



GOVERNMENT OF MADHYA PRADESH

TENDER DOCUMENT FOR

ANNUAL SUPPLY OF STATIONERY ITEMS

AT

MADHYA PRADESH BHAWAN

29 C-D, JESUS & MARY MARG, CHANAKYAPURI,

NEW DELHI -110021



MADHYA PRADESH BHAWAN

A- NIT, Technical Bid & Financial Bid

OFFICE OF THE RESIDENT COMMISSIONER

MADHYA PRADESH BHAWAN

PLOT NO. 29C-D, JESUS & MARY MARG, CHANAKYAPURI,

NEW DELHI -110021

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

Website: www.mpbhawan.gov.in or www.mptenders.gov.in
Tel.No.+011-26772001/ 2002

TENDER DOCUMENT FOR

Annual Supply of Stationery Items

at Madhya Pradesh Bhawan, Plot No. 29C-D, Jesus & Mary Marg,
Chanakyapuri, New Delhi -110021

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OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021
Website -www.mptenders.gov.in
Tel.No.+011-26772001/ 2002

NIT No. 07/MAY/STATIONERY/MPB/2026

Dated: 13/05/2026

1. NOTICE INVITING TENDER

- 1.1 Online tenders for Annual Supply of Stationery Items at Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi in single stage two envelope systems (Technical bid & Financial bid) through online e-Tendering in the prescribed proforma from interested parties/ Registered Firms/ Registered Companies/ Reputed Organizations/ Agencies for 01 Year which may be extended to 01 year from the date of work order, on same terms & conditions, rates and on mutual consent.
- 1.2 Detailed job and items descriptions is made in the relevant section of the body of tender document.
- 1.3 Offers in Physical form will not be accepted in any case.
- 1.4 Incomplete and / or illegible document will not be considered and such documents tender / bid will be considered as NON - RESPONSIVE
- 1.5 Tender documents to be downloaded from the website: www.mptenders.gov.in and submission of bids through e-tendering with non-refundable cost of the form ` 500/- (Rs. Five Hundred only) to be paid online.
- 1.6 Technical bid must be submitted along with online e-payment receipt of EMD 18,000/- (to be paid online)
- 1.7 The last date of submission of online Technical Bid is 02/06/2026, up to 03:00 PM and the same will be opened in the presence of such bidder who may wish to be present in the office Madhya Pradesh Bhawan, 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi on 03/06/2026 at 03:00 PM.
- 1.8 The financial bid to be submitted online through e-tendering process till 03:00 PM on 02/06/2026 on website: www.mptenders.gov.in, in no case financial bids would be received and accepted on by hand or in hard copy. Financial bid would be opened in respect of bidders whose technical bids are found acceptable by the committee constituted for this purpose on 11/06/2026 at 03:00 PM
- 1.9 A pre-bid conference will be held on 28/05/2026 at 03:00 PM in the conference hall of Madhya Pradesh Bhawan, Plot No. 29C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi - 110021
- 1.10 The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.

Addl. Resident Commissioner,
M.P. Bhawan, New Delhi

SECTION-2

**OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021**

NIT No. 07/MAY/STATIONERY/MPB/2026

Dated: 13/05/2026

2. BRIEF INFORMATION ON BID DOCUMENT

Name of Work : **Online tenders are invited for Annual supply of Stationery Items at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi**

Cost of Tender form : **` 500/- to be paid online (non-refundable)**

Time for completion of work : **One year from the date of acceptance, which can be Extended for another one year on mutual consent**

S. No	Description of Items	Remarks
2.1	NIT No. & Date	NIT No. 07/MAY/STATIONERY/MPB/2026 Dated 13/05/2026
2.2	Issuance of tender	M.P. Bhawan, New Delhi website(www.mptenders.gov.in)
2.3	Date of Submission of tender	Submission on or before 02/06/2026 up to 03:00 PM
2.4	Date of Opening of technical bid	03/06/2026 on 03:00 PM
2.5	Date of opening of financial bid	11/06/2026 on 03:00 PM
2.6	Probable Amount of Contract	` 6,00,000/-
2.7	Cost of Tender cost	` 500/- (to be paid online)
2.8	Earnest Money Deposit (EMD)	` 18,000/- (to be paid online)
2.9	Pre-bid conference	28/05/2026 at 03:00 PM in the conference hall of Madhya Pradesh Bhawan, Plot No. 29C-D, Jesus Mary Marg, Chanakyapuri, New Delhi -110021
2.10	Security Deposit	` 18,000/-
2.11	Email ID	ashokkumar.kashyap@mp.gov.in , dayanand.prasad@mp.gov.in
2.12	Contact Name & No.	Sh. C.M. Sharma, House Manager Mob. No. 9424401820 Sh. D.N. Prasad, Store Keeper Mob. No. 9891139577

**Any other website related technical queries,
Please call at 24 x 7 Help Desk Numbers 0120-4001002,
0120-4001005 & 0120-6277787**

