a)Superior big size	Each	
		c.) Ordinary	Each	
		c)ComputerYellow	Each	
41	Towel	a)Small 23x16	Each	
		b)Medium 42x21	Each	
42	Air Freshener		Each	
43	Paper cutter	a)Small	Each	
		b)Medium	Each	
44	Plastic items	a)Mug	Each	
		b)Jug	Each	
		c)Dust bin	Each	
		d)Bucket	Each	
45	Water Glass	Good Quality	Each	
46	Tea Set	Good Quality	Each	
47	CoasterSet(6 cs)		Each	
48	Cordless Bell	With power	Each	
49	Fax Roll	210 mm x 30 mtr.	Each	
50	Table Diaries (new year)	a)Big	Each	
		b)Small	Each	
51	File Index Register		Each	
52	Ledger 6 Qr	a)Canvass	Each	
		b)Ordinary	Each	
53	Pen Stand	a)Ord. with 2 pens	Each	
		b)Ord. with 4 pens	Each	
		c)Superior with 2 pens	Each	
		e)Superior with 4 pens	Each	
54	Table Diary Stand (Plastic)	a) OrdINQry	Each	
		b) Superior	Each	
55	Table Glass 3x2	a) 5.5 mm	Pr Sq Feet	
		b) 5.00 mm	Pr Sq Feet	
56	Re- Stick	a) Notes 75x75 mm	Each	
		b) 4 Colours prompts	Each	
		c) 3 ---do---	Each	
57	File Board (Tablac)		Each	

Sr. no	Particulars	Specification	Units	Rate
58	Cushion	a) Paper Pin	Each	
		b) Chair Seat	Each	
		c) Cushion Cover	Each	
59	Toiletries	a)Colin	Each	
		b) Liquid Soap 750ml	Each	
		c) Vim Bar	Each	
		d)Phenyl 5 Ltr	A White 306/80	
		e) Soap	Each	
		f) Wiper	Each	
		g) Broom	A Stick	
		h) Odonil	Good Home	
		i) Dustbin (small)	Each	
		j) Harpic	Each	
		k) Room Freshner	Each	
		l) MOP Big	Each	
		m) MOP Medium	Each	
		n) Toilet Brush	Each	
		o) Naphthalene balls	100 gm Pkt	
1	Toner Cartridge	a) 88 A	Each	
		b) 12A	Each	
		c) 36A	Each	
		d) 78A	Each	
		e) LQ 1050 Dx Super	Each	
		f) Win core 4915 Xe	Each	
		g) Canon 328/303/337	Each	
		h) canon 925	Each	
2	Toner Cartridge	a) Black 9730	Each	
		b) Cyan 9731	Each	
		c) Yellow 9732	Each	
		d) Magenta 9733	Each	
		e) Black 540	Each	
		f) Cyan 541	Each	
		g) Yellow 542	Each	
		h) Magenta 543	Each	
3	Dell Toner 1135	a) New	Each	
		b) Chip	Each	
		c) Refilling Charges	Each	
		d) Drum	Each	
4	CWC 1005 Toner	a.) New		
		b) Chip		
		c) Refilling Charges	Each	
		d) Drum	Each	

Sr. no	Particulars	Specification	Units	Rate
5	Work Centre 325 Xerox	a.) New	Each	
		b) Chip	Each	
		c) Refilling Charges	Each	
		d) Drum	Each	
6	HP Lazer jet M1136 MFP	a.) New	Each	
		b) Chip		
		c) Refilling Charges	Each	
		d) Drum	Each	
7	Cannon Image Class 3010MF	a.) New	Each	
		b) Chip		
		c) Refilling Charges	Each	
		d) Drum	Each	
8	Brother DCP I2531	a.) New	Each	
		b) Chip		
		c) Refilling Charges	Each	
		d) Drum	Each	
9	Toner Chip	a) 88A		
		b) 36A		
		c) 78A		
10	Toner Refilling	a) 88 A	Each	
	100 mg	b) 12A	Each	
	120mg	c)33 A	Each	
11	Toner Drum	a) 88 A	Each	
		b) 12A	Each	
		c) 36A	Each	
		d) 78A	Each	
12	Mouse	USB/Optical	Each	
13	Keyboard	USB	Each	
14	CD-RW Moserbear	Without cover	Each	
15	CD-R –DO--	a) Without cover	Each	
		b) With cover	Each	
16	DVD-R	a) 4.7 GB	Each	
		b) 8.5 GB	Each	
		c) Without Cover 4.7 DVDR	Each	
		d) With Cover	Each	
17	USB Pen Drive 4 GB	a) S.Disk		
		b) HP.		
		c) Kingston		
18	USB Pen Drive 8 GB	a) S.Disk		
		b) HP.		

Sr. no	Particulars	Specification	Units	Rate
		c) Kingston		
19	USB Pen Drive 16 GB	a) S.Disk	Each	
		b) HP.	Each	
		c) Kingston		
20	USB Pen Drive 32 GB	a) S.Disk	Each	
		b) HP.	Each	
		c) Kingston		
21	USB Pen Drive 64 GB	a) S.Disk	Each	
		b) HP.	Each	
		c) Kingston		
22	USB Hard Disk	a) 500 GB		
		b) 1 TB	Each	
23	VGA Cable	1.5 mtr	Each	
24	USB Interface Cable	a) 1.5 mtr.	Each	
		b) 3 mtr.	Each	
		c) 5 mtr.	Each	
25	LPT Parallel Cable	a) 1.5 mtr.	Each	
		b) 3 mtr.	Each	
		c) 5 mtr.	Each	
26	Serial Cable	a) 1.5 mtr.	Each	
		b) 3 mtr.	Each	
		c) 5 mtr.	Each	
27	Power Cable	Ord.	Each	
28	Anti Virus (Latest)		Each	
29	Calculator	a) Casio 12 digit	Each	
		b) Casio 16 digit	Each	
		c) Citizn 12 digit	Each	
		d) Casio 14 digit	Each	

Annexure -IV

Instructions for Submission of Tender (In Single Bid System)

As per the directives of Bank , this tender document has been published on the bank's website i.e www.hpstcb.com . The bidders are required to submit Hard copies of their bids physically at Head Office of The Himachal Pradesh State Cooperative Bank Ltd The Mall Shimla-1.



Annexure – V
DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

Sr.No	Particulars	To be Filled by the Bidder
1.)	Name of Account Holder	
2.)	Address of Account Holder	
3.)	Name of Bank	
4.)	Name and Address of Branch	
5.)	IFSC Code	
6.)	MICR Code	
7.)	Account Number	
8.)	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Bank responsible.

(Signature of Account Holder)

Date:-

Name:-

Place:-

Designation:-

Seal:-

Note:- Please attach a photocopy of cheque.