**PURCHASE OF STATIONERY**

**TENDER NOTICE**

Punjab Health Systems Corporation, 2nd Floor, E-block, Punjab School Education Board Building, Phase VIII, Mohali intends to purchase stationery items for office use from reputed firms based in Chandigarh/ Mohali/ Panchkula for a year. Interested suppliers may purchase Terms & Conditions from Room No 18, (Above address) upto 2.7.2021 by 4 P.M on working days on payment of Rs. 500/-. Tender form duly completed may be submitted by 11 A.M on 9.7.2021 which will be opened in the presence of tenderer’s at 12 PM in the committee room on the same day.

The detailed terms & Conditions of the tender can also be downloaded from PHSC website : www.phsc.punjab.gov.in

Managing Director

*To BE GIVEN BY THE SUPPLIER ON ITS LETTER HEAD*

To

The Managing Director

Punjab Health Systems Corporation

Punjab School Education Board Building

E- Block, room No 18, 2nd floor, Phase-VIII, SAS Nagar (Mohali)

**Subject: Quotation for Supply of Stationery**

Dear Sir,

This has reference to your publication in the press, we are enclosing herewith our offer along with duly accepted terms and conditions for your consideration. Thanking you,

Yours Sincerely,

Authorized Signatory

|  |
| --- |
| **Note: Samples of items at Serial no 7,8,9,19,32 and 41 may be seen in room No: 18, Care Taker’s office on any working day. These items as per sample will only be accepted.** |

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**Tender for purchase of stationery items.**

**TERMS & CONDITIONS**

***Demand draft of Rs.500/- as cost of tender document is to be submitted along with tender document in favour of “Punjab Health Systems Corporation” payable at Chandigarh. If the Tender Document is downloaded from website and demand draft is not attached ,Tender will be rejected .***

1. Every paper/document submitted must be attested and authenticated by the authorized signatory of the firm.

2. The quotation should be valid for a period of 90 days after the date of submission prescribed by the Corporation.

**3. The rates must be indicated inclusive of taxes & duties as applicable to Govt. Supplies.**

4. Copies of the past three years satisfactory performance in the supply of the quoted material should also be attached.

5. Quantity can be decreased or increased by 20%

6. Quoted rates should be F.O.R destination i.e. Punjab Health Systems Corporation, PSEB Building ,

E- Block, 2nd Floor Phase-8, SAS Nagar (Mohali).

7. No negotiation will be made regarding rate and specification.

7. Earnest money of Rs. 10,000/- in the shape of Bank Draft in favour of Punjab Health Systems Corporation payable at Chandigarh must accompany the quotation**. Bids not accompanied by earnest money will be rejected straightway.**

8. The earnest money will be forfeited if the supplier withdraws his quotation during the period of validity specified, or the supplier fails to furnish performance security within stipulated time.

9. Delivery period is 7 days from the issue of award letter.

10. Late penalty charges @ 1 % per week will be imposed for late supply of goods over and above delivery period specified.

11. The material will be inspected by this office.

12. The supplier must give a certificate on his quotation form that his firm has never been blacklisted by the Central Govt, any State Govt., DGS & D, or any other Govt. undertaking for the material he is quoting now.

13. Any wrong information furnished will lead to disqualification with forfeiture of his earnest money.

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14. The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If after 30 days from the commencement of such informal negotiation the purchaser and the supplier have been unable to resolve amicably the contract dispute, either party may require that the dispute be referred for resolution to the Secretary, Health Punjab, who or his nominee will act as a sole arbitrator and his decision will be binding on both purchaser and supplier.

15. The Managing Director, Punjab Health Systems Corporation, Mohali reserves the right to reject any quotation or all the quotations without assigning any reason.

16. Material should be as per specifications prescribed in the schedule of requirements enclosed as Annexure -1.

17. Each item will be evaluated separately.

18. Packing:- The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the supply order.

19. Quotation must be in a sealed envelope Superscripting “Quotation for supply of Stationery not to be opened **before 9.7.2021 at 12 p.m.** should reach this office as per the date & time mentioned in the publication.

