

No.F.7/9/2016- A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,
New Delhi
Dated:10th August , 2016

Tender Notice

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 not have been blacklisted by the Departments/ Ministries of the Govt. Of the Govt. of India/ PSUs/ State Govt. A declaration to this effect has to be submitted by the bidder.
- iii) 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.
- iv) 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.
- v) 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).
- vi) 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.
- vii) 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.
- viii) 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.
- ix) 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.
- x) 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.
- xi) 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.**
- xii) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
- xiii) 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.
- xiv) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificates from their earlier clients of reputed organizations mentioning the name, designation and telephone Number of the officers of those departments. Each bidder is requested to submit their PAN Number. However, start-up under "Make in India" will not be discriminated on any of the ground mentioned above.
- xv) 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. . The earnest money of the unsuccessful bidders will be refunded.
- xvi) 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 barring them from entering into any contract in future.**
- xvii) 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.
- xviii) 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.
- xix) 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 A&P SECTION, Room No.93, Parliament House (Ph.No.23034755) latest by **1st September, 2016 upto 3.00 P.M.** Quotations received till then shall be opened in the presence of duly constituted committee on at **1st September, 2016 3.30 P.M.** in Room No.92, Parliament House, New Delhi.

Yours faithfully,

(MUKESH KUMAR)
Under Secretary to the Govt. Of India
Tele. No. 23034899

Copy to:-

1. All Ministries/Departments
2. Technical Director, NIC for uploading on the website of the Ministry.
3. CPP portal

MINISTRY OF PARLIAMENTARY AFFAIRS

S.No.	Name of Item	Rate per item/unit (excluding CST/VAT)	CST/VAT RATE	Brand etc.
1.	Brown Tape (Big Size) 48mm (Wonder 555)			
2.	Cello Tape 1" 65mm (wonder)			
3.	Cello Tape 1/2" 12mm x 9mts			
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.	Duster White (Big Size-36"X36") per dozen			
9.	Duster White (Medium- 24"X24") per dozen			
10.	Duster Yellow(Big Size-36"X36") per dozen			
11.	Duster Floor (Poncha- 36"X36") per dozen			
12.	Towel-Extra Thick Cotton (size-40"X80") single colour			
13.	Towel-Extra Thick Cotton (size-36"X72") single colour			
14.	Towel-Extra Thick Cotton (size-24"X48") single colour			
15.	Hand Towel single colour			
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)- (As per 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.	Adhesive yellow Slip (3''X5'')			
32.	File Board Seperator A4 size (Single Leaf) (Lok Sabha Green Board/Rajya Sabha Red Board) (extra thick)			
33.	Dak Pad			
34.	Signature Pad			
35.	Glue Stick 560Z/15 G Net (Kores)			
36.	Glue Stick 560Z/30 G Net (Kores)			
37.	Gem Clip-35840 MM (Big Size) Omax clip			
38.	Gem Clip – Small Size			
39.	Gem Clip Plastic Coated (Globe clips)			
40.	All-Pins Packet (Bell)			
41.	Gum Tube (Kores)			
42.	Gum bottle (Big Size-700 ml)- Kores			
43.	Gum bottle (Small size – 150 ml)- Kores			
44.	Audio Tape cassettes			
45.	High Lighter (Luxor) (1x5) per set .			
46.	High Lighter (Reynold Highliter – 323).			
47.	Self Inking Stamp Pad (Supreme Deluxe-Medium))			
48.	Self Inking Stamp Pad (Supreme Deluxe-Big)			
49.	Add Gel Pen PG 500			
50.	Jotter Pen			
51.	Note Sheet Pad (Green – Neeraj) 75 GSM paper size (Sample)			
52.	Pilot Pen V-5			
53.	Pilot Pen Hi-Tecpoint 05			
54.	Pilot Pen Hi-Tecpoint VR5			
55.	Pilot Pen Hi-Tecpoint VR7			
56.	Pilot Pen V Ball Grip 05			
57.	Pilot Pen V Ball Grip 07			
58.	Pilot Pen V Ball Grip 10			
59.	Pilot Pen VR Ball 05			
60.	Pilot Pen V Signpen			
61.	Pilot Pen Hi-tecpoint V5 Grip			
62.	Pilot Pen Hi-tecpoint V7 Grip			

