

Supply of Annual stationary Kits 2026 at NABARD,

Head Office, Mumbai



**Department of Premises, Security and Procurement
Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051**

Date of issue of tender document	21/11/2025
Pre-Bid Meeting with bidders	2/12/2025 at 11.00 am
Due date for submission of tender	12/12/2025
Date and time of opening tenders	12/12/2025

INDEX

Sno	Particulars	Page No.
1	Notice Inviting Tender	3
2	Covering letter for submission of Tender	6
3	Form of Tender	7
4	Qualification Criteria of Bidders	8
5	Specifications of Stationery items	10
6	General Instructions to Bidder	12
7	Proforma for Furnishing the payment details	14
Price Bid		
1	Schedule of Quantities	15

Notice Inviting Tender

Ref. No. NB.HO. DPSP/ **122033/2025-26** / Admin-Stationary kit/2025 -26

Dated 21 November 2025

Dear Sir,

Notice inviting tender – Supply of Annual Stationary kits at NABARD, Head Office, Mumbai

1. National Bank for Agriculture and Rural Development (NABARD) intend to procure annual stationary kits for the FY2026-2027 for its Head Office, Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 and therefore, invite offer through tender. The bidders shall submit bids in single Bid system. The same can be viewed at NABARD Website and shall be applied through GeM portal.
2. The interested bidders can upload their bids along with duly signed scanned copies of all relevant documents etc., in support of their technical & financial bids on the GeM portal only within the prescribed time limit. The evaluation of Tender will be based on online bids submitted by the bidders.
3. The tender document is available on NABARD website www.nabard.org and *GeM* Portal for download. No physical copy shall be provided by NABARD and submitted to NABARD.
4. Earnest Money Deposit (EMD) of Rs 18,650/- (Rupees Eighteen Thousand Six Hundred Fifty only) should be directly credited to NABARD account by the bidders as detailed below :

Name of Account	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	NABARD
BRANCH NAME	HEAD OFFICE, MUMBAI
IFSC code	NBRD00000002
Account Number	NABADMN07

5. Counterfoil/ receipt/transaction detail for the same has to be enclosed with the tender. The Tender without EMD shall be rejected out rightly. No interest is allowed in EMD.
6. MSE registered vendors are exempted for EMD. For this they need to submit valid MSE registered certificate.
7. Bidders shall submit Power of attorney authorizing the person to sign the tender.
8. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.

9. Properly filled tenders as Technical Bid and Price Bid shall be uploaded online, duly furnishing all the required information.

10. Before filling up the tenders, the bidders may note the following:

- a. The bids shall remain valid and open for acceptance for **90 days** from the date of opening of the Tender. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
- b. **Time of Completion:** Time is the essence of the contract. The stationary items shall be supplied within **15 days** of the date of work order.
- c. The bidders should quote the rates in figures as well as in the words. The rate for each item should be worked out, and the requisite total amount shall be calculated accordingly.
- d. The bidders must include in their tender prices quoted all duties, royalties, GST, cess and sales tax, excise duty, works contract tax or any other taxes or local charges, transportation charges, labour charges etc. if applicable. No extra claim on this account will be entertained in any case.
- e. The tender document must be filled in English or Hindi. If any of the documents are missing or unsigned, the tender shall be considered invalid.
- f. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.
- g. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
- h. The quantities of various items given in the schedule of quantities are approximate. The quantities of items may vary. Bank reserves the right to omit / delete any item(s) from the schedule at the time of work order. Vendor will be paid for the actual items supplied at the office duly verified by the concerned official of the bank.
- i. The items shall be supplied by the selected bidder in different category Kits as mentioned in para-3 “Specifications of the Stationery Items” of the Tender.
- j. If the rates quoted by the vendor for any item / items are not workable or abnormally lower than the market rate, the full and final payment of the vendor will be settled after the satisfactory execution of these items.
- k. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported on or before the scheduled pre-bid meeting in writing to **CHIEF GENERAL MANAGER, DPSP, NABARD, Head Office, Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051** who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications in NABARD’s website/GeM within 5 days after pre-bid meeting. The pr-bid clarification will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as

to their meaning are not brought to the notice of NABARD before the scheduled pre-bid meeting of the tender. NABARD also reserves the right to divide and distribute the work to more than one bidder at its sole discretion.