Encl:- As above

**ACCEPTED**

**Signatures**

**FULL NAME:………………….**

**COMPLETE ADDRESS OF THE FIRM WITH SEAL**

**Note: Please check before you submit the quotation for the following documents.**

**Please ( √ ) against each:-**

1. Earnest money in for form of Demand Draft.No. Dt.

11. Bid validity for 90 days yes/no

**FULL NAME:**

**COMPLETE ADDRESS OF THE FIRM WITH SEAL**

**List of stationery items with quantity required to be purchased for office use during the year 21-22.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of item** | **Quantity** | **Rate Inc. GST** |
| 1 | White Fluid Kores | 25 Pcs. |  |
| 2 | Register 6 qr Neelgagan. 288 pags | 20 Pcs. |  |
| 3 | Register 4 qr Neelgagan. 192pg | 45 Pcs. |  |
| 4 | Stapler Kangaroo No. 10D | 30 Pcs. |  |
| 5 | Photostat Papers F/s JK Red | 300 reams  Each |  |
| 6 | Photostat Papers A4 JK Red | 1000 ream |  |
| 7 | Hard board 36”x26” , 36 ouns board  cotton patti size 27”x4” with dori 36**” with sample** | 4000 Pcs. |  |
| 8 | File Cover No. 400 Rishabh **with sample** | 4000 Pcs. . |  |
| 9 | Kacha File Cover No. 275 **Rishabh sample** | 2000 Pcs. |  |
| 10 | Pilot Pens V 7 Hitch- point Luxor blue 200, red 20, black 40,green 40. | 300 Pcs. |  |
| 11 | Pilot Peon V5 Blue | 100 Pcs. |  |
| 12 | Butter flo ball pen with refill | 500 Pcs. |  |
| 13 | Slip Pad 33 no. Neelgagan 160 pages | 150 Pcs. . |  |
| 14 | Slip Pad 22 no. Neelgagan 160 pages  . | 90 Pcs. |  |
| 15 | Multi Color Flags Oddy 3 in 1 Page Marker  Desmat (3 Colors) | 300 pkt . |  |
| 16 | Stamp Pad Camel (110x69 Cms) Big size | 10 Pcs. |  |
| 17 | Carbon Paper Blue Saphire/Kores | 1 Pkt |  |
| 18 | Cello Tape1” Wonder 45 Mt. Length. | 60 Pcs. . |  |
| 19 | Dusters 24”x24”Cotton white chirwa brand | 500 Pcs. |  |
| 20 | Peon Book Neelgagan, 2 Qr Ledger paper  Paper. | 60 Pcs. . |  |
| 21 | Noting Sheet 80 GSM Paper | 150 rems |  |
| 22 | Paper weight square (Glass) | 20 pcs |  |
| 23 | Fevi stick kores green packing 15 mg | 50 pcs. . |  |
| 24 | Gum Tube kores (30ml) | 50 Pcs. |  |
| 25 | Spiral Note Books 67 No. Multicolor Neelgagan | 100 pcs |  |
| 26 | Glass for drinking water Yera normal size | 5 dozen |  |
| 27 | Packing Tape small Wonder 45 Mt. (2”) | 50Pcs. |  |
| 28 | Scale 1’ Stainless Steel | 10 Pcs. |  |
| 29 | L Type transparent Folder (Sun A4) | 1500 Pcs. |  |
| 30 | Stapler Pin Kangaroo size 24x6 | 25 pkt |  |
| 31 | Spiral Note Books 89 No. Multicolor Neelgagan | 50 pcs |  |
| 32 | Pen Holder Superior | 100 pcs |  |
| 33 | All pin Superior quality | 20 pkt |  |
| 34 | Damper (royal)  D | 60 pcs |  |
| 35 | Pencil HB camnil | 5 PKt |  |  |
| 36 | Paper Cutter kangaroo medium size. | 50 Pcs. |  |
| 37 | Pocker National Wooden Handle. | 30 Pcs. |  |
| 38 | Paper Scissor Kangaroo big size . (SL1160) | 50 Pcs. |  |
| 39 | Colin | 70 Pcs. |  |
| 40 | Paper Clip Small Plastic Coated pkt of 50 | 80 Pkt. |  |
| 41 | Box File (sweety) | 50 pcs |  |
| 42 | Stapler Pins Kangaroo Small | 400 Pkt |  |
| 43 | Dak Pad Neelgagan | 40 Pcs. |  |
| 44 | Permanent Marker Luxor | 20 Pcs. |  |
| 45 | Room Freshener Premium (rose) | 50 Pcs. |  |
| 46 | L Type plastic Folder Legal size F/S (sun) | 1000 pcs |  |
| 47 | Jug flora three litres | 25 pcs |  |
| 48 | Highlighter Luxor | 05 pkt |  |
| 49 | Pencil cell ( AA) Eveready | 50 pcs  ` |  |
| 50 | Pencil cell ( AAA) Eveready | 100 pcs  ` |  |
| 51 | Yellow Duster | 100 pcs |  |
| 52 | Dustbin cello 5 Lt | 20 pcs |  |
| 53 | Dustbin cello 10 Lt | 20 pcs |  |
| 54 | Receipt Register 6 qr Neelgagan. Deluxe 288 pags | 20 pcs |  |
| 55 | Despatch Register 6 qr Neelgagan. Deluxe 288 pags | 40 pcs |  |
| 56 | Sketch pen (luxer) | 10 pkt |  |