

No. D-15020/1/2011-Genl.  
Government of India.  
Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, Sansad Marg,  
New Delhi, Dated:-09.05.11

**Notice Inviting Tenders**

Subject:- Procurement of stationary items under Annual Rate Contract-regarding.

Sir,

This Ministry requires the items mentioned in the enclosed proforma (**Annexure "A" & "B"**) for office use. Interested firms who fulfill the following criteria may send their sealed quotations to this Ministry.

1. Rates for each items should be quoted in prescribed proforma (Copy enclosed) in a sealed envelop clearly superscribing "**Quotation for Stationary Items**" and should be addressed to "The Under Secretary(Administration), Ministry of Statistics & Programme Implementation, Room No.-201, Sardar Patel Bhavan, Sansad Marg, New Delhi-01." The Quotation Should reach this Ministry by 3.00 pm on or **before 06.06.2011**. positively. The quotations received after due date will not be entertained. **The quotation will be opened at 3:30 P.M. on the same day and the representative of the firm may be present, if so desired. Tenders for "General Stationery"-Annexure A and "Paper items"-Annexure B will be evaluated and finalized separately. Interested firms may quote rates for items mentioned in either Annexure-A or Annexure-B or both.**
2. **Total expenditure on paper products and stationery items will be approximately Rs. 22-23 lakhs.**
3. The earnest money of Rs. 45,000/- (Rs. FortyFive Thousand only) (2 % of total cost) through a demand draft/pay order in favour of **Pay & Accounts Officer, Ministry of Statistics & P.I.** must accompany with the quotation. The earnest money of unsuccessful tenderers will be returned after finalization of tenders. The successful tenderer will be required to deposit another Rs. 70,000/-(Rs. Seventy thousand only), in total Rs.1,15,000/-(Rs. One Lakh Fifteen thousand only) (5 % of total cost), as Performance Security, which will be returned without any interest after satisfactory completion of the contract period.
4. Preference will be given to products having ISI/BIS certification. A certified sample of the items for which rates are quoted be provided to the Ministry for inspection and approval before finalization of tender. Product demonstration shall be arranged at supplier's cost.
5. The rates quoted in response to the quotation will remain in force for one year from the date of award of the contract without any change whatsoever.

**Contd:-**

6. The rate should be inclusive of delivery charges to the Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi, Jeevan Prakash Building, K.G. Marg, New Delhi and West Block, R.K. Puram, New Delhi.
7. The bidder should be a reputed supplier of said items with a experience of 3 years for supply of stationary items in Government Offices and also having sound financial standing with annual turnover of not less than Rs. 50 Lakhs(Rs. Fifty Lakhs Only) during last 03 years. Bidder should indicate their yearly turnover, PAN No., Service Tax/VAT Registration No. and enclose original self- attested copies of supporting documents.
8. The tenderer should have a well-established office, located within the Municipal Area of Delhi.
9. In normal cases, the firm should be in a position to supply approved items within 24 hours of placing order. In case of urgent requirements, even for the small quantity, **the firm should be able to supply the items within 2-3 hours.**
10. Orders of the items will be placed on requirement basis. Payment will be made on satisfactory delivery and working of supplied items in the Ministry for which bill (in triplicate) will be required to be submitted to this Ministry.  
Defective item, if any, supplied by the contractor will be replaced by him immediately at his cost.
11. The Ministry reserves the right to terminate the contract at any time without assigning any reason thereof.
- 12.. In the event of any dispute over the contract, the decision of the Secretary, Ministry of Statistics & Programme Implementation will be final.

(K. R. Sharma)

Under Secretary to the Govt. of India

क. आर. शर्मा / K. R. SHARMA  
अवर सचिव / Under Secretary  
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय  
Ministry of Statistics & P I  
भारत सरकार / Govt. of India  
नई दिल्ली / New Delhi-110001

To,

1. Shri S.L.Bodat, Director (Computer Centre) for posting in the website of Ministry under intimation to this office.
2. Kendriya Bhandar, E Wing, Pushpa Bhavan, Madan gir Road, New Delhi-110066
3. NCCF, DEEPALI, 6<sup>th</sup> Floor, 92, Nehru Place, New Delhi-110019

