

**THE HARYANA STATE CO-OPERATIVE APEX BANK LTD.
SCO NO. 78-80, SECTOR 17-B, BANK SQUARE,
CHANDIGARH**

NOTICE INVITING E-TENDER

E-tenders are hereby invited on behalf of the Haryana State Cooperative Apex Bank Ltd., under two bids system i.e. technical and financial from well-established vendors/firms located at Chandigarh/Panchkula/Mohali dealing with stationery and general items for Annual rate contract for supply of office stationery and general items for the bank during the financial year 2019-20.

The complete bidding documents, fee details, technical specifications and key dates can be viewed/downloaded from the web sites <http://etenders.hry.nic.in> and www.harcobank.org.in.

The Managing Director, Harco Bank reserves the right to accept or reject the tendering process at any stage without assigning any reason whatsoever.

**Managing Director
Haryana State Cooperative Apex Bank Ltd.**

**THE HARYANA STATE CO-OPERATIVE APEX BANK LTD;
SCO 78-80, Bank Square, Sector 17-B,
Chandigarh
Telephone: 0172-2703187
Website: www.harcobank.org.in**

E-Tender Document

for

Annual Rate Contract

for

Supply of Stationery and General Items

for the year 2019-20

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| Description | Annual rate contract for supply of stationery and general items |
|---|--|
| Estimated value of the tender | Rs.8.00 lacs |
| Earnest Money Deposit | Rs.16,000/- |
| Tender fee (Non-refundable) | Rs.1000/- |
| E-service fees (Non refundable) | Rs.1000/- |
| Pre-bid meeting for queries | 03.08.2019 at 11.30 AM |
| Start date and time of Bid preparation & submission on E-procurement portal | 13.08.2019 at 10.00 AM |
| Last date and time for Bid preparation & submission by bidders | 27.08.2019 at 5.00 PM |
| Date and time of tender opening (Technical Bid) | 28.08.2019 at 11.30 AM |
| Date and time of tender opening (Financial Bid) | To be decided later on |
| Last date and time for Earnest Money Deposit(EMD) of Bid submission | On or before 27.08.2019 at 5.00 PM |

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**Managing Director
Haryana State Cooperative Apex Bank Ltd.**

The Bidders are requested to go through the tender document carefully before submitting the online bid and can visit the bank on any working day with prior intimation to inspect the specimen of the requisite items.

Eligibility Criteria for Technical Bid

1. Tender fee of Rs.1000/-(Non refundable) to be submitted online.
2. The following documents are required to be submitted online alongwith the bid.
 - (a) The vendor/firm must have valid registration certificate of business concerned.
 - (b) The vendor/firm must have Permanent Account Number ;
 - (c) The vendor/firm must have GST registration number.
 - (d) Having annual turnover of Rs. 50.00 lacs or more for similar business during the last three financial Years 2016-17, 2017-18 & 2018-19 in the books of account. A specific certificate about the Turn over duly signed by the Chartered Accountant must be furnished.
 - (e) Income Tax Return for the last three financial Year.
 - (f) The firm/vendor should have executed at least three rate contracts for supply of stationery and general items for value not less than six lacs each in any Government Department/PSUs/Nationalised Banks/Private Bank/Cooperative Banks with the preceding three year as on 31.3.2019. Documentary proof of empanelment/work order to be enclosed.
3. The tenderer shall deposit a sum of Rs. 16,000/ - (Rupees sixteen thousand only) as Earnest money and the receipt so obtained may be submitted alongwith the Technical Bid. The EMD of the successful bidder would be converted into Security Deposit and shall not carry any interest and be refunded after successful completion of tender period.
4. Tenders not accompanied with EMD's receipt and those received after due date as specified above will not be considered/entertained.
5. The Financial Bids of those bidders who satisfy the prequalification criteria will only be opened.
6. The Bank does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. Any decision of the Bank in this regard shall be final, conclusive and binding on the bidders
7. The firm should have registered office in Chandigarh/ Mohali/Panchkula,
8. Submission of a Declaration that the firm had not been black listed from any Govt./PSU department (as per **Annexure 'I'** enclosed).
9. The Managing Director, Harco Bank, Sector 17-B, Chandigarh reserves the rights to accept and reject any tender or all the tenders without assigning any reasons.

