

**Expression of Interest (Eoi)  
for Supply of Stationery Items**

**Doc. No.: CIPET/KORBA/Stationery\_EOI/ 2019-20/08**



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY,  
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*EXPRESSION OF INTEREST (EOI)*

1. Last date & time for issue of EOI documents : 29/02/2020 up to 3.30PM
2. Last date & time for submission of filled in EOI documents : 29/02/2020 up to 5.30PM

Sealed EOI are invited from the reputed supplier/ /firms /Individuals for supply of Stationery Items.

CIPET reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

Dy. Director & Head

## **General Instructions and Terms & Conditions**

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (supplier /firm/individual) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. **Amendment of Bidding Documents:**  
At any time prior to the submission of the bids, the Purchaser may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.  
The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **Signing of Bid**  
The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. **Submission of Bid**  
(a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:  
  
Envelope No. 1 super-scribed as “Technical Bid” should contain an introductory letter of contractor along with copies of documents as evidences. The supplier /firms/individuals have to fill up Annexure “A” with his signature along with all supporting documents.  
  
Envelop No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The supplier / firm/individual have to fill up Annexure “B”.  
  
Both Envelope I & II should be placed in large envelope which should be super-scribed As “**EOI for Supply of Stationery Items**” and addressed to  
Dy Director & Head, CIPET, Education Hub, Syahimudi, Korba, 495450
6. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening
7. **Deadline for submission of Bids**  
Bids must be received by the Purchaser at the address specified under commercial bid not later than 05.30 PM on 29/02/2020
8. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**9. Contacting the Purchaser**

No bidder shall contract the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

**10. Evaluation of Bid**

(i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.

(ii) Those tenderers who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.

(iii) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:

- Valid GSTIN no.
- Valid PAN no.
- Valid Bank Account No.
- IFSC Code:
- Minimum age of the firm – 3 year as on 07.02.2020.
- Experience in supplying stationary items to any govt. institution organization.

(iv) The envelope II i.e. Financial Bid will be opened for those parties who submitted Technical Bid.

(v). The contract will be awarded to the L1 bidder in maximum items in financial bid.

(vi) If the price quoted by two or more supplier/firms/individuals are same then the bid will be finalized on the basis of past experience of the organization. However, the decision of Dy Director & Head will be final & binding on all the bidders.

**11.** The delivery period should be strictly adhered filling which CIPET reserves the right to cancel the order without assigning any reasons whatsoever.

**12. Payment**

100% of the Contract Price for supply of goods received shall be paid within 10 days of receipt of items at the destination and submission of claim supported by the Acceptance Certificate issued by Purchaser's representative.

**13.** CIPET reserves the right to reject any or all EOI in full or part thereof without assigning any reason.

**14.** The Dy Director & Head, CIPET is the final authority and his decision will be final and binding on the supplier for any disputes.

**15.** All legal disputes will have the jurisdiction of Korba City only.

CIPET- Korba

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**Supplier/Firm/Individual Details for Technical Evaluation:**

Sl. No.	Particulars	
1	Type of the Organization (Public Sector /Limited/Private limited/Partnership/ Proprietary /Society/Any other.)	
2	Name of the Supplier/Firm/Individual	
3	Address	
4	Contact Person	
5	Telephone/Mobile No.	
6	E- mail	
7	Month and year of establishment	
8	Name of Proprietor/Partner/Director	
9	Experience in supplying stationery items to any Government Institution (Attach proof)	
10	Mandatory documents:	
	A) GSTIN No.	
	B) PAN No	
	C) Bank Account Details	

Note: Attach extra sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

**REQUIREMENT OF STATIONARY**

<b>No.</b>	<b>Particulars</b>	<b>Approx. Requirement for 6 Month</b>	<b>Rate per Unit Approx.</b>
1	ALPIN (Round Head)	30 Pkt	
2	ALPIN (T Head)	30 Pkt	
3	BOX FILE BIG (Index File) Blue LeverArchr	150 Nos.	
4	BROWN TAPE - 2 "	30 Roll	
5	CALCULATOR CASIO	20 Nos	
6	CARBON PAPER KORES	05 Pkt	
7	CD WITH COVER MOSER BAER	50 Nos	
8	CELLO TAPE- 1"	10 Roll	
9	CELLO TAPE - 2"	10 Roll	
10	CLOTH ENVELOP -A/3	100 Nos	
11	CLOTH ENVELOP -A/4	500 Nos	
12	CLOTH ENVELOP-FULL FS	100 Nos	
13	COBRA Delux file (Ace SCF 168)	100 Nos	
14	CORRECTION FLUIDE PEN	50 Nos	
15	COVER FILE (Fourfolder Cloth)	50 Nos	
16	FEVICOL - 100MI	50 Nos	
17	FEVICOL - 500MI	10 Bottle	
18	FEVISTIC 8GM	20 Nos	
19	HIGHLIGHTER PEN (Multi Colour)	10 Pkt	
20	JEMS CLIP - STEEL ( Upin) Kangaroo	15 Pkt	
21	A4 - L FOLDER	100 Nos	
22	LAMINATION ENEVELOP - A4	100 Nos	
23	LAMINATION ENEVELOP-FS	100 Nos	
24	LESS FILE (Brown)	100 Nos	
25	METAL CLIP-15 Kangaroo	10 Doz	
26	METAL CLIP-19 Kangaroo	10 Doz	
27	METAL CLIP-25 Kangaroo	05 Doz	
28	METAL CLIP-32 Kangaroo	03 Doz	
29	METAL CLIP- 41, Kangaroo	02 Doz	

