

ELCOT/ HR/LT/33911/Stationery Materials/2024-25

NAME OF THE PARTY:

LIMITED TENDER

PREAMBLE OF TENDER:- Electronics Corporation of Tamil Nadu Limited (ELCOT), a wholly owned Government of Tamil Nadu Undertaking is the Optional Procurement Agency of the Government of Tamil Nadu. For Internal requirement of Stationery materials ELCOT is floating the Limited Tender to select a supplier of Stationery materials.

Short Title used in the Tender Document:

1. **Bidder:** Bidder means the party who makes a formal offer in pursuance of the tender floated.
2. **Successful Bidder:** Successful Bidder means the Bidder who becomes Successful through the tender process.
3. **Day:** A day means a Calendar Day.
4. **Purchaser:** Purchaser means the end user for whom the purchase is indented through the tender.

TENDER SCHEDULE

a)	TENDER NO	ELCOT/HR/LT/33911/Stationery Materials/2024-25
b)	Type of Tender	LIMITED TENDER – Single part bid
c)	TENDERED ITEMS	Stationery Materials
d)	Delivery	At ELCOT (Nandanam)
e)	DUE DATE & TIME for Submission of Tenders	06.02.2025 @ 3.00 PM.
f)	OPENING DATE & TIME	06.02.2025 @ 4.00 PM.

EMD: The amount of Rs.2,000/- should be paid as EMD along with the bids. The EMD should be submitted through Demand draft drawn in favour of “Electronics Corporation of Tamil Nadu Limited”, Chennai. (or) made through RTGS as the bank details given below. Bids received after the due date will not be accepted and Bids received with insufficient EMD will be summarily rejected.

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Name of the Bank & Branch	State Bank of India, Saidapet
SBI A/c No.	10610747091
IFS Code	SBIN0000912
MICR No.	600002045

MODE OF DESPATCH

Tenders should be addressed to the **MANAGING DIRECTOR – ELCOT** (by Designation only) 692, Anna Salai, Nandanam, Chennai – 600 035 and super scribed with the tender number and sent in sealed cover either by Registered post with acknowledgment due or in person. Tenders received in ordinary cover without seal will not be considered. Bids received after the due date and Time will not be accepted. Delay in postal transit will not be accepted as a valid reason for late submission. The Tender Document is not transferable to any other bidder.

IMPORTANT NOTE:

TENDERER MUST SUBMIT THIS ORIGINAL TENDER DOCUMENT WITH THEIR SIGNATURE, AND SEAL WITHOUT MISSING ANY OF THE PAGES. Price bid must be submitted in the bidder's company letter head. The total cost including GST will be considered for determining for L1 (Lowest rate). The Tenderer who quotes the lowest rate (L1) along with valid required documents for the maximum line items alone will be considered as L1 Bidder. However, the L1 Bidder may be asked to match the L1 rates of line items if any, in case they have become L2 for those items.

In case of discrepancy between the rates quoted in words and in figures, lower of the two shall be considered.

Items Tendered:

S.No	Description
1	Add gel Pen (Good Quality)
2	Uni Ball Pen (Green, Blue, Black)
3	Uni Ball Gel Impact Pen (Blue, Black, Red and Green)
4	Cello Fine Grip Pen
5	Pilot Ball pen V-7(Good Quality)

