



**KOLKATA METRO RAIL CORPORATION
LIMITED**

A Joint Venture of Govt. of India and Govt. of
West Bengal

Kolkata Metro Rail Corporation Limited (KMRCL) invites sealed Tender, in duplicate, from the bonafide, experienced and resourceful supplier for supply of stationery articles to the Kolkata Metro Rail Corporation Limited as per requirement from time to time. Tender Forms will be available from the Office of the Kolkata Metro Rail Corporation Limited at "HRBC Bhawan, Munshi Premchand Sarani, Kolkata - 700 021 on payment of Rs.200/- by A/c Payee Bank Draft drawn in favour of "Kolkata Metro Rail Corporation Limited" on any working days within the normal office hours by **10/07/2009 upto 3 p.m..**

This advertisement is only indicative. For details, please visit our website www.kmrc.in

Sd/- Managing

Director

PRICE : RS.200/-

KOLKATA METRO RAIL CORPORATION LIMITED

TENDER DOCUMENTS

Specification and condition for the supply and delivery of Office Stationery for the year 2009-10.

1. The contract will begin on or about the 1st day of August, 2008 and will continue till 31st March,, 2009 or for such further period not exceeding 6 months as KMRC Ltd. may direct.
2. The contractor shall supply and deliver at the KMRCL office at his cost the articles selected against his firm included in this contract as per requisition from time to time to be made by the KMRCL officer as may be authorized on his behalf within 15 days from the date of such requisition.
3. All articles to be supplied must in all respects correspond to the approved samples provided that the KMRCL may accept articles not exactly similar to the approved samples on such terms and conditions as he may think fit. His decision shall be final.
4. All or any articles in the opinion of the KMRCL not corresponding in all respects to the approved samples will be rejected and must be replaced by the contractor within two days. In default, thereof, the articles as aforesaid will be purchased by the KMRCL at the contractor's cost as provided below and such cost or other sums due for damage or otherwise may be deducted by the KMRCL from the contractor's security djeposit and in case such security deposit be not sufficient thereof, the contractor shall be liable to make good the same. The decision of the KMRCL shall be final.
5. The contractor must pay liquidated or settled damages of Rs.25/- for each day for delayed supply after the expiry of the stipulated time as mentioned in the requisition without prejudicing the right of the KMRCL to purchase the articles from any other person or persons or in the open market at the contractor's risk in such a manner and upon such terms as to cost, charges and expenses as the KMRCL may deem fit and to deduct all such costs, charges and expenses from the security deposit aforesaid so far as the same will permit and in case such security deposit be insufficient thereof the contractor shall be liable to make up the deficiency.
6. The contractor must execute a written agreement with KMRCL within a week from the communication of the acceptance of tender. The usual form of such agreement can be seen at the KMRCL office during business hours.
7. The Tenderers shall have to submit sample for each item for which he intends to offer rate in the tender to the KMRCL. Each sample should be clearly marked with the name of tenderer, the number of the item in the schedule for which the sample is submitted, the brand name and the price thereof.

8. Each tenderer shall have to deposit Rs.5,000/- in the form of Bank Draft drawn in favour of KMRCL payable at Kolkata as earnest money. The successful tenderer will be required to deposit such further sum, if necessary, as the security deposit for performance of the contract.
9. Quantity : Only the approximate quantities required under this contract are given in the Schedule and the contractors are required to supply according to actual requirements of the year at the tendered rates. **The Kolkata Metro Rail Corporation Limited reserves the right to restrict the purchase upto 66 2/3 per cent. Of all or any item for which purchase orders will be placed and also reserve the right to purchase 33 1/3 per cent over and above the contracted quantities at the tendered rates and the contractors shall be bound to supply the same if required to do so in writing.**
10. The rates quoted in every tender shall remain open for acceptance for a period of at least three months from the date of opening of the tender.
11. (a) Tenderers will be required to produce a Current Certificate of Enlistment (on professions, trades & callings) from the KMRCL for the purpose of carrying on business within the KMRCL area irrespective of their places of business failing which their offers/tenders shall be treated as invalid and informal without assigning any reason whatsoever. A Xerox copy of the said Certificate of Enlistment must be produced along with the tender in lieu of the original.

(b) No tender will be considered unless accompanied by I.T. and S. T. Clearance certificates valid on the date of opening of the tenders provided that the KMRCL consider extension of time for submission of the same.

(c) The tenders must have good credentials/experiences to supply & delivery the same type of articles to Govt./Semi Govt./Big corporate organizations etc. with sound financial capabilities and the proof of which should be submitted alongwith the tenders for necessary consideration of the tenders by KMRC authorities.
12. The tenderer having partnership business must quote the partnership registration number in the column provided for the purpose.
13. The tenderer must submit replies to the annexed queries and give complete and clear reply against each question in the space provided for the purpose.
14. The contractors shall however be entitled to increase over the tendered rates as may be due to increase of sea or railway freights or insurance charges provided no application for such increase shall be entertained unless detailed rates of sea or railway freights or insurance charges are specified and unless such application is accompanied by documentary evidence indicating clearly the difference between the actual and the tendered rates of sea or railway freights or insurance charges paid either in percentages or in actual amounts.
15. Price preference may be given to the Wholesale Consumers and Cooperative Society, as per existing norms, for participating in the tender.

