

No.F.7(1)/2011- A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,
New Delhi
Dated: 22nd July, 2011

To

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Subject: Purchase of stationery items etc.- Quotation thereof.

Sir,

This Ministry intends to purchase items of stationery etc. from time to time as per list enclosed. It is proposed to enter into contract initially for a period of one year from the date of contract with genuine/ reputed suppliers for supplying various items of stationery as per list enclosed on the following terms and conditions:-

- i) The items mentioned in this list are as per requirement of this Ministry from time to time. Interested suppliers may quote for one or more items. They will be considered for only those items for which they will quote.
- ii) Tenderers may quote their unconditional **rates per item/unit** strictly as per list enclosed. If the rates are of a unit/ box, which contains more than one item, then the items contained in that unit/box may be specifically indicated in remarks column and if the price of a unit is based on weight, then the weight of the unit may also be indicated. Cutting/ overwriting, if any should be countersigned by the tenderer.
- iii) The supplier will be responsible for delivery of the goods in good condition in the store of this Ministry situated in Parliament House or at a place selected by this Ministry in New Delhi, at his own risk and cost.
- iv) The owner/ firm should be available on telephone and also on mobile so as to enable this Ministry to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- v) The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.
- vi) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, **such suppliers may be penalized including blacklisting of the concerned firm by this Ministry.**
- vii) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.

- viii) As the requirement of this Ministry is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the Ministry that the supplies will be made immediately.
- ix) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**
- x) Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring PAO, Cabinet Affairs, New Delhi for Rs.30,000/- (Rupees Thirty Thousand only) as earnest money, which will be retained by this Ministry till the contract remains in force. However, Kendriya Bhandar/ NCCF shall be exempted from submission of earnest money and copy of PAN Card. The earnest money of the unsuccessful bidders will be refunded. Other things being equal, Purchase Preference will be granted to KB/ NCCF, if the price quoted by these co-operatives is valid for full tenure of the contract and is within 10% of the L1 price and are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives.
- xi) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. **The vendor, who declines to supply any item at contracted price, will be bared from entering into any contract in future.**
- xii) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
- xiii) This Ministry reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Ministry in this regard shall be final and binding on all. It shall not be obligatory on the part of the Ministry to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.
- xiv) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PURCHASE OF STATIONERY" may be deposited in the tender box kept in the custody of SO(A&P), Room No.93, Parliament House (Ph. No.23034755) latest by 5th August, 2011 upto 3.00 P.M. Quotations received till then shall be opened on 5th August, 2011 at 3.30 P.M. in Room No.92, Parliament House, New Delhi.

Yours faithfully,

(Rameshwar Prasad)
Under Secretary to the Govt. Of India
Tele. No. 23034899

S. No.	Name of Item	Rate per item/ unit	Remarks
1.	Brown Tape (Big Size)48mm(Wonder555)		
2.	Cello Tape 1" 65mm(wonder)		
3.	Cello Tape1/2" 12mm x9mts		
4.	One dozen Cozy Cut Glass		
5.	One dozen Ordinary Glass		
6.	Set of six cup & saucer		
7.	Box of set of six Glass Coaster		
8.	One dozen Duster White (Big Size)		
9.	One dozen Duster White (Medium)		
10.	One dozen Duster Yellow (Big Size)		
11.	One dozen Duster Floor (Poncha)		
12.	Bombay dying extra thick Towel – Extra large size for Staff cars sheet		
13.	Towel- Large size		
14.	Towel – Medium size		
15.	Hand Towel		
16.	Eraser (Rubber) Natraj (621 plasto eraser)		
17.	Apsara non-dust jumbo eraser		
18.	Apsara non-dust eraser		
19.	File Cover (Printed on both sides)		
20.	File Board		
21.	Mayur Jug (5 L)		
22.	Ordinary Water Jug plastic		
23.	File Binder		
24.	Plastic Folder Ordinary		
25.	Paper Colour Flag (Paste) (50 x 4 col) =200sheets(long flag)		
26.	Plastic Colour Flag (Paste)		
27.	Adhesive yellow Slip (2"X2")		
28.	Adhesive yellow Slip (2"X3")		
29.	Adhesive yellow Slip (3"X3")		
30.	Adhesive yellow Slip (2"X5")		
31.	File Board Seperator A4 size (Single Leaf) (Lok Sabha Green Board/Rajya Sabha Red Board) (extra thick)		
32.	Dak Pad		
33.	Signature Pad		
34.	Glue Stick 560Z/15 G Net (Kores)		
35.	Glue Stick 560Z/30 G Net (Kores)		
36.	Gem Clip-35840MM (Big Size) Omax clip		
37.	Gem Clip – Small size		

