



RFQ. No.:
HNGPL/STATIONARY-
SUPPLY/333

HIRING AN AGENCY FOR SUPPLY OF
STATIONARY ITEMS FOR THE PERIOD OF
ONE YEAR..

RFQ No: HNGPL/STATIONARY-SUPPLY/333

Date: 13.08.2025

To,
Shri/M/s.....
Address.....
.....

Sub: HIRING AN AGENCY FOR SUPPLY OF STATIONARY ITEMS FOR THE PERIOD OF ONE YEAR.

Dear Madam/ Sir,

1.0 M/s Haridwar Natural Gas Pvt. Ltd. (JV of BPCL and GAIL GAS LTD), the CGD company, invites quotation from bidders for the subject supply, in complete accordance with the following details as mentioned in RFQ.

2.0 The brief details of the RFQ are as under:

A	SCOPE OF SUPPLY	HIRING AN AGENCY FOR SUPPLY OF STATIONARY ITEMS FOR THE PERIOD OF ONE YEAR.
C	TYPE OF BIDDING SYSTEM	SINGLE BID SINGLE ENVELOPE SYSTEM
E	BID SUBMISSION DUE DATE & TIME	DATE: 03.09.2025 TIME: UP TO 14:00 HRS
F	DATE & TIME OF PRICE BID OPENING	DATE: 03.09.2025 TIME: ON 14:30 HRS
G	CONTACT DETAILS	Name & Contact Details: 1. Ms. Shalini Anthwal (+91-7088064646) 2. Mr. Sunil Sharma (+91-97541 89466) Email: tenders@hngpl.co.in

In case the days specified above happens to be a holiday in HNGPL, next working day shall be implied.

3.0 EVALUATION METHODOLOGY:

- (i) Evaluation will be done on **Overall lowest quote (L1) basis** including quoted GST and Order will be placed on Overall Lowest evaluated (L1) acceptable bidder.
- (ii) Bidder should quote for all the items of SOR, however if the bidder has not quoted for all the items of SOR his bid will be rejected.
- (iii) The "Schedule of Rates" including GST shall be taken up for evaluation purpose.

Note:

HARIDWAR NATURAL GAS PVT. LTD.
129, NEW HARIDWAR COLONY
BEHIND MATRI CHAYA MEDICAL CENTRE
RAMIPUR MODE, HARIDWAR - 249401 (U.K.)



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- (a) In case, any unregistered bidder [i.e. not registered with statutory authority for GST] is submitting their bid, their prices will be loaded with applicable GST (CGST&SGST/UTGST or IGST) during evaluation of bid.
- (b) In case any process on GST is applicable, the same shall also be considered in evaluation.
- (iv) Further, in case more than one bidder becomes L1 making more bidders eligible for award (as the case may be), then short listing of the bidders will be done using the following tie breaker:

"The bidder who has got the higher turnover in the last audited financial year will be awarded the job."

- (v) Purchase Preference applicable only on procurement of Goods and Services from Micro and Small Enterprises (MSEs) as Per Public Procurement Policy MSEs, 2012 as below.

Purchase preference to Micro and Small Enterprises (MSEs):

Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25 % (selected by Buyer) percentage of total quantity.

In case tendered item is non-split able or non- dividable, MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/


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complete supply of total value subject to matching of LI price.

Note:

- (a) The MSME – Udyam Registration Certificate submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.
- (b) If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.
- (c) The benefits of policy are not extended to the traders/dealers/ Distributors/Stockiest/Wholesalers.
- (d) OEM Authorization Certificate required if bidder is manufacturer along with above required document.

4.0 QUOTATION DOCUMENT:

The quotation must be submitted through a '**Letter of Submission of Quotation**' in the manner indicated below, failing which the quotation is liable to be rejected. Incomplete or conditional quotation will be rejected.

For any clarification regarding any terms and conditions of the Quotation, bidders may contact to the Office of "Haridwar Natural Gas Private Limited".

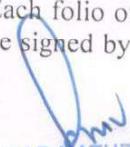
5.0 THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID

The Schedule of Rates (SOR) given Annexure-2 duly filled and signed & stamped by the bidders, shall be submitted.

All rates shall be quoted only in the proper form i.e. in the SOR (Annexure-2) **as per format**. Each page shall be signed in full by the bidder or his authorized signatory as described in paras above.

6.0 TERMS & CONDITIONS GOVERNING THE RFQ:

- a) H.N.G.P.L. reserves the right to: Accept or reject any or all or part of the financial Bids without assigning any reasons at any point of time and the decision of the HNGPL authority will be final. Relax the quotation conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of HNGPL. Disqualify the bidders blacklisted by Central/State Govt./Public Sector Units or whose contracts have been terminated on account of poor performance.
- b) Each folio of quotation document and every supporting documents attached with it shall be signed by the intending bidder or such person on his behalf as is legally authorized to


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- sign for and on his behalf and embossed with official seal at the time of submission.
- c) Quotations containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the bidder with seal.
- d) In-complete and ambiguous quotations will be rejected.
- e) The quotation will be rejected in case of any change in nomenclature of schedule in this SOR.
- f) In case of any ambiguity in total unit price or total amount figures, all calculations will be carried out taking Basic Unit rate as base.
- g) GPC – <https://gaitenders.in/Gaitenders/gccs/GCC-Goods%20-Hindi.pdf>
- h) SCC:
1. Contract Period: 01 year
 2. Supply Period: 2-3 Days
 3. Delivery terms: Door delivery at HNGPL Office.
 4. Payment terms: within 30 days against the submission of bill approved by EIC with deduction of all applicable taxes (if applicable)
 5. Any special Certification (if required): Damage material should be replaced.
 6. Only following bidder can participate in this tender: -

New General Supply Agency

Irika Traders

Garg Trading

05CVJPM3354F1ZM

05CHWPK6556N1ZD

05DDDFPG3883N1Z5

- i) Blacklisted declaration & Nil Deviation - Annexure –I

7.0 ACCEPTANCE OF QUOTATION:

- a. The quotation will be rejected in case of any change in nomenclature of schedule in this SOR.
- b. In case of any ambiguity in total unit price or total amount figures, all calculations will be carried out taking Basic Unit rate as base.
- c. All the quotation documents submitted by a bidder shall become the property of HNGPL and HNGPL shall have no obligation to return the same to the bidders.
- d. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
- e. **Please note that Quotation should be in sealed envelope otherwise your quotation shall not be accepted.**

Haridwar Natural Gas Pvt. Ltd.
Transit Camp, H. No. 129, New Haridwar Colony,
Behind Matrichaya Hospital, Ranipur Mode,
Haridwar-249401 (U.K.)

This is not an Order/Contract.

For & on behalf of

Haridwar Natural Gas Pvt. Ltd.

HARIDWAR NATURAL GAS PVT. LTD.
129, NEW HARIDWAR COLONY
BEHIND MATRI CHAYA MEDICAL CENTRE
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(Chief Executive Officer)



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Annexure-1

To,

CEO,
Haridwar Natural Gas Private Limited
House No- 129, New Haridwar Colony
Behind Matrichhaya Medical Centre
Ranipur Mode, Haridwar, Uttarakhand
PIN- 249401

Dear Sir,

This is to certify that the undersigned bidder has not been blacklisted by any Central/State Govt. Organization, Public Sector Units or its contracts have not been terminated on account of poor performance.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address:

Date



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"NO DEVIATION" CONFIRMATION

To,

M/s Haridwar Natural Gas Pvt. Ltd.

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Schedule of Rate

Sl. No.	No. Of Items		GST	Stationery items without GST		Amount with GST
				Brand	Price List	
1	Ball Pens (Blue & Black) Only Use & Throw	Pkt	18%	Totem		
2	Stapler pin no. 10	Box	18%	Kangaroo		
3	Stapler 10 no.	Pcs	18%	Kangaroo		
4	Stapler HP 10	Pcs	18%	Kangaroo		
5	Pencils	Pkt	18%	Nataraj		
6	Register No.3	Pcs	12%	Muskan		
7	Register No.5	Pcs	12%	Muskan		
8	Pencil Cell AA	Pkt	18%	Panasonic		
9	Pencil Cell AAA	Pkt	18%	Panasonic		
10	Pencil Cell AA	Pkt	18%	Duracell		
11	Pencil Cell AAA	Pkt	18%	Duracell		
12	Spring File	Pcs	18%			
13	Fevistick (Medium 15 gm)	Pcs	18%	Faber Castell		
14	Highlighter	Pcs	18%	Luxor		
15	Temperory Marker	Pcs	18%	Luxor		
16	Pen Marker	Pcs	18%	Luxor		
17	Permanent Marker	Pcs	18%	Luxor		
18	Binder Clip 25mm	Box	18%	Oddy		
19	Binder Clip 51mm	Box	18%	Oddy		
20	Box File	Pcs	18%	Doton		
21	Paper Rim A4 Size (75 gsm)	Pkt	12%	Spectra		
22	Pilot Pen/ V-5 -0.5	Pcs	18%	Luxor V5		
23	Butter flow ball pen	Pcs	18%	Cello		
24	Whitener	Pcs	18%	Luxor		
25	Carbon sheet	Pkt	18%	Kores		
26	Colour flag	Pcs	18%	Oddy		
27	Sticky note (2X3 Yellow)	Pcs	18%	Oddy		
28	Sharpener	Pcs	12%	Doms		
29	Eraser	Pcs	5%	Doms		
30	Spiral Note Pad	Pcs	18%	Spyko		
31	Transparent Tape 1 Inches	Pcs	18%	Leder		
32	Transparent Tape 2 Inches	Pcs	18%	Leder		
33	Transparent Tape 3 Inches	Pcs	18%	Leder		
34	Paper Cutter (Small/ Medium)	Pcs	18%	Premier		
35	L Folder	Pkt	18%	0		
36	Rubber band 500 gm	Pkt	12%	0		
37	Punch Machine DP 600 no.	Pcs	18%	Kangaroo		
38	Punch Machine DP 52	Pcs	18%	Kangaroo		
39	Board pin	Pcs	18%	Zebra		
40	Fevicol 42 gm	Pcs	18%	Pidilite		
41	Dater Stamp	Pcs	18%	Oddy		
42	Rubber Stamp 2 lines	Pcs	18%	Rubber Stamp		
43	Round Stamp	Pcs	18%	Round Stamp		
44	Selfink Stamp	Pcs	18%	Selfink Stamp		
45	Attendance Register Staff	Pcs	18%	Shipra		
46	Paper Weight	Pcs	18%	0		

47	Sponge Cup/ Damper	Pcs	18%	Star		
48	Calculator M120 D	Pcs	18%	Casio		
49	Stamp pad (Medium)	Pcs	18%	Supreme		
50	Envelope (Small) 9x4 (Yellow)	Pkt	18%	Usha		
51	Envelope (Large) 11x5	Pkt	18%	Usha (Yellow)		
52	Envelope (A4 Size)	Pkt	18%	Usha (Yellow)		
53	Cash Memo Book 4/16- 4 No.	Pcs	18%	Saraswati		
54	Scissors KA-SCO8(208)	Pcs	18%	0		
55	Four Flap File/ Dak Pad	Pcs	18%	0		
56	Flap Folder/ Button Bag	Pcs	18%	0		
57	Stamp pad Ink Bottle- 30 ml	Pcs	18%	Faber Castell		
58	Display Folder/ Protected Folder-200 no.	Pkt	18%	0		
59	Thermal Bill printing paper roll (360 Roll)	Box	18%	Oddy (57X15)		
			Total			