1. For any clarification, you may please contact Shri Parmeshwar Lal Poddar, Assistant General Manager, Mobile No. 9140098314 or Shri. Srirengan. T, Asstt. Manager, Mobile No. 9080250270.
11. **A pre-bid meeting has been arranged at NABARD Head Office, BKC at Ground Floor DPSP A wing -400051 on 02 December 2025 at 1100 hrs. During the pre-bid meeting the queries of the bidders if any** will be clarified. The vendors are advised to satisfy themselves about the overall feasibility of items to be supplied by them. The clarifications being sought in the pre-bid meeting may be submitted in writing at our Office or to dpsp@nabard.org at least two working days prior to the date of pre bid meeting. The clarifications given in pre bid meeting will also form part of tender document and will be uploaded on the website. NABARD reserves the right to revise the Schedule of Quantities (SoQ) or any other document after pre-bid meeting, if required, and same will be uploaded on website/GeM portal.

Sd/-

(A K Pittan)

Deputy General Manager

Covering letter for submission of Tender
(Letter to NABARD on Tenderer/Bidder's letterhead)

The Chief General Manager,

DPSP, NABARD, Head Office,

Mumbai - 400 051

Dear Sir,

Tender for Supply of Annual Stationary Kits at NABARD, Head Office, Mumbai

With reference to the above TENDER, having examined and understood the instructions, terms and conditions forming part of your above inquiry, we hereby enclose our offer for supply of the Annual Stationery Kit as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred TENDER and enclosures.

We also understand that NABARD is not bound to accept the offer either in part or in full. If NABARD rejects the offer in full or in part, NABARD may do so without assigning any reasons thereof.

Yours faithfully,

(Signature of Authorised Signatory of bidder firm along with the seal of the firm)

Name:

Designation of the authorised signatory:

Place:

Date:

FORM OF TENDER

To:
The Chief General Manager,
Department of Premises, Security and Procurement
National Bank for Agriculture and Rural Development
Head Office, Mumbai – 400051

Date:

Dear Sir,

Notice inviting tender – Supply of Annual Stationary Kit at NABARD, Head Office, Mumbai

Having examined the tender document relating to the items specified in the Memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to supply stationary kit specified in the said Memorandum within the time specified, at the rates mentioned in the Price Bid; in all respects of the tender and with such stationery items as are provided for, in accordance with such conditions in so far as they may be applicable.

Subject	Specification
Description of work	Notice inviting tender – Supply of annual stationary kit at NABARD, Head Office, Mumbai
Location	“NABARD Head Office, B.K.C, 400051
Earnest Money Deposit	Rs. 18,650/-
Time allowed for completion of the work	The time of completion for the total project shall be 15 days from the date of issue of work order.
Clarification	Bidders have to submit detailed rate analysis with justification, if required by the Bank.
Terms of payment for Installation	1. No advance payment. 2. 100% payment after supply of all stationary items.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable or in default thereof to forfeit the EMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said tender conditions.

Our Bankers are:

- i) Bank, Branch,, Mumbai
- ii) Type of account: Savings / Current account
- iii) Bank Account No. :
- iv) IFS code of Bank and branch :

The names of partners of our firm are:

Name of the partner of the firm authorized to sign:

OR

Name or person having Power of Attorney to sign the contract (certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer with stamp

QUALIFICATION CRITERIA OF BIDDERS

Sr. No.	Qualification criteria	Supporting Document to be submitted
1	The Bidder should have Registered office in Mumbai/MMRDA.	Address proof of the documents
2	Should have been in this business at least for the last 07 years as on 31.10.2025	Proof of experience as on 31.10.2025
3	The annual turnover of the bidder during each of the last 3 years (FY22-23, FY- 23-24, FY24-25) should be at least Rs. 3,00,000.00	Annual turnover of last three financial years (FY22-23, FY- 23-24, FY24-25) duly certified by the Statutory Auditors / CA.
4	Should have Goods and Service Tax Registration No.	GST Registration Certificate. GST Returns Submission: As part of the eligibility and compliance verification process, the bidder shall submit the following documents along with the bid: GSTR-3B: Copies of the GST Return for outward supplies for the last six (6) months preceding the date of tender submission. GSTR-9: Copy of the latest filed Annual GST Return for the most recent financial year. GST annual returns of year 2022,2023 & 2024. Note: Failure to submit the above documents may result in disqualification of the bid. All returns must be duly filed and acknowledged by the GST portal.
5	Financial standing through a) ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2025. b) Balance sheet and profit & Loss account of last 3 financial years ending on 31 March 2025	a) Income Tax Returns of last three financial years ending on 31 March 2025. b) Balance sheet and P & L Account statement certified by CA of last 3 financial years ending on 31 March 2025.