**Paper items**

**Annexure "A"**

Sl. No	Item	Anticipated requirement (Annual Basis)	Rate (in Rs.)  (Exclusive Tax)	Tax(%)  (As applicable)	Expected Total Exp.(in Rs.)
1.	Attendance Register(2qr.)	50			
2.	Assistant Diary Register(2qr.)	50			
3.	Diary Register(6Qr.)LB	100			
4.	File Movement Register (6Qr.)LB	50			
5.	Note Sheet Pad(Green)(100Sheet)(Neeraj)	1500			
6.	Photocopier Paper( A-4) Ream JK-75GSM	5000			
7.	Photocopier Paper (Legal Size)Ream JK-75GSM	50			
8.	Peon Book( Hard Binding)	50			
9.	Register 4 Qr. (Hans)	1000			
10.	Slip Book A-5(40 Sheets) Hans	2500			
11.	Slip Book A-4(100 Sheets) Hans	200			
12.	S.H. Note Book, Hans	250			
13.	File Register (6Qr.)LB	50			
14.	Printed Envelope 10x12(Yellow with Cloth Lining)/1000	12000 nos.			
15.	Printed Envelope SE8A(Yellow with Cloth Lining 100GSM)/1000	12000 nos.			
16.	Printed Envelope SE6(Brown 11x5cm)/1000	20000 nos.			
17.	Envelope Plain(SE6) White/1000	5000 nos.			
18.	File Cover (As per sample)	12000 nos.			
19.	File Board (As per sample)	12000 nos.			
20.	Window Envelope (SE6)120 gm. Printed	15000 nos.			

## General Stationary

### Annexure "B"

Sl. No.	Item	Anticipated requirement (Annual Basis)	Rate(inRs.) (Exclusive Tax)	Tax(%) (As applicable)	Expected Total Exp. (in Rs.)
1.	Add Gel Pen(PG-500)	2400 nos.			
2.	Ball Pen (Reynolds)/Cello Gripper/Rotomac	5000 nos.			
3.	Ball Pen (Cello Pin Point 0.5)	500 nos.			
4.	Ball Pen (Jotter) Reynolds	2200 nos.			
5.	GBC Binding Cover (A-4)/pkt.	60 pkt.			
6.	Ball Pen Uniball	100 nos.			
7.	Correcting Fluid (Set) Camlin	1200 nos.			
8.	Cello Tape (Big)(1") Bun Chin	1200 nos.			
9.	Candle Packet (6 Candles) Wells	200 Pkts.			
10.	Correction Pen Oval	150 nos.			
11.	Duster Ordinary (Size 30x30)	3000 nos.			
12.	Dust Bin (Plastic Big Plain)	100 nos.			
13.	Eraser Kores	2000 nos.			
14.	File Tray Plastic, Kebica	50 nos.			
15.	Flags Sticky (4 Colour)3 MDesmat	800 nos.			
16.	File Tags Bunch	1000 Nos.			
17.	Gum Bottle(750ml)Camelin	500 Bottle.			
18.	Gem Clip(Plastic Coated) Bun Chin	1200 Pkt.			
19.	Glue Stick (Oddy) 15 gm	1000			
20.	Highlighter Set (Luxor)	150 set.			
21.	Plastic Sutli Roll	100 nos.			
22.	Knife/Paper Cutter Bun Chin	200 nos.			
23.	Marker Pen Set(OHP Luxor)	100 Set.			
24.	My Clear Bag(File folder) Solo	1500 nos.			
25.	Pencil HB Natraj	3000 nos.			
26.	Pencil SH Natraj	250 nos.			

27.	Pen Stand(With 4 Jotter Pen) Kebica	25 nos.			
28.	Pin Cushion Kebica	150 nos.			
29.	Paper Weight(Glass) Kebica	200 nos.			
30.	Punch (Single Hole) Kangaroo	300 nos.			
31.	Punch (Double Hole) Kangaroo	50 nos.			
32.	Plastic Folder	4000 nos.			
33.	Pilot Pen (Luxor 0.5)	2400 nos.			
34.	Pilot Pen (Luxor V-5)	600 nos.			
35.	Pin Packet (All Pin)	1500 nos.			
36.	Packing Tape(2")	800 nos.			
37.	Riffle Ball Pen Reynolds/Rotomac/Cello	1000 nos.			
38.	Riffle Jotter Reynolds	800 nos.			
39.	Reffile Gel (PG 500)	750 nos.			
40.	Scale Plastic	400 nos.			
41.	Signature Pad	50 nos.			
42.	Sure Bind GBC /pkt.	60 Pkt.			
43.	Stapler No. 10(Machine)Kangaroo	400 nos.			
44.	Stapler No. 10(Pin)Kangaroo	1500 nos.			
45.	Stapler No. 24(Machine)Kangaroo	200 nos.			
46.	Stapler No. 24(Pin)Kangaroo	600 nos.			
47.	Stamp Pad Apsara Self Inking	400 nos.			
48.	Sketch Pen Set Luxor	50 Set			
49.	Sharpner Natraj	2000 Nos.			
50.	Scissors Medium Wilkinson	250 nos.			
51.	Sticky Pad (Stick on) 4x4 Desmat	400 nos.			
52.	Transparent Sheet/pkt.	60 Pkt.			
53.	Transparent Plastic Folder	800 Nos.			