



**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 ITEMS**

Rc.No. 235/2018 Accts-4

Dt: 04.09.2018

Girijan Cooperative Corporation Ltd., (GCC) requires Office stationery items to GCC Ltd., Visakhapatnam for one year **2018-19 (i.e., from 01.10.2018 to 30.09.2019)**. Interested parties may quote their lowest prices for supply of Office General Stationery items. **The Tenderers shall attend the tender with sample items.**

Tenders for Office General Stationery Items would be opened on **29.09.2018 at 02.30 PM**, at **CHO, (GCC Ltd.), East Point Colony, Visakhapatnam**. The interested suppliers / firms (who are registered and income / sales tax / GST / SGST Payees) may file their tenders in the enclosed schedule (in sealed cover super scribing on the cover **“Tender for supply of General stationery items”**) by post or in person so as to reach CHO, GCC Ltd., Visakhapatnam -530 017, before **02.00PM on 29.09.2018**.

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

The purchase of the **General 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 tender shall have to execute necessary agreement with GCC for supplying stationary items.

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 530017.**

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

//t.c.b.o//

Dy. General Manager (Fin.)

To

GIRIJAN CO-OPERATIVE CORPORATION LIMITED: VISAKHAPATNAM**Annexure – A****TERMS AND CONDITIONS FOR SUPPLY OF GENERAL STATIONERY ITEMS**

I	Meanings	
1	Corporation:	Girijan Cooperative Corporation Ltd., (GCC) Visakhapatnam – 530 017.
2	Time & Date	Dt. 29.09.2018 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	Tender Documents	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 Dy. 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) for General Stationery items. All columns shall be filled in full with clear terms and in usual official language only.</p> <p>b. <u>Tender(s) will be received on all working days up to the last date & time and at the place indicated in the Tender notice.</u></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 super scribed as tender for supply of General Stationery Items.</p> <p>e. The sealed tender(s) (in Annexure – B) shall be signed & presented either by the intending tenderor / 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 <u>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.</u></p>

12	Capacity of the Tender	<p>a. The Tenderor 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 Tenderor shall disclose full address of his residence and his Registered Office and stationery Shop.</p> <p>c. Tenderor 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 Tender 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 / GST / SGST Registration Certificate shall be furnished.</p> <p>d. The Tenderor shall produce Financial Statements for past 3 years preceding to this year.</p>
14	Representative samples to be furnished	<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>a. The applicability of Taxes, if any, on the rates quoted should be clearly mentioned.</p> <p>b. The rates quoted by the party is Final. The party has to supply the General Stationary items as per the rates confirmed including all taxes.</p> <p>c. <u>Further the GCC is not responsible for the increase / decrease in the taxes (or) rates imposed by the State or Central Government.</u></p> <p>d. GCC will deduct TDS as applicable from the bill.</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 tenderor shall enter into a Contract Agreement with the Corporation after the tender is confirmed in his favour.</p> <p>c. <u>The rates confirmed in the tender shall be in force with effect from 01.10.2018 to 30.09.2019.</u></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 30.09.2019.</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. <u>For the purpose, the firms should submit / show the sample during the tender for quality confirmation.</u></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

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 : **29.09.2018** up to **02.00 P.M** at GCC
Ltd., CHO, Opp. New VUDA Park,
Visakhapatnam – 530 017.
3. Date & time of opening tender : **29.09.2018** up to **02.30 P.M.** at GCC
Ltd., CHO, Opp. New VUDA Park,
Visakhapatnam – 530 017.

From	To
	M/s Girijan Cooperative Corporation Ltd., Opp. New Vuda Park, Chinna Waltair Visakhapatnam – 530 017.

Sir,

In pursuance of your short tender Notice Rc.No. 235/2018 Accts.4, Dt. 04.09.2018 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 including all taxes etc., for supply of General 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 General Stationery Items for the year 2018-19 **(from 01.10.2018 to 30.09.2019)**

ADDRESS & PHONE NO.OF THE PARTY / FIRM

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Mobile No:

Landline No:

Fax No:

SIGNATURE OF THE TENDERER

GENERAL STATIONERY - REQUIRED ITEMS

Sl. No	Name of the Item	Per each / unit	Tentative Quantity required	Rate offered by the firm (Rs. Ps.)	
				Unit Price	GST Value
	<u>Attendance Registers:</u>				
1	Attendance Registers 2 Quire (Conquest Paper)	Each One	10 Nos.		
2	Attendance Registers 3 Quire (Conquest Paper)	Each One	6 Nos.		
	<u>Ball Pens:</u>				
3	Add Gel Pens (All colors)	Each One	120 Nos.		
4	V – 5 Ball Pens (All colors)	Each One	30 Nos.		
5	V- 7 Ball Pens (All colors)	Each One	30 Nos.		
6	Uni-Ball pens 157 (All colors)	Each One	30 Nos.		
7	High Lighter pens Luxor Fabre Castle Camlin (All colors)	Each One	15 Nos.		
8	Marker Pens Luxor Fabre Castle Camlin (All Colors)	Each One	15 Nos.		
9	Speed - Use and Throw Ball Pens (All colors)	Each One	200 Nos.		
10	Conquest Paper (FS Size)	Each Ream	2 Nos.		
11	White Correction Fluids - Pens	Each No.	60 Nos.		
12	9X4 Size Craft Covers (Brown color)	Each 100	5000 Nos.		
13	11 X 5 Size Craft Covers (Brown color)	Each 100	3000 Nos.		
14	A4 Size Craft Covers (Brown color)	Each 100	600 Nos.		
15	FS Size Craft Covers (Brown color)	Each 100	500 Nos.		
16	11 X 5 Size White Envelop Covers	Each 100	200 Nos.		
17	A4 Size (Cloth Lining Covers)	Each 100	300 Nos.		
18	FS Size (Cloth Lining Covers)	Each 100	300 Nos.		
19	A3 Size (Cloth Lining Covers)	Each 100	200 Nos.		
20	Gum Paste (Camlin Big size - 700 ML)	Each No.	15 Nos.		
21	Gem Clips (Plastic Coating) (Good quality)	Each packet	6 Nos.		
22	Pins / Alpines (Small Size Packet) (Good quality)	Each packet	10 Nos.		
23	Pencils (Natraj)	Each No.	100 Nos.		
24	Punching Machine (Kangaroo)(Small Size)	Each No.	6 Nos.		
25	Paper weights (Glass / Rubber) (Good quality)	Each No.	25 Nos.		
26	Ruled Register (1 Quire) Ordinary (Good quality)	Each No.	60 Nos.		
27	Ruled Register (2 Quire) Ordinary(Good quality)	Each No.	100 Nos.		
28	Ruled Register (3 Quire) Ordinary(Good quality)	Each No.	100 Nos.		
29	Ruled Register (4 Quire) Ordinary(Good quality)	Each No.	50 Nos.		
30	Ruled Register (5 Quire) Ordinary(Good quality)	Each No.	10 Nos.		
31	Ruled Register 1 No (Deluxe with Numbering) (Ashwini)	Each No.	6 Nos.		
32	Ruled Register 2 No (Deluxe with Numbering) (Ashwini)	Each No.	10 Nos.		
33	Ruled Register 3 No (Deluxe with Numbering) (Ashwini)	Each No.	10 Nos.		
34	Ruled Register 4 No (Deluxe with Numbering) (Ashwini)	Each No.	6 Nos.		
35	Ruled Register 5 No (Deluxe with Numbering) (Ashwini)	Each No.	6 Nos.		
36	Refills for ADD Gel Pens (All Colours) R- 20	Each No.	50 Nos.		
37	Ruled papers F.S.Size (Good quality)	1 Dastha	10 Nos.		
38	File Tags (4 colors * Color flags)	Each packet	150 Nos.		
39	Stie on Note Pades (Size – 3*4) All colors	Each No.	20 Nos.		
40	Stie on Note Pades (Size – 3*5) All colors	Each No.	20 Nos.		
41	Staplers (Small) HD- 10D (Kangaroo Company)	Each No.	20 Nos.		
42	Staplers (Big Size) HD – 45 (Kangaroo Company)	Each No.	6 Nos.		
43	Stapler pins (Small Size) (No.10-1m) (Kangaroo)	Each Packet	200 Nos.		
44	Stapler pins (Big Size) (24/6-1m) (Kangaroo)	Each Packet	15 Nos.		
45	Stamp Pads (Medium Size) Plastic body Day tone / Camlin / Fabre Castle	Each No.	10 Nos.		
46	Stamp Ink (Blue) (100 ML)	Each bottle	5 Nos.		
47	Sketch pens (Good quality)	Each Packet	10 Nos.		

