

No.F.7/9/2015- A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,
New Delhi
Dated: 3rd March, 2015

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 supplier and have to submit an authorisation 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 certificates from their earlier clients of reputed organizations mentioning the name, designation and telephone Number of the officers of those departments. 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. The earnest money of the unsuccessful bidders will be refunded.
- 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 barring 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 A&P SECTION, Room No.93, Parliament House (Ph.No.23034755) latest by **20th March, 2015 upto 3.00 P.M.** Quotations received till then shall be opened in the presence of duly constituted committee on at **20th March, 2015 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
23034755

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(Wonder555)			
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.	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) (1x5).			
45.	High Lighter (Reynold Highliter – 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 pkt			
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 (No.33 sheets 40)			
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) (pkt.-1x12)			
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 pkt.			
112.	Candle Pkt (thick & long)-Sample			
113.	Bundle of Tags (per bundle of 10 bunches)			
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 embose golden emblem)			
131.	D.O. Letter Head (A-4 Size) (Royal Executive Bond paper-printed in red/ blue colour with embose golden 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 embose golden emblem)			
135.	D.O. Letter Head (A-5 size) (Royal Executive Bond paper – printed in single colour with golden emblem-embossed)			
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.	Citizen Calculator (Big size-12 digits)			
156.	Citizen Calculator (Medium size – 10 digits)			
157.	Mouse Pad			
158.	Hammer (250 gm)			
159.	Hammer (750 gm)			

160.	USB 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 (100 gm)			
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 per thousand.			
191.	SE 7 size yellow envelopes (thick paper) Per thousand.			
192.	SE7 size yellow envelopes (thick paper) with gum sticker per thousand.			
193.	SE 6 size yellow envelopes (thick paper) Per thousand			
194.	SE 6 size yellow envelopes (thick paper) with gum sticker per thousand			
195.	Post Card size white envelopes per thousand			
196.	SE 6 size white envelopes per thousand			
197.	SE 7 size white envelopes per thousand			
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 green/ red (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.	Plastic Folder (Button type-Solo CH-107)			
246.	Pencil Tumbler			
247.	Table Top Glass			
248.	Register leather bound 20Quire			
249.	Refill Add Gel Cat Pen			
250.	Computer's Speaker			
251.	Harison brass lock (medium)			
252.	Harison brass lock (big)			
253.	Citizen 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.	Uniball Cat 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 handmade paper sheet			
271.	Cordless bell			
272.	Eagle/ Milton Steel Flask – 1 Ltr.			
273.	Eagle/ Milton Steel Flask – 2 Ltrs.			
274.	Wristband pen drive 8 GB			
275.	Pen Add Gel Cat			
276.	Card shape pen drive 8 GB			
277.	Scotch magic tape			
278.	Glue Stick Coloured			
279.	Register Classmate 2 Quire			
280.	Register Classmate 4 Quire			
281.	Register Classmate 6 Quire			
282.	Plastic Folder (Button type-Solo CH-118)			
283.	Towel-Extra Thick Cotton (size- 30”X60”) single colour			
284.	D.O. Letter Head (A-4 Size) (German D.O. paper-printed in red/ blue colour with golden dye emblem-embossed)			
285.	D.O. Letter Head (A-4 Size) (Royal Executive Bond paper-printed in red/ blue colour with golden dye emblem-embossed)			
286.	D.O. Letter Head (A-5 size) (German D.O. paper – printed in red/ blue colour with golden dye emblem-embossed)			
287.	D.O. Letter Head (A-5 size) (Royal Executive Bond paper – printed in red colour with golden dye emblem-embossed)			
288.	Post Card size fancy envelopes per thousand			
289.	A-4 size poly coated yellow envelopes (thick paper) per thousand.			
290.	Duster Yellow(Big Size-40”X40”) – Heavy & good quality for car cleaning rate per dozen			
291.	Engagement Stand (A-4 size).			
292.	Adhesive Yellow slip (3”x 4”)			
293.	Adhesive Yellow slip (3”x5”)			
294.	Only Yellow colour Highlighter (Faber-Castell Text liner 48 refill) per pkt. contained Ten refills			
295.	Butterfly Binder clips 12x12 Pcs 19 MM.			

	(per pkt.contained No.12pcs).			
296.	Sparkle Pen			
297.	Box File			
298.	Signature pad Round Window Type			
299.	Colour Pencils pkt.			
300.	Laser Lable pkt.			
301.	Kodak Photo Sheet pkt.			
302.	Disposable Glass (Thermocol small size)			