



BRAHMOS AEROSPACE PRIVATE LIMITED

(Joint Venture of Ministry of Defence)

TENDER ENQUIRY

FOR

**SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON
ANNUAL RATE CONTRACT BASIS**

RFP No. BMN/MM/OTE/26-27/019

Dated. 24 Jul 2026

This document contains 27 pages including cover page and Appendices.



Tender No: BMN/MM/OTE/26-27/019

Date: 24/07/2026

TENDER ENQUIRY

NOTICE INVITING TENDER FOR SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT BASIS

Sealed tenders under Open Tender Enquiry are invited in **TWO** bid system from reputed suppliers/agencies/authorized dealers for supply of miscellaneous **stationery items and other consumables** to **BrahMos Aerospace Pvt Ltd, Nagpur** (hereinafter referred to as **Buyer**) for a period of **Two years** on annual rate contract basis.

Interested bidders may obtain details terms and conditions from the BrahMos website. They may download the tender document from our website : www.brahmos.com

1. The **last date** of submission of tender is **13/08/2026 upto 11 A.M.** The sealed tender will be received by **Speed Post/Registered Post/Courier/ Hand delivery**. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The responsibility to ensure this lies with the Bidder. Early submission of the Bids is acceptable to the Buyer. E-mail quotes shall not be entertained and rejected. The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

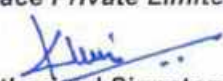
2. Tender (s) should be sealed and super scribed with Tender on "**SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT**" with Tender Notice No., date and due date & addressed to:

Bids to be addressed to:	Chief General Manager / Plant Head
Postal address for sending the Bids	BrahMos Aerospace Pvt Ltd C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop, KM 22, Wardha Road, Vill.: Bothli, P.O. Butibori, Nagpur, Maharashtra- 441 108
Contact Nos. & E-mail	07103-282-703 / 705 / 803 / mm.ngp@brahmos.com

3. **Location of the Tender Box:** Tender Box is placed in front of Reception area at Main entry gate of BAPL, Nagpur. Only those Bids that are found in the Tender Box as per due date & time will be considered and opened.

Disclaimer. This RFP is neither an agreement and nor an offer by Buyer to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Buyer in relation to the Project. This RFP document and any assumptions, assessments and statements made herein do not purport to contain all the information that each Bidder may require. The Bidder shall bear all its costs associated with or relating to the preparation and submission of proposal pursuant to this RFP. Wherever necessary, Buyer reserves the right to amend or supplement the information, assessment or assumptions contained in this RFP. Buyer reserves the right to withdraw the RFP or foreclose the procurement case at any stage. The issuance of this RFP does not imply that Buyer is bound to shortlist a Bidder for the Project. Buyer also reserves the right to disqualify any Bidder should it be so necessary at any stage on grounds of National Security.

For BrahMos Aerospace Private Limited


(Authorized Signatory)



TENDER FOR SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT

CRITICAL INFORMATION

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	BMN/MM/OTE/26-27/019 dt. 24/7/2026
2	Period during which tender document will be available on website www.brahmos.com	24/07/2026 to 13/08/2026
3	Tender Fee(Non- Refundable)	Not applicable
4	Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Pay Order*/ Banker's Cheque. The bid security is exempted to the bidders, who are registered with MSME only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 5,000/- (Rupees Five Thousand only) Demand Draft in favour of " BrahMos Aerospace Pvt Ltd drawn on any Scheduled Bank payable at Nagpur"
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Last date & time for submission of tender	13/08/2026 upto 11 a.m.
7	Date & time of opening of tender box	13/08/2026 at 11.30 a.m.
8	Performance Guarantee/Security deposit (only successful bidder to submit)	Rs. 25,000/- in form of DD/BG/Security bond
9	Validity of Bid	90 days from the date of opening of Tender Part I – Technical bid.
10	For any technical query please contact	Mr Kaustubh Kulkarni, Sr SM(MM) Ph. No. 8484837010 e-mail : mm.ngp@brahmos.com
11	Tender Should be addressed to	Chief General Manager Plant Head BrahMos Aerospace Pvt Ltd C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop, KM 22, Wardha Road, Vill.: Bothli, P.O. Butibori, Nagpur, Maharashtra- 441 108



General Instructions and Terms & Conditions.

1. Eligibility Criteria:

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested with stamp) in support of their claim along with the Technical Bid. The Financial bids of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and, the corresponding financial bids shall also not be opened.

