

Non-Refundable

TENDER SET NO. HPPCL /P&A/ STATIONARY/ 2019-20-9663- 65

dt. 31.08.2019

Tender Document Cost: Rs.500/- (Rupees Five Hundred only)

## **Himachal Pradesh Power Corporation Limited**

Himfed Building, New Shimla-171009.

# **TENDER DOCUMENT**

**For**

# **PROCUREMENT OF STATIONERY**

## **Tender Notices**

**Purchase of stationery Articles for Himachal Pradesh Power Corporation Ltd., Himfed Building, New Shimla -171009.**

**Tender Date: 01-09-2019**

**Expiry Date: 16-09-2019**

**Supply of Stationery Articles for HPPCL.**

### **NIQ**

**Tender Document with:-**

- i) Schedule to tender enquiry along with requirement/items.
- ii) Important information.
- iii) General Instructions.
- iv) Terms & conditions.
- v) Annexure 1, 2, 3 and 4.



**Himachal Pradesh Power Corporation Limited**  
(A State Government Undertaking)

**Himfed Building, New Shimla-171009**

Phones: 0177-2633824, Fax No.: 0177-2633832

Website: [www.hppcl.gov.in](http://www.hppcl.gov.in)

CIN:U40101HP2006SGC030591

### **NOTICE INVITING TENDER**

Sealed item rate tenders are hereby invited on behalf of Managing Director, H.P. Power Corporation Ltd. for "Stationery Articles" as detailed herein under.

1. The detailed NIT along with terms & conditions shall be available at [www.hppcl.gov.in](http://www.hppcl.gov.in) w.e.f 01.09.2019.
2. Tender form can be obtained from the APO (Estate), HPPCL, Himfed Building, New Shimla on cash payment of Rs. 500/- only from 01.09.2019 between 10:00 AM to 5:00 PM & on 16.09.2019 up to 12:00 Noon.
3. The bids are to be submitted in drop box in the office of Director (Personnel), HPPCL, Himfed Himfed Building, New Shimla.
4. The last date for submission of bids is 16.09.2019 up to 12:00 Noon and the bids will be opened on the same day i.e. 16.09.2019 at 3:00 PM in the presence of bidders/their representatives, who wish to be present.

**Director (Personnel)**



**Himachal Pradesh Power Corporation Limited**  
(A State Government Undertaking)

**Himfed Building, New Shimla-171009**

Phones: 0177-2633824, Fax No.: 0177-2633832

Website: [www.hppcl.gov.in](http://www.hppcl.gov.in)

CIN: U40101HP2006SGC030591

TENDER NO.: No. HPPCL /P&A/ STATIONARY/ 2019-20- 9663-65 Dated: - 31-08.2019

To

M/s.....

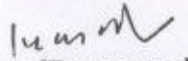
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**SUBJECT:**

**ADVERTISED TENDER ENQUIRY FOR CONCLUDING ANNUAL RATE CONTRACTS FOR PROCUREMENT OF STATIONARY AND GENERAL ITEMS.**

On behalf of HPPCL, I invite you to submit your sealed Tenders quoting your best competitive rates against requirements detailed out in the Schedule to this tender Enquiry.

1. Contracts concluded on the basis of this tender enquiry shall be governed by the terms and conditions set out in this Enquiry.
2. Tenders received through e mail, Fax or courier shall not be considered /accepted under any circumstances. Tenders submitted in the prescribed format given in this Tender Enquiry will only be considered. Tenders submitted without accompanying the EMD shall be rejected summarily. Tender Document can be downloaded from the Corporation website [www.hppcl.gov.in](http://www.hppcl.gov.in)
3. Your tender contained in a sealed envelope should be dropped in the tender box (kept at the reception of HPPCL, Corporate Office) latest by 12:00 Noon on 16.09.2019 be opened by the Corporation on the same day i.e. 16.09.2019 at 03:00 PM in the presence of such tenderers who wish to be present to witness the tender opening. This Corporation reserves the right to accept or reject any or all tender without assigning any reasons thereof.
4. This tender is not transferable.

