

# ASSAM ELECTRICITY GRID CORPORATION LIMITED

Regd. Office: 1st Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001

CIN:U40101AS2003SGC007238

GSTIN: 18AAFCA4973J9Z3

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## TENDER DOCUMENT

**Bid Identification. No:** - AEGCL/MD/Esstt – 868/Stationary Tender/2021/15

**NIT No:** - AEGCL/MD/Esstt – 868/Stationary Tender/2021/14

**Name of Supply Work:** - EMPANELMENT OF SUPPLIERS/ VENDORS FOR SUPPLY OF OFFICE STATIONERY AT OFFICE OF THE MD, AEGCL, BIJULEE BHAWAN, PALTAN BAZAR, GUWAHATI-781001, ASSAM

|   |   |                   |
|---|---|-------------------|
| <b>Tender Start Time and Date</b>                   | <b>10:00 hrs</b>                          | <b>02.09.2021</b> |
| <b>Tender Submission Start Time and Date</b>        | <b>10:00 hrs</b>                          | <b>09.09.2021</b> |
| <b>Tender Submission End Time and Date</b>          | <b>13:30 hrs</b>                          | <b>18.09.2021</b> |
| <b>Techno- Commercial Bid Opening Time and Date</b> | <b>14:30 hrs</b>                          | <b>18.09.2021</b> |
| <b>Bid Document Cost</b>                            | <b>INR 500 (Rupees Five Hundred) only</b> |                   |

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## SECTION I

### INSTRUCTIONS TO THE BIDDERS

For and on behalf of the Managing Director, Assam Electricity Grid Corporation Limited (AEGCL), the General Manager(HR), AEGCL invites Tender from reputed Supplier/Vendor for “ Empanelment of suppliers/ vendors for supply of office stationery at Office of the MD, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-781001, Assam“.

This section specifies the procedures to be followed by Bidders in the preparation and submission of their Bids.

#### 1. **General: -**

- 1.1. A single stage two envelope procedure (Techno-Commercial and Price Bid) will be adopted for this tender.
- 1.2. AEGCL Profile may be browsed on website: [www.aegcl.co.in](http://www.aegcl.co.in).
- 1.3. The bidder can download tender document from [www.aegcl.co.in](http://www.aegcl.co.in) .
- 1.4. The brief description of Scope of Supply Work: -The empanelled Contractor is required to supply office stationery at Office of the MD AEGCL, Bijulee Bhawan, Paltan Bazar Guwahati-781001, Assam. The list of stationery items is specified in Section IV of the bid document.
- 1.5. Location of Supply Work: Office of the MD AEGCL, Bijulee Bhawan, Paltan Bazar Guwahati-781001, Assam
- 1.6. Tender Address: General Manager (HR), Bijulee Bhawan, Paltan Bazar Guwahati-781001, Assam.
- 1.7. Key Dates
  - i. Tender Start Time & Date: - 10.00 hrs of 02.09.2021
  - ii. Tender Submission Start Time & Date: - 10:00 hrs of 09.09.2021
  - iii. Tender Submission End Time & Date: - 13:30 hrs of 18.09.2021
  - iv. Techno-Commercial Bid Opening Time & Date: - 14:30 hrs of 18.09.2021

#### 2. **Bidding Procedure: -**

- 2.1. All tenders shall have to be submitted in prescribed forms attached herewith eventually to be drawn up in the rules of AEGCL.
- 2.2. One bid per bidder:  
Each bidder shall submit only one tender either by himself or as a partner in Joint Venture or as a member of Consortium. If a bidder or if any of the partners in a Joint Venture or any one of the members of the Consortium participate in more than one bid, the bids are liable to be rejected.
- 2.3. The bidder is expected to examine all instructions, forms, terms and conditions in the bid documents. Failure to furnish all information required by the bid document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 2.4. It is mandatory to quote for all items as mentioned in Section IV, otherwise the bid would be summarily rejected.

- 2.5. Two different envelopes to be used as follows.
- i. Envelope-1:
    - a. Bid document signed by bidder on all pages,
    - b. Tender Paper Cost,
    - c. Security Deposit/EMD
    - d. Bidding Forms as per Appendix-1 to Appendix-5 of bid document.
    - e. All the relevant documents mentioned in Eligibility Criteria Section II of bid document.The envelope should be super-scribed as “Techno-Commercial Bid”.
  - ii. Envelope-2: Price Bid as per Appendix-6 of bid document. The envelope should be super-scribed as “Financial Bid”.
- 2.6. All tenders shall have to be submitted under sealed & signed covers super-scribing the Tender Notice No. and name of the work completely and clearly on the top of the cover.
- 2.7. All tenders shall have to be submitted on or before the last date and time of submission of tenders either by post or in person as specified in ITB Clause 1.7 and NIT
- 2.8. If Bidders desire to submit their Bid by post, at their own expenses, it should be posted well in advance so as to ensure that their tenders reach the office of the tendering address on or before the specified date and time of submission of tender. AEGCL will not take any responsibility for loss, damage, tampering or delay of tenders sent by post.
- 2.9. Bidder submitting Bid in person should submit their Bid in the tender box during the working hours before the last date and time of submission of tender.
- 2.10. Tender will be rejected if submitted beyond the aforesaid time and date as per ITB Clause 1.7.
- 2.11. Bidders or their authorized representatives may remain present during the opening of the tenders.
- 2.12. Only Price Bid of responsive Techno-Commercial Bidders will be opened.
3. **Tender Paper Cost and Mode of Payment: -**  
Though viewing & downloading of the bid document is free of cost, for participation in bidding procedure, bidder must compulsorily pay a non-refundable tender paper cost of INR 500/- (Rupees Five Hundred Only) in form of a Demand Draft/Banker’s cheque pledged in the favour of “Assam Electricity Grid Corporation Limited, payable at Guwahati”.
4. **Bid Security/EMD: -**
- 4.1. For participation in bidding procedure, participants must compulsorily pay the Bid Security of INR 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/Banker’s cheque pledged in favour of “Assam Electricity Grid Corporation Limited, payable at Guwahati”. The original copy of the Bid Security must be submitted along with relevant documents in the Envelope-1.
  - 4.2. Any bid not accompanied by bid security shall be rejected.