63.	Pilot Pen Hi-tecpoint B10 Grip			
64.	Fort Fancy Gel 0.5 ball pen			
65.	Pencil (Nataraj-HB)			
66.	Pencil (Apsara Platinum Exta Dark)			
67.	Pencil (Apsara Gold)			
68.	Reynold Premiere Pen			
69.	Zet Stream Pen			
70.	Zebra Zeb Roller Pen			
71.	Fun Pencil			
72.	Fun Pencil with eraser pkt			
73.	Chelpark Royal Blue (60 ml bottle)			
74.	Cello Pointic Pen 0.5			
75.	Cello free flow gel pen			
76.	Pen Uni-ball fine Deluxe UB-177			
77.	Jotter refill			
78.	Reynold Pen			
79.	Pen Uniball-micro UB-150			
80.	Paper Cutter			
81.	Punch Machine single – (Iron)			
82.	Punch Machine double – (Iron)			
83.	Soap (Lux) 100 gm			
84.	Soap Case with cover (Disk) plastic			
85.	Harison brass lock (small)			
86.	Permanent Marker (Luxor)			
87.	Highlighter (Faber-Castell Text liner 48 Refill)			
88.	Writing Pad (Ordinary) A-5 size – Neelgagan (No.33 sheets 40)			
89.	Writing Pad (Ordinary) A-5 size (with printing likename of Ministry,venue etc.)			
90.	Writing Pad (Ordinary) A-4 size			
91.	Spiral Writing Pad A-5 size			
92.	Spiral Writing Pad A-5 size (with printing)			
93.	Spiral Writing pad (pocket size)			
94.	Staple Machine (Small Kangaro-10)			
95.	Staple Machine(Small Kangaro-10D)			
96.	Staple Machine(Small Kangaro HS-E10)			
97.	Staple Machine(Medium Kangaro-555)			
98.	Staple Machine (Big HD-23 Max)			
99.	Stapler pin (Big size HD-Kangaroo 23/17H)			
100.	Stapler pin (Medium size – Kangaroo)			

101.	Stapler pin (Small size) (Max)			
102.	Sketch pen (Luxor) (pkt.-1x12)			
103.	Paper Weight (Glass)			
104.	Scale plastic (Footer Delux Boss) - 12"			
105.	CD Marker (Faber-Castell Multimark 0.8 mm)			
106.	Sharpner (Nataraj)			
107.	Apsara Long point Sharpner			
108.	Scissors-Kebica Queen (Size 16.5 cm)			
109.	Solo Ring Binder Folder (401)			
110.	Solo Ring Binder Folder (404)			
111.	Solo Plastic Folder (Transparent)			
112.	Sealing Wax pkt.			
113.	Candle Pkt (thick & long)-Sample			
114.	Bundle of Tags (per bundle of 10 bunches)			
115.	Thread Ball			
116.	Needle big size			
117.	White Fluid (Kores)			
118.	Room Freshner – Yardley 200ml.			
119.	Room Freshner –Premium 200 ml			
120.	Eagle/ Cello/ Milton Thermos 1 Ltr.			
121.	Ruled Register (12 Qrs.) –Leather Bounded			
122.	Ruled Register (10 Qrs.) –Leather Bounded			
123.	Ruled Register (8 Qrs.) –Leather Bounded			
124.	Ruled Register (6 Qrs.)			
125.	Ruled Register (4 Qrs.)			
126.	Ruled Register (2 Qrs.)			
127.	Rules Register (1 Qr.)			
128.	Short Hand Note Book pad (Neelgagan)			
129.	D.O. Letter Head (A-4 Size) (German D.O. paper-printed in one colour)			
130.	D.O. Letter Head (A-4 Size) (Royal Executive Bond paper-printed in one colour)			
131.	D.O. Letter Head (A-4 Size) (German D.O. paper-printed in red/ blue colour with embosse golden leaf emblem)			
132.	D.O. Letter Head (A-4 Size) (Royal Executive			