6	The firm, during the last 7 years ending on 31 March 2025 should have completed the supply of Stationery Kit/stationaries to any Government Organisations or Corporates for the following value of at least: i) three similar works each valuing not less than ₹3,72,560.00 OR ii) two similar works each valuing not less than ₹4,65,700.00 OR iii) one similar work valuing not less than ₹7,45,200.00 Definition of Firm - The “Firm” could be the OEM or Authorised dealer. The participating firm should possess the required work experience and value of work as indicated in the tender clause.	Copies of work order & Completion certificates issued by the clients/relevant, as on 31.03.2025 supporting the qualification criteria
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Decision of the Bank regarding selection of Bidders will be final. The Bank is not bound to assign any reasons thereof. Any false and / or inadequate information can result in rejection of the tender. The selection of the bidders is based entirely upon the capability and resources of prospective bidders to perform the particular contract satisfactorily, considering above criteria.

(Signature of Authorised Signatory of bidder firm along with the seal of the firm)

Name of the Authorised Signatory:

Designation of the authorised signatory

Specifications of Stationery items

Brief description of the proposed stationery items to be supplied:

Sr.No	Name of the items
1	Pencil box platinum apsara extra dark Pencils includes 10 Pencils Sharpener and eraser
2	Fevi stick 8 grams Super Gluestick non - toxic
3	Kangaro - Cello Tape (small) Cello tape with Cutter Contains Tape Dispenser TD-18- 1N and clear Tap-18mmn 24 mtr-1N
4	Paper Cutter Kanex MRG -9 - Paper cutter Kanex MRG-9 Paper Knife
5	Vikrant wellmake clips 35 mm, 100 clips
6	ColourPik Dry safe highlighter set of two yellow + pink
7	Stapler Pin No. 10 - Kngaro munix
8	Post it page markers 3M (4 colours) size (1.9 cmx 7.8cm)
9	Post it 3" x 4" (stick pads) (3"x 4") 3m size 7.8 cm x 10.2cm (100N)
10	Bilt Matrix Premium Notebook -300 pages - (21.6 x 14 cm) single ruled
11	Zip folder soft plastic - (36 cm x 28.1 cm) - NABARD Logo
12	Magnet set of 6 pieces
13	Pen Stand Omega - Pen/Pencil holder - elite smoke Brown
14	Parker Jotter London Gold - roller ball pen with gold Trim
15	Parker Latitude - Gold Trim
16	Parker Latitude - Chrome Trim
17	Parker Beta Premium - Pen with stainless steel Trim
18	Parker Beta Neo - Ball Pen with stainless steel Trim
19	Reynolds - Trimax 0.5 mm



The above-mentioned items should be packed in the Kits (Zip folder of soft plastic with NABARD Logo printed) as mentioned below:

Sr.No	Name of the items	25 Kit	47 Kits	88 Kits	103 Kits	57 Kits	426 Kits	167 Kits	87 Kits	Total Items
1	Pencil box platinum apsara extra dark Pencils includes 10 Pencils Sharpener and eraser	1	1	1	1	1	1	1	0	913
2	Fevi stick 8 grams Super Gluestick non - toxic	1	1	1	1	1	1	1	1	1000
3	Kangaro - Cello Tape (small) Cello tape with Cutter Contains Tape Dispenser TD-18- 1N and clear Tap-18mmn 24 mtr-1N	1	1	1	1	1	1	1	1	1000
4	Paper Cutter Kanex MRG -9 - Paper cutter Kanex MRG-9 Paper Knife	1	1	1	1	1	1	1	1	1000
5	Vikrant wellmake clips 35 mm, 100 clips	1	1	1	1	1	1	1	0	913
6	Colour Pik Dry safe highlighter set of two yellow + pink	2	2	2	1	1	1	1	0	1073
7	Stapler Pin No. 10 - Kngaro munix	2	2	2	2	2	2	2	1	1913
8	Post it page markers 3M (4 colours) size (1.9 cm x 7.8cm) 200 N Sheets	1	1	1	1	1	1	1	0	913
9	Post it 3" x 4" (stick pads) (3"x 4") 3m size 7.8cm x 10.2cm (100N)	1	1	1	1	1	1	1	0	913
10	Bilt Matrix Premium Notebook -300 pages - (21.6 x 14cm) single ruled	1	1	1	1	1	1	1	0	913
11	Zip folder soft plastic - (36 cm x 28.1 cm) - NABARD Logo	1	1	1	1	1	1	1	1	1000
12	Magnet set of 6 pieces	0	0	0	1	1	1	1	0	753
13	Pen Stand Omega - Pen/Pencil holder - elite smoke Brown	1	1	1	1	1	1	1	0	913
14	Parker Jotter London Gold - roller ball pen with gold Trim	1	0	0	0	0	0	0	0	25
15	Parker Latitude - Gold Trim	0	1	0	0	0	0	0	0	47
16	Parker Latitude - Chrome Trim	0	0	1	1	0	0	0	0	191
17	Parker Beta Premium - Pen with stainless steel Trim	0	0	0	0	1	0	0	0	57
18	Parker Beta Neo - Ball Pen with stainless steel Trim	1	1	1	0	0	1	1	0	753
19	Reynolds - Trimax 0.5 mm	0	0	0	0	0	0	0	1	87

Note : 1.The costs of the Kits shall be part and parcel in rates quoted against the items.

2.A Sample kit for each category of kits with all the items related to respective kits shall have to be submitted by the successful bidder for approval of the Bank, before supply in bulk.

The scope of work shall include the following:

The vendor must bear in mind that all the items shall be supplied strictly in accordance with the specifications made by the Bank and also in compliance with the requirement of the local public authorities and any other Acts/Rules/Regulations and no deviation on any account will be permitted.

- a. The bidder should supply all the stationary items strictly in accordance with details, and instructions of the Bank's officer. If in the opinion of the Bank's officer, nominal changes have to be made to suit the condition and with the prior approval in writing of the Bank, they desire the Vendor to carry out the same, the Vendor shall carry out the same without any extra charge.
- b. The bidders must obtain for himself on his own responsibility and at his own expense, all the information which may be necessary for the purpose of making a tender and for entering into a contract. The Bank's decision in such cases shall be final and shall not be open to arbitration.
- c. The bidder shall not be entitled to any compensation for any loss suffered by him on account of delays in supplying the stationery, whatever may be the cause of delays.

GENERAL INSTRUCTIONS TO BIDDER

1. Instructions to Bidder

Please note that part-1(Technical Bid) is invariably to be submitted with the tender failing which the tender shall be rejected.

- The tenderers advised to submit the tender strictly based on the General Conditions of the Contract and Technical Specifications contained in the tender documents, and not to stipulate any deviations. If acceptance of the terms and conditions given in the tender documents has any price implications, the same should be considered and included in the quoted price.

Submission of Tender

a. Technical Details

- This part shall contain the covering letter, un-priced tender consisting of complete technical specification and commercial terms and conditions. This part shall also contain the following: -
- Earnest Money Deposit in form of Bank Deposit OR MSE registered vendors are exempted for EMD. For this they need to submit valid MSE registered certificate.
- Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- List of documents as indicated above in the Qualification Criteria of Bidders

b. Schedule of Quantities

- This part shall contain prices in Indian Rupees only as per format. No other enclosure is permitted in price bid. Change of terms and conditions and technical deviations, if any, found in price bid of the tender will not be considered and will be treated as null and void. The bidder should carefully check the specifications and shall satisfy himself that the items offered are suitable as per the enclosed Technical Specifications and shall take full responsibility for the same.
- **The applicant should also produce original documents for verification if called for. Failure to attach requisite documents with application will render applicant not eligible for qualification of bid without any intimation.**
- Price quoted by the qualified bidders, only will be considered.

