

RAJASTHAN FINANCIAL CORPORATION
HO: UDYOG BHAWAN, TILAK MARG, JAIPUR

The Dy.Gen.Manager (GAD),
Rajasthan Financial Corporation,
Tilak Marg,
Udyog Bhawan,
JAIPUR.

Subject : Tender for Stationery 2017-18(Computer Stationery/Printed Stationery/Non-printed Stationery)
(Rates will be applicable upto 30.06.2018)

1	(A). Name and full postal address of the firm :	
	(B). TIN NO.:-	
	(C).Whether SSI manufacturing unit (YES/NO): If so, attach certificate:-	

- 2 Rs.8,000/- of earnest money (as per terms & conditions of the tender) has been deposited vide Receipt No. _____ dated _____ or a Demand Draft No. _____ Dated _____ for an amount of Rs. _____ is enclosed.
- 3 We agree to abide by all the terms & conditions of RTPP subject to which the tender notice has been issued.
- 4 RATES are quoted inclusive of all taxes etc and F.O.R. destination i.e. Udyog Bhawan, Jaipur.

Signature of the Tenderer

Encl:- Terms & conditions with Annexure A,B & C

SPECIAL ATTENTION FOR THE TENDERERS

While submitting tender form, samples for the following items are essentially required duly signed & stamped.

- 1 SAMPLES OF ALL COMPUTER STATIONERY PAPERS WITH GSM / FOLDERS.
- 2 SAMPLES OF CLOTH ENVELOPES, ENVELOPES (WINDOW/WITHOUT WINDOW).
- 3 SAMPLES OF FILE PADS, FILE LACES, FILE TAGS.
- 4 ALL PAPERS / PRINTING PAPERS FOR FORMS / REGISTERS / VOUCHERS / PADS (WITH GSM)

TERMS AND CONDITIONS

- 1 Sealed tenders are invited for the supply of Stationery & Printed material as mentioned in Annexure --"A to C".
- 2 Tenders are to be submitted on prescribed tender form which can be had on payment of Rs.200/- per form in cash from the Store Keeper of the Corporation at HO. Udyog Bhawan Jaipur.
- 3 Specification, size, make, patent, quality and quantity etc. of the articles to be supplied shall be as indicated against each item in the Annexures. Where sample is an indicator of specifications, the quality and the samples can be seen at store of the Corporation at HO, Udyog Bhawan, Jaipur.
- 4 Tenders submitted by those firms/dealers only who are actually dealing in the line for which tender has been given and are registered with Commercial Taxes Department, shall be considered.
- 5 Tenders submitted by those firms/dealers shall not be considered who do not deposit earnest money in cash / DD alongwith tender as per terms and conditions of this tender notice. The cheques, alongwith tender forms, will not be considered as earnest money and tender will not be considered.

- 6 Only those tenders will be considered which are received upto prescribed time and at the specified address.
- 7 The tender should be filled in ink and each page of the tender should be signed in token of having accepted the terms and conditions of the tender. No cutting of any nature shall be accepted.
- 8 The tender must be submitted in properly sealed envelopes duly marked "Tender for supply of stationery articles" and addressed to Dy. Gen. Manager (GAD), Rajasthan Financial Corporation, Udyog Bhawan, Jaipur.
- 9 The rates for the items should be quoted at the place provided for this purpose in figures and words both. The parties who are not in position to supply articles, as per specifications/make laid down, need not quote rate for that item.
- 10 The quantity to be purchased by the corporation has been mentined against each items, however, the quantity may increase/decrease based on the requirement of whole year and the corporation shall have the right to purchase these items in phase manner as per requirement of the Corporation and the rates should be applicable upto 30.06.2018 or one year from the date of issue of purchase order (whichever is later).
- 11 The rates quoted must be F.O.R. at H.O of the Corporation and should be inclusive of all taxes. The rates should be quoted in figures as well as in words.
- 12 The tenderer shall have to deposit earnest money amounting to Rs.8000/- in cash with the corporation before submission of the tender or by a Demand Draft in the name of Rajasthan Financial Corporation payable at Jaipur of the required value of the earnest money may be enclosed with the Tender Form. The tender submitted without depositing earnest money will not be considered. Earnest money of unsuccessful tenderers will be refunded after decision on the tenders received.
- 13 All tenders received upto the specified time i.e. On 16.06.2017 upto 11.00 AM and same shall be opened at 11.30 PM at Board Room on same day before such tenderers who wish to be present at this time.
- 14 The Corporation is not bound to accept the lowest tender and may reject any tender or a part thereof without assigning any reason. The decision of MD, RFC would be final and binding on all.
- 15 The supply of the order placed on the basis of this tender shall have to be made within the period given in the *order*.
- 16 The parties in whose favour decision is taken for placing order for supply of certain articles are required to deposit security money @5% of the value of the order. The earnest money deposited will be appropriated towards security deposit and balance shall have to be deposited. The earnest money of those tenders who fail to deposit security money within the specified period shall be forfeited. After successful execution of the order, the security money will be refunded without any interest.
- 17 The articles supplied in compliance with the order placed shall be checked before acceptance. Articles found not as per approved specifications shall be rejected. If supplier does not collect the rejected articles on the same day the Corporation shall have no responsibility.
- 18 If any party, with whom order has been placed, fails to supply articles of specified specifications within the specified time, the security deposit shall be forfeited.
- 19 Samples of all quoted items including paper sample for printing work, stationery, computer stationery, etc. shall be submitted alongwith tender.
- 20 The procurement will be cancelled by the Corporation at any time without assigning any reason.