- 4.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 4.4. The bid security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
- 4.5. Bid Security shall be forfeited;
- i. if the bidder withdraws his bid during the period of Tender validity.
  - ii. if the successful Bidder fails to sign the Contract within the specified period.
  - iii. if the successful Bidder fails to furnish a performance security within 7 days from the award of contract of empanelment.
5. **Performance Security: -**
- 5.1. Performance Security deposit against the tender for the Empanelment of Suppliers/ Vendors/ Service providers for supply of Office Stationery will be 10% of the grand total based on estimated monthly requirement of all the items considering the L1 value of each item.
- 5.2. The Performance Security shall be furnished in one of the following forms pledged in favour of "Assam Electricity Grid Corporation Limited, payable at Guwahati":
- i. Account Payee Demand Draft
  - ii. Banker's cheque
- 5.3. The amount against the Performance Security deposit will be notified to the successful bidders.
- 5.4. The successful bidder has to deposit the performance security within 7 days from the award of contract of empanelment.
6. **Bid Validity: -**  
Bid validity should be 180 days from the specified date of closing.
7. **Clarification of Tender Document:-**
- 7.1. A prospective Bidder requiring any clarification of the Bidding Document shall contact the AEGCL in writing at the AEGCL's address indicated in the Bid Document or raise his enquiries prior to 7 (seven) days of closing of the bid.
- 7.2. AEGCL will respond to any request for clarification if deemed necessary.
- 7.3. Should AEGCL deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so.
- 7.4. Except for any written clarification by the AEGCL, which is expressly stated to be an addendum to the tender document issued by the GM (HR), AEGCL, no written or oral communication, presentation or explanation by any other employee of AEGCL shall be taken to bind or fetter AEGCL under the contract.

**8. Amendments to Bidding Documents: -**

- 8.1. At any time prior to the deadline for submission of bids, AEGCL may amend the Bidding Document by issuing addendum.
- 8.2. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AEGCL may, at its discretion, extend the deadline for the submission of bids.
- 8.3. Any corrigendum/Addendum/modifications issued to the bid documents will be published on the website: [www.aegcl.co.in](http://www.aegcl.co.in) and shall be part of the Bid Document.

**9. Preparation of Bid: -**

**9.1. Cost of Bid**

The bidder shall bear all costs associated with the preparation and submission of his bid and AEGCL in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**9.2. Language of Bid**

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the AEGCL, shall be written in the English language.

**9.3. Signing of Bid**

- i. The Bidders shall submit their bids as per the instructions contained in ITB Clause 2.5.
- ii. Bid shall be typed or written in indelible ink and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the bidder to the contract.
- iii. This authorization shall consist of a written confirmation as specified in Section II Clause 1. of bid document and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid where entries or amendments have been made shall be signed or initialed by the person signing the bid.
- iv. All pages of the bid should be page numbered, indexed and signed by the authorized signatory. The bid shall not contain any erasure or overwriting.
- v. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and Bid Security/EMD would be forfeited and tenderer is liable to be banned from doing business with AEGCL.

**10. Evaluation of Offer: -**

- 10.1. AEGCL will evaluate Techno- Commercial bids as per Section II of bid document.
- 10.2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected.
  - a. Non submission of complete offers.
  - b. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).

- 10.3. In case any bidder is silent on any clauses mentioned in these tender documents, AEGCL will construe that the bidder has accepted the clauses as per the invitation to tender, no further claim will be entertained.
- 10.4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
- 10.5. Price bids of only the technically and commercially acceptable offers shall be evaluated as per Section III Clause 1.2. of the bid document.
- 10.6. No bidding firm will be allowed to withdraw its bid after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its security deposit will be forfeited.
11. **Negotiation With Bidder: -**
- 11.1. The AEGCL reserves the right to hold negotiations with bidders if AEGCL feels the quoted rates of particular item(s) are unreasonably high. The bid must be valid, eligible and technically acceptable and considered for award of contract.
- 11.2. AEGCL further reserves the right to split up the work order in favour of more than one Contractor. AEGCL also reserves the right to reject the lowest or any other price without assigning any reason. The clauses which are not appearing in this Bid document will be as per The General Condition of Supply and Erection 2009 of AEGCL. The General Condition of Supply and Erection 2009 of AEGCL is available in the AEGCL's website [www.aegcl.co.in](http://www.aegcl.co.in).
12. **Right to Reject: -**  
AEGCL reserves the right to reject any or all the bids without assigning any reason thereof. Bidder will not be entitled to claim any expenses and AEGCL will not be responsible for any costs or expenses incurred on the preparation and submission of the Bids.
13. **Transfer and Subletting: -**  
The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.
14. **Verification of Documents: -**  
AEGCL reserves the right to verify the documents submitted by the bidders with issuing authority and if any abnormalities are observed in the same, their bids will be rejected.