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6	Use and Through Pen(Good Quality)
7	Highlight pen (Faber Castle or Good Quality)
8	Marker Pen(Faber Castle or Good Quality)
9	Marker Pen (white board)(Good Quality)
10	CD Pen (Faber Castle or Good Quality)
11	Correction Fluid Pen (7 ml)(Faber Castle or Good Quality)
12	Pencil (Natraj/camlin/HP/Good quality)
13	Eraser (Apsara/camlin/Natraj/Good Quality)
14	Sharpener (Apsara or Good quality)
15	Pen Stand (Good quality)
16	Index Register (6sqr) long size(Good Quality)
17	Inward Register (4sqr) ruled long size(Good Quality)
18	Inward Register (6sqr) ruled long size(Good Quality)
19	Register 2 sqr ruled long size(Oswal Classmate/ Good quality)
20	Register 3 sqr ruled long size(Oswal Classmate/ Good quality)
21	Register 4 sqr ruled long size (Oswal/ Classmate/ Good quality)
22	Register 5 sqr ruled long size(Oswal /Classmate/ Good quality)
23	Register (Stock Note) 4 sqr ruled long size(Oswal /Classmate/ Good quality)
24	Register (Stock Note) 5 sqr ruled long size(Oswal/ Classmate/ Good quality)
25	Register (Staff Attendance) 3 sqr ruled long size(Oswal/ Classmate/ Good quality)
26	Student Note ruled (40 pages)(Classmate/oswal/Good Quality)
27	Writing Pad (S) (43cm X 57 cm) (Good quality)
28	Xerox Paper A3 80GSM(Good quality)
29	Xerox Paper A4 80GSM (Good quality)
30	Xerox Paper Legal size 80 GSM(Good quality)
31	Green Copier Paper
32	Wrapper sheet (Legal size) (Good quality)

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33	Box file with clip (34 cm x 28 cm) (First Quality)
34	File pad Urgent/Ordinary (Legal size) (Good Quality)
35	Tag File (34 cm x 26 cm) (With Printing) (Good quality)
36	Display file (60 Leaf) (Good Quality)
37	Display file (10 Leaf) (Good Quality)
38	Executive Zip file
39	Lever File F4 Size
40	Tapal pad With clip (35 cm x 25 cm) (Good Quality)
41	Plastic Folder with clip (A4)(Good Quality)
42	Plastic Folder (L Folder A4) Good Quality)
43	Plastic Folder (Strip) (Good Quality)
44	Plastic folder "Legal size (Good Quality)
45	L Folder thickness(Good quality)
46	Button folder plastic A4
47	Plastic scale (1 feet) (Faber Castle or Good Quality)
48	Steel Scale(Good quality)
49	Paper Tag (S) (100 Nos.) (Good quality)
50	Paper Tag (B) (100Nos.) (Good quality)
51	Stamp pad (S) (70 mm x 110 mm) (Faber Castle or Good quality)
52	Stamp pad (B) (160 mm x 97mm) (Faber Castle/Good Quality)
53	Stamp pad ink (Faber Castle or Good Quality)
54	Stapler Machine -10 (s) K(Good Quality)
55	Stapler –HD -10 D (B) K(Good Quality)
56	Stapler Machine (B) –HP 45 K(Good Quality)
57	Stapler pin (s) K(Good Quality)
58	Stapler pin (B) K(Good Quality)
59	Stapler (Oversized) with pin(Good quality)
60	Double Punch (S) K(Good Quality)
61	Double Punch (B) K(Good Quality)
62	Single Punch(Good quality)

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63	Colour Flag (Note pad 25mm x 75mm x 150 sheets (1" x 3"))(Bambalio or Good Quality)
64	Stick Flag (Good quality)
65	Gum Tube (s) (Camlin or Good Quality)
66	Gum Bottle (300 ml.) (Camlin or Good Quality)
67	Fevistic (15 gms.) (Good Quality)
68	Brown Tape (1inch) (Wonder or Good Quality)
69	Brown Tape (2inch) (Wonder or Good Quality)
70	Cello Tape (white 1 inch) (Wonder or Good Quality)
71	Cello Tape (white 2 inch) (Wonder or Good Quality)
72	Binder clip (15MM) (Good Quality)
73	Binder clip (25MM) (Good Quality)
74	Binder clip (51MM) (Good Quality)
75	Jump clip (M) (26mm) (Good Quality)
76	Pin box (26 mm) (Good Quality)
77	Push pin (Good Quality)
78	Green Cloth cover (A4) (Good quality)
79	Office cover (white) (Good quality)
80	Cloth Cover (A3)
81	Cloth Cover (A4)
82	Scissor (S) (SAYA)/BAMBALIO/Good Quality
83	Scissor (B) (SAYA)/BAMBALIO/Good Quality
84	Paper Cutting knife(Good quality)
85	Battery (B) (AA – 1.5V)(Good Quality)
86	Battery (S) (AAA – 1.5V) (Good Quality)
87	Ordinary Calculator (B) (Casio or Good Quality)
88	Emergency Light LED (Eveready or Good quality)
89	Clear Dampar (Good quality)
90	Paper Coffee Cup Brown(Good quality) (100 ml)
91	Paper Coffee Cup (White) (Good quality) (100 ml)