Note : The Tenderer should sign each page of the terms and conditions mentioning "Terms and conditions are accepted".

RAJASTHAN FINANCIAL CORPORATION
Head Office : Jaipur
STATIONERY ITEMS FOR THE YEAR 2017-18

Annexure-A
COMPUTER STATIONERY

S. No.	Name of Items	Particulars (SPECIFICATIONS)	Proposed quantity	Amount quoted	
				in figures	in words
1	Computer paper	70 GSM 15"x12"x1 (1000 sheets per pkt) Standard Brand	40		
2	Computer paper	70 GSM 15"x12"x2 (500 sets per pkt) Standard Brand	40		

Annexure-B
Non Printed Stationery (Standard Brand)

S. No.	Name of Items	Particulars (SPECIFICATIONS)	Proposed quantity	Amount quoted	
				in figures	in words
1	All Pin Pkt.	100 Gram in each pkt. GW	70		
2	Pencil Lead HB	Standard Brand 621 HB	300		
3	Pencil Rubber	Standard Brand	150		
4	Pencil Sharpner	Standard Brand	120		
5	Photostat paper ream	FS 70 GSM (Good quality)	100		
6	Photostat paper ream	A-4 70 GSM (Good quality)	500		
7	Ruled Paper Ream	13"x16" ISI A Grade 58 GSM, 3.750 Kg. Per Ream	15		
8	Scale	12" Good make	50		
9	Stapler Machine	HD-100 Small	100		
10	Stapler Pin Pkt. Small	10-1 M (1000 pins each box)	300 Box		
11	Type Carbon Pkt. FS (Small)	Black & Blue (100 sheets in each packet)	05 Pkt. Each		
12	Type Correcting Fluid	15 ML	150		
13	File Lace	No.9/24" in each packet	80 Pkt.		
14	File Tag	100 Tag bundle 8"	20 Pkt.		
15	Gem clip	ordinary 26 mm (100 pcs. In each pkt.) good quality	80		
16	Jotter Refill	Blue	100		
17	Gum Bottle (Small)	150 ML (Standard quality)	45		
18	Glue Stick	15 Gram (Standard quality)	80		
19	Gum Bottle (Big)	700 ML (Standard quality)	10		
20	Fountain Pen Ink	Blue, Black 60ML pack (Standard quality)	10		
21	White Tape 2", Brown tape and 1" White tape	Standard Quality White Tape-2"	40		
		Brown Tape-2"	40		
		White Tape-1"	20		
22	Dak Pad	Standard Quality	30		
23	Pin Cushion	Standard Quality	20		
24	High Lighter	Standard Quality	80		
	White Board Marker	Standard Quality	10		
	Permanent Black Board Marker	Standard Quality	20		
25	Stamp Pad	Standard Quality size 110x70mm	30		
26	Write on Pad / Paste it	Standard Quality	100		
27	Punching Machine(Heavy duty)	Standard Quality	5		
28	Punching Machine(Big)	Standard Quality DP 700	10		
29	Punching Machine(Medium)	Standard Quality DP 500	10		

30	Punching Machine(Small)	Standard Quality DP 50 8 cms	60		
31	Stapler (Big)	Standard quality HP 45	10		
32	Stapler Pin Pkt. Medium	Standard quality (24/6 1 mm Medium	05 (Box)		
33	Stapler Pin Pkt. Big	Standard quality (23x17)	10 Pkt.		
34	Pokhar/Pukha	Steel/Iron (Standard quality)	10		

Annexure-C

PRINTED STATIONERY

S. No.	Name of Items	Particulars (SPECIFICATIONS)	Proposed quantity	Amount quoted	
				in figures	in words
1	Confidential Note sheet pad	FS 70 GSM paper both side printed each pad consisting of 100 leaf, cover paper of craft paper & straw board on back side	500		
2	Confidential Note sheet file	14"x22" 18 Kg ISI A Grade colour file board, two eyed on top of the file	2000		
3	Envelope (Commercial)	9"x4" ISI A Grade paper of 70 GSM both side printed each packet consisting 500 envelopes	15000 (500 x30)		
4	Envelope (Window)	9"x4" ISI A Grade paper of 70 GSM both side printed as per design window of Cillophin Paper each packet consisting 500 envelopes	15000 (500x30)		
5	Envelope (Commercial)	11"x5" ISI A Grade paper of 70 GSM both side printed each packet consisting 500 envelopes	15000 (500x30)		
6	Envelope (Khakhi)	12"x10" Craft paper 100 gram RFC printed	2000		
7	File cover	RFC Printed two piece file 18 Kg. ISI A Grade Mill, Colour file board	10000		
8	Envelope (cloth)	16"x12" cloth envelope NS paper of good quality RFC printed single side	4000		
9	Rough Pad	18"x22"/6 ISI A grade paper of 58 GSM Ruled 50 leafs, backside use straw board and cover paper of sheet, side binding.	400		
10	Despatch Register	20"x30"/2" ISI A grade paper of 58 GSM each register consisting of 200 leafs. Duly numbered full canvas binding	40		
11	Receipt Register	20"x30"/2" ISI A grade paper of 58 GSM each register consisting of 200 leafs. Duly numbered full canvas binding	40		
12	File pad	RFC printed 38x25 cm. straw board of 40 ONZ and ISI A grade 48 GSM /craft paper/both side use craft paper/cloth flap of 25"x4"/cotton dori of 36" (printed as per sample).	5000		
13	Short hand Note Book	RFC printed/ISI A grade Paper 58 GSM 160 pages in each book.	100		
14	Register Rulled 200 pages	RFC printed /2 QR (200 pages)/ ISI A grade Paper 58 GSM/ 17"x27"/4 28 ONZ Board good binding.	100		
15	Register Rulled 400 pages	RFC printed /4 QR (400 pages)/ ISI A grade Paper 58 GSM/ 17"x27"/4 28 ONZ Board and good binding.	50		
16	Cash Book	17"x27"/4 ISI A grade paper each register of leaf, both side printed stop ruling and numbering required. Strong full canvas binding.	40		
17	Flat File Clip	RFC Printed file 18 Kg. ISI A Grade Colour file board (printed as per sample)	1000		

18	Medical Register	20x30" full on ledger paper 80 GSM, Both side number, both side printing. Canvas PVC binding (500 pages) with RFC logo	5		
19	T A Bill Pad	17"x27"/4 ISI A Grade paper of 58 GSM, both side printed, each pad consisting 100 leaf, cover of craft paper and back side use straw Board.	20		
20	Tour programme pad	17"x27"/8 ISI A Grade paper of 58 GSM, both side printed, each pad consisting 50 leaf, cover of craft paper and back side use straw Board.	20		
21	Cheque Issue Register	17"x27"/4 Ledger ISI A grade paper 70 GSM both side printing and numbering required having 150 leaf Strong full canvas binding.	30		
22	Cheque Inward Register	17"x27"/4 Ledger ISI A grade paper 70 GSM both side printing and numbering required having 150 leaf Strong full canvas binding.	30		
23	Loan Agreement (Hypothecation Deed)	17"x27"/4 of 58 70 GSM both side printed each set consisting 37 pages with pin binding.	1000		
24	Medical Reimbursement Pad	18"x22"x4' White Colour of ISI A Grade 58 GSM both side printing each pad consisting of 100 leaf, pad should be printed with RFC logo. Cover page of craft paper, back side straw board	200		
25	Register (R-41)	17"x27"/4 Ledger ISI A grade paper of 58 GSM. Each Register consisting of 100 leaf. Both side printed, stop Ruling, numbering and leather binding required.	30		
26	Agenda EC File Cover	File 18 KG (ISI A Grade) Colour File Board (Printed as per sample)	300		
27	Register (R-1)	RFC Printed 17"x27"/4, ISI A Grade Paper of 58 GSM, each register consisting of 100 leaf. Both side printed, ruling and numberig required. Full canvas strong binding.	30		

Signature of Tenderer

Date _____