

F. No.15011/22/2016-Jus(AU)Pt  
Government of India  
Ministry of Law & Justice  
Department of Justice

26 Mansingh Road, Jaisalmer House  
New Delhi, the 6<sup>th</sup> March, 2016

TENDER NOTICE

Subject: Procurement of Stationery items for Conference of Chief Ministers  
of States and Chief Justices of High Courts to be held on 24<sup>th</sup> April, 2016

Sealed tender are invited for supply of Stationery Items as mentioned in Proforma annexed for Financial Bid for the subject mentioned Conference on the following terms & conditions:

TERMS AND CONDITIONS

1. The bid should be deposited in the sealed envelope duly subscribed with "Bid for supply of Stationery for CM/CJ Conference".
2. The Quotations should be accompanied by attested copies of the following:
  - (a) PAN Number issued from the Income Tax Department
  - (b) Registration certificate from Sales Tax Deptt/VAT/TIN
  - (c) An undertaking that the firm has not been black listed by any Govt Department/Authority.
3. Each document submitted alongwith the tender should be signed along with office seal by the Proprietor/Partner/Authorized signatory.
4. The rates should be quoted in Indian Rupees including all taxes/delivery charges/handling charges etc as applicable.
5. The supply shall have to be made immediately on finalization of tender.
6. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice.
7. Due to criticality of the requirement, the department cannot depend on a single source of supply for these items. As such, the supply order may be split to more than one firm provided more than one firm are quoting the same rate for one item of same specification/brand. A Committee will consider the option for splitting the supply to more than one firm after assessing the bids. However the Department reserves the right to decide the quantity of the order to be placed if it finds that there is deficiency in the service provided by any of the vender.
8. The department reserve the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the department further reserves the right to get the work done from open market at the cost of the contractor.
9. The department reserve the rights to reject any or all the items at any time or relax/amend/withdraw any of the terms & conditions confined in the tender document without assigning any reason thereof. Any inquiry after submission of the quotations will not be entertained.
10. No advance payment will made. Towards the end of the financial year, payment can be delayed due to non-availability of funds. However, the firm will have to make the supply uninterruptedly as per requirement of the Department.

11. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the tender agreement or otherwise, the decision of the Department will be final and binding.
2. The bids may be submitted to the office of the undersigned at 3.00 P.M. on or before 28<sup>th</sup> March, 2016. The bids will be opened on the same day at 3.30 PM in the room of the undersigned. The representative of the firm may, if desired, be present at the time of opening of quotations.



(Prem Lata Kaushik)

Under Secretary to the Government of India

Tel: 23072549

TO

- (i) As per list enclosed
- (ii) Ms Deepa, Consultant, NIC – for placing the tender Notice on the website of the department.
- (iii) Guard file.

Annexure

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Jaisalmer House, 26, Mansingh Road,

New Delhi

FINANCIAL BID

Name of the Firm:

PAN No :

Sale Tax/VAT/TIN No. :

Stationery items

Sl.No.	Name of the item	Quantity*	Rate (inclusive of all taxes)
1.	Leather Folders	250	
2.	Pen Parker/Reynolds Trimax Gold	250	
3.	Slip Pad Spiral	250	
4.	Yellow envelopes with cloth (SE-4)	1000	

\* The actual quantity may vary.

Signature of Prop etc  
Seal of firm