## SECTION II

### ELIGIBILITY CRITERIA

The Applicant must meet all of the following eligibility requirements: -

1. Eligible Bidders: Subject to meeting the qualifying requirements, a bidder may be Individual/Firm/Company/Proprietary Concern.
  - i. When the bidder is an individual carrying on business in a firm's name, the tender should be submitted by the owner of the firm, who may describe himself as carrying on business in the firm's name.
  - ii. When the bidder is a firm, the names and address of the partners should be indicated and a copy of the certificate of registration with the concerned Registrar of firms should be enclosed with the Bid.
  - iii. When the bidder is a Company, the company registration document along with Memorandum of Association should be submitted.
  - iv. When the bidder is a Proprietary Concern, the tender should be submitted along with the registration certificate.
2. The bidder must have minimum 1(one) year of relevant experience in respective categories in supplying the items to Central Govt./ State Govt./ PSUs.  
Proof of at least one contract relating to similar work to Central Govt./ State Govt./ PSUs. in last three years along with copies of Purchase orders to be enclosed.
3. The self-attested IT Returns of the agency for the last three financial years 2018-19 & 2019-20, 2020-21 (Optional) must be submitted along with the application.
4. The bidder should be registered with GST Authority and should have GST Registration number and submit the proof of the same.
5. The bidder should have Pan Card and submit proof of the same.
6. The bidder should have Trade Licence and submit proof of the same.
7. The bidder should not be currently blacklisted/suspended or any services related dispute with any organisation/ Central Govt./ State Govt./ PSUs. Declaration on Company / firm's Letterhead as per Appendix-4 to be submitted.
8. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.
9. The bidder should have office in Guwahati city.
10. Bidder should accept Terms & Conditions as per Section III.
11. All the above Eligibility Criteria must necessarily be supported by relevant documents.
12. Every document must be signed by the bidder.



## SECTION III

### TERMS AND CONDITIONS

#### 1. **Award of Contract: -**

- 1.1. Rate Contract will be valid for a period of one year from the issuance of contract.
- 1.2. Financial Bid Evaluation:
  - a. Financial Bid Evaluation will be done on item basis.
  - b. L1 value for each item quoted shall be considered separately.
  - c. The bidder who matches with the L1 value of each item will be considered successful bidder for empanelment.
  - d. Other bidders will also be allowed to match with the L1 rates. Those bidders who then agree to match with the L1 rates of each item shall also be considered for empanelment.
- 1.3. The qualified bidder will be empanelled initially for the period of one year and may be extended further for another one year subject to annual revision, if their performance is found satisfactory.
- 1.4. The Performance of the empanelled suppliers will be reviewed by committee during contract period.
- 1.5. Once the successful bidders are empanelled for the supply of Stationery, AEGCL will raise the Purchase Order to each bidder turn-wise.
- 1.6. The Empanelled Supplier will have to abide by all the Terms & Conditions of the tender document.
- 1.7. Successful bidders should abide by delivery schedule as given below.
- 1.8. If any of the empanelled successful bidders fail to undertake/complete the assigned job, the contract of the bidder is liable to be cancelled along with forfeiture of security deposit and other consequential action such as black listing as deemed appropriate.

#### 2. **Payment Terms: -**

100% Payment will be made within 30 days after delivery and acceptance.

#### 3. **Warranty: -**

The items specified in Section IV on which warranty is applicable and are supplied by the contractor, such warranty should be issued in the name of AEGCL.

#### 4. **Delivery Schedule: -**

- 4.1. Free delivery of stationery items at Office of the MD, AEGCL, Bijulee Bhawan, Guwahati-781001, Assam should be executed within 10 days.
- 4.2. Free delivery of CDs and Pen Drives order should be executed within 2 days from the date of issue of Purchase Order.
- 4.3. Non availability of the stock should be informed in writing immediately.
- 4.4. No Part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

#### 5. **Liquidated Damages: -**

Timely delivery is essential in the contract and hence if any consignment is delayed, liquidated damages at the rate 1% of the price of the delayed consignment, for each week or part where of shall be levied and recovered subject to maximum of 10% of total purchase order value. In case of delay in compliance with the order

beyond 10 days of the stipulated time period, AEGCL will have the right to cancel the order levying the above liquidated damages.

**6. Blacklisting: -**

Company/Firm blacklisted by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of AEGCL, the AEGCL shall have right to reject the bid and forfeit the EMD or terminate the contract, as the case may be, without any compensation to the bidder.

**7. Termination of Contract: -**

If the performance of the contract is not satisfactory and not corrected within 15 days of receiving notice, AEGCL shall be at liberty to terminate the contract.

**8. Arbitration: -**

All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the purchase order/work order or the breach thereof shall be settled with reference to AEGCL GENERAL CONDITION OF SUPPLY AND ERECTION 2009.

**9. Force Majeure: -**

Normally, force majeure shall cover only act of GOD, fire, war, riots and act of Government etc. Any constraints other than those specified above will not constitute a force majeure condition. In case of force majeure condition, the Contractor shall notify in writing of such condition within 10 days from beginning of such delay for consideration and acceptance.

**10. Legal Jurisdiction: -**

For any litigation arising out of the contract which cannot be resolved through mutual agreement or through arbitration, the Gauhati High Court shall have the sole jurisdiction.

**SECTION IV**  
**SCOPE OF WORK**

The empanelled Contractor is required to supply office stationery at Office of the MD, AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati-781001, Assam. The list of stationery items is specified below:

| Sl No. | Description of Items with details             | Unit   | Estimated monthly requirement |
|--------|---|--------|-------------------------------|
| 1      | Photocopy paper A4, GSM-75, JK or equivalent  | Packet | 70                            |
| 2      | Photocopy paper FS, GSM-75, JK or equivalent  | Packet | 4                             |
| 3      | Photocopy paper A3, GSM-75, JK or equivalent  | Packet | Need Basis                    |
| 4      | Bond Paper, A4, 100 GSM, JK or equivalent     | Packet | Need Basis                    |
| 5      | Note Sheet, GSM-70, JK or equivalent          | Packet | 3                             |
| 6      | Photo Paper, GSM-180, Kodak or equivalent     | Packet | Need Basis                    |
| 7      | Pen (Black), Maxriter or equivalent           | Nos.   | 30                            |
| 8      | Pen (Blue), Maxriter or equivalent            | Nos.   | 30                            |
| 9      | Add. Gel Pen (Blue), Octane or equivalent     | Nos.   | 5                             |
| 10     | Pen (Red), Maxriter or equivalent             | Nos.   | 10                            |
| 11     | Both Side Pen, Flora or equivalent            | Nos.   | 10                            |
| 12     | Marker Pen, Luxor or equivalent               | Nos.   | 10                            |
| 13     | Highlighter pen, Luxor Gloliter or equivalent | Nos.   | 10                            |
| 14     | Wooden Pencil, Apsara or equivalent           | Box    | Need Basis                    |
| 15     | Eraser, Apsara or equivalent                  | Box    | Need Basis                    |
| 16     | Sharpener                                     | Box    | Need Basis                    |
| 17     | File Flag, Oddy Prompts or equivalent         | Nos.   | 15                            |
| 18     | 11"x5" Envelope                               | Nos.   | 500                           |
| 19     | 16"x12" Envelope (Plastic Coated)             | Nos.   | 20                            |
| 20     | F/S size Envelope (Plastic Coated)            | Nos.   | 50                            |
| 21     | 7"x5" Envelope                                | Nos.   | Need Basis                    |
| 22     | A4 Envelope (Plastic Coated)                  | Nos.   | 25                            |
| 23     | DFC Register (Ajulat Paper)                   | Nos.   | Need Basis                    |
| 24     | Binding Register No.-8, Chirag or equivalent  | Nos.   | 2                             |

| Sl No. | Description of Items with details  | Unit | Estimated Monthly requirement |
|--------|--|------|-------------------------------|
| 25     | Binding Register No.-10, Chirag or equivalent  | Nos. | 2                             |
| 26     | Binding Register No.-12, Chirag or equivalent  | Nos. | 2                             |
| 27     | Binding Register No.-20, Chirag or equivalent  | Nos. | 2                             |
| 28     | Binding Register No.-30, Chirag or equivalent  | Nos. | Need Basis                    |
| 29     | Despatch Register (Ajulat Paper), 300 pages<br>(The register has to be printed and bound as per sample available at AEGCL head office)       | Nos. | Need Basis                    |
| 30     | Pension Register (Ajulat Paper), 200 pages<br>(The register has to be printed and bound as per sample available at AEGCL head office)        | Nos. | Need Basis                    |
| 31     | Family Pension Register (Ajulat Paper), 200 pages<br>(The register has to be printed and bound as per sample available at AEGCL head office) | Nos. | Need Basis                    |
| 32     | Peon Book, Credence or equivalent  | Nos. | Need Basis                    |
| 33     | Vehicle Log Book   | Nos. | Need Basis                    |
| 34     | File Cover No.20, Nidhi or equivalent  | Nos. | 12                            |
| 35     | File Cover No.400, Nidhi or equivalent   | Nos. | 350                           |
| 36     | File Board   | Nos. | 350                           |
| 37     | Stick File, Sealing/King or equivalent   | Nos. | 20                            |
| 38     | Index File, Nidhi or equivalent  | Nos. | 10                            |
| 39     | Spring File, Nidhi or equivalent   | Nos. | 10                            |
| 40     | Auto Clip File, TRIO or equivalent   | Nos. | Need Basis                    |
| 41     | Four Cover File, Empire or equivalent  | Nos. | 5                             |
| 42     | Clip File, TRIO or equivalent  | Nos. | Need Basis                    |
| 43     | L Folder (Plastic)   | Nos. | 7                             |
| 44     | Calculator, 12 digit, Casio or equivalent  | Nos. | 2                             |
| 45     | File Tag, 500tags per box, Kashyap Mumb or equivalent  | Box  | 1                             |
| 46     | Gems Clip, Globe or equivalent   | Box  | 5                             |
| 47     | Binder Clip 19 mm, Oddy or equivalent  | Box  | Need Basis                    |
| 48     | Binder Clip 25 mm, Oddy or equivalent  | Box  | Need Basis                    |
| 49     | Binder Clip 32 mm, Oddy or equivalent  | Box  | Need Basis                    |

| Sl No. | Description of Items with details                | Unit | Estimated Monthly requirement |
|--------|--|------|-------------------------------|
| 50     | Binder Clip 41 mm, Oddy or equivalent            | Box  | Need Basis                    |
| 51     | Binder Clip 51 mm, Oddy or equivalent            | Box  | Need Basis                    |
| 52     | Punching Machine (single hole)                   | Nos. | 3                             |
| 53     | Punching Machine (double hole)                   | Nos. | 2                             |
| 54     | Punching Machine DP-800,                         | Nos. | Need Basis                    |
| 55     | Correction Pen, White Fluid, Luxor or equivalent | Nos. | 10                            |
| 56     | Stapler Machine No-10,Kangaro or equivalent      | Nos. | 5                             |
| 57     | Stapler Machine No-HP 45, Kangaro or equivalent  | Nos. | Need Basis                    |
| 58     | Stapler Machine No-HD45, Kangaro or equivalent   | Nos. | Need Basis                    |
| 59     | Stapler Pin No-10, Kangaro or equivalent         | Box  | Need Basis                    |
| 60     | Stapler Pin No-24/6, Kangaro or equivalent       | Box  | Need Basis                    |
| 61     | Staple Pin No-24/14, Kangaro or equivalent       | Box  | Need Basis                    |
| 62     | Glue Stick, Kangaro or equivalent                | Nos. | 15                            |
| 63     | Prinking Stamp                                   | Nos. | Need Basis                    |
| 64     | Polymer Stamp, Moscot or equivalent              | Nos. | Need Basis                    |
| 65     | Stamp Pad, Select or equivalent                  | Nos. | 3                             |
| 66     | Name Plate                                       | Nos. | Need Basis                    |
| 67     | Towel (Medium Size)                              | Nos. | 6                             |
| 68     | Towel (Big Size)                                 | Nos. | 3                             |
| 69     | Writing Pad, Oddy or equivalent                  | Nos. | 10                            |
| 70     | White Board, size 2'x1/2', Kross or equivalent   | Nos. | Need Basis                    |
| 71     | White Board, size 4'x3', Kross or equivalent     | Nos. | Need Basis                    |
| 72     | White Board. size 3'x1.5', Kross or equivalent   | Nos. | Need Basis                    |
| 73     | White Board Duster, Kross or equivalent          | Nos. | Need Basis                    |
| 74     | Paper piercing needle, (Poker)                   | Nos. | Need Basis                    |
| 75     | T - Alpin, GEM or equivalent                     | Box  | 5                             |
| 76     | Visiting Card (100 Cards)                        | Box  | Need Basis                    |
| 77     | Damper, Jumbo or equivalent                      | Nos. | Need Basis                    |
| 78     | Paper Weight, Kebica or equivalent               | Nos. | 5                             |

