



## **NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY**

1. RCUES, Lucknow invites sealed Tenders from the interested & eligible suppliers/Joint ventures/Firm/Company for supply of Stationery items to Regional Centre for Urban & Environmental Studies, Lucknow (RCUES) for one year which is extendable further for another two years on the same rates, terms & conditions with mutual consent of both the parties

<b>Name of Work</b>	<b>TENDER Fee (Non-Refundable)</b>	<b>Estimated Annual Cost for a year</b>	<b>Earnest Money Deposit (EMD)</b>	<b>Security Deposit (SD)</b>	<b>Last Date of Receiving of Sealed Tender Bids</b>	<b>Date of Tender Opening (Technical Bids)</b>
<b>Supply of Stationery to RCUES, Lucknow</b>	<b>Rs.3,000/-</b>	<b>Rs.5.00 Lakhs</b>	<b>Rs.10,000/-</b>	<b>Rs.50,000/-</b>	<b>10/08/2017 By 3:00 p.m.</b>	<b>10/08/2017 4:00 p.m.</b>

2. The set of TENDER documents can be downloaded from the website of RCUES, [www.rcueslucknow.org](http://www.rcueslucknow.org) or [www.eprocure.gov.in](http://www.eprocure.gov.in) from (17/07/2017) to (10/08/2017).
3. A non – refundable Tender fee of Rs.3000/- (Rupees Three Thousand only) payable through demand draft/Banker Cheques of any nationalized bank drawn in favor of “Regional Centre for Urban & Environmental Studies, Lucknow” payable at Lucknow is required to be submitted along with tender document.
4. The Earnest Money of Rs.10,000/- (Rupees Ten Thousand Only) will be deposited along with the TENDER document.
5. The Security Deposit/Performance Guarantee of Rs.50,000/- (Rupees Fifty Thousand Only) will be deposited only by selected bidder after deducting EMD amount.
6. Pre bid meeting will held on (31/07/2017) at RCUES, Lucknow.

### **TENDER DOCUMENTS CONSIST THE FOLLOWING:**

1. Eligibility Criteria.
2. General Instruction for the Suppliers.
3. General Terms & Conditions of Contract.
4. Special Terms & Conditions of Contract.
5. Technical Bid (Annexure “A”).
6. Financial Bid (Annexure “B”).
7. Proforma of Undertaking (Annexure “C”).
8. Details of Existing/Completed Contract (Annexure “D”).

## **1. ELIGIBILITY CRITERIA:**

- a) The bidder must have minimum three years of experience of supplying the Stationery items in bulk to Government Departments/PSUs/Nationalized Banks/MNC/Autonomous Bodies. Copies of two such purchase order (of Rs.50,000/- or more) received during each of the last three years should be enclosed.
- b) Annual Turnover should be Rs.10 Lakhs or more in each of the last three financial year i.e FY 2014-15, FY 2015-16, FY 2016-17. Completed Audited annual turnover report along with financial statement for last three years to be submitted along with the technical bid.
- c) The Suppliers must have a valid PAN No., GST No., Registration Certificate, Bank Account in any of the Nationalized banks/Schedule banks (In case of Ltd./Pvt. Ltd/Partnership firms, the PAN & Account shall be in the name of the Firm/Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner. Photocopy of PAN Card of the firm/Dealer/Proprietor & VAT/Trade Tax Return for the last three years, photocopy of the registration certificate is to be submitted with the technical bid. The Suppliers must also register under GST Act. Vendor shall comply with all the statutory requirements/norms issued by the Government from time to time.

## **GENERAL INSTRUCTION FOR THE SUPPLIERS**

### **1. SEALED TENDER:**

Sealed Tenders are invited from reputed suppliers fulfilling the eligibility criteria mentioned in the TENDER documents for the supply of stationery as per the list enclosed.

### **2. SALE OF TENDER, LAST DATE OF RECEIPT AND OPENING OF TENDERS**

A. **Issue of Tender:** A set of Tender documents can be downloaded from the website of RCUES, [www.rcueslucknow.org](http://www.rcueslucknow.org) or [www.eprocure.gov.in](http://www.eprocure.gov.in) from (17/07/2017) to (10/08/2017)

A non – refundable Tender fee of Rs.3000/- (Rupees Three Thousand only) payable through demand draft/Banker Cheques of any nationalized bank drawn in favor of “Regional Centre for Urban & Environmental Studies, Lucknow” payable at Lucknow have to be submitted along with tender document.