38.	Gem Clip Plastic Coated (Globe clips)		
39.	All-Pins Packet (Bell)		
40.	Gum Tube (Kores)		
41.	Gum bottle (Big Size-700 ml)- Kores		
42.	Gum bottle (Small size – 150 ml)-Kores		
43.	Audio Tape cassettes		
44.	High Lighter (Luxor).		
45.	High Lighter (Reynold Highlighter – 323).		
46.	Self Inking Stamp Pad (Supreme Deluxe-Medium))		
47.	Self Inking Stamp Pad (Supreme Deluxe-Big)		
48.	Add Gel Pen PG 500		
49.	Jotter Pen		
50.	Note Sheet Pad (Green – Neeraj) 75 GSM paper size(x)		
51.	Pilot Pen V-5		
52.	Pilot Pen Hi-Tecpoint 05		
53.	Pilot Pen Hi-Tecpoint VR5		
54.	Pilot Pen Hi-Tecpoint VR7		
55.	Pilot Pen V Ball Grip 05		
56.	Pilot Pen V Ball Grip 07		
57.	Pilot Pen V Ball Grip 10		
58.	Pilot Pen VR Ball 05		
59.	Pilot Pen V Signpen		
60.	Pilot Pen Hi-tecpoint V5 Grip		
61.	Pilot Pen Hi-tecpoint V7 Grip		
62.	Pilot Pen Hi-tecpoint B10 Grip		
63.	Fort Fancy Gel 0.5 ball pen		
64.	Pencil (Nataraj-HB)		
65.	Pencil (Apsara Platinum Exta Dark)		
66.	Pencil (Apsara Gold)		
67.	Reynold Premiere Pen		
68.	Zet Stream Pen		
69.	Zebra Zeb Roller Pen		
70.	Fun Pencil		
71.	Fun Pencil with eraser		
72.	Chelpark Royal Blue (60 ml bottle)		
73.	Cello Pointic Pen 0.5		
74.	Cello free flow gel pen		
75.	Pen Uni-ball fine Deluxe UB-177		
76.	Jotter refill		
77.	Reynold Pen		
78.	Pen Uniball-micro UB-150		
79.	Paper Cutter		
80.	Punch Machine single – (Iron)		
81.	Punch Machine double – (Iron)		
82.	Soap (Lux) 100 gm		
83.	Soap Case with cover (Disk) plastic		