16. Amount of earnest money to be deposited is Rs.5,000/- (Rupees Five Thousand) only.

17. The rate quoted in the tender shall be inclusive of the Vat and any other duty or tax payable under the law in force for the time being.

18. a) Last date of receipt of Tender :- **Upto 3 PM by 10/07/2009.**

b) Opening of Tender :- **4 PM on 10/07/2009**

19. The Kolkata Metro Rail Corporation Limited reserves the right to accept or reject or modify the tendered items in part or in full without assigning any reason whatsoever.

**ASHISH KUMAR THAKUR,
I.A.S.,
General Manager
(Administration)**

QUERY FORM

(To be filled up by the tenderer)

1	Name and style of the Firm or individual tendering.	
2	Address of the Firm or individual tendering?	
3	If the business of the tenderer is a partnership one, then state the name and addresses of all the partners.	
	a) State the partnership registration number and the date of registration of the firm.	
4	If the business is not a partnership one, then state the name of the sole-proprietor and his address.	
5	Is the tenderer or in the case of a firm, any of the partners of the firm, or the Shareholders of the firm, a minor or a Pardahnashin lady?	
6	State the year when the business or the firm has been established.	
7	a) Has the tenderer supplied similar articles previously? b) If so, to whom, where and when?	
8	a) Is the tenderer in the case of a firm, any of the partners of the firm or the sole-proprietor/proprietress of the firm, bloodly related or is closely connected through marriage with any employee/pensioners of the KMRCL? b) If so, state definitely with whom the tenderer is related and the nature of such relationship.	
9	a) Have you deposited Rs.5,000/- as Earnest Money? b) If so, state the number and date of the Bank Draft.	
10	a) Have you taken out certificate of Enlistment on profession trades & callings. b) If so, enclose a photocopy of the	

SCHEDULE OF RATES AND TENDER FORM - 2009-2010

Sl. No.	Description of Articles	Probable quantity required upto 31/3/2010.	Per	Tendered Rate in		Amount
				Figures	Words	
1.	Xerox paper-A4	160 Reams				
2.	Xerox paper- A3	10 Reams				
3.	Writing pad-A4	60 Pcs				
4.	Meeting pad(small)	20 Pcs				
5.	Transparent folder	200 pcs				
6.	Report file	180 pcs				
7.	Scissor	10 Pcs				
8.	Cello pen (black) (paper soft)	24 Pcs				
9.	Highlighter pen	20 Pcs				
10.	Stapler pin (small)	40 Boxes				
11.	Black Binder clip(25mm)	30 Boxes				
12.	Black Binder clip(35mm)	30 Boxes				
13.	Pencil battery	20 Pcs				
14.	Writable C.D.	150 Pcs				
15.	Re-writable C.D.	150 Pcs				
16.	Gem' clip	25 Boxes				
17.	Pin	20 Pkts				
18.	Sticker (coloured)	20 Pkts				
19.	Gel Pen (Blue, black, green, red)	(4x30)=120 Pcs				
20.	Marker pen	12 Pcs				
21.	Duster	50 Pcs				
22.	Erazex	10 Pcs				
23.	Erazer	10 Pcs				
24.	Shorthand Note Book	60 Pcs				
25.	Shorthand pencil	30 Pcs				
26.	Scale (12 inches)	20 Pcs				
27.	Fevistick (Kores)	20 Pcs				
28.	Brown tape (48x35 mm)	10 Pcs				
29.	Punching machine (big) (one hole)	12 Pcs				
30.	Scientific calculator Model: fx-82 MS	6 Pcs				
31.	Stapler (Kangaroo)	10 Pcs				
32.	Envelope (cloth)	300 Pcs				
33.	Bottle (1 litre size)	15 Pcs				
34.	Waste paper basket	30 Pcs				
35.	Note sheet (Bluecoloured)	20 Pads				
36.	File Cover (soft)	150 Pcs				
37.	Dot pen (double head red and blue)	12 Pcs				
38.	Red tape	15 Bundles				
39.	Vim Bar Soap	10 Pcs				
40.	Life Buoy soap	10 Pcs				
41.	Pen Drive-4 GB/8 GB	20 Pcs/6 Pcs				
42.	Paper weight	20 Pcs				
43.	Gel Pen 7 refill (0.5) (blue+black=green)	3x12 = 36 Pcs				
44.	File register	12 Pcs				
45.	Dak Receipt Register	6 Pcs				
46.	Register (6 No.)	30 Pcs				
47.	Register (4 No.)	30 Pcs				
48.	Glass (decorated)	24 Pcs				
49.	Dak Despatch register	6 Pcs				
50.	Lever Arch File (good quality)	20 Pcs				