- a. The supplier should be **registered with the any reputed Private establishment/ Multinational company in India or Defence/ DRDO/ Government Department for supply of stationery and other general store items on rate contract basis.** Registration certificates to that effect should invariably be placed with the tender document. **OR**
- b. The firm should have **experience of 3 (Three) years** in supply of stationery items to Educational Institutions/Govt. / reputed Pvt. Organizations. The firm has to furnish the work order / contract copies/ experience certificate in support of that.
- c. The bidder should have an average **Annual Turnover of Rs. 05 lakhs (Rupees Five lakhs)** during the last three financial years i.e. 2022-23, 2023-24 & 2024-25; Should submit the audited balance sheet and P&L Account statement (of the last three financial years) duly signed by a Chartered accountant.
- d. The bidder should have **valid GST registration** with upto date return. Self-Attested copies of GST Registration Certificate to be submitted in the technical bid .
- e. The bidder should have **PAN**. (Self-Attested copies of PAN Card to be submitted).
- f. The bidder must have submitted **Income Tax Return** for last three years. Copies to be attached.
- g. The bidder/firm has **not been debarred / blacklisted by** any Govt. Organization Semi-Govt. Organization / PSU/ Defence establishment- undertaking in the letter head of the firm as per the format.
- h. **UDYOG Aadhar No. for MSME.** UDYAM Certificate printed on or after 01 April 2024 to be clearly indicated along with supporting documents for MSME/SME (i.e MSME/SME registration certificate) should be submitted along with the tender. Ministry of MSME have clarified that all Central Ministries/Departments/Central Public Sector Undertakings may relax condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications. Exceptions for MSMEs/ SMEs can be accepted only if the MSME/SME is registered with tendered items and the validity of their registration as MSMEs should not be expired till opening of Tech Bid.
- i. If the tenderer/bidder is a registered firm or a company under Company Act, such tenderer/ bidder must submit a **certified true copy of the registration deed** along with the tender. When a tender is submitted by a firm, all the partners of the firm shall be required to sign the tender else power of attorney in favour of the signatory is required to be submitted along with the tender. A copy of partnership deed will also be submitted along with the tender. (duly attested by Notary).



2. Any tender received after the scheduled time or incomplete in any manner will not be accepted.
3. The bidder is expected to examine all instructions, terms & conditions, specifications in the tender documents. Failure to furnish information required in every respect will be the bidders risk and may result into rejection of the bid.
4. **Bid Security/EMD (refundable without interest):**
 - a. **An Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only)** should be submitted in form of Demand Draft drawn in any **Scheduled Bank** in favor of **BrahMos Aerospace Pvt Ltd.** payable at **Nagpur except MSEs (the certificate to this effect should be attached)** along with the technical bid, **failing which Bids shall be treated as non-responsive and summarily rejected.**
 - b. The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of the tender on their request & should be collected by the bidder from our Nagpur office.
 - c. EMD of the Tenderer will be forfeited if the Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI / Work Order. If the bidder declines to accept the LOI or is unable to accept the work which has been awarded on the basis of the offer received from the bidder or revokes the offer within the validity period of the offer, the earnest money shall stand forfeited.

5. **Submission of Bid.**

- (a) The tenderer will have required to submit the tender in two bid system as mentioned below:

The tender is to be submitted in two separate sealed Envelopes and further sealed in one outer Envelope mentioning thereon the **Envelope No.1** and **Envelope No. 2** and contents as indicated below:

(b) **Envelope Number-1 (Technical Bid)**

Cover forming Envelope -1 of the Tender shall be super scribed with words Technical Bid of "Tender for **SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT**" along with tender number and due date.

Envelope number-1 shall contain the DD for EMD & Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. **Bidder must submit annexure – I , II, III, IV, V, VI & VII in technical bid.**

(c) **Envelope Number-2 (Financial Bid)**

Sealed cover forming Envelope -2 of the Tender shall contain only **Financial Bid** in the prescribed Proforma (Annexure- VIII) which should be super scribed with words **Financial Bid** of "**SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT**" along with tender number and due date.



(d) Both the Sealed covers containing Envelope -1 and Envelope -2, shall be put in another third Envelope and sealed properly super scribing the words Tender for "SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT " along with tender number, date and due date addressed to the **Chief General Manager Plant Head, BrahMos Aerospace Pvt Ltd, C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop, KM 22, Wardha Road, Vill.: Bothli, P.O. Butibori, Nagpur, Maharashtra- 441 108 on or before the date & time mentioned in Tender.** Any tender received after the prescribed date & time will not be accepted.

6. **Performance security:** The successful bidders(s) shall have to submit a performance security of **Rs. 25,000/- (Rupees Twenty Five Thousand)** only in form of Demand Draft / pay order, drawn on any Nationalized / Scheduled bank in favour of **BRAHMOS AEROSPACE PVT LTD payable at Nagpur** or Fixed Deposit Receipt/Bank Guarantee duly pledged to BrahMos Aerospace Pvt Ltd, Nagpur within 30 days from the date of award of the contract. The performance security shall be refunded after completion of contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.