B. **Last date of Receipt:** The Tender, complete in all respect, numbered, signed with stamp of the firm on each page, and should be dropped in the TENDER Box kept at the centre, Regional Centre for Urban & Environmental Studies, Lucknow by the stipulated date & time. TENDER submitted or received after the closing date & time will not be considered.

C. **Signing of TENDER:** Individuals signing TENDER or other documents connected with the contract specify:

- (i) Whether signing as a “Sole proprietor” of the firm or his attorney.
- (ii) Whether signing as a “Registered Active Partner” of the firm or his attorney.
- (iii) In the case of companies & firms registered under the Indian Partnership Act/ the companies Act, the capacity in which signing e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, it called upon to do so. In case of unregistered firms all the members of the firm should sign the TENDER & relevant documents.

- (iv) Each page of the TENDER document and papers submitted along with, should be numbered, signed & stamped by the authorized signatory as a token of acceptance of term and conditions laid down by the RCUES, Lucknow.

D. **Validity of TENDERS:** The validity of rates quoted will be for a period of one year from the date of award of contract. However, the RCUES Lucknow may extend the validity for another two years on same terms and conditions and rates with mutual consent of both the parties.

### 3. PROCEDURE FOR SUBMITTING TENDERS

The TENDERS are to be submitted as per two bid system i.e. Technical Bid & Financial Bid.

- a) **Technical Bid** should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, and undertaking as per instructions etc.
- b) **Financial Bid** should contain the rates quoted for the services to be provided as per the instructions given in the tender document.

Both the bid should be submitted in two separate sealed envelope super scribed as “Technical Bid for Supply of Stationery Items” and “Financial Bid for Supply of Stationery Items”. An Tender document fee of Rs.3,000/- (Rupees Three Thousand only) & Earnest money deposited for Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft or Banker’s cheque only of any nationalized bank should be placed at the top of the technical bid. Both the envelope containing technical bid & financial bid should be put in a third envelope and should be super scribed “Tender for Supply of Stationery Items”. Sealed envelope should be addressed to the Administrative Officer, RCUES, Lucknow.

### 4. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of TENDER.
- b) Registration certificate of the firm/company/Joint Venture.
- c) Demand draft of TENDER Document Fee and Earnest Money deposit.
- d) Complete Audited Annual Turnover Statement of last three financial year i.e FY 2014-15, FY 2015-16 & FY 2016-17.
- e) Photocopy of Pan No. of the firm/Company/Proprietor.
- f) Photocopy of VAT/Trade Tax return of last three financial year i.e FY 2014-15, FY 2015-16 & FY 2016-17 in support of annual turnover.
- g) GST registration certificate of the firm/company/proprietor. Copy of the certificate has to be submitted to RCUES, Lucknow. Those who are in process of GST registration may mention the same.
- h) Copies of at least two purchase order (of Rs.50,000/- or more in each FY) received from Government Departments/PSUs/Nationalized Banks/MNC/Autonomous Bodies during each of the last three financial year i.e FY 2014-15, FY 2015-16 & FY 2016-17 in support of the experience.
- i) The undertaking (Annexure “C”) duly signed by the Suppliers.

All the aforesaid documents must be enclosed with the Technical Bid failing which, the TENDER shall not be considered. The documents should be signed with seal by the Suppliers/bidder.

### 5. PRICES:

- a) Prices should be quoted for all the items listed in Annexure “B” without any overwriting/erasing/cutting. Use of white fluid/correction fluid/correction tape is strictly prohibited.
- b) CGST/SGST should be quoted separately for each item. Price Bids showing rates like “Tax Included/Inclusive of Tax/Tax paid” etc. are not acceptable and such offer shall not be considered.
- c) The rates should be inclusive of freight charges, packing charges etc.
- d) Conditional bids shall be rejected.
- e) The rates for the quoted items should not be higher than those quoted in any other organization/institution or the MRP.
- f) Successful Suppliers shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
- g) Bidder should quote the rates for all the items mentioned in the “Annexure – B”. Incomplete or part quotations will be rejected.
- h) The Suppliers are advised to quote their rates on the basis of costing/profitability of individual items because the RCUES reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

**6. RIGHT OF REJECTION OF TENDER:**

The RCUES reserves the right to accept or reject any or all the TENDERS without assigning any reason. RCUES is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tender. It also reserves the right to accept/reject (part or whole) or any tenders at their sole discretion without assigning any reason thereof. Its decision in the matter will be final and binding.

