



NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD.(NCCF).
30-11-11, 2nd Floor, Sri Nilayam, Main Road, Lakshmi St, Daba Gardens, Allipuram,
Visakhapatnam, Andhra Pradesh -530020
E-Mail: -nccfild1415@gmail.com

NCCF/VSKP/Buss. /2026-2027/992(A); dated :01.07.2026

SHORT NOTICE INVITING BID

NCCF Visakhapatnam invites sealed tenders in a Two-Part Bidding System (Technical & Commercial Bids) from interested, registered, and eligible vendors/suppliers of NCCF Visakhapatnam for the supply and delivery of Stationery items to the Educational Institutions in the state of Andhra Pradesh for the academic year 2026-27. Eligible registered vendors of the Visakhapatnam Branch may submit their sealed bids on or before 07.07.2026 by 1:00 PM to the NCCF Visakhapatnam Branch Office. Bids received after the designated due date and time will not be considered.

- 1 NCCF reserves the right to reject all or any of the applications submitted in response to this notice at any stage without assigning any reasons whatsoever.
- 2 NCCF reserves the right to modify, cancel, suspend, change or supplement this notice at any stage.
- 3 Any change to this notice document shall be uploaded on NCCF website <https://nccfindia.com/> applicants are advised to keep viewing the NCCF website for any corrigendum/ change.

SCOPE OF WORK

- a) The Vendor shall be responsible for the supply and delivery of Stationery items to the Educational Institutions in the state of Andhra Pradesh for the academic year 2026-27.
- b) The Vendor shall supply the stationery quantities as prescribed in Schedule A. The Authority reserves the right to increase or decrease the quantity by 20% depending on the actual requirement or Government policy.
- c) The Vendor shall ensure that the supplied stationery strictly conforms to the given specific standard design, standards, specifications, and materials outlined in Schedule A.
- d) The Vendor shall be solely responsible for any loss, damage, deterioration, shortage, or theft during transit and delivery of the items.
- e) The Vendor shall complete the total supply within 45 (forty-five) days from the date of Agreement and adhere to the following milestone schedule:
- **1st Mile stone:** Upto 10% by 15 days.
 - **2nd Mile Stone:** Upto 50% by 30 days.
 - **3rd Mile Stone:** 100% by 45 days.
- f) The Vendor shall provide a Comprehensive Warranty of the Product at site (NCCF) for a period of 01 (one) year from the date of completion of the total contract/work.
- g) The contactor shall not sublet or subcontract any work, any part / Portion of work.

1. EMD, PROCESSING FEE & TRANSACTION FEE DETAILS

S.No	Particulars	Details
1	Estimated Contract Value (ECV)	Rs. 3.11 Crores
2	Contract Period	1 Year Warranty from the date of completion, with initial delivery completed within 45 days.
3	Bid Processing Fee	Rs. 59,000/- (including GST @ 18%) (Non-refundable) payable online in favor of the NCCF of India Ltd.
4	Transaction Fee	Rs. 11,800/- plus Rs. 22,019/-, payable via Demand Draft to NCCF of India Ltd.
5	Earnest Money Deposit (EMD)	1% of ECV (Rs. 3,11,000/-) payable online in favor of the NCCF of India Ltd.
6	Start Date of Bid Submission	01-07-2026 (From the date of publication)

7	Last Date & Time for Submission	07-07-2026 up to 1:00 PM
8	Date & Time of Technical Opening	07-07-2026 at 1:30 PM
9	Bid Validity	90 Days from the last date of bid submission.

Bank Account Details:

- **Name of Account Holder:** NCCF of India Ltd.
- **Account Number:** 1492121299
- **Name of Bank and Branch:** Central Bank of India, Suryabagh, Visakhapatnam
- **IFSC Code:** CBIN0281394

2. Eligibility Criteria

Bidders must upload scanned, self-attested supporting documents proving compliance with the following technical metrics:

a) **Legal Status & Registrations:** The Bidder shall possess a valid PAN, GST Registration and other statutory registrations as applicable under law. Bidder should have proof of GST registration in the State of Andhra Pradesh.

b) **Financial Turnover:** The Bidder shall have a minimum audited annual turnover of Rs. 1 Crore in any one of the last five (05) financial years.