7. If the envelope is not sealed and marked, it is not the responsibility of purchaser for the bid's misplacement or premature opening/ rejection.

8. It may be noted that rates shall be quoted along with the brand of items as per at **Price Bid Format at Annexure-VIII** and submitted in sealed **Envelope Number-2 (Price Bid)**. **Quantity of items given are tentative, which may be increased or decreased as per the BAPL's requirement.**

9. **Rates quoted by the firm should not be more than MRP.**

10. **The Firm should be located in Nagpur/Butibori region, Maharashtra only.**

11. **Amendment of bidding documents.** At any time prior to the submission of the bids, the purchaser may, for any reasons, whether at their own initiate or in response to the clarification requested by the prospective bidder, may modify the bidding documents by amendments. The amendment will be notified in the BAPL website only.

12. **Signing of Bid:** The bid shall be typed or written in fast ink and shall be signed by the bidder or a person duly authorized to bind the bidder to contract.

13. **Evaluation of Bid:**

13.1. The bids shall be evaluated in two stages i.e. technical bid evaluation and financial bid evaluation.

13.2 The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.



14. **Techno-commercial bids** shall be evaluated based on the available documents submitted by the bidder by the duly constituted committee. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid. Buyer also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder. An undertaking will be given by the bidder that sample of all items will be kept ready by them for inspection by the BAPL Nagpur. Further, bidders may be asked to provide the sample of the items quoted, which should be of good quality acceptable by BAPL. **Tenders of those bidders whose samples are not found up to the mark will be summarily rejected.**

15. FINANCIAL BID PROCEDURE & EVALUATION

1. **Financial bid (BOQ)** shall be submitted as per format in **Annexure -VIII**. The financial bid (BOQ) of all techno-commercially qualified bidders will be opened on the schedules date & time which will be informed to the bidders telephonically/by email.
2. The firms/ Agencies shall quote for all items mentioned in the **Annexure- VIII Price bid**. Contract shall be awarded to the firm(s) offering the lowest grand total price and not with reference to the Item wise prices. The higher bidder if agrees to supply the goods in L1 price or lower, may be empanelled for the rate contract if L1 bidder fails to accept the order or at discretion of BAPL. The quantity mentioned in Annexure-VIII is tentative and can be increased or decreased as per the requirement of BAPL. The quantity mentioned in only for calculation of total price per year and arrival at overall L-1 bidder. **Bidder has to quote only basic price per unit (without taxes) for each line item along with brand/make in Annexure-VIII.**

16. **Bid validity Period:** Bid shall remain valid for **90 days** from the date of opening of technical bid. Bid validity may be extended by the bidder by submitting a letter to BAPL in writing on receipt of request from BAPL if required.

17. The supplier selected shall have the responsibility to supply the Stationery items and other consumables mentioned at Annexure-VIII as per the purchase order/Rate contract which is required for carrying out day to day official work at BAPL, Nagpur. Monthly/ quarterly Release slips will be issued by admin dept. as per the requirement.

18. **Contract Validity:** This rates will be applicable for purchase of the Stationery items and other consumables for **two years** from the date of award of contract on an annual rate contract basis and may be extended for a further period of 12 months or more on year to year basis with mutual consent on the same terms and conditions and rates.

19. The suppliers shall also ensure that the quality and quantity has to be as per the purchase order/release slips and approved rate contract.

20. The buyer will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place (BAPL, Nagpur) in good condition. The defective or damaged material if any will be replaced by the firm immediately.



21. Award of Contract: Contract shall be awarded to the lowest evaluated bidder L1 after conducting price negotiation meeting. The firm(s) offering the total lowest/net bundled price and not with reference to the lowest prices quoted for the line item wise. There will be not be any individual evaluation for each item. However, BAPL may consider empanelment of remaining vendors (L2, L3 etc.) on matching at L1 price at its own discretion.

22. TERMS OF PAYMENT:

a) **100% Payment will be made within 45 days** after delivery of goods in good condition as per the release slips issued by Admin dept. against acceptance certificate from concerned department and submission of clear Tax Invoice. GST amount shown on tax invoice will be paid only after the same is reflected in GSTN portal.

b) Payment shall be made by electronic fund transfer offered by the bank.

c) No payment will be admissible for goods rejected.

23. PENALTY: Timely delivery is essence of the contract and hence if any consignment be delayed, **liquidated damages** at the rate **0.5% of the price of the delayed consignment against each release slip**, for each week of delay or part thereof shall be levied and recovered subject to maximum of 10% of undelivered goods for that release slip.

