



REQUEST FOR QUOTATION (RFQ)
(Goods)

REQUEST FOR QUOTATION (RFQ) (Goods)	Date : 29-April-2019
	REFERENCE: RFQ/028/IND-2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **“Long Term Agreement (LTA) for the supply of Stationery Items to UNDP India Country Office”** as detailed in Annex 2 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

- Annexure 1 – Instruction to Bidders
- Annexure 2 – Detailed Technical Specifications & delivery schedule
- Annexure 3 – Form for submitting service provider’s Financial proposal
- Annexure 4 – General Terms and Conditions of the Contract

Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username: event.guest
Password: why2change

and follow the registration steps as specified in the system user guide.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this solicitation shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Yours sincerely,

Arun Arumughan
Procurement Officer
29 April 2019



Instruction to Bidders


Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

1.	Title of Goods/Services / Work Required:	Supply of Stationery Items at UNDP India Country Office
2.	All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
3.	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
4.	Partial Quotes	<input checked="" type="checkbox"/> Not Allowed
5.	Preferred Currency of Quotation and Method for Currency Conversion	<input checked="" type="checkbox"/> Local Currency: Indian Rupees (INR) Reference date for determining UN Operational Exchange Rate: Closing Date of Submission of the Quotation
6.	Deadline for the Submission of Quotation	Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
7.	Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 Days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.


8.	Latest Expected Delivery & Installation Date	<input checked="" type="checkbox"/> Within 7 days from the date of issue of email request
9.	Bid Security	<input checked="" type="checkbox"/> Not Applicable
10.	Performance Security	<input checked="" type="checkbox"/> Not Applicable.
11.	Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> N/A
12.	Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
13.	Documents to be submitted	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed ten (10) pages; <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Duly completed Annex 3 (Price Schedule); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
14.	UNDP will award to:	<input checked="" type="checkbox"/> One supplier
15.	Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement (LTA will be for an initial period of 24 months) The LTA will be extended for another year based on satisfactory performance
16.	Criteria for the Award and Evaluation of Bid	<p><u>Award and Evaluation Criteria:</u></p> <input checked="" type="checkbox"/> Lowest price offers of technically qualified/ responsive Bid on the detailed contents of the Annexure 1 and 2. <input checked="" type="checkbox"/> Full acceptance of the “General Terms and Conditions (Annex 4)” of the RFQ. <input checked="" type="checkbox"/> Compliance on the following requirements: <ul style="list-style-type: none"> • Certification of incorporation of the Bidder. Legal Status, place of registration and principal place of business of the company or firm or partnership etc. • Compliance on the Technical requirements as per Annex 2 • Documents showing that the supplier has supplied such equipment to private/ public sector/ government organizations. • Registration with Taxation Authority in India <p><u>NOTE:</u> <u>Non-acceptance of the UNDP’s General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</u></p>
17.	Advance Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
18.	Payment Terms	<input checked="" type="checkbox"/> Within 30 days upon UNDP’s acceptance and receipt of invoice.
19.	Conditions for Release of Payment	<input checked="" type="checkbox"/> 100% after successful delivery and on acceptance of goods.
20.	Liquidated Damages	<input checked="" type="checkbox"/> N.A.

Technical Specifications

Item No	Item description	Unit of Measure	Qty Requested (estimated requirement for 1 year)
1	Address label Sheet ST 8 – A4 (210mmX297mm)	PKT	15
2	Attendance Register No. 2	PCS	10
3	Pencils in Pics (Faber-Castell 2B or equivalent) 1x10 pcs	PCS	4000
4	Binder Clip 15 mm in Packet (INFINITY or equivalent)	PKT	60
5	Binder Clip 32mm In Packet (INFINITY or equivalent)	PKT	100
6	Binder Clip 19mm In Packet (INFINITY or equivalent)	PKT	30
7	Board Duster-OMAX TM or equivalent	PCS	30
8	Board Pin in Packet	PKT	30
9	Box Folder (MEGHA 5M) or equivalent) Picture attached 	PCS	600
10	Library Box Folder (Picture attached) 	PCS	50
11	Calculator 12 Digit (Citizen CT 555N or equivalent)	PCS	25
12	Visiting Card Album (ring binder RB-406 Solo with 25 A4 size visiting card leaf)	PCS	20
13	CD-R in Piece 800mb (SONY jewel case pack 1x10) or equivalent)	PCS	100
14	CD-RW in Piece (SONY jewel case pack 1x5pcs) or equivalent)	PCS	100
15	Cell – Big (EVEREADY or equivalent)	PCS	50
16	Cell – Duracell 9V or equivalent	PCS	50

