



THE STATE TRADING CORPORATION OF INDIA LTD. (STC)
Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001
Telephone: 011-23313177, Fax: 011-23701191, 23701123

STC/GAD/2016/STATIONARY/03

13.12.2016

NOTICE INVITING APPLICATION FOR EMPANELMENT OF PRINTERS FOR PRINTING OF OFFICE STATIONERY ITEMS.

1. STC invites application for Empanelment for Printers. Interested parties who hold a valid VAT /TIN may submit their application in the prescribed form enclosed herein giving all required details to Mr. Arun Nanda, Deputy Manager, STC of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110001. The applications may be submitted latest by 11.00 AM on 03.01.2017. The applications received in box will be opened on the same day at 11.30 AM in presence of tenderer/the authorized representatives.

All details regarding the subject are available on websites: www.stclimited.co.in and www.tenders.gov.in and www.eprocure.gov.in. Any change/modification/ corrigendum in connection with this notice will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

2. Earnest Money Deposit (EMD)

- All applicants are requested to furnish an EMD of Rs. 10,000/- (Rupees Ten Thousand only) by way of Banker's Cheque / Demand Draft drawn in favour of 'The State Trading Corporation of India Ltd.' payable at 'New Delhi'.
- MSEs having valid registration certificate are exempted from payment of EMD. MSEs are required to submit Registration/Exemption certificate in lieu of EMD.
- Applications for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.

- STC shall not be responsible for non-receipt / non-delivery / delayed receipt of the EMD due to any reason whatsoever.
- EMD shall not carry any interest. EMD of unsuccessful applicants shall be returned after formation of panel.
- The EMD of successful applicants will be kept as interest free security. The security would be forfeited in the event of non-performance of contractual obligations

3. Scope of Work

Various type of office stationery items such as letter heads(Big & small), Note Sheets(Big & Small), Leave application forms, Leave Encashment Form, Medical Reimbursement Forms, Canteen Coupon, CPF Form, Car Repair Form, File cover, Gate Pass book, other printing items, etc. as per the list attached (Annexure "B")

4. GENERAL TERMS AND CONDITIONS

- Submission of application does not confer any right on any applicant for empanelment with STC.
- STC also reserves the right to call any applicant for any information and record and also inspect its premises before/during the empanelment.
- STC also reserves the right to make purchases from other party/parties who are not empanelled with STC.
- In the case of Printers, the infrastructure etc. would be inspected by a team of STC officials before registration/empanelment.
- Based upon the information gathered from the applicants, a panel of the printers and stationers will be prepared by the committee consisting of STC officials. Thereafter quotations for rates will be called from empanelled parties from time to time for specific requirement as and when required by STC.
- Offers should be valid for a period of 90 days from the date of closing of tender.
- The successful applicants shall submit a letter of acceptance within 7 days from the date of issue of letter from STC regarding their empanelment.
- Conditional offers are liable to be rejected.
- Offers submitted by Email, Fax, telegram or telex shall not be considered.

- In case the selected party backs out of the contract midstream or does not provide service to the full satisfaction of STC, the security deposit shall stand forfeited.
- STC reserves the right to accept or reject any or all applications without assigning any reasonthereof.
- The Selected Applicant shall fully indemnify, hold harmless and defend STC from and against all claims, liabilities, and suits, damages etc. caused due to negligence/commission/omission of selected Applicants and its agent or representative under an agreement pursuant to this notice or under the applicable laws of India.
- Selected Applicants hereto agrees that the courts and tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this notice. All disputes arising out of this notice shall be decided in accordance with the laws of India.
- STC at any stage may terminate the panel without assigning any reason.
- The envelope containing application as per Annexure “A” on the companies Letterhead alongwith EMD and all desired information should be sealed and superscribed as “**APPLICATION FOR EMPANELMENT OF PRINTER**”. The sealed envelope should be dropped in the ‘Tender Box’ kept at the following address so as to reach on or before the prescribed deadline.

The State trading Corporation of India Ltd.,
Jawahar Vyapar Bhawan,
Ground Floor
Tolstoy Marg,
New Delhi -110001

5. The prospective bidders may contact :

Mr. Arun Nanda,
Deputy Manager
The State trading Corporation of India Ltd.,
JawaharVyaparBhawan,
4th Floor
Tolstoy Marg, New Delhi -110001.
Ph. No. : 011-23462219

INFORMATION REQUIRED FOR EMPANELMENT

(Attach photocopy of all documents duly signed)

1. . Name & Postal address of Agency:
Telephones Nos.: (a) Landline No(s) : (Optional)
(b) Mobile No(s) :
E-mail:
Fax Nos. (Optional)
2. Sales Tax Regn. No.:
3. Service Tax No.:
4. PAN No.:
5. VAT/CST Registration with TIN No
6. Give Names and Addresses of three reputed clients of Govt. /Semi Govt. / Autonomous Organization during the last three financial years with a value separately for each year.
7. Complete notice document duly signed & stamped as a token of accepting all terms & conditions contained in the document.

All the documents are subject to verification and acceptance by STC.

Signature

Authorized Signatory with Rubber Stamp

Name.....

Designation.....

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ANNEXURE "B"

<i>Name of printing material item</i>
Canteen coupon
Canteen daily sheet receipt and issue form
Canteen floor sale record form
CPF form
Car repair form
Dispensary OPD ticket
DOP book
Driver log book
Envelop 12 x 10 khakhi
Envelop 12 x 16 khbakhi
Envelop khakhi 12x4
Envelop white 9 x 4
Envelop 12 x 16 yellow
File cover green
Identity card
Income tax certificate
Leave application form
Leave encashment form
Letter A4, both side printing material
Letter head association
Letter head big STC
Letter head small STC
Letter head for CGM, DIRECTOR, CHAIRMAN
Letter head Union
Log book
Medical card
Medical for retired employees
Medical claim form
Meeting pad
Memorandum of article
Note sheet big
Note sheet small
Pay check register
PMR Book
Purchase order book
Reception register
Ruled pad
Slip pad
TA claim form
Three in one pad
Share certificate
Visiting card Dir, CMD
Visiting card mangers
Visitor entry pass
Visitor pass book

Any other printing item as and when required for printing.