

No.F.7(1)/2012- A&P  
GOVERNMENT OF INDIA  
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,  
New Delhi  
Dated: 17<sup>th</sup> September, 2012

To

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

Sir,

This Ministry intends to purchase various items of stationery etc. as per requirement from time to time. It is proposed to enter into Rate 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 bidder should be an Indian Company/ firm engaged in supplying Stationery and other items in Delhi/ NCR and having its office/ branch office in Delhi/ NCR.
- ii) The bidder should be an authorised dealer and have to submit an authorisation from manufacturer against this tender valid throughout the period of the contract, in case the firm (s) is not manufacturer of the items (Original copy has to be attached).
- iii) The bidder should not have been blacklisted by the Departments/ Ministries of the Govt. of India/ PSUs/ State Govt. A declaration to this effect has to be submitted by the bidder.
- iv) 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.
- v) Each bidder is required to submit a copy of each of the certificate (i) Registration Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) CST/ VAT/ TIN Registration Certificate, (iii) Copies of Income Tax Return filed for last three years, (iv) Copies of audited A/C Statements for the last three years, failing of which their bids will be summarily rejected.
- vi) Bidder should have minimum three years experience of supplying Stationery and other items in bulk to the Departments/ Ministries of the Government of India (Copies of two purchase orders received from Govt. Deptts./ PSUs during each of the last three years should be enclosed).
- vii) Bidders should have minimum turnover of Rs.75.00 Lakh per year during each of the last three years (valid and certified proof has to be attached).
- viii) 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.

- ix) 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.
- x) 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.
- xi) 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.
- xii) The Supplier has to supply the items within five days from the date of placing the order to them. In case of items to be manufactured/ produced/ printed by Supplier himself then this limit will be seven days. If any Supplier fails to meet the deadline then such Supplier shall face a penalty equivalent to deduction of five percent of the billing amount.
- xiii) 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.**
- xiv) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
- xv) 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.
- xvi) 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.**
- xvii) 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 as performance guaranty 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.

- xviii) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. However, if the rate of any item decreases, the supplier shall pass it on to the Ministry. **The vendor, who declines to supply any item at contracted price, will be penalised as per discretion of the Ministry besides to bar them from entering into any contract in future.**
- xix) 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.
- xx) 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.
- xxi) 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 5<sup>th</sup> October, 2012 upto 3.00 P.M. Quotations received till then shall be opened in the presence of duly constituted committee on 5<sup>th</sup> October, 2012 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

**MINISTRY OF PARLIAMENTARY AFFAIRS**

<b>S. No.</b>	<b>Name of Item</b>	<b>Rate per item/ unit (excluding CST/ VAT)</b>	<b>CST/ VAT Rate</b>	<b>Brand etc.</b>
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-36"X36")			
9.	One dozen Duster White (Medium- 24"X24")			
10.	One dozen Duster Yellow(Big Size-36"X36")			
11.	One dozen Duster Floor (Poncha- 36"X36")			
12.	Towel-Extra Thick Cotton (size- 40"X80")			
13.	Towel-Extra Thick Cotton (size-36"X72")			
14.	Towel-Extra Thick Cotton (size- 24"X48")			
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)-(Sample)			
20.	File Board			
21.	Milton/ Cello water 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 (Sample)			
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 Pkt (thick & long)-Sample			
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.	Eagle/ Cello/ Milton 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/ blue colour with golden leaf emblem)			
131.	D.O. Letter Head (A-4 Size) (Royal Executive			

	Bond paper-printed in red/ blue 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/ blue 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(Size- SE6) for D.O. Letters			
137	Printed envelopes for D.O. letters (with gum sticker) (Size- SE6)			
138	Printed window envelopes for D.O. Letters (Size- SE6)			
139	Printed window envelopes for D.O. Letters (with gum sticker) (Size- SE6)			
140	Brown printed Envelopes for Dak (SE6 Size) (Sample)			
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	LED Light Torch			
150	Colin (500 ml bottle)			
151	Colin (200 ml bottle)			
152	Poker of Steel			
153	Add Gel Achiver Pen			
154	Vim Powder Pkt			
155	Casio Calculator (Big size-12 digits)			
156	Casio Calculator (Medium size – 10 digits)			
157	Mouse Pad			
158	Hammer (250 gm)			
159	Hammer (750 gm)			
160	Optical scroll Mouse			
161	Correction Pen Uni (Kores)			
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 Pkt			
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)(36"X36")			
233	File cover coloured (printed) (Sample)			
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	Casio Calculator (Pocket size)			
254	Pen-Stand (with 4 pens, dater, paper roll, pin box)			
255	External Hard Disk (500 GB) Seagate/ WD			
256	External Hard Disk (1 TB) Seagate/ WD			
257	Jetter Pen			
258	Montex Tinta gel Pen			
259	Montex Platima gel Pen			
260	Montex Mercury gel Pen			
261	Montex Hy-Power 0.5 Fine Jumbo Ball pen			
262	Umbrella big size without folding (12 spokes)			

263	Tape dispenser			
264	Cello-tape for dispenser			
265	Disposable glass			
266	Binder iron clips (25 mm)			
267	Binder iron clips (32 mm)			
268	Binder iron clips (41 mm)			
269	Cover of External Hard Disk			
270	Coloured Gift Wrapping paper sheet			
271	Cordless bell			
272	Eagle/ Milton Steel Flask – 1 Ltr.			
273	Eagle/ Milton Steel Flask – 2 Ltrs.			
274	One dozen Duster Yellow(Big Size-40”X40”) – Heavy & good quality for car cleaning			
275	Engagement Stand			