	Bond paper-printed in red/ blue colour with embosse golden leaf emblem)			
133.	D.O. Letter Head(A-5 size) (German D.O. paper –printed in one colour)			
134.	D.O. Letter Head(A-5 size) (Royal Executive Bond paper –printed in one colour)			
135.	D.O. Letter Head (A-5 size) (German D.O. paper – printed in red/ blue colour with embosse golden leaf emblem)			
136.	D.O. Letter Head (A-5 size) (Royal Executive Bond paper – printed in red colour with embosse golden leaf emblem)			
137.	Printed envelopes (Size- SE6) for D.O. Letters A4 (per thousand)			
138.	Printed envelopes for D.O. letters (with gum sticker) (Size- SE6) (per thousand)			
139.	Printed window envelopes for D.O. Letters (Size- SE6) per thousand			
140.	Printed window envelopes for D.O. Letters (with gum sticker) (Size- SE6) per thousand			
141.	Brown printed Envelopes for Dak (SE6 Size) per thousand			
142.	Brown printed Envelopes for Dak (SE7 Size) per thousand			
143.	Brown printed Envelopes for Dak(SE8 size) (File size)per thousand			
144.	Brown printed Envelopes for Dak (SE8 Size) (File Size) (Coated with cloth inside). per thousand			
145.	Dura Cell “AA”			
146.	Remote Cell “AAA” Eveready			
147.	Pencil Cell “AA” Eveready			
148.	Cell Big “A” Eveready			
149.	Emergency re-chargeable Light (12 V)			
150.	LED Light Torch			
151.	Colin (500 ml bottle)			

152.	Colin (200 ml bottle)			
153.	Poker of Steel			
154.	Add Gel Achiver Pen			
155.	Vim Powder Pkt			
156.	Citizen Calculator (Big size-12 digits)			
157.	Citizen Calculator (Medium size 10 digits)			
158.	Mouse Pad			
159.	Hammer (250 gm)			
160.	Hammer (750 gm)			
161.	USB Optical scroll Mouse			
162.	Correction Pen Uni (Kores)			
163.	Pen Stand with dater (with two pens)			
164.	Pen Stand with dater (with four pens)			
165.	Hit Mosquito			
166.	Hit Cockroach			
167.	All Out Machine			
168.	All Out Refill			
169.	Naphthalene Ball Pkt (per Kg)			
170.	Urinal Balls Pkt (per Kg)			
171.	Baygon Spray Liquid (1-L Tin)			
172.	Phenyl (5 L Tin)			
173.	Detol Liquid Soap			
174.	Plastic Bucket (20 L)			
175.	Harpic (500 ml bottle)			
176.	Harpic (200 ml bottle)			
177.	Odonil (100 gm)			
178.	Wiper with long Steel Grip			
179.	Broom Phool			
180.	Broom Sticks			
181.	Dustbin (Plastic)			
182.	File Tray Plastic			
183.	Face Tissue Paper Packet			
184.	Printed Slip (Most Immediate etc.)			
185.	Agarbati pkt			
186.	Paper weight Plastic			
187.	Extension Cord 15 AMP(made up of metal) with 3 pin plug			
188.	Extension Cord 5 AMP (made up of metal) with 3 pin plug			
189.	Spiral Writing pad (pocket size) (Colour papers)			
190.	File size yellow envelopes (thick paper) per thousand			
191.	File size yellow envelopes (thick paper) with gum sticker per thousand.			

192.	SE 7 size yellow envelopes (thick paper) Per thousand.			
193.	SE7 size yellow envelopes (thick paper) with gum sticker per thousand.			
194.	SE 6 size yellow envelopes (thick paper) Per thousand			
195.	SE 6 size yellow envelopes (thick paper) with gum sticker per thousand			
196.	Post Card size white envelopes per thousand			
197.	SE 6 size white envelopes per thousand			
198.	SE 7 size white envelopes per thousand			
199.	Samsung black colour computer keyboard.			
200.	Add Gel Gypsy Pen			
201.	Reynold Accent R Pen			
202.	Reynold Jet Premiere Gold Pen			
203.	Reynold Jet Metalica fx Pen			
204.	Reynold Jet Chrom-X Pen			
205.	Reynold Contact Soft Pen			
206.	Match Box Pkt			
207.	Fevi Quick Tube			
208.	Fevi Quick (small pack)			
209.	Peon Book			
210.	Small Plastic scale(six inches)			
211.	Uniball Gel Impact Pen			
212.	Board Pin(Brass) Pkt			
213.	Reynold Pen refill			
214.	Log Book Register (12 Q)			
215.	Alphabetical Register			
216.	Uniball Vision Elite Pen			
217.	Jet Stream Pen Refill			
218.	Pentek roller Gel Pen			
219.	Uniball Signo broad pen			
220.	Montex Clue Gel pen			
221.	Parker pen refill			
222.	Uniball Zirco UB-106Z pen			
223.	Pendrive (4 GB)			
224.	Pendrive (8 GB)			
225.	Pendrive (16 GB)			
226.	Pendrive (32 GB)			
227.	Pendrive (64 GB)			
228.	Shorthand Pencil			
229.	Duster Grey (Mazri Cloth)(36''X36'')			
230.	File cover coloured (printed)			

