

Corrigendum 3: E - Tender for Office Stationery for STOCKHOLDING

RFP No. SHCIL/CPT/RFP/24-25/002

Corrigendum Dated: 26<sup>th</sup> July 2024

**Minutes of the Pre-Bid Meeting with vendors for Office Stationery to StockHolding Offices at Centre Point, Mahape and Mumbai Branches at Centre Point Office on 19<sup>th</sup> July 2024 at 12 pm.**

**Bidders present at the meeting:**

- 1) M/s. Metro Enterprises
- 2) M/s. Nine Square Prints (India) P Ltd.

**StockHolding officials present at the meeting:**

- 1) Ms. Rupali Khanolkar, Deputy Manager
- 2) Ms. Shubha Nair, Deputy Manager
- 3) Ms. Sunita Menon, Executive

The following points were discussed and clarified to the bidders:

- 1) It was clarified that the EMD and tender fees should be submitted together on the same day before the last date and time of the submission of the tender. In case if the bidder has MSME certificate, then his/her company is eligible for exemption from submission of EMD and tender fees. The bidder needs to upload the certificate along with other documents in Auction Tiger e-platform.
- 2) It was discussed regarding brand names / specifications of certain items which clarifications were required by the vendors in the tender document. It was conveyed that the revised brand names /specifications of the items will be uploaded through Corrigendum.
- 3) Query was raised regarding calculation of the weightage rate. It was collectively informed by the vendors that the estimated quantity is required to be mentioned by the Corporation. Please note it is not possible to mention the quantity required. However for reference the bidders may note the quantities procured last year 2023-24.

<b>Sr.No.</b>	<b>Name of the Items</b>	<b>Unit</b>	<b>Estimated Qty</b>
1	Book Binding 10X12 (hard Binding)	Per unit	10000
2	FullScape Punch Folder 10 Gauge	Per unit	35000
3	Box File (Ashoka)	Per unit	1000
4	Dura Cell-6V (higher)	Per pc	10
5	Writing Pad 1/8	Per pc	300
6	Ball Pens (Blue/Black/Red/Green) (Cello)	Per unit	4500
7	Brown Plastic Tape 2" (wonder 555)	Per unit	700
8	Uni Ball Pen (157 I)	Per unit	100
9	I Card Lace with printing	Per unit	1000
10	Dura Cell-AA (higher)	Per unit	300
11	Glue stick (medium)15gm (Fevistick)	Per unit	500
12	Rubber Band (Leeras Vinayak)	Per kg	50
13	Computer Stickers,Labels 10*12 (Novajet)	Per pkt	100
14	Stapler Pin No.10-1M (Kangaroo)	Per pkt	800
15	Tissue Paper (Jackson & Maruti)	Per box	1000
16	File Divider	Per unit	3500
17	SP Welcro Folders (14" x 10")	Per unit	400
18	Dura Cell-AAA (higher)	Per pc	200
19	Gel Pen (Reynolds)	Per unit	300
20	Pilot,Hi-tecpoint	Per unit	10
21	Pilot Hitch V10 Grip	Per unit	10
22	Pilot Sign Pen	Per unit	16
23	Refills (Blue/Black/Red/Green) (Cello)	Per unit	50
24	White Board Marker Pens (Black/Blue/Red) (Camlin)	Per unit	100
25	Permanent Marker Pens (Black/Blue/Red) (Camlin)	Per unit	300
26	CD Writer Pen (Camlin)	Per unit	30
27	Highlighter (Pink/Green/Blue/Florescent) (Luxor)	Per unit	200