| Sl No. | Description of Items with details        | Unit   | Estimated Monthly requirement |
|--------|--|--------|-------------------------------|
| 79     | My clear bag                             | Nos.   | Need Basis                    |
| 80     | Scale (Plastic), Oxford or equivalent    | Box    | Need Basis                    |
| 81     | Karbon (Blue), Kross or equivalent       | Packet | Need Basis                    |
| 82     | Dustbin                                  | Nos.   | 2                             |
| 83     | Dak Pad                                  | Nos.   | Need Basis                    |
| 84     | Pencil Battery , Eveready or equivalent  | Nos.   | 2                             |
| 85     | Paper Cutter, Ikon/Kayo or equivalent    | Nos.   | 2                             |
| 86     | Scissor 7"                               | Nos.   | 2                             |
| 87     | Pin Dispenser, Oddy or equivalent        | Nos.   | Need Basis                    |
| 88     | Pen Stand, Oddy or equivalent            | Nos.   | Need Basis                    |
| 89     | File Tray                                | Nos.   | Need Basis                    |
| 90     | Cello Tap 2", Om Sai or equivalent       | Nos.   | 2                             |
| 91     | Room Freshener, Godrej Aer or equivalent | Nos.   | 3                             |
| 92     | Rubber band                              | Kg.    | Need Basis                    |
| 93     | CD, Frontech or equivalent               | Nos.   | Need Basis                    |
| 94     | Mouse Pad                                | Nos.   | Need Basis                    |
| 95     | Pen drive (16GB), Sandisk or equivalent  | Nos.   | Need Basis                    |

Any other item which is not specified in the above list may be supplied on requirement basis at market rate.

## Appendix-1

### BID SUBMISSION FORM

(Bid Submission Form to be printed on Company / firm's Letterhead)

To,  
The General Manager (HR),  
Assam Electricity Grid Corporation Limited,  
Bijulee Bhawan, Paltan Bazar,  
Guwahati-01

Date:

Ref.: Bid Identification Document No. \_\_\_\_\_ dated \_\_\_\_\_

Respected Sir,

I/We, the undersigned have examined the above-mentioned Bid Document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to provide Services in conformity with your above referred document.

If our Bid is accepted, we undertake to supply office stationery at "Office of the MD, AEGCL, Bijulee Bhawan, Guwahati-781001, Assam" as mentioned above in accordance with the scope of work, and general conditions of contract of the bidding documents.

I/We further confirm that, if our Bid is accepted, we shall provide you with a Performance Security as per ITB Clause 4.1. in an acceptable form for due performance of the contract, including amendment/ corrigendum, if any.

I/We agree to keep our bid valid for acceptance for \_\_\_\_ days or for subsequently extended period, if any, agreed to by us. I/we also accordingly confirm to abide by this bid up to the afore-said period and this bid may be accepted any time before the expiry of the afore-said period. I/We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the afore-said period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred Bid Reference.

I/We confirm that we fully agree to the terms and conditions specified in the above-mentioned Bidding Document, including amendment/corrigendum, if any.

(Signature of the Bidder)

Name, Address and seal of the Bidder: \_\_\_\_\_

## Appendix-2

### BIDDER INFORMATION

Bid Identification No: \_\_\_\_\_ Dated: \_\_\_\_\_

| SL. No. | Particulars   | Details to be filled   |
|---------|---|--|
| 1.      | Name of the Bidder  |  |
| 2.      | Address of the Bidder   |  |
| 3.      | Whether Individual/Firm/Company/<br>Proprietary Concern                           |  |
| 4.      | Telephone No. and Mobile No. of the<br>person to be contacted                     | Telephone No:<br>Mobile No:  |
| 5.      | Email address   |  |
| 6.      | GST Registration No.  |  |
| 7.      | PAN Card No.  |  |
| 8.      | Trade Licence No.   |  |
| 9.      | Bank Details  | a) Name in Account:<br>b) Account No.:<br>c) Name of the Bank:<br>d) Name of the Branch:<br>e) IFS Code of the Branch: |
| 10.     | Income Tax Return for Assessment<br>Year 2018-19, 2019-20,<br>2020-21(Optional) . |  |
| 11.     | Bid Document Cost Details (Non-<br>refundable)                                    | Name of the issuing bank:<br>Demand Draft/Banker Cheque No:<br>Amount:<br>Dated:                                       |

**Note:** Attach self-attested documentary proof in support of each of the above, failing which bid is liable to be rejected. AEGCL reserves the right to verify the credentials of the bidders.

