

**GOVERNMENT OF INDIA  
PLANNING COMMISSION  
UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

**TENDER DOCUMENT**

**Rate Contract for Supply of Stationery items/Toner/Cartridges  
to the Unique Identification Authority of India**

Date of issue of Tender Document	:	29.11.2011
Last Date & time for submission of Tender Document	:	21.12.2011 UP TO 1500 HOURS
Last date for pre -bid clarification	:	16.12.2011 UP TO 1700 HOURS
Date & time for opening of Tender Document	:	21.12.2011 AT 1530 HOURS
Technical bid	:	21.12.2011 AT 1530 HOURS
Financial Bid of eligible Tenderers	:	At a later date

**No D.19013/01/2011-Adm**  
**GOVERNMENT OF INDIA**  
**PLANNING COMMISSION**  
**UNIQUE IDENTIFICATION AUTHORITY OF INDIA**

2nd Floor, Tower-1, Jeevan Bharati Building,  
Connaught Circus, New Delhi-110 001

Dated: 29<sup>th</sup> November, 2011

**TENDER NOTICE**

**Attn: STATIONERY SUPPLIERS**

1. Sealed tenders are invited under two bid system (**Part-I Technical & Part-II Financial bid**) from reputed, experienced and financially sound miscellaneous Stationery supplier Firms/Agencies/Companies for entering into Rate Contract to supply stationery items/Toners/Cartridges on regular basis to Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001, for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s) and may be extendable for maximum period of 2 years, not more than a year at a time, on review of satisfactory performance.
2. Complete tender document may be obtained in person from the undersigned on any working day from 9.00 AM to 1.00 PM from the date of publication of the Tender Notice. The tender notice may also be downloaded from this office web-site (<http://www.uidai.gov.in>).
3. The interested Stationery/toner/general items supplier Firms/Agencies/Companies, before quoting their rates in respect of stationery/Toner/Cartridges items as per specifications given at Chapter-5 of the tender document, are required to visit Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001 for pre-bid enquiry from 05.12.2011 to 16.12.2011 (from 2.30 PM to 5.00 PM) on any working day, if all the terms and conditions as mentioned in this Tender Notice are acceptable.
4. The bid duly complete in all respects along with the Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only) in the name of PAO, UIDAI, New Delhi, should be enclosed in the sealed Cover-I marked as "Technical Bid". Another sealed Cover-II should be marked as "Financial Bid". Both Cover-I "Technical Bid" and Cover-II "Financial bid" submitted in the prescribed form should be enclosed in a separate sealed cover superscribing as "Tender for Rate Contract for supply of stationery/toners and general items" and addressed Shri BK Verma, ADG(Admn), Unique Identification Authority of India, 2<sup>nd</sup> Floor, Tower I, Jeevan Bharti Building, New Delhi – 110 00, may be dropped in the tender box kept at the Entry Gate

area of Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001 latest by **1500 hours on or before 21.12.2011**. The outer and inner envelopes must indicate the name and address of the bidder. The tender shall not be accepted beyond the stipulated date and time under any circumstance whatsoever.

5. The Technical bid will be opened on the same day at 1530 hrs by a Committee constituted by this office, in office of Shri BK Verma, ADG(Admn), Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001, in the presence of the representatives of firms/Agencies/Companies who wish to be present. The date and time for opening of financial bids of the technically qualified tenderers shall be communicated separately at later stage as decided by this office.

6. The Competent Authority in Unique Identification Authority of India, reserves the right to cancel the tender at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.

7. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s).

8. The Tender Document has been divided into the following chapters:-

- Chapter-1: Instructions to Bidders (page 4 to 5)
- Chapter-2: Conditions of Contract (page 6 to 11)
- Chapter-3: Schedule of requirements (page 12)
- Chapter-4: Technical Bid (page 13 to 15)
- Chapter-5: Financial Bid (page 16-19)(to be utilized by the bidders for quoting their prices)
- Chapter-6: Contract Form (page 20 to 22)
- Chapter-7: Check List (Page -23)

9. The tender document containing above chapters can be obtained from the undersigned by remitting an amount of Rs. 500/- (non-refundable) in cash or DD in favour of **“PAO, UIDAI”** or downloaded from the website [www.uidai.gov.in](http://www.uidai.gov.in). Those who download the tender document from website should enclose a DD for Rs 500/-00(non-refundable) in favour of **“PAO, UIDAI”**, payable at New Delhi, along with their tender bid in the Cover-I “Technical Bid.

**(B.K. Verma)**  
**ADG (Admn)**

**GENERAL INSTRUCTIONS FOR THE TENDERING COMPANY/FIRM/AGENCY**

1. The tendering Firm/Agency/Company must fulfill the following specifications/conditions:
  - (a) The Registered Office or Branch Office of the Company/Firm/Agency should be located in New Delhi and a person should be available on all working days between 9.00 AM to 5.30 PM. The firm should provide a mobile phone to such a person at its own cost & the number shall be given to the concerned dealing Assistant of this office.
  - (b) The tendering Firm/Agency/Company should have its own Bank Account, TAN/TIN Number and shall be registered with Sales Tax departments. The tendering Firm/Agency/ Company to whom the tender shall be awarded, will be required to submit their bank account number so that the payment shall be transferred electronically in its respective bank accounts. No payment through cheque/bank draft shall be made by the UIDAI for supply of stationery items/ Toners/Cartridges on order etc.
  - (c) The Stationery supplying company/Firm/Agency should be a reputed stationery supplier having at least two years experience for supply of stationery items to Central Government Ministries/ Departments/ Public Sector under-takings etc. Proof of experience certificate, not older than one year from the Govt. Ministries /Departments /PSU should be enclosed.
  - (d) The tendering Firm/Agency/Company are also required to submit sample of each item (only stationery & General items) along with their Technical bid, and the rates for each stationery items have been quoted in the Financial bid accordingly. The bidders should also enclose a duly stamped signed copy of the Terms and conditions of the tender documents conveying acceptance thereof.
  - (e) The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items as per the specifications indicated in Financial Bid (Chapter-5). Those firms not quoting rates for all the items shall not be entertained and would liable to be rejected.
  - (f) The Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees fifty thousand only), refundable (without interest), should necessarily be accompanied with the technical bid of the agency/firm/company in

the form of Pay Order/Banker's Cheque drawn in favour of PAO, UIDAI, New Delhi failing which the bids of the defaulting firm/agency shall declare un-responsive. The EMD shall stand forfeited in the event of Agency firm / company does not accept the offer letter for supply of the Stationery items/toners/cartridges.

- (g) The tendering Firm/Agency/Company should submit self attested copy of the Income Tax Returns for the last two financial years.
- (h) **The tender should be submitted under two bid system. The Interested tendering Firm/Agency/Company are advised to submit two separate envelopes super-scribing "Technical Bid for supply of Stationery Items' (Cover-I) and "Financial Bid for supply of Stationery items' (Cover-II). Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for Rate Contract to Supply Stationery and other Items".**
- (i) The tendering Firm/Agency/Company should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organizations for supply of poor/spurious stationery items etc.
- (j) The tendering Firm/Agency/Company should be financially sound & should be in a position to supply bulk orders, special stationery items not covered in the Financial Bid (Chapter-5) at short notice.

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## Chapter -2

### **Terms and Conditions**

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable for a maximum period of 2 years (not more than one year at a time), on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery and other items supplier firm/Agency/Company and the Unique Identification Authority of India.

### **Eligibility/ Evaluation Criteria**

2. The tendering Firm/Agency/Company must fulfill the following specifications (all documentary proofs, self attested, are required to be submitted along with the technical bid):
  - (a) The Registered Office or Branch Office of the tendering Firm/Agency/Company should be located in NCT of Delhi. The tendering Firm/Agency/Company should submit a proof of its office address.
  - (b) The tendering Firm/Agency/Company should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed.
  - (c) The Stationery tendering Firm/Agency/Company should be a reputed & financially sound stationery supplier having two years experience and expertise in supplying miscellaneous stationery items to Central Government Ministries/Departments/Public Sector Undertakings. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. Copy of Income Tax Return for the last two years may also be enclosed with the Technical Bid.
  - (d) The Firm/Agency/Company should have an annual turnover for not less than Rs. One crore. Copy of stipulated proof may also be enclosed with Technical bid.
  - (e) The tendering Firm/Agency/Company should submit a certificate, along with its **Technical bid**, indicating that their representative has already shown the sample of stationery items to UIDAI and the rates for each stationery items have been quoted in the **Financial bid (Chapter 5)** accordingly. The tendering Firm/Agency/Company should also enclose a duly stamped

signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.

- (f) The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items as per the specifications indicated in the Financial Bid (Chapter-5) failing which their bids shall be out rightly rejected.
- (g) The Earnest Money Deposit of Rs. 50,000 (Rupees fifty thousand only), refundable (without interest), should be necessarily accompanied with the technical bid of the tendering Firm/Agency/Company in the form of Pay Order/Banker's Cheque drawn in favour of PAO, UIDAI, New Delhi, failing which the tender shall be declared un-responsive.
- (h) The successful tendering Firm/Agency/Company shall have to deposit a Performance Security of Rs. 2, 00,000/-. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms including warranty obligations. In case, the contract is further extended beyond the initial period of one year, the Performance Security shall have to be accordingly renewed by the successful tendering Firm/Agency/Company. The amount of FDR shall be communicated at the time of award of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
- (i) The tendering Firm/Agency/Company should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organization for supply of poor/spurious stationery items etc.
- (j) Details regarding quality, brand, specification etc. have been given against various items in the Financial Bid (Chapter-5). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for good quality product.
- (m) The tendering Firm/Agency/Company are advised in their own interest to submit the desired papers/documents with their bids as per the specifications indicated in Chapter-7 (Check list) failing which their bids shall be declared un-responsive.

**OTHER ESSENTIAL TERMS & CONDITIONS**

3. The selected tendering Firm/Agency/Company services would be required to supply the stationery items/toners/cartridges on regular basis to Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001 on all working days between 9.00 AM to 5.30 PM. No separate charges, whatsoever, for delivery of goods would be paid by this office.
4. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items, even at short notice.
5. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
6. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency by the Unique Identification Authority of India, for the desired stationery items, whichever is higher, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
7. Unique Identification Authority of India shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/ place of supply for which, no additional payment shall be made.
8. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately.



9. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Unique Identification Authority of India while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
10. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the Unique Identification Authority of India, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
11. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the Unique Identification Authority of India. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
12. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
13. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-5) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
14. The tender documents should be sealed and clearly super-scribed with the words **“Tender for Rate Contract to Supply Stationery and other Items”**.
15. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the UIDAI shall have the authority to forfeit the EMD of Rs. 50,000/- (Rupees fifty thousand only) deposited with the technical bid.

16. Unique Identification Authority of India shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items/toners/cartridges.
17. The Competent Authority Unique Identification Authority of India reserves the right to relax/withdraw/relax any of the terms and conditions mentioned in the tender documents if doing so is in the interest of the UIDAI.
18. The Tender should be dropped only in the designated tender box kept at the Entry Gate area of Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001. The closing time and date for acceptance of tenders shall be 1500 hours on/ before by 21.12.2011. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
19. The tenders will be opened on the same day in Office Room of Shri BK Verma, ADG (Admn) at 15:30 hours in the presence of such tendering Firm/Agency/Company or their authorized representatives who wish to be present at the time of opening of bids.
20. The UIDAI reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-5) or otherwise, to any other firm(s) in emergency/unavoidable situation.
21. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
22. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.

23. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other govt. Ministries/Departments. If subsequently it is found that the firm has supplied stationery items at higher rates to the **Unique Identification Authority of India**, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- on firm on such occasion and shall be doubled on subsequent occasions.
24. The tendering Firm/Agency/Company should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed. The Bank name and account number should be intimated to Section Officer (Admin), **Unique Identification Authority of India** to which all payments for supply of Stationery items will be made through ECS transfer in case of the successful bidder.
25. Any complementary scheme offered by the manufacturer shall be provided to the **Unique Identification Authority of India** with no additional cost.

**Schedule of Requirement**

The items mentioned in the Financial Bid(Chapter-5) will be required by this office. The demand for these items will be given to the tendering Firm/Agency /Company by way of supply orders from time to time during the contract period. Unique Identification Authority of India (UIDAI) may demand items over and above the items mentioned in the Financial Bid and the Agency will have to supply the same as per the rate mutually agreed upon.

2. The supply order may be given for single or bulk of stationery /other items and Agency will have to supply the items immediately but not later than 24 hours from placing the order.
3. The items will be supplied at Jeevan Bharti Building, Connaught Place, New Delhi or any such place as required by UIDAI.
4. Unique Identification Authority of India shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/ place of supply for which, no additional payment shall be made.

**TECHNICAL BID**

**1. For Supply of Stationery Items/toners/cartridges to Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001.**

2. Name of Stationery Supplier Company/ : \_\_\_\_\_  
Firm / Agency

3. Name of proprietor / Director : \_\_\_\_\_  
of Company / Firm / agency \_\_\_\_\_  
\_\_\_\_\_

4. Full Address of Reg. Office : \_\_\_\_\_  
(Copy attached) \_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Banker of Firm with full address : \_\_\_\_\_  
\_\_\_\_\_

Telephone Number : \_\_\_\_\_

Of Banker

6. Bank Ac/s No. of Firm for ECS payments: \_\_\_\_\_

7. T.I.N./TAN No. : \_\_\_\_\_

(Attach copy)

8. Details of EMD : \_\_\_\_\_

9. Financial turnover of the tendering Company/Firm Agency for the last two financial years:

(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2009-10		
2010-11		

10. Give details of major contracts handled by the tendering Company / Firm / Agency for the last two years in the following format (attached self attested copy):

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal :

**CERTIFICATE**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certified that the representative of the firm has shown the sample of stationery items to **Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001** and the rates of each stationery items, have been quoted in the Financial Bid (Chapter 5) accordingly.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I, do hereby certified that the our firm has neither been blacklisted to by any of the Govt., Ministries/Departments/PSUs/PSU Banks with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationers items etc.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

**Financial Bid****Part A - Stationery and General Items**

	<b>Articles</b>	<b>Unit</b>	<b>Rate per unit (in Rs.) Excluding Taxes</b>	<b>Tentative Consumption per Annum</b>
1.	All Pin (Gem office pin)	Packet of 100 grams		100 Packets
2.	Binder Clip 25 mm (SDI)	Dozen		300 Dozens
3.	Binder Clip 32 mm	Dozen		100 Dozens
4.	Binder Clip 41 mm	Dozen		100 Dozens
5.	Ball Pen Reynolds	One Packet of 10 Pens		100 Packets
6.	Ball Pen Montex Jotter	One Packet of 10 Pens		100 Packets
7.	Gel Pen Adgel Achiever	One Packet of 10 Pens		50 Packets
8.	Uniball Gel Pen (eye micro)	One Pen		500 Pens
9.	Pilot Hi-tech 7 Grip gel Pen	One Pen		200 Pens
10	Cello Tape 1 inch (15 mtr)	One Piece		1000 Pieces
11	Cello Tape 2 inch (30 mtr)	One Piece		100 Pieces
12	Correcting fluid with thinner (Kores)	Box of 1 fluid & 1 thinner		1000 Boxes
13	Duster White	Dozen		100 Dozens
14	Duster Yellow	Dozen		100 Dozens
15	Premium Note Book Neelgagan (Code PNB-1 Size 22.2X14 Cm, pages 300)	One Note Book		200 Books
16	Envelop White (11x5)-75 GSM	Box of 250 Envelops		100 Boxes
17	Envelop White (9X4)-75 GSM	Box of 250 Envelops		100 Boxes
18	Envelop (A-4 Size) –inner side plastic costed.	Packet of 50 Envelops		1000 Packets
19	Eraser (Natraj)	Box of 20 Pieces		50 Boxes
20	File Cover (As per sample)	One file cover		3000 File Covers
21	File Board (Neelgagan)	One file Board		3000 File Boards
22	Flag (1”X3”) 50 X3 Colours	Packet of 150 sheets		300 Packets
23	Gem Clip (Plastic coated)	Box of 50 clips		150 Boxes



24	Glue Stick (Kores)-15 grams	Box of 20 Pieces		50 Boxes
25	Gum Tube (Kores) -50 ml	One Tube		500 Tubes
26	Highlighter (Luxor)	Packet of 5 pieces		150 Packets
27	Kangaroo Single Punch (SHP-20)	One Piece		150 Pieces
28	Kangaroo Double Punch(DP-280)	One Pieces		50 Pieces
29	Green Note Sheet Pad (Neelgagan)	Pad of 100 leaves		500 Pads
30	Paper Weight (200 Grams)	One Piece		100 Pieces
31	Photocopy Paper (A-4 Size)-75 gsm-JK/Modi/Century/TNPL	One Ream		3000 Reams
32	Photocopy Paper (A-3 Size)- 75 gsm-JK/Modi/Century/TNPL	One Ream		500 Reams
33	Plastic Folder (Bag Type)-Clear Bag-Solo	One Folder		1000 Folders
34	Plastic Folder (Transparent, L-type)-Solo	One Folder		3000 Foldeers
35	Post it Pad (76X76 mm)	Packet of 100 sheets		500 Packets
36	Permanent Marker (OHP & CD) BM-30	Packet of 10 Pens		10 Packets
37	Pencil Ordinary (Natraj)	Packet of 10 Pencil		100 Packets
38	Pencil Short hand (Apsara)	Packet of 10 Pencils		50 Packets
39	Paper Cutter (Kebica, Code-2062)	One piece		100 Pieces
40	Ring binder folder (Solo-2D)	One Folder		300 Folders
41	Register 2 QR (Neelgagan)	One Register		200 Registers
42	Register 4 QR (Neelgagan)	One Register		100 Registers
43	Register 6 QR (Neelgagan)	One Register		100 Registers
44	Register 8 QR (Neelgagan)	One Register		100 Registers
45	Stapler (Kangaroo, HD-45)	One Piece		100 Pieces
46	Stapler (Kangaroo, HD-10D)	One piece		200 Pieces
47	Stapler Pin (Kangaroo 24/6)	Packet of 20 Boxes		15 Packets
48	Stapler Pin (Kangaroo No. 10-1M)	Packet of 20 Boxes		25 Packets
49	Slip Pad No. 33 (Neelgagan)	One Pad		500 Pads
50	Short hand book (Neelgagan 200 pages)	One Book		200 Books
51	Scale (Kebica-12")	Packet of 10 pieces		20 Packets
52	Sharpener (Natraj)	Packet of 20 Pieces		25 Packets
53	Tag	Bunch of 10 Bundles		100 Bunches

54	Tissue Paper (Fresia/Defodil 200X200 mm, 100 pullsX2Ply,200 sheets	One Box of 200 sheets		500 Boxes
55	Scissors (Kebia-9")	One piece		100 Pieces
56	Spiral binding sheet (A-4 Size)	Packet of 100 sheets		200 Packets
57	Spiral comb 6 mm	Box of 250 Pieces		12 Boxes
58	Spiral Comb 10 mm	Box of 100 Pieces		40 Boxes
59	Spiral Comb 14 mm	Box of 100 Pieces		27 Boxes
60	Spiral Comb 28 mm	Box of 50 Pieces		06 Boxes
61	Glossy Paper (A-4 Size)-150 GSM	Packet of 100 sheets		10 Packets
62	Glossy Paper (A-4 Size)-120 GSM	Packet of 100 sheets		10 Packets
63	Pencil Cell AAA (Duracell)	Dozen		20 Dozens
64	Pencil Cell AA (Dura Cell)	Dozen		10 Dozens
65	DVD-R with cover	Packet of 05 Pcs		200 Packet
66	CD-R with cover	Packet of 5 Pcs		200 Packet
67	Pen Drive 32 GB	Dozen		02 Dozen
68	Pen Drive 16 GB	Dozen		02 Dozen
69	Pen Drive 08 GB	Dozen		04 Dozen
70	Pen Drive 04 GB	Dozen		08 Dozen
71	Pen Drive 02 GB	Dozen		10 Dozen

**Part B- Toner and Cartridges**

<b>S.No.</b>	<b>Articles</b>	<b>Rate per unit (in Rs.) Excluding Taxes</b>	<b>Tentative Consumption per Annum</b>
1.	HP Toner CB-436A		300
2.	HP Toner CE-278A		250
3.	HP Toner Q7553A		75
4.	HP Toner 505A		25
5.	HP Toner 388A		10
6.	HP Toner CC530A		80
7.	HP Toner CC531A		60
8.	HP Toner CC532A		60
9.	HP Toner CC533A		60
10.	HP Toner CB540A		100
11.	HP Toner CB541A		80
12.	HP Toner CB542A		80
13.	HP Toner CB543A		80
14.	HP Toner Q6470A		12
15.	HP Toner Q7581A		10
16.	HP Toner Q7582A		10
17.	HP Toner Q7583A		10
18.	HP Inkjet cartridge 703 (Colour and Black & white)		12 Set
19.	Canon MF 4550D Toner FX- 9		40
20.	Canon L140 Fax Toner FX-9S		25
21.	Xerox MFP-3100		12

**Contract Form****(To be made on Rs 100.00 Non Judicial Stamp Paper)****DRAFT AGREEMENT FORMAT**

This agreement is made at New Delhi on the \_\_\_\_\_ day of \_\_\_\_\_ Two thousand eleven between \_\_\_\_\_ acting through Shri \_\_\_\_\_, \_\_\_\_\_, **UIDAI , Government of India having its office at Jeevan Bharti Building, Tower-I, 2<sup>rd</sup> Floor New Delhi-110 011** (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part.**

**Second Part**

**M/s** \_\_\_\_\_, having its registered office at  
 \_\_\_\_\_

(hereinafter called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part.**

WHEREAS the '**Client**' is desirous to engage the '**Agency**' for providing Stationery Items for UIDAI as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be located within a radius of 10 Kms. from Jeevan Bharti Building, Connaught Place, New Delhi. The Agency should submit a proof of its office address.
2. The selected Agency services would be required to supply the stationery items on regular basis to Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001 on all working days between 9.00 AM to 5.30 PM. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the stationery items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 1000/- per day or charges that may be required

- to be paid to an outside agency by the **Unique Identification Authority of India**, for the desired stationery items, whichever is higher, shall be deducted from the firm's pending bills or Performance Security, as the case maybe
5. The Agency shall be bound by the details furnished by him/her to the **Unique Identification Authority of India** while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
  6. The rate quoted by the selected Agency, and as approved by the **Unique Identification Authority of India**, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
  7. The selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the **Unique Identification Authority of India**. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
  8. **Unique Identification Authority of India** shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
  9. The Competent Authority **Unique Identification Authority of India** reserves the right to relax/withdraw/relax any of the terms and conditions mentioned in the tender documents if doing so is in the interest of the UIDAI.
  10. The rate submitted by the Agency should not be higher than the rates at which the stationery items are being supplied by it to other govt. Ministries/Departments. If subsequently it is found that the firm has supplied stationery items at higher rates to the **Unique Identification Authority of India**, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- on firm on such occasion and shall be doubled on subsequent occasions.
  11. Any complementary scheme offered by the manufacturer shall be provided to the **Unique Identification Authority of India** with no additional cost.

12.The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable for a maximum period of 3 years (not more than one year at a time), on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery supplier Agency and the Unique Identification Authority of India.

13.The UIDAI reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-5) or otherwise, to any other firm(s) in emergency/unavoidable situation.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_  
Two thousand eleven and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in New Delhi in the presence of the witness:

For and on behalf of the ‘**Agency**’

For and on behalf of the ‘**DG, UIDAI**’

Signature of the authorized Official

Signature of the authorized Officer

Name of the Official

Name of the Officer

Stamp / Seal of the ‘**Agency**’

SIGNED, SEALED AND DELIVERED

By the said

By the said

\_\_\_\_\_Name

\_\_\_\_\_Name

\_\_\_\_\_

\_\_\_\_\_

on behalf of the ‘**Agency**’ in presence of

on behalf of the ‘**DG, UIDAI**’ in presence of

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHECK LIST****DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID**

1. E. M. D. OF Rs. 50,000/- (Additional amount of Rs.500/- would be paid by way of D.D. in case Tender Document downloaded from UIDAI website)
2. Self attested duly stamped/ filled Technical bid Form.
3. Self attested duly stamped copy of the Tender documents.
4. Self Attested copy of proof of Office Address.
5. Self certified copy of the Bank account No ;
6. Self attested copy of TIN Number allotted to the agency;
7. Self attested copy of the last year's IT return filed by the agency;
8. Self attested copy of a certificate indicating that his representative has already inspected the stationery items, as mentioned Financial Bid (Chapter-5), placed in the Stores Room of Unique Identification Authority of India, 2nd Floor, Tower-1, Jeevan Bharati Building, Connaught Circus, New Delhi-110 001 and the rates for each items have been quoted, accordingly.
9. Self attested copy of two years experience certificate obtained from Govt. Deptt. /PSU.
10. Self attested duly stamped copy of Certificate indicating of non black listing;
11. Additional

**DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID**

12. The tendering Firm/Agency/Company may quote their rates for all the items as per the specification indicated in Annexure-I & II failing which their bids shall be outrightly rejected.

**The tender should be submitted under Two bid system. The Interested firms/agencies are advised to submit two separate envelopes superscribing "Technical Bid for supply of Stationery and other Items' and "Financial Bid for supply of Stationery and other items'. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for supply of stationery and other items".**

