



**GIRIJAN COOPERATIVE CORPORATION LTD.,
HEAD OFFICE, EAST POINT COLONY,
VISAKHAPATNAM – 530 017.**

**Phone: 0891-2822120 Fax: 0891-2796345
Email:gmgccfin@gmail.com, apgirijan@yahoo.co.in
Website:www.apgirijan.com**

**TENDER-CUM-NEGOTIATIONS NOTICE FOR PURCHASE OF GENERAL
STATIONERY / COMPUTER STATIONERY ITEMS**

Rc.No. 260/2015 Accts-4

Dt: 02.06.2017

Girijan Cooperative Corporation Ltd., (GCC) requires Office stationery items / Computer Stationery Items to GCC Ltd., Visakhapatnam for one year **2017-18 (i.e., from 01.06.2017 to 31.05.2018)**. Interested parties may quote items lowest prices for supply of Office Stationery items/Computer Stationery Items. **The Tenderers shall attend the tender with sample items.**

Tenders for both Office Stationery & Computer Stationery Items would be opened on **14.06.2017 at 02.30 PM**, at CHO, GCC Ltd., East Point Colony, Visakhapatnam. The interested suppliers / firms (who are registered and income / sales tax payees) may file their tenders in the enclosed schedule (in sealed cover super scribing on the cover ("**Tender for supply of Office stationery/ Computer Stationery/Separately for both items**") by post or in person so as to reach CHO, GCC Ltd., Visakhapatnam -530 017, before **02.00PM** on 14.06.2017.

The Parties / Suppliers / Firms interested in supplying the said office stationery items / Computer Stationery to GCC, shall file their tenders in Annexure – B of this notice along with EMD **Rs. 3,000/- (Rupees three thousand only)** each for Office Stationery & Computer Stationery in separate sealed covers super scribing (**Tender for supply of "Office Stationery Items" / "Computer Stationery Items"**).

The purchase of the **Office Stationery Items / Computer Stationery Items** by GCC and all other transactions arising out of these tender proceedings shall be subject to the terms and conditions stipulated in Annexure–A appended herewith and shall be binding on the suppliers and these terms & conditions shall continue to be in force till the transactions are completely concluded in all respects. The successful tenderor shall have to execute necessary supply agreement with GCC.

The sealed quotation should be sent either by post or in person to M/s. Girijan Cooperative Corporation Limited, East Point Colony, Opp. New VUDA Park, Visakhapatnam.

Sd/- Dr. S. Ashok Kumar,
General Manager (RMD)/ Chairman

//t.c.b.o//

Jr. Manager (Fin.) /
Dy. GM (Admn.) (FAC)

To

M/s.