	(Sample)			
231.	Exide UPS battery (12 V, 7 AH)			
232.	CD Box/ Container for 20 CDs			
233.	Kingston Pendrive (8 GB)			
234.	Kingston Pendrive (16 GB)			
235.	Solo Desk Organiser			
236.	Stamp Pad ink bottle (small size)			
237.	Table sponge			
238.	Rubber band pkt (small size rubber)			
239.	Rubber band pkt (big size rubber)			
240.	Folding Umbrella (Big size)			
241.	Cello Tape Foam			
242.	Plastic Folder (Button type-Solo CH-107)			
243.	Pencil Tumbler			
244.	Table Top Glass			
245.	Register leather bound 20Quire			
246.	Refill Add Gel Cat Pen			
247.	Computer's Speaker			
248.	Harison brass lock (medium) 60 mm			
249.	Harison brass lock (big) 65mm			
250.	Citizen Calculator (Pocket size)			
251.	Pen-Stand (with 4 pens, dater, paper roll, pin box)			
252.	External Hard Disk (500 GB) Seagate/ WD			
253.	External Hard Disk (1TB) Seagate/ WD			
254.	External Hard Disk (2TB) Seagate/ WD			
255.	Jetter Pen			
256.	Uniball Cat Pen			
257.	Montex Platima gel Pen			
258.	Montex Mercury gel Pen			
259.	Montex Hy-Power 0.5 Fine Jumbo Ball pen			
260.	Umbrella big size without folding (12 spokes)			
261.	Tape dispenser			
262.	Cello-tape for dispenser			
263.	Disposable glass			
264.	Binder iron clips packet different size			
265.	Cover of External Hard Disk			
266.	Index Plastic file cover/Lever Lock (Box) Index file			
267.	Cobra file No. 1200			
268.	Coloured Gift Wrapping handmade			

	paper sheet			
269.	Cordless Call bell			
270.	Cordless door bell			
271.	Mosquito killer Racket			
272.	Hand Sanitizer			
273.	Eagle/ Milton Steel Flask – 1 Ltr.			
274.	Eagle/ Milton Steel Flask – 2 Ltrs.			
275.	Wristband pen drive 8 GB			
276.	Pen Add Gel Cat			
277.	Card shape pen drive 8 GB			
278.	Scotch magic tape			
279.	Glue Stick Coloured			
280.	Register Classmate 2 Quire			
281.	Register Classmate 4 Quire			
282.	Register Classmate 6 Quire			
283.	Plastic Folder (Button type-Solo CH-118)			
284.	Towel-Extra Thick Cotton (size-30”X60”)single colour			
285.	D.O. Letter Head (A-4 Size) (German D.O. paper-printed in red/blue colour with golden dye emblem)			
286.	D.O. Letter Head (A-4 Size) (Royal Executive Bond paper-printed in red/blue colour with golden dye emblem)			
287.	D.O. Letter Head (A-5 size) (German D.O. paper – printed in red/ blue colour with golden dye emblem)			
288.	D.O. Letter Head (A-5 size) (Royal Executive Bond paper – printed in red colour with golden dye emblem)			
289.	Post Card size fancy envelopes per thousand			
290.	A-4 size poly coated yellow envelopes (thick paper) per thousand.			
291.	Duster Yellow(Big Size-40”X40”) – Heavy & good quality for car cleaning rate per dozen			
292.	Engagement Stand (A-4 size).			
293.	Adhesive Yellow slip (3”x 4”)			
294.	Adhesive Yellow slip (3”x5”)			
295.	Only Yellow colour Highlighter (Faber-Castell Text liner 48 refill) per pkt. contained Ten refills			
296.	Butterfly Binder clips 12x12 Pcs 19 MM. (per pkt.contained No.12 pcs).			
297.	Sparkle Pen			
298.	Box File			

299.	Signature pad Roun Window Type			
300.	Colour Pencils pkt.			
301.	Laser Lable pkt.			
302.	Kodak Photo Sheet pkt. 20 sheets			
303.	Disposable glass (Thermocol small size) per pkt.			