Signature

(Name, Designation of Authorized  
Signatory with Seal)

\_\_\_\_\_



### Appendix-3

#### CLIENT INFORMATION

Bid Identification No: \_\_\_\_\_ Dated: \_\_\_\_\_

Details of major contracts with Central/State Govt/PSUs handled by the bidder for providing Stationery items during last one year in the following format: -

| SL. No | Details of client along with address, telephone no. & Fax No. | Amount of Contract (Rs. Lakhs per year) | Duration of the Contract |    |
|--------|---|---|--------------------------|----|
|        |   |   | FROM                     | TO |
| 1      |   |   |                          |    |
| 2      |   |   |                          |    |
| 3      |   |   |                          |    |

**Note:** Details of client's Work Experience need to be mentioned above. Self-attested copies of Purchase Order or Work Completion Certificate need to be enclosed

Signature

(Name, Designation of Authorized Signatory with Seal)

## Appendix-4

### DECLARATION OF CLEAN TRACK RECORD (Declaration of Clean Track Record to be printed on Company / firm's Letterhead)

To,

The General Manager (HR),  
Assam Electricity Grid Corporation Limited,  
Bijulee Bhawan, Paltan Bazar,  
Guwahati-01

Date:

Subject: Declaration of clean track record.

Reference: Bid Identification No \_\_\_\_\_ dated \_\_\_\_\_

Sir,

I've carefully gone through the Terms & Conditions at Section III contained in the above referred Bid document. I hereby declare that my company / firm is not currently debarred / black listed by any Government /Semi Government Organizations / Institutions in India or abroad. I further certify that I'm competent authority in the company / firm to make this declaration.

Or

I declare the following

| SL. No | Black listed / debarred by Government / Semi Government Organizations / Institutions | Reason | Period (Since when and for how long) |
|--------|--|--------|--------------------------------------|
| 1.     |  |        |                                      |

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Signature

(Name, Designation of Authorized Signatory with Seal)

\_\_\_\_\_

**Appendix-5**

**BID SECURITY FORWARDING LETTER**

(Bid Security forwarding letter to be printed on Company / firm's Letterhead)

To,

Date:

The General Manager (HR),  
Assam Electricity Grid Corporation Limited,  
Bijulee Bhawan, Paltan Bazar,  
Guwahati-01

Sub: Bid Security for Bid Identification No \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

I/We, M/s \_\_\_\_\_, having read and examined in detail the bid document and amendments for "Empanelment of Suppliers/ Vendors/ Service providers for supply of Office Stationery at Office of the MD, AEGCL, Bijulee Bhawan, Paltan Bazar Guwahati-781001, Assam"

I/We, M/s \_\_\_\_\_ hereby submit EMD/Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in the form of Demand Draft / Banker's Cheque. The details are as under:

- a. Name of Issuing Bank:
- b. Demand Draft/ Banker's Cheque:
- c. Amount:
- d. Dated:

I/We, M/s. \_\_\_\_\_ having read and understand the ITB clause no. 4.5. towards forfeiture of Bid Security.

(Signature of the Bidder)

Name, Address and seal of the Bidder: \_\_\_\_\_

## Appendix-6

### PRICE BID Format

To,

Date:

The General Manager (HR),  
Assam Electricity Grid Corporation Limited,  
Bijulee Bhawan, Paltan Bazar,  
Guwahati-01

Sub: Price Bid for Bid Identification No \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

This is certified that I/we have understood all clauses of the Bid Document. I/We hereby quote the following rates, for the Scope of Supply Work mentioned in Section IV:

| Sl No. | Description of Items with details            | Unit   | Brand Name | Base Rate per unit (In INR) | CGST per unit |        | SGST per unit |        | Net Rate per Unit (In INR) |
|--------|--|--------|------------|-----------------------------|---------------|--------|---------------|--------|----------------------------|
|        |  |        |            |                             | %             | Amount | %             | Amount |                            |
| 1      | Photocopy paper A4, GSM-75, JK or equivalent | Packet |            |                             |               |        |               |        |                            |
| 2      | Photocopy paper FS, GSM-75, JK or equivalent | Packet |            |                             |               |        |               |        |                            |
| 3      | Photocopy paper A3, GSM-75, JK or equivalent | Packet |            |                             |               |        |               |        |                            |
| 4      | Bond Paper, A4, 100 GSM, JK or equivalent    | Packet |            |                             |               |        |               |        |                            |
| 5      | Note Sheet, GSM-70, JK or equivalent         | Packet |            |                             |               |        |               |        |                            |
| 6      | Photo Paper, GSM-180, Kodak or equivalent    | Packet |            |                             |               |        |               |        |                            |
| 7      | Pen (Black), Maxriter or equivalent          | Nos.   |            |                             |               |        |               |        |                            |
| 8      | Pen (Blue), Maxriter or equivalent           | Nos.   |            |                             |               |        |               |        |                            |
| 9      | Add. Gel Pen (Blue), Octane or equivalent    | Nos.   |            |                             |               |        |               |        |                            |
| 10     | Pen (Red), Maxriter or equivalent            | Nos.   |            |                             |               |        |               |        |                            |