Item No	Item description	Unit of Measure	Qty Requested (estimated requirement for 1 year)
17	Cell – Medium (EVEREADY or equivalent)	PCS	30
18	Cell – Pencil AAA (DURACELL or equivalent)	PCS	150
19	Cell – Pencil AA(DURACELL or equivalent)	PCS	250
20	Correction Fluid in Pen (INFINITY 9ML or equivalent)	PCS	100
21	Paper Cutter (IKON or equivalent)	PCS	20
22	Divider Set in paper (in Set) A4 1-5/1-8/1-10/1-15/1-20/A-z	SET	500
23	Divider Set in Plastic (5 Page Set = 207 or 12 Page Set = 430	SET	100
24	DVDs 407gb (MOSERBAER 1 x10 pcs or equivalent)	PCS	350
25	Eraser	PCS	50
26	Cobra File in Green (31.5kg sirpur board)	PCS	300
27	Cobra File in Pink(31.5kg sirpur board)	PCS	200
28	Flip Chart-25 SHEETS-25MM Grid Rule	PCS	150
29	Glue Stick (MUNGYO or equivalent 15 GRM)	PCS	250
30	Gum Bottle-KORES or equivalent 700ML	PCS	10
31	Hi-Lighter in Pics (Luxor Gloliter or equivalent) packets	PCS	250
32	Lock 40 MM (HARRISON or equivalent)	PCS	10
33	Lock 50 MM (HARRISON or equivalent)	PCS	10
34	Lock 60 MM (HARRISON or equivalent)	PCS	10
35	Manila Folder in PAPER A4 	PCS	3000
36	Board Marker pen Luxor or equivalent (1x12)	PCS	350
37	Marker-OHP -laxor or equivalent (1x10)	PCS	50
38	Magnet Board (packet of 12 pcs) –INFINITY or equivalent	PCS	100
39	Packing Tape (2'' Brown)-SAMBHAV SELF ADHESIVE TAPES or equivalent	PCS	200
40	Brown Packing paper in sheet (120gsm, 36''x46'')	sheet	500
41	Paper Clamp-large No. 3 LIBRA 1x 10 pkt)or equivalent	pkt	8
42	Paper Clip 26mm in Packet –ROLEX or equivalent(1x10)	pkt	10
43	Paper Clip 30mm in Packet–ROLEX or equivalent (1x10)	pkt	10
44	Paper Clip 35mm in Packet–ROLEX or equivalent(1x10)	pkt	10
45	Paper Clip 50mm in Packet–ROLEX or equivalent (1x10)	pkt	10
46	Paper Ream (80 GSM, ONE OF 500 SHEETS) APRIL FINE PAPER or equivalent	pkt	1500
47	A3 Size paper (1x 500 sheets)75 GSM	pkt	10
48	Pen-Gell-Reynolds-RACER or equivalent	PCS	4000