GIRIJAN CO-OPERATIVE CORPORATION LIMITED: VISAKHAPATNAM

Annexure – A

TERMS AND CONDITIONS FOR SUPPLY OF GENERAL STATIONERY / COMPUTER STATIONERY ITEMS

I	Meanings	
1	Corporation:	Girijan Cooperative Corporation Ltd., (GCC) Visakhapatnam – 530 017.
2	Time & Date	Dt. 14.06.2017 at 02.30 P.M.
3	Place of Tender	GCC Ltd., CHO, Opp. New Vuda Park, Visakhapatnam – 530 017.
4	Annexure – B	The prescribed Tender form which shall be filled in full by the tenderor or his authorized representative.
5	Usual Official Language	The Medium of language used in the tender form ENGLISH.
6	Tenderer	An individual / Registered firm / Registered Company (or) his / their authorized Representative. However the authorized representative shall produce relevant proof disclosing his status and authority to sign the tender documents.
7	Authorized Representative of the Corporation.	The General Manager (Fin), Girijan Cooperative Corporation Ltd., Visakhapatnam – 530 017.
8	Dispute	The breach of contractual obligation arising out of the tender conditions.
9	Sole Arbitrator	Vigilance Officer, GCC Ltd., Visakhapatnam or any other Officer appointed by the VC & Managing Director, Girijan Cooperative Ltd., Visakhapatnam – 530 017.
10	Submission of Tender	<p>a. Tender(s) shall be filled in Annexure – B only (enclosed) separately for General Stationery & Computer Stationery Items. All columns shall be filled in full with clear terms and in usual official language only.</p> <p>b. Tender(s) will be received on all working days up to the last date & time and at the place indicated in the Tender notice.</p> <p>c. The sealed covers containing the tender schedule given in Annexure – B shall be addressed to the Authorized Representative of the Corporation.</p> <p>d. The sealed cover shall be superscribed as tender for supply of Stationery Items.</p> <p>e. The sealed tender(s) (in Annexure – B) (Separate Annexure-B for both) shall be signed & presented either by the intending tenderer / bidder or through his / her / their authorized representative, in person or by post so as to reach the authorized representative of the Corporation within the stipulated time & date.</p>
11	Receipt of Tender	<p>a. The tender(s) received up to the last date & time and at the place indicated in the tender notice shall only be taken into consideration for opening in the presence of the tenders / their authorized representative present at the time prescribed for opening of the Tenderer in Annexure – B. Tender received after the stipulated date & time due to postal delay or due to any other reason shall not be entertained under any circumstances and the Corporation is not responsible for such delayed receipt of tender(s) or lost in transit.</p>

12	Capacity of the Tenderer	<p>a. The Tenderer shall be a competent person under law to execute / enforce an agreement. In case of a tender(s) is represented by a third party the person representing the tender(s) bid shall produce written authorization to do so.</p> <p>b. The Tenderer shall disclose full address of his residence and his Registered Office.</p> <p>c. Tenderer found insolvent or convicted on any charge by a Court or involves in any dispute with the Corporation in past / present is not entitled to participate in the tender(s).</p>
13	Documents to be furnished	<p>a. The Tenderer shall furnish duly filled in original. Annexure – B should be submitted.</p> <p>b. In case of tender is filed by Firm / Company a Certified / attested copy of Partnership Deed / Articles shall be furnished along with tender form.</p> <p>c. A copy of proof of Residence / Existence i.e., Panchayat / Municipal Tax Receipt, Pan, CST / APGST Registration Certificate shall be furnished.</p> <p>d. The Tenderer shall produce Financial Statements for past 3 years preceeding to this year.</p>
14	<u>Representative samples to be furnished</u>	<p><u>The intending suppliers shall produce representative samples quoting the rates. Any tender not accompanying with the sample of the material would be rejected summarily without assigning any reasons there for.</u></p>
15	Rates	<p>a. The rate offered shall be for each item. <u>F.O.R. delivery at GCC Ltd., Opp. New Vuda Park, China Waltair, Visakhapatnam – 530 017.</u></p> <p>b. The rate offered in the tender must be written in words also and corrections if any shall be clearly attested.</p>
16	Taxes	<p>The applicability of Taxes, if any, on the rates quoted should be clearly mentioned.</p>
17	Rejection / Cancellation / Postponement of Tender	<p>a. Any conditional tender or tenders filed other than in the form given in Annexure – B shall be liable for rejection out right by the authorized representative.</p> <p>b. The VC & MD or an officer authorized by him reserves right to reject the tender, if Annexure – B is not fully filled in and conditions stipulated are not fully complied with or found with concealment of facts & figures and does not disclose true and exact information. All & any tender not complying with these tender conditions shall be rejected.</p> <p>c. The authorized representative has also got the right to postpone/cancel the tenders or withdraw / reduce / enhance the quantities before commencement of the tender proceedings.</p> <p>d. However the Corporation reserves the right to use its discretion depending on the circumstances prevailing at the time of opening tenders whether to accept or reject any tender.</p>