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

3. PROFORMA FOR TECHNICAL BID**TENDER FOR ANNUAL SUPPLY OF STATIONERY ITEMS AT MADHYA PRADESH BHAWAN, NEW DELHI**

Technical Bid			Page No.
Annexure- 3.1	Particular of Firm		
3.1.A	Name of Firm		
3.1.B	Constitution of Firm		
3.1.C	Office Address		
3.1.D	Telephone/ Mobile Number		
3.1.E	Fax No.		
3.1.F	E-mail Address		
3.1.G	Alternative E-Mail Address		
Annexure-3.2	Full Particulars of The Bankers Of Firm, With Full Address / Tel. No.(Attach Self Cancelled cheque)		
3.2.A	Name of the Bank		
3.2.B	Bank Account Number		
3.2.C	IFSC Code		
3.2.D	Address of the Bank		
3.2.E	Telephone No.		
3.2.F	Fax No.		
3.2.G	E-mail address		
Annexure-3.3	Registration Details of firm		
3.3.A	PAN	Attach Photocopy	
3.3.B	GST Registration No.	Attach Photocopy	
Annexure-3.4	Details of Earnest Money Deposit & cost of Tender Fee		
3.4.A	Tender document cost as mentioned in bid document	Rs. 500/-	
3.4.B	EMD amountas mentioned in bid document	Rs. 18,000/-	
3.4.C	Online payment receipt date	Attach photocopy	
3.5	Returns of Income Tax Department for last three financial years.	Attach Photocopy	
3.6	Whether Agency has been blacklisted by any of the Department /Organization (attach undertaking on the letter Head of the Firm duly signed and stamped) as on date of tender.	Attach	
3.7	Supply of Stationery Experience certificates for completed work in Government Departments / Public Sector (Central or State) or any reputed organization	Attach Proof (Experience/ Completion Certificate)	
3.8	Any other relevant document.	Attach proof	

Note: -All uploaded documents should be clear, legible, stamped and self-attested.

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Date
Place

Authorised Signature
Name
Seal

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

4. UNDERTAKING

TENDER FOR ANNUAL SUPPLY OF STATIONERY ITEMS AT MADHYA PRADESH BHAWAN, NEW DELHI

- 4.1 I/We hereby tender for **Annual supply of Stationery items** as per schedule attached to this tender form for one year, M.P. Bhawan New Delhi.
- 4.2 I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successor in office the sum of money mentioned in the said conditions.
- 4.3 The Earnest Money Deposit of **Rs. 18,000/- (Rupees Eighteen Thousand Only)** is to be paid online forwarded as earnest money deposit as per the terms & Condition of contract.
- 4.4 I/We..... Don't stand blacklisted by any of the Department/ Organizations on date of tender.

Dated / /2026

Signature of Contractor

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

5. Brief Description of the Items

Scope of work:

Annual supply of Stationery items as and when required during contract period at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi

S.No.	Description of items	Unit	Approx. Qty. Per Year
1	2	3	4
5.1.	All Pin (Oddy)	Per Pkt.	07
5.2.	U Clip (Plastic)	Per Pkt.	20
5.3.	Binder Clip 12mm Butterfly	Per Pkt.	20
5.4.	Binder Clip 19 mm Butterfly	Per Pkt.	20
5.5.	Binder Clip 32 mm Butterfly	Per Pkt.	10
5.6.	Binder Clip 41 mm Butterfly	Per Pkt.	10
5.7.	Add Gel Achiever	Per Pen	50
5.8.	Montex Mega Top	Per Pen	600
5.9.	Montex Scale Retractable Ball Pen	Per Pen	20
5.10.	Cello Maxriter Ballpoint Pen	Per Pen	40
5.11.	Cello Butterflow Ballpoint Pen	Per Pen	40
5.12.	Reynolds 045	Per Pen	400
5.13.	Uni Ball Pen UB157	Per Pen	200
5.14.	Pilot Hi-Tecpoint V5 Pen	Per Pen	50
5.15.	Pilot Hi-Tecpoint V7 Pen	Per Pen	50
5.16.	Luxor Pilot Pen	Per Pen	20
5.17.	Rorito 'T-Max' Gel Ink Rollerball Pens	Per Pen	10
5.18.	Add Gel Achiever Refill	Per Refill	10
5.19.	Carbon Paper A4 Size (Camel)	Per Pkt.	10
5.20.	JK Red Photocopier Paper A3 (75 GSM) or equivalent*	Per Rim	10
5.21.	JK Red Photocopier Paper A4 (JK 75 GSM) or equivalent*	Per Rim	800
5.22.	JK Red Photocopier Paper Legal Size (75 GSM) or equivalent*	Per Rim	05
5.23.	Glossy Paper A4 (As per Sample)	Per Sheet	300
5.24.	Glossy Paper A 3 (As per Sample)	Per Sheet	300
5.25.	Glossy Paper Inkjet A4	Per Pkt.	1
5.26.	Glossy Paper Inkjet A3	Per Pkt.	1
5.27.	Cello Tape 1 Inch good quality or equivalent *	each	50
5.28.	Cello Tape 2 Inch good quality or equivalent *	each	50
5.29.	Cello Tape 3 Inch good quality or equivalent *	each	35
5.30.	Brown Tape 1 Inch good quality	each	10
5.31.	Brown Tape 2 Inch good quality	each	50
5.32.	Brown Tape 3 Inch good quality	each	30
5.33.	Dak Pad (Neelgagan)	each	20