**7. EVALUATION OF TENDER:**

- a) On the basis of assessment of general condition and receipt of EMD, Technical bids of only qualified bidders shall be considered for evaluation by the Technical evaluation committee constituted by the competent authority. Thereafter, on the basis of the evaluation of Technical bid/bids, the financial bid/bids of only those technically qualified offers, shall be opened for evaluation. The Suppliers may note that quantities mentioned in the financial bid format (Annexure-B) are only tentative in nature and are meant only for the purpose of evaluation of TENDER. Actual procurement quantities of items may differ as per requirement.
- b) Financial bids will be finalized on total of rates quoted for items and per Annexure “B”. It is to be noted that as bids will be finalized on the total of rates quoted for all items, the tenderer/vendors must quote the rates of each & every item. The bidders, which do not quote the rates of each & every item as per Annexure “B” shall be summarily rejected.

## **GENERAL TERMS AND CONDITIONS OF CONTRACT**

**1. DELIVERY OF ITEMS/MATERIAL:**

- a) The time and the date of delivery of Items/Materials stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the Regional Centre for Urban & Environmental Studies, Ministry of Urban Development, Adjacent Registrar’s office, University of Lucknow, Lucknow (U.P) – 226007 within one week from the date of dispatch of purchase order.
- b) The supply shall have to be made as per the purchase order during the year.

- c) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the purchase will be recovered from the contractor.

**2. PACKING OF ITEMS/MATERIALS:**

Suppliers/Bidder/Dealer should supply the Items/Materials with proper packing and making for transit so as to receive at the destination without any loss or damage of the item/items.

**3. PAYMENT:**

Payment shall be made after receipt of complete Items/Materials mentioned in the purchase order and due inspection by the nominated official of RCUES, Lucknow within a month after receipt of bill. No advance payment shall be made.

**4. SUBLETTING THE CONTRACT:**

The Suppliers shall not sublet, transfer or assign the TENDER or any thereof without the written permission of the RCUES. In the event of the contractor contravening this condition, the RCUES has right to terminate the contract.

**5. PENALTY CLAUSE & RISK PURCHASE:**

The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

- a) **For Delay in Supply:** Penalty of 2% of the value of the order calculated at the contract rate per week or a part of week will be levied. The maximum penalty for late supply shall not exceed 10% of total value of order/orders.
- b) **For Non-Supply:** If the order is still not supplied, the purchase order will be cancelled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/Security money deposit of the contractor. The cutoff date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in cancelling of the contract and forfeit of security money deposit.

**6. SECURITY DEPOSIT:**

Performance security of Rs.50,000/- (Rupees Fifty Thousand Only) shall have to be deposited by successful Suppliers(s) after deducting EMD amount through DD/Banker's cheque in favor of "Regional Centre for Urban & Environmental Studies, Lucknow" payable at Lucknow. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract.

Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the TENDER in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is false, misleading or forged.

**7. DISPUTES AND ARBITRATION:**

In case of any dispute the decision of the RCUES will be final. The venue of any arbitration shall be Lucknow. The RCUES also reserves the right to terminate the contract at any time without assigning any reason(s) therefore.

## **SPECIAL TERMS & CONDITIONS OF CONTRACT**

**1. TECHNICAL SPECIFICATION:**

The specification of stationery items offered by the Suppliers must tally with the specification mentioned in the TENDER document (Annexure “B”). Any modification in the specification will be done after mutual consent of both the parties.

**2. INSPECTION OF SUPPLIES:**

Supplies shall be accepted subject to the complete satisfaction of RCUES, Lucknow. Any defect found in the material/ items supplied will render the supplies open to rejection and decision of the RCUES, Lucknow, shall be final and legally binding. The rejected material/items will be replaced with the item of standard specifications/quality as acceptable to the RCUES, Lucknow within a week’s time. Failing to do so, the material/items may, at the discretion of the authority, be purchased from others at the risk and costs of the Suppliers.

