

**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
Ulan Batar Road, Palam, Delhi Cantt-110010**

Tel: 011-25665567

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TENDER ENQUIRY

(Reference No. AN/V/5060/Stationery/2016-17 dated 17.08.2016)

INVITATION OF QUOTATIONS FOR RATE CONTRACT OF STATIONERY ITEMS FOR
THE YEAR 2016-2017

To

M/s

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PART I

1. Office of the CGDA invites quotations on 'F.O.R. Destination' basis for supply of stationery items as per details indicated under Part II 'Schedule of Requirement'.

2. **GENERAL INFORMATION ABOUT TENDER:**

- a) Last date and time for receipt of tenders: 07.09.2016 **at 15:00 Hrs.**
- b) Date and time of opening of tenders: 07.09.2016 **at 16:00 Hrs.**
The bidder or his authorized representative may witness the tender opening proceedings, if so desired. Advance intimation in this regard may be forwarded to this office at least one day prior to opening of bids.
- c) Quotations are **not to be sent by fax** but **only through Registered Post** or **may be dropped in the Box** placed at the reception of this office.
- d) The quotations should be sent in sealed envelopes, else the same would be considered as invalid.
- e) Late/delayed tenders received after stipulated date and time would be summarily rejected. No correspondence in this regard will be entertained.
- f) The sealed envelopes containing quotations should be super scribed on the top as '**TENDER FOR SUPPLY OF STATIONERY ITEMS**' and addressed by name to the undersigned.
- g) The bid should indicate item wise price for the items mentioned in the 'Schedule of Requirement'.
- h) The cost for each item should be the landed cost of the item i.e., including freight; packing etc. and the rate quoted invariably mention the basic price, taxes and levies, if any. Where no taxes and levies have been indicated, the quoted cost would be deemed as 'all inclusive'. Total cost of all the items together should be mentioned in figures as well as words.

- i) Companies will affix their company's stamp in the space provided at the bottom of each sheet and authorized signatory of the company must sign this also. Additional sheets duly authenticated may be attached to elucidate specification or clarify a point.
- j) Bids should be forwarded by the bidders under their original memo/letter pad indicating details such as **TIN/VAT/CST number etc.** and complete postal address of their firm.
- k) This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. The buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
- l) The bids should remain valid upto **90 days** from the last date stipulated for submission of bids.
- m) During evaluation and comparison of bids, the buyer may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices/substance of the bid will be sought offered or permitted. No post-bid clarification on the initiative of the bid will be entertained.
- n) The bidders quoting their rates in response to this tender enquiry would be assumed to have accepted all the terms and conditions mentioned in the 'Request for Proposal' (RFP).

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