

भारत सरकार
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय
सर्वेक्षण अभिकल्प एवं अनुसंधान प्रभाग
महालनोबिस भवन, 164, गोपाल लाल ठाकुर रोड,
कोलकाता - 700108



Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
Survey Design & Research Division
Mahalanobis Bhavan, 164, Gopal Lal Tagore Road,
Kolkata - 700108

सं. / No.14/1/2015-16/SDR-Genl.

दिनांक / Dated 03.08.2015.

Tender Notice for Stationary & Miscellaneous Articles

This Office proposes to purchase Stationary & Miscellaneous articles (as mentioned in Annexure-I) for its time to time requirement for the Financial Year 2015-16. Quotations, invited in this regard, should reach this office on or before 24.08.2015 by 13.30 hrs. The quotation will be opened on 24.08.2015 at 15.30 hrs. in presence of vendors or their representatives, present at that time. The details specification against each item of articles should be mentioned in the quotation.

While submitting the quotations, the following conditions should be followed.

1. Quotations may be submitted, addressed in favour of Director & H.O., NSSO, SDRD, 164, G.L.T. Road, Kolkata – 700 108, in sealed envelope super-scribing “**QUOTATION FOR STATIONARY & MISCELLANEOUS ARTICLES**” on the top of the sealed envelope, indicating the vendors name and full address including telephone number at the bottom of left hand side of the envelope.
2. The quotation may be sent through registered post/speed post/by hand.
3. It may be noted that vendors should provide documentary evidence of VAT Registration Number, PAN Number, Trade License Number, etc. along with the quotation. The cost of article and VAT should be mentioned separately in the quotation.
4. The materials, as ordered, must be supplied within the stipulated date/period, failing which the appropriate authority may not further allow to participate the vendor in future, besides the vendor will be delisted from the list of eligible vendors.
5. The quoted rate should be valid up to 31.03.2016.
6. This Office reserves the right to accept/reject any or all quotations without assigning any reason.

(N. K. Tudu)
Director
&
Head of Office

To
M/s. _____

List of Stationary & Miscellaneous Articles

Sl. No.	Name of the Articles	Rate (Including VAT)	Accumulated approximate quantity to be procured during 2015-16
1.	Acid Bottle (500 ml/1 ltr/5 ltrs)		250 Bottles
2.	Add Gel Pen / Per Piece		400 Pieces
3.	Alpin / Per Box		250 Packets
4.	Arch File / Per Piece		48 Pieces
5.	Auto Clip File / Per piece		48 Pieces
6.	Bed Switch / Per Piece		40 Pieces
7.	Big Size Battery / Per Piece (Specify Brand)		100 Pieces
8.	Binding Clip (25 mm.) / Per Piece		300 Pieces
9.	Binding Clip (32 mm.) / Per Piece		200 Pieces
10.	Binding Strip (A4) / Per Piece		24 Pieces
11.	Broom Stick /(Per Kg)		50 Kgs
12.	Brown Paper / Per 1000 Pieces		5000 Pieces
13.	Calculator (Orpat/Ajanta) / Per Piece		50 Pieces
14.	Calling Bell (Wireless) /Per Piece		24 Pieces
15.	Calling Bell / Per Piece		24 Pieces
16.	Carbon Paper (Kores) / Per Box		4 Boxes
17.	CD Marker / Per Piece		24 Pieces
18.	Cello tape.1" (Transparent)/ Per Piece		48 Pieces
19.	Cello tape 1½" (Brown/transparent)/ Per Piece		48 Pieces
20.	Cello tape 2"/3"(Brown/transparent)/ Per Piece		200 Pieces
21.	Cloth Duster /(Per Piece)		500 Pieces
22.	Colour Art Paper (ML)/(Ream)		2 Reams
23.	Colour Xerox Paper 80 GSM /(Ream)		50 Reams
24.	Comode Brush /(Per Piece)		50 Pieces
25.	Cotton Wiper (Big Best quality) / Per Piece		100 Pieces
26.	Cover File Poli-coated / Per Piece		300 Pieces
27.	Cover Page (200gsm/250gsm/300gsm) (Per Sheet)		5000 Pieces
28.	Cup & Dish (Bone China) / Per Set of six pieces		400 Pieces