S.No.	Description of items	Unit	Approx. Qty. Per Year
1	2	3	4
5.34.	File Cover (Neeraj Recod File No. 1600) or equivalent *	each	800
5.35.	File Board (Neelgagan No. 31)	each	800
5.36.	Gum 700 M.L. (Camel)	each	10
5.37.	Gum 200 M.L. (Camel)	each	10
5.38.	Correction Pen Flue (Kores)	each	20
5.39.	Green Notesheet (As per sample)	Per Sheet	As per required
5.40.	Pencil (Natraj) (1 Pkt -10 pencil)	Per Pkt.	10
5.41.	Pencil (Apsara) (1 Pkt -10 pencil)	Per Pkt.	10
5.42.	Pencil Eraser (Apsara)	Per Eraser	30
5.43.	Pencil pen sharpener (Natraj)	Per Eraser	20
5.44.	Spiral Note Book No. 33 - 80 pages (Oddy)	each	200
5.45.	Spiral Note Book No. 33 - 80 pages (Neelgagan)	each	200
5.46.	Slip Pad No. 33 -80 Pages (Neelgagan)	each	100
5.47.	Slip Pad No. 33 -80 Pages (Oddy)	each	100
5.48.	Neelgagan Spiral Note Book Five One No. 67	each	10
5.49.	Notebook Spiral No. 66 (Neelgagan)	each	100
5.50.	Stapler Small Kangaro or equivalent*	each	20
5.51.	Stapler Kangaro HP45 or equivalent*	each	10
5.52.	Kangaro HD-45 Stapler or equivalent*	each	5
5.53.	Stapler Pin Small Kangaro(one box 20 pcs) or equivalent *	Per Pkt.	5
5.54.	Stapler Pin Size 24/6 Kangaro(one box 20 pcs) or equivalent *	per Pkt.	5
5.55.	Stapler Pin Size 23/17-H Kangaro(one box 5 pcs) or equivalent *	per Pkt.	1
5.56.	Yellow Envelop A3 Size with lamination	each	500
5.57.	Yellow Envelop A3 Size (कपडेवाले)	each	100
5.58.	Yellow Envelop A4 Size with lamination	each	700
5.59.	Yellow Envelop A4 Size (कपडेवाले)	each	200
5.60.	Dak Envelop 11x5 white(One pack 250 pcs)	per pkt.	20
5.61.	Dak Envelop 9x4 white(one pack 250 pcs.)	per pkt.	10
5.62.	Window Dak Envelop 11x5 white(one pack 250 pcs.)	per pkt.	2
5.63.	Window Dak Envelop 9x4 white (one pack 250 pcs.)	per pkt.	2
5.64.	Stamp Pad Ink	each	15
5.65.	Scale Steel (12 inch)	per scale	12
5.66.	Poker	each	02
5.67.	Tag White	per Pkt.	100
5.68.	Register 4 Quire- Shipra or equivalent *	each	50
5.69.	Register 6 Quire- Shipra or equivalent *	each	10
5.70.	Register 2 Quire- Shipra or equivalent *	each	50
5.71.	Register 1 Quire- Shipra or equivalent *	each	50
5.72.	Solo LF 101Clear Plastic Folder	per folder	3000
5.73.	One Sided Plastic Folder (As per sample)	per folder	100
5.74.	Single Punching Machine Kangaro or equivalent *	each	5
5.75.	Double Punching Machine Kangaro or equivalent *	each	3
5.76.	Dispatch Register 10 Quire (Neelgagan)or equivalent *	each	10
5.77.	Receipt Register 10 Quire (Neelgagan) or equivalent *	each	10
5.78.	Lase Long Size Green	per pkt.	10

