

No.D-15011/1/2008/Gen. Admn.  
Government of India  
Ministry of Science & Technology  
Department of Scientific & Industrial Research

Technology Bhavan  
New Mehrauli Road  
New Delhi -110016

Dated 19<sup>th</sup> September 2008.

Subject: Calling for quotations for stationery items.

Sir,

The Department of Scientific and Industrial Research intends to procure stationery items. This Department invites quotations from desirous tenderers. The bids will be valid for a period of 1(One) year. The details of Stationery items are given in Annexure-1, attached to this schedule, which is a part of this tender.

2. The terms and conditions on the basis of which the contract will be awarded are given below:
  - i) Tenderer should be registered supplier of NSIC/Kendriya Bhandar/NCCF or any State Govt. authority. Tenderer must enclose a copy of Registration Certificate.
  - ii) Tenderer should enclose his annual balance sheet, duly certified by a Chartered Accountant. He should also indicate his annual turnover.
  - iii) Tenderer must enclose copies of at least 5 (five) supply orders against which he has supplied stationery items to the Central Government offices.
  - iv) Tenderer should have PAN allotted to him by Income Tax Department. (copy of proof to be attached)
  - v) Tenderer should have obtained Sales Tax and Service Tax Certificates issued by the Govt. (copy of proof to be attached).
  - vi) A fall clause will be effective to the approved rates; i.e. if the firm undertakes identical works in other Ministries at rates lower than the rates approved by this Department, the tenderer will charge at those rates from this Department as well.
3. If the technical bids are short of any of the supporting documents in proof of the above-mentioned conditions, the offers would be rejected summarily and the respective commercial bids will not be opened.
4. The sealed quotations (in two-cover systems), one Cover containing technical bid and the other containing commercial bid, superscribed clearly on top of each of the respective covers "Technical Bid" and "Commercial Bid", and together placed in a single cover, accompanied by Demand Draft of Rs. 30,000/- (Rupees Thirty Thousand Only) drawn in favour of DDO, Department of Scientific and Industrial Research, New Delhi as earnest Money Deposit (EMD), must reach the Under Secretary (Gen. Admn), Department of Scientific and Industrial Research, Technology Bhavan, New Mehrauli Road, New Delhi-110016, latest by 1.00 P.M. on 06.10.2008.

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5. First the Technical bids shall be opened and evaluated vis-à-vis the terms and conditions, and thereafter the commercial bids of only those who qualify the technical evaluation would be opened and evaluated. Any technical bids containing commercial quotes are liable to be rejected. The bids will be opened on 06.10.2008 at 02.30 P.M., in Room No. T-37 (TIFAC Block) Technology Bhavan New Delhi.. The tenderers or their representatives may be present at the time of opening of the technical bids and the commercial bids, if they so desire.
6. Tenderer should quote his rates F.O.R. destination bases for a period of one year from the date of acceptance of tender.
7. Tenderer should furnish the sample against the articles marked (\*\*) in the Annexure-1 to justify the rates.
8. Tenderer must quote for complete stationery items. Incomplete or part quotations are not acceptable.
9. Tenderer should quote rates specifically to the choice of the items given in Annexure -1
10. Tenderer is advised not to erase or mutilate any rate quoted by him. Otherwise his quotation will be ignored.
11. The Department will not be bound to accept the lowest quotation and an order can be placed on any other firms considered suitable for job. The decision of the Department shall be final in this regard.
12. Incomplete bids shall be summarily rejected. The EMD shall not bear any interest and shall be refunded to the unsuccessful tenderers after the finalization of the contract.



(S.K. Kalra)