- Application containing false and/ or incomplete information is liable for rejection and consequences.
- The tenders shall be signed by the person/persons on behalf of the Organization having necessary Authorization/Power of Attorney to do so. (Copy of Power of Attorney/Memorandum of Association shall be furnished along with application).
- Tenders containing false and/or incomplete information are liable for rejection.
- The bidders must have successfully completed the work according to the eligibility criteria under qualification criteria.
- In case L-1 bidder quotes abnormally low rates the bank may ask such bidder to submit the rate analysis of the item with justification. Failure to which, bid may be considered non-responsive and liable for rejection.
- **The rates for each item as per scope of work shall be quoted by the applicant in the Price bid to be uploaded to the GeM portal. The tender will be evaluated on the item wise basis. Banks reserve the right to award work as per their sole discretion.**

Taxes

- The prices quoted for supply of equipment shall be deemed to have included all taxes, custom duty, excise duty, GST or any other taxes/duties imposed by /State Government/ Local Bodies/ Central Government, charges for labor, transport, insurance charges for transit, shipment, packing, freight from the factory to the destination office.

Lowest Tender Not Necessarily to Be Accepted

1. NABARD is not bound to accept any or all tenders or to assign any reason for non-acceptance.
2. The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though NABARD may elect to modify/withdraw the tender.

Right to Accept Part Tender

NABARD reserves the right to accept the tender either in whole or in part at the same prices quoted by the tenderer.

- a. **SCHEDULE OF QUANTITIES:** The Schedule of the Quantities unless otherwise stated shall be deemed to have been prepared in accordance with the standard procedure of the Bank and shall be considered to be approximate and no liability shall be attached to the Bank's Officer for any error that may be discovered therein.
- b. **SUFFICIENCY OF SCHEDULE OF QUANTITIES:** The bidders shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender, and of the prices stated in the Schedule of Quantities and/or Schedule of Rates and prices, which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper supply of stationery items.

Mobilization Advance

No advance payment shall be made.

Terms of Payment

1. No advance payment.
2. 100% payment after supply of stationery items.

DECLARATION BY THE BIDDER

We / I have read and understood all the instructions / conditions made above and we / I have taken into account the above Instructions / Terms and Conditions while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

(SEAL & SIGNATURE OF THE BIDDER)
ADDRESS:

Place:
DATE
Signature and Seal of the Tenderer

Pro-forma of furnishing the Payment details

Tender for Supply of Annual Stationary Kits at NABARD, Head Office, Mumbai from

Name of the Agency		
Contact Details	Name	
	Email	
	Phone No	
PAN details (enclose copy of PAN)		
GST Number (enclose copy of GST registration)		
Address of principle place of business in the state as per GST registration certificate	Address	
	City	
	PIN	
	State	
Bank account number		
Account Name		
Type of the account		
Name & Address of Bank		
IFSC Code (enclose copy of cancelled cheque)		

Name of the Agency:

Date:

Place:

Signature with seal:

Schedule of Quantities

Supply of Annual Stationary Kit at NABARD, Head Office, Mumbai from

Sr.No	Name of the items	Quantity	Price offered for single piece (Rate) without GST (₹)	GST(₹)	Total Amount (₹)
1	Pencil box platinum apsara extra dark Pencils includes 10 Pencils Sharpener and eraser	913			
2	Fevi stick 8 grams Super Glustick non - toxic	1000			
3	Kangaro - Cello Tape (small) Cello tape with Cutter Contains Tape Dispenser TD-18- 1N and clear Tap-18mmn 24 mtr-1N	1000			
4	Paper Cutter Kanex MRG -9 - Paper cutter Kanex MRG-9 Paper Knife	1000			
5	Vikrant wellmake clips 35 mm, 100 clips	913			
6	Colour Pik Dry safe highlighter set of two yellow + pink	1073			
7	Stapler Pin No. 10 - Kngaro munix	1913			
8	Post it page markers 3M (4 colours) size (1.9 cm x 7.8cm) 200 N Sheets	913			
9	Post it 3" x 4" (stick pads) (3"x 4") 3m size 7.8cm x 10.2cm (100N)	913			
10	Bilt Matrix Premium Notebook -300 pages - (21.6 x 14cm) single ruled	913			
11	Zip folder soft plastic - (36 cm x 28.1 cm) - NABARD Logo	1000			
12	Magnet set of 6 pieces	753			
13	Pen Stand Omega - Pen/Pencil holder - elite smoke Brown	913			
14	Parker Jotter London Gold - roller ball pen with gold Trim	25			
15	Parker Latitude - Gold Trim	47			
16	Parker Latitude - Chrome Trim	191			
17	Parker Beta Premium - Pen with stainless steel Trim	57			
18	Parker Beta Neo - Ball Pen with stainless steel Trim	753			
19	Reynolds - Trimax 0.5 mm	87			
	Grand Total				