



(Registered Under Bombay public Trust Act 1950, Registration No. E- 14045(Mumbai) 15-09-1992)

Opp. Niranjan Bldg., Corner of 'E' Rd., Marine Drive, Mumbai - 400 002 ● Tel.: (022) 22826005 / 22810418
E-mail: info@vedantafoundation.org ● Website : www.vedantafoundation.org

(Landing page of Download)

Tender Notice

Sealed Tender is invited from the reputed vendors /suppliers for supply of stationery and miscellaneous items required for Educational Institutions run by Vedanta Foundation. The Approximate Quantity of different items required during Current Financial Year 2022-23 is at Annexure A. The terms and conditions of the tender are at Annexure B.

For Vedanta Foundation

Authorized Signatory

Annexure A

Stationery

Sr. No.	ITEM NAME	Unit	Total QTY	Kolkata College No. Students 600	Item requires (Quarterly/6 Monthly/ Yearly)	Vitthalwadi College No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas College No. Students 3000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas School No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Bid Rate
1	Allpin (King)	box	7	5.00	Yearly	0		1	Yearly	1	Yearly	
2	Allpin (Small) box	box	2	0.00	-			1	Yearly	1	Yearly	
3	Binding clip (in packet)Big Saya 51mm	Packet	50	48.00	Yearly	2	Yearly	0		0		
4	Binding clip (in packet)Small Saya 19mm	Packet	51	48.00	Yearly	2	Yearly	0		1	Yearly	
5	Binding clip (in packet)Small Saya 25mm	Packet	62	60.00	Yearly	2	Yearly	0		0		
6	Binding clip (in packet)Small Saya 32mm	Packet	63	60.00	Yearly	2	Yearly	0		1	Yearly	
7	Black marker pen	Pcs	56	10.00	Yearly	20	Yearly	24	Yearly	2	Quarterly	
8	Black pen	Packet	55	5.00	Yearly	50	Yearly	0				
9	Blue marker pen	Pcs	39	10.00	Yearly	5	Yearly	24	Yearly			
10	Blue Pen	Packet	18	5.00	Yearly	5	Yearly	6	Yearly	2	Quarterly	
11	Board Duster	pcs	330	30.00	Yearly	200	Yearly	0		100	Yearly	
12	Board Duster Tray	pcs	30	30.00	Yearly	0		0				
13	Box File (big)	pcs	225	25.00	Yearly	200	Yearly	0				
14	Box file (small)	pcs	65	10.00	Yearly	50	Yearly	0		5	Yearly	
15	Calculator	pcs	8	5.00	Yearly			1	Yearly	2	Yearly	
16	Carbon Paper pkt	Packet	4	2.00	Yearly	1	Yearly	1	Yearly			
17	Cash Book no.2	pcs	1	0.00	-			0		1	Yearly	
18	CD Marker	Pcs	90	20.00	Yearly	50	Yearly	20	Yearly			
19	cello tape big size	Pcs	70	20.00	Yearly	50	Yearly	0				
20	cellotape Dispenser	pcs	1	0.00	Yearly	0		1	Yearly			
21	Chalk Kores dustless box	Box	360	50.00	Yearly	300	Yearly	5	Yearly	5	Yearly	
22	Chanal file	pcs	50	50.00	Yearly	0		0				
23	Chapid (Lac) 400 gm	pcs	100	0.00	-			100	Yearly			
24	Cobra file	pcs	80	0.00	-			0		80	Yearly	
25	Chalk Colour Box	box	57	5.00	Yearly	50	Yearly	2	Yearly			
26	Consumable Stock Register	pcs	16	15.00	Yearly					1	Yearly	
27	Cover File	pcs	135	75.00	Yearly	60	Yearly	0				
28	date stamp	pcs	4	2.00	Yearly	2	Yearly	0				
29	Envelop with coated	pcs	200	100.00	Yearly			100	Yearly			
30	Envolpe A4	pcs	300	100.00	Yearly	100	Yearly	100	Yearly			
31	Envolpe Cloth Big Size (30CM*40CM)	pcs	400	100.00	Yearly	0		300	Yearly			
32	Envolpe Small	pcs	400	100.00	Yearly	300	Yearly	0				
33	Envolpe Small Cloth (30*24CM)	pcs	400	100.00	Yearly	0		300	Yearly			
34	Eraser Natraj	box	6	1.00	Yearly	5	Yearly	0				
35	Exam Answer sheet (2 Page For Suplimentary)	pcs	31000	15000.00	Yearly					16000	Yearly	
36	Exam Answer Sheet (4 Page) Size-9x11	pcs	42000	10000.00	Yearly					32000	Yearly	
37	Fee register	pcs	2	0.00	-	2	Yearly	0				
38	Fevistic (22gm)	pcs	27	20.00	Yearly	5	Yearly			2	Quarterly	
39	File flag	Pkts	10	5.00	Yearly	5	Yearly	0				