Item No	Item description	Unit of Measure	Qty Requested (estimated requirement for 1 year)
49	Pen-Reynold 045 (Blue-Red –Green)	PCS	7000
50	Pen-UNI Ball Fine Deluxe UB 177 or equivalent	PCS	1000
51	pen UNI Ball Fine 0.7 or equivalent	PCS	1000
52	Peon / Acknowledgement Book	PCS	10
53	Solo folder 1/2in No 406 or equivalent	PCS	100
54	Solo folder 1in No 402 or equivalent	PCS	100
55	Plastic Folder in packet A4 (Transparent) ITEM E310-1 OF 10) or equivalent	PCS	500
56	Plastic Tray in Set –OMEGA deluxe 2 tier or equivalent	PCS	10
57	Pocket Folder (A4size) in Hand Made Paper	PCS	50
58	Post IT 76x127 mm Big-HOPAX or equivalent	PKT	100
59	Post IT Note 38x50 mm Small-HOPAX or equivalent	PKT	100
60	Post IT Flag-HOPAX FILM INDEX or equivalent	PKT	100
61	Post IT 75x75 mm-HOPAX or equivalent	PKT	100
62	Post IT 76x51 mm Medium Size	PKT	100
63	Post IT Prompt-HOPAX or equivalent	PKT	100
64	Punching Machine Big 8cm – 800-KANGARO or equivalent	PCS	10
65	Punching Machine Medium 8cm – 600-KANGARO or equivalent	PCS	30
66	Register plan 2 core-SHIPRA or equivalent	PCS	50
67	Register plan Single core-SHIPRA or equivalent	PCS	50
68	Register Plain 4 Core-SHIPRA or equivalent	PCS	50
69	Ring Folder Blue & Black (A4 size 1.5")	PCS	50
70	Rubber Band in Packet-BELL BANDS or equivalent	PKT	15
71	Scale 12"CHAIR MAN or equivalent	PCS	25
72	Scotch /Cello Tap Small –ZING or equivalent	PCS	50
73	Scotch /Cello Tap big 2" ODDI or equivalent	PCS	100
74	Scotch Tape with dispenser-SCOTCH 3M or equivalent	PCS	50
75	Scissor-MUNIX GL 2160 or equivalent	PCS	25
76	Sharpener-ORDINARY	PCS	50
77	Sketch pen in Packet(1x12 pcs) LAXUR or equivalent	pkt	20
78	Spiral Writing paid big A4 Size SPIRAL PAD FORMET or equivalent	PCS	300
79	Spiral Writing paid- Small-SPIRX S5 or equivalent	PCS	150
80	Stapler No.10-KANGARO or equivalent	PCS	50
81	Stapler No.HD-45-KANGARO or equivalent	PCS	50
82	Stapler Pin No.10 -1M-KANGARO or equivalent	PKT	100
83	Stapler Pin No.HD-45-KANGARO (24/6)or equivalent	PKT	100
84	Stapler Remover	PCS	15
85	String ROLL plastic	ROLL	30

Item No	Item description	Unit of Measure	Qty Requested (estimated requirement for 1 year)
86	Signature folder –AS PER SAMPLE 	PCS	50
87	Tape Double side 1'' DEER GRIP FORMAT TAPE	PCS	25
88	HP Pen Drive 4GB	PCE	300
89	HP Pen Drive 8GB	PCE	500
90	HP Pen Drive 16 GB	PCE	200
91	Pen - Link Signetta		
92	Pen for CD / DCD - UNI Ball Gel Impact UM 153S 1.0 in Blue and Black in 50%		


Form for Submitting Supplier's Technical Quotation

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹)

Bidders must complete the 2 columns on the right of the below table.


Item No	Item description	Unit of Measure	Brand/Model Offered	Picture of Item Offered
1	Address label Sheet ST 8 - A4 (210mmX297mm)	PKT		
2	Attendance Register No. 2	PCS		
3	Pencils in Pics (Faber-Castell 2B or equivalent) 1x10 pcs	PCS		
4	Binder Clip 15 mm in Packet (INFINITY or equivalent)	PCS		
5	Binder Clip 32mm In Packet (INFINITY or equivalent)	PKT		
6	Binder Clip 19mm In Packet (INFINITY or equivalent)	PKT		
7	Board Duster-OMAX TM or equivalent	PKT		
8	Board Pin in Packet	PCS		
9	Box Folder (MEGHA 5M) or equivalent) Picture attached 	PKT		
10	Library Box Folder (Picture attached) 	PCS		
11	Calculator 12 Digit (Citizen CT 555N or equivalent)	PCS		
12	Visiting Card Album (ring binder RB-406 Solo with 25 A4 size visiting card leaf)	PCS		
13	CD-R in Piece 800mb (SONY jewel case pack 1x10) or equivalent)	PCS		

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Item No	Item description	Unit of Measure	Brand/Model Offered	Picture of Item Offered
14	CD-RW in Piece (SONY jewel case pack 1x5pcs) or equivalent)	PCS		
15	Cell - Big (EVEREADY or equivalent)	PCS		
16	Cell - Duracell 9V or equivalent	PCS		
17	Cell - Medium (EVEREADY or equivalent)	PCS		
18	Cell - Pencil AAA (DURACELL or equivalent)	PCS		
19	Cell - Pencil AA(DURACELL or equivalent)	PCS		
20	Correction Fluid in Pen (INFINITY 9ML or equivalent)	PCS		
21	Paper Cutter (IKON or equivalent)	PCS		
22	Divider Set in paper (in Set) A4 1-5/1-8/1-10/1-15/1-20/A-z	PCS		
23	Divider Set in Plastic (5 Page Set = 207 or 12 Page Set = 430	PCS		
24	DVDs 407gb (MOSERBAER 1 x10 pcs or equivalent)	SET		
25	Eraser	SET		
26	Cobra File in Green (31.5kg sirpur board)	PCS		
27	Cobra File in Pink(31.5kg sirpur board)	PCS		
28	Flip Chart-25 SHEETS-25MM Grid Rule	PCS		
29	Glue Stick (MUNGYO or equivalent 15 GRM)	PCS		
30	Gum Bottle-KORES or equivalent 700ML	PCS		
31	Hi-Lighter in Pics (Luxor Gloliter or equivalent) packets	PCS		
32	Lock 40 MM (HARRISON or equivalent)	PCS		
33	Lock 50 MM (HARRISON or equivalent)	PCS		
34	Lock 60 MM (HARRISON or equivalent)	PCS		
35	Manila Folder in PAPER A4 	PCS		

Item No	Item description	Unit of Measure	Brand/Model Offered	Picture of Item Offered
36	Board Marker pen Luxor or equivalent (1x12)	PCS		
37	Marker-OHP -laxor or equivalent (1x10)	PCS		
38	Magnet Board (packet of 12 pcs) - INFINITY or equivalent	PCS		
39	Packing Tape (2" Brown)-SAMBHAV SELF ADHESIVE TAPES or equivalent	PCS		
40	Brown Packing paper in sheet (120gsm, 36"x46")	PCS		
41	Paper Clamp-large No. 3 LIBRA 1x 10 pkt)or equivalent	PCS		
42	Paper Clip 26mm in Packet –ROLEX or equivalent(1x10)	PCS		
43	Paper Clip 30mm in Packet–ROLEX or equivalent (1x10)	PCS		
44	Paper Clip 35mm in Packet–ROLEX or equivalent(1x10)	PCS		
45	Paper Clip 50mm in Packet–ROLEX or equivalent (1x10)	PCS		
46	Paper Ream (80 GSM, ONE OF 500 SHEETS) APRIL FINE PAPER or equivalent	PCS		
47	A3 Size paper (1x 500 sheets)75 GSM	PCS		
48	Pen-Gell-Reynolds-RACER or equivalent	PCS		
49	Pen-Reynold 045 (Blue-Red -Green)	sheet		
50	Pen-UNI Ball Fine Deluxe UB 177 or equivalent	PKT		
51	pen UNI Ball Fine 0.7 or equivalent	PKT		
52	Peon / Acknowledgement Book	PKT		
53	Solo folder 1/2in No 406 or equivalent	PKT		
54	Solo folder 1in No 402 or equivalent	PKT		
55	Plastic Folder in packet A4 (Transparent) ITEM E310-1 OF 10) or equivalent	PKT		
56	Plastic Tray in Set –OMEGA deluxe 2 tier or equivalent	PCS		
57	Pocket Folder (A4size) in Hand Made Paper	PCS		
58	Post IT 76x127 mm Big-HOPAX or equivalent	PCS		
59	Post IT Note 38x50 mm Small-HOPAX or equivalent	PCS		

Item No	Item description	Unit of Measure	Brand/Model Offered	Picture of Item Offered
60	Post IT Flag-HOPAX FILM INDEX or equivalent	PCS		
61	Post IT 75x75 mm-HOPAX or equivalent	PCS		
62	Post IT 76x51 mm Medium Size	PCS		
63	Post IT Prompt-HOPAX or equivalent	PCS		
64	Punching Machine Big 8cm - 800-KANGARO or equivalent	PCS		
65	Punching Machine Medium 8cm - 600-KANGARO or equivalent	PCS		
66	Register plan 2 core-SHIPRA or equivalent	PKT		
67	Register plan Single core-SHIPRA or equivalent	PKT		
68	Register Plain 4 Core-SHIPRA or equivalent	PKT		
69	Ring Folder Blue & Black (A4 size 1.5")	PKT		
70	Rubber Band in Packet-BELL BANDS or equivalent	PKT		
71	Scale 12"CHAIR MAN or equivalent	PKT		
72	Scotch /Cello Tap Small –ZING or equivalent	PCS		
73	Scotch /Cello Tap big 2" ODDI or equivalent	PCS		
74	Scotch Tape with dispenser-SCOTCH 3M or equivalent	PCS		
75	Scissor-MUNIX GL 2160 or equivalent	PCS		
76	Sharpener-ORDINARY	PCS		
77	Sketch pen in Packet(1x12 pcs) LAXUR or equivalent	PCS		
78	Spiral Writing paid big A4 Size SPIRAL PAD FORMET or equivalent	PKT		
79	Spiral Writing paid- Small-SPIRX S5 or equivalent	PCS		
80	Stapler No.10-KANGARO or equivalent	PCS		
81	Stapler No.HD-45-KANGARO or equivalent	PCS		
82	Stapler Pin No.10 -1M-KANGARO or equivalent	PCS		
83	Stapler Pin No.HD-45-KANGARO (24/6)or equivalent	PCS		
84	Stapler Remover	PCS		
85	String ROLL plastic	PCS		

Item No	Item description	Unit of Measure	Brand/Model Offered	Picture of Item Offered
86	Signature folder -AS PER SAMPLE 	PCS		
87	Tape Double side 1" DEER GRIP FORMAT TAPE	PCS		
88	HP Pen Drive 4GB	PCE		
89	HP Pen Drive 8GB	PCE		
90	HP Pen Drive 16 GB	PCE		
91	Pen - Link Signetta	PCE		
92	Pen for CD / DCD - UNI Ball Gel Impact UM 153S 1.0 in Blue and Black in 50%	PCE		

The offered products comply with the Technical Specifications set forth in RFQ Annex 1

____YES ____NO

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

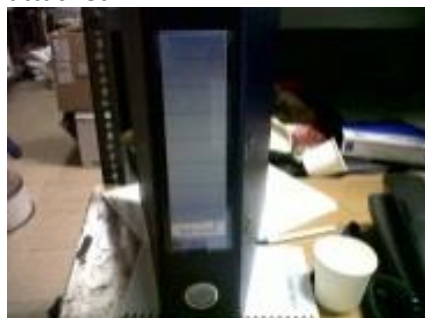

Form for Submitting Supplier's Financial Quotation

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)


We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ/028/IND-2019

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.


Unit prices quoted below must be inclusive of all costs necessary to supply these items, including transport cost, insurance, materials, etc.

Item No	Item description	Unit of Measure	Qty	Unit Price (INR)	Total Price (INR)
1	Address label Sheet ST 8 - A4 (210mmX297mm)	PKT	10		
2	Attendance Register No. 2	PCS	5		
3	Pencils in Pics (Faber-Castell 2B or equivalent) 1x10 pcs	PCS	1000		
4	Binder Clip 15 mm in Packet (INFINITY or equivalent)	PKT	60		
5	Binder Clip 32mm In Packet (INFINITY or equivalent)	PKT	100		
6	Binder Clip 19mm In Packet (INFINITY or equivalent)	PKT	30		
7	Board Duster-OMAX TM or equivalent	PCS	30		
8	Board Pin in Packet	PKT	30		
9	Box Folder (MEGHA 5M) or equivalent) Picture attached 	PCS	600		
10	Library Box Folder (Picture attached) 	PCS	50		