- **Supporting Documents:** Audited financial statements and certified by a Chartered Accountant for the last 5 years.

c) **Experience Criteria:** The bidder should have successfully executed supply orders relating to stationery items, notebooks, registers, printed stationery, educational materials or similar products with a value of not less than Rs. 50 lakhs in any one financial year during the last five (05) financial years.

d) **Non-Blacklisting Declaration:** The Bidder shall not have been blacklisted, debarred or banned by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body or Statutory Authority as on the Bid Due Date.

e) **Product Sample:** The bidder should arrange to display their samples at NCCF Visakhapatnam Branch on or before 1.30 PM, 07.07.2026.

3. Inspection and Quality Control

The Authority, through a nominated Technical Committee, reserves the right to inspect the firm's work place / Inventory / facility with or without prior permission / intimation to the supplier. Every batch shall be subjected to QC check by the Tender Approval Committee / NCCF / Third Party QC before its dispatch. If any deviations / variations are found, the bidder firm shall immediately take suitable measures to replace the items not matching the requirement.

4. Agreement Execution

After selection, a Letter of Award (LOA) shall be issued, and the Selected Bidder shall, within 05 (five) days of receipt, sign and return the duplicate copy. The Selected bidder has to deposit a sum of 2.5% of ECV as performance Guarantee / Security deposit.

5. Quality Assurance & Penalties

If any poor-quality printing / items and / or defective Stationery items are found, they have to be replaced within 07 (Seven) working days from the date of intimation at the bidder's cost. In case of failure, they have to pay liquidated damages per week at the rate of 0.5% of ECV till replacement of the product.

6. Liquidated Damages

In case of non-performance as per schedule or delay in completion of work as scheduled, the vendor shall have to pay liquidated damages at the rate of 0.5% (point five percent) of the value of delayed supplies for each week of delay or part thereof subject to a maximum of 10% of the contract value.

7. Payment Terms

a) Back-to-Back Payment: Payment shall be released to the supplier only after NCCF receives the corresponding funds from the concerned client department/Government of Andhra Pradesh. NCCF shall not be liable for any delay or non-payment in the event that funds are not received from the client department for any reason.

b) No Advance Payment: No advance payments shall be made under any circumstances. Supplies must be sustained on a credit basis; the supplier shall not withhold supplies while awaiting bill clearance.

c) Documentation and Invoicing:

- The supplier must raise a GST-compliant tax invoice in the name of the respective NCCF Branch immediately upon completion of each consignment.
- Invoices must clearly detail the Work Order number and date, supplier details, quantity supplied, and the rate (both excluding and including GST).
- All necessary supporting documents, including Delivery Challans, Purchase Bills, E-Way Bills, and E-Invoices (where applicable), must be submitted to NCCF upon delivery.

d) GST Compliance and Input Tax Credit (ITC):

- The supplier shall ensure the timely filing of all GST returns (GSTR-1 & GSTR-3B) to enable NCCF to claim Input Tax Credit.
- Should NCCF be unable to avail ITC due to non-filing of returns, incorrect invoicing, GST portal mismatches, or registration cancellation by the supplier, an amount equivalent to the lost ITC shall be withheld until the issue is rectified.
- Any penalties or interest imposed on NCCF by tax authorities due to the supplier's non-compliance shall be recovered directly from the supplier's pending bills or security deposit.

e) Statutory Deductions: All payments are subject to applicable statutory deductions (e.g., TDS, TCS) as per prevailing Income Tax and GST laws. NCCF's approved service margin—and any corresponding deductions applied by the client department—will be passed on to the supplier.

f) Final Settlement: Final payment shall be released only upon the successful delivery of the full allocated quantity, resolution of all penalties or claims, and submission of a "No Dues/Compliance Certificate" by the supplier.

g) Mode of Payment: All payments will be processed via RTGS/NEFT directly to the supplier's registered bank account in accordance with NCCF norms.

8. Other Conditions:

Sub-letting, subcontracting, or assignment of this contract is strictly prohibited. Any attempt to sublet shall lead to immediate termination, blacklisting, and forfeiture of the Security Deposit.

NCCF reserve the right to terminate the contract or cancel orders at any stage without assigning any reason.

In case of non-fulfilment of obligations, NCCF reserves the right to cancel the agreement, forfeit any dues, and blacklist the vendor.