  
**Director (Personnel)**



**Himachal Pradesh Power Corporation Limited**  
(A State Government Undertaking)

**Himfed Building, New Shimla-171009**

Phones: 0177-2633824, Fax No.: 0177-2633832

Website: [www.hppcl.gov.in](http://www.hppcl.gov.in)

CIN:U40101HP2006SGC030591

## **SCHEDULE TO TENDER ENQUIRY**

TENDER NO.: No. HPPCL /P&A/ STATIONARY/ 2019-20- 9663-65 Dated: - 31.08.2019

**TIME AND DATE OF RECEIPT OF TENDER IN HPPCL**

**LATEST BY 12: 00 Noon ON THE 16.09.2019.**

**TIME AND DATE OF OPENING OF TENDERS AT 03:00 PM ON 16.09.2019.**

For and on behalf of HPPCL, sealed tenders are invited in duplicate (original plus one copy containing all documents as in the original tender) for concluding Annual Rate Contracts for supply of stationery and general items to HPPCL for the Rate Contract Period of one year from the date of conclusion of the Rate Contract. Tendering firms are requested to quote their best competitive prices conforming to the requirements stated hereinafter:-

**Signatures of Bidder**

**NOTES :**

1. The rates of items 1-174 shall be submitted on the above given format at **ANNEXRUE "4"**.
2. Tenderers should quote the prices inclusive of all taxes. They should indicate the rate (s) of GST/ Local Sales Tax as included in the price where there is no mention regarding tax, it will be presumed that the rates are inclusive of taxes and will be treated as final.
3. Tenderers should furnish their samples as asked for. For the items where sample submission has been stipulated, quotations received without samples shall be summarily ignored. Samples submitted after tender opening time shall not be accepted.
4. Prices should be quoted on **F.O.R. Destination basis (Free delivery at site)**.
5. The Corporation will not be bound to accept the lowest quotation and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of HPPCL. The decision of the Corporation shall be final in this regard.

**SIGNATURES OF TENDERING FIRM WITH SEAL**

**NAME OF THE AUTHORIZED SIGNATORY: (copy of authority letter.)**

**(IN BLOCK LETTERS)**

**CAPACITY/POSITION IN COMPANY:**

**IN WHICH TENDER IS SIGNED**

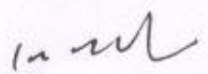
**COMPLETE POSTAL ADDRESS OF COMPANY:**

**PIN CODE:**

**TELEPHONE Nos. : LANDLINE**

**MOBILE**

**FAX NO.**

  
**Director (Personnel)**

## **IMPORTANT INFORMATION**

- 1. PURCHASER:** HPPCL.
- 2. CONSIGNEE:** **APO (Estate).**
- 3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended up to further one year depending upon requirements with mutual agreement.
- 4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
- 5. NON TRANSFERABILITY:** This tender is non-transferable.
- 6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Corporation.
- 7. EARNEST MONEYDEPOSIT:** An amount of ` 20,000 /- (Rupees Twenty Thousand only) has to be submitted by way of Demand Draft in favour of HPPCL, payable at Shimla, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Photocopy of the Demand Draft, should be attached along with the Duplicate copy of the tender document. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of HPPCL. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

**Signatures of the bidder**

**8. PRESCRIBED FORMS:**

Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.

**9. TENDER FEE:**

Tendering firms are required to furnish a non –refundable tender fee of Rs. 500/-(Rupees five hundred only) in the cash, along with the Tender. Tender Document can also be downloaded from HPPCL website [www.hppcl.gov.in](http://www.hppcl.gov.in). Firms using Tender Document downloaded from HPPCL website will have to submit DD of Rs. 500/-( Non –refundable) in favour of HPPCL at Shimla while submitting their bids.

**10. LATE/DELAYED TENDERS:**

Tenders received after closing time prescribed in this enquiry shall **NOT** be accepted under any circumstances.