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Item No	Item description	Unit of Measure	Qty	Unit Price (INR)	Total Price (INR)
11	Calculator 12 Digit (Citizen CT 555N or equivalent)	PCS	25		
12	Visiting Card Album (ring binder RB-406 Solo with 25 A4 size visiting card leaf)	PCS	20		
13	CD-R in Piece 800mb (SONY jewel case pack 1x10) or equivalent)	PCS	300		
14	CD-RW in Piece (SONY jewel case pack 1x5pcs) or equivalent)	PCS	100		
15	Cell - Big (EVEREADY or equivalent)	PCS	50		
16	Cell - Duracell 9V or equivalent	PCS	50		
17	Cell - Medium (EVEREADY or equivalent)	PCS	30		
18	Cell - Pencil AAA (DURACELL or equivalent)	PCS	150		
19	Cell - Pencil AA(DURACELL or equivalent)	PCS	250		
20	Correction Fluid in Pen (INFINITY 9ML or equivalent)	PCS	100		
21	Paper Cutter (IKON or equivalent)	PCS	20		
22	Divider Set in paper (in Set) A4 1-5/1-8/1-10/1-15/1-20/A-z	SET	100		
23	Divider Set in Plastic (5 Page Set = 207 or 12 Page Set = 430	SET	100		
24	DVDs 407gb (MOSERBAER 1 x10 pcs or equivalent)	PCS	350		
25	Eraser	PCS	50		
26	Cobra File in Green (31.5kg sirpur board)	PCS	300		
27	Cobra File in Pink(31.5kg sirpur board)	PCS	200		
28	Flip Chart-25 SHEETS-25MM Grid Rule	PCS	50		
29	Glue Stick (MUNGYO or equivalent 15 GRM)	PCS	1150		
30	Gum Bottle-KORES or equivalent 700ML	PCS	10		
31	Hi-Lighter in Pics (Luxor Gloliter or equivalent) packets	PCS	250		
32	Lock 40 MM (HARRISON or equivalent)	PCS	10		
33	Lock 50 MM (HARRISON or equivalent)	PCS	10		
34	Lock 60 MM (HARRISON or equivalent)	PCS	10		
35	Manila Folder in PAPER A4 	PCS	2000		
36	Board Marker pen Luxor or equivalent (1x12)	PCS	350		
37	Marker-OHP -laxor or equivalent (1x10)	PCS	50		
38	Magnet Board (packet of 12 pcs) -INFINITY or equivalent	PCS	100		
39	Packing Tape (2" Brown)-SAMBHAV SELF ADHESIVE TAPES or equivalent	PCS	100		
40	Brown Packing paper in sheet (120gsm, 36"x46")	sheet	500		

Item No	Item description	Unit of Measure	Qty	Unit Price (INR)	Total Price (INR)
41	Paper Clamp-large No. 3 LIBRA 1x 10 pkt)or equivalent	pkt	8		
42	Paper Clip 26mm in Packet –ROLEX or equivalent(1x10)	pkt	10		
43	Paper Clip 30mm in Packet–ROLEX or equivalent (1x10)	pkt	10		
44	Paper Clip 35mm in Packet–ROLEX or equivalent(1x10)	pkt	10		
45	Paper Clip 50mm in Packet–ROLEX or equivalent (1x10)	pkt	10		
46	Paper Ream (80 GSM, ONE OF 500 SHEETS) APRIL FINE PAPER or equivalent	pkt	1500		
47	A3 Size paper (1x 500 sheets)75 GSM	pkt	10		
48	Pen-Gell-Reynolds-RACER or equivalent	PCS	4000		
49	Pen-Reynold 045 (Blue-Red -Green)	PCS	4000		
50	Pen-UNI Ball Fine Deluxe UB 177 or equivalent	PCS	1000		
51	pen UNI Ball Fine 0.7 or equivalent	PCS	1000		
52	Peon / Acknowledgement Book	PCS	10		
53	Solo folder 1/2in No 406 or equivalent	PCS	100		
54	Solo folder 1in No 402 or equivalent	PCS	100		
55	Plastic Folder in packet A4 (Transparent) ITEM E310-1 OF 10) or equivalent	PCS	500		
56	Plastic Tray in Set –OMEGA deluxe 2 tier or equivalent	PCS	10		
57	Pocket Folder (A4size) in Hand Made Paper	PCS	50		
58	Post IT 76x127 mm Big-HOPAX or equivalent	PKT	100		
59	Post IT Note 38x50 mm Small-HOPAX or equivalent	PKT	100		
60	Post IT Flag-HOPAX FILM INDEX or equivalent	PKT	100		
61	Post IT 75x75 mm-HOPAX or equivalent	PKT	100		
62	Post IT 76x51 mm Medium Size	PKT	100		
63	Post IT Prompt-HOPAX or equivalent	PKT	100		
64	Punching Machine Big 8cm - 800-KANGARO or equivalent	PCS	10		
65	Punching Machine Medium 8cm - 600-KANGARO or equivalent	PCS	30		
66	Register plan 2 core-SHIPRA or equivalent	PCS	50		
67	Register plan Single core-SHIPRA or equivalent	PCS	50		
68	Register Plain 4 Core-SHIPRA or equivalent	PCS	50		
69	Ring Folder Blue & Black (A4 size 1.5")	PCS	50		
70	Rubber Band in Packet-BELL BANDS or equivalent	PKT	15		
71	Scale 12"CHAIR MAN or equivalent	PCS	25		
72	Scotch /Cello Tap Small –ZING or equivalent	PCS	50		
73	Scotch /Cello Tap big 2" ODDI or equivalent	PCS	100		

Item No	Item description	Unit of Measure	Qty	Unit Price (INR)	Total Price (INR)
74	Scotch Tape with dispenser-SCOTCH 3M or equivalent	PCS	50		
75	Scissor-MUNIX GL 2160 or equivalent	PCS	25		
76	Sharpener-ORDINARY	PCS	50		
77	Sketch pen in Packet(1x12 pcs) LAXUR or equivalent	pkt	20		
78	Spiral Writing paid big A4 Size SPIRAL PAD FORMET or equivalent	PCS	300		
79	Spiral Writing paid- Small-SPIRX S5 or equivalent	PCS	150		
80	Stapler No.10-KANGARO or equivalent	PCS	50		
81	Stapler No.HD-45-KANGARO or equivalent	PCS	50		
82	Stapler Pin No.10 -1M-KANGARO or equivalent	PKT	100		
83	Stapler Pin No.HD-45-KANGARO (24/6)or equivalent	PKT	100		
84	Stapler Remover	PCS	15		
85	String ROLL plastic	ROLL	30		
86	Signature folder -AS PER SAMPLE 	PCS	50		
87	Tape Double side 1" DEER GRIP FORMAT TAPE	PCS	25		
88	HP Pen Drive 4GB	PCE	300		
89	HP Pen Drive 8GB	PCE	500		
90	HP Pen Drive 16 GB	PCE	200		
91	Pen - Link Signetta				
92	Pen for CD / DCD - UNI Ball Gel Impact UM 153S 1.0 in Blue and Black in 50%				
Value Added Tax (GST), if applicable				_____%	
Total Price (INR)					

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

Annex 4 – Sample Long Term Agreement (LTA) including General Terms and Conditions

LONG TERM AGREEMENT FOR THE SUPPLY OF STATIONERY ITEMS TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement (LTA) is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its office at 55 Lodi Estate, New Delhi-110003 (hereinafter “UNDP”) and xxxxxxxx (hereinafter called “Contractor”) with its office at xxxxxxxx.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of stationery items by the Contractor to UNDP, pursuant to which UNDP can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Quotation ref RFQ/028/IND-2019 dated xxxxx, the quotation submitted by the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties”) hereby agree as follows:

Article 1: LTA DOCUMENTS

1.1 This LTA between the Parties includes the following annexed documents (hereinafter called “LTA Documents”):

- Annex 1: UNDP General Terms and Conditions for Goods
- Annex 2: LTA Price List
- Annex 3: Request for Quotation ref RFQ/UNDP/INDIA/2016/005
- Annex 4: Quotation ref. xxxxxx

The LTA Documents are complimentary of one another. However, in the event of any inconsistency among them, they shall prevail in the order of their enumeration as above in this Article. Annexes 5 and 6 are not attached hereto but known to and in the possession of the Parties.