24. DELIVERY: **Free delivery at BrahMos Aerospace, Nagpur.** Delivery should be made within **Seven days** from the date of issue of release slips against rate contract order. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

25. Warranty: The goods supplied shall be free from all defects and shall be of the highest/requested quality as per the contract. Any defect arises to the goods under warranty (if applicable as per OEM), shall be replaced free of cost by the bidder.

26. Quality: The items supplied must be of latest manufacture & should confirm to current production standards.

27. Inspection Agency: BAPL Nagpur shall be the inspection agency for the deliverables. Items not meeting the required technical specs will be rejected by us.

28. Applicable Law: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

29. Force majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after



the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or 15 days, whichever is more, either party may at its option terminate the contract.

30. Arbitration: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.

31. PRE-BID CLARIFICATION:

- (i) Prior to preparation of the Techno-Commercial Bid/ Price bid, clarifications regarding the technical/ commercial terms & conditions be obtained from this office (Email: mm.ngp@brahmos.com, Mob: 8484837010 / LL: 07103-282-703 / 803) within Seven working days from the date of RFP.
- (ii) Un-willingness of the Bidder to participate in Bid may be communicated to above mentioned email id within 10 working days from date of RFP.

32. TERMINATION OF CONTRACT: The Buyer shall have the right to terminate the Contract in part or in full in any of the following cases:

- (a) The store/service is not received/rendered as per the contracted schedule(s) and the same has not been extended by the Buyer.
OR
The delivery of the store/service is delayed for causes not attributable to Force Majeure for more than **one month** after the scheduled date of delivery and the delivery period has not been extended by the Buyer.
- (b) The delivery of store/service is delayed due to causes of Force Majeure by more than 06 months provided Force Majeure clause is included in the contract and the delivery period has not been extended by the Buyer.
- (c) The Seller is declared bankrupt or becomes insolvent.
- (d) The Buyer has noticed that the Seller has violated the provisions of (Use of Undue Influence) and/or (Employment of Agent) mentioned above to obtain the Contract.
- (e) As per decision of the Arbitration Tribunal.

33. TRANSFER AND SUB-LETTING: The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the Contract or any part thereof without written consent of the Buyer.

34. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

35. NON-DISCLOSURE: The Bidding documents, including this RFP and all attached documents provided by Buyer, are and shall remain or become the property of Buyer. These are transmitted to the Bidders solely for the purpose of preparation and the submission of a proposal in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their proposal. The provisions of this Para shall also apply mutatis mutandis to Bids and all other documents submitted by the Bidders, and Buyer will not return to the Bidders any proposal, document or any information provided along therewith (except unopened Commercial Bid as relevant). Information relating to

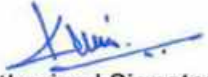


the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process, or concerning the Bidding Process. Buyer will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. Buyer may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or Buyer or as may be required by law or in connection with any legal process.

36. CONFIDENTIALITY OF INFORMATION: No party shall disclose any information to any 'Third Party' concerning the matters under this RFP generally. In particular, any information identified as 'Proprietary' in nature by the disclosing party shall be kept strictly confidential by the receiving party and shall not be disclosed to any third party without the prior written consent of the original disclosing party. This clause shall apply to the sub-contractors, consultants, advisors or the employees engaged by a party with equal force.

For BrahMos Aerospace Private Limited




(Authorized Signatory)

ANNEXURE-I**FORMAT OF APPLICATION FOR TECHNICAL BID**
(Envelope No.1)

In response to the tender notice No. BMN/MM/OTE/26-27/019 dated 24/07/2026 downloaded from your website we would like to express interest to participate in the above tender for supplying/providing commercial vehicles. The details as under: -

Sl. No.	Information required	Details to be filled up by the bidder
1	Name of the Organization / Agency	
2	Complete postal address with pin code	
3	Telephone / Mobile No	
4	E mail Id	
5	Name of representative with Mobile No	
6	Details of EMD : DD No, date & amount/Bid Security declaration form	
7	GST Registration Number (with copy of GSTIN)	
8	PAN Number	
9	IT Return for the last three financial years (copy attached)	
10	The bidder should have at least Five ^{Three} (3) years' experience in supply of Stationery products and must have executed the similar contract with copy	
11	Annual Turnover for the last three years	
12	Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)	
13	Name of the Bank, Branch & IFSC Code	
14	Additional Information (if any)	
15	MSME/ Udyog Adhar certificate(if applicable)	

Signature of the applicant
(Full name of applicant)
Stamp & date

Note : This is to be furnished on the letter head of the organization along with technical Bid



(On Letter head of tenderer)

Part -I
(Technical Bid)
(To be furnished in Envelope No. 1-Technical Bid)

Date:

To

Chief General Manager- Plant Head,
BrahMos Aerospace Pvt Ltd,
Nagpur -441108

Sub : Acceptance of Terms & Conditions of Tender

Dear Sir /Madam,

1. I / We have downloaded the above mentioned tender documents from the BAPL website.
2. I / We hereby certify that I / We have read the entire terms & conditions of the tender documents which form part of the contract agreement and I / We shall abide by the terms & conditions contained therein.
3. I / We hereby unconditionally accept the tender condition of above mentioned tender documents / corrigendum (if any) in its to totality / entirely.
4. I / We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Organization / Public Sector undertaking during the last 3 financial years.
5. The contract will be awarded to the successful bidder with total L-1 Price post price negotiations by BAPL and the higher bidder if agrees with L1 price will be empanelled for rate contract at the discretion of BAPL.
6. I / We certify that all information furnished by our firm is true & correct and in the event of any information is found to be incorrect / untrue, then the BAPL shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said EMD absolutely.

Yours sincerely,

Date :

Signature of the bidder with
Official Seal



BID SECURITY SELF DECLARATION FORM

(to be submitted by MSE Bidder only along with Uydham registration for claiming EMD exemption) (Envelope No.1)

Bid No. _____

Date: _____

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with BrahMos Aerospace Pvt Ltd, Nagpur for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



ANNEXURE -IV

Bidder's Authorization Certificate
(Envelope No.1)

To
The Chief General Manager
Plant Head,
BrahMos Aerospace Pvt Ltd
C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop,
KM 22, Wardha Road, Vill.: Bothli, P.O.
Butibori, Nagpur, Maharashtra- 441 108

Sub : Bidder's Authorisation Certificate.

Sir,
With reference to the Tender Notice No. _____ Ms./Mr. _____
<Name>, <Designation>, is hereby authorized to attend meetings & submit pre-qualification,
technical & commercial information as may be required by you in the course of processing the
above said Bid. Her/his contact mobile number is _____ and Email id
is _____. For the purpose of validation, his/ her verified signature is as under.

Thanking you,

The specimen signature is attested below:

Name:

(Specimen Signature of Representative)

Signature of Authorizing Authority

Name of Authorizing Authority
Designation: Company Seal:



ANNEXURE –V

FORM FOR FINANCIAL CAPACITY

(Envelope No.1)

Description	Financial Years		
	2022-2023	2023-24	2024-25
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from selling of Stationery/ IT consumables only for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT
NAME , ADDRESS AND CONTACT DETAILS :
UDIN :

Signature of bidder with seal



ANNEXURE-VI

CRIMINAL LIABILITY UNDERTAKING

(To be given on Company Letter Head (Envelope No.1))

Date: _____

To

The Chief General Manager -Plant Head,
BrahMos Aerospace Pvt Ltd
C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop,
KM 22, Wardha Road, Vill.: Bothli, P.O.
Butibori, Nagpur, Maharashtra- 441 108

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I.....S/o.....
Resident of
do solemnly pledge and affirm that I have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) I have not been debarred by any Central/State Government Organization/Bodies for the last Three years.
- (d) I am not Proprietor/ Partners/ Director of any other firm or business organization with whom Government has banned/ suspended business dealing.
- (e) I do not have any concern/ subsidiaries with any business organization or agency blacklisted by Government Organization.

Signature with Designation



ANNEXURE - VII**Check list for Technical Bid****(Envelope No.1)**

Sl. No.	Particulars of Documents	Yes/No	If Yes, Page No.
1	Details of bidders profile (Annexure I)		
2	Self-attested copy of valid Registration number of the firm/agency or Certificate of Incorporation		
3	EMD Details/ Udyam registration certificate + Bid security Declaration, as applicable (Annexure-III)		
4	Authorization letter from the head of the firm or Owner/Proprietor Annexure-IV		
5	Acceptance of terms and conditions of tender		
6	Proof of 3 (three) years experiences as specified in the Tender.		
7	Self-attested copy of GST Registration No. with upto date return		
8	Self-attested copy of the PAN card issued by the Income Tax Department		
9	Copies of Income-Tax Return of the last three financial (2022-23, 2023-24, 2024-25) year.		
10	Specific Certificate from Satisfactory Auditors consisting Annual turnover of last financial year as per Annexure-V		
11	Criminal liability certificate, as per Annexure - VI		
12	Singed and stamped tender document		
13	Any other document as mentioned in tender enquiry to be submitted with technical bid		

Date :

Signature of the Bidder with seal

Place :

(Name and Address of the Bidder)



Annexure – VIII

Part -II (Price Bid)
(to be furnished in Sealed Envelope No. 2 - Price Bid)

**SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT
BASIS FOR PERIOD OF TWO YEARS**

Sr. No	Name of the Items	Unit	Tentative Qty per year	BRAND/ MAKE	BASIC RATE Rs. PER UNIT	GST % extra
1	ABRO TAPE (1") (Paper Tape) - 1 Inch	NOS	500			
2	ABRO TAPE (2") (Paper Tape) - 2 Inch	NOS	500			
3	ARALDITE (36 Gms)	NOS	10			
4	BALL PEN (Color: BLACK) (RS.10/PEN)- Motex/Cello	NOS	200			
5	BALL PEN (Color: BLACK) (RS.5/PEN)	NOS	100			
6	BALL PEN (Color: BLUE) (RS.10/PEN)	NOS	250			
7	BALL PEN (Color: BLUE) (RS.5/PEN)	NOS	150			
8	BALL PEN (Color: GREEN) (RS.5/PEN)	NOS	10			
9	BALL PEN (Color: RED) (RS.5/PEN)	NOS	10			
10	BATTERY 9V	NOS	50			
11	BINDING CLIP (19 MM)	PAC	50			
12	BINDING CLIP (24 MM)	PAC	50			
13	BINDING CLIP (41MM)	PAC	50			
14	BINDING TAG (WHITE) - 72 pcs/pkt	PAC	5			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
15	BOND PAPER (100 GSM AND ABOVE) - 500 Sheets(Royal)	REAM	5			
16	BOND PAPER (75-80 GSM) - 500 Sheets (Royal)	REAM	5			
17	BOTH SIDE ADHESIVE TAPE (1.5")	NOS	30			
18	BOX FILE (BLUE) Good quality upto Rs.150/-	NOS	150			
19	BROWN TAPE - 1.5"	NOS	25			
20	BROWN TAPE - 2"	NOS	40			
21	BUTTON CELL (CR-2032) (Duracell)	NOS	60			
22	BUTTON FOLDER	NOS	200			
23	CALCULATOR (10 DIGIT) CASIO	NOS	5			
24	Carbon Paper	PKT	5			
25	CD COVER -PLASTIC	NOS	50			
26	CD MAILER (ENVELOPE COVER)	NOS	40			
27	CD MARKER (BLACK)	NOS	50			
28	CD MARKER (BLUE)	NOS	50			
29	CD MARKER (RED)	NOS	50			
30	CD R/W (Verbatim/Moserbear)	NOS	100			
31	CD-R (Verbatim/Moserbear)	NOS	100			
32	CELL PENCIL (AA) (1.5V) Duracell	NOS	250			
33	CELL PENCIL (AAA) (1.5V) Duracell	NOS	250			
34	CELLO TAPE (1")	NOS	60			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
35	CELLO TAPE (1.5")	NOS	60			
36	CELLO TAPE (2")	NOS	60			
37	CHECK OUT PAPER (DOT MATRIX PAPER)(80 GSM) 980 PCS (Bpur)	PAC	15			
38	CONF PAD (6 PAGES)	NOS	50			
39	CUTTER (BLADE- BIG)	PAC	20			
40	CUTTER (BLADE- SMALL)	PAC	20			
41	CUTTER PLASTIC (BIG)	NOS	50			
42	CUTTER PLASTIC (SMALL)	NOS	50			
43	CUTTER Steel(BIG)	NOS	50			
44	DOT MATRIX PRINTER RIBBON CARTRIDGE-	NOS	15			
45	Drawing sheet (Pink colour)	NOS	20			
46	DUSTBIN SMALL (WITH COVER) / PADEL BIN	NOS	10			
47	DUSTBIN SMALL (WITHOUT COVER) / OPEN BIN	NOS	10			
48	DUSTER for (WHITE BOARD) (without magnet)	NOS	5			
49	DVD -R (Verbatim/Moser bear)	NOS	100			
50	DVD-RW Verbatim/Moser bear	NOS	100			
51	ENVELOPES (11 cms x 25 cms)	NOS	300			
52	ENVELOPES (LEGAL) (CLOTH)/ COTTON ENVELOPE (10 X14)	NOS	50			
53	ENVELOPES A3 (PLASTIC COATED INSIDE)/HDPE LAMINATED ENVELOPE (12 X 16)	NOS	50			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
54	ENVELOPES A4 (CLOTH) / COTTON ENVELOPE (10 X 12)	NOS	200			
55	ERASER (Apsara /Doms) - Dust Free (33 mmx17mm x 10 mm)	NOS	40			
56	FEVI QUICK (20 ML)	NOS	10			
57	FEVI QUICK (5 RS)-500mg	NOS	150			
58	FEVI STICK (GLUE STICK) 8 gm	NOS	100			
59	FEVICOL CRAFT GLUE -	NOS	10			
60	FILE SEPARATOR (with Numberd A to Z)	NOS	10			
61	FILING SHEETS (A4 SIZE) (PROTECTION SHEET)	NOS	1000			
62	FLAT FILE (LAMINATED) (WITH BRAHMOS LOGO)	NOS	500			
63	GRAPH PAPER	NOS	5			
64	GUM BOTTLE (700 ML)	NOS	5			
65	GUM BOTTLE 150 ML (Camlin)	NOS	10			
66	HIGHLIGHTER GREEN	NOS	50			
67	HIGHLIGHTER ORANGE	NOS	50			
68	HIGHLIGHTER PINK	NOS	50			
69	HIGHLIGHTER YELLOW	NOS	50			
70	INSULATION TAPE- ELECTRICAL (Brand: Steelgrip)	NOS	60			
71	L FOLDER (A4) per piece price -	NOS	100			
72	L FOLDER (LEGAL) per piece price	NOS	100			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
73	Label Paper -Multi Purpose Stickers 210*292 white- G1 (A4 Size)	PAC	5			