I. Date and Time of start of EOI Submission: **01.07.2026**

II. Last Date and time of EOI Submission: **07.07.2026 up to 01:00 PM**

III. Date and time of EOI Opening (Technical): **07.07.2026 at 01:30 PM**

IV. Place of EOI Opening: **Office of Branch Manager, Visakhapatnam Branch / Representative Authority, NCCF.**

V. NCCF reserves the right to reject all or any of the applications submitted in response to this EOI at any stage without assigning any reasons whatsoever.

NCCF reserves the right to modify, suspend, change or supplement this EOI at any stage. Any change to this EOI document shall be uploaded on NCCF website

<https://www.nccfindia.com/tenders> applicants are advised to keep viewing the NCCF website for any corrigendum/change.

The bidder must submit a self-declaration confirming they are not blacklisted or debarred by any government or public authority.

9. GENERAL CONDITIONS

a) Violation of any terms & conditions of this EOI is not allowed and may lead to termination/blacklisting.

b) NCCF reserves the right to call for any additional information/documents from experienced firms/agencies, and the same shall be submitted within the given time period.

c) It may kindly be noted that the Government of India or any State Government in India shall not be a formal party to this specific commercial transaction.

d) At any stage, if it is found that the business associate/proprietor/supplier/trader has given an incorrect, fabricated, or misleading certificate/information/document, NCCF shall be free to take suitable action including cancellation of contract, forfeiture of security, blacklisting, and initiation of legal proceedings.

e) NCCF shall terminate the empanelment of a Business Associate if they compete against NCCF in any competitive bid either individually, as a partner, or within a Joint Venture.

f) Quantities of the items mentioned above are tentative and may vary depending upon actual institutional requirements.

g) All data, records, and billing data must be maintained with strict confidentiality.

Interpretation of Clauses: In case of any ambiguity or dispute in the interpretation of any clauses in this document, NCCF's interpretation shall be final and binding on all applicants/parties.

Integrity & Anti-Corruption Clause: The bidder shall not engage in any corrupt, fraudulent, collusive, or coercive practices. If detected, NCCF may cancel the contract immediately, forfeit the EMD/Security Deposit, blacklist the supplier, and initiate appropriate statutory legal action.

Indemnity Clause: The supplier/trader shall indemnify and hold NCCF harmless against all claims, damages, losses, costs, and expenses arising out of negligence, defects in the products supplied, delays, or any breach of terms by the bidder.

10. FORCE MAJEURE

I. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

II. "Force Majeure" means an event beyond the control of the Supplier, not involving the Supplier's fault or negligence, and not foreseeable. Such events include, but are not limited to, acts of the Purchaser in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes, and freight embargoes.

III. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within **10 days**. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and seek all reasonable alternative means for performance.

IV. The decision of NCCF regarding the applicability and validation of Force Majeure shall be final and binding.

ARBITRATION

Disputes or differences, if any, arising under or out of this contract, shall be referred to the arbitration of a sole arbitrator to be appointed by the mutual consent of both parties. The arbitration proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996 (as amended from time to time). The venue and seat of arbitration shall be Visakhapatnam, India, and the language of arbitration shall be English.

NCCF's Rights

NCCF reserves the right to: -

- a) Reject all or any bids without assigning any reason**
- b) To modify, suspend, change or supplement this tender at any stage. Any change to this tender document shall be uploaded on NCCF website <http://NCCFindia.com>**
- c) In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, NCCF's interpretation of the clauses shall be final and binding on all applicants/parties.**
- d) At any stage, if it is found that the vendor (Proprietorship, Partnership, Private Limited Company, etc) has given incorrect and misleading**

certificate/information/document(s), NCCF shall free to take suitable action including cancellation of contract, forfeiture of security / Tender security amount, blacklisting of the applicant, etc.

- e) All for any additional information/documents from experienced firm (Proprietorship, Partnership, Private Limited Company, etc) and same shall be submitted by them to NCCF within given time period.
- f) It may kindly be noted that Government of India or any State Government in India shall not be a party to this transaction.
- g) NCCF shall be at liberty to postpone / cancel the tender and accept or reject any bid without giving any reason whatsoever.
- h) NCCF shall terminate the empanelment of a Business Associate if they have competed against NCCF in any bid either individually, as a partner or in a Joint Venture.
- i) Violation of any terms & conditions of this tender may lead to termination/blacklisting/penalty.

Subletting

- j) The vendor shall not sublet, subcontract, or assign the contract to any third party.
- k) Any attempt to subletting shall lead to termination, blacklisting and forfeiture of Security Amount.

Blacklisting

NCCF reserves the right to blacklist the agency for up to 5 years for:-

- a) Fraudulent documents
- b) Non-compliance with laws
- c) Corruption or unethical practices.
- d) Breach of confidentiality, etc.

Corrupt or Fraudulent Practices.

- a) It is expected that the vendors who wish to apply for this tender have highest standards of ethics.
- b) NCCF will reject tender if it determines that the vendor recommended for award has engaged in corrupt or fraudulent practices while competing for this tender.
- c) NCCF may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded or contact if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contact.

General Clause

- d) Misuse of NCCF name, logo or letter head, etc shall lead to blacklisting including forfeiture of EMD but not limited initiation of legal proceedings.**

Integrity & Anti-Corruption Clause:

The supplier shall not engage in any corrupt, fraudulent, collusive, or coercive practices. If such activities are detected, NCCF may cancel the contract immediately and may blacklist the supplier, impose penalty and take legal action as per applicable laws.

Legal & Audit Protection Clause

Submission of false, misleading, fabricated, or suppressed information at any stage of the tender process shall result in one or more of the following actions, at the sole discretion of NCCF:

- a) Rejection of the bid;
- b) Termination of the contract, if already awarded;
- c) Forfeiture of Earnest Money Deposit / Performance Security;
- d) Blacklisting / debarring of the bidder;
- e) Recovery of losses or damages suffered by NCCF;
- f) Initiation of appropriate legal action as per applicable laws.

Such action shall be without prejudice to NCCF's other contractual and statutory rights.

Termination for Default

- a) NCCF may terminate the contract, in whole or in part, by issuing a written notice to the supplier, in the event of:
 - b) Persistent delay in supply;
 - c) Repeated quality failures;
 - d) Breach of any term or condition;
 - e) Insolvency, liquidation, or cessation of business by the supplier.
- a) Termination under this clause shall be without prejudice to NCCF's right to recover losses or damages.

Termination for Convenience

NCCF reserves the right to terminate the contract at its discretion, in whole or in part, by giving reasonable written notice, without assigning any reason and without

incurring any liability, other than payment for goods duly supplied and accepted up to the date of termination.

For NCCF of India Ltd



(A.Sandeep)

BRANCH MANAGER

Annexure - A
Technical Bid Submission Form
(on the letterhead of the bidding company)

Date: xx/xx/xxx

To
The Branch Manager,
NCCF Visakhapatnam Branch,
Andhra Pradesh.

Sub: BID for Supply and delivery of Stationery items to the Educational Institutions in the state of Andhra Pradesh for the academic year 2026-27– Reg.

Sir,

1. With reference to your tender document dated, _____ I / we, having examined the BID document and understood its contents, hereby submit my/our Bid for the aforesaid work. The Bid is unconditional and unqualified.
2. I / We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the bidder and we certify that all information provided in the Bid and in Annexures are true and correct; nothing has been omitted which renders such information misleading; and all documents uploaded along with such Bid are from their respective originals.
3. I / We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
4. I / We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I / We certify that in the last five years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I / We declare that:
 - (a) I / We have examined and have no reservations to the BID document, including any Addendum issued by the Authority.
 - (b) I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.0 of the BID document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State or any reputed multinational and we abide by the same we and our agents will not involve in any unlawful / fraud in this tender process, if any such act found noticed, our EMD forfeited and we shall be charge sheeted,
 - (C) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the BID document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I / We believe that the turnover criteria, quantity, sales criteria and meet(s) all the requirements as specified in the BID document.
8. I / We declare that submitting a Bid for this work.
9. I / We certify that in regard to matters other than security and integrity of the country, we/ any Member of our company or any our / their Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the work or which relates to a grave offence that outrages the moral sense of the community.
10. I / We further certify that in regard to matters relating to security and integrity of the country, we/ any Member of our company or any of our/ their Associates have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
11. I / We further certify that no investigation by a regulatory authority is pending either against us / or against our CEO or any of our directors.
12. I / We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this BID, we shall intimate the Authority of the same immediately.
13. I / We acknowledge and undertake that our company is qualified on the basis of Technical Capacity and Financial Capacity of those of the companies works. We further agree and acknowledge that the aforesaid obligation shall be in addition to the obligations contained in the Agreement in respect of Change in Ownership.
14. I / We understand that the Selected Bidder shall either be an existing Company incorporated under the Indian Companies Act, 1956/2013, or a firm or shall incorporate as such prior.
15. I / We hereby irrevocably waive any right or remedy which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof
16. In the event of my / our being declared as the Selected Bidder, I / We agree to enter into an Agreement with in stipulated time.
17. I / We have studied all the Bidding Documents carefully and also understand scope of the work. We shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process.
18. I / We offer a Bid Security of 01% (one) Estimated Contract Value (ECV/TCV) to the Authority in accordance with the BID Document.
19. The Bid Security in the form of an online payment / Bank Guarantee (strike out whichever is not applicable) is attached and uploaded.
20. I / We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the work is not awarded to me/us or our Bid is not opened or rejected.
21. The Bid work Cost has been quoted by me / us after taking into consideration all the terms and conditions stated in the BID, draft Agreement, our own estimates of costs and after a careful assessment of the work and all the conditions that may affect the work cost and implementation of the same.
22. I / We agree and undertake to abide by all the terms and conditions of the BID document.
23. I / We certify that in terms of the BID, my/our average turnover for proceeding 5 (five) years is Rs. (Rs. in words) is (number in words).
24. We have physical experience of Nos. of Stationery items and we have financial experience of manufacture and Supply of Stationery items of value in financial terms of Rs. in any one of the last 05 (five) years preceding the bid due date / year, supplied to Government Institutions / Organizations/

reputed Multinational Organizations. We have the Supply capacity/ printing Capacity of the Factory/Plant/ supply unit of _____Nos per month of Stationery items.

25. I / We shall keep this offer valid for 1 (one) year from the Bid Due Date specified in the BID.

26. I / We hereby submit our Bid as indicated in Financial Bid for undertaking the aforesaid work in accordance with the Bidding Documents and the Agreement.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the BID document.

Yours faithfully,

Date:

Place:

(Signature of the Authorized signatory / Tenderer)

(Name and designation of the of the Authorized signatory)

Name and seal of Bidder

Note: Paragraphs in curly parenthesis may be omitted by the Bidders, if not applicable to it, or modified as necessary to reflect Bidder-specific particulars.

Annexure - B
Letter comprising the Financial BID
(NOT TO BE SUBMITTED IN THE TECHNICAL BID)

Dated: xx.xx.2026.

To
The Branch Manager,
NCCF Visakhapatnam Branch,
Andhra Pradesh.

Sub: BID for Supply and delivery of Stationery items to the Educational Institutions in the state of Andhra Pradesh for the academic year 2026-27 – Reg.

Sir,

With reference to your BID document dated, I / we, having examined the Bidding Documents and understood their entire contents, hereby submit my / our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I / We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the bidder for the aforesaid work, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. The Bid has been quoted by me / us after taking into consideration all the terms and conditions stated in the BID, and its Schedules, other estimates of costs and after a careful assessment of the work and all the conditions / factors that may affect the unit cost.
3. I / We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. In the event of my / our being declared as the Selected Bidder, I / we agree to enter into an Agreement with in stipulated time. We agree not to seek any changes in the aforesaid draft and agree to abide by the same, display Sample Stationery items in conformity to the tender conditions before the due date of technical Bid Opening.
5. I / We shall keep this offer valid for 01 (one) year from the Bid Due Date specified in the BID.
6. I / We hereby submit our Bid consisting of bid Cost/ Nos for (i) Stationery items @ Rs. _____ (Rupees _____ in words only) inclusive taxes and all inclusive for undertaking the aforesaid work in accordance with the Bidding Documents and the Agreement.

Yours faithfully,

Date

(Signature, name and designation of the Authorized Signatory /Tenderer)

Place:

Name & seal of Bidder

Annexure-C: Details of Bidder

(Basic information)

- (a) Name:
- (b) Country of the state incorporation:
- (c) Detailed Address of the corporate / headquarters and its branch office(s), in India:
- (d) Date of incorporation and / or commencement of company:
- 2. Brief description of the Company including details of its main lines of Production and Manufacture:
- 3. Details of registration with Industry Department (firm, company etc.,) (Registering Authority, Date, Number, etc.,)
- 4. Registered office address and telephone number
- 5. Details of individual(s) who will serve as the point of contact / communication for the Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
- 6. Particulars of the Authorized Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) E-mail ID:
- 7. List of service centers with addresses and email/phones in the state of Andhra Pradesh
- 8. List of productions Facilities/ centers of the company

Date: (Signature, name and designation of the Authorized Signatory / Tenderer)

Place:

Name & seal of Bidder

All provisions contained in curly parenthesis shall be suitably modified by the Bidder to reflect the particulars relating to such Bidder or has been declared by the Authority as non-performer / black listed.

Annexure-D: Technical Capacity of the Bidder

(Previous experience)

(Refer to Clauses above of the BID)

Experience in last 5 years:

S No	Name of the Supply order / Work order	Work order No. & date	Name of the Client (Govt. Department / PSU / Educational Institution / Autonomous Body / Reputed Private Organization)	Description of Items Supplied	Contract Value (₹)	Supply Period	Completion Date	Remarks
1	2	3	4	5	6	7	8	9

Note:

1. The bidder shall furnish complete details in all the columns of the above table. Mere mention of "Enclosed", "Attached", "Refer Annexure" or similar remarks in lieu of the required information shall not be considered as compliance.
2. Documentary evidence such as work orders, supply orders, completion certificates, consignee acknowledgements, invoices, final payment certificates or other supporting documents shall be enclosed in support of the details furnished above.
3. Only those supplies for which complete information is furnished in the above format and supported by documentary evidence shall be considered for evaluation.
4. NCCF reserves the right to verify the information furnished by the bidder from the issuing authority/client organization.

Date:

Place:

(Signature of Authorized Signatory)

Name: Designation:

Seal of the Bidder

Appendix IA
Annexure-E: Company performance in terms of financial turnover

S. No.	Financial Year	Turnover value in (Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
4	2024-25	
5	2025-26	

- Audited turnover as detailed above shall be uploaded.
- Audited Balance sheet shall be uploaded.
- Solvency Certificate shall be uploaded.

Date:

Place:

(Signature, name and
designation of the
Authorized
Signatory/Tenderer)

Name & seal of Bidder

Appendix IA
Annexure-F: Supply Schedule

Supply Schedule from the date of Agreement to till completion of the agreement period

Day	Quantity can be supplied (Stationery items)
1	
2	
3	
4	
X	
X	
15	
16	
17	
X	
X	
X	
30	
31	
X	
X	
45	
Total supply of all 45 days	

The above Supply schedule should be submitted showing day wise work

Date:

Place:

(Signature, name and designation of the
Authorized Signatory / Tenderer)
Name & seal of Bidder

STATEMENT – II: Availability of key personnel

Qualification and experience of all the key personnel (List shall be attached) proposed to be deployed for execution of the contract / work:

Sl. No	Name	Designation	Qualification	Total experience	Working with the bidder since
1	2	3	4	5	6

Date:

Place:

(Signature of the Authorized Signatory)

Name:

Designation:

Seal of Bidder

ANNEXURE – INFRASTRUCTURE, WAREHOUSING, LOGISTICS AND SUPPLY ARRANGEMENTS

Sl. No	District	Details
1	Registered Address	
2	Warehouse / Storage facility location	
3	Details of Transportation arrangements (if available)	
4	Details of Printing Arrangements, if applicable	
5	Any other relevant infrastructure available for execution of contract	

Date:

Place:

(Signature of the Authorized Signatory)

Name:

Designation:

Seal of Bidder

SCHEDULE A

ANNEXURE-A

Description of Item	Specification	Unit	Quantity (Nos. / Units)	Unit Rate Excluding GST (₹)	GST (%)	GST Amount (₹)	TOTAL AMOUNT (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (5) + (7)
1. OFFICE AND HOSTEL STATIONERY							
1. Ruled paper big size reams	Delta Delux / Ramalingeswara / Akula mills / Seshasai / Karthikeya / Ramdas paper (B Grade) Size: 34 x 43 cm., GSM: 58 - 500 Sheets	Reams	5,186				
2. White paper big size reams	A P Paper (A Grade), 8.6 Kg. GSM: 58, Size: 34 x 43 cm ream	Reams	6,088				
3. A4 Papers for Computer Printing	J.K & Andhra, Brandas etc., 80 GSM	Reams	1,486				
4. White thread boxes big rolls	Cotton: Versatile, adaptable, and can be easily dyed, making it suitable for a wide range of applications.	Each	370				
5. Paste bottle big size	Camel: Camel paste 700 ml.	Each	458				
6. Alpin box big size	Lion pins: Lion pins, perfect solid heads, needle points, nickel plated steel pins, net weight 400 gm.	Each	233				
7. Postal covers (small)	Small size 70 GSM, Ballarpur or A P Paper brown paper size: 10 x 22 cm.	Each	12,518				
8. Postal covers (big)	Big size 70 GSM, Ballarpur or A P Paper brown paper size: 12 x 27 cm	Each	13,065				
9. Dusters	Sponge	Each	3,889				
10. File pads	Size: 15 x 9.0" pad GSM 2 LB, Good quality, Nayagara pads with urgent and ordinary wrappers and Society's name and emblem on wrapper	Each	4,183				

11. Chalk piece carton	Double swan (gross) (per carton of 36 boxes)	Carton (s)	1,682				
12. Branded Scissors, Foreceps and needles	Stainless Steel Blades Smooth Open & Close Action, Excellent longer Cutting edges than others Contoured Soft Grip handle Size: 6 Inch	Each	1,876				
Printed Registers							

Description of Item	Specification	Unit	Quantity (Nos. / Units)	Unit Rate Excluding GST (₹)	GST (%)	GST Amount (₹)	TOTAL AMOUNT (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (5) + (7)
13. Teachers attendance register	25 x 38 cm ruled columns ledger paper, 62 GSM, 100 Pages Card Board Binding.	Each	172				
14. Non-Teaching Staff Attendance Register	21 x 33 cm Ruled columns with GSM 58, Ledger Paper 100 papers	Each	174				
15. School admission register	42 x 35 cm ruled columns with GSM 58, Ledger paper 200 pages (approx.)	Each	121				
16. College admission register	42 x 35 cm ruled columns with GSM 58, Ledger paper 200 pages (approx.)	Each	108				
17. School central marks register	42 x 35 cm ruled columns with GSM 68, Ledger paper 200 pages (approx.)	Each	145				
18. SSC marks register 400 pages	21 x 33 cm ruled columns with Ledger Paper 200 pages with page numbers 62 GSM	Each	140				
19. Intermediate marks register	21 x 33 cm ruled columns with Ledger Paper 200 pages with page numbers 62 GSM	Each	125				
20. Cash book (Cloth Register)	22 x 33 cm ruled columns with Ledger Paper 300 pages with page numbers 62 GSM	Each	163				

21. Unit test registers	50 pages 18 x 28 cm ruled 58 GSM	Each	2,177				
22. Pupils attendance registers class	21 x 33 cms 58 GSM 60 pages	Each	2,432				
23. Pay bill Register	21 x 33 cms 58 GSM 200 pages	Each	166				
24. In-ward Register	21 x 33 cms 58 GSM 100 pages	Each	94				
25. Outward Register	21 x 33 cms 58 GSM 100 pages	Each	97				
26. Library Books issue Register	21 x 33 cms 58 GSM 200 pages	Each	117				
27. Cheque/DD issue Register	21 x 33 cms 58 GSM 200 pages	Each	140				
28. Stock Register of Stationery	21 x 33 cms 68 GSM 200 pages	Each	165				
29. TA Bills Register	21 x 33 cms 58 GSM 200 pages	Each	63				
30. Diet Menu Register	21 x 33 cms 68 GSM 200 pages	Each	171				
31. Diet Stock	21 x 33 cms 58 GSM 400 pages	Each					
Description of Item	Specification	Unit	Quantity (Nos. / Units)	Unit Rate Excluding GST (₹)	GST (%)	GST Amount (₹)	TOTAL AMOUNT (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (5) + (7)
and issue Register			169				
Registers (Without print)							
32. Register 100 pages (WITHOUT PRINT)	18 x 28 cm, 58 GSM Card Board binding with page numbers	Each	2,237				
33. Register 200 pages (WITHOUT PRINT)	18 x 28 cm, 58 GSM Card Board binding with page numbers	Each	1,502				
34. Progress Card	5.7 Printed as per specified - 120-150 GSM	Each	17,729				
2. STUDENT STATIONERY ITEMS (School students)							
35. Geometry Boxes	Camel "Prithvi" Brand / any other brand of Camel, mathematical drawing instruments C13 box with Eraser-1, Pencil-1, Compass-	Each	14,588				