Article 2: SCOPE OF SUPPLY

- 2.1 The Contractor shall provide the types of Goods which are listed in Annex 2 hereto (“LTA price list”), as and when requested by UNDP.
- 2.2 Any requirement under this LTA shall be made through a Work Order issued by email to the Contractor by UNDP (as per template included in *Annex 3*) unless the specific requirement amount exceeds the equivalent of USD 2,500 in which case a standard UNDP Purchase Order will be used. Each order shall make reference to this LTA.
- 2.3 Goods listed in Annex 2 shall be supplied at a Unit Price not higher than prices stipulated therein. The unit prices shall remain in effect for a period of twelve (12) months from Entry into Force of this LTA.

- 2.4 Unit Prices listed in Annex 2 are inclusive of local delivery cost within New Delhi, India. Should any delivery be required outside New Delhi, the Contractor shall be requested to provide a quotation for the extra transport cost involved.
- 2.5 UNDP does not warrant that any quantity of Goods will be purchased during the term of this LTA, and shall not be liable for any costs in the event that no purchases are made under the LTA's validity period.

Article 3: CHANGES IN CONDITION

- 3.1 In the event of any advantageous technical changes and/or downward pricing of the Goods during the duration of this LTA, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the LTA.

Article 4: DELIVERY TERMS

- 4.1 Goods supplied under this LTA shall be delivered in accordance with the terms and conditions of this LTA and the contracted delivery terms Delivery Duty Paid (DDP) as per INCOTERMS 2010.
- 4.2 All deliveries shall be to the delivery address set forth in the Work or Purchase Orders.

Article 5: PAYMENT

- 5.1 UNDP shall on fulfillment of the Delivery Terms, make payment within 30 days of receipt of the following documentation from the contractor: i) Original Invoice, ii) copy of the UNDP Order; iii) Signed delivery receipt.

Article 6: REPORTING AND PERFORMANCE EVALUATION

- 6.1 The Contractor shall report quarterly to UNDP on the Goods delivered in the period as per reporting format included in *Annex 4*.
- 6.2 Contractor's performance will be assessed by UNDP based on the following Key Performance Indicators (KPI):
- **KPI 1: On-time delivery.** Contractor shall deliver within maximum five (5) working days after receipt of the Order.
 - **KPI 2: Completeness of the order, error free goods.** Contractor shall deliver Goods as per description/model included in the Order and at the right quantity.
 - **KPI 3: Price Compliance.** Contractor shall supply Goods as per unit prices identified in this LTA.
 - **KPI 4: Accuracy of payment documentation.** Contractor shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.
- 6.3 If the Contractor fails to meet UNDP's performance requirements detailed above, the Contractor will receive in the first instance a warning to improve their performance. UNDP reserves the right to call the Contractor for a review meeting and investigate the root causes

of such performance failure. Continued failure to meet performance requirements may result on termination of the LTA with the Contractor.

Article 7: GENERAL TERMS AND CONDITIONS

- 7.1 The standard UNDP General Terms and Conditions for Goods, attached as *Annex 1*, shall apply to this LTA and any subsequent orders concluded in accordance with Article 2 above.
- 7.2 Any General Conditions of the Contractor shall not apply.

Article 8: ACCEPTANCE

- 8.1 This LTA supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Goods hereunder.
- 8.2 This LTA shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of twelve (12) months.

Article 9: AMENDMENTS

- 9.1 No amendment to this LTA or waiver of any of its provisions shall be paid unless approved in writing by the duly authorized representatives of the parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

LTA CONTRACTOR

Name: _____

Title: _____

Signature: _____

Date: _____

UNDP INDIA

Name: _____

Title: _____

Signature: _____

Date: _____

UNDP General Terms and Conditions for Goods

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.