74	MEASURING TAPE (15 MTR)	NOS	5			
75	MEASURING TAPE (5 MTR)	NOS	5			
76	MOUSE PAD FOR PC	NOS	10			
77	M-SEAL (WHITE)-	NOS	10			
78	NOTE PAD (SPIRAL)	NOS	200			
79	NOTICE BOARD (2"X3")	NOS	5			
80	NOTICE BOARD PIN / THUMB PIN (COLOUR)	BOX	5			
81	OHP Transparent Film (A4) 100 micron (oddy) (PKT OF 100 NOS)	PAC	20			
82	PAINT BRUSH (SIZE - 10 No) FLAT	NOS	60			
83	PAINT BRUSH (SIZE - 12 No) FLAT	NOS	60			
84	PAINT BRUSH (SIZE - 16 No) FLAT	NOS	60			
85	PAINT BRUSH (SIZE - 18 No) FLAT	NOS	60			
86	PAINT BRUSH (SIZE - 4 No) ROUND	NOS	100			
87	PAINT BRUSH (SIZE - 6 No) FLAT	NOS	100			
88	PAINT BRUSH (SIZE - 8 No) FLAT	NOS	100			
89	PAPER TRAY (Plastic) (A4 SIZE) (SINGLE)	NOS	20			
90	PAPER WEIGHT	NOS	5			
91	PEN (BLACK) (UNIBAL)	NOS	50			
92	PEN (BLUE) (UNIBAL)	NOS	50			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
93	PEN (USE & THROW) (BLACK)	NOS	100			
94	PEN (USE & THROW) (BLUE)	NOS	200			
95	PEN GEL (Color: BLUE) (RS.10/PEN)-Motex/Cello	NOS	100			
96	PEN STAND	NOS	10			
97	PENCIL (PKT OF 10)- Apsara	NOS	40			
98	PERMANENT MARKER - BLACK	NOS	50			
99	PERMANENT MARKER - BLUE	NOS	50			
100	PERMANENT MARKER - GREEN	NOS	50			
101	PERMANENT MARKER - RED	NOS	50			
102	PHOTO COPY PAPER : A3 (PKT) (JK RED) (500 Sheets)	REAM	5			
103	PHOTO COPY PAPER : A4 (PKT) JK RED (500 Sheets)- 75 GSM	REAM	400			
104	PHOTO GLOSSY PAPER (ABOVE 170 GSM)	PAC	10			
105	POCKET NOTE BOOK (MATRIX)	NOS	150			
106	PUNCHING M/C (DP-280)- (REGULAR SIZE)- Make: Kangaroo	NOS	10			
107	REGISTER - 100 PAGES	NOS	50			
108	REGISTER - 200 PAGES	NOS	50			
109	REGISTER - 300 PAGES	NOS	50			
110	SCALE (PLASTIC) (30cm)	NOS	10			
111	SCALE (STEEL) (30 CM) Ajanta	NOS	10			
112	SCISSOR (MEDIUM) Kangaroo	NOS	30			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
113	SCISSOR (SMALL)Kangaroo	NOS	10			
114	SHARPNER Size: Small	NOS	30			
115	SKETCH PEN SET	PAC	2			
116	SPATULA STAINLESS STEEL(BIG)	NOS	20			
117	SPATULA STAINLESS STEEL(MEDIUM)	NOS	40			
118	SPATULA STAINLESS STEEL(SMALL)	NOS	40			
119	SPRING COBRA FILE (SOLO)	NOS	10			
120	Stainless Steel Bowl for mixing putty(100ml)	NOS	10			
121	Stainless Steel Bowl for mixing putty(200ml)	NOS	5			
122	Stainless Steel Bowl for mixing putty(300ml)	NOS	5			
123	STAMP PAD (BIG SIZE)	NOS	5			
124	STAMP PAD (SMALL SIZE)	NOS	5			
125	STAMP PAD INK (100 ML)	NOS	5			
126	STAPELER PIN (23/13)	PAC	10			
127	STAPELER PIN (23/17)	PAC	10			
128	STAPELER PIN (23/20)	PAC	10			
129	STAPELER PIN (24/6)	PAC	10			
130	STAPLER (BIG) (DS-12 S/17)	NOS	5			
131	STAPLER (HD-10D)	NOS	10			
132	STAPLER (HP - 45)	NOS	10			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
133	Stapler Pin Remover	NOS	10			
134	STAPLER PINS (10 NOS)	NOS	100			
135	STICK NOTE (1" X 3") (19MM X 76MMX 100 SHEET)	PAC	50			
136	STICK NOTE (1" X 3") (25MM X 76MMX 100 SHEET)	PAC	50			
137	STICK NOTE (3" X 3") (15 X 5 X 75MM) 100 Sheets	PAC	100			
138	STICK NOTE (3" X 3") (76MM X 76MM) 100 Sheets	PAC	50			
139	STICK NOTE (5" X 3") 100 Sheets	PAC	10			
140	STRIP FILES	NOS	20			
141	TALK SHEET Per Kg Rates	KGS	2			
142	TESTER- ELECTRIC TEST TOOL	NOS	10			
143	TORCH (DL-63)	NOS	5			
144	TORCH (RECHARGABLE)	NOS	5			
145	TWO COLOUR FILING SHEETS (pack of 100)	PKT	1000			
146	U CLIP (LARGE)	NOS	50			
147	U PIN (28 MM) (PLAIN)	NOS	50			
148	VISITING CARD HOLDER (100 nos)	NOS	5			
149	VISITING CARD HOLDER (200 nos)	NOS	5			
150	WALL CLOCK (Make: AJANTA) (Office use)	NOS	5			
151	WATER DISPENSER JAR BOTTLE -(20 LTRS)	NOS	10			
152	WHITE BOARD (2*1)	NOS	5			