| Sl No. | Description of Items with details             | Unit | Brand Name | Base Rate per unit (In INR) | CGST per unit |        | SGST per unit |        | Net Rate per Unit (In INR) |
|--------|---|------|------------|-----------------------------|---------------|--------|---------------|--------|----------------------------|
|        |   |      |            |                             | %             | Amount | %             | Amount |                            |
| 11     | Both Side Pen, Flora or equivalent            | Nos. |            |                             |               |        |               |        |                            |
| 12     | Marker Pen, Luxor or equivalent               | Nos. |            |                             |               |        |               |        |                            |
| 13     | Highlighter pen, Luxor Gloliter or equivalent | Nos. |            |                             |               |        |               |        |                            |
| 14     | Wooden Pencil, Apsara or equivalent           | Box  |            |                             |               |        |               |        |                            |
| 15     | Eraser, Apsara or equivalent                  | Box  |            |                             |               |        |               |        |                            |
| 16     | Sharpener                                     | Box  |            |                             |               |        |               |        |                            |
| 17     | File Flag, Oddy Prompts or equivalent         | Nos. |            |                             |               |        |               |        |                            |
| 18     | 11"x5" Envelope                               | Nos. |            |                             |               |        |               |        |                            |
| 19     | 16"x12" Envelope (Plastic Coated)             | Nos. |            |                             |               |        |               |        |                            |
| 20     | F/S size Envelope (Plastic Coated)            | Nos. |            |                             |               |        |               |        |                            |
| 21     | 7"x5" Envelope                                | Nos. |            |                             |               |        |               |        |                            |
| 22     | A4 Envelope (Plastic Coated)                  | Nos. |            |                             |               |        |               |        |                            |
| 23     | DFC Register (Ajulat Paper)                   | Nos. |            |                             |               |        |               |        |                            |
| 24     | Binding Register No.-8, Chirag or equivalent  | Nos. |            |                             |               |        |               |        |                            |
| 25     | Binding Register No.-10, Chirag or equivalent | Nos. |            |                             |               |        |               |        |                            |
| 26     | Binding Register No.-12, Chirag or equivalent | Nos. |            |                             |               |        |               |        |                            |
| 27     | Binding Register No.-20, Chirag or equivalent | Nos. |            |                             |               |        |               |        |                            |
| 28     | Binding Register No.-30, Chirag or equivalent | Nos. |            |                             |               |        |               |        |                            |

| Sl No. | Description of Items with details  | Unit | Brand Name | Base Rate per unit (In INR) | CGST per unit |        | SGST per unit |        | Net Rate per Unit (In INR) |
|--------|--|------|------------|-----------------------------|---------------|--------|---------------|--------|----------------------------|
|        |  |      |            |                             | %             | Amount | %             | Amount |                            |
| 29     | Despatch Register (Ajulat Paper), 300 pages<br>(The register has to be printed and bound as per sample available at AEGCL head office)       | Nos. |            |                             |               |        |               |        |                            |
| 30     | Pension Register (Ajulat Paper), 200 pages<br>(The register has to be printed and bound as per sample available at AEGCL head office)        | Nos. |            |                             |               |        |               |        |                            |
| 31     | Family Pension Register (Ajulat Paper), 200 pages<br>(The register has to be printed and bound as per sample available at AEGCL head office) | Nos. |            |                             |               |        |               |        |                            |
| 32     | Peon Book, Credence or equivalent  | Nos. |            |                             |               |        |               |        |                            |
| 33     | Vehicle Log Book   | Nos. |            |                             |               |        |               |        |                            |
| 34     | File Cover No.20, Nidhi or equivalent  | Nos. |            |                             |               |        |               |        |                            |
| 35     | File Cover No.400, Nidhi or equivalent   | Nos. |            |                             |               |        |               |        |                            |
| 36     | File Board   | Nos. |            |                             |               |        |               |        |                            |
| 37     | Stick File, Sealing/King or equivalent   | Nos. |            |                             |               |        |               |        |                            |
| 38     | Index File, Nidhi or equivalent  | Nos. |            |                             |               |        |               |        |                            |
| 39     | Spring File, Nidhi or equivalent   | Nos. |            |                             |               |        |               |        |                            |
| 40     | Auto Clip File, TRIO or equivalent   | Nos. |            |                             |               |        |               |        |                            |
| 41     | Four Cover File, Empire or equivalent  | Nos. |            |                             |               |        |               |        |                            |
| 42     | Clip File, TRIO or equivalent  | Nos. |            |                             |               |        |               |        |                            |

| SI No. | Description of Items with details                     | Unit | Brand Name | Base Rate per unit (In INR) | CGST per unit |        | SGST per unit |        | Net Rate per Unit (In INR) |
|--------|---|------|------------|-----------------------------|---------------|--------|---------------|--------|----------------------------|
|        |   |      |            |                             | %             | Amount | %             | Amount |                            |
| 43     | L Folder (Plastic)                                    | Nos. |            |                             |               |        |               |        |                            |
| 44     | Calculator, 12 digit, Casio or equivalent             | Nos. |            |                             |               |        |               |        |                            |
| 45     | File Tag, 500tags per box, Kashyap Mumb or equivalent | Box  |            |                             |               |        |               |        |                            |
| 46     | Gems Clip, Globe or equivalent                        | Box  |            |                             |               |        |               |        |                            |
| 47     | Binder Clip 19 mm, Oddy or equivalent                 | Box  |            |                             |               |        |               |        |                            |
| 48     | Binder Clip 25 mm, Oddy or equivalent                 | Box  |            |                             |               |        |               |        |                            |
| 49     | Binder Clip 32 mm, Oddy or equivalent                 | Box  |            |                             |               |        |               |        |                            |
| 50     | Binder Clip 41 mm, Oddy or equivalent                 | Box  |            |                             |               |        |               |        |                            |
| 51     | Binder Clip 51 mm, Oddy or equivalent                 | Box  |            |                             |               |        |               |        |                            |
| 52     | Punching Machine (single hole)                        | Nos. |            |                             |               |        |               |        |                            |
| 53     | Punching Machine (double hole)                        | Nos. |            |                             |               |        |               |        |                            |
| 54     | Punching Machine DP-800,                              | Nos. |            |                             |               |        |               |        |                            |
| 55     | Correction Pen, White Fluid, Luxor or equivalent      | Nos. |            |                             |               |        |               |        |                            |
| 56     | Stapler Machine No-10,Kangaro or equivalent           | Nos. |            |                             |               |        |               |        |                            |
| 57     | Stapler Machine No-HP 45, Kangaro or equivalent       | Nos. |            |                             |               |        |               |        |                            |
| 58     | Stapler Machine No-HD45, Kangaro or equivalent        | Nos. |            |                             |               |        |               |        |                            |
| 59     | Stapler Pin No-10, Kangaro or equivalent              | Box  |            |                             |               |        |               |        |                            |
| 60     | Stapler Pin No-24/6, Kangaro or equivalent            | Box  |            |                             |               |        |               |        |                            |
| 61     | Staple Pin No-24/14, Kangaro or equivalent            | Box  |            |                             |               |        |               |        |                            |

