

No. D-21019/Misc./2015  
Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Centre  
3<sup>rd</sup> floor, Navdeep House  
Ashram Road, Ahmedabad


Date: 03.09.2015

**Notice Inviting Tender for supply of Stationery & Miscellaneous Items**

Sealed tenders are invited from the interested firms for supply of stationery and miscellaneous items to this office for the financial year 2015-16. The list of Stationery & Miscellaneous items is given in Annexure-I. The tenders should reach this office on or before 18.09.2015 by 5:00 PM. The tenders will be opened on 21.09.2015 at 3:00 PM in presence of representatives of firms present at that time. Tender submitted after the stipulated time and date will not be entertained.

While submitting the tenders, following points may be noted.

1. Tender may be submitted in sealed cover superscribing "Tender for supply of Stationery & Miscellaneous Items". The envelope containing tender should be addressed to Head of office, NSSO, DPC, 3<sup>rd</sup> floor, Navdeep House, Income Tax Circle, Ashram Road, Ahmedabad-380014.
2. The tender may be sent through Registered post/Speed post/by hand.
3. The firm should provide documentary evidence of VAT number, PAN number, Trade License Number etc. alongwith the tender. The cost of item and VAT should be mentioned separately in the tender.
4. Specification against each item should be mentioned in the tender.
5. Materials, as ordered, must be supplied by the firm within the stipulated date/period, failing which the appropriate authority may not further allow the firm to participate in future. Besides, the firm will be delisted from the list of eligible firm.
6. This office reserves the right to reject any or all the tenders or the contract at any time without assigning any reason.

  
(J K Bhagora)  
Assistant Director  
& Head of office

**List of Stationery & Miscellaneous Items**

**Annexure-I**

Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during 2015-16
1	Acid bottle ( 5 ltr.)		10 bottles
2	Alpin/per box (70 grams)		6 pieces
3	Arch File		10 pieces
4	Bagun Spray(425 ml)		10 bottles
5	Ball pen(Cello/Raynold)		150
6	Binding clip(25 mm)/per piece		30 pieces
7	Binding clip(32 mm)/per piece		20 pieces
8	Bill Register		4 pieces
9	Bucket (10 ltr.)		2
10	Calculator (12 digits) Citizen CT-512		10 pieces
11	Cash book		4 pieces
12	CD marker /per piece		2 pieces
13	Cello tape 1 .5" (Brown ) per piece		6
14	Cello tape 1.5 " (Transparent) per piece		2
15	Cello tape 2"/3" ( Transparent) per piece		2
16	Cello tape 2"/3" (Brown ) per piece		3
17	Cloth Duster/per piece		3
18	Colour xerox paper 80 GSM/(Ream)		6
19	Comode Brush/(per piece)		2
20	Computer Paper ( 15' x 12' x 1 ) Per 1000 paper		50000 papers
21	Computer Paper ( 10' x 12' x 1 ) Per 1000 paper		5000 papers
22	Computer Duster (yellow)/per pieces		24 pieces
23	Erasor		50 pieces
24	Envelope (6 x 4 )		250
25	Envelope ( 9x 4 )		500
26	Envelope (11 x 5 )		500

Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during 2015-16
27	Envelope (16 x6)		250
28	Envelope (16 x 12)		250
29	Eraz-ex (White)/per piece		12 pieces
30	Earsing pen /per piece		10
31	Emergency light/per piece(specify brand)		2
32	File board/per piece		50
33	Floor Cleaner Mop		3
34	Glue stick(Fevistik)/per stick 15 gram		3
35	Good knight ACTIV + Cartridge		15
36	Highlighter pen/per piece		12
37	Harpik		8
38	Marker pen/(per piece)		2
39	Nepthelin ball(per kg)		1 kg
40	Note Sheet Pad/per 100 sheet pad(specify GSM)		10 pads
41	Odonil /per packet (specify Quantity/brand)		500 grams
42	Outward Register		4
43	Packing cloth		10 mtr
44	Paper Tray(Plastic)/per piece		6 pieces
45	Paper weight (glass)/per piece		6 pieces
46	Paste flap/per piece(25 mm x 76 mm x 120 sheets)		100 pieces
47	Pencil Cell/ per piece		20 pieces
48	Pencil Cell small Size (AAA)/per piece		6 pieces
49	Permanent Marker/per piece		2 pieces
50	Phenol (5 ltr.)		10 bottle
51	Pilot pen (luxer) /per price		6 pieces
52	Plastic folder/per piece (press botton) (12" x12")		150
53	Plastic Scale(12")/per piece		30 pieces

Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during 2015-16
54	Receipt Register		4
55	Register No. 6/Per piece		10 pieces
56	Register No. 8/Per piece		20 pieces
57	Register No. 10/Per piece		20 pieces
58	Scissors(Big)/per piece		2 pieces
59	Scissors(small)/per piece		2 pieces
60	Soap(100 gm)/per piece (Specify brand)		50 pieces
61	Stapler pin(No.10)/per Box(Specify brand)		70 boxes
62	Three pin Plug(15 amp)/per piece(Specify brand)		2 pieces
63	Three pin Plug(5 amp)/per piece(Specify brand)		2 pieces
64	Tube light(Philips/Surya)big		25 pieces
65	Tube light(Philips/Surya)small		25 pieces
66	Tumbler		3 pieces
67	U pin (steel)/per box(specify brand)		30 boxes
68	Umbrella (big size)		2 pieces
69	Vim powder (5kg)		3 packets
70	Extention Cord/per piece(specify brand) 5mtr.		3
71	Ledger paper ( 75 GSM FS size) ream		5
72	Liquid soap (Detol) 225 ml		10 bottles
73	Wall clock (Ajanta)/per piece		3
74	Wood pencil/per piece		60
75	Writing Pad(matrix)/per piece (40 pages)		150
76	Voucher File		4
77	Photocopying paper 75 GSM A4 size(JK/Copy power copier)(ream)		50
78	Photocopying paper 75 GSM FS size(JK/Copy power copier)(ream)		20