**11. HPPCL's RIGHTS:**

HPPCL reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**12. LEGAL CONTRACT:-**

The successful tenderer shall provide a non-judicial stamp paper of Rs.100/- for preparing and signing contract/agreement with HPPCL, as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by HPPCL whichever is earlier.

**Note: -**

**Contract agreement is to be signed at Shimla. Contract agreement sent by post shall not be entertained.**

**Signatures of the bidder**



## **GENERAL INSTRUCTIONS**

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders should be submitted in duplicate. Duplicate copy of the tender set should contain the same sets of documents as enclosed with the original tender.
5. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
6. Tenderers are requested to enclose a copy of their valid certificate of PAN No. with their tender.
7. Tenders received without Tender Fee Coupon, EMD amount by way of DD or Pay Order/Banker's Cheque in the name of HPPCL Shimla will not be considered at all.
8. The tender documents can be obtained from APO (Estate), on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non- refundable on any working day between 10.00 am to 5 pm.
9. Tenderers may note that if the date of receipt and opening of tender document is declared to be a gazetted holiday, the tender shall be received and opened on the next working day at the same time.
10. Late/delayed tenders received in HPPCL due to any reason whatsoever will not be accepted under any circumstances
11. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.

**Signatures of the bidder**

12. Tenders should reach this office up to 12:00 Noon. on 16.09.2019 after which no tenders will be entertained. Technical qualification bid of the tenderers will be opened on 16.09.2019 at 3:00 PM. in Regd. office of the Corporation in the presence of tenderers willing to be present and date of opening of financial bid of qualified tender will be intimated to qualified tenderer separately. The price bids along with samples shall be scrutinized. The comparative statement shall be drawn and the successful bidder(s) shall be informed subsequently.

At the time of opening only **“COVER-1 TECHNICAL QUALIFICATION BID”** containing page 1 to 17 of tender document Earnest money, all requisite documents, certificates, etc, shall be opened. **“COVER-2 FINANCIAL BID”** containing only form of Financial Bid (Page- 18-26 of tender document) would be opened in respect of those Tenderers who fulfill following minimum criteria/ documents submitted with Technical qualification BID:-

- a) The Tenderer has submitted the Earnest money of Rs. 20,000/- as required by Terms and conditions.
- b) The Tenderer has submitted the COVER-2 containing FINANCIAL BID. The **Second cover** should contain the prescribed tender form duly filled in and signed along with the quoted prices.
- c) The Tenderer has submitted a Self Affidavit to the effect that the Tenderer has neither been convicted or Blacklisted by any State Govt. /Govt. of India etc., nor any criminal case is registered against them.
- d) The Tenderer has submitted Tender Fee Coupon/DD.
- e) The Tenderer has submitted copy of Sale Tax/VAT Registration Certificate of the firm/GST.
- f) The Tenderer has submitted copy of Income Tax Return for the Assessment year 2018-19.
- g) The Tenderer has submitted copy of the Audited Balance Sheet of the firm for the FY 2018-19.
- h) The Tenderer has submitted photocopy of GST No.
- i) The Tenderer has submitted photocopy of PAN Number.
- j) The Tenderer has submitted sample(s) wherever required as per tender, separately, on or before the tender opening date.

**NOTE (Both the covers, the 1<sup>st</sup> and the 2<sup>nd</sup> cover should be put in a bigger cover and this outer cover should be wax sealed. The EMD and the sealed 2<sup>nd</sup> cover shall be returned to the unsuccessful bidder. The sealed tender should be dropped in the Tender Box kept near Reception of HPPCL, or the tender be submitted in the O/o Director (Personnel), HPPCL, Himfed Building, New Shimla-171009**