| Sl No. | Description of Items with details              | Unit   | Brand Name | Base Rate per unit (In INR) | CGST per unit |        | SGST per unit |        | Net Rate per Unit (In INR) |
|--------|--|--------|------------|-----------------------------|---------------|--------|---------------|--------|----------------------------|
|        |  |        |            |                             | %             | Amount | %             | Amount |                            |
| 62     | Glue Stick, Kangaro or equivalent              | Nos.   |            |                             |               |        |               |        |                            |
| 63     | Prinking Stamp                                 | Nos.   |            |                             |               |        |               |        |                            |
| 64     | Polymer Stamp, Moscot or equivalent            | Nos.   |            |                             |               |        |               |        |                            |
| 65     | Stamp Pad, Select or equivalent                | Nos.   |            |                             |               |        |               |        |                            |
| 66     | Name Plate                                     | Nos.   |            |                             |               |        |               |        |                            |
| 67     | Towel (Medium Size)                            | Nos.   |            |                             |               |        |               |        |                            |
| 68     | Towel (Big Size)                               | Nos.   |            |                             |               |        |               |        |                            |
| 69     | Writing Pad, Oddy or equivalent                | Nos.   |            |                             |               |        |               |        |                            |
| 70     | White Board, size 2'x1/2', Kross or equivalent | Nos.   |            |                             |               |        |               |        |                            |
| 71     | White Board, size 4'x3', Kross or equivalent   | Nos.   |            |                             |               |        |               |        |                            |
| 72     | White Board. size 3'x1.5', Kross or equivalent | Nos.   |            |                             |               |        |               |        |                            |
| 73     | White Board Duster, Kross or equivalent        | Nos.   |            |                             |               |        |               |        |                            |
| 74     | Paper piercing needle, (Poker)                 | Nos.   |            |                             |               |        |               |        |                            |
| 75     | T - Alpin, GEM or equivalent                   | Box    |            |                             |               |        |               |        |                            |
| 76     | Visiting Card (100 Cards)                      | Box    |            |                             |               |        |               |        |                            |
| 77     | Damper, Jumbo or equivalent                    | Nos.   |            |                             |               |        |               |        |                            |
| 78     | Paper Weight, Kebica or equivalent             | Nos.   |            |                             |               |        |               |        |                            |
| 79     | My clear bag                                   | Nos.   |            |                             |               |        |               |        |                            |
| 80     | Scale (Plastic), Oxford or equivalent          | Box    |            |                             |               |        |               |        |                            |
| 81     | Karbon (Blue), Kross or equivalent             | Packet |            |                             |               |        |               |        |                            |
| 82     | Dustbin  | Nos.   |            |                             |               |        |               |        |                            |



| Sl No. | Description of Items with details        | Unit | Brand Name | Base Rate per unit (In INR) | CGST per unit |        | SGST per unit |        | Net Rate per Unit (In INR) |
|--------|--|------|------------|-----------------------------|---------------|--------|---------------|--------|----------------------------|
|        |  |      |            |                             | %             | Amount | %             | Amount |                            |
| 83     | Dak Pad                                  | Nos. |            |                             |               |        |               |        |                            |
| 84     | Pencil Battery , Eveready or equivalent  | Nos. |            |                             |               |        |               |        |                            |
| 85     | Paper Cutter, Ikon/Kayo or equivalent    | Nos. |            |                             |               |        |               |        |                            |
| 86     | Scissor 7"                               | Nos. |            |                             |               |        |               |        |                            |
| 87     | Pin Dispenser, Oddy or equivalent        | Nos. |            |                             |               |        |               |        |                            |
| 88     | Pen Stand, Oddy or equivalent            | Nos. |            |                             |               |        |               |        |                            |
| 89     | File Tray                                | Nos. |            |                             |               |        |               |        |                            |
| 90     | Cello Tap 2", Om Sai or equivalent       | Nos. |            |                             |               |        |               |        |                            |
| 91     | Room Freshener, Godrej Aer or equivalent | Nos. |            |                             |               |        |               |        |                            |
| 92     | Rubber band                              | Kg.  |            |                             |               |        |               |        |                            |
| 93     | CD, Frontech or equivalent               | Nos. |            |                             |               |        |               |        |                            |
| 94     | Mouse Pad                                | Nos. |            |                             |               |        |               |        |                            |
| 95     | Pen drive (16GB), Sandisk or equivalent  | Nos. |            |                             |               |        |               |        |                            |

**Note:**

1. **Net Rate per Unit = Base rate per unit + CGST per unit + SGST per unit.**
2. Any other item which is not quoted in the above list may be supplied on requirement basis at market rate.
3. In no case, there should be any change in the format of the Financial Bid. In such cases, tender shall summarily be rejected.
4. No over writing & cutting is permitted in Financial Bid.

(Signature of the Bidder)

Name, Address and seal of the Bidder: \_\_\_\_\_