28	Sketch Pens (all colours) per unit per set of 12 (Luxor 920)	Per unit	20
29	Pencil Box (Natraj)	Per unit	100
30	Plastic Ring File (403)	Per pc	60
31	Blue Clip File 1/4 (A4)	Per unit	80
32	Carbon Paper Box	Per box	2
33	Kodak Photo High Gloss Paper	Per pkt	5
34	Legal F/S Ledger Green Paper (80 GSM)	Per pkt	10
35	Minute Book Paper	Per pkt	7
36	Blue Paper A/4 Size	Per pkt	11
37	3M White Cello Tape With Cutter	Per unit	30
38	White Cello Tape	Per pc	1
39	Cello Tape (1 Inch) 65mtrs	Per unit	300
40	Cello Tape (2 Inch) 65 mtrs	Per unit	1000
41	Correction Tape (Kores)	Per unit	100
42	Gum Bottle (30ml/25ml) (Camlin)	Per unit	5
43	Eraser Fluid (Set) 15ml (Kores)	Per unit	2
44	Eraser Pen (Kores)	Per unit	100
45	Gum bottle 150ml (Camlin)	Per unit	20
46	Stapler No.10	Per unit	200
47	Stapler HD 45	Per unit	1
48	Stapler HP 45	Per unit	40
49	Stapler Pin HP 45	Per pkt	100
50	Board Pin	Per pkt	100
51	U Clips (35mm)	Per pkt	100
52	Plastic Branch Clip	Per unit	20
53	Binder Clip (32mm) (Music)	Per pkt	100
54	Binder Clip (25mm) (Music)	Per pkt	100
55	Binder Clip (41mm) (Music)	Per pkt	100
56	Binder Clip (19mm) (Music)	Per pkt	50
57	Calculator-Citizen CT 555N	Per unit	80
58	Sharpener (Natraj)	Per unit	150

59	Eraser (Natraj)	Per unit	300
60	Punch Machine No.280 (Kangaroo)	Per unit	20
61	Punch Machine No.500 (Kangaroo)	Per unit	20
62	Punch Machine No.600 (Kangaroo)	Per unit	2
63	Scissors (medium) (Kangaroo-65mm) 1185	Per unit	150
64	Scissors (small) (Kangaroo-55mm) 1160	Per unit	20
65	Plastic Scale 12 inch (Camlin) prompt mangus	Per unit	100
66	Post it Pad 3*3 (Big) (Multicolor)	1 pkt	250
67	Post it Pad 2*3 (Mangus single)	1 pkt	5
68	Post it Pad 3*5 (Mangus single)	1 pkt	7
69	Ruled Register-3quire (Dolly)	Per unit	50
70	Ruled Register-1 quire (Dolly)	Per unit	10
71	Ruled Register-2quire (Dolly)	Per unit	100
72	Muster Roll Register-1quire (Sunny)	Per unit	60
73	Ruled Register-4quire (Dolly)	Per unit	150
74	Epson 1150 printer Ribbon	Per unit	40
75	Tally 2280 printer Ribbon	Per unit	3
76	Stamp 8 Digit	Per unit	10
77	Stamp 10 Digit	Per unit	1
78	Rubber Stamp 16 Digit	Per unit	2
79	Round Stamp	Per unit	60
80	Shiny Adjustable Self-Ink Stamp with S-828D	Per unit	200
81	Dater Stamp	Per unit	2
82	Stamp Pad (Big)167*96mm (Blue/Black) (Camel)	Per unit	40
83	Stamp Pad medium (Camel)	Per unit	10
84	Stamp Pad Ink (100ml) (Camel)	Per unit	30
85	Small Envelope-11X5 80 GSM white	Per pc	30

86	Small Envelope-9.5x4.5 80 GSM white	Per pc	100
87	Brown Cover-10X12 80 GSM	Per pc	150
88	Dhoti Cloth Cover Box Type 10X12 (Green)	Per pc	200
89	Dhoti Cloth Cover Box Type 16X12 (Green)	Per pc	300
90	Plastic Index Set (1 to 30)	Per set	20
91	Air Freshener (Godrej)	Per unit	80
92	Plastic I Card Cover	Per pc	2000
93	Water Dumper	Per pc	100
94	Bubble Sheet (100 mtr roll)	Per meter	80
95	Plastic Gunnie Bag	Per unit	130
96	Minute Book Ledger Binder	Per pc	5
97	Visiting Card Holder Book (480 Cards)	Per pc	5
98	Double Sided Tape 1" Foam Tape	Per unit	20

- 4) Post clarifications of the queries, please find revised brand names /specification list of the entire category of items as well as revised Commercial / Financial Bid and vendors are requested to quote for all the categories.

Sr.No.	Name of the Items	Unit	Weightage	Rate	Weightage x Rate
1	Book Binding 10X12 (hard Binding)	Per unit	14.634		
2	FullScape Punch Folder 10 Gauge	Per unit	51.221		
3	Box File (Ashoka)	Per unit	1.463		
4	Dura Cell-6V (higher)	Per pc	0.015		
5	Writing Pad 1/8	Per pc	0.439		
6	Ball Pens (Blue/Black/Red/Green) (Cello)	Per unit	6.585		
7	Brown Plastic Tape 2" (wonder 555)	Per unit	1.024		
8	Uni Ball Pen (157 I)	Per unit	0.146		
9	I Card Lace with printing	Per unit	1.463		
10	Dura Cell-AA (higher)	Per unit	0.439		
11	Glue stick (medium)15gm (Fevistick)	Per unit	0.732		
12	Rubber Band (Leeras Vinayak)	Per kg	0.073		
13	Computer Stickers,Labels 10*12 (Novajet)	Per pkt	0.146		
14	Stapler Pin No.10-1M (Kangaroo)	Per pkt	1.171		
15	Tissue Paper (Jackson & Maruti)	Per box	1.463		
16	File Divider	Per unit	5.122		
17	SP Welcro Folders (14" x 10")	Per unit	0.585		
18	Dura Cell-AAA (higher)	Per pc	0.293		
19	Gel Pen (Reynolds)	Per unit	0.439		
20	Pilot,Hi-tecpoint	Per unit	0.015		
21	Pilot Hitch V10 Grip	Per unit	0.015		
22	Pilot Sign Pen	Per unit	0.023		

23	Refills (Blue/Black/Red/Green) (Cello)	Per unit	0.073		
24	White Board Marker Pens (Black/Blue/Red) (Camlin)	Per unit	0.146		
25	Permanent Marker Pens (Black/Blue/Red) (Camlin)	Per unit	0.439		
26	CD Writer Pen (Camlin)	Per unit	0.044		
27	Highlighter (Pink/Green/Blue/Florescent) (Luxor)	Per unit	0.293		
28	Sketch Pens (all colours) per unit per set of 12 (Luxor 920)	Per unit	0.029		
29	Pencil Box (Natraj)	Per unit	0.146		
30	Plastic Ring File (403)	Per pc	0.088		
31	Blue Clip File 1/4 (A4)	Per unit	0.117		
32	Carbon Paper Box	Per box	0.003		
33	Kodak Photo High Gloss Paper	Per pkt	0.007		
34	Legal F/S Ledger Green Paper (80 GSM)	Per pkt	0.015		
35	Minute Book Paper	Per pkt	0.010		
36	Blue Paper A/4 Size	Per pkt	0.016		
37	3M White Cello Tape With Cutter	Per unit	0.044		
38	White Cello Tape	Per pc	0.001		
39	Cello Tape (1 Inch) 65mtrs	Per unit	0.439		
40	Cello Tape (2 Inch) 65 mtrs	Per unit	1.463		
41	Correction Tape (Kores)	Per unit	0.146		
42	Gum Bottle (30ml/25ml) (Camlin)	Per unit	0.007		
43	Eraser Fluid (Set) 15ml (Kores)	Per unit	0.003		
44	Eraser Pen (Kores)	Per unit	0.146		
45	Gum bottle 150ml (Camlin)	Per unit	0.029		
46	Stapler No.10	Per unit	0.293		
47	Stapler HD 45	Per unit	0.001		
48	Stapler HP 45	Per unit	0.059		
49	Stapler Pin HP 45	Per pkt	0.146		
50	Board Pin	Per pkt	0.146		
51	U Clips (35mm)	Per pkt	0.146		
52	Plastic Branch Clip	Per unit	0.029		
53	Binder Clip (32mm) (Music)	Per pkt	0.146		
54	Binder Clip (25mm) (Music)	Per pkt	0.146		
55	Binder Clip (41mm) (Music)	Per pkt	0.146		
56	Binder Clip (19mm) (Music)	Per pkt	0.073		
57	Calculator-Citizen CT 555N	Per unit	0.117		
58	Sharpener (Natraj)	Per unit	0.220		
59	Eraser (Natraj)	Per unit	0.439		
60	Punch Machine No.280 (Kangaroo)	Per unit	0.029		
61	Punch Machine No.500 (Kangaroo)	Per unit	0.029		
62	Punch Machine No.600 (Kangaroo)	Per unit	0.003		
63	Scissors (medium) (Kangaroo-65mm) 1185	Per unit	0.220		