84.	Harison brass lock (small)		
85.	Permanent Marker (Luxor)		
86.	Highlighter (Faber-Castell Text liner 48 Refill)		
87.	Writing Pad (Ordinary) A-5 size - Neelgagan		
88.	Writing Pad (Ordinary) A-5 size (with printing like name of Ministry, venue etc.)		
89.	Writing Pad (Ordinary) A-4 size		
90.	Spiral Writing Pad A-5 size		
91.	Spiral Writing Pad A-5 size (with printing)		
92.	Spiral Writing pad (pocket size)		
93.	Staple Machine (Small Kangaro-10)		
94.	Staple Machine(Small Kangaro-10D)		
95.	Staple Machine(Small Kangaro HS-E10)		
96.	Staple Machine(Medium Kangaro-555)		
97.	Staple Machine (Big HD-23 Max)		
98.	Stapler pin (Big size HD) – (Max)		
99.	Stapler pin(Medium size – Kangaroo)(Max)		
100.	Stapler pin (Small size) (Max)		
101.	Sketch pen (Luxor)		
102.	Paper Weight (Glass)		
103.	Scale plastic (Footer – Delux Boss) - 12”		
104.	CD Marker (Faber-Castell Multimark 0.8 mm)		
105.	Sharpner (Nataraj)		
106.	Apsara Long point Sharpner		
107.	Scissors- Kebica Queen (Size 16.5 cm)		
108.	Solo Ring Binder Folder (401)		
109.	Solo Ring Binder Folder (404)		
110.	Solo Plastic Folder (Transparent)		
111.	Sealing Wax		
112.	Candle (thick & long)		
113.	Bundle of Tags		
114.	Thread Ball		
115.	Needle big size		
116.	White Fluid (Kores)		
117.	Room Freshner – Yardley 200ml.		
118.	Room Freshner –Premium 200 ml		
119.	Thermos – 1 Ltr.		
120.	Ruled Register (12 Qrs.) –Leather Bounded		
121.	Ruled Register (10 Qrs.) –Leather Bounded		
122.	Ruled Register (8 Qrs.) –Leather		

	Bounded		
123.	Ruled Register (6 Qrs.)		
124.	Ruled Register (4 Qrs.)		
125.	Ruled Register (2 Qrs.)		
126.	Rules Register (1 Qr.)		
127.	Short Hand Note Book pad (Neelgagan)		
128.	D.O. Letter Head (A-4 Size) (German D.O. paper-printed in one colour)		
129.	D.O. Letter Head (A-4 Size) (Royal Executive Bond paper-printed in one colour)		
130.	D.O. Letter Head (A-4 Size) (German D.O. paper-printed in red colour with golden leaf emblem)		
131.	D.O. Letter Head (A-4 Size) (Royal Executive Bond paper-printed in red colour with golden leaf emblem)		
132.	D.O. Letter Head(A-5 size) (German D.O. paper –printed in one colour)		
133	D.O. Letter Head(A-5 size) (Royal Executive Bond paper –printed in one colour)		
134	D.O. Letter Head (A-5 size) (German D.O. paper – printed in red colour with golden leaf emblem)		
135	D.O. Letter Head (A-5 size) (Royal Executive Bond paper – printed in red colour with golden leaf emblem)		
136	Printed envelopes for D.O. Letters		
137	Printed envelopes for D.O. letters (with gum sticker)		
138	Printed window envelopes for D.O. Letters		
139	Printed window envelopes for D.O. Letters (with gum sticker)		
140	Brown printed Envelopes for Dak (SE6 Size)		
141	Brown printed Envelopes for Dak (SE7 Size)		
142	Brown printed Envelopes for Dak(SE8 size) (File size)		
143	Brown printed Envelopes for Dak(SE8 Size) (File Size)(Coated with cloth inside).		
144	Dura Cell “AA”		
145	Remote Cell “AAA” Eveready		
146	Pencil Cell “AA” Eveready		
147	Cell Big “A” Eveready		
148	Emergency re-chargeable Light (12 V)		
149	Eveready Brass Torch (with 3U Red ‘A’ batteries)		