Sl. No	Name of the Item	Per each / unit	Tentative Quantity required	Rate offered by the firm (Rs. Ps.)	
45	Thick PVC Plastic Folders (L – Shape – Nayagara - Good quality) (F.S –Size one side ie., Top side Transparent)	Each No.	500 Nos.		
46	Tags (Medium Size)(good quality) (One Bundle = 10 kattalu)	Each bundle	50 Nos.		
47	Twine Bundles (Rounds) small size good quality	Each No.	20 Nos.		
48	Tappal Pads (Four Folding)	Each No.	75 Nos.		
49	Type writer Carbons (Blue) Cameline /Kores	Each Packet	3 Nos.		
50	Urgent Ordinary File Pads (Good Qlty)	Each No.	500 Nos.		
	<u>A4 Size Xerox Paper (75 GSM) Rate (Good Quality)</u>				
51	J.K Company	Rs.	Each Ream	500 Nos.	
52	IMAGES	Rs.			
53	APM / perfection	Rs.			
54	International Paper (RJY) B 2 B Xerox Paper	Rs.			
	<u>FS Size Xerox Paper (70 GSM) Rate</u>				
55	J.K Company	Rs.	Each Ream	400 Nos.	
56	IMAGES Company	Rs.			
57	APM / Perfection	Rs.			
58	International Paper (RJY) B 2 B Xerox Paper	Rs.			
59	Office use Writing Planks (Card Board Small)(48*36)	Each No.	5 Nos.		
60	Office use Writing Planks (Card Board Big)(71*45)	Each No.	5 Nos.		
61	Kantanies (Plastic Body) (Good quality)	Each No.	30 Nos.		
62	Calling Bells(Good quality)	Each No.	5 Nos.		
63	Rubbers / Erasers (Natraj)	Each No.	50 Nos.		
64	1/8 th size Note Pads (Ruled / White) (Good quality)	Each No.	50 Nos.		
65	Ruled Note Books (Ruled / White) (Veenus Company) (17*21 cms)	Each No.	100Nos.		
	<u>Calculators 12 digits (Good Quality)</u>	Each No.	12 Nos.		
66	Casio Company	Each No.	12 Nos.		
67	Citizen Company	Each No.	12 Nos.		
68	Wall Clock Batteries (Nippo / everyday)	Each No.	30 Nos.		
69	Plastic scales (Big size) (Good quality)	Each No.	10 Nos.		
70	Cobra / Club files (Good quality)	Each No.	60 Nos.		
71	Conference pads (20 pages below) (ruled / white)	Each No.	100 Nos.		
72	Conference pads (20 pages above up to 50 pages) (ruled / white)	Each No.	100 Nos.		
73	Plastic files (20 leaves) A4 (Good quality)	Each No.	6 Nos.		
74	Plastic files (20 leaves) FS (Good quality)	Each No.	6 Nos.		
75	Plastic files (30 leaves) A4 (Good quality)	Each No.	6 Nos.		
76	Plastic files (30 leaves) FS (Good quality)	Each No.	6 Nos.		
77	Plastic files (40 leaves) A4 (Good quality)	Each No.	6 Nos.		
78	Plastic files (40 leaves) FS (Good quality)	Each No.	6 Nos.		
79	Stationary binder clips (Small size)25mm (metal)	Each No.	40 Nos.		
80	Stationary binder clips (Medium size)32mm (metal)	Each No.	40 Nos.		
81	Stationary binder clips (Big size)41mm (metal)	Each No.	40 Nos.		
82	Personal Registers (Printed) (2 quire)	Each No.	5 Nos.		
83	Personal Registers (Printed) (3 quire)	Each No.	5 Nos.		
84	Eliet Files (FS Size) (22 GSM) with GCC Logo & Printed matter with Inner Pocket (As per sample and specifications)	Each No	5000 Nos.		
85	Stick Files (Good Quality)	Each No.	50 Nos.		
86	Thick Docket Sheets (DFS size) (Good Quality) 100GSM	Each No.	200 Nos.		



GIRIJAN CO OPERATIVE COPORATION LIMITED

Opp: Vuda Park, East Point Colony, Visakhapatnam-530017 AP

Ph: 0891-2822120, Fax: 2796345.

Rc.No:235/2018/Accts-4

TENDER NOTICE

Date: 22.09.2018.

Sealed quotations are invited for supply of General Stationary for its Head Office at Visakhapatnam. The quotation will be accepted upto **02.00 PM** on **29.09.2018** at the above address, interested parties may obtain tender schedules from our website www.apgirijan.com or in person from this office at Visakhapatnam in all working days.

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