



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.ए. नौएडा-201305, जिला गौतम बुद्ध नगर (उ०प्र०)

NOIDA SPECIAL ECONOMIC ZONE AUTHORITY

(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner

Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

F. No. NSEZA/11/2015. ५१३

Dated: 24.01.2017

e-Tender for supply of stationery items

The Chairman & CEO, Noida SEZ Authority invites e-tenders in two bid system i.e.(1)Technical bid, (2).Financial bid from reputed vendors for supply of stationery items for NSEZ AUTHORITY as per the details given at Annexure I.

Terms and Conditions:

1. Tender should be in a 2 bid system i.e. Technical bid and financial bid in e-tender module in the NSEZ Website
2. EMD amounting to Rs.10,000/- (Rupees ten thousand only) in the shape of DD in favour of "NSEZ AUTHORITY" is required to submitted in this office.
- 3.The complete address of the firm, name of the contact person along with contact numbers is required to upload in the website.
- 4.The tendering firm is advised to visit the site of work at his own cost and collect all information that he considers necessary for proper assessment of the prospective assignment.
5. The items should be supplied at Consignee's site within 15 days from the date of issue of supply order on every 3 month. **This is valid for one year.**
- 6.The firm shall quote their rates in INR for each & every item used for supply of tendered items which include all taxes, transportation, labour charges, installations and nothing extra shall be paid on any account. Service tax, VAT, if any should be mentioned clearly in rupees.
- 7.The Payment will be released only after final inspection of items supplied at consignee's site only.
- 8.The material used for supply of tendered items should have functional warranty for 1 year from the date of supply/installation. The supplier will replace the defective material free of cost, if noticed within the warranty period.
- 9.Quantity quoted in tender notice is approximate.
- 10.Tender duly complete in all respects should be submitted in the e-tender of module of NSEZ Website www.nsez.gov.in by **03.02.2017 up to 03.00 PM** .The received quotes will be opened on same date at 3.30 PM in the O/o Development Commissioner, NSEZ, Noida-201305 All bidders are required to bring all document in original along with DD of Rs. 10,000/- .
11. In case last date happens to be a Govt. holiday, then the next working day will be the date of receipt of tenders.
- 12.Bidder should have PAN and service Tax number.
- 14.Tender received after due date and time will not be entertained.
- 16.CEO, NSEZ AUTHORITY reserves the right to reject any or all of the received bids without assigning any reason.
17. Any legal dispute will be subject to Noida jurisdiction.


(R.P. Verma)
Secretary



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TECHNICAL BID

Technical bid as mentioned above shall contain the following information:

1. Specimen Sample of quoted items (with suitable ref. No. or mark for identification) should also be submitted in physical form and also upload the photograph in the website.
2. Bidder must have 3 years experience in respect of supply of Stationery items.
3. Bidder must have experience for supply of stationery items in at least 2 Govt. Departments.
4. Earnest money amounting to Rs. 10,000/- (Rupees ten thousand) in the shape of Bank Draft in favour of 'NSEZ AUTHORITY' payable at Noida.
5. Bidder is not required to deposit any tender fee.
6. Copy of service tax no. and PAN No.



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ANNEXURE -I

Details of items:

(a) Supply of following items on quarterly basis on the issuance of supply order.

S.No.	Item name	Qty
1.	Photocopy paper A-4 Size	130
2.	Photocopy Paper A-3 Size Legal	20
3.	Note Sheet Pad	150
4.	Calculator	20
5.	Cello Tape Small	20
6.	Cello Tape Khaki Big	25
7.	Ragister 8 Qr	25
8.	Register 4 Qr.	25
9.	Towel Big	15
10.	Towel Small	10
11.	Towel Medium	10
12.	Assistant Diary	25
13.	Cell Pencil Size	50
14.	Cell Remote	80
15.	Pen Ad Gel	35
16.	Pen Montex Blue	100
17.	Pen Cello Gripper	50
18.	Pen Montex Black	35
19.	Pilot Pen Blue	30
20.	Pen Uniball Blue	40
21.	Pen Uniball Black	10
22.	Ball Pen (Link Starline)	120
23.	Glass Fancy	08
24.	Glass Tumble	50
25.	Cup Plate	08
26.	Pencil High dark	50
27.	Duster White	30 (dozen)
28.	All out Refill	30
29.	All out with machine	20
30.	Paper cutter	20
31.	Short hand note book	20
32.	Note book writing pad	35
33.	Flag colored	70
34.	Yellow Sleep	25
35.	File Board	1000
36.	Markeen cloth	70
37.	Telephone (caller ID with speaker)	10
38.	Black Clip 25 mm	25
39.	Black Clip 32 mm	25

City Office : PHD House, IIIrd Floor, Opp. Asian Games Village, New Delhi-110016
Tel. Zone Office : [Code- from outside 0120 / from Delhi 120- 2567270, 3021444-46, Fax : 2562314, 2567276
City Office Telefax : 011-26855061: E-mail : < dc@nsez.gov.in > : Website: < www.nsez.gov.in >



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40.	Black Clip 41 mm	25
41.	Black Clip 51 mm	25
42.	Scissor Big	20
43.	Scissor Small	15
44.	Pencil sharper	80
45.	Plastic rope	100
46.	Box file	15
47.	Glue stick	50
48.	Marker permanent	25
49.	Board pin	15
50.	Dustbin Stainless Steel	05
51.	Envelope Yellow file size (cloth mounted)	500
52.	Envelope yellow medium size	500
53.	Plastic folder	100
54.	Pen stand	05
55.	Stapler Pin small	50
56.	Stapler Pin big	30
57.	Highlighter	30
58.	Scale stainless steel	25
59.	Stapler Heavy Duty	08
60.	Stapler Big	25
61.	Stapler small	30
62.	Punch heavy Duty	08
63.	Punch Normal size	25
64.	Punch Double	10
65.	Dinner Set	3
66.	Bond Paper	10
67.	Mat (Joot)	05
68.	Lock	05
69.	Room Freshener	10
70.	Dettol Hand wash	10
71.	Dettol refill	15
72.	Jug	6
73.	Table Slider	4
74.	Glass Top	1
75.	Paper Weight	20
76.	Wall Clock	05
77.	Stamp Ink	10
78.	Tea Bag	10

Note:- Quoted rates should be valid for one year.

FINANCIAL BID

BREAK-UP DETAILS OF PRICE FOR REQUIRED ITEMS

Description Rate

S.No.	Description	Rate
1.	Basic Sale Price	
2.	Labor charges etc, if any	
3.	Central Sales Tax @ %	
4.	VAT @ %	
5.	Any other Tax @ %	
6.	Transportation	
7.	Any othter charges	
	Total	

Note:- Quoted rates should be valid for one year.

Copy to:-

1. All Notice Board at NSEZ for posting of NSEZ website.
2. Main Gate NSEZ.
3. Sr. account Officer.