S.No.	Description of items	Unit	Approx. Qty. Per Year
1	2	3	4
5.79.	Highlighter (Faber-Castell)	each	20
5.80.	Shorthand Notebook Neelgagan	each	05
5.81.	Calculator (Citizen Desktop CT 500JS)	each	10
5.82.	Post-it-note size- 3"X5-100 sheets	each	10
5.83.	Post-it-note size- 3"X3-100 sheets	each	10
5.84.	Flag oddy	each	100
5.85.	Flag Plastic 45mmx12mm	each	10
5.86.	Marker Luxor CD /DVD/ OHP Marker Pens (pack of 10 pcs.)	per Pkt.	2
5.87.	Permanent Marker Pen Camlin (pack of 10 pcs.)	per Pkt.	2
5.88.	Fevistik Glue Stick, 15 grams	each	40
5.89.	Spiral Binding Wire (Small)	per Pkt.	2
5.90.	Spiral Binding Wire (Medium)	per Pkt.	1
5.91.	Spiral Binding Wire (Large)	per Pkt.	1
5.92.	Snow White Cartridge Paper (As per sample)	Per page	400
5.93.	A4 Binding Sheet (White)	per sheet	200
5.94.	A4 Binding Sheet (Blue)	per sheet	200
5.95.	A3 Binding Sheet (White)	per sheet	100
5.96.	A3 Binding Sheet (Blue)	per sheet	100
5.97.	Legal Binding Sheet (White)	per sheet	100
5.98.	Legal Binding Sheet (blue)	per sheet	100
5.99.	Pen Drive 16GB(Scan Disk)or equivalent *	each	30
5.100.	Pen Drive 32 GB(Scan Disk)or equivalent *	each	10
5.101.	Pen Drive 64(Scan Disk)or equivalent *	each	10
5.102.	CD (Moserbaer) or equivalent *	each	05
5.103.	DVD Moserbaer or equivalent *	each	05
5.104.	White board marker pen Artline 157R (pack of 10 pcs.)	per pkt.	2
5.105.	Faber Castell Stamp Pad (Size 110 mm x 69mm)	each	10
5.106.	Faber Castell Stamp Pad (Size 88 mm x 54mm)	each	5
5.107.	Numbering Machine	each	1
5.108.	Solo Display Book (100 pages) A4 Size	each	20
5.109.	Solo Display Book (100 pages) Legal Size	each	10
5.110.	Solo Sheet Protector (Set Of 100, Transparent) A4 Size	per pkt.	1
5.111.	Solo Sheet Protector (Set Of 100, Transparent) Legal Size	per pkt.	1
5.112.	Solo Business File A4 FB 101	each	20
5.113.	Magic Tape 19 mm x 32.9 mm (Scotch make) with machine	each	5
5.114.	Magic Tape 12 mm x 20 mm (Scotch make) with machine	each	5
5.115.	Double Side Tape 20mm, 3 meter	Each	5
5.116.	Magnet Board Duster	each	2
5.117.	Mouse Pad	each	20
5.118.	Stock Register 800 Pages (Neelgagan) or equivalent *	each	10
5.119.	Stock Register 2 Quire (Neelgagan) or equivalent *	each	10
5.120.	Stock Register 4 Quire (Neelgagan) or equivalent *	each	10
5.121.	Scissor Medium Size (Munix)or equivalent *	each	10
5.122.	Scissor Small Size(Munix)or equivalent *	each	10
5.123.	Scissor Big Size(Munix)	each	10

S.No.	Description of items	Unit	Approx. Qty. Per Year
1	2	3	4
5.124.	Sticker A4 Label (210x297 mm de fmat)	per Pkt.	10
5.125.	Solo RB- 402 Ring Binder-2-D-Ring A4	each	10
5.126.	Paper Weight	each	5
5.127.	Lamination Sheet (A3 - 210x297 mm) (100 sheet per pkt.)	Pkt.	2
5.128.	Lamination Sheet (A4 - 210x297 mm) (100 sheet per pkt.)	Pkt.	2
5.129.	Lamination Sheet (Legal 125 MIC) (100 sheet per pkt.)	Pkt.	3
5.130.	Lamination Roll A4	Per Roll	3
5.131.	Lamination Roll A3 Size	Per Roll	2
5.132.	Sketch Pen (Stick) (12 pcs. per pkt.)	per Pkt.	3
5.133.	Button Folder (Solo)	each	60
5.134.	Magnetic Pin Holder	per pkt.	5
5.135.	Push Pin	pkt.	5
5.136.	Engagement Stand (Display Stand)	each	5
5.137.	Pen Holder (Plastic)	each	10
5.138.	Rubber Band (500 gm.)	pkt.	5
5.139.	Stapler Pen Remover (Small Size)	each	5
5.140.	Stapler Pen Remover (SR 300)	each	5
5.141.	Attendance Register (1 Quire)	each	12
5.142.	Attendance Register (2 Quire)	each	12
5.143.	Paper Cutting Knives	each	10
5.144.	Paper Cutter Machine (A3+ size) (as per sample)	each	1
5.145.	Vehicle Log Book (as per sample)	each	100
5.146.	Pen Stand 4 Pen (Solo)	each	5
5.147.	Pen Stand 2 Pen (Solo)	each	5
5.148.	Kobra File Spring	each	100
5.149.	Plastic Tray (separate)	each	10
5.150.	Plastic Tray (Three Box)	each	10
5.151.	T- type Pin	Per Pkt.	3
5.152.	Parker Refill Quick flow	each	02
5.153.	Digital Weighting Scale Machine for Envelope	each	1
5.154.	Paper Shredder Machine (20 Pages)	each	1
5.155.	Kangaro HDP-1320 Paper Punch*	each	1
5.156.	Kebica Executive 6 Compartments Plastic Pen Stand	each	1
5.157.	Swiping Machine Thermal Paper Roll	Per roll	5
5.158.	A3 size spiral Binding Machine (as per sample)	each	1
5.159.	A3 size Lamination Machine (as per sample)	each	1
5.160.	Sponge Damper Pad	each	5
5.161.	HP Steel Body Pen Drive - 16 GB or equivalent *	each	4
5.162.	HP Steel Body Pen Drive - 32 GB or equivalent *	each	4
5.163.	Seagate 2TB wired portable Hard Disk Seagate make or equivalent *	each	2

* The quality of equivalent product will be decided by the MP Bhawan authority.