Sr	Name of Items	Unit	Qty per year	Brand/ Make	Basic Rate Rs. per Unit	GST % extra
153	WHITE BOARD (3*2)	NOS	2			
154	WHITE BOARD (4" x 6")	NOS	5			
155	WHITE BOARD MARKER (BLACK)	NOS	60			
156	WHITE BOARD MARKER (BLUE)	NOS	60			
157	WHITE BOARD MARKER (GREEN)	NOS	60			
158	WHITE BOARD MARKER (RED)	NOS	60			
159	WHITENER (CORRECTION TAPE) (5 MM X 6 MM)	NOS	50			
160	WHITENER PEN (correction pen) (7ml) (camlin)	NOS	20			
161	ZIP COVER (PLASTIC) (10" X 14") (250 gms)	GMS	10			
162	ZIP COVER (PLASTIC) (5" X 6") (250 gms)	GMS	20			
163	ZIP COVER (PLASTIC) (7" X 10") (250 gms)	GMS	20			
164	ZIP COVER (PLASTIC) (8" X 12") (250 gms)	GMS	10			

Note:

* Bidders are required to quote for the above mentioned brands or equivalent brands. (Please specify brand name) & rate per unit (excluding taxes).

* Quantity of items given are tentative, which may be increased or decreased as per the BAPL's requirement.

* Bidders may be asked to provide the sample of the items quoted, which should be of good quality & acceptable to BAPL NAGPUR.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:



Proforma for Pasting on Sealed envelope

To:-

Chief General Manager (Plant Head)
Address: BrahMos Aerospace Pvt Ltd C/o DRDL, PJ-10 Complex, Near Mohgaon bus stop, KM 22, Wardha Road, Vill.:Bothli, P.O.Butibori, Nagpur, Maharashtra- 441 108 LL: 07103-282-703 / 705 / 803

TENDER Name	SUPPLY OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT BASIS
RFP NO:	BMN/MM/OTE/26-27/019
RFP Date	24 July 2026
TENDER BOX OPENING DATE	13 Aug 2026 & 11:30 Hrs

LAST DATE OF SUBMISSION

13 Aug 2026
11:00 HRS

From: -

Vendor Name:	
Vendor Address:	
Contact No.:	

(NOTE: THE BID (SINGLE/ TWO BID as per RFP) SHOULD BE PUT IN ONE SEALED ENVELOPE AND THIS PROFORMA SHOULD BE PASTED ON TOP. THE TENDER (SEALED ENVELOPE) SHOULD BE DROPPED IN THE TENDER BOX ONLY WITHIN THE LAST DATE & TIME OF SUBMISSION.)