29.	Cup & Dish (La Opala) / Per Set of six pieces		x
30.	Cup & Dish (Ordinary) / Per Set of six pieces		x
31.	Desk Calendar Stand / Per Piece		x
32.	Double Action Pen (Good Quality) / Per Piece		200 Pieces
33.	Electric Kettle (1 ltr./2 ltrs.) (Specify Brand)/Piece		10 Pieces
34.	Emergency Light / Per Piece		4 Pieces
35.	Envelope (SE 4 & 5)/Per 1000		4000 Pieces
36.	Envelope (SE 6)/ Per 1000		2000 Pieces
37.	Envelope (SE 7A)/ Per 1000		1000 Pieces
38.	Envelope (SE 8A 16" X 12")/Per 1000		5000 Pieces
39.	Erasing Pen / Per Piece		24 Pieces
40.	Eraz-ex (White)/ Per Ph.		24 Pieces
41.	Executive File Folder / Per Piece		500 Pieces
42.	Extension Cord / Per Piece (Specify Brand)		48 Pieces
43.	Feather Duster/Per Piece		100 Pieces
44.	File Band/Per Piece		200 Pieces
45.	File Board/Per Piece		200 Pieces
46.	First Aid Kit / Per Kit (Specify Brand)		4 Pieces
47.	Flat File with Clip / Per Piece		24 Pieces
48.	Folder / Per Piece		200 Pieces
49.	Folding Umbrella / Per Piece (Specify Brand)		6 Pieces
50.	Four Folder (Specify Brand)/Per Piece		100 Pieces
51.	Gems Clip (Steel)/ Per Box (Specify Brand)		200 Boxes
52.	Glass Lid / Per Piece		100 Pieces
53.	Glue Stick (Fevicol)/Per Stick		100 Pieces
54.	Glycerin Bottle (100 ml/500 ml/1 ltr.)		5 Ltrs
55.	Gum Bottle (500 ml)/Per Bottle		20 Ltrs.
56.	Gum Tube (Ordinary)/Per Tube		100 Tubes
57.	High Lighter Pen / Per Piece		48 Pieces
58.	High Tech Pen / Per Piece		100 Pieces
59.	Jhul Jharu / Per Piece		48 Pieces
60.	Jotter Pen / Per Piece		48 Pieces