Addl. Resident Commissioner
M.P. Bhawan, New Delhi

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

6. General Conditions of Contract (GCC)

6.1 ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

- 6.1.1 Legal Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a Proprietorship, Partnership & Limited Company or a Private Limited Company registered under the Companies Act, 1956. **Bidder in the form of JV/consortium, is not permitted.**
- 6.1.2 Registration: The Bidder should be registered with the Income Tax Department (PAN card) and GST Department.
- 6.1.3 Returns: The Bidder should also submit returns of Income Tax Department for last three years.
- 6.1.4 Experience: The bidder should have experience in the similar field for supply of Stationery Items in the Government Departments / Public Sector (Central or State) or any reputed organization of annual contract for at least anyone year during last five years.

6.2 EARNEST MONEY DEPOSIT

- 6.2.1 The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 18,000/- to be paid online. The Tender received without EMD shall be rejected summarily.
- 6.2.2 The EMD of successful Tenderer will be forfeited if he fails to deposit the Security Deposit amount within 15 (fifteen) days after the issue of Letter of Acceptance.
- 7.2.3 The EMD of unsuccessful Tenderer shall be released only after signing of the contract.
- 7.2.4 M.P. Bhawan reserve the right of forfeiture of the EMD in additions to other claims and penalties in the event of the bidder's failure to fulfill any contractual obligation or in the event of termination of contract as per terms and conditions of the contract.

6.3 SECURITY DEPOSIT

Security Deposit Amount is Rs. 18,000/- The Security Deposit must be deposited by account payee bank draft /D.D. of any scheduled commercial bank drawn in favour of "**Additional Resident Commissioner, M.P. Bhawan, New Delhi**" payable at New Delhi. Any compensation or other sums payable by the contractor to the MP Bhawan under the terms & conditions of this contract may be deducted from his security deposit or from any sums which may be due or may become due to the contractor by the MP Bhawan on any account whatsoever. The security deposit will be returned to the bidder after successful completion of the contract.

6.4 BID EVALUATION CRITERIA

- 6.4.1 Online Technical Bids shall be evaluated by a Tender Evaluating Committee based on the documents submitted online by the tenderer.
- 6.4.2 The Online Financial Bid of those bidders who are found eligible in Technical Bid shall be opened on 11/06/2026 in the presence of bidders who choose to be present.
- 6.4. M.P. Bhawan Authority reserves the right to seek confirmation / clarification on the supporting documents submitted by the tenderer.

6.5 TERMS AND CONDITIONS OF CONTRACT

- 6.5.1 Material quality will as per standard specification & sample approved.
- 6.5.2 Initially the agreement shall be executed for a period of one year and may be extendable for further period of one year on basis of satisfactory performance, with mutual consent on the same terms and conditions and rates.
- 6.5.3 The earnest money of the awardee of the contract is refundable after completion of contract period and EMD of other bidder's/ tenderer's will be refunded after the finalization of the contract
- 6.5.4 Price should be quoted for all the items listed in Price Bid.
- 6.5.5 The tender will be appraised by committee formed by M.P. Bhawan. The tender will be decided based on the lowest Grand Total Amount under column No. 6 (Total Amount) of table (Section-7)in Financial Bid. However order will be placed as per actual requirement as and when required.
- 6.5.6 The quantity shown in Section-7 may increase or decrease and no claim on this account will be entertained whatsoever.
- 6.5.7 The time period for supply of Stationery items should not be more than 07 days from the date of receiving of supply order.
- 6.5.8 Payment will be made after supply of stationery items as per work order and bill will be raised in the duplicate copy.
- 6.5.9 A penalty of Rs. 200/- per day will be levied for delay.
- 6.5.10 Conditional tender will not be accepted.
- 6.5.11 Place of work (supply): Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi
- 6.5.12 In situation where two or more contractors/ bidders are at par with each other in respect of their rates after all the arithmetic and other checks are carried out, then the Rebate on the quoted amount from all the agencies whose rates are at par shall be invited, in sealed envelopes, which shall be opened in the presence of the agencies or their authorised person whosoever choose to remain present.
- 6.5.13 Total amount shall be quoted in financial bid. Total lowest quoted amount (L-1) shall be considered as successful bidders. If L-1 bidder fails to execute the contract within the stipulated time limit, then the E.M.D. of L-1 bidder will be confiscated and the competent authority reserves the right to award the contract to L-2 bidder on L-1 quoted rates.
- 6.5.14 Tender received without the receipt of cost of tender from and EMD shall be considered as non-responsive and all such tenders shall be liable to be rejected.
- 6.5.15 Resident Commissioner Govt. of M.P. reserves the right to accept or reject in full/ part any quotations received, without assigning any reason thereof. The decision of the Resident Commissioner shall be final, conclusive and binding on the parties of the contract.

6.6 CONTRACTOR'S LIABILITY

If the contractor be hindered in the supply of some materials so as to necessitate an extension of the time allowed in the supply order, he shall apply in writing to the Addl. Resident Commissioner who shall grant it in writing, if reasonable grounds be shown for it, and without such written authority, the contractor shall not claim exemption from any recovery which may be made.

6.7 QUALITY

The contractor shall supply stationery items as per standard specification as approved by M.P. Bhawan Authority and get the receipt of the materials supplied, if it is found that the materials are not up to the standard, no receipt shall be issued by the receiver.