40	Gems clip (in packet) Saya 28mm	Packet	20	20.00	Yearly	0	0	Yearly				
41	Fevistick 15gm	pcs	35	10.00	Yearly	0	25	Yearly				
42	Graph Paper Booklet	pcs	74	50.00	Yearly					24	Yearly	
43	Green pen	Packet	12	5.00	Yearly	5	2	Yearly				
44	Highlighters Green	Packet	12	5.00	Yearly	5	2	Yearly				
45	Highlighters pink	Packet	17	5.00	Yearly	10	2	Yearly				
46	Highlighters Yellow	Packet	12	5.00	Yearly	5	2	Yearly				
47	Index File (Big Size)	pcs	41	0.00	-		36	Yearly		5	Yearly	
48	India Political Map Booklets	pcs	55	50.00	Yearly		0			5	Yearly	
49	Inword 200 Pages PRINTED	pcs	2	0.00	-	2	0	Yearly				
50	J.K.Paper Rim A-4	pcs (no.of Rim)	450	60.00	Yearly	200	130	Yearly		60	Yearly	
51	L File	pcs	76	40.00	Yearly	0	36	Yearly				
52	L Folder	pcs	140	0.00	-	20	120	Yearly				
53	Legal size paper	pcs (no.of Rim)	60	5.00	Yearly	50	5	Yearly				
54	Level (Sicker) 37.5 X 21 MM(65 level one page)	pcs	3	3.00	Yearly	0	0					
55	Liquid Glue 700 ml	pcs	29	3.00	Yearly	20	5	Yearly		1	Yearly	
56	Mark List (Name 65)	pads	30	0.00	-		0			30	Yearly	
57	Mark Register for Result 220 Page	pcs	30	0.00	-		0			30	Yearly	
58	Megnatic Box (Allpin stand)	pcs	0	0.00	-	0	0					
59	Notepad 1/8	pcs	124	100.00	Yearly	0	12	Yearly		12	Yearly	
60	Open Pad file	pcs	60	0.00	-		60	Yearly				
61	Outword 200 Pages PRINTED	pcs	2	0.00	-	2	0	Yearly				
62	Packing Tape (Brown) (1") (50Mtr)	pcs	22	0.00	-	10	12	Yearly				
63	Packing Tape (Brown)(2") (50 Mtr)	pcs	39	10.00	Yearly	5	24	Yearly				
64	Packing Tape (White) (1") (50 Mtr)	pcs	27	10.00	Yearly	5	12	Yearly				
65	Packing Tape (White) (2") (50) (Mtr)	Packet	39	10.00	Yearly	5	24	Yearly				
66	paper pin	box	27	0.00	-	20	5	Yearly		2	Yearly	
67	Pen Black	Packet	2	0.00	-		2	Yearly				
68	Pen Blue	Packet	20	0.00	-		10	Yearly		10	Yearly	
69	Pen Red	Packet	69	5.00	Yearly	50	2	Yearly		12	Yearly	
70	Pencil Box Natraj HB	box	21	5.00	Yearly	10	4	Yearly		2	Yearly	
71	Pencil sharpner Natraj	box	11	1.00	Yearly	10	0	Yearly				
72	Peper Cutter Big 1"	pcs	15	10.00	Yearly	0	5	Yearly				
73	Permanent marker black	Packet	20	10.00	Yearly	5	5	Yearly				
74	Physical Map Pad (World India Rajasthan)	pcs	3000	0.00	-		3000	Yearly				
75	Punching folder	pcs	50	50.00	Yearly	0	0					
76	Punching Machine Big DP 700	pcs	10	2.00	Yearly	5	1	Yearly		2	Yearly	
77	Punching Machine DP480	pcs	14	12.00	Yearly	0	2	Yearly				
78	Push Pin (Saya)	box	17	10.00	Yearly	5	2	Yearly				
79	Rajasthan Political Map Booklets	pcs	20	0.00	-					20	Yearly	
80	Register 200 pages	pcs	46	20.00	Yearly	26	0	Yearly				
81	Report Card (Large Size)	pcs	1500	0.00	-					1500	Yearly	
82	Report Card (Small Size)	pcs	500	0.00	-					500	Yearly	
83	result card	pcs	4500	0.00	-	4500	0					
84	riso master ink	packet	4	0.00	-	4	0					
85	Riso tonner ink	packet	2	0.00	-	2	0					
86	Round Ruber (Samill Pkt)	packet	4	0.00	-	3	1	Yearly				
87	Rubber bands Big pkt	packet	14	1.00	Yearly	10	1	Yearly		2	Yearly	