**3. SUPPLY OF MATERIAL WHOSE BRAND & SPECIFICATION IS NOT MENTIONED:**

Supplier must take the prior approval of the sample of the items whose specification or brand name mentioned “Best Quality”. After approval of the sample items should be supplied as per the purchase order.

**4. ADHERENCE TO THE FORMAT**

The Format provided as Annexure B should not be changed or modified.

**TECHNICAL BID**

1. Name of the firm: : \_\_\_\_\_  
\_\_\_\_\_
2. Address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone No./Mob No./Fax No. : \_\_\_\_\_  
\_\_\_\_\_
4. Person responsible for conduct of buss. : \_\_\_\_\_
5. Firm's Registration Certificate No : \_\_\_\_\_
6. PAN No. : \_\_\_\_\_
7. GST No. : \_\_\_\_\_
8. Annual Turnover: FY 2014-15 : \_\_\_\_\_  
FY 2015-16 : \_\_\_\_\_  
FY 2016-17 : \_\_\_\_\_
9. Details of Purchase order received from Govt. Departments/PSUs/Nationalized Bank/Autonomous bodies:
- |            |     |       |           |       |
|------------|-----|-------|-----------|-------|
| FY 2014-15 | (1) | _____ | Value Rs. | _____ |
|            | (2) | _____ | Value Rs. | _____ |
| FY 2015-16 | (1) | _____ | Value Rs. | _____ |
|            | (2) | _____ | Value Rs. | _____ |
| FY 2016-17 | (1) | _____ | Value Rs. | _____ |
|            | (2) | _____ | Value Rs. | _____ |

I \_\_\_\_\_, proprietor/partner/director of \_\_\_\_\_  
\_\_\_\_\_ (name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Signature with Stamp: \_\_\_\_\_

Dated: \_\_\_\_\_

Place: \_\_\_\_\_



**ANNEXURE-B**

<b>FINANCIAL BID (ANNEXURE - "B")</b>									
<b>Sr.No</b>	<b>Item Description</b>	<b>Specification</b>	<b>Brand Name</b>	<b>Unit</b>	<b>Approx Qty</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>GST</b>	<b>Total Cost (Incl. GST)</b>
1	Paper - A4	80 GSM, White	JK Copier	RIM	900				
			Paper Kraft						
			Century Green						
2	Paper - A4 (Bond)	100 GSM, White	Paper Kraft	RIM	6				
			Canon Top Color Zero						
3	Paper Legal	80 GSM, White	JK Copier	RIM	12				
			Century						
4	Paper A3	80 GSM, White	JK Copier	RIM	5				
			Century						
5	Paper - A4	75 GSM, Color	JK Copier	RIM	6				
			Century						
6	Chart Paper	100 GSM, White	JK Copier	Roll	50				
7	Dot Pen	0.5 Pin Point	Reynolds	Nos	2000				
			Cello						
			Luxur						
8	Gel Pen	0.5 Pin Point	Reynolds	Nos	100				
			Cello						
			Luxur						
9	Pilot Pen	V-5	Luxur	Nos	50				
10	Pilot Pen	V-7	Luxur	Nos	50				
11	Trimax Gold Pen	TMAX	Rorito	Nos	50				
12	Fevistick	10 GM	Fevistick	Nos	100				