18	Process of Tender	<p>a. <u>All the parties or their authorized representatives shall be present 15 minutes before the time specified for opening of tenders item-wise on the day and time at the place indicated in the tender notice so that they can witness the tender proceedings.</u></p> <p>b. The tenders will be opened by the Authorized Representative or any other Officers of the Corporation authorized specially or generally for the purpose when the authorized representative of Corporation is not available on the day of opening tender. The Corporation reserves the right to negotiate the rate after completing tender process, as per need.</p>
19	Acceptance of the Tender	<p>a. The lowest rate offered / obtained in the tenders / negotiations may either be considered for acceptance or rejected without assigning any reason.</p> <p>b. The Corporation also reserves the right to accept or reject any or all the tenders / rates offered without assigning any reasons and to purchase the stocks in any manner as they considered and deemed it on the same day or any other subsequent dates in the interest of Corporation.</p>
20	Confirmation	<p>a. In case of acceptance of the tender orders of confirmation will be issued to the concerned parties within 15 days or within such other extended period by the authorized representative of the Corporation from time to time from the date of conducting tender proceedings.</p> <p>b. The successful tenderer shall enter into a Contract Agreement with the Corporation after the tender is confirmed in his favour.</p> <p>c. The rates confirmed in the tender shall be in force with effect from 01.06.2017 to 31.05.2018</p>
21	Delivery / Supply of Stock	<p>The Supplies shall be effected on <u>F.O.R delivery basis to GCC Ltd., East Point Colony, Opp. New Vuda Park, Visakhapatnam – 530 017 within 2 days from the date of purchase orders placed from time to time upto 31.05.2018.</u></p>
22	Penal action	<p>The supplies have to be effected strictly in conformity with the approved quality and any substandard material would be rejected outright making the supplier liable for penal action as decided by the VC & Managing Director, GCC Ltd., Visakhapatnam. For the purpose, the firms should submit / show the sample during the tender for quality confirmation.</p>
23	Disputes	<p>Any dispute arising out of these tender proceedings shall be referred to a sole Arbitrator appointed by Vice Chairman & Managing Director, GCC Ltd., Visakhapatnam – 530 017.</p>

ANNEXURE – B (I)

GIRIJAN COOPERATIVE CORPORATION LIMITED: VISAKHAPATNAM

TENDER FOR SUPPLY OF GENERAL STATIONERY ITEMS

1. Place of Tender : Corporation Head office
Girijan Coop. Corporation Ltd.,
Opp. VUDA Park, Visakhapatnam-17
2. Last date & time for receipt of Tender : **14.06.2017** up to **02.00 P.M** at GCC
Ltd., CHO, Opp. New VUDA Park,
Visakhapatnam – 530 017.
3. Date & time of opening tender : **14.06.2017** up to **02.30 P.M.** at GCC
Ltd., CHO, Opp. New VUDA Park,
Visakhapatnam – 530 017.

From	To
	Girijan Cooperative Corporation Ltd., Opp.New Vuda Park, Visakhapatnam – 530 017.

Sir,

In pursuance of your short tender Notice Rc.No. 260/2017 Accts.4, Dt. 02.06.2017 I / We hereby confirm that I / We have gone through the terms and conditions & given in Annexure – A appended to the said notice and I / We hereby undertake to abide by the same.

I / We offer the following rates for supply of Stationery items to GCC Ltd., Visakhapatnam as follows.

A Statement enclosed.

I / We _____ S/o _____
residing at Door No. _____ (full postal address to be given) offering
the rate(s) on my own behalf / on behalf of M/s. _____ (Name of full
postal address) in the capacity of the Proprietor / Partner / Authorized Agent. The letter of
Authority duly signed by the dealer on whose behalf this tender is filed is enclosed herewith.

The Demand Draft bearing No. _____, Dt. _____ for
Rs.3,000/- (Rupees three thousand only) drawn in favour of Girijan Cooperative Corporation
Limited., Visakhapatnam Payable at _____ (Name of the Bank to be mentioned)
at Visakhapatnam towards Earnest Money Deposit (EMD) is also enclosed towards participation
in tenders for Office Stationery.