88	Ruled Page Rim (Result Sheet Etc.)	pcs	2	0.00	-	-	-	2	Yearly	2	Yearly
89	Scholar Resgiter (600 page)	pcs	2	0.00	-	-	-	-	-	-	-
90	Scissor (Brass Handle)	pcs	0	0.00	-	-	-	-	-	-	-
91	Self Sticky Note	pcs	37	30.00	Yearly	0	-	5	Yearly	2	Yearly
92	Self Sticky Note Colour	Pkt	35	20.00	Yearly	10	Yearly	5	Yearly	-	-
93	Simple without jild Registers 120 Page	pcs	40	0.00	-	-	-	40	Yearly	-	-
94	Spring File	pcs	258	150.00	Yearly	108	-	0	-	-	-
95	SS Ruler 12 Inch	pcs	50	20.00	Yearly	30	Yearly	0	-	-	-
96	SS Ruler 6 Inch	psc	1	0.00	-	1	-	0	-	-	-
97	Staff work Diary	pcs	70	0.00	-	-	-	70	Yearly	-	-
98	Stamp Pad Big Size	pcs	21	4.00	Yearly	5	Yearly	10	Yearly	2	Yearly
99	Stamp Pad Ink (50ML)	ltr	6	0.00	-	5	Yearly	1	Yearly	-	-
100	Stamp pad ink bottle big	pcs	7	1.00	Yearly	5	Yearly	0	-	1	Yearly
101	Stamp Pad Small Size	pcs	25	10.00	Yearly	5	Yearly	10	Yearly	-	-
102	Stapler (10) mini - Small	pcs	42	30.00	Yearly	5	Yearly	5	Yearly	2	Yearly
103	Stapler Big HP 45 - big	pcs	11	3.00	Yearly	5	Yearly	3	Yearly	-	-
104	Stapler pins big (45NO)	box	17	10.00	Yearly	5	Yearly	2	Yearly	-	-
105	Stapler pins Small 10no.	box	47	20.00	Yearly	20	Yearly	5	Yearly	2	Yearly
106	Stappler pin box (big stappler)	box	0	0.00	-	0	-	0	-	-	-
107	Stock register 200 PagesPRINTED	pcs	206	6.00	Yearly	0	-	200	Yearly	-	-
108	Student Attendance register (4 Part)	pcs	610	50.00	Yearly	-	-	500	Yearly	60	Yearly
109	Student daily attendance diary	pcs	2	0.00	-	-	-	-	-	2	Yearly
110	Sutli (kg)	kg	26	1.00	Yearly	20	Yearly	5	Yearly	-	-
111	Thread (kg)	kg	41.5	0.50	Yearly	40	Yearly	0	-	1	Yearly
112	U pin	box	0	0.00	-	0	-	0	-	-	-
113	U Pin PVC Coated	box	5	0.00	-	0	-	5	Yearly	-	-
114	Voucher file	pcs	0	0.00	-	0	-	0	-	-	-
115	White Board Duster	pcs	120	10.00	Yearly	10	Yearly	100	Yearly	-	-
116	White Board Marker	pcs	130	20.00	Yearly	10	Yearly	100	Yearly	-	-
117	White Board Marker Ink (Black)100 ML	Pcs	105	5.00	Yearly	-	-	100	Yearly	-	-
118	Whitener pen	pcs	27	10.00	Yearly	5	Yearly	10	Yearly	2	Yearly
119	Writing Pad (Big)	pcs	15	0.00	-	-	-	10	Yearly	5	Yearly
120	Writing Pad (Small)	pcs	15	0.00	-	-	-	10	Yearly	5	Yearly

<p>Name & Signature:</p> <p style="text-align: center;">Stamp</p>
--

Cleaning Items

Sr. No.	ITEM NAME	Unit	Total QTY	Kolkata College No. Students 600	Item requires (Quarterly/6 Monthly/ Yearly)	Vitthalwadi College No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas College No. Students 3000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas School No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Bid Rate
1	Wet Mop	Pcs	97	40	Yearly	40	Yearly	10	Yearly	7	Yearly	
2	Dry Mop	Pcs	67	10	Yearly	40	Yearly	10	Yearly	7	Yearly	
3	Mug	pcs	90	30	Yearly	40	Yearly	10	Yearly	10	Yearly	
4	Bucket	pcs	82	10	Yearly	60	Yearly	10	Yearly	2	Yearly	
5	Phenyl	ltr	635	15	Yearly	20	Quarterly	400	Yearly	200	Yearly	
6	Toilet cleaner	ltr	85	20	Yearly	20	Quarterly	30	Yearly	15	Yearly	
7	Acid	ltr	225	5	Yearly	20	Quarterly	150	Yearly	50	Yearly	
8	Floor Broom	pcs	140	30	Yearly	60	Yearly	30	Yearly	20	Yearly	
9	Ceiling Broom	pcs	15	5	Yearly	10	Yearly					
	Big UMC hard broom	pcs	10			10	Yearly					
10	Stick Broom	pcs	110	20	Yearly	30	Yearly	40	Yearly	20	Yearly	
11	Napthalene Balls (1 kg)	packet	40	5	Yearly	5	Yearly	20	Yearly	10	Yearly	
12	Bleaching Powder	box	10	5	Yearly	5	Yearly					
13	floor Duster	pcs	20	20	Yearly							
14	Table Duster	pcs	130	30	Yearly	60	Yearly	20	Yearly	20	Yearly	
	Small wiper for glass	pcs	25			10	Yearly	10	Yearly	5	Yearly	
15	Big Wiper	pcs	70	10	Yearly	30	Yearly	15	Yearly	15	Yearly	
16	Toilet Brush	pcs	105	25	Yearly	60	Yearly	20	Yearly			
17	Dustbin Small	pcs	70	20	Yearly	30	Yearly	10	Yearly	10	Yearly	
18	Dustbin Big	pcs	50	15	Yearly	15	Yearly	20	Yearly			
19	Floor Cleaner	ltr	100	20	Yearly	40	Yearly	20	Yearly	20	Yearly	
20	Vim bar 200 gm	gram	90	30	Yearly	30	Yearly	20	Yearly	10	Yearly	
21	Scotchbite	packet	115	30	Yearly	60	Yearly	15	Yearly	10	Yearly	
22	Surf packet	kg	60	5	Yearly	20	Yearly	20	Yearly	15	Yearly	
23	Room freshner	pcs	45	5	Yearly	25	Yearly	10	Yearly	5	Yearly	
24	Sanitizer	ltr	50	10	Yearly	20	Yearly	10	Yearly	10	Yearly	
25	Odonil	pcs	360	100	Yearly	100	Yearly	100	Yearly	60	Yearly	
26	Handwash	ltr	35	10	Yearly	15	Yearly	10	Yearly			
27	Towel	pcs	20	5	Yearly			10	Yearly	5	Yearly	
28	Face wash	pcs	30	0		20	Yearly	10	Yearly			
29	Big size cloth (poche)	pcs	130	0				100	Yearly	30	Yearly	
30	Jale Cleaning brush	pcs	10	0				10	Yearly			
31	Iron June	pcs	20	0				20	Yearly			
32	Colin	ltr	30	5	Yearly			20	Yearly	5	Yearly	
33	Plastic pan	pcs	40	10	Yearly	30	Yearly					
34	Big Garbage bag	packet	140	20	Yearly	120	Yearly					
35	Small Garbage bag	packet	210	30	Yearly	180	Yearly					
36	Tissue Paper	packet	70	10	Yearly	50	Yearly	10	Yearly			
37	Tissue Roll	pcs	375	10	Yearly	360	Yearly	5	Yearly			
38	Washroom freshner	pcs	15	5	Yearly			5	Yearly	5	Yearly	
39	Rat Trap	pcs	10	10	Yearly							
40	Good night	pcs	90	20	Yearly	60	Yearly	10	Yearly			
41	Wash basin brush	pcs	45	5	Yearly	30	Yearly	10	Yearly			
42	Bottle cleaning brush-big size	pcs	20	5	Yearly	10	Yearly	5	Yearly			
43	Phenyl Net	Pcs	170	50	Yearly	120	Yearly					
44	Hand gloves	pcs	70	10	Yearly	40	Yearly	20	Yearly			
45	Feather brush	pcs	10	0		10	Yearly					
46	Chock up pump	pcs	40	10	Yearly	30	Yearly					
47	Plastic brush for flooring	pcs	40	5	Yearly	30	Yearly	5	Yearly			
48	Scrub pad	pcs	60	0		50	Yearly	10	Yearly			
49	Doormat	pcs	40	10	Yearly	20	Yearly	10	Yearly			
50	Liquid for glass cleaning	ltr	40	0		30	Yearly	5	Yearly	5	Yearly	
51	Bottle cleaning brush-small size	pcs	15	5	Yearly	10	Yearly					

Printing

Sr. No.	ITEM NAME	Unit	Total QTY	Kolkata College No. Students 600	Item requires (Quarterly/6 Monthly/ Yearly)	Vitthalwadi College No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas College No. Students 3000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas School No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Vedanta Foundation HO	Item requires (Quarterly/6 Monthly/ Yearly)	Bid Rate
1	Library Card	pcs	1200	1200										
2	Library Signage	pcs	50	50										
3	Date Slip-100 pgs	pcs	10	10										
4	NOC Book -50 pgs book	pcs	2	2										
5	TC Application form-100 pgs book	pcs	1001	1				1000	Yearly					
6	Certificate	pcs	300	300										
7	Bonafide book-100 pgs	pcs	2	2										
8	ID Card-Nos.	pcs	6200	700		2500		3000	Yearly					
9	Prospectus	pcs	8000	1500		1500		4000	Yearly	1000	Yearly			
10	Stamp	pcs	12	10		2								
11	Magazine	pcs	1800	300		1500								
12	Book Cards	pcs	2500			2500								
13	Book Pocket	pcs	2500			2500								
14	Due Date slip	pcs	2500			2500								
15	Library Readers Ticket	pcs	5400			1600		3800	Yearly					
16	Leaving certificate paper	pcs	500			500								
17	Student Muster	pcs	8			8								
18	Main Answer sheet	pcs	16000	10000		6000								
19	Supplement	pcs	50000	15000		35000								
20	Pamphlets Big size-A2	pcs	100000					100000	Yearly					
21	Pamphlets small size-A4	pcs	80000					60000	Yearly	20000	Yearly			
22	Attendance Register	pcs	500					500	Yearly					
23	No Dues Form	pcs	3000					3000	Yearly					
24	Laptop distribution form	pcs	1000					1000	Yearly					
25	Hostel Admission form(5 Pages)	pcs	150					150	Yearly					
26	Bus Facility form	pcs	600					600	Yearly					
27	College Letter pad	pcs	2100			1000		600	Yearly	500	Yearly			
28	A4 Size Paper	Doz	8									8	Quarterly	
29	Box File	Doz	3									3	Half Yearly	

Fixed Assets

Sr. No.	ITEM NAME	Unit	Total QTY	Kolkata College No. Students 600	Item requires (Quarterly/6 Monthly/ Yearly)	Vithalwadi College No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas College No. Students 3000	Item requires (Quarterly/6 Monthly/ Yearly)	Ringas School No. Students 2000	Item requires (Quarterly/6 Monthly/ Yearly)	Bid Rate
1	Fan Wall for Class Room,Lab,Staff room	pcs	40	40								
2	Air Conditioner 2 ton 4no,1.5 ton 1 no	pcs	27	5				20		2		
3	Water Cooler 60/80 ltr	pcs	7	5				2				
4	Sintex Tank 1000 ltr	pcs	1	1								
5	Table for Lab	pcs	20	20								
6	Rack for Library and Store Room	pcs	10	10								
8	Fridge 280 ltr Canteen	pcs	2	1				1				
9	Exhaust fan for washroom and lab (small & big)	pcs	12	10						2		
10	Mirror for washroom(Big size)	pcs	13	12						1		
11	Fire & Electric Shaft Door	pcs	14	14								
12	Urinal Divider	pcs	21	17						4		
13	Digital Board	pcs	3	1				2				
14	Soft Board (3/2")	pcs	12	8				4				
15	Manual Notice Board (4/3")	pcs	16	10				6				
16	Sanitary vending and Disposal Machine	pcs	3	1				2				
17	Sanitizer Dispenser	pcs	2	2								
18	Blinds (Conference Room , Library & Admin Office)	pcs	0									
19	Class bell	pcs	6	4				2				
21	Student Bench (2 seater)	pcs	300	300								
22	Door Closer	pcs	20	20								
23	Window Films (sq ft)	pcs	2400	2400								
25	Barcode scanner	pcs	1			1						
26	Books Issue / Return Counter	pcs	1			1						
27	Cat 6 Cable	pcs	2			2						
28	Cmos Batteries	pcs	50			50						
29	Colour Ribbion For Id Card	pcs	5			5						
30	Computer Set	pcs	3			3						
31	Cpu	pcs	30			30						
32	Dvd	pcs	10			10						
33	Journals Keep & Stores		1			1						
34	Monitor	pcs	30			30						
35	Networking Tool Kit	pcs	1			1						
36	News Papers stands	pcs	7			4		3				
37	Pendrive	pcs	9			5		4				
38	Pvc Crad for ID Card	pcs	5			5						
39	RJ 45 Connnectors	pcs	100			100						
40	UPS	pcs	1			1						
41	UPS(kva)	pcs	3			3						
42	Usb Mouse	pcs	30			30						
43	Wheel Chair	pcs	1			1						
44	Wireless Mouse Keyboard	pcs	18			15		3				



Annexure B:

Terms and Conditions of Tender invited for supply of stationery and miscellaneous items required for Educational Institution run by Vedanta Foundation :-

1. The Supplier is bound to follow all the terms and condition as specified in tender as listed below.
2. **Delivery Location:**
Ordered items to be delivered at below mentioned locations as may be indented from time to time
 - i. Vedanta Post Graduate Girl's College, Opposite Nagar Palika, Reengus, District - Sikar, Rajasthan-332 404.
 - ii. Vedanta College, 33A Shibkrishna Daw Lane, Phoolbagan, Kadapara, Kolkata – 700054.
 - iii. Vedanta College, Opposite Udyog Vihar, Vithalwadi station road, Vithalwadi west-421003.
 - iv. Vedanta Gurukul Public School, Khemko ka Mohalla, Reengus, Sikar, Rajasthan - 332 404.
 - v. Vedanta Foundation, Office No. 56, 5th Floor, B Wing, Mittal Tower, Free Press Journal Marg, Nariman Point, Mumbai – 400 021.
3. **Delivery quantity & frequency:**
The approximate annual requirement and required frequency is detailed in **Annexure A**. But the actual requirement may vary as per actual requirements of the different institutions listed at Para 2 above.
4. **Quality / Durability:**
Quality and Durability of ordered items to be ensured.
5. **Payment Terms:**
 - i. Bills for supply of items prepared on the basis of accepted rates will have to be submitted in favour of **“Vedanta Foundation”**.
 - ii. The bill raised by the Supplier should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the Supplier.
 - iii. **Advance payment of 30%** of quoted value shall be made to supplier on execution of work order.
 - iv. Payment of **remaining 70%** of quoted value shall be made **after 15 days** from receipt of items against bill for the supply made after the items have been checked and accounted and there is no damage/shortage.
 - v. No payment is admissible for items rejected.
 - vi. The prices / rates quoted should be filled in the stipulated column in Annexure A in INR only.
6. **EMD & Performance Guarantee:**
 - i. EMD equivalent to 1% of the quoted value by way of Demand Draft payable at Mumbai in favour of **“Vedanta Foundation”** to be deposited with tender documents.
 - ii. This EMD would be return back to unsuccessful bidder/s within 15 days of the Opening of Tenders.
 - iii. A Performance Guarantee in favour of **“Vedanta Foundation”**, equivalent to 5% of order value, to be deposited with Vedanta Foundation by the successful bidder/s within 7 days of finalization of orders. This amount would be returned at the end of CFY 2022-23.

- iv. EMD for Successful bidders/s would be adjusted against the Performance Guarantee to be filed as per clause 5(iii) above.

7. Net Worth

- i. List of Top 5 clients of Bidder/s along with their contacts.
 - ii. Latest Audited Financial Statement of Bidder showing net worth of Rs. 50 Lakhs or above.
- 8.** The bid amount for each item may be filled in the column provided in Annexure A by the bidder/s. The Annexure A indicating the bid amount against each item be signed & stamped by the bidder/s.
- 9.** Sealed Tenders envelope with
- i. Forwarding Letter on Company Letter Head Signed & Stamped.
 - ii. Annexure A duly filled, Signed & Stamped.
 - iii. EMD Draft

be dropped in the tender box placed at reception of **Vedanta Foundation, Office No. 56, Mittal towers, B wing, Nariman Point, Mumbai- 400021.**

- 10.** Quotes / Rates shall be excluding of GST. GST as applicable will be paid to supplier.
- 11.** The rates quoted by bidder/s will be binding and cannot be changed throughout the Contract period.
- 12.** It is mandatory for Bidder/s to bid for All Items included in Annexure A. Bids received for selective items will not be considered. Vedanta Foundation reserves the right to place orders against the bids received to one or more of the Bidder/s. Vedanta Foundation also reserves the right to place orders of a separate category of items to separate Bidder/s. The decision of Vedanta Foundation in this regards will be final.
- 13.** The Sealed Tender envelope should be super scribed with the words **“Tender for supply of stationery and miscellaneous items required for Educational Institution run by Vedanta Foundation”**.
- 14.** The Name, Address, Mobile Number & Email Address of Tenderer to be mentioned on Sealed Envelope.
- 15.** The date & time for closing of the tenders is 4:00 PM on 6th June, 2022.
- 16.** The date & time for opening bids received is 4:00 PM on 7th June, 2022.