

**Tamil Nadu Trade Promotion Organisation**  
**Chennai Trade Centre Complex,**  
**Mount Poonamallee Road, Nandambakkam,**  
**Chennai – 600 089.**

No. 94/TNTPO/Admin/2016

Date: 02/12/2016

**Notice Inviting Sealed Quotation for the supply of Stationery  
Items on Rate Contract Basis for Chennai Trade Centre**

Tamil Nadu Trade Promotion Organisation (TNTPO) is a Joint Venture of India Trade Promotion Organisation (ITPO) a Govt of India Enterprise and Tamilnadu Industrial Development Corporation Ltd (TIDCO) a Govt of Tamilnadu Enterprise. TNTPO is situated at 6A, 6B & 6C, Chennai Trade Centre Complex, Nandambakkam, Chennai – 600 089.

TNTPO, therefore invites sealed quotations from the leading authorised agencies for the supply of stationery items for office use on rate contract basis.

**Qualification Criteria:**

1. The Tenderer / Agency should have registered office / shop in Chennai.
2. Should have experience in supplying stationery items to the State / Central / Government Offices for a minimum period of two years. Copy of the purchase order issued by the State / Central Government department should be enclosed.

**Scope of Work:**

The rate is called for supplying minimum quantity of stationery items as shown in annexure. The quantity may be increased / decreased depending upon the need.

The rate per unit should be quoted inclusive of all taxes and transports charges.

**Terms and Conditions:**

- 1) Sealed quotation should be dropped only in the Tender Box kept at the CTC office. Quotation will not be received in hand. Quotation without seal will be rejected. Alternatively, the quotation can be sent through registered post so as to reach CTC on or before **3.00 pm on 19.12.2016.**
- 2) The Price bid duly signed should be sent with a covering letter on the letter head of the company / dealer in a (specimen enclosed) sealed cover superscribed as "Quotation for supplying Stationery Items on Rate Contract Basis" to the Managing Director, Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre, Nandambakkam, Chennai-89 and reach the office on or before 3.00 pm on 19.12.2016. The sealed quotation will be opened by **3.30 pm 19.12.2016** in the presence of available Tenderer / Agent.
- 3) Stationery items should be supplied at the Chennai Trade Centre during office hours and no transport charges will be paid by the Chennai Trade Centre for the supply.

- 4) The rate should be quoted for the product / brand / make sought for by the Chennai Trade Centre. If the rate is quoted for alternate product / brand / make that should be indicated clearly and specifically.
- 5) The price should be neatly legibly written both in figures and words.
- 6) The right of final acceptance of the Tender entirely with TNTPO and TNTPO reserves the right to accept or reject any or all the Tenderer in part or in total or to negotiate with any or all the Tenderers or to withdraw cancel / modify this Tender without assigning any reason whatsoever.
- 7) TNTPO reserves its rights to compare the price of the same product / brand quoted along with any other vendor including online vendors.
- 8) Supply order will be placed on piecemeal basis i.e. as and when it is required.
- 9) The rate contract period is valid for one year only.

**Payment:**

- i) No advance payment will be made.
- ii) The payment will be made by TNTPO within 30 days from the date of supply of stationeries in good condition.
- iii) The TNTPO reserves its right to withhold any amount for the deficiency in the service aspect of the supplied products.

Managing Director,  
TNTPO

## ANNEXURE

| Sl. No. | Description  | Quantity          |
|---------|--|-------------------|
| 1       | TNPL Xerox Paper – Size A4 80 GSM  | Based on the need |
| 2       | TNPL Xerox Paper – Size A4 70 GSM  | 250 Reams         |
| 3       | TNPL Xerox Paper – Size A3 80 GSM  | Based on the need |
| 4       | TNPL Xerox Paper – Size A3 70 GSM  | 4 Reams           |
| 5       | White Cover (Plain)  | 250 Nos.          |
| 6       | White Cover with Company print   | 500 Nos.          |
| 7       | White Window Cover with Company Print  | 500 Nos.          |
| 8       | Scribbling pad   | 200 Nos.          |
| 9       | Montex Galaxy Glinder pen (Fine)   | 200 Nos.          |
| 10      | Sketch Pen (Luxor)   | 100 Nos.          |
| 11      | Sketch Pen (Packet) (Luxor)  | 50 Pkt            |
| 12      | Highlighter Pen (Packet)(Faber – Castell textliner 48 Refill paper copy)                         | 18 Pkt            |
| 13      | Marker pen – White board camlin easily erase   | 10 Nos.           |
| 14      | Permanent Marker – (Kores)   | 50 Nos.           |
| 15      | Pilot Pen (Blue)   | 60 Nos.           |
| 16      | Pilot Pen (Green)  | 30 Nos.           |
| 17      | Pilot Pen (Red)  | 50 Nos.           |
| 18      | Pilot Pen (Black)  | 10 Nos.           |
| 19      | Unibal – 157 (fine) – Blue   | 60 Nos.           |
| 20      | Unibal – 157 (fine) – Green  | 10 Nos.           |
| 21      | Ball Point Pen (Black)   | 120 Nos.          |
| 22      | Ball Point Pen (Blue)  | 100 Nos.          |
| 23      | Ball Point Pen (Red)   | 50 Nos.           |
| 24      | Monomax correction pen (Correction fluid)  | 50 Nos.           |
| 25      | Knife Small (Paper cutting)  | 50 Nos.           |
| 26      | Inkpad Medium (Stamp pad) – Ashoka   | 5 Nos.            |
| 27      | Pad Ink 100 ml – Ashoka  | 10 Nos.           |
| 28      | Pad ink 350 ml – Ashoka  | 5 Nos.            |
| 29      | Pins (Gundusi) (Packet)  | 20 Pkt            |
| 30      | Punching Machine – Single Punch (Kangaroo)   | 6 Nos.            |
| 31      | Punching Machine – Double Punch (Kangaroo)   | 10 Nos.           |
| 32      | Sharpener (Nataraj)  | Based on the need |
| 33      | Sharpener (Apsara long point Sharpener)  | 50 Nos.           |
| 34      | stapler machine (Kangaroo / Max) HD – 10   | 25 Nos.           |
| 35      | Stapler Kangaroo HP - 45   | 5 Nos.            |
| 36      | Stapler Heavy Duty 1217 kangaroo   | 2 Nos.            |
| 37      | Staples for stabler (Kangaro / Max) HD -10<br>“Kangaro No.10-1M ” 1000 staples (20 x 50 staples) | 10 Nos.           |
| 38      | Staples for medium stapler “Kangaro staples 24/6 – 1M” 1000 staples (20 x 50 staples)            | 5 Nos.            |
| 39      | Staples for Heavy Duty 12/17 “Kangaro staples 23/17 – H” 1000 staples (10 x 100 staples)         | 5 Nos.            |
| 40      | Urgent Ordinary File Pad   | 300 Nos.          |
| 41      | Office File (Tag File)   | 200 Nos.          |

| Sl. No. | Description   | Quantity          |
|---------|---|-------------------|
| 42      | Gem clip (shell clips) 26 mm  | 20 Box            |
| 43      | 2 Qre ruled register  | 100 Nos.          |
| 44      | Calculator (CASIO) Original   | 10 Nos.           |
| 45      | Colour Flag (box) Mongoose (Size 25mm x 76 mm x 120 Sheets 1" x 3") (24 Pkt per Box)  | 3 Box             |
| 46      | Eraser (Natraj)   | Based on the need |
| 47      | Eraser (Apsara Non dust Eraser)   | 50 Nos.           |
| 48      | Pencil (Apsara HP dark)   | 45 Box            |
| 49      | Fevi Stick 15 grms (Box)  | 10 Box            |
| 50      | Pendrive 8 GB (Transcend)   | 50 Nos.           |
| 51      | Pendrive 8 GB (Sandisk)   | Based on the need |
| 52      | Pendrive 8 GB (Sony)  | Based on the need |
| 53      | Pendrive 16 GB (Transcend)  | 50 Nos.           |
| 54      | Pendrive 16 GB (Sandisk)  | Based on the need |
| 55      | Pendrive 16 GB (Sony)   | Based on the need |
| 56      | Rubber Band (Good Quality) 75 Gram Box  | 20 Box            |
| 57      | Scale – Metal (Dozen)   | 2 Dozen           |
| 58      | Scissors – Medium   | 40 Nos.           |
| 59      | Tag (bundle)  | 10 Bundle         |
| 60      | Binder Clip (Big) – “Bani” (1 Dozen per Box) 41mm   | 10 Box            |
| 61      | Binder Clip (Medium) – “Bani” (1 Dozen per Box) 25mm  | 10 Box            |
| 62      | Binder Clip (Small) – “Bani” (1 Dozen per Box) 15 mm  | 10 Box            |
| 63      | Checked cloth (10" x 18")   | 500 Nos.          |
| 64      | Glass screen cleaning cloth (size 14" x 14")  | 200 Nos.          |
| 65      | Box File Steel Clip   | 60 Nos.           |
| 66      | Brown Tape 2 inch   | 20 Nos.           |
| 67      | Brown Tape 3 inch   | 20 Nos.           |
| 68      | Cello Tape white ½ inch   | 20 Nos.           |
| 69      | Cello Tape white 1 inch   | 5 Nos.            |
| 70      | Cello Tape White 2 inch   | 20 Nos.           |
| 71      | Cello Tape White 3 inch   | 10 Nos.           |
| 72      | Executive Bond Sheet  | 500 Nos.          |
| 73      | Stick folders   | 100 Nos.          |
| 74      | Brown Note sheet with Company print   | 500 Nos.          |
| 75      | Writing pad   | 10 Nos.           |
| 76      | A3 Cloth Cover with Company print   | 300 Nos.          |
| 77      | A4 Cloth Cover with Company print   | 300 Nos.          |
| 78      | Plastic folder with Company print   | 700 Nos.          |
| 79      | TNTPO letter head sheet   | 1000 Nos.         |
| 80      | Cotton Thread (for leather stitching and stationery purpose) – <b>Rate should be quoted for Gross weight 42 grms and Net weight 50 grms</b> | 10 Nos.           |

**SPECIMEN**

**FORMAT FOR THE PRICE BID**

From

To  
The Managing Director,  
Tamilnadu Trade Promotion Organisation,  
Chennai Trade Centre Complex,  
Nandambakkam,  
Chennai – 89.

Sir,

Sub: TNTPO – Calling of sealed quotation for the supply of Stationery  
Articles – Reg.

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We submit herewith the price offer for the supply of Stationery articles as requested.  
We agree to abide by the terms and conditions stipulated by the TNTPO and also agree to  
complete the entire contract at the rates quoted by us.

Authorised Signatory  
(Company Seal)

## SPECIMEN FOR QUOTING RATE

| Sl. No. | Description   | UOM<br>(Unit of Measurement) | Unit Rate<br>(Rs.) | VAT<br>(%) | Total Amount<br>(Rs.) |
|---------|---|------------------------------|--------------------|------------|-----------------------|
| 1       | TNPL Xerox Paper – Size A4 80 GSM   |                              |                    |            |                       |
| 2       | TNPL Xerox Paper – Size A4 70 GSM   |                              |                    |            |                       |
| 3       | TNPL Xerox Paper – Size A3 80 GSM   |                              |                    |            |                       |
| 4       | TNPL Xerox Paper – Size A3 70 GSM   |                              |                    |            |                       |
| 5       | White Cover (Plain)   |                              |                    |            |                       |
| 6       | White Cover with Company print  |                              |                    |            |                       |
| 7       | White Window Cover with Company Print   |                              |                    |            |                       |
| 8       | Scribbling pad  |                              |                    |            |                       |
| 9       | Montex Galaxy Glinder pen (Fine)  |                              |                    |            |                       |
| 10      | Sketch Pen (Luxor)  |                              |                    |            |                       |
| 11      | Sketch Pen (Packet) (Luxor)   |                              |                    |            |                       |
| 12      | Highlighter Pen (Packet)(Faber – Castell textliner 48 Refill paper copy)                      |                              |                    |            |                       |
| 13      | Marker pen – White board camlin easily erase  |                              |                    |            |                       |
| 14      | Permanent Marker – (Kores)  |                              |                    |            |                       |
| 15      | Pilot Pen (Blue)  |                              |                    |            |                       |
| 16      | Pilot Pen (Green)   |                              |                    |            |                       |
| 17      | Pilot Pen (Red)   |                              |                    |            |                       |
| 18      | Pilot Pen (Black)   |                              |                    |            |                       |
| 19      | Unibal – 157 (fine) – Blue  |                              |                    |            |                       |
| 20      | Unibal – 157 (fine) – Green   |                              |                    |            |                       |
| 21      | Ball Point Pen (Black)  |                              |                    |            |                       |
| 22      | Ball Point Pen (Blue)   |                              |                    |            |                       |
| 23      | Ball Point Pen (Red)  |                              |                    |            |                       |
| 24      | Monomax correction pen (Correction fluid)   |                              |                    |            |                       |
| 25      | Knife Small (Paper cutting)   |                              |                    |            |                       |
| 26      | Inkpad Medium (Stamp pad) – Ashoka  |                              |                    |            |                       |
| 27      | Pad Ink 100 ml – Ashoka   |                              |                    |            |                       |
| 28      | Pad ink 350 ml – Ashoka   |                              |                    |            |                       |
| 29      | Pins (Gundusi) (Packet)   |                              |                    |            |                       |
| 30      | Punching Machine – Single Punch (Kangaroo)  |                              |                    |            |                       |
| 31      | Punching Machine – Double Punch (Kangaroo)  |                              |                    |            |                       |
| 32      | Sharpener (Nataraj)   |                              |                    |            |                       |
| 33      | Sharpener (Apsara long point Sharpener)   |                              |                    |            |                       |
| 34      | stapler machine (Kangaroo / Max) HD – 10  |                              |                    |            |                       |
| 35      | Stapler Kangaroo HP - 45  |                              |                    |            |                       |
| 36      | Stapler Heavy Duty 1217 kangaroo  |                              |                    |            |                       |
| 37      | Staples for stabler (Kangaro / Max) HD -10 “Kangaro No.10-1M ” 1000 staples (20 x 50 staples) |                              |                    |            |                       |
| 38      | Staples for medium stapler “Kangaro staples 24/6 – 1M” 1000 staples (20 x 50 staples)         |                              |                    |            |                       |
| 39      | Staples for Heavy Duty 12/17 “Kangaro staples 23/17 – H” 1000 staples (10 x 100 staples)      |                              |                    |            |                       |
| 40      | Urgent Ordinary File Pad  |                              |                    |            |                       |
| 41      | Office File (Tag File)  |                              |                    |            |                       |

Signature of the Tenderer with seal

| Sl. No. | Description   | UOM<br>(Unit of Measurement) | Unit Rate<br>(Rs.) | VAT (%) | Total Amount<br>(Rs.) |
|---------|---|------------------------------|--------------------|---------|-----------------------|
| 42      | Gem clip (shell clips) 26 mm  |                              |                    |         |                       |
| 43      | 2 Qre ruled register  |                              |                    |         |                       |
| 44      | Calculator (CASIO) Original   |                              |                    |         |                       |
| 45      | Colour Flag (box) Mongoose (Size 25mm x 76 mm x 120 Sheets 1" x 3") (24 Pkt per Box)  |                              |                    |         |                       |
| 46      | Eraser (Natraj)   |                              |                    |         |                       |
| 47      | Eraser (Apsara Non dust Eraser)   |                              |                    |         |                       |
| 48      | Pencil (Apsara HP dark)   |                              |                    |         |                       |
| 49      | Fevi Stick 15 grms (Box)  |                              |                    |         |                       |
| 50      | Pendrive 8 GB (Transcend)   |                              |                    |         |                       |
| 51      | Pendrive 8 GB (Sandisk)   |                              |                    |         |                       |
| 52      | Pendrive 8 GB (Sony)  |                              |                    |         |                       |
| 53      | Pendrive 16 GB (Transcend)  |                              |                    |         |                       |
| 54      | Pendrive 16 GB (Sandisk)  |                              |                    |         |                       |
| 55      | Pendrive 16 GB (Sony)   |                              |                    |         |                       |
| 56      | Rubber Band (Good Quality) 75 Gram Box  |                              |                    |         |                       |
| 57      | Scale – Metal (Dozen)   |                              |                    |         |                       |
| 58      | Scissors – Medium   |                              |                    |         |                       |
| 59      | Tag (bundle)  |                              |                    |         |                       |
| 60      | Binder Clip (Big) – “Bani” (1 Dozen per Box) 41mm   |                              |                    |         |                       |
| 61      | Binder Clip (Medium) – “Bani” (1 Dozen per Box) 25mm  |                              |                    |         |                       |
| 62      | Binder Clip (Small) – “Bani” (1 Dozen per Box) 15 mm  |                              |                    |         |                       |
| 63      | Checked cloth (10" x 14")   |                              |                    |         |                       |
| 64      | Glass screen cleaning cloth (size 14" x 14")  |                              |                    |         |                       |
| 65      | Box File Steel Clip   |                              |                    |         |                       |
| 66      | Brown Tape 2 inch   |                              |                    |         |                       |
| 67      | Brown Tape 3 inch   |                              |                    |         |                       |
| 68      | Cello Tape white ½ inch   |                              |                    |         |                       |
| 69      | Cello Tape white 1 inch   |                              |                    |         |                       |
| 70      | Cello Tape White 2 inch   |                              |                    |         |                       |
| 71      | Cello Tape White 3 inch   |                              |                    |         |                       |
| 72      | Executive Bond Sheet  |                              |                    |         |                       |
| 73      | Stick folders   |                              |                    |         |                       |
| 74      | Brown Note sheet with Company print   |                              |                    |         |                       |
| 75      | Writing pad   |                              |                    |         |                       |
| 76      | A3 Cloth Cover with Company print   |                              |                    |         |                       |
| 77      | A4 Cloth Cover with Company print   |                              |                    |         |                       |
| 78      | Plastic folder with Company print   |                              |                    |         |                       |
| 79      | TNTPO letter head sheet   |                              |                    |         |                       |
| 80      | Cotton Thread (for leather stitching and stationery purpose) – <b>Rate should be quoted for Gross weight 42 grms and Net weight 50 grms</b> |                              |                    |         |                       |

Signature of the Tenderer with seal