64	Scissors (small) (Kangaroo-55mm) 1160	Per unit	0.029		
65	Plastic Scale 12 inch (Camlin) prompt mangus	Per unit	0.146		
66	Post it Pad 3*3 (Big) (Multicolor)	1 pkt	0.366		
67	Post it Pad 2*3 (Mangus single)	1 pkt	0.007		
68	Post it Pad 3*5 (Mangus single)	1 pkt	0.010		
69	Ruled Register-3quire (Dolly)	Per unit	0.073		
70	Ruled Register-1 quire (Dolly)	Per unit	0.015		
71	Ruled Register-2quire (Dolly)	Per unit	0.146		
72	Muster Roll Register-1quire (Sunny)	Per unit	0.088		
73	Ruled Register-4quire (Dolly)	Per unit	0.220		
74	Epson 1150 printer Ribbon	Per unit	0.059		
75	Tally 2280 printer Ribbon	Per unit	0.004		
76	Stamp 8 Digit	Per unit	0.015		
77	Stamp 10 Digit	Per unit	0.001		
78	Rubber Stamp 16 Digit	Per unit	0.003		
79	Round Stamp	Per unit	0.088		
80	Shiny Adjustable Self-Ink Stamp with S-828D	Per unit	0.293		
81	Dater Stamp	Per unit	0.003		
82	Stamp Pad (Big)167*96mm (Blue/Black) (Camel)	Per unit	0.059		
83	Stamp Pad medium (Camel)	Per unit	0.015		
84	Stamp Pad Ink (100ml) (Camel)	Per unit	0.044		
85	Small Envelope-11X5 80 GSM white	Per pc	0.044		
86	Small Envelope-9.5x4.5 80 GSM white	Per pc	0.146		
87	Brown Cover-10X12 80 GSM	Per pc	0.220		
88	Dhoti Cloth Cover Box Type 10X12 (Green)	Per pc	0.293		
89	Dhoti Cloth Cover Box Type 16X12 (Green)	Per pc	0.439		
90	Plastic Index Set (1 to 30)	Per set	0.029		
91	Air Freshener (Godrej)	Per unit	0.117		
92	Plastic I Card Cover	Per pc	2.927		
93	Water Dumper	Per pc	0.146		
94	Bubble Sheet (100 mtr roll)	Per meter	0.117		
95	Plastic Gunnie Bag	Per unit	0.190		
96	Minute Book Ledger Binder	Per pc	0.007		
97	Visiting Card Holder Book (480 Cards)	Per pc	0.007		
98	Double Sided Tape 1" Foam Tape	Per unit	0.029		
	<b>Total</b>		<b>100.000</b>		

**Note:**

1. The lowest bidder in commercial bid will be based on the Total price which is multiplication factor of Rate of each item and Weightage of the item.
2. TDS as applicable will be deducted.
3. The total prices quoted in tender should be exclusive of all taxes and inclusive of other charges e.g. delivery charges / courier charges etc. to all locations.
4. The Corporation reserves the right for order quantities and the bidder cannot demand any fixed quantities wherever applicable.
5. Bidder has to quote for all the above listed items, incase no rate is filled; STOCKHOLDING reserves the right to reject the Commercial Bid.
6. STOCKHOLDING reserves the right to terminate the contract by giving one month's notice.
7. The Financial Bid will be opened only for the Bidders who have scored 60 or more marks in the Technical Bid.
8. The Lowest i.e. L1 bidder shall be the bidder who is the lowest in the Commercial Bid.
9. L1 Bidder will be selected on total cost for one year and the same cost will be fixed for two consecutive years.