



**RAJASTHAN RENEWABLE ENERGY CORPORATION LIMITED**

(Government of Rajasthan Undertaking)

E-166, Yudhisthir Marg, C-Scheme, Jaipur

CIN No. U40101RJ1995SGC009847

Tel: 2225859 / 2228198 / 2221650 Fax: 0141-2226028

Email: rrec2016@gmail.com Website: energy.rajasthan.gov.in/rrecl

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NIT No.. F.4(162)Store/Stationery/2020-21/01

Dated: 19.05.2020

**Tender Document**  
*FOR*  
Rate Contract for  
**"Supply of Stationery Items"**



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NIT No. F.4(162)STORE/STATIONERY/2020-21/01

Dated: 19.05.2020

Details of work	The rate contract for supply of stationery items.
NIT No.	Tender Notice No. F.4(162)Store/Stationery/2020-21/01
Estimated cost	Rs. 4.00 lacs
Date of issue of Tender document	19 <sup>th</sup> May, 2020
Last Date of submission of Tender at RREC Head Office	27 <sup>th</sup> May, 2020 Time 1.00 PM
Date of Opening of Tender	27 <sup>th</sup> May, 2020 Time 3.00 PM
Cost of Tender:	Rs. 500/- by DD or Banker's Cheque in favour of MD, RREC payable at Jaipur.
Earnest Money Deposit	Rs. 8000/- Payable in form of DD/Banker's cheque in favour of MD,RRECL payable at Jaipur.

## GENERAL INSTRUCTIONS FOR BIDDERS

1. The bidders are requested to submit their Proposals prior to last date of submission to avoid Non-submission of their Proposals up to prescribed date & time. The last date of submission of Proposals will not be extended.
2. The Bidder will have to deposit: Envelope-1: i.e (i) The prescribed EMD and cost of tender by way of DD/Banker's Cheque in favour of Managing Director, RREC, payable at Jaipur; and Envelope-2: Duly signed document with their Rates in G-schedule and Annexure-I & Annexure-II.  
**NOTE: The financial Proposals (Price Proposals) is to be submitted on original G-Schedule Attached in original bid document.**
3. The Proposals will be opened on schedule date in the presence of bidders who wish to be present. Please note that in case DD/BC (payable at Jaipur) of requisite amount towards cost of Earnest Money & Tender document cost are not found as per requirements proposal will not be opened of that Tenderer/Bidder.
4. The Bidders should provide complete information at the time of submission of Proposals. If asked to furnish some more clarification/confirmation/document, they shall be required to furnish the same within specified time, failing which the case shall be finalized /decided on the basis of available information/documents. The responsibility of ignorance of their Proposals on account of delay in furnishing of desired information/documents shall be of the bidder.
5. All the required information shall be furnished strictly in the prescribed Formats only. Any information indicated other than the prescribed Formats shall not be entertained. The Proposals shall be evaluated on the basis of information furnished in the prescribed Formats only.
6. **On the basis of Rate Quoted in G-Scheduled by the bidders. Contract will be awarded to the Successful bidder whose rates will be the lowest as mentioned at Grand Total of column "e". and contract will be valid for the period of ONE YEAR. RREC reserve the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of one year upon the satisfactory performance of the supplier.**
7. All required stationery items should be supplied within time given in each and every work order (As and When required basis) at FOR destination / at the address given below:

### **Store In charge**

Rajasthan Renewable Energy Corporation Ltd.,  
E-166, Yudhisthir Marg, C-Scheme,  
Jaipur (Raj.), 302001  
Tel: 0141-2225859 / 2229341/ 2229055 , Fax: 0141-2226028  
Email: rrec2016 @ gmail.com

All correspondence in respect of the tender and submission of the Tender shall be addressed to:

The Managing Director  
Rajasthan Renewable Energy Corporation Ltd.,  
E-166, Yudhisthir Marg, C-Scheme,  
Jaipur (Raj.), 302001  
Tel: 0141-2225859 / 2229341/ 2229055 , Fax: 0141-2226028  
Email: rrec2016 @ gmail.com

Contact Person: Suresh Kumar Jaiwaliya  
Store/Pool In charge  
E-166, Yudhisthir Marg, C-Scheme, Jaipur  
Mob.: 9414336390  
Email: biomass.rrec01@gmail.com

## TERMS AND CONDITIONS OF TENDER AND CONTRACT FOR RATE-CONTRACT

Note: Tenderers should read these conditions carefully and comply strictly before sending their tenders.

1. Tenders must be enclosed in a properly sealed envelope according to the directions given in the tender notice.
2. **"Tenders by bona-fide dealers:"** Tenders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration.
3. **SGST Registration and Clearance Certificate:** No Dealer who is not registered under the SGST prevalent in the State where his business *is* located shall NOT tender. The SGST Registration Number should be quoted and a SGST clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the tender is liable to rejection.
4. **Income Tax Clearance Certificate :** Bidders will have to submit an Income Tax Clearance Certificate from the Income Tax Officer of the circle concerned along with the tenders without which tender may not be considered.
5. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The bidder shall sign the tender' form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
6. Rate shall be written both in words and figures. There should not be errors and/or over-writings, corrections *if* any, should be made clearly and initialled with dates. **The rates should mention element of the Rajasthan State GST and Central GST separately.**
7. All rates quoted must be FOR destination and should include all incidental charges except Central/Rajasthan GST which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Government and the delivery of the goods shall be given at the premises of Purchase officer. Goods to be purchased are for the purpose of official use, hence octroi is not payable.
8. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.
9. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
10. **Specifications**
  - (i) All article supplied shall strictly conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
  - (ii) The supply of articles conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supply shall be of the very best quality and description. The decision of the Purchase Officer/Purchase Committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the Contractor/supplier.
  - (iii)**Warranty/Guarantee clause:** The Contractor/supplier would give guarantee that the goods/stores/articles would continue to conform to the description and quality as

specified for Contract, the purchaser will be entitled to reject the said goods stores/articles or such portion thereof as may be discovered not to conform to the said description a quality, on such rejection the goods/articles/stores will at sellers risk and all the provisions relating to rejection of goods, etc., shall apply.

The Contractor/supplier shall if so called upon to do, replace the goods, etc., or such portion thereof as is rejection by the Purchase Officer, otherwise the Contractor/supplier shall pay *such* damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice *any* other right of the Purchase Officer in that behalf under this contract or otherwise.

(iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause. (if any)

Above and the bidder shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The Contractor/supplier shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect etc.

(v) In case of machinery and equipment specified by the Purchase Officer the Contractor/supplier shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The Contractor/supplier shall also be responsible to *ensure* adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give *sufficient* notice to the Purchase Officer who *may* like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

11. **Samples: Tenders** for articles marked within the schedule shall be accompanied by sample of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by POST etc, should be despatched freight paid. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the bidder and *serial* number of the item, of which it is a sample in the schedule.

12. Approved samples would be retained free of cost by the RRECL. Samples not approved shall be collected by the unsuccessful bidder within 3 days of tender approval. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.

13. The Contractor/supplier shall be responsible for the proper packing so as to avoid, damage under normal conditions of transport and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or *any* shortage the Contractor/supplier shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

14. The contract for the supply can be repudiated at any time by the Purchase Officer. if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.

15. Direct or indirect canvassing on the part of the bidder or his representative *will* be a disqualification.

**16. Earnest Money & Tender document cost:** Tender shall be accompanied by an earnest money of Rs 8000/- (Rs. Eight Thousand only) & of Rs. 500/- (Rs. Five Hundred only) for tender document cost without which tenders will not be considered. The amount should be deposited in the forms of Bank Drafts/Bankers Cheque of the scheduled Bank in favour of **M.D., RRECL, payable at Jaipur**

**(b) Refund of earnest money:** The earnest money of unsuccessful bidder *shall* be refunded soon after final acceptance of tender.

(c) **NO exemption from earnest money** to any is taken into consideration *in any* case.

(f) **Forfeiture of earnest money:** The earnest money *will* be forfeited *in* the following cases: (i) when bidder withdraws or modified the offer after opening of tender but before acceptance of tender. (ii) When successful bidder does not execute the agreement if any, prescribed within the specified time. (iii) When the successful bidder does not deposit the security deposit money with agreement.

**17. (1) Agreement and security deposit:**

(i) Successful bidder will have to execute an agreement within a period of 7 days of Rate-contract approval communicated to him and should required to be deposited security deposit amount equal to 5% of the **value of Estimated cost** of the items for which rate contracts are accepted in favor of successful bidders with submission of agreement.

(ii) The earnest money deposited at the time of tender will be adjusted towards security deposit amount.

(iii) No interest will be paid by the department on the security deposit money.

(iv) The forms of security deposit money shall be as Bank Draft/Bankers Cheque.

(v) The security deposit money shall be refunded after the completion of contract on satisfactory completion of the contract and after satisfied that there are no dues outstanding against the bidder.

**(2) Forfeiture of Security Deposit :** Security deposit amount in full or part may be forfeited in the following cases :-

(a) When any terms and conditions of the contract is breached.

(b) When the bidder fails to make complete supply satisfactorily.

(c) Notice of reasonable time will be given *in* case of forfeiture of security deposit. The decision of the MD,RRECL, Jaipur *in this regard* shall be final.

**18. Payments :**

(i) Advance Payment will not be made in any case.

(ii) In case of disputed items, 50 % of the amount shall be with held and will be paid on settlement of the dispute.

(iii) 100% Payment will be made on satisfactory supply and verified by the concerned for complete receiving of supply as per order in full and perfect conditions as per work orders.

**19. Delivery period:** The time specified for delivery in order shall be deemed to be the essence of the Contract and the contractor shall arrange supplies within the period.

**20. Liquidated Damages :** In case extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of stores with the bidder has failed to supply :-

(1) (a) Delay up to one fourth period of the prescribed delivery period - 2.5%

(b) Delay exceeding one fourth but not exceeding half of the prescribed period - 5%

(c) Delay exceeding half but not exceeding three fourth of 7.5% the prescribed period.

(d) Delay exceeding three fourth of the prescribed period - 10%

- (2) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- (3) The maximum amount of liquidated damages shall be 10%
- (4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

21. **Recoveries:** Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be, made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

22. If a bidder imposes any condition which are in addition to or in conflict with the conditions mentioned -herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Director (Technical),RRECL.

33. The MD, RRECL, Jaipur reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone, or more of the articles for which bidder has been given or distribute items of stores to more than one firm/supplier.

I /we abide by all the terms and conditions of this Rate Contract and accepted by me/us.

**Authorised Signatory**

**Annexure-I**

**BID DESCRIPTIONS: DETAILS OF THE AUTHORIZED DEALER/AGENCY**

S. No	PARTICULARS	
01	Name of the bidder Firm/Agency	
02	Address of the Firm/Agency	
03	Phone/ Mobile No.	
04	Registration No. of the firm/Agency	
05	Registration Certificate of the bidder firm/ agency (Attach Proof)	
06	Permanent Account Number under Income Tax Act (Attached Proof)	
07	G.S.T. Number (Attach Proof)	
08	Whether Agency has been blacklisted by any of the Department/ Organizations (Attach Undertaking on the letter head of the firm duly signed and stamped)	
09	Duly signed & Stamped original bid document	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself/ ourselves to abide by the same.

Place:  
Date

Signature of the Tenderer  
Name of the Tenderer  
Name of the Firm/agency  
Seal of the Firm/Agency



**UNDERTAKING**

(On the letter Head of the firm duly signed and stamped)

It is certified that our firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

Place:

Date

Signature of the Tenderer

Name of the Tenderer

Name of the Firm/Agency

Seal of the Firm/Agency

## G-Schedule

क्र.सं.	सामग्री का नाम (A)	मैक (B)	दर प्रति आईटम (अंकों में) (C)	आवश्यक आईटमों की संख्या (लगभग) (D)	कुल राशि (E) (E=C*D)
1.	करेक्शन फ्लूड इन पैन	केमलिनकवरआईटी		120	
2.	पेन्सिल पैकट	अप्सरा ब्यूटी		10	
3.	पेन्सिल रबड़	नॉनडस्ट		200	
4.	शॉर्पनर	लॉगपेन्ट		50	
5.	बस्ते 3X3			300	
6.	गमस्टीक 15 ग्राम/ग्ल्यूस्टीक	पिडीलाइट/कोरस		120	
7.	हाईलाईटर पैन	फेवरक्रिस्टल 1761		120	
8.	बॉल पैन	मोनटैक्स Activa		500	
9.	बॉल पैन	मोनटैक्स Mega Top		500	
10.	ऐडजेल एचीवरपेन	-		60	
11.	Pilat hitec point -V. 0.5 Grip	Luxor		60	
12.	Pilat hitec point -V. 10 Grip	Luxor		60	
13.	Pilat hitec point- V. 10 Grip	Luxor		60	
14.	Uniball eye micro UB 150	-		60	
15.	बाल पैन रिफिल	मोनटैक्स एक्शन		300	
16.	स्टेपलर -10 डी नं. प्लास्टिकहथ्था	कंगारू		240	
17.	स्टेपलर एच एस 45 पी	कंगारू		100	
18.	पैकिंग टेप ब्राउन 2 इंची	50 मीटर		20	
19.	पैकिंग टेप ब्राउन 3 इंची	50 मीटर		20	
20.	पैकिंग टेप ब्राउन 4 इंची	50 मीटर		20	
21.	सेलो टेप आधा इंची	50 मीटर		20	
22.	सेलो टेप एक इंची	50 मीटर		20	
23.	पे पोस्टिंग रजिस्टर	100 पेज		1	
24.	डिस्पैच रजिस्टर	पेज 260 (लगभग)		4	
25.	रिसिप्ट रजिस्टर	पेज 160 (लगभग)		4	
26.	उपस्थिति पंजिका	80 पेज		4	
27.	सी.एल रजिस्टर	160 पेज		1	
28.	स्टेम्प एवं पोस्टेज रजिस्टर	160 पेज		1	
29.	रजिस्टर रूल्ड	100 पेज		20	
30.	रजिस्टररूल्ड	200 पेज		20	
31.	रजिस्टर रूल्ड	300 पेज		20	
32.	रजिस्टर रूल्ड	500 पेज		20	
33.	लॉगबुक	160 पेज		24	
34.	लिफाफे "9x4" सफेद	मेफलीथो पेपर		5000	
35.	लिफाफे "11x5 " सफेद	मेफलीथो पेपर		5000	

36.	लिफाफे "9x4" सफेद विण्डो (प्रति हजार)	मेफलीथो पेपर		5000	
37.	लिफाफे "11x5" सफेद विण्डो (प्रति हजार)	मेफलोथी / समकक्ष		5000	
38.	लिफाफे "14x10" सफेद क्लोथ	90 ग्राम एन एस		1000	
39.	लिफाफे 16x12 सफेद क्लोथ	90 ग्राम एन एस		1000	
40.	लिफाफे "10x12" सफेद क्लोथ	90 ग्राम एन एस		1000	
41.	लिफाफे "8x10" सफेद क्लोथ	90 ग्राम एन एस		1000	
42.	मेडिकल बिल फार्म बड़े (पैकेट)	लेजर पेपर		24	
43.	मेडिकल बिल फार्म छोटे (पैकेट)	लेजर पेपर		24	
44.	प्लास्टिक फोल्डर्स ए-4 साइज मय प्रिंटिंग	सोलो		300	
45.	प्लास्टिक फोल्डर्स एफ साइज मय प्रिंटिंग	सोलो		400	
46.	केलकुलेटर सिटीजन 12 डिजीटल	सिटी 555-120 स्टेप्स-चेक कर्रेक्ट		30	
47.	बाइंडर क्लिप-19 एम.एम	19 एम.एम		120	
48.	बाइंडर क्लिप-32 एम.एम	32 एम.एम		120	
49.	बाइंडर क्लिप-41 एम.एम	41 एम.एम		120	
50.	बाइंडर क्लिप-51 एम.एम	51 एम.एम		120	
51.	डॉक पैड नमूने अनुसार	संगम टिटलोन		12	
52.	चैक / ड्राफ्ट रजिस्टर भेजने वाले	320 पेज		1	
53.	चैक / ड्राफ्ट रजिस्टर प्राप्ति	320 पेज		1	
54.	कैची बडी	---		24	
55.	गम बोतल 300 एमएल ट्यूब			60	
56.	गम बोतल 150 एमएल ट्यूब			60	
57.	टेग (पैकेट)	मल्टीकलर		60	
58.	पंच मशीन डी.पी. 600/500 8 सेन्टीमीटर	कंगारू		60	
59.	पिन कुशन			24	
60.	स्केल 12 इंच वाले पैकेट	स्टीलहेवी		12	
61.	स्टेम्प पैड इंक	अशोका		12	
62.	स्टेपलर पिन छोटी 20x50	कंगारू 10 नम्बर		240	
63.	स्टेपलर पिन बडी 20x50	कंगारू 24/6		120	
64.	डस्टर 2x2	लट्टेवाले		240	
65.	रिम पेपर ए-4 साइज 500 पेज जे.एस.एम. वजन-2.324 ग्राम	जे.के.लाल		600	
66.	स्लिप पेड स्पाइरल 160 पेज	नीलगगन		120	
67.	स्लिप पेड रूल्ड 160 पेज नंबर 33	नीलगगन		120	
68.	डस्टबिन	प्लास्टिक		24	
69.	मार्कर पेन	केमलिन समकक्ष		24	
70.	परमानेन्ट मार्कर पेन	केमलिन समकक्ष		120	
71.	इंडेक्स फाइल फोल्डर	नीलगगन समकक्ष		60	
72.	फाइल लेस (पैकेट)	924 नम्बर		60	
73.	पोस्ट ईट पेड फलैग तीन कलर	सेनच्युरी डेसमेट		240	
74.	मेडिकल रजिस्टर	160 पेज		1	
75.	प्लास्टिक फोल्डर फ्रुल साइज एल शेप			500	
76.	प्लास्टिक फोल्डर A/4 साइज एल शेप			240	
77.	मेडिकल रजिस्टर	160 पेज		2	
78.	टी.ए. बिल रजिस्टर	160 पेज		2	
79.	टी.ए. बिल फार्म (पैकेट)	लेजरपेपर		24	
80.	आलपिन बोक्स	जेबरा		60	

81.	पिओन बुक 192 पेज	नीलगगन		12	
82.	मिटिंग स्टैंड प्लास्टिक ए4			1	
83.	पेपर वेट			24	
84.	जैम क्लीप प्लास्टिक			24	
85.	स्लिप पैड रूल्ड 120 पेज	नीलगगन		300	
86.	स्पायरल नोटबुक रूल्ड 120 पेज	नीलगगन		300	
87.	स्लिप पैड रूल्ड 60 पेज	नीलगगन		100	
88.	स्पायरल नोटबुक रूल्ड 60 पेज	नीलगगन		100	
89.	पेपर कटर 6898	इनफिनिटी / समकक्ष		60	
90.	पोकर प्लास्टिक हथ्या			120	
91.	सर्विस बुक	गत्ता बाईन्डर		30	
92.	कम्प्युटर के लिये माउस	डेल कम्पनी या समकक्ष		60	
93.	कम्प्युटर के लिये की बोर्ड	डेल कम्पनी या समकक्ष		60	
94.	फाईल पैड			1500	
95.	कार्बन पॅकेट	कोरस समकक्ष		2	
96.	फाईल कवर मय प्रिन्टिंग (नमूने अनुसार)			1500	
97.	कार्यालय टिप्पणी मय प्रिन्टिंग (नमूने अनुसार)	हरा पेपर		150	
98.	स्थाई सम्पत्ति स्टॉक रजिस्टर 500 पेज	जिल्द वाली बाईन्डिंग		2	
99.	स्टेशनरी स्टॉक रजिस्टर 500 पेज	जिल्द वाली बाईन्डिंग		2	
100.	माउस पैड			100	
101.	दीवार घडी के सैल	पेनसिल सैल नोविनो गोल्ड एए		100	
102.	विजिटिंग कार्ड फोल्डर कापी साईज			10	
103.	शार्ट हैण्ड बुक			12	
<b>GRAND TOTAL OF COLUMN "E"</b>					

हस्ताक्षर मय सील