ADDRESS & PHONE NO.OF THE PARTY / FIRM

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Mobile No:

Landline No:

Fax No:

Grams:

SIGNATURE OF THE TENDERER

I. GENERAL STATIONERY - REQUIRED ITEMS

Sl. No	Name of the Item	Per each / unit	Tentative Quantity required	Rate offered by the firm (Rs. Ps.)
1	Attendance Registers: a. Attendance Registers (Conquest Paper) 2 Quire b. Attendance Registers 3 Quire (Conquest Paper)	Each One Each One	4 No's 4 No's	
2	Ball Pens: a. Add Gel b. Cell Fine S type c. Luxor Pens all colours	Each One Each One Each One	120 No's 200 No's 30 No's	
3	Box Files	Each One	20 No'	
4	Conquest Paper (FS Size)	Each Ream	3 Packets	
5	Thick Docket Sheets (Double full scape size)	Each sheet	600 No's	
6	White Correction Fluids Pens	Each No.	60 No's	
7	9X4 Craft Covers	Each 100	5000 No's	
8	11 X 5 Craft Covers	Each 100	3000 No's	
9	A4 Size Craft Covers	Each 100	600 No's	
10	FS Size Craft Covers	Each 100	500 No's	
11	11 X 5 White Envelop Covers	Each 100	200 No's	
12	A4 Size (Cloth Lining Covers)	Each 100	300 No's	
13	FS Size (Cloth Lining Covers)	Each 100	200 No's	
14	A3 Size (Cloth Lining Covers)	Each 100	200 No's	
15	Gum Paste (Big Size) 700 ML	Each No.	10 No's	
16	Gem Clips (Plastic Coating)	Each packet	6 Packets	
17	Pins / Alpines (Small Size Packet)	Each packet	10 Packets	
18	Pencils (Natraj)	Each No.	75 No's	
19	Punching Machine (Small Size)	Each No.	6 No's	
20	Paper weights (Glass / Rubber)	Each No.	15 No's	
21	Ruled Register (1 Quire) Ordinary	Each No.	60 No's	
22	Ruled Register (2 Quire) Ordinary	Each No.	100 No's	
23	Ruled Register (3 Quire) Ordinary	Each No.	100 No's	
24	Ruled Register (4 Quire) Ordinary	Each No.	50 No's	
25	Ruled Register (5 Quire) Ordinary	Each No.	5 No's	
26	Ruled Register 1 No (Deluxe with Numbering)	Each No.	6 No's	
27	Ruled Register 2 No (Deluxe with Numbering)	Each No.	10 No's	
28	Ruled Register 3 No (Deluxe with Numbering)	Each No.	10 No's	
29	Ruled Register 4 No (Deluxe with Numbering)	Each No.	6 No's	
30	Ruled Register 5 No (Deluxe with Numbering)	Each No.	6 No's	
31	Refills for ADD Gel Pens (Add Gel Company) (All Colours)	Each No.	50 No's	
32	Ruled papers F.S.Size	1 Dastha	12 No's	
33	File Tags (3 colours)	Each packet	60 No's	
34	Staplers (Small) HD 10D (Kangaroo)	Each No.	12 No's	
35	Staplers (Big) (Kangaroo)	Each No.	5 No's	
36	Stapler pins (Small Size)(Kangaroo)	Each No.	200 Packets	
37	Stapler pins (Big Size)(Kangaroo)	Each No.	10 Packets	
38	Stamp Pads (Medium Size) Plastic body	Each No.	10 No's	
39	Stamp Ink (Blue) (100 ML)	Each bottle	5 Bottles	
40	Stock Files (2 holes with plastic clips)	Each No.	50 No's	