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92	3 ply Disposable Mask(Good quality)
93	N95 Mask (ACE Defence)
94	N95 Mask (Double UV Sterlized)
95	N95 Mask (7700)
96	Respiratory N95 Mask Kuber (FFT2)
97	Hand Cloves(Good quality)

1. **Validity of the Tender:** 90 Days.
2. **Delivery:** Immediate
3. **Validity of the Prices:** The prices are to be kept valid for acceptance for 365 days from the date of issuance of P.O.
4. **Security Deposit :** The Successful Bidder will be required to remit a Security Deposit (SD) equivalent to the amount of Rs.10,000/- inclusive of EMD by way of Demand Draft payable at Chennai. The EMD amount paid by the Successful Bidders (s) will be adjusted towards Security Deposit payable by them. The Balance SD amount will be adjusted in the first month payment.
5. **Terms & Conditions**
 1. The contract is valid for a period of **one year w.e.f acceptance of purchase order** and shall stand automatically terminated on expiry of this period unless otherwise extended by ELCOT Management in writing. The contract may be extended / renewed for further period on the same terms and conditions if mutually agreed upon by both parties as per Tamil Nadu Transparency in Tender Act.
 2. The rate mutually agreed upon for the services to be provided are valid up to the contract period and **no increase** will be entertained by ELCOT during the contract period.
 3. The privity of the contract exists between ELCOT and the supplier only and the Supplier is **not authorized to any other person this work** to any other third party. The price quoted by you shall be inclusive of all applicable taxes.
 4. Bids received without EMD/with insufficient EMD will be summarily rejected.
 5. The Bidders must indicate their valid GST Number.

6. **Payment Conditions**

- a. The payment will be made on monthly basis on verifying the bill within 15 days from the date of receipt of bill.
- b. Taxes if any will be deducted as per the prevailing rate on the value of work done while releasing the payments.

7. **Termination of Contract :**

If the work is not satisfactory (or) any deficiency in services the contract will be terminated by giving one month's notice to the Contractor. Loss if any, due to unsatisfactory performance will be recovered from the contractor's payment.

8. **Dispute and Jurisdiction Clause**

“Any dispute or difference, whatsoever, arising between the parties to this contract arising out of or in relation to the terms of this contract shall be resolved by the parties mutually by acting in good faith towards fulfilling the contract and for this purpose the parties mutually agree to furnish or exchange all relevant documents, information and any other material within their special knowledge and thereby conclude their discussions between them / their representatives or officers within a period of time as may be mutually agreed to say the time of commencement of the move to resolve the dispute”.

“In case the parties failed to resolve the disputes amicably within the time frame agreed and in the manner stated supra, the aggrieved party shall approach the Court in Chennai city alone to the exclusion of all other Courts to adjudicate the unresolved dispute”.