### FINANCIAL BID (ANNEXURE - "B")

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
13	Stapler	HP-10	Kangaroo	Nos	5				
14	Stapler	HP-45	Kangaroo	Nos	5				
15	Stapler Pin	HP-10	Kangaroo	pkts.	10				
16	Stapler Pin	HP-45	Kangaroo	pkts.	10				
17	Correction Pen	7ml Metal tip	Faber Castel	Nos	50				
18	Cell	AA	DuraCell	Nos	30				
			Eveready	Nos					
19	Cell	AAA	DuraCell	Nos	30				
			Eveready	Nos					
20	Sketch Pen	All Color	Luxur	pkts.	15				
21	White Board Marker	Black, Blue, Green, Red	Camel	Nos	20				
			Reynolds						
22	Permanent Marker	Black	Camel	Nos	10				
			Reynolds						
23	CD Marker	Black, Blue	Camel	Nos	25				
			Reynolds						
24	Punch Machine	Big Size	Kangaroo	Nos	5				
25	Punch Machine	Small Size	Kangaroo	Nos	5				
26	Pencil	Black Color	Apsara	pkts.	10				
27	Eraser	Packet	Apsara	pkts.	5				
28	Pencil Sharpner	Packet	Apsara	pkts.	5				
29	Rubber Band	Packet	Bell	pkts.	5				
30	CD with CD Cover		Sony	Nos	1000				
			HP						
31	Stamp Pad	Blue	Faber Castel	Nos	5				

### FINANCIAL BID (ANNEXURE - "B")

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
			Camel						
32	Paper Punch Plas		Kangaroo	Nos	10				
33	Scale	Plastic - Big	Natraj	pkts.	2				
34	Scale	Steel - Big	Natraj	pkts.	2				
35	Binding Sets	8 MM	Best Quality	Nos	200				
		10 MM			200				
		12 MM			200				
		14 MM			200				
		16 MM			200				
		18 MM			200				
		20 MM			200				
		22 MM			200				
		24 MM			200				
		26 MM			200				
		28 MM			200				
		30 MM			200				
36	Dustbin	Plastic	Cello	Nos	2				
		Steel			2				
37	Index File	Plastic Lamination with Printing	Best Quality	Nos	100				
38	Basta File	Plastic Lamination with Printing	Best Quality	Nos	100				
39	Box File	Plastic Lamination with	Best Quality	Nos	100				

### FINANCIAL BID (ANNEXURE - "B")

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
		Printing							
40	Ring File	Plastic Lamination with Printing	Best Quality	Nos	100				
41	Tag File	Plastic Lamination with Printing	Best Quality	Nos	500				
42	Plastic File	Size A4	Best Quality	Nos	100				
		Size: Legal	Best Quality		100				
43	Envelops with Printing	A-4, Yellow Color with Plastic Lamination Inside	Best Quality	pkts.	20				
		A-4, White Color with Plastic Lamination Inside	Best Quality		20				
44	Envelops with Printing	Size: 9x4, White Color with Plastic Lamination Inside	Best Quality	pkts.	20				
		Size: 9x4, Yellow Color with Plastic Lamination Inside	Best Quality		20				
45	Envelops with Printing	Size: 11x5, White Color with Plastic Lamination Inside	Best Quality	pkts.	20				
		Size: 11x5, Yellow Color with Plastic Lamination Inside	Best Quality		20				

**FINANCIAL BID (ANNEXURE - "B")**

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
46	Envelops with Printing	Size: 12x16, White Color with Plastic Lamination Inside	Best Quality	pkts.	20				
		Size: 12x16, Yellow Color with Plastic Lamination Inside	Best Quality		20				
47	Calculator	Normal, Size: Small	Casio	Nos	5				
		Normal, Size: Big			5				
		Scientific, Size: Big			5				
48	Cello Tape	Transparent, Size: 1'	Best Quality	Nos	10				
		Transparent, Size: 1/2'	Best Quality		10				
		Transparent, Size: 2'	Best Quality		10				
		Brown, Size: 1/2'	Best Quality		10				
		Brown, Size: 1'	Best Quality		10				
		Brown, Size: 2'	Best Quality		10				
49	Tag	Color: Green, Size: Big	Best Quality	pkts.	5				
		Color: Green, Size: Small	Best Quality		5				
50	White Board	Size: 2x3	Best Quality	Nos	2				
		Size: 4x3	Best Quality		2				

### FINANCIAL BID (ANNEXURE - "B")

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
51	White Board Duster		Faber Castel	Nos	10				
52	Binder Clips	19mm	Bell	pkts.	10				
		25mm			10				
		32mm			10				
		41mm			10				
		55mm			10				
53	All Pin	Steel with T shape head	Kangaroo	pkts.	10				
			Ashoka						
54	Scissor	Size: Small	Kangaroo	Nos	2				
		Size: Big			2				
55	U-Pin	Packet	Bell	pkts.	15				
56	Pen Stand	Steel	Best Quality	Nos	5				
57	Table Top	Black, Glass Finish	44x55 cm	Nos	5				
58	Attendance Register	75 GSM Paper	Best Quality	Nos	5				
59	Vehicle Log Book		Best Quality	Nos	5				
60	Register	2no., 60-75 GSM Paper with numbered	Best Quality	Nos	5				
		3no., 60-75 GSM Paper with numbered			5				
		4no., 60-75 GSM Paper with numbered			5				