30	METAL CLIP-,51 Kangaroo	01 Doz	
31	NOTIICE BOARD PIN	10 Pkt	
32	OHP MARKER Permanent	10 Pkt	
33	PAPER CUTTER Small	10 Pkt	
34	PAPER CUTTER Big	05 Pkt	
35	PAPER WEIGHT	20 Nos	
36	PEN-BLUE, BLACK, RED (Ball Point)	30 Pkt	
37	Pen Refill Pckt for above Pens	50 Nos	
38	PENCIL (Apsara)	20 Pkt	
39	ERASSER (Apsara)	05 Pkt	
40	SHARPNR (Apsara)	05 Pkt	
41	PLASTIC SCALE BIG	20 Nos	
42	PUNCHING MACHINE 480 Kangaroo	10 Nos	
43	PUNCHING MACHINE 52 Kangaroo	10 Nos	
44	PUNCHING MACHINE 600 Kangaroo	04 Nos	
45	PUNCHING MACHINE 700 Kangaroo	02 Nos	
46	SPIRAL W. PAD-1/6,	40 Nos	
47	SPIRAL W. PAD-1/4	40 Nos	
48	SPIRAL W. PAD-,1/8	40 Nos	
49	STAPLER 10NO Kangaroo	50 Nos	
50	STAPLER PIN SMALL Kangaroo	20 Pkt	
51	STAPLER PIN BIG Kangaroo	10 Pkt	
52	STEEL SCALE Good Quality	12 Nos	
53	VISITING CARD HOLDER 240	10 Nos	
54	WHITE BOARD MARKER PEN CAMLIN	100 Nos	
55	WRITING PAD -1/8	50 Nos	
56	XEROX PAPER A4-70GSM JK Green	50 Pkt	
57	XEROX PAPER A3-70GSM JK Green	04 Pkt	
58	XEROX PAPER Lega-70GSM JK Green	04 Pkt	
59	PEN STAND	10 Nos	
60	LONG REGISTER – 100 pages	50 Nos	
61	LONG REGISTER – 200 pages	70 Nos	
62	LONG REGISTER – 300 pages	50 Nos	
63	LONG REGISTER -400 Pages	20 Nos	
64	CLOTH ENEVELOP-11/5	100 Nos	
65	LAMINATION ENEVELOP-11/5	100 Nos	
66	Envelop With Window-A4Size	50 Nos	
67	JEMS CLIP - PLASTIC	04 Doz	
68	Plastic Tray Maxo	10 Nos	
69	ATTENDANCE REGISTER- 80 pages	10 Nos	
70	BOTTON FOLDER FILE - SUPER THIK	50 Nos	
71	BOTTON FOLDER FILE - Cearl Bag	100 Nos	
72	RUBER BAND Kg	02 Kg	
73	PENCIL BATTERY AA Duracell	100 Nos	

74	PENCIL BATTERY AAA Duracell	100 Nos	
75	PLASTIC ROPE	06 Bundle	
76	Cotton Tag	06 Bundle	
77	Cotton Lace	06 Bundle	
78	Paste IT Pad (tri Colour)	20 Pkt	
79	Scissor (Big & Small)	One doz.each	
80	Glossy Paper for Photo Print (250 GSM)	04 Pkt	
81	Big Size Needle for stitching	06 Nos	
82	Stitching Thread (As per Sample)	02 Pkt	
83	Dasta Paper	500 Nos	
84	Lakh / Sealing Wax (Good Quality)	05 Pkt	
85	2" Transferring Cello Tape	30 Roll	
86	1" Transferring Cello Tape	20 Roll	
87	1" Transferring Cello Tape Dispenser	02 Nos	
88	Packing Cloths (Cotton)	05 Mtr	
89	Drawing sheet for Exam	01 Doz	
90	White Board Marker ink	100 Nos	
91	Stamp Pad	10 Nos	
92	Stamp Pad ink	05 bottle	
93	Kores Superior adhesive Paste	05 Bottle	
94	Alpin Cantainar	10 Nos	
95	Correction Tape	05 Nos	

Terms & conditions:

1. Taxes:
2. Transportation & Packing Charge should be Included in Quoted Rate:
3. Payment terms:
4. Delivery period:

Place:

Date:

Signature of Proprietor/Partner/Director

Office Seal