150	Colin (500 ml bottle)		
151	Colin (200 ml bottle)		
152	Poker of Steel		
153	Add Gel Achiver Pen		
154	Vim Powder Pkt		
155	Calculator Citizen (Big size)		
156	Calculator Citizen (Pocket size)		
157	Mouse Pad		
158	Hammer (250 gm)		
159	Hammer (750 gm)		
160	Optical scroll Mouse		
161	Correction Pen Uni		
162	Pen Stand with dater (with two pens)		
163	Pen Stand with dater (with four pens)		
164	Hit Mosquito		
165	Hit Cockroach		
166	All Out Machine		
167	All Out Refill		
168	Naphthalene Ball Pkt (per Kg)		
169	Urinal Balls Pkt (per Kg)		
170	Baygon Spray Liquid (1-L Tin)		
171	Phenyl (5 L Tin)		
172	Detol Liquid Soap		
173	Plastic Bucket (20 L)		
174	Harpic (500 ml bottle)		
175	Harpic (200 ml bottle)		
176	Odonil		
177	Wiper with long Steel Grip		
178	Broom Phool		
179	Broom Sticks		
180	Dustbin (Plastic)		
181	File Tray Plastic		
182	Face Tissue Paper Packet		
183	Printed Slip (Most Immediate etc.)		
184	Agarbati pkt		
185	Paper weight Plastic		
186	Extension Cord 15 AMP(made up of metal) with 3 pin plug		
187	Extension Cord 5 AMP (made up of metal) with 3 pin plug		
188	Spiral Writing pad (pocket size) (Colour papers)		
189	File size yellow envelopes (thick paper)		
190	File size yellow envelopes (thick paper) with gum sticker		
191	SE 7 size yellow envelopes (thick paper)		
192	SE7 size yellow envelopes (thick paper) with gum sticker		

193	SE 6 size yellow envelopes (thick paper)		
194	SE6 size yellow envelopes (thick paper) with gum sticker		
195	Post Card size white envelopes		
196	SE 6 size white envelopes		
197	SE 7 size white envelopes		
198	Samsung black colour computer keyboard		
199	Add Gel Gypsy Pen		
200	Reynold Accent R Pen		
201	Reynold Jet Premiere Gold Pen		
202	Reynold Jet Metalica fx Pen		
203	Reynold Jet Chrom-X Pen		
204	Reynold Contact Soft Pen		
205	Match Box (12 Matches box)		
206	Fevi Quick Tube		
207	Fevi Quick (small pack)		
208	Peon Book		
209	Small Plastic scale(six inches)		
210	Uniball Gel Impact Pen		
211	Board Pin(Brass) Pkt		
212	Reynold Pen refill		
213	Log Book Register (12 Q)		
214	Alphabetical Register		
215	Uniball Vision Elite Pen		
216	Jet Stream Pen Refill		
217	Pentek roller Gel Pen		
218	Uniball Signo broad pen		
219	Montex Clue Gel pen		
220	Parker pen refill		
221	Uniball Zirco UB-106Z pen		
222	Transcend Pendrive (1 GB)		
223	Transcend Pendrive (2 GB)		
224	Transcend Pendrive (4 GB)		
225	Iball Pendrive (1 GB)		
226	Iball Pendrive (2 GB)		
227	Iball Pendrive (4 GB)		
228	Kingston Pendrive (1 GB)		
229	Kingston Pendrive (2 GB)		
230	Kingston Pendrive (4 GB)		
231	Shorthand Pencil		
232	Duster Grey (Mazri Cloth)		
233	File cover coloured (printed)		
234	EXIDE-UPS battery (12 V, 7 AH)		
235	CD Box/ Container for 20 CDs		
236	Kingston Pendrive (8 GB)		
237	Kingston Pendrive (16 GB)		
238	Solo Desk Organiser		

239	Stamp Pad ink bottle (small size)		
240	Table sponge		
241	Rubber band pkt (small size rubber)		
242	Rubber band pkt (big size rubber)		
243	Folding Umbrella (Big size)		
244	Cello Tape Foam		
245	Calculator (medium size)		
246	Pencil Tumbler		
247	Table Top Glass		
248	Register leather bound 20Quire		
249	Refill Linc B-2010		
250	Computer's Speaker		
251	Harison brass lock (medium)		
252	Harison brass lock (big)		
253	Engagement Stand		