**The sealed tender envelope should be super scribed as under:**

**“TENDER NO. No. HPPCL/ADMIN/STATIONARY/2019**

**“TENDER FOR SUPPLY OF STATIONERY AND GENERAL ITEMS TO HPPCL”**

**Signatures of the bidder**

## **TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts which can be extendable by one year depending upon requirements on mutually agreed terms. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. EMD will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders without interest.
3. The earnest money deposit shall be adjusted towards performance security deposit of the successful bidder. HPPCL shall not pay interest on EMD or security deposit.
4. The performance security deposit will be Rs. 50,000/- out of which Rs.25,000/- has to be deposit by the successful bidder at the time of signing of contract agreement and the balance of Rs. 25, 000/- shall be retained from the running bill of the successful tenderer. In the event of non- supply or refusal to supply the store ( Refuse to supply the stationery items at projects sites also) with in contract period, HPPCL may reserve right to forfeit the security deposit. Otherwise security retained will be refunded upon completion of the contract period to the supplier.
5. HPPCL reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
6. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Managing Director of the Corporation & his decision shall be binding to both the parties.
7. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Shimla only.
8. Intending Tenderers will have to furnish a copy of their PAN No., Sale Tax Registration Number & GST No. (proof to be attached).
9. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
  - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**Signatures of the bidder**

**NOTES:**

- i.)** 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 partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
  - ii.)** In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
  - iii.)** A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, HPPCL may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- 8.** The tenderers **should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**
- 9.** The tendering firms will have to give a declaration to the effect that they have not been black listed or their business dealings with the Government Corporations have not been banned.
- 10.** Offering of lowest prices to HPPCL
- 10.1** The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including HPPCL or any Corporation of the Central Government or any Corporation of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the HPPCL and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
- 10.2** The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to HPPCL under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) including the purchaser or any Corporation of State Government as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to HPPCL."

**Signatures of the bidder**

- 11. Indenting Authority :** Estate Office, HPPCL.
- 12. Consignee:** APO (Estate),HPPCL, Himfed Building, New Shimla-171009.
- 13. Terms of Delivery:** F.O.R. at HPPCL Store, at Corporate Office, Himfed Building, New Shimla-171009 and F.O.R. at Project Sites of HPPCL.
- 14. Delivery Period:** Within 10 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
- 15. Payment Terms:** 100% payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 16. Dispatch Instructions:** Stores are required to be delivered at HPPCL, Himfed Building, New Shimla-171009 and respective Project sites of HPPCL on free delivery to the consignee's premises, freights/transportation paid basis.
- 17.** Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

**18. GUARANTEE/ WARRANTY:**

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the abovementioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

**Signatures of the bidder**

19. All firms are required to submit the following along with their quotation failing which their offer will be ignored:
- a) Name and full address of their Banker with their Account Number.
  - b) Performance statement for the year 2018-19 in respect of Stationery and General items supplied, must be submitted in the format enclosed at Annexure-“1” to this tender document.
20. Tenderers who are registered with DGS &D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

21. **Duties & Taxes**

**Tenderers should quote the prices inclusive of all applicable taxes. They should indicate the rate (s) of GST/ Local Sales Tax etc. as included in the price where there is no mention regarding tax, it will be presumed that the rates are inclusive of all applicable taxes and will be treated as final.**

22. **TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS** (Free delivery to the consignee's premises at HPPCL Store, at Corporate Office, Himfed Building, New Shimla-171009 and F.O.R. at Project Sites of HPPCL).
23. The decision of HPPCL shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
24. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.
25. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2 % per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.
26. **Inspection:** The inspection of the materials shall be carried out by authorized representative of HPPCL at its store.
27. HPPCL reserves the right to reject any or all the quotations without assigning any reason.

**Signatures of the bidder**

**PERFORMANCE STATEMENT FOR THE YEAR 2018-19**

**Name of the firm.....**

1	2	3	4	5	6	7	8
Contract No.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay

**Signatures of Bidder**

**DECLARATION**

**From:-**

M/s.....  
.....  
.....

To

The Managing Director,  
HPPCL, Corporate Office, Himfed Building,  
New Shimla-171009.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the APO (Estate), HPPCL immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

**(Signature of the Tenderers)**

Name:

Designation with Seal of the Firm

Dated.