**FINANCIAL BID (ANNEXURE - "B")**

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
		5no., 60-75 GSM Paper with numbered			5				
		6no., 60-75 GSM Paper with numbered			5				
		8no., 60-75 GSM Paper with numbered			5				
		10no., 60-75 GSM Paper with numbered			5				
		12no., 60-75 GSM Paper with numbered			5				
		14no., 60-75 GSM Paper with numbered			5				
61	Stock Register	As per GFR 2017 - Form No.22, 60-75 GSM Paper, 500 pages with numbered	Best Quality	Nos	10				
62	Fixed Asset Register	As per GFR 2017 - Form No.23, 60-75 GSM Paper, 500 pages with numbered	Best Quality	Nos	5				

**FINANCIAL BID (ANNEXURE - "B")**

Sr.No	Item Description	Specification	Brand Name	Unit	Approx Qty	Unit Cost	Total Cost	GST	Total Cost (Incl. GST)
63	Bank/Cash Book Register	60-75 GSM Paper with numbered	Best Quality	Nos	10				
64	Account Ledger Register	60-75 GSM Paper with numbered	Best Quality	Nos	5				
65	Dispatch Letter Register		Best Quality	Nos	5				
66	Plastic Folder	Size: A4	Best Quality	Nos	50				
		Size: Legal	Best Quality		50				
67	Pen Drive	16 GB	HP	Nos	5				
		32 GB			5				
		64 GB			5				
68	Paper Knife		Natraj	Nos	3				
69	Poker		Best Quality	Nos	2				
70	File Board		Best Quality	Nos	50				
71	Write On	3x3	Best Quality	Nos	10				
		1x3	Best Quality		10				
72	Pen Highlighter	All Colour	Faber Castle	Nos	50				
73	Cloth Duster		Best Quality	Nos	50				
74	Self Inking Stamp		Faber Castle	Nos	10				
<b>Total</b>									
<b>Total amount in words including taxes</b>									

**(Signature & Seal of the Firm)**



**On the Letter Head of the Firm**

**UNDERTAKING**

To  
The Director  
Regional Centre for Urban & Environmental Studies  
Ministry of Urban Development, Govt. of India  
Adjacent Registrar’s Office  
University of Lucknow  
Lucknow (U.P) – 226007

Sir,

I/We do hereby solemnly declare and undertake that:

1. The terms and conditions of the TENDER is acceptable in complete. If any information in the TENDER submitted by me is found incorrect/false, at any time, the TENDER/contract is liable to be rejected.
2. The firm is in this business since last three years.
3. The items quoted are of standard quality and workmanship.
4. The firm is not blacklisted by any Govt. Organization/Institution.
5. I/we give the right to the RCUES Lucknow to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.
6. The items quoted by me/us have not been and are not being supplied to any other Govt. organization(s)/institutions in Lucknow region at rates lower than those quoted here and the rates quoted in this TENDER are not more than MRP of the items.
7. I/we give the right to the RCUES Lucknow to reject material/items supplied with any defect. I/we are bound to replace the item of standard specifications/quality as acceptable to the RCUES, Lucknow within a week’s time. Failing to do so, the material/items may, at the discretion of the authority, be purchased from others and the extra cost will be borne by me/us.

For on behalf of the firm  
(Firm Name & Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal:

**ANNEXURE – “D”**

**DETAILS OF EXISTING/COMPLETED CONTRACTS**

<b>Sr.No.</b>	<b>Name &amp; Address of the Organization</b>	<b>Name, Designation &amp; Contact no. of the person of the Organization</b>	<b>Value of Contract (Rs.)</b>	<b>Duration of the contract</b>	
				<b>From</b>	<b>To</b>
1					
2					
3					

(Add more columns as per requirement)

For on behalf of the firm  
(Firm Name & Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal: