



GOVERNMENT OF KARNATAKA
(Department of Public Instruction)
OFFICE OF THE COMMISSIONER, NEW PUBLIC OFFICES, NRUPATUNGA ROAD
BANGALORE-560001

Phone : 080-22213129/22214350

Fax No: 080-22212137

No: C5(3) Le.Sa.Kh/Ten/15/2019-20

Date: 26-06-2019

E-TENDER NOTIFICATION

FOR SUPPLY OF STATIONERY & OTHER ITEMS

The Joint Director (Admin), O/O Commissioner for Public Instruction, Bangalore hereby issues Tender Notification and invite separate Technical and Commercial Bids (Two Cover System) from the registered and eligible firms for supply of Stationery & Other Items to the Office of the Commissioner for Public Instruction, Bangalore during 2019-2020 (as per KTPP Act 1999)

1	Date of commencement of downloading of bidding document	26-06-2019
2	Date of pre-bid meeting	05-07-2019 11.00 hrs
3	Last date and time to submit tender documents	25-07-2019 17.00 hrs
4	Time and date of opening of technical bids	27-07-2019 12.00 hrs
5	Time and date of opening of financial bids	29-07-2019 12.00 hrs

Tender document with detailed conditions can be obtained through web site <http://eproc.karnataka.gov.in> and the bids should be submitted through e-procurement system only. The eligible bidders willing to participate must necessarily be registered in e-Procurement portal.

Tender notification & Tender document can also be down loaded from the Department website [http:// www.schooleducation.kar.nic.in](http://www.schooleducation.kar.nic.in)


(ARUL KUMAR)
Joint Director (Admin)

GOVT OF KARNATAKA

Tender Document

Tender No: C5(3) Stationery/13/ 2019-20

Dated: 26-06-2019

**Tender Document for the supply of
Stationery & other Items to office of the Commissioner
for Public Instruction, NT Road Bengaluru-560 001
(Two cover)**

O/o Commissioner for Public Instruction, N.T. Road, Bengaluru – 560 001

Telephones: +91-080-22214350. Fax: +91-080-22212137.

E-mail: Website: <http://www.schooleducation.kar.nic.in>

TENDER NOTIFICATION

1.	Tenders are invited under e-Procurement platform in two parts system - Technical Proposal and Financial Proposal, from the OEM / Dealers for the supply of Stationery to Commissioner for Public Instruction, N.T.Road, Bengaluru- 560001	
Table_1	Items to be procured	
	Sl No	Items
	1	2
	1	Xerox Paper A 4 size (80 GSM)
	2	Xerox Paper A 4 size (75 GSM)
	3	Xerox Paper A 3 Size (75 GSM)
	4	Xerox Paper Legal Size
	5	File wrapper(with clico & Office Logo){450 GSM}
	6	Kora Cloth (per Mtrs) White
	7	Kora Cloth (per Mtrs) Red, blue, Yellow, Green
	8	Camlin gum bottle 300ML
	9	Long Note size, 100 page, 60 GSM Single line, with machine numbered & Hard Bourd
	10	Long Note size, 200 page, 60 GSM Single line, with machine numbered & Hard Bourd
	11	Long Note size, 400 page, 60 GSM Single line,with machine numbered & Hard Bourd
	12	Apsara pencil platinum
	13	Camlin Highlighter
	14	Glue Stick (office Mate)(15g)
	15	Kangaro no 10 staples
	16	Kangaro no staple Pin no-10-1m
	17	Plastic Pockers
	18	Wall clock Cell-AA Size
	19	Wall clock Cell-AAA Size
	20	Post Brown Cover 9x4
	21	Post Brown Cover 11x5
	22	Cloth line cover 16x12
	23	Cloth line cover A3 Size
	24	Rubber Band 6" & 8"
	25	Dust Bin mini 10 inch dia with 12 inch hight align with ejecting lid opeining
	26	Shorthand Book minimum 5x9 inch size
	27	Towel small 15x25 inch 500gsm cotton face towel multi colour