6.8 RISK AND COST

In the event of the quality of any material being considered by the competent authority to be inferior to that described in the specification, the contractor shall remove the same at his own risk and cost. In the event of his neglecting to do so within such period as may be given by the competent authority, such materials will be removed by the client at the contractor's risk and cost. The expense incurred being liable to be deducted from the security deposit or from any sum due, or which may become due, to the contractor. No responsibility shall attach to the authorized person for the safe custody of the materials supplied in excess, disapproved or not so removed.

6.9 DELAY

The contractor shall supply stationery items at Madhya Pradesh Bhawan within 07 days from the date of receiving of the supply order. In case of delay, penalty of Rs. 200/- day will be levied for next three days. On further delay or if the contractor refuses to supply the client may purchase stationery items from the open market any material ordered, not so supplied and recover from contractor or from his security deposit the difference between the actual cost of purchase and the amount that would have been payable for the materials under this contract plus 10% supervision charges. If the client purchases the materials from the open market at cheaper rates, the contractor shall have no claim for payment of the difference in cost, but will have to pay 10% supervision charges.

6.10 PENALTY CLAUSE

On the breach of any term or condition of this contract by the contractor, the Addl. Resident Commissioner shall be entitled to terminate the contract and to forfeit the security deposit or the balance thereof that may at that time be remaining, and to retain the same as damages and compensation for the said breach, but without prejudice to the right of the MP Bhawan to recover any further sums as damage from any sums due or which may become due to the contractor by MP Bhawan. Further, in the event of termination of the contract the contractor shall have no claim for any compensation for loss in respect of any materials.

6.11 TENURE OF TENDER

The initial period of Contract is one year from the date of acceptance of contract which can be extended for one year subject to satisfactory services and mutual consent of both parties on same Terms & Conditions.

6.12 VALIDITY OF TENDERS

Tenders shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Tenders.

6.13 GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- 6.13.1 The contractor shall be responsible for all rules/regulations of central and state Government.
- 6.13.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including terms may be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.
- 6.13.3 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

**OFFICE OF THE RESIDENT COMMISSIONER
GOVT. OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C-D, JESUS & MARY MARG,
CHANAKYAPURI, NEW DELHI - 110021
Phone No. 011-26772001/ 2002**

7. FINANCIAL BID

I/we hereby tender for annual supply of Stationery items for the Governor of Madhya Pradesh of the work specified by in the underwritten memorandum within the time specified in such memorandum at the amount specified therein and in accordance in all respects with Terms & conditions.

Name of work : **Annual supply of Stationery Items at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi**

Amount of Contract : **Rs. 6,00,000/-**

Amount of Earnest Money : **Rs. 18,000/- (To be paid online)**

Period : **One year from the date of acceptance, which can be extended for another one year on mutual consent.**

ITEMS RATE CONTRACT**(Rate in Rs.)**

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Including GST)	Amount (Including GST)
1	2	3	4	5	6 (4x5)
7.1	All Pin (Oddy)	Per Pkt.	07		
7.2	U Clip (Plastic)	Per Pkt.	20		
7.3	Binder Clip 12mm Butterfly	Per Pkt.	20		
7.4	Binder Clip 19 mm Butterfly	Per Pkt.	20		
7.5	Binder Clip 32 mm Butterfly	Per Pkt.	10		
7.6	Binder Clip 41 mm Butterfly	Per Pkt.	10		
7.7	Add Gel Achiever	Per Pen	50		
7.8	Montex Mega Top	Per Pen	600		
7.9	Montex Scale Retractable Ball Pen	Per Pen	20		
7.10	Cello Maxriter Ballpoint Pen	Per Pen	40		
7.11	Cello Butterflow Ballpoint Pen	Per Pen	40		
7.12	Reynolds 045	Per Pen	400		
7.13	Uni Ball Pen UB157	Per Pen	200		
7.14	Pilot Hi-Tecpoint V5 Pen	Per Pen	50		
7.15	Pilot Hi-Tecpoint V7 Pen	Per Pen	50		
7.16	Luxor Pilot Pen	Per Pen	20		
7.17	Rorito 'T-Max' Gel Ink Rollerball Pens	Per Pen	10		
7.18	Add Gel Achiever Refill	Per Refill	10		
7.19	Carbon Paper A4 Size (Camel)	Per Pkt.	10		
7.20	JK Red Photocopier Paper A3 (75 GSM) or equivalent*	Per Rim	10		
7.21	JK Red Photocopier Paper A4 (JK 75 GSM) or equivalent*	Per Rim	800		
7.22	JK Red Photocopier Paper Legal Size (75 GSM) or	Per Rim	05		