Sl. No	Name of the Item	Per each / unit	Tentative Quantity required	Rate offered by the firm (Rs. Ps.)
41	Sketch pens	1 packet	10 Packets	
42	Plastic Folders (L – Shape) (Good quality)	Each No.	300 No's	
43	Tags (Medium Size / good variety)	Each one bundle (10 kattalu)	25 bundles	
44	Twine Bundles (Rounds) small	Each No.	15 No's	
45	Tappal Pads (Four Folding)	Each No.	50 No's	
46	Type writer Carbons (Blue)	Each No.	3 Packets	
47	Urgent Ordinary File Pads (Good Qlty)	Each No.	400 No's	
48	Xerox Paper: a. A4 Size Xerox Paper (70 GSM) <u>Company</u> <u>Rate</u> 1. 2. 3.	Each Ream	500 No's	
	b. FS Size Xerox Paper (70 GSM) <u>Company</u> <u>Rate</u> 1. 2. 3.	Each Ream	400 No's	
49	Writing Planks (Card Board Small)	Each No.	3 No's	
50	Writing Planks (Card Board Big)	Each No.	3 No's	
51	Kantanies (Plastic Body)	Each No.	20 No's	
52	Calling Bells	Each No.	5 No's	
53	Rubbers / Erasers (Natraj)	Each No.	50 No's	
54	1/8 th size Note Pads (Rulled)	Each No.	50 No's	
55	Calculators 12 digits (Good Quality) <u>Company</u> <u>Rate</u> 1.Casio 2.Citizen	Each No.	10 No's	
56	Wall Clock Batteries	Each No.	36 No's	
57	Plastic scales (Big size)	Each No.	10 No's	
58	Cobra / Club files	Each No.	36 No's	
59	Conference pads (20 pages below)	Each No.	100 No's	
60	Conference pads (20 pages above upto 50 pages)	Each No.	100 No's	
61	Plastic files (20 leaves) A4	Each No.	5 No's	
	Plastic files (20 leaves) FS	Each No.	5 No's	
62	Plastic files (30 leaves) A4	Each No.	5 No's	
	Plastic files (30 leaves) FS	Each No.	5 No's	
63	Plastic files (40 leaves) A4	Each No.	5 No's	
	Plastic files (40 leaves) FS	Each No.	5 No's	
64	Spiral Note Books (Note book size)	Each No.	24 No's	
65	Iron clips (Small size)	Each No.	24 No's	
66	Iron clips (Medium size)	Each No.	24 No's	
67	Iron clips (Big size)	Each No.	24 No's	
68	Personal Registers (Printed) (2 quire)	Each No.	5 No's	
69	Personal Registers (Printed) (3 quire)	Each No.	5 No's	
70	Eliet Files (FS Size) (22 GSM) with GCC Logo & Printed matter with Inner Pocket (As per sample)	Each No	1000 No's	

ANNEXURE – B (II)

GIRIJAN COOPERATIVE CORPORATION LIMITED: VISAKHAPATNAM

TENDER FOR SUPPLY OF COMPUTER STATIONERY ITEMS

4. Place of Tender : Corporation Head office
Girijan Coop. Corporation Ltd.,
Opp: VUDA Park, Visakhapatnam-17
5. Last date & time for receipt of Tender : **14.06.2017** up to **02.00 P.M** at GCC
Ltd., CHO, Opp. New VUDA Park,
Visakhapatnam – 530 017.
6. Date & time of opening tender : **14.06.2017** up to **02.30 P.M.** at GCC
Ltd., CHO, Opp.New VUDA Park,
Visakhapatnam – 530 017.

From	To
	Girijan Cooperative Corporation Ltd., Opp. New Vuda Park, Visakhapatnam – 530 017.

Sir,

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I / We offer the following rates for supply of Stationery items to GCC Ltd., Visakhapatnam as follows.

A Statement enclosed.

I / We _____ S/o _____
residing at Door No. _____ (full postal address to be given) offering
the rate(s) on my own behalf / on behalf of M/s. _____ (Name of full
postal address) in the capacity of the Proprietor / Partner / Authorized Agent. The letter of
Authority duly signed by the dealer on whose behalf this tender is filed is enclosed herewith.

The Demand Draft bearing No. _____, Dt. _____ for
Rs.3,000/- (Rupees three thousand only) drawn in favour of Girijan Cooperative Corporation
Limited., Visakhapatnam Payable at _____ (Name of the Bank to be mentioned)
at Visakhapatnam towards Earnest Money Deposit (EMD) is also enclosed towards participation
in tenders for Computer Stationery.