Under Secretary to the Govt. of India

## Annexure-1

Sl.No.	Name of the item	Make Brand Specification
1	All pin Pkt	Diamond
2	Attendance Register	Amir/Goel Stationery
3	Assistant Diary	-do-
4	Ball Pen cello	Cello Fine griper
5	Ball Pen Jotter	Flair/perform
6	Binding Tape	Bond
7	Carbon paper Pkt. A-4	Kores
8	Correcting Fluid	Kores/Camlin
9	Correcting Fluid Pen	Uniq
10	Candle Stick 1X12X10	Gulshan/King Brand
11	Cello Tape Small	Wonder
12	Cello tape Big	-do-
13	Cartridge Toner Laser jet 45 A(5945)	HP
14	-do- C 4127X	-do-
15	-do- C 8061X	-do-
16	-do- Q1338A	-do-
17	-do- 2313 A	-do-
18	Colin Spray500 Ml.	Reckitt Banckiser
19	Calculator Table CT-500	Citizen
20	CDR	Moser Baer
21	CDRW	Moser Baer
22	CD Mailer for 50 CD	Oddy
23	Cup Plate Set Bone china	Sheashell
24	Duster White Big Size 40"X40"	**
25	-do- small	**
26	-do- Yellow Big Size 40"X40"	**
27	-do- small	**
28	Dustbin Plastic	Wonder
29	Diary Register	Amir/Goel
30	Dispatch Register	-do-
31	Washing/Detergent Powder	Nirma
32	DVD	Moser Baer
33	DVD RW	Moser Baer
34	Eraser Pencil	Natraj non dust
35	File Board Straw Board 36 Oz	with 4"cloth binding Flap
36	File Binder	In 4" Cloth Patti
37	Floppy	Moser Baer
38	File movement Register	Amir/Goel Stationery
39	File Register	-do-
40	File Trey Plastic	Wonder
41	Fountain Pen	Parker
42	Gem Clip Pkt. Plastic coated	Zen
43	Gum Bottle Big (750Gms.)	Camel
44	-do- small (250 Gms)	-do-
45	Glue Stick 25Ml.	Kores
46	Glass Tumbler	Yera
47	Glossy Paper	Hp/D'smart
48	Holder Jotter	V I P
49	-do- Ink	-do-
50	Highlighter Pen set	Luxor
51	Ink pot	Camel
52	-do- Pilot Pen	Luxor
53	Ink Stamp Pad	National
54	Inkjet Cartridge C 9351AA (21A)	HP
55	-do- C 9352 AA (22A)	-do-
56	-do- C 4844AA	-do-
57	-do- C 4836AA	-do-

*Amir*

58	Inkjet Cartridge C 4837AA	HP
59	-do- C 4838AA	-do-
60	-do- 51641AA	-do-
61	-do- 51645A	-do-
62	-do- C 6656A	-do-
63	-do- C 6657A	-do-
64	-do- C 6578DA	-do-
65	Jug water Plastic	Wonder
66	Lock Big/small	Harison
67	Match Box	Ship
68	Marker Permanent	Reynold
69	Note sheet Pad 75 gms. Size A-4	Balarpur
70	OHP Transparency Sheet	Garware
71	OHP Pen set	Luxor
72	Pencil Lead	Natraj
73	Pencil Short Hand	Apsara
74	Pen stand 2 Pen	Kabica
75	-do- 4 Pen(with Paper Roll)	-do-
76	Punch Single	Kangaroo
77	Peon Book	NG
78	Pencil Cell	Eveready ( Red)
79	Photocopy Paper A-4 75gms	Modi Zerox
80	-do-	J.K.
81	-do-	Century
82	-do-	Copy Power
83	Pilot Pen V-5	Luxor
84	-do- .05	-do-
85	Paste-it Flag 3 colour	Oddy
86	-do- 3Cms	-do-
87	Paper Cutter/Knife	Kebica
88	Punch Double	Max/Kangaroo
89	Refil Ordinary	Cello Fine Griper
90	-do- Jotter classic fine writing	Croner
91	Register Ruled 1qrs	NG/Bharat
92	-do- 2qrs	-do-
93	-do- 3qrs	-do-
94	-do- 4qrs	-do-
95	Rubber Band pkt	**
96	Room Spry	Premier/Yardley
97	Sharpener	Natraj with cap
98	Stamp Pad	National
99	Stapler HD	Max/Kangaroo
100	-do- HD 45	-do-
101	-do- HD10	-do-
102	Stapler Pin HD pkt	-do-
103	-do- 45 pkt	Kores
104	-do- 10 pkt	-do-
105	Sealing wax	National
106	Scale	Kebica
107	Short Hand Note Book	NG/Bharat
108	Soap	Lux
109	Scissor	Gem
110	Tag Fine Quality	**
111	Typing Paper(58 gms.)	Century
112	Towel Big 30"X60"	Bombay Dying
113	-do- small 24"X48"	-do-
114	Tea set Bone China	Sheeshall
115	Thermos	Milton