	1, Divider-1, Scale-15 cm-1, Set square 45° -1, Set square 60° - 1, Protactor /POLO/NATRAJ/Doms/etc						
36. Stainless steel scales - 30 cm	Elora / Sakshi / Ajanta	Each	78,410				
37. Pencils HB	Natraj: Natraj Bonded Lead HB	Each	2,40,653				
38. Rubber/Eraser	Camelin / Doms / Nataraj / Apsara	Each	1,62,098				
39. Pencil sharpeners	Natraj: Natraj Pencil Plastic model in different models (rectangle, circular, etc.,)	Each	80,687				
40. Graph Book - 50 pages	Size: 28 x 18 cm, Delta Delux Paper	Each	39,021				
41. Drawing Books - 50 pages	Size: 26 x 22 cm, Ballarpur Paper,	Each	9,697				
42. Map pointing Books (Containing world, india and state)	20 x 17 cms, 54 GSM paper, 30 maps in each book	Each	41,660				
43. Sketch pen set	Labdhi / Balaji/Dayal	Set(s)	26,357				
44. Ball Point Pen (Blue)	Flair / Cello / Today	Each	4,10,265				

Description of Item	Specification	Unit	Quantity (Nos. / Units)	Unit Rate Excluding GST (₹)	GST (%)	GST Amount (₹)	TOTAL AMOUNT (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (5)+ (7)
3. INTERMEDIATE STUDENTS AND OTHER STATIONERY ITEMS							
45. Physics Record Book	200 pages including graph sheets 08 No's, cover Page, Index, Periodic table & cover pages, certificate, Size 27 X 21cm, GSM:58, Board:2 LB, Delta Deluxe paper with usual data, figures, values of Physical constants, Logarithmic tables, figures etc. in 2 to 6 pages	Each	7,259				

46. Chemistry record book	200 pages including graph sheets 08 No's, cover Page, Index, Periodic table & cover pages, certificate, Size 27 X 21cm, GSM:58, Board:2 LB, Delta Deluxe paper with usual data, figures, values of Physical constants, Logarithmic tables, figures etc. in 2 to 6 pages	Each	7,442				
47. Botany Record Book	200 pages (100 Record sheets + 100 Inter leave pages with certificate) Size 12 X 8.5 inches, Mill: Ballapur Paper, Record sheet GSM:80, Board:2 LB, Inner sheet: 54, with	Each	3,701				
48. Zoology record book	200 pages (100 Record sheets + 100 Inter leave pages with certificate) Size 12 X 8.5 inches, Mill: Ballapur Paper, Record sheet GSM:80, Board:2 LB, Inner sheet: 54, with	Each	3,778				
49. Herbarium sheets book	Book contain 35 sheets, Size: 28 X 35cm, with	Each	4,143				
	Natraj: Natraj bonded lead H.B.	Each	53,171				
51. Pencil (2B)	2B	Each	20,841				
52. Rubber/Eraser	Camelin / Doms / Natraj / Apsara	Each	46,854				
53. Sharpener	Natraj: Natraj Pencil Plastic model in different models (rectangle, circular, etc.,)	Each	24,472				
54. Ball Point Pen	Flair / Cello / Today	Each					

Description of Item	Specification	Unit	Quantity (Nos. / Units)	Unit Rate Excluding GST (₹)	GST (%)	GST Amount (₹)	TOTAL AMOUNT (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (5)+ (7)
(Blue)			1,04,412				

55. Stainless steel scales - 30 cm.	Elora / Sakshi / Ajanta	Each	44,884				
56. Brown sheets (to wrap)	Brown sheets 8m rolls	roll(s)	26,281				
Grand Total Amount including transportation, loading, unloading, stacking at site, GST and all other taxes as applicable from time to time (Rupees_____only.)							Rs. ____/-