

# PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LTD.

## PURCHASE CONTRACT FOR THE SUPPLY OF STATIONERY FOR

THE YEAR 2017-18

### TERM AND CONDITION

1. Rs. 10,000/- Earnest Money/Security in the shape of Demand Draft on any scheduled bank in the name of PSIEC Payable at Chandigarh accepted.
2. The tender (s) without Earnest Money/Security is/are liable to be rejected.  
Further, the PSIEC reserves the right to reject any of all the tenders without assigning any reason.
3. Tenders sent by telegram/by post and not on prescribed application form shall not be entertained.
4. If holiday is declared on the date of opening of Tender(s), the Tender shall be received and opened on the next working day.
5. The rates quoted in the Tender(s) should also be written in word also
6. The rates quoted in the Tenders(s) should be F.O.R Registered office of the Corporation, Udyog Bhawan, Himalaya Marg, Sector-17-A, 3rd Floor, Chandigarh.
7. If the rates are quoted for any other brand, the same maybe indicated specifically.
8. The stationery item should be supplied within 7 days of the date of indent, otherwise the items will be purchased at the risk and cost of the supplier from the open market and difference if any, shall be recovered from the amount payable/security of the supplier.
9. The items of stationery to be supplied should be of same brand and quality failing which these are liable to returned/rejected and purchased from the open market at the risk and cost of the supplier, in case these are not replaced with the stipulated period.
10. The tentative quantity of stationery as per prescribed Performa will be purchase during the year w.e.f. April 2017 to March 2018 through monthly indents or supplementary requirements. The total purchase of stationery may increase or decrease during the financial year 2017-18 depending upon the requirement Corporation.

SIGNATURE & SEAL OF THE SUPPLIER  
WITH COMPLETE ADDRESS

Punjab Small Industries & Export Corporation Limited, Chandigarh

Sr.No	Stationery Item	Requirements	Remarks
1	Photo state Paper-A/4 , 2.34 KG Spectra/Trident, 75 GSM		
2	Photo state Paper - F/S , 2.78 KG Spectra/Trident, 75 GSM		
3	Computer Paper 10 x12x1 Executive Bond ( citizen )only		
4	Computer Paper 15x 12x 1( citizen)		
	Computer Paper 15 x12x 2 ( citizen)		
	Computer Paper 15x12x3 ( citizen)		
	Computer Paper 10x12x1( citizen)		
	Computer Paper 10x12x2( citizen)		
	Computer Paper 10x12x3( citizen)		
5	Noting Sheet Superior Green cut out from Ballarpur Mill Only Ledger Paper Both Side Lined		
6.	Plastic Report File with file & Clip – RENZ QUALITY  SIZE: F/S		
7.	Ruled Register Neelgagan		
	Rules register 2 Quire		
	Ruled Register 4 Quire		
	Ruled Register 6 Quire		
8.	Pilot Pen Hi-tech 05		
9.	Pilot Pen V-5		
10.	Unibal Ud 167		
11.	Ball Pen Ordinary 0.5 No. (As per Sample)		
12.	Ball Pen Holder (Boss)		
13.	Pen Stand Kabika For 2 pens For 4 pens		
14.	Ammonia Liquid		
15.	Ammonia Paper Rolls (Citizen)		



16.	Lead Pencil Apsara		
17.	Rubber Ordinary Small Size Sandoz only		
18.	Sharpener		
19.	White Correcting Pen Kores		
20.	Stamp pad kores only		
21.	Gum bottle Camel 150ml		
22.	Gum bottle Camel 700 ml		
23.	Scale 12"		
24.	Paper Clip National/Zen		
25.	Paper pin National Zebra/Classic only		
30.	ENVELOPE USHA WHITE ONLY		
	9x4 (Plain)		
	11x5 (Plain)		
	9x4 (window)		
	11x5 (window)		
	10x12-YELLOW CLOTH ENVELOP		
	16x12-YELLOW CLOTH ENVELOP		
31.	Carbon Paper Kores only		
32.	File Board Superior quality (As per Sample)		
33.	File Cover with PSIEC address Printing (As per Sample)		
34.	Shorthand note books		
31.	Shorthand pencils		
32.	Calculator Citizen 512 nos.		
33.	Stapler Kangaroo 10D only		
34.	Stapler pin Kangaroo 10D only		

35.	Waste Paper Baskets Full size (Superior quality)		
36.	Paper Tray		
37.	Despatch Register 6 Quir Neelgagan		
38.	Receipt Register 6 Quir Neelgagan		
39.	Laces Green Superior quality		
40.	Tag 6" Superior Quality		
41.	Dak pad (Neelgagan)		
42.	Ledger ISMARTA only 400 pages Neelgagan		
43.	Cash Book ISMARTA ONLY 350 pages 250 pages		
44.	Peon Book 96 pages Neelgagan		
45.	Slip Pad (Big) - Neelgagan		
46.	Slip Pad (Medium-33 No)- Neelgagan		
47.	Slip Pad (Small-22 No)-Neelgagan		
48.	Cello Tape Big, Medium, and small Size: 2", 1-1/2", 1/2"		
49.	Paper Flag (Stick Type) Different colours		
50.	Glass (Simple)		
51.	Water jug Plastic		
52.	Fevi stick 15 m (Kores)		
53.	Attendance Register (Neelgagan) 1 Quire 2 Quire		
54.	Room Spray Deodrant		
55.	High lighter (Luxor)		
56.	Marker (Luxor)		
57.	Duster (As per Sample)		
58.	Clear Bag F/S with Button		
59.	Plastic Cover F/S		