28	Towel small 30x55 inch 500gsm cotton face towel multi-color
29	Luxor sign pen
30	Calculator casio mj-120da 12 Digit
31	Corroction pen D core
32	Engagement Pad/Plastic folder (L Shape)
33	Goodnight advanced machine + Liquid
34	Goodnight advanced Liquid(45ml)
35	Oddy Restick Notes (rompts)(Clor Prompts) (25mmx75mmx 4 color)
36	Address Sticker white A4 Size
37	Pendrive 16 GB
38	Pendrive 32 GB
39	Office Calling Bell
40	Detol hand wash Small
41	LED Tublight set 4 feet
42	Cello Tape/Brown/White 2" and 3"
43	Tube Light 38 watts 4 feet slim ISI Make tublite
44	Tube Light Choke 40 watts copper slim
45	Tube Light Starter
46	Room Freshner 160gms/300 ml
47	Hit Spray 196gms/320 ml
48	Uniball Pen
49	Phenyl Cented (1 ltr Bottle)
50	File Box
51	Tags Small 8"
52	Gonidara (Ghani Thread)
53	File Board
54	Tissue Paper
55	Steel Flask 1lts -Eagal
56	Steel Flask 2lts- Eagal
57	Pencil Mender-Nataraja
58	Pencil eraser-Nataraja
59	Electrical Water Heater Flask(kettle) -Prestige
60	Cup & Soccer
61	Glass Tumbler
62	Lunch Plate-ceremic
63	White Board Marker Pen-Camlin
64	Table Cloth (Green)
65	Wall Clock-CITIZEN
66	Lase Tags
67	Big Tags - 12"
68	Pen (Green) ADD GEL

	69	Pen (Black) ADD GEL
	70	Calling Bell (office)-CONA
	71	Pen Stand
	72	White Board Duster
	73	Cleaning Cloth
	74	Stapler Big 45-Kangro
	75	Harpick 250 Ml
	76	Vim/Sabeena Powder 500gm
	77	Paper Clip - Black(Medium)
	78	Paper Clip – Black (Big)
	79	Pen Stand
	80	Standing Fan- USHA
	81	Torch (rechargeable)- ISI Mark
	82	Godrej Navtal Lock 7lever
	Note: The Commissioner for Public Instruction, reserves the right to order to increase or decrease the quantities as per requirement.	
2.	The details of this tender may be obtained from the website https://eproc.karnataka.gov.in and www.schooleducation.kar.nic.in	
3.	Vendors must submit tenders for supply of Stationery etc all items complete.	
4.	The bidder should satisfy all the terms and conditions laid down hereunder in relation to the supply of Satationery & other Iteam.	
5.	Introduction: The Commissioner for Public Instruction, N.T.Road, Bengaluru-560001 (called “the department”)	
6.	Language of Bid : The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language & Bid can be submitted in English.	
7.	Value of tender : Rs 20.00 lakhs Approx [TWENTY LAKH RUPEES ONLY] EMD : Rs 50,000=00 [FIFTY THOUSAND ONLY] 5% security deposit for L1 vendor at the time of work order	
8.	Scope of Work: The Vendor Should a) Supply of Stationery & Other Iteam specifications mentioned in the tender at Annexure-1	

9.	<p>Tender procedure: Eligibility Conditions:</p> <p>The tender will be a two-part(Two-Cover) system Technical bid & Financial Bid with compliance to technical specifications as per the Annexure -1, Annexure -2 & Annexure -3 The Commissioner for Public Instruction, N.T.Road, Bengaluru-560001 reserves right to cancel tender without pre-notice.</p> <ul style="list-style-type: none"> ➤ Financial Turn over Rs 10.00 Lakhs (min) for last two years ➤ Two years' experience in supply of Stationery Items ➤ IT return & Balance sheet by CA to be submitted – 2018-19 ➤ Company registration certificate and OEM letter. ➤ GST registration certificate .
10.	<p>Procurement Entity: The Commissioner for Public Instruction, N.T.Road, Bengaluru-560001. is the procurement entity and he will be responsible for Service Level Agreement(SLA) monitoring & payment of bills.</p>
11.	<p>Payment Terms:</p> <ol style="list-style-type: none"> i. The method and conditions of payment to be made to the Supplier under this Contract shall be specified as follows; ii. The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to upon fulfillment of other obligations stipulated in the contract. iii. Payments shall be made promptly by the Purchaser after submission of the invoice or claim by the Supplier after successful delivery of products to CPI Office.
12.	<p>Supply Timelines: Vendors shall supply the items within 7 days after the purchase order is issued, to the office of the Commissioner for Public Instruction, N.T.Road, Bengaluru-560001 For a delay of every week in supply and install of the systems, 0.5 % of the accepted price will be deducted and there of up to a maximum of 5% from the accepted contract value.</p>
13.	<p>Bid Processing Fee: Each bidder shall pay as per e-procurement rules and regulations & bid processing fee-through any of the four e-Payment options, namely:</p> <ol style="list-style-type: none"> i. Credit Card ii. Direct Debit iii. National Electronic Funds Transfer (NEFT)

	<p>iv. Over the Counter (OTC)-designated ICICI bank branches located across the country</p> <p>The payments submitted through Cheque or demand draft shall not be accepted. For further details regarding e-Payment, e-Procurement etc., the website- www.eproc.karnataka.gov.in may be referred.</p>
14.	<p>Earnest Money Deposit (EMD): Each bidder shall pay the earnest money deposit of Rs.50000/- (Rupees Fifty thousand only) The EMD shall be returned to the unsuccessful Bidders within a period of eight (8) weeks from the date of announcement of the Successful Bidder. The EMD submitted by the Successful Bidder shall be released upon furnishing of the Performance Security as applicable Rs 50,000/-.</p>
15.	<p>Commercial Bid Format: Vendors shall quote all-inclusive price (i.e. price inclusive of all applicable taxes, transportation and all other expenses) for supply the items both in figure and words. The break-up of the cost should be filled in Annexure-3 format. The all-inclusive price uploaded directly in to the e-Procurement portal will be taken as the basis for evaluation of commercial bids.</p>
16.	<p>Commercial Bid Evaluation: The commercial price proposal submitted by technically qualified vendors will be opened in e-Procurement software. The vendor who has quoted the lowest all-inclusive price would be termed as L1 price vender.</p>
17.	<p>Awarding the contract: The vendor who quotes lowest price (L1 price) as described above will be awarded the contract. The successful bidder shall enter into an agreement with the purchaser within the intimated date by the department.</p>
18.	<p>Force Majeure: The successful bidder shall not be liable for penalty or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions and epidemics. If a Force Majeure situation arises, the bidder shall promptly notify the Department in writing of such condition and the cause thereof. Unless otherwise directed by CPI in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.</p> <p>This agreement shall be governed by laws in force in India and both Parties</p>

	agree to submit to the jurisdiction of courts at Bangalore. In the event of any dispute arising out of the PO the same shall be settled by binding arbitration conducted by a sole arbitrator appointed jointly by both parties and governed by the Arbitration and Conciliation Act. 1996. The venue of arbitration shall be Bangalore, Karnataka.												
19.	<p>Calendar of events: The following is the schedule of the tender related events.</p> <table border="1"> <tr> <td>• Date of publishing Tender Document on e-Procurement platform</td> <td>26.06.2019 12 00 hrs</td> </tr> <tr> <td>• Pre-bid Meeting</td> <td>05.07.2019 12.00 hrs</td> </tr> <tr> <td>• Last date for submission of tenders.</td> <td>25.07.2019 17.00 hrs</td> </tr> <tr> <td>• Date and time of opening of • Technical bid • financial bids</td> <td>27.07.2019 12.00hrs 29.07.2019 12.00hrs</td> </tr> <tr> <td>• Place of opening of bids</td> <td>Office of the Commissioner for Public Instruction, N.T. Road, Bangalore-560 001</td> </tr> <tr> <td>• Address for communication</td> <td>Office of the Commissioner for Public Instruction, N.T. Road, Bangalore-560 001</td> </tr> </table> <ul style="list-style-type: none"> • Pre-bid & Technical bid meeting will be held on the prescribed date with the bidders present and no written intimation to this effect will be given to individual bidders. • The pre-qualification/technical bids will be opened on the prescribed date in the presence of the bidders present and no written intimation to this effect will be given to individual bidders. 	• Date of publishing Tender Document on e-Procurement platform	26.06.2019 12 00 hrs	• Pre-bid Meeting	05.07.2019 12.00 hrs	• Last date for submission of tenders.	25.07.2019 17.00 hrs	• Date and time of opening of • Technical bid • financial bids	27.07.2019 12.00hrs 29.07.2019 12.00hrs	• Place of opening of bids	Office of the Commissioner for Public Instruction, N.T. Road, Bangalore-560 001	• Address for communication	Office of the Commissioner for Public Instruction, N.T. Road, Bangalore-560 001
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20.	<p>Clarifications: For further clarifications, Joint Director (Administration), Office of the Commissioner for Public Instruction, N.T. Road, Bangalore-560 001 may be contacted.</p>												

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JOINT DIRECTOR [ADMIN]

Annexure-1
TECHNICAL SPECIFICATIONS

Annexure-2
Technical Bid evaluation

SI no	Particulars	Documents (enclosed/not submitted)	Remarks
01	Tender EMD 2.5%		
02	Turn over min of 10 lakh PA		
03	Work details 05lakh (min work) For the year 2014-15&2015-16		
04	IT & Balance sheet For the year 2018-19		
05	Company Registration certificate		
06	GST Registration certificate		

Annexure-3

Price Proposal

To
The Commissioner of Public Instruction,
Nrupatunga Road, K R Circle
Bangalore – 560 001

Sir,

Sub: Price proposal for supply & Instillation of Stationery & Other Items to
CPIs Office NT Road Bangalore 560001
Ref: As per tender C5(3) Sta pur tender/13/2019-20 Dated: 25-05-2019

Our Price Proposal is hereunder

SI No	Items	Unit (Number)	Unit Price (INR)	Reamrks
1	2		All inclusive Tax Price	
1	Xerox Paper A 4 size (80 GSM)	1 Ream		
2	Xerox Paper A 4 size (75 GSM)	1 Ream		
3	Xerox Paper A 3 Size (75 GSM)	1 Ream		
4	Xerox Paper Legal Size	1 Ream		
5	File wrapper(with clico & Office Logo){450 GSM}	1 No		
6	Kora Cloth (per Mtrs) White	1 Meter		
7	Kora Cloth (per Mtrs) Red, blue, Yellow, Green	1 Meter		
8	Camlin gum bottle 300ML	1 Unit		
9	Long Note size, 100 page, 60 GSM Single line, with machine numbered & Hard Bourd	1 Book		
10	Long Note size, 200 page, 60 GSM Single line, with machine numbered & Hard Bourd	1 Book		
11	Long Note size, 400 page, 60 GSM Single line,with machine numbered & Hard Bourd	1 Book		
12	Apsara pencil platinum	1 Unit		
13	Camlin Highlighter	1 Unit		
14	Glue Stick (office Mate)(15g)	1 Unit		
15	Kangaro no 10 staples	1 Unit		
16	Kangaro no staple Pin no-10-1m	1 Unit		
17	Plastic Pockers	1 Unit		
18	Wall clock Cell-AA Size	1 Unit		
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20	Post Brown Cover 9x4	250 No		

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25	Dust Bin mini 10 inch dia with 12 inch hight align with ejecting lid opeining	1 Unit		
26	Shorthand Book minimum 5x9 inch size	1 Book		
27	Towel small 15x25 inch 500gsm cotton face towel multi colour	1 Unit		
28	Towel small 30x55 inch 500gsm cotton face towel multi-color	1 Unit		
29	Luxor sign pen	1 Unit		
30	Calclator casio mj-120da 12 Digit	1 Unit		
31	Corroction pen D core	1 Unit		
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35	Oddy Restick Notes (rompts)(Clor Prompts) (25mmx75mmx 4 color)	1 Box		
36	Address Sticker white A4	1 Box		
37	Pendrive 16 GB	1 Unit		
38	Pendrive 32 GB	1 Unit		
39	Office Calling Bell	1 Unit		
40	Detol hand wash Small	1 Unit		
41	LED Tublight set 4 Feet	1 Unit		
42	Cello Tape/Brown/White 2" and 3"	1 Unit		
43	Tube Light 38 watts 4 feet slim ISI Make tublite	1 Unit		
44	Tube Light Choke 40 watts copper slim	1 Unit		
45	Tube Light Starter	1 Unit		
46	Room Freshener 160gms/300 ml	1 Unit		
47	Hit Spray 196gms/320 ml	1 Unit		
48	Uniball Pen	1 Unit		
49	Phenyl Cented (1 ltr Bottle)	1 Unit		
50	File Box	1 Unit		
51	Tags Small 8"	1 Bundle		
52	Gonidara (Ghani Thread)	1 KG		
53	File Board	1 Unit		
54	Tissue Paper	1 Pack		

55	Steel Flask 1lts –Eagal	1 Unit		
56	Steel Flask 2lts- Eagal	1 Unit		
57	Pencil Mender-Nataraja	1 Unit		
58	Pencil eraser-Nataraja	1 Unit		
59	Electrical Water Heater Flask(kettle) -Prestige	1 Unit		
60	Cup & Soccer(6 pack)	1 Set		
61	Glass Tumbler(6 pack)	1 Set		
62	Lunch Plate-ceremic	1 Unit		
63	White Board Marker Pen-Camlin	1 Unit		
64	Table Cloth (Green)	1 Meter		
65	Wall Clock-CITIZEN	1 Unit		
66	Lase Tags	1 Bundle		
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75	Harpick 250 MI	1 Unit		
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77	Paper Clip - Black(Medium)	1 Box		
78	Paper Clip – Black (Big)	1 Box		
79	Pen Stand	1 Unit		
80	Standing Fan- USHA	1 Unit		
81	Torch (rechargeable)- ISI Mark	1 Unit		
82	Godrej Navatal Lock 7 lever	1 Unit		
	Total			

We confirm that our Price Proposal is for all the obligations to be discharged by us as per terms & conditions of the tender. The financial assumptions used for arriving at our offer, in the format as prescribed in the tender document has been enclosed. Price for all the Items has been derived inclusive of all costs (Warranty 3 years)

Yours faithfully,

Company Address

Date

Place

(Scan and upload the document)

Company Secretary / Authorized Signatory

Name of Signatory in capital letter with seal