DETAILS OF THE COMPANY

Sl. No.	Description	Details to be filled by the tenderer
1.	Name of the Bidder	
2.	a. Address	
	b. Contact Person with phone Nos. and email id	
3.	GST No	
4.	PAN No.	
5.	a. Bankers Name & Address	
	b. Bank Account Number	

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PRICE BID

Name of the Bidder:

S.No	Description	Qty in Nos.	Make & Model	Rate in Rs.	Applicable GST in %	Applicable GST in Rs.	Total Amount inclusive of GST (5+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Add gel Pen (Good Quality)	1 No.					
2.	Uni Ball Pen (Green, Blue, Black)	1 No.					
3.	Uni Ball Gel Impact Pen (Blue, Black, Red and Green)	10 Nos					
4.	Cello Fine Grip Pen	100 Nos					
5.	Pilot Ball pen V-7(Good Quality)	1 No.					
6.	Use and Through Pen(Good Quality)	1 No.					
7.	Highlight pen (Faber Castle or Good Quality)	1 No.					
8.	Marker Pen(Faber Castle or Good Quality)	1 No.					
9.	Marker Pen (white board)(Good Quality)	1 No.					
10.	CD Pen (Faber Castle or Good Quality)	1 No.					
11.	Correction Fluid Pen (7 ml)(Faber Castle or Good Quality)	1 No.					
12.	Pencil (Natraj/camlin/HP/Good quality)	1 Box					
13.	Eraser	1 Box					

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	(Apsara/camlin/Natraj/Good Quality)						
14.	Sharpener (Apsara or Good quality)						
15.	Pen Stand (Good quality)	1 No.					
16.	Index Register (6sqr) long size(Good Quality)						
17.	Inward Register (4sqr) ruled long size(Good Quality)	1 No.					
18.	Inward Register (6sqr) ruled long size(Good Quality)	1 No.					
19.	Register 2 sqr ruled long size(Oswal Classmate/ Good quality)	1 No.					
20.	Register 3 sqr ruled long size(Oswal Classmate/ Good quality)	1 No.					
21.	Register 4 sqr ruled long size (Oswal/ Classmate/ Good quality)	1 No.					
22.	Register 5 sqr ruled long size(Oswal /Classmate/ Good quality)	1 No.					
23.	Register (Stock Note) 4 sqr ruled long size(Oswal /Classmate/ Good quality)	1 No.					
24.	Register (Stock Note) 5 sqr ruled long size(Oswal/ Classmate/ Good quality)	1 No.					
25.	Register (Staff Attendance) 3 sqr ruled long size(Oswal/ Classmate/ Good quality)	1 No.					
26.	Student Note ruled (40	1 No.					

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	pages)(Classmate/oswal/Good Quality)						
27.	Writing Pad (S) (43cm X 57 cm) (Good quality)	1 No.					
28.	Xerox Paper A3 80GSM(Good quality)	1 Ream					
29.	Xerox Paper A4 80GSM (Good quality)	1 Ream					
30.	Xerox Paper Legal size 80 GSM(Good quality)	1 Ream					
31.	Green Copier Paper	1 Ream					
32.	Wrapper sheet (Legal size) (Good quality)	1 No.					
33.	Box file with clip (34 cm x 28 cm) (First Quality)	1 No.					
34.	File pad Urgent/Ordinary (Legal size) (Good Quality)	1 No.					
35.	Tag File (34 cm x 26 cm) (With Printing) (Good quality)	1 No.					
36.	Display file (60 Leaf) (Good Quality)	1 No.					
37.	Display file (10 Leaf) (Good Quality)	1 No.					
38.	Executive Zip file						
39.	Lever File F4 Size						
40.	Tapal pad With clip (35 cm x 25 cm) (Good Quality)	1 No.					
41.	Plastic Folder with clip (A4)(Good Quality)	1 No.					
42.	Plastic Folder (L Folder A4) Good Quality)	1 No.					
43.	Plastic Folder (Strip) (Good	1 No.					

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	Quality)						
44.	Plastic folder "Legal size (Good Quality)	1 No.					
45.	L Folder thickness(Good quality)	1 No.					
46.	Button folder plastic A4						
47.	Plastic scale (1 feet) (Faber Castle or Good Quality)	1 Box					
48.	Steel Scale(Good quality)	1 No.					
49.	Paper Tag (S) (100 Nos.) (Good quality)	1 bunch					
50.	Paper Tag (B) (100Nos.) (Good quality)	1 bunch					
51.	Stamp pad (S) (70 mm x 110 mm) (Faber Castle or Good quality)	1 No.					
52.	Stamp pad (B) (160 mm x 97mm) (Faber Castle/Good Quality)	1 No.					
53.	Stamp pad ink (Faber Castle or Good Quality)	1 No.					
54.	Stapler Machine -10 (s) K(Good Quality)	1 No.					
55.	Stapler –HD -10 D (B) K(Good Quality)	1 No.					
56.	Stapler Machine (B) –HP 45 K(Good Quality)	1 No.					
57.	Stapler pin (s) K(Good Quality)	1 Box					
58.	Stapler pin (B) K(Good Quality)	1 Box					
59.	Stapler (Oversized) with pin(Good quality)	1 No.					
60.	Double Punch (S) K(Good	1 No.					

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	Quality)						
61.	Double Punch (B) K(Good Quality)	1 No.					
62.	Single Punch(Good quality)	1 No.					
63.	Colour Flag (Note pad 25mm x 75mm x 150 sheets (1" x 3"))(Bambalio or Good Quality)	1 No.					
64.	Stick Flag (Good quality)	1 No.					
65.	Gum Tube (s) (Camlin or Good Quality)	1 No.					
66.	Gum Bottle (300 ml.) (Camlin or Good Quality)	1 No.					
67.	Fevistic (15 gms.) (Good Quality)	1 Box					
68.	Brown Tape (1inch) (Wonder or Good Quality)	1 No.					
69.	Brown Tape (2inch) (Wonder or Good Quality)	1 No.					
70.	Cello Tape (white 1 inch) (Wonder or Good Quality)	1 No.					
71.	Cello Tape (white 2 inch) (Wonder or Good Quality)	1 No.					
72.	Binder clip (15MM) (Good Quality)	1 Box					
73.	Binder clip (25MM) (Good Quality)	1 Box					
74.	Binder clip (51MM) (Good Quality)	1 Box					
75.	Jump clip (M) (26mm) (Good Quality)	1 Box					
76.	Pin box (26 mm) (Good Quality)	1 Box					
77.	Push pin (Good Quality)	1 Box					

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78	Green Cloth cover (A4) (Good quality)	1 Box					
79	Office cover (white) (Good quality)	1 Box					
80	Cloth Cover (A3)	100 Nos.					
81	Cloth Cover (A4)	100 Nos.					
82	Scissor (S) (SAYA)/ BAMBALIO/Good Quality	1 No.					
83	Scissor (B) (SAYA)/ BAMBALIO/Good Quality	1 No.					
84	Paper Cutting knife(Good quality)	1 No.					
85	Battery (B) (AA – 1.5V)(Good Quality)	1 No.					
86	Battery (S) (AAA – 1.5V) (Good Quality)	1 No.					
87.	Ordinary Calculator (B) (Casio or Good Quality)	1 No.					
88	Emergency Light LED (Eveready or Good quality)	1 No.					
89.	Clear Dampar (Good quality)	1 No.					
90.	Paper Coffee Cup Brown(Good quality) (100 ml)	100 Nos.					
91.	Paper Coffee Cup (White) (Good quality) (100 ml)	100 Nos.					
92.	3 ply Disposable Mask(Good quality)	100 Nos.					
93.	N95 Mask (ACE Defence)	100 Nos.					
94.	N95 Mask (Double UV Sterlized)	100 Nos.					
95.	N95 Mask (7700)	50 Nos.					

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96.	Respiratory N95 Mask Kuber (FFT2)	50 Nos.					
97.	Hand Cloves(Good quality)	100 Nos.					