ADDRESS & PHONE NO.OF THE PARTY / FIRM

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Mobile No:

Landline No:

Fax No:

Grams:

SIGNATURE OF THE TENDERER

II. LIST OF REQUIRED ITEMS FOR COMPUTERS STATIONARY

Sl. No.	ITEM	Lowest Rate quoted
1	10 x12 x 1 paper 70 GSM -1000 forms – samples must	
2	10 x12 x 2 paper 60 GSM -1000 forms – samples must	
3	10 x12 x 3 paper 60 GSM -1000 forms – samples must	
4	15 x12 x 1 paper 70 GSM -1000 forms – samples must	
5	15 x12 x 2 paper 60 GSM -1000 forms – samples must	
6	15 x12 x 3 paper 60 GSM -1000 forms – samples must	
	PRINTER CATRIDGES: NEW	
7	WIPRO LQ 5235 RIBBONS Wipro make only	
8	HPLJ 3030/1022 / 1020 (12 A) – (HP only)	
9	HPLJ 3030/1022 / 1020 (12 A) – TWIN PACK (HP only)	
10	HPLJ 3030/1022 / 1020 (12 A) – (Compatible)	
11	RICOH SP3510	
12	RICOH SP300	
13	HPLJ 3030/1022 / 1020 (12 A) – TWIN PACK (Compatible)	
14	HP Laserjet M1522 NPP 36 A – TWIN PACK (HP only)	
15	HP Laserjet M1522 NPP 36 A – TWIN PACK (Compatible)	
16	HP Laserjet M1522 NPP 36 A – (HP only)	
17	HP Laserjet M1522 NPP 36 A – (Compatible)	
18	HP Laserjet 1007 (88 A) – TWIN PACK – (HP only)	
19	HP Laserjet 1007 (88 A) – (HP only)	
20	HP Laserjet 1007 (88 A) – TWIN PACK – (Compatible)	
21	HP Laserjet 1007 (88 A) – (Compatible)	
22	Samsung ML – 1640 – SAMSUNG MAKE	
23	Samsung ML – 1640 – Compatible	
24	Samsung ML – 1610 - SAMSUNG MAKE	
25	Samsung ML – 1610 – Compatible	
26	RICOH SP3510 - Compatible	
27	RICOH SP300 - Compatible	
28	HP Laserjet Pro 400 MFP m425dn (HP only) (80 A)	
29	HP Laserjet Pro 400 MFP m425dn (Compatible) (80 A)	
30	CP 1025 NW Colour (HP only)	
31	CP 1025 NW Colour (Compatible)	
32	Writable DVD	
33	Re-writable DVD CDs with case	
34	Mouse - USB	
35	Mouse pads	
36	Pen drive – 8 GB	
37	Pen drive – 16 GB	
38	Pen drive – 32 GB	
39	Key Board (Standard make only) Logitech make	
40	Computer Dust Covers (for CPU, Monitor, Key Boards and printers).	

	CATRIDGES REFILLING	
41	WIPRO LQ – 5235 Ribbons	
42	HPDJ 3030/3390/1022/1020 (12 A)	
43	HP LASERJET M1522 NPP 36A	
44	SAM SUNG 1610	
45	SAMSUNG ML – 1640	
46	SAMSUNG SCX 4824	
47	EPSON STYLUS OFFICE TX 300 F B&W	
48	EPSON STYLUS OFFICE TX 300 F Colour	
49	HP Laserjet Pro 400 MFP m425dn (80 A)	
50	CP 1025 NW Colour	
51	RICOH SP3510 / SP300	
52	RICOH SP3510 / SP300 Drum Replacement	
53	HPDJ 3030/3055/1020/1022 (12A) Drum replacement	
54	HP Laserjet M 1522 NPP 36 A drum replacement	
55	SAMSUNG ML – 1610 Drum replacement	
56	SAMSUNG SCX 4824 FN printer drum replacement.	
57	HP Laserjet Pro 400 MFP m425dn (80 A) – Drum replacement	
58	CP 1025 NW Colour – Drum replacement	
59	EPSON STYLUS OFFICE TX 300 F B&W – Drum replacement	
60	EPSON STYLUS OFFICE TX 300 F Colour – Drum replacement	