GENERAL TERMS & CONDITIONS

1. The bidder shall submit price bid/offer in Indian Rupees.
2. The tender must remain valid and open for acceptance for a period of 90 days from the date of opening of Technical Bid.
3. Tender once submitted shall not be allowed to be withdrawn, altered, or cancelled in part or in whole. Any departure from these conditions will be liable to disqualify the tenderer and the earnest money of concerned firm will be forfeited.
4. The technical bids will be opened in the presence of bidders or their authorized representatives at Bank's premises.
5. The successful bidder shall execute an agreement with the Bank on stamped paper within seven days of receipt of letter of acceptance.
6. The rates will remain valid during the financial year 2019-20 and no request for increase in rates of the items due to any reason will be entertained during the period of contract.
7. The Purchase orders will be placed as per the requirement of the bank from time to time and the quantity of tender items can be increased or decreased during the contract period. No advance payment shall be made to the supplier at the time of purchase of any items.
8. TDS shall be deducted on bill amount as per Central Govt. instructions.
9. The successful bidder shall supply stationery exactly as per specifications indicated in Tender but in case the same are not supplied in accordance with the specifications shall be summarily rejected and no payments shall be made by the Bank.
10. The supply, transportation etc. of the items will be sole responsibility and the risk of the successful bidder till its acceptance by the Bank.
11. The selected tendering Firm/vendor shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays.
12. The delivery of items should be on the basis of FOR at Bank's Head Office, SCO No. 78-80, Sector 17-B, Chandigarh or Bank's Staff Training College, Sector-2, Panchkula.
13. In case of dispute or differences arising between the Bank and the supplier relating to any matter, the same shall be settled through amicable negotiations between the bank and vendor/firm In case the issue remain unresolved, the same shall be subject to Chandigarh jurisdiction/court.

Annexure – I

(To be submitted on letter head of the bidders along with Technical Bid)

The Managing Director,
The Haryana State Coop. Apex Bank Ltd.,
Chandigarh.

Sir,

Declaration regarding tender for supplying of Stationery and General items to the bank.

1. I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.
2. I/we undertake to offer my/our services in conformity with your requirements and the terms and conditions set in the Tender document.
3. I/we declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Dated : _____ day of _____ 2019

(Signature of the authorized person of the bidders)

.....

(Name and address of the bidders)

.....

(Seal of the bidders)

Duly authorized to sign the bid for and on behalf of (Firm/Bidder)

Annexure-II**TECHNICAL BID****BIDDERS PROFILE FOR PROVIDING SUPPLY OF STATIONERY AND GENERAL ITEMS**

1. Names address of firm/vendor : _____
and Telephone numbers. : _____

2. Registration No. of the : _____
Firm/vendor . : _____

3. Name, Designation Address and : _____
telephone No. of authorized : _____
person of Firm/Agency to deal with. : _____
4. GST No. : _____
5. PAN No. : _____
6. Details of Bid Security (EMD) deposited. : _____
Amount Draft No. & Date : _____

7. Annual Turnover for the last three years : 2016-17 Rs. _____
(in lakhs) Attach proofs : 2017-18 Rs. _____
: 2018-19 Rs. _____
8. Documents of rate contract for supply of : _____
Stationery and general items to : _____
Govt./PSUs etc. (in years). : _____
(Attach proofs)

(Signature of the bidder with seal)

Annexure-III**FINANCIAL BID**

It is mandatory for the bidders to quote rates for each items for the unit indicated in the below list. No item needs to be kept blank. The rates include all applicable taxes (GST etc.), insurance, transportation & labour etc.

List of Stationery items

| S. No. | Name of items | Brand/Make | Approx. Quantity required | Rate(in Rs) | | |
|--------|--------------------------------------|---------------|---------------------------|-------------|-----|--------------|
| | | | | Per Unit | GST | Gross Amount |
| 1 | Awlpins (100 grm Pkt) | Grace | 110 pkt | | | |
| 2 | Adhesive cello tape 1” (60 mtr.) | Wonder | 65 piece | | | |
| 3 | Adhesive cello Brown 2” (60 mtr.) | -do- | 40 piece | | | |
| 4 | Bodkin | National | 52 piece | | | |
| 5 | Envelopes yellow A-4 with lamination | Orient paper | 600 piece | | | |
| 6 | Envelopes yellow(Cloth laminated) | -do- | 600 piece | | | |
| 7 | Correction pen | Kores/Luxor | 60 piece | | | |
| 8 | Foot rule Steel 12” | Boss | 25 piece | | | |
| 9 | Gluestick(15 grm) | Kores/Faber | 60 piece | | | |
| 10 | Permanent Marker (Black) | Luxor/Kores | 40 piece | | | |
| 11 | High lighters(All colours) | Luxor/Faber | 60 piece | | | |
| 12 | Lead pencil | Apsara/Natraj | 300 piece | | | |
| 13 | U Clips Coloured (100 pcs pkt.) | Best quality | 20 pkt. | | | |
| 14 | Pin cushions | Veekon | 20 pkt. | | | |
| 15 | Punching machine (DP-480) | Kangaroo | 10 piece | | | |
| 16 | Post it pads (three coloured) | Oddy | 200 piece | | | |
| 17 | Stamp pad Ink (20 ml) | Ashoka | 5 piece | | | |
| 18 | Stamp pad (big 160x97 mm) | -do- | 10 piece | | | |
| 19 | Stamp pad (small 110x70 mm) | -do- | 10 piece | | | |
| 20 | Stapler Big HP-45 | Kangaroo | 10 piece | | | |
| 21 | Stapler small (HD-10D) | -do- | 20 piece | | | |
| 22 | Stapler pins (HP-45) | -do- | 20 pkt. | | | |

| | | | | | | |
|-----|---|-----------------|------------|--|--|--|
| 23 | Stapler pins (HD-10D) | -do- | 300 pkt. | | | |
| 24 | Thread ball | Ambika | 52 piece | | | |
| 25 | Tag small(White) 400 pcs | Best quality | 30 pkt. | | | |
| 26 | Tag big(Green) 100 pcs | -do- | 30 pkt. | | | |
| 27 | A4 Photostat papers Reams (75 GSM) | Trident Spectra | 700 Reams | | | |
| 28 | Legal Photostat papers Reams (75 GSM) | -do- | 400 Reams | | | |
| 29 | Luxor V7 Hi-Tecpoint Pen | Luxor | 480 piece | | | |
| 30 | Luxor V-5 Hi-Tecpoint Pen | -do- | 480 piece | | | |
| 31 | Writing Pad (33 No.) 160 pages | Neelgagan | 30 piece | | | |
| 32 | Conference Pads (20 pages) | Neelgagan | 1000 piece | | | |
| 33 | Rubber bands(Small) 500 grm | Oddy | 5 Pkt. | | | |
| 34 | Rubber bands(Big) 500 grm. | -do- | 5 Pkt. | | | |
| 35 | Registers,6 coir | Best quality | 10 piece | | | |
| 36 | Registers,4 coir | -do- | 70 piece | | | |
| 37 | Short Hand Note Book | Neelgagan | 10 piece | | | |
| 38 | Short Hand Pencil | Apsara | 20 piece | | | |
| 39 | Sharpener | Apsara/Natraj | 50 piece | | | |
| 40 | Erasers | Apsara | 50 piece | | | |
| 41 | Transparent L-Folders (A-4) | Sun | 500 piece | | | |
| 42 | Transparent L-Folders (Legal) | -do- | 500 piece | | | |
| 43 | Laptop bags in matty cloth with printing of bank material | As per sample | 750 piece | | | |
| 44 | Paper weight(Round type) | Best quality | 10 piece | | | |
| 45 | Computer Paper ream (132 Column) | Citizen/Premium | 20 Reams | | | |
| 46 | Calculators(12 Digit) | Casio | 10 piece | | | |
| 47 | Calculators(14 Digit) | -do- | 5 piece | | | |
| 48 | Gum tube | Kores/Fevigum | 60 piece | | | |
| 49. | Ball Pen Mega Top | Montex | 200 piece | | | |
| 50 | Double pocket Clear bag | Megha Delux | 300 piece | | | |
| 51 | U Clip(Steel) 35 mm | Globe/Romax | 10 Pkt. | | | |
| 52 | ATM Roll(80 mm X 60mtr.) | Oddy | 30 rolls | | | |
| 53 | ATM Receipt Roll(80 mm X 15mtr.) | -do- | 30 rolls | | | |
| 54 | Mirco ATM Roll | -do- | 50 rolls | | | |

| | | | | | | |
|----|-------------------|-----------------|-----------|--|--|--|
| 55 | Pen Drive(8 GB | HP/Sony/Sandisk | 300 piece | | | |
| 56 | Pen Drive(16 GB) | -do- | 50 piece | | | |
| 57 | Pen Drive(32 GB) | -do- | 50 piece | | | |

List of General items

| | | | | | | |
|-----|---|---------------------|-----------|--|--|--|
| 58 | Soap 75 gm. | Lux | 200 piece | | | |
| 59 | Floor duster 36"X36" | Best quality | 250 piece | | | |
| 60 | Table duster 18"x18" | -do- | 350 piece | | | |
| 61 | Floor Cleaner (1000 ml) | Penol | 50 Bottle | | | |
| 62 | Toilet Cleaner(500 ml) | Harpic | 40 Bottle | | | |
| 63 | Phool Broom | Gulab | 30 Piece | | | |
| 64 | Grass Broom | Best quality | 30 Piece | | | |
| 65 | Liquid Hand wash (215 ml) | Dettol | 10 Bottle | | | |
| 66 | Hand wash Refill | Dettol(1500 ml) | 10 pouch | | | |
| 67 | Naphthalene balls (100 gm) | Supreme | 50 Pkt. | | | |
| 68 | Hit Mosquito repellent (Red/Black) 320 ml | Godrej | 30 Bottle | | | |
| 69 | Glass cleaner(500 ml) | Colin | 15 Bottle | | | |
| 70 | Powder (1 kg) | Vim | 50 Pkt. | | | |
| 71 | Detergent Powder (1kg) | Nirma/wheel | 50 Pkt | | | |
| 72 | Surf Excel Matic Top load Detergent powder | Surf Excel | 10 kg | | | |
| 73 | Urinal cubes(Pink colour) (300 gm) | Harpic/Best quality | 25 Pkt. | | | |
| 74 | Buckets (25 ltr.) | Milton/ cello | 5 Piece | | | |
| 75 | Plastic Dustbin (10 ltr) | -do- | 20 Piece | | | |
| 76. | Plastic Water Jugs (2 Ltr.) | -do- | 10 Piece | | | |
| 77. | Toilet Air freshener (75 gm) | Odonil | 100 Piece | | | |
| 78 | Room Fresheners (125 gm) | Premium | 40 Piece | | | |
| 79 | Cup & Saucer Bone chine (6 pcs) | Care craft/Royal | 20 set | | | |
| 80 | Coasters(6 pcs) | (Flora/coffe) | 10 packs | | | |
| 81 | Remote Cell(AAA) | Panasonic/Eveready | 20 piece | | | |
| 82 | Pencil Cell (AA) | -do- | 30 piece | | | |
| 83 | Ordinary water glasses | Yera | 100 piece | | | |

| | | | | | | |
|----|---|---------------|----------|--|--|--|
| 84 | Water Glass medium size (6 pcs set) | Borosil/Cello | 20 set | | | |
| 85 | Water Camper(10 Ltr) | Milton/Cello | 5 set | | | |
| 86 | White Board Duster | Oddy | 10 piece | | | |

In words :(Rupees.....only)

Signature: Name of the Authorized Person

Designation:

Seal of the firm:

CHECK LIST FOR TECHNICAL BID

| Sr. No. | Documents asked for | Yes | No |
|---------|---|-----|----|
| 1. | Earnest Money Deposit of Rs.16,000/- | | |
| 2 | Tender fee of Rs. 1000/- | | |
| 3 | E-service fees of Rs.1000/- | | |
| 4 | Declaration (as per format prescribed in Annexure-I). | | |
| 5. | Bidders Profile (Annexure-II) | | |
| 6. | Copy of GST registration No. | | |
| 7. | Copy of the PAN card issued by the Income Tax department. | | |
| 8. | Copy of valid Registration Certificate of the firm/agency of the said business. | | |
| 9. | Copies of Income Tax Return for the last three financial Year 2016-17,2017-18 & 2018-19 | | |
| 10. | Copies of Accounts of Annual Turnover for the last 3 financial years i.e. 2016-17, 2017-18 & 2018-19 duly signed by the CA. | | |
| 11. | Proof of registered office in Chandigarh/Panchkula/Mohali. | | |
| | Copies of Documents of rate contract for supply of Stationery and general items to Govt./PSUs etc for the last 3 years. | | |
| 12 | Any other relevant document(s). | | |

Note: Legible Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature of the bidder)
Name and Address (with seal)