**ANNEXURE - 3**

**TENDER FEE COUPON**

TENDER NO.: No. HPPCL /P&A/ STATIONARY/ 2019-20-

Dated: - .09.2019

TENDER SET NO.:

ISSUED TO

M/s.....  
.....  
.....

Against request letter No. \_\_\_\_\_ Dated \_\_\_\_\_ 2019 and payment of an amount of ` 500/- (Rupees five hundred only) in cash.

TENDER DOCUMENT ISSUED ON \_\_\_\_\_

**Director (Personnel)**  
HPPCL, Himfed Building,  
New Shimla

**Financial Bid****ANNEXURE-4**

<b>S. No.</b>	<b>Description</b>	<b>Brand/Make/ Specification</b>	<b>Unit</b>	<b>Rate (in Rs.)</b>	<b>Amount (in Rs.)</b>
1	Photostat Papers A-4, 75, GSM	As per sample (Standard quality)	Ream		
2	Photostat Papers A-3, 75, GSM	As per sample (Standard quality)	Ream		
3	Photostat Paper Legal Size F-5, 75 GSM	As per sample (Standard quality)	Ream		
4	Typing Paper	As per sample (Standard quality)	Ream		
5	Bond Paper(Green)	As per sample (Standard quality)	Ream		
6	Glossy Paper	As per sample (Standard quality)	Pkt.		
7	Graph Paper (730 mm x 480 mm)	As per sample (Standard quality)	Roll		
8	Tracing Paper 60/70 GSM (1016 mm x 18.2 mtrs.)	As per sample (Standard quality)	Roll		
9	Color Copier A4 (in All Color)	As per sample (Standard quality)	Ream		
10	File covers (superior) (as per sample for printed matter) (Color Blue/Green)	Without printing With Printing of HPPCL Logo	No.		
11	File Board with Flap	As per sample (Standard quality)	No.		
12	2 Ringh Binder File Cover (For meeting)	As per sample (Standard quality)	No.		
13	Confrence folder (Paper with 2 Pocket As per sample)	Without Printing With Printing of HPPCL Logo	No.		
14	Voucher File Ord. (Brown)	As per sample (Standard quality)	No.		
15	Voucher File Superior	As per sample (Standard quality)	No.		
16	Conference Jute folders-standard size	As per sample (Standard quality)	No.		
17	Special Folder for VIP Meetings & Seminars (Jute/Cotton)	As per sample (Standard quality)	No.		
<b>Signature of bidder</b>					

18	Index file Ordinary	As per sample (Standard quality)	No.		
19	Box File	As per sample (Standard quality)	No.		
20	Ruled register 20.5x33 cm 60 GSM white paper of superior quality each quire should comprise of 48 leaves (96 pages)cut, flash and binding with pucca board (hard board should be covered with laminated paper light blue colour duly printed with wording in English and Hindi along with logo in two colour (as per sample for printed matter.	As per sample (Standard quality)			
	2 quires		No.		
	3 quires		No.		
	4 quires		No.		
	5 quires		No.		
21	AAO Rolls 100mtrs length 75 GSM		No.		
22	A.O. Sheets 75 GSM 125 sheets per pkt.		No.		
23	Ammonia Liquid.		Liters		
24	Carbon Paper Blue-FS Size	As per sample (Standard quality)	Pkt.		
25	Stapler Small HD-10 D	As per sample (Standard quality)	No.		
26	Stapler Big HS-45 D	As per sample (Standard quality)	No.		
27	Stapler Pin Small HD-10 D	As per sample (Standard quality)	Pkt.		
28	Stapler Pin Big 24/6	Kangaroo	Pkt.		
29	Stapler Heavy Duty 23/13	Kangaroo	No.		
30	Stapler Pin Heavy Duty 23/13	Kangaroo	Pkt.		
31	Pencil HB	Natraj/HB	No.		
32	Ball Pen Pen 045 Blue Ord.	Reynolds	No.		
<b>Signature of Bidder</b>					

33	Ball Pen 045 Black Ord.	Reynolds	No.		
34	Ball Pen 045 Red Ord.	Reynolds	No.		
35	Ball Pen 045 Green Ord.	Reynolds	No.		
36	Ball Pen 0.7 Blue	Reynolds Brite	No.		
37	Clutch Pencil Superior	As per sample (Standard quality)	No.		
38	Clutch Pencil Lead	As per sample (Standard quality)	Pkt.		
39	Pen Blue V-5	V-5/Uniball -I	No.		
40	Pen Black V-5	V-5/Uniball -I	No.		
41	Pen Red V-5	V-5/Uniball -I	No.		
42	Pen Green V-5	V-5/Uniball -I	No.		
43	Pen Blue Uniball	Uniball -I	No.		
44	Pen Black Uniball	Uniball -I	No.		
45	Pen Red Uniball	Uniball -I	No.		
46	Pen Green Uniball	Uniball -I	No.		
47	Pen Blue Reynolds TRIMAX	Reynolds	No.		
48	Refill Reynolds TRIMAX	Reynolds	No.		
49	Ball Pen Jetter (blue)	Reynolds/Flair	No.		
50	Gel pen (Blue,Red,Black)	Montex/Flair Carbonix	No.		
51	Gel Pen (Supr. Quality) for meeting purposes(Blue,Red,Black)	Flair/Add gel	No.		
52	Ink Pen (Supr. Quality)		No.		
53	Pen Holder		No.		
54	Refill jetter Blue for Item No. 49	Reynolds/Flair	No.		
55	Ball Pen Jetter (red )	Reynolds/Flair	No.		
56	Refill jetter Red for Item No. 55	Reynolds/Flair	No.		
57	Refill Ink for Pilot Pen blue (5 ml)	Flair	No.		
58	Shorthand Pencils-containing 10 pencils in a pkt.	Apsara	Pkt.		
59	White fluid along with diluter (15 ml each)	Kores/Camlin	No.		
60	Eraser Non-Dust	Apsara	No.		

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61	Note Sheets Blank Legal Paper Size plain 80 GSM ledger paper with one marginal rule on front and back with logo in two colors as per sample loose in packets of 100s in dockets.	Biallarpur	Pkt.		
62	Gum Tube	Oddy	No.		
63	Glue Sticks 15 gms. (yellow Cap)	Glue Stick/Fevi Sticks/Kores	No.		
64	Gum bottle 600 ml.	Camel	No.		
65	Envelopes light yellow laminated SE-8 (30x40 cms) duly printed with wording HPPCL in English and Hindi both along with logo in two colors (as per sample for printed matter)	As per sample (Standard quality)	No.		
66	Envelopes light yellow laminated SE-8 (24.5x30.5 cms) duly printed with wording HPPCL in English and Hindi both along with logo in two colors (as per sample for printed matter)	As per sample (Standard quality)	No.		
67	Envelope (white) 102x152mm (sup.)	As per sample (Standard quality)	No.		
68	Envelope (white) 110x220mm (sup.)	As per sample (Standard quality)	No.		
69	Window Envelope Med. Size.	As per sample (Standard quality)	No.		
70	Envelope Kraft Paper 110x220 mm printing with HPPCL LOGO	As per sample (Standard quality)	No.		
71	Envelope Kraft Paper 125x324 mm printing with HPPCL LOGO	As per sample (Standard quality)	No.		
72	Envelope Kraft Paper 90x140 mm printing with HPPCL LOGO	As per sample (Standard quality)	No.		
73	Envelope A4 Size Yellow	Ballarpur ( Laminated)	No.		
		Ballarpur (Cloth) )	No.		
74	Envelope File Size Yellow	Ballarpur (Laminated)	No.		
		Ballarpur (Cloth)	No.		
<b>Signature of Bidder</b>					

75	Plastic Scale 12"	Apsara/Star/Omega	No.		
76	Plastic Scale 18"	Apsara/Star/Omega	No.		
77	Steel Scale 24"		No.		
78	Pin steel 100 gm in each box (gross wt.)	Apex/Nut	Pkt.		
79	Packing Tape 2"x35 mtrs long(Brown)	Wonder	Roll		
80	Cello Tape(1/2")	Premier/Windsor	Roll		
81	Cello Tape(3/4")	Premier/Windsor	Roll		
82	Sticky Pad (1"x3") 100 sheets (Tri Color)	Post-it/Sticky Notes/De'smat/Promote	Pkt.		
83	Sticky Pad (2"x3") 100 sheets	Post-it/Sticky Notes/De'smat/Promote	Pkt.		
84	Fax Rolls 30 mtrs long	Sharp/Mitsubishi	Roll		
85	Fax Roll TTR 610	Sharp	Pkt.		
86	Fax Roll Panasonic KX-FP-392	Panasonic KX-FP-392	No.		
87	Paper Cutter 9 cm long with opener	Rodgers Pattern	No.		
88	Dak Pad with Cloth superior quality	Neelgagan	No.		
89	Pin Cushion Magnet	As per sample (Standard quality)	No.		
90	Highlighter Pen (Per Pkt. Of 5 pieces).	Luxor	No.		
91	Paper clip (Plastic coated)	Gem Pattern	Pkt.		
92	Multi Pen Holder	As per sample (Standard quality)	No.		
93	Slip Pads of 40 sheets	Neel gagan/Shipra	No.		
94	Slip Pads of 40 sheets-33	Neel gagan/Shipra	No.		
95	Slip Pads of 40 sheets-44	Neel gagan/Shipra	No.		
96	Slip Pads of 20 sheets with hard cover	Neel gagan/Shipra	No.		
97	Spiral Slip Pad (Small)		No.		
98	Spiral Slip Pad (Medium)		No.		
99	Pen Stand with 4 Pens	Kebica Stationery	No.		
100	Pen Stand with 2 Pens		No.		
101	Desk Calendar		No.		
102	Shorthand Note book White Paper should open float and containing 200 pages	As per sample (Standard quality)	No.		

**Signature of Bidder**

103	Self Inking Pad	As per sample (Standard quality)	No.		
104	Sliding Paper cutter 9 mm blade (normal)	Rodgers Pattern	No.		
105	Marker Pen (Permanent) various colors	Luxor/Camlin	No.		
106	White Board Marker (Temporary) various colors	Luxor/Camlin	No.		
107	CD Marker	Luxor/Camlin	No.		
108	Bodkin (full steel body)	As per sample (Standard quality)	No.		
109	Bodkin (Plastic Handle)		No.		
110	Separator (Numerical) 1-30	As per sample (Standard quality)	Pkt.		
111	Scissor Big	Rodgers Pattern	No.		
112	Scissor Small	Rodgers Pattern	No.		
113	Punching Machine Big Size-700	Kangaroo	No.		
114	Punching Machine Single Punch	Kangaroo	No.		
115	Punching Machine Double Punch		No.		
116	Stapler Big 23/17	Kangaroo	No.		
117	Sharpener	Natraj	No.		
118	Table Stand(With Glass top)	As per sample (Standard quality)	No.		
119	Sketch Pen	Luxor/Camlin	No.		
120	Page Marker-Tri-color 1"x 3"	Luxor/Camlin	Pkt.		
121	Binder Clip 41 mm	As per sample (Standard quality)	No.		
122	Binder Clip 32 mm	As per sample (Standard quality)	No.		
123	Binder Clip 25 mm	As per sample (Standard quality)	No.		
124	Binder Clip 19 mm	As per sample (Standard quality)	No.		
125	Table Diary Stand	As per sample (Standard quality)	No.		
126	Spiral Slip Pad Pocket Type Small Size	Neel gagan	No.		
<b>Signature of Bidder</b>					

127	Rotoring Ink Pen=.03 mm	As per sample (Standard quality)	No.		
128	Rotoring Ink Pen=.05 mm	As per sample (Standard quality)	No.		
129	Rotoring Ink	As per sample (Standard quality)	No.		
130	Stencil=3mm	Apsara/Star/Omega	No.		
131	Stencil=5mm	Apsara/Star/Omega	No.		
132	Table Glass (6 mm thick 2"x 4")	As per sample (Standard quality)	No.		
133	Table Glass (6 mm thick 1 ½ 'x 2')		No.		
134	Table Glass (6 mm thick 2'x3')		No.		
135	Glass Tumbler	Yera	No.		
136	Correcting Pen	Reynolds	No.		
137	CD R with Jewel Case	Moserbear	No.		
138	DVD with Jewel Case	Moserbear	No.		
139	Pen Drive (4 GB)	Kingston	No.		
		HP	No.		
		Sandisk	No.		
140	Pen Drive (8 GB)	Kingston	No.		
		HP	No.		
		Sandisk	No.		
141	Pen Drive (16 GB)	Kingston	No.		
		HP	No.		
		Sandisk	No.		
142	Front Cover & Back Cover(A3)	As per sample (Standard quality)	No.		
143	Front Cover & Back Cover(A4)	As per sample (Standard quality)	No.		
144	Tags(small)	As per sample (Standard quality)	No.		
<b>Signature of Bidder</b>					



145	Tags(Big)	As per sample (Standard quality)	No.		
146	Plotter Paper (36" size)		mtrs		
147	Spiral Binding (Ring) wire All Sizes	Small	Kg		
		Med.	Kg		
		Large	Kg		
		Extra Large	Kg		
148	Magnifying Glass				
149	Calculator(12 digit)	Casio	No.		
150					
151	Scientific Calculator(12 digit)	Casio	No.		
152	Visiting Card Holder	Worl done	No.		
153	Pen Holder(Tumbler)	Vinyl Tumbler	No.		
154	Paper Clips 100 Nos. in a box U/V shaped of 24/26 gauge wire	Gem Pattern	Pkt.		
155	Measuring Tape (50 mtrs.)	Metallic of best quality	No.		
156	Measuring Tape (15 mtrs.)	Metallic of best quality	No.		
157	Brass Measuring Scale (3 karam), (3 mtrs.)	As per sample (Standard quality)	No.		
158	Pencil Cell 1.3 V	Duracell (Standard quality)	Nos.		
159	Color Pencils	Camlin	No.		
160	Cash book (as per the specimen given by the HPPCL) pages 300 pages	As per sample (Standard quality)	No.		
161	Receipt book (as per the specimen given by the HPPCL) 100 pages	As per sample (Standard quality)	No.		
162	Dispatch Register(as per the specimen given by the HPPCL) 200 pages	As per sample (Standard quality)	No.		
163	Diary Register (as per the specimen given by the HPPCL) 200 pages	As per sample (Standard quality)	No.		
164	Stamp Register (as per the specimen given by the HPPCL) 200 pages	As per sample (Standard quality)	No.		
165	Ledger Register (400 Pages)	As per sample (Standard quality)	No.		
<b>Signature of Bidder</b>					

166	File covers (as per sample for printed matter) (Color Blue/Green)	Without Printing With Printing of HPPCL Logo			
167	Day to Day Programme Table Stand	As per sample (Standard quality)	No.		
168	Paper Weight	As per sample (Standard quality)	No.		
169	Stamp Pad Ink	Dollar/Supreme	No.		
170	Drawing Pin	As per sample (Standard quality)	No.		
171	Duster (Cloth)	As per sample (Standard quality)	No.		
172	Spiral Pad (Large)	As per sample (Standard quality)	No.		
173	Sticky Note 4"x3"	As per sample (Standard quality)	No.		
174	Sticky Note 3"x3"	As per sample (Standard quality)	No.		
175	Legal Diary	As per sample (Standard quality)	No.		
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