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Including GST)	Amount (Including GST)
1	2	3	4	5	6 (4x5)
	equivalent*				
7.23	Glossy Paper A4 (As per Sample)	Per Sheet	300		
7.24	Glossy Paper A 3 (As per Sample)	Per Sheet	300		
7.25	Glossy Paper Inkjet A4	Per Pkt.	1		
7.26	Glossy Paper Inkjet A3	Per Pkt.	1		
7.27	Cello Tape 1 Inch good quality or equivalent *	each	50		
7.28	Cello Tape 2 Inch good quality or equivalent *	each	50		
7.29	Cello Tape 3 Inch good quality or equivalent *	each	35		
7.30	Brown Tape 1 Inch good quality	each	10		
7.31	Brown Tape 2 Inch good quality	each	50		
7.32	Brown Tape 3 Inch good quality	each	30		
7.33	Dak Pad (Neelgagan)	each	20		
7.34	File Cover (Neeraj Recod File No. 1600) or equivalent*	each	800		
7.35	File Board (Neelgagan No. 31)	each	800		
7.36	Gum 700 M.L. (Camel)	each	10		
7.37	Gum 200 M.L. (Camel)	each	10		
7.38	Correction Pen Flue (Kores)	each	20		
7.39	Green Notesheet (As per sample)	Per Sheet	100		
7.40	Pencil (Natraj) (1 Pkt -10 pencil)	Per Pkt.	10		
7.41	Pencil (Apsara) (1 Pkt -10 pencil)	Per Pkt.	10		
7.42	Pencil Eraser (Apsara)	Per Eraser	30		
7.43	Pencil pen sharpener (Natraj)	Per Eraser	20		
7.44	Spiral Note Book No. 33 - 80 pages (Oddy)	each	200		
7.45	Spiral Note Book No. 33 - 80 pages (Neelgagan)	each	200		
7.46	Slip Pad No. 33 -80 Pages (Neelgagan)	each	100		
7.47	Slip Pad No. 33 -80 Pages (Oddy)	each	100		
7.48	Neelgagan Spiral Note Book Five One No. 67	each	10		
7.49	Notebook Spiral No. 66 (Neelgagan)	each	100		
7.50	Stapler Small Kangaro or equivalent*	each	20		
7.51	Stapler Kangaro HP45 or equivalent*	each	10		
7.52	Kangaro HD-45 Stapler or equivalent*	each	5		
7.53	Stapler Pin Small Kangaro(one box 20 pcs) or equivalent *	Per Pkt.	5		
7.54	Stapler Pin Size 24/6 Kangaro(one box 20 pcs) or equivalent *	per Pkt.	5		
7.55	Stapler Pin Size 23/17-H Kangaro(one box 5 pcs) or equivalent *	per Pkt.	1		
7.56	Yellow Envelop A3 Size with lamination	each	500		
7.57	Yellow Envelop A3 Size (कपडेवाले)	each	100		
7.58	Yellow Envelop A4 Size with lamination	each	700		
7.59	Yellow Envelop A4 Size (कपडेवाले)	each	200		
7.60	Dak Envelop 11x5 white(One pack 250 pcs)	per pkt.	20		
7.61	Dak Envelop 9x4 white(one pack 250 pcs.)	per pkt.	10		
7.62	Window Dak Envelop 11x5 white (one pack 250 pcs.)	per pkt.	2		
7.63	Window Dak Envelop 9x4 white (one pack 250 pcs.)	per pkt.	2		
7.64	Stamp Pad Ink	each	15		

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Including GST)	Amount (Including GST)
1	2	3	4	5	6 (4x5)
7.65	Scale Steel (12 inch)	per scale	12		
7.66	Poker	each	02		
7.67	Tag White	per Pkt.	100		
7.68	Register 4 Quire- Shipra or equivalent *	each	50		
7.69	Register 6 Quire- Shipra or equivalent *	each	10		
7.70	Register 2 Quire- Shipra or equivalent *	each	50		
7.71	Register 1 Quire- Shipra or equivalent *	each	50		
7.72	Solo LF 101Clear Plastic Folder	per folder	3000		
7.73	One Sided Plastic Folder (As per sample)	per folder	100		
7.74	Single Punching Machine Kangaro or equivalent *	each	5		
7.75	Double Punching Machine Kangaro or equivalent *	each	3		
7.76	Dispatch Register 10 Quire Neelgagan or equivalent *	each	10		
7.77	Receipt Register 10 Quire Neelgagan or equivalent *	each	10		
7.78	Lase Long Size Green	per Pkt.	10		
7.79	Highlighter (Faber-Castell)	each	20		
7.80	Shorthand Notebook Neelgagan	each	05		
7.81	Calculator (Citizen Desktop CT 500JS)	each	10		
7.82	Post-it-note size- 3"X5-100 sheets	each	10		
7.83	Post-it-note size- 3"X3-100 sheets	each	10		
7.84	Flag oddy	each	100		
7.85	Flag Plastic 45mmx12mm	each	10		
7.86	Marker Luxor CD /DVD/ OHP Marker Pens (pack of 10 pcs.)	per Pkt.	2		
7.87	Permanent Marker Pen (Camlin) (pack of 10 pcs.)	per Pkt.	2		
7.88	Fevistik Glue Stick, 15 grams	each	40		
7.89	Spiral Binding Wire (Small)	per Pkt.	2		
7.90	Spiral Binding Wire (Medium)	per Pkt.	1		
7.91	Spiral Binding Wire (Large)	per Pkt.	1		
7.92	Snow White Cartridge Paper (As per sample)	Per page	400		
7.93	A4 Binding Sheet (White)	per sheet	200		
7.94	A4 Binding Sheet (Blue)	per sheet	200		
7.95	A3 Binding Sheet (White)	per sheet	100		
7.96	A3 Binding Sheet (Blue)	per sheet	100		
7.97	Legal Binding Sheet (White)	per sheet	100		
7.98	Legal Binding Sheet (blue)	per sheet	100		
7.99	Pen Drive 16GB(Scan Disk) or equivalent *	each	30		
7.100	Pen Drive 32 GB(Scan Disk) or equivalent *	each	10		
7.101	Pen Drive 64(Scan Disk) or equivalent *	each	10		
7.102	CD (Moserbaer) or equivalent *	each	05		
7.103	DVD Moserbaer or equivalent *	each	05		
7.104	White board marker pen Artline 157R (pack of 10 pcs.)	per pkt.	2		
7.105	Faber Castell Stamp Pad (Size 110 mm x 69mm)	each	10		
7.106	Faber Castell Stamp Pad (Size 88 mm x 54mm)	each	5		

