

**JOINT ELECTRICITY REGULATORY COMMISSION  
FOR MANIPUR AND MIZORAM  
AIZAWL : : : MIZORAM**

TBL Bhawan, 2<sup>nd</sup> – 5<sup>th</sup> Floor, E-18, Peters Street, Khatla, Aizawl, Mizoram-796001  
Fax: 0389-2336299/2335523, Tel. No. : 0389-2333625/2335625  
e-mail: [jerc.mm@gmail.com](mailto:jerc.mm@gmail.com), Website: [www.jerc.mizoram.gov.in](http://www.jerc.mizoram.gov.in)

No.D.15017/1/17-JERC/

Dated Aizawl, the 14<sup>th</sup> Oct., 2020

**TENDER FOR PROCUREMENT OF STATIONERY ITEMS.**

Limited tenders in separate sealed covers for Annexure enclosed are invited by the Office of the JERC for Manipur & Mizoram for authorization of vendor for one year for supply of Stationery Items as detailed in the enclosed list at Annexure-I.

The items, as mentioned in Annexure-I are to be purchased on requirement basis. It is to be noted that the rates quoted will be valid from 1<sup>st</sup> November 2020 to 30<sup>th</sup> November 2021. The Stationery /consumable and sanitary items will have to be delivered to "The Office of the JERC for Manipur & Mizoram, Khatla, Aizawl.

The covers containing the bid superscribing "Bids for supply of Stationery items" should be addressed to and to be submitted to "**Asst. Secretary, JERC for Manipur & Mizoram by 15.10.2020 up to 4.00 pm.** No tender will be entertained after expiry of prescribed date and time. The technical bids will be opened on 19.11.2020 at 11.00A.M.

Details can be had from the JERC(M&M) website [www.jerc.mizoram.gov.in](http://www.jerc.mizoram.gov.in)

Sd/- LALCHHARLIANA PACHUAU  
Member

Memo No. D.15017/1/17-JERC

: Dated Aizawl, the 14<sup>th</sup> Oct., 2020

Copy to :

1. All Reputed Firms in Aizawl through telephone for kind information and necessary action as per economy measures vide O.M. No. G.17014/4/2019-FEA, dated 28 – 3- 2020 issued by Govt. of Mizoram Finance Department in an effort to economic fallout of COVID-19
2. File No. G.25017/2/17-JERC for further necessary action.
3. Pu Lalramhlun Puroulte i/c JERC (M&M) website for kind necessary action to upload in the Commission's website
4. Notice Board.
5. Guard File/ Relevant Files.

  
Assistant Secretary  
JERC for Manipur & Mizoram

## GENEREAL TERMS AND CONDITIONS:

1. The successful bidder will have to supply the items to this office within 10 days from the date of issue of purchase order.
2. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm.
3. The tendering firm must quote the rates, sales tax/vat etc separately as per the Annexure-I.
4. Prices quoted shall be valid till 30<sup>th</sup> November 2021.
5. The requirement of consumable items can be increased or decreased and the firm has to supply the items during the period of contract.
6. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same. 100% Payment will be made within 30 days from the date of supply of items as per the order.
7. The tendering firm must submit the VAT/Sales Tax Registration Certificate. In the absence of these documents, the tender shall be summarily rejected.
8. All the firms participating in the tender must submit a list of their owner(s)/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm.
9. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations.
10. Bids will be finalized on total of rates quoted for items as per Annexure-I. It is to be noted that as bids will be finalized on the total of rates quoted for items, the tenderer /vendors must quote the rates of each & every item. The bids, which do not quote the rates of each & every item as per Annexure- I, shall be summarily rejected.
11. Interested bidders/ vendors can visit this office on any working day, to inspect the specimens before submitting the bids.
12. The Office of the JERC(M&M) reserves the right to reject any or all the tenders without assigning any reason thereof.
13. The Departmental Purchase Advisory Board, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and may also check the stores of the firm(s).
14. Incomplete or conditional tenders will not be entertained.
15. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions.
16. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the bid.

Cont.../-

17. The requirement of the Items Can be Increase or Decrease and the firm(s) has to supply the items during the period of contract.
  
18. Bid cover shall contain the following documents along with the Tender:
  - a. Sales Tax/VAT Registration Certificate along with TIN Number.
  - b. Latest VAT/Sales Tax Clearance Certificate.
  - c. Authorization Certificate in case of authorized dealer/ Govt. approved firms.
  - d. List of the Ministries/Government Departments to whom the stationery items mentioned in Annexure I were being supplied by the firm.

SIGN OF  
TENDERER

---

NAME IN BLOCK LETTERS

---

FULL ADDRESS

---

Sr.No.	Items	Quantity	Rate (Approximate) Amount		
			Per Unit	Sales Tax/Vat	Gross Amount
1	Correction fluid - Pen	50			
2	Rubber band Packet 500 gm each	5			
3	Pencil Apsara Platinum 10 Each Box	10			
4	Writing Board	20			
5	Kangaro Stapler No.10	40			
6	Kangaro Stapler pin No.10 (20 Pkt each box)	10			
7	Kangaro Stapler No.24/6	20			
8	Kangaro Stapler pin No.24/6	20			
9	Fevistick 5 mg	50			
10	Register 2QR	50			
11	Sketch Pen black	50			
12	Cutter	50			
13	Permanent Marker Pen	100			
14	Pen (Cello gripper)	150			
15	Pen ( Cello Pointec gel)	150			
16	Colour file tag				
17	Highlighter	100			
18	Pen (Rorito Maxtron)	400			
19	Pen( Add Gel)	400			
20	10 x 14 Envelop				
21	11" x 5" Brown window envelop				
22	11" x 5" Brown envelop				
23	Cello tape plain -1"	50			
24	Cello tape plain -2"	50			
25	Brown cello tape-2"	100			
26	Gem clips metal/plastic Box 35 MM 10 each	3 Box			
27	Water jug	20			
28	Toilet Brush	50			
29	Colin	30			
30	Harpic				
31	Scissor	25			
32	Eraser non dust	36			
33	Paste it pad 3A (Three colour) 24 each pkt	3Box(72)			
34	Sharpner	20			
35	A 4 Size Paper Ream	500			
36	Door mat	20			
37	Paper tray	20			
38	Printer Cartridge 88A	30			
39	Despatch Register for Postal Dak S-32	20			
40	Receipt Register S-31	12			
41	Extension cord 5A(rewindable 5mt)	15			
42	Extension cord 5A (strip)	15			

43	Pencil Battery AAA	60			
44	Pencil Battery AA	60			
45	Garbage bag(Large)	10 boxes			
46	Garbage bag(small)	10 boxes			
47	Garbage bag(Xtra Large)	10 boxes			
48	Markin cloth	50 metre			
49	Calculator	20			
50	Towel (Big)	50			
51	Towel (Small)	50			
52	Washing soap (bar)	50			
53	Detergent powder 100 gm	50			
54	Floor cleaner ( Cross)	10			
	Guard File	100			
55	Scale 1 foot	20			
56	Plastic clear file	100			
57	Bath soap	50			
58	Wall clock	12			
59	Kitchen knife	12			
60	Note sheet	10 reams			
61	Borosil glass cup	5 boxes			
62	Toilet Paper (10 rolls)	30 pack			
	<b>Total</b>				

64

  
Assistant Secretary