

## Terms & Condition

1. Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order.
2. In case the date fixed for opening of sealed rates is subsequently declared as holiday by the SPIC, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue remaining unaltered.
3. SPIC reserves the right to blacklist a vendor for a suitable period in case he fails to honour his /her bid without sufficient ground.
4. Vendor will quote rate per unit exclusive of all taxes.
5. No sub-contracting is permissible.
6. Estimated quantity of items required is mentioned in the Description of Items. However it should be clearly noted that SPIC shall place the order only as per the actual requirements from time to time.
7. The supply of item shall be made to this office within 2 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly.
8. Conditional rates will not be accepted.
9. Prices shall remain fixed and valid during the period of contract.
10. Earnest money amounting to Rs.20,000/- (Rs. Twenty thousand only) will be taken from the prospective vendors in the form of account payee Demand Draft / Cheque with a Bank Guarantee from a commercial bank.
11. The successful bidder has to deposit bank guarantee of Rs.50,000/- with validity of 14 months.
12. No revision of rates will be allowed except taxes/charges levied by the central / state by duly notified only.
13. No advance payment will be made. Payment will be released after satisfactory receipt of stationery items and production of bill (in duplicate) in name of SPIC.
14. Vendors who have been blacklisted by Central / State Govt. / UT Govt. / any Govt. / Authority / SPIC are not eligible to quote.
15. Schedule for Invitation to Tender:
  - a) Address at which tender is to be submitted:  
**Chief Executive Officer  
Society for Promotion of IT in Chandigarh  
PEC Campus, Sector-12, Chandigarh**
  - b) Date and time for receipt of Tender:-**13.12.2016 at 3:00 PM**
  - c) Date, Time and place of opening the tender document:-  
**Date: 13.12.2016  
Time: 3:30 PM  
Place: O/o SPIC, PEC Campus, Sector-12, Chandigarh**

## RATE FORMAT

Sr. No.	Item	Quantity Req	Brand Name	Rates	Taxes(if applicable)
1.	CD	50	Moserbeer, Verbetim,Sony or equivalent	₹	₹
2.	DVD	50	Moserbeer, Verbetim,Sony or equivalent	₹	₹
3.	Colour Flag	30	3m Florescent Prompts ,Best Quality or equivalent	₹	₹
4.	Post IT PAD (3"*5")Large	30	Paste-it, Post-it ,Best Quality or equivalent	₹	₹
5.	Post IT PAD (3"*3")Medium	30	Paste-it, Post-it, Best Quality or equivalent	₹	₹
6.	High Lighter	10	Faber Castell, Luxor,Camel or equivalent	₹	₹
7.	White Board Marker	100	Reynold,,Camlin,Luxr or equivalent	₹	₹
8.	Whiteboard Duster	20	Best Quality	₹	₹
9.	Glue Stick	50	Fevi stick, Faber Castell or equivalent	₹	₹
10.	Brown Tape 2"	25	Wonder Tape,Windsor, Wonder555 or equivalent	₹	₹
11.	Ball Pen	160	Uni-ball eye micro	₹	₹
12.	Paper Clips Colour	25	Office shade/,Zen clip or equivalent	₹	₹
13.	Binder Clip (32 MMBig)	30	Best Binder, Best Quality or equivalent	₹	₹
14.	Binder Clip(19 MM) Small	30	Best Binder ,Best Quality or equivalent	₹	₹
15.	Matrix Diary / Pad	30	50-100 pages or equivalent	₹	₹
16.	Stock Register(155 PG)	10	Best Quality	₹	₹
17.	Correction Pen	10	Camlin,Kores or equivalent	₹	₹
18.	Stamp Paper Register(10Q)	30	Best Quality	₹	₹
19.	Photostate Paper A/4 Size-75gsm	700	JK Copier/ Bilt image Copier/ Bilt Copy Power Best Quality or equivalent	₹	₹
20.	Rulled Register 100 Pages	200	Jindal ,Best Quality or equivalent	₹	₹
21.	Lamination Pouch 85x110	100	Best Quality	₹	₹
22.	Note Book (100 Pages)	250	Best Quality	₹	₹
23.	Computer Ribbon size 13x9- DMP Ribbon	1000	Prodor or equivalent	₹	₹
24.	Stapler Pin no-10-1m	1000	Kangaroo, Best Quality or equivalent	₹	₹
25.	Gum Bottle 150Ml	50	Best Quality	₹	₹

Signature of Committee & Seal of SPIC

Signature of the Tenderer with Seal

## RATE FORMAT

Sr. No.	Item	Quantity Req	Brand Name	Rates	Taxes(if applicable)
26.	Rubber Band-1/2kg	150	Best Quality	₹	₹
27.	Pencil (10 Pencils pack)	1000	Natraj,Camlin, Faber Castell,Marco or equivalent	₹	₹
28	Ball Pen	2200	Natraj/ Classic	₹	₹
29	All Pin	120	Grace/ Ever bright	₹	₹
30	Cello Tape Small 1”	160	Wonder Tape	₹	₹
31	CT-555 Calculator	12	Citizen/Citizen CT-55n	₹	₹
32	Stapler 10D	12	kangaro	₹	₹
33	Cobra File	60	Rishabh	₹	₹
34	Stamp Pad Ink	50	Golden	₹	₹
35	Index File	50	Rishabh	₹	₹
36	Stamp Pad	30	Golden	₹	₹
37	Attendance Register	30	Jindal	₹	₹
38	Cello Tape Tape 2”	150	Wonder Tape	₹	₹
39	Strip Folder A-4	50	Good Quality Brand	₹	₹
40	Punching Machine / 280 no	20	Kangaro	₹	₹
41	CD Marker	10	Faber Castell	₹	₹
42	Stapler Pin no-24/6	1000	Kangaro	₹	₹
43	Pen Drive-4Gb	20	Kingston/ Scandisk/ HP	₹	₹
44	Pen Drive-8Gb	20	Kingston/ Scandisk/ HP	₹	₹
45	Cutter –Medium Size	25	Good Quality Brand	₹	₹
46	Seizer –Small Size	25	Good Quality Brand	₹	₹
47	Pocket Type folder	100	Good Quality Brand	₹	₹
48	Roller Ball Pen	50	Parker, Best Quality or equivalent	₹	₹
49	Pen Drive 16GB	10	HP,Scan Disk or equivalent	₹	₹
50	Giffy Gel Pen	100	Renoyld or equivalent	₹	₹
51	A4 100GSM	20	Bilt Matrix Premium digital Paper or equivalent	₹	₹
52	Big Stapler	10	Good Quality Brand	₹	₹
53	Plastic CD Cover	50	Good Quality Brand	₹	₹
54	Large Iron Scale	40	Good Quality Brand	₹	₹
55	Large Cutter-HP-45	20	Good Quality Brand	₹	₹

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## RATE FORMAT

Sr. No.	Item	Quantity Req	Brand Name	Rates	Taxes(if applicable)
56	E-Stamp Copy/Booklet	200	Good Quality Brand	₹	₹
57	Pen Drive 32 GB	10	HP,Scan Disk or equivalent	₹	₹

NOTE: While quoting the price of the above mentioned items vendor has to mention the applicable taxes if any separately.

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Signature of Committee & Seal of SPIC

Signature of the Tenderer with Seal