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Including GST)	Amount (Including GST)
1	2	3	4	5	6 (4x5)
7.107	Numbering Machine	each	1		
7.108	Solo Display Book (100 pages) A4 Size	each	20		
7.109	Solo Display Book (100 pages) Legal Size	each	10		
7.110	Solo Sheet Protector (Set Of 100, Transparent) A4 Size	per pkt.	1		
7.111	Solo Sheet Protector (Set Of 100, Transparent) Legal Size	per pkt.	1		
7.112	Solo Business File A4 FB 101	each	20		
7.113	Magic Tape 19 mm x 32.9 mm (Scotch make) with machine	each	5		
7.114	Magic Tape 12 mm x 20 mm (Scotch make) with machine	each	5		
7.115	Double Side Tape 20mm, 3 meter	Each	5		
7.116	Magnet Board Duster	each	2		
7.117	Mouse Pad	each	20		
7.118	Stock Register 800 Pages (Neelgagan) or equivalent *	each	10		
7.119	Stock Register 2 Quire (Neelgagan) or equivalent *	each	10		
7.120	Stock Register 4 Quire (Neelgagan) or equivalent *	each	10		
7.121	Scissor Medium Size (Munix) or equivalent *	each	10		
7.122	Scissor Small Size(Munix) or equivalent *	each	10		
7.123	Scissor Big Size(Munix)	each	10		
7.124	Sticker A4 Label (210x297 mm de fmat)	per Pkt.	10		
7.125	Solo RB- 402 Ring Binder-2-D-Ring A4	each	10		
7.126	Paper Weight	each	5		
7.127	Lamination Sheet (A3 - 210x297 mm) (100 sheet per pkt.)	Pkt.	2		
7.128	Lamination Sheet (A4 - 210x297 mm) (100 sheet per pkt.)	Pkt.	2		
7.129	Lamination Sheet (Legal 125 MIC) (100 sheet per pkt.)	Pkt.	3		
7.130	Lamination Roll A4	Per Roll	3		
7.131	Lamination Roll A3 Size	Per Roll	2		
7.132	Sketch Pen (Stick) (12 pcs. per pkt.)	per Pkt.	3		
7.133	Button Folder (Solo)	each	60		
7.134	Magnetic Pin Holder	per pkt.	5		
7.135	Push Pin	pkt.	5		
7.136	Engagement Stand (Display Stand)	each	5		
7.137	Pen Holder (Plastic)	each	10		
7.138	Rubber Band (500 gm.)	pkt.	5		
7.139	Stapler Pen Remover (Small Size)	each	5		
7.140	Stapler Pen Remover (SR 300)	each	5		
7.141	Attendance Register (1 Quire)	each	12		
7.142	Attendance Register (2 Quire)	each	12		
7.143	Paper Cutting Knives	each	10		
7.144	Paper Cutter Machine (A3+ size) (as per sample)	each	1		

S. No.	Description of items	Unit	Appx. Qty. Per Year	Unit Rate (Including GST)	Amount (Including GST)
1	2	3	4	5	6 (4x5)
7.145	Vehicle Log Book (as per sample)	each	100		
7.146	Pen Stand 4 Pen (Solo)	each	5		
7.147	Pen Stand 2 Pen (Solo)	each	5		
7.148	Kobra File Spring	each	100		
7.149	Plastic Tray (separate)	each	10		
7.150	Plastic Tray (Three Box)	each	10		
7.151	T- type Pin	Per Pkt.	3		
7.152	Parker Refill Quick flow	each	02		
7.153	Digital Weighting Scale Machine for Envelope	each	1		
7.154	Paper Shredder Machine (20 Pages)	each	1		
7.155	Kangaro HDP-1320 Paper Punch*	each	1		
7.156	Kebica Executive 6 Compartments Plastic Pen Stand	each	1		
7.157	Swiping Machine Thermal Paper Roll	Per roll	5		
7.158	A3 size spiral Binding Machine (as per sample)	each	1		
7.159	A3 size Lamination Machine (as per sample)	each	1		
7.160	Sponge Damper Pad	each	5		
7.161	HP Steel Body Pen Drive - 16 GB or equivalent *	each	4		
7.162	HP Steel Body Pen Drive - 32 GB or equivalent *	each	4		
7.163	Segate 2TB wired portable Hard Disk Segate make or equivalent *	each	2		
Grand Total Amount (Rs.)					

Note: It is mandatory to fill all the columns.

Signature of Tenderer _____

Name of the Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/Agency _____