



**THE STATE TRADING CORPORATION OF INDIA LTD**

A-29, THIRU. VI. KA. INDUSTRIAL ESTATE

GUINDY, CHENNAI – 600 032

Phone: 044-2250 0207 Fax: 044-2250 5891- 2250 1788 – email: chennai@stc.gov.in

Ref: STC he/GAD/Stationery/Tender-Emp/2012

Dt: 20.07.12

Dear Sirs,

Tenders are invited from Printers /Stationery suppliers for purchase & printing of office stationery items. The terms and conditions for the above contract are enclosed for your reference. Please submit your best offer in a sealed envelope clearly showing **“TENDER FOR STATIONERY SUPPLY & EMPANELMENT”** and addressed to:

The Branch Manager  
STC of India Limited  
A-29 Thiru. Vi. Ka. Industrial Estate  
Guindy, Chennai – 600 032

The offers along with empanelment application should reach us latest by 3.00 p.m. on 30.07.12. Tenders will be opened on 30.07.12 at 3.30 p.m. The validity of the offer should be 15 days from the date of opening of quotation. The sealed envelope (preferably of 12”x4” size) should be deposited in the box kept in our office for the purpose or sent by Post/Courier. STC reserves the right to accept or reject any or all offers without assigning any reason.

Thanking you,

Yours faithfully  
For The STC of India Ltd.

M.D. Rajendran  
Dy. Manager (GAD)  
MPh.: +91 98843 05150

**Encl: Empanelment application with Terms & Conditions.**



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### ***NOTICE INVITING APPLICATION FOR EMPANELMENT OF SUPPLIERS FOR SUPPLY OF OFFICE STATIONERY ITEMS & PRINTING OF OFFICE STATIONERY***

Applications are invited in the sealed envelopes upto 30-07-12 (till 3.00P.M.) for empanelment of Stationery Suppliers/Printers for supply of office stationery and printing of Stationery items.

Following are the terms and conditions for empanelment. The supplier interested in empanelment with STC may send their application in prescribed format mentioning that they possess necessary capacity-equipment and other facilities for supply of particular stationery items and printing of stationery Items for which they want empanelment.

#### **GENERAL TERMS & CONDITIONS :**

- The applicants, stationery vendors/printers should specifically mention the item/items for which they want empanelment.
- Mere submission of application does not confer any right on any applicant for empanelment with STC.
- Only printers capable of bilingual type- setting and printing in Hindi and English can be empanelled for printing works.
- Parties willing to make free delivery of items at our office premises should only apply for empanelment. Similarly samples, proof for printing items should also be shown at our office premises.
- STC reserves its right to make purchases from other party/parties who are not empanelled with STC in the event of unsatisfactory performance of services by the supplier.
- STC will enter into a Rate Contract with the party for a specific period wherever feasible.
- STC reserves its right to empanel any vendor and /or to cancel empanelment of any vendor at any time without assigning any reason thereof.
- The application form with detailed list of stationery items and stationery items for printing can be obtained without any payment from Mr. M.D. Rajendran, Dy Manager (GAD) on working days between 10.00 a.m. and 5.30 p.m.
- This can also be down loaded from STC's website : [www.stc.gov.in](http://www.stc.gov.in)



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**GENERAL ADMINISTRATION DIVISION  
INFORMATION REQUIRED FOR EMPANELMENT**

Application for empanelment for supply of office stationery items and printing of office stationery :-

1. Name of applicant
2. Address & Phone No.
3. Work place & phone No.
4. Name & Address of Partners/proprietor of applicant Tel.no.
5. Name of Regular Clients with Phone nos.
6. Work Undertaken for CPSUs during current year with value.
7. PAN/TIN(Under the I.T Act.)
8. Regn.No. Under CST/VAT

Signature  
Authorized Signatory with Rubber Stamp  
Name.....  
Designation .....



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### LIST OF OFFICE STATIONERY ITEMS FOR WHICH QUOTATIONS ARE INVITED

1. Alpin
2. Gems clip
3. Correcting fluid
4. Correcting Pen
5. Cello Tape (Big & small)
6. Duster Cloth
7. Double Punch(Kangaroo)
8. Stapler( Kangaroo)
9. Stapler Pin( -do-)
10. Gum tube (Camel)
11. Gum Bottle
12. Registers– Ruled – Page Numbered (100,200,& 300 pages)
13. Pencil(Natraj)
14. Pencil Eraser (Natraj)
15. Pencil Sharpener (-do-)
16. Photocopy Papers (TNPL / HP /JK brand – 80 gsm – A4 size)  
(Quote separately for each brand)
17. Box Files
18. Stamp pad
19. Stamp pad Ink
20. Scale (Plastic)
21. Tag
22. Pen (Ball Point / Jel)
23. Calculators (12 digit) Casio. ( DJ 120 / M J 120T Models)
24. Magnetic Board Pins.
25. Scribbling Pads (Ruled) 8 x 5 1/2 “

### *LIST OF OFFICE STATIONERY ITEMS FOR PRINTING (Bi-lingual – Hindi and English)*

(Specimen can be viewed on working days between 10.00 a.m. and 5.30 p.m.)

1. File Covers
2. Cloth Lining Envelope (10”x12”) and 12” x 15 ½”
3. White Envelop ( 4”x 9”)
4. Brown Envelop (5” x 12”)
5. Visiting Cards