61.	Jute Subbing /(Per Piece)		50 Pieces
62.	Lizol Liquid Cleaner/Per Bottle (Specify Quantity)		10 Ltrs.
63.	Lock & Key (Big) / Per Piece (Specify Lever)		12 Pieces
64.	Lock & Key (Godrej) / Per Piece (Seven Lever)		12 Pieces
65.	Lock & Key (Small) / Per Piece		24 Pieces
66.	Lunch Bowl (Bone China/ La Opala) / Per Piece		30 Pieces
67.	Lunch Plate (Bone China/ La Opala) / Per Piece		30 Pieces
68.	Magnetic Pin Cushion / Per Piece		48 Pieces
69.	Marker Pen /(Per Piece)		12 Pieces
70.	Markin Cloth/Per mtr.		4000 Mtrs.
71.	Metal Clip / Per Piece		48 Pieces
72.	Naphthalene Ball (Per kg)		10 Kgs.
73.	National Flag / Per Piece (Specify Size)		2 Pieces
74.	Note Sheet Pad / Per 100 Sheet Pad (Specify GSM)		100 Pads
75.	Odonil /Per Packet (Specify Quantity)		2 Kgs.
76.	Packing Clip / Per Piece		24 Pieces
77.	Packing Machine / Per Piece (Specify Brand)		1 Piece
78.	Paper Clip (Small/Big) / Per Piece		24 Pieces
79.	Paper Tray (Plastic)/ Per Piece		48 Pieces
80.	Paper Weight (Glass) / Per Piece		100 Pieces
81.	Parker Pen / Per Piece (Specify Quality/Brand)		30 Pieces
82.	Paste Flap / Per Flap		100 Pieces
83.	Pen Stand / Per Piece (Ordinary)		10 Pieces
84.	Pen Stand / Per Piece (Special)		30 Pieces
85.	Pencil Battery / Per Piece		100 Pieces
86.	Permanent Marker / Per Piece		12 Pieces
87.	Phenol (500 ml/1 ltr./5 ltrs.)		50 Ltrs.
88.	PL Lamp (18 W/23 W/30 W)/Per Piece		10 Pieces
89.	Plastic Balçi (10 ltrs./15 ltrs.) / Per Piece		10 Pieces
90.	Plastic Balti with Lid (15 ltrs./20 ltrs.) / Per Piece		10 Pieces
91.	Plastic Folder / Per Piece		500 Pieces
92.	Plastic Jug / Per Piece (Specify Brand)		100 Pieces

93.	Plastic Mug / Per Piece		10 Pieces
94.	Plastic Scale (12"/18") / Per Piece		48 Pieces
95.	Plastic Water Bottle (1 ltr./2 ltrs.)/ Per Bottle		100 Pieces
96.	Punch Machine (Double) /Per Piece		24 Pieces
97.	Punch Machine (Single) /Per Piece		48 Pieces
98.	Refill Add Jell / Per Piece		50 Pieces
99.	Refill Jotter / Per Piece		50 Pieces
100.	Refill Reynold / Per Piece		100 Pieces
101.	Register No. 10 / Per Piece		4 Pieces
102.	Register No. 8 / Per Piece		10 Pieces
103.	Register No. 6 / Per Piece		20 Pieces
104.	Reynold Pen / Per Piece		100 Pieces
105.	Rough Duster (per piece)		200 Pieces
106.	Scissors (Big/Small) / Per Piece		20 Pieces
107.	Soap (100 gm) (Per Piece)		800 Pieces
108.	Soap Case (Per Piece)		100 Pieces
109.	Spike Guard / Per Piece (Specify Brand)		48 Pieces
110.	Stamp Pad / Per Piece (Specify Brand)		48 Pieces
111.	Stamp Pad Ink / Per Ph.		24 Pieces
112.	Stapler Machine (No. 10)/ Per Pc. (Specify Brand)		50 Pieces
113.	Stapler Pin (No. 10)/ Per Box (Specify Brand)		100 Boxes
114.	Stapler Pin (No. 23/12)/ Per Box (Specify Brand)		10 Boxes
115.	Stapler Pin (No. 24/6)/ Per Box (Specify Brand)		10 Boxes
116.	Stitching Wire (Specify Brand & Quantity)		5 Kgs.
117.	Sutuli Douri / Per Kg		20 Kgs.
118.	Tag (Cotton) Good Quality / Per Bundle		20 Bds.
119.	Tea Flax (Steel)/ 500 ml./1 ltr./2 ltrs.		10 Pieces
120.	Three-Pin Plug (15 amp.) /Per Piece (Specify Brand)		10 Pieces
121.	Three-Pin Plug (5 amp.) /Per Piece (Specify Brand)		10 Pieces
122.	Ton Suta / Per Ball		50 Balls
123.	Torch Light (2&3 Cell) /Per Piece (Specify Brand)		7 Pieces
124.	Towel (Ordinary) / Per Piece (Specify Brand)		60 Pieces



125.	Towel (Special) /Per Piece(Specify Brand)		90 Pieces
126.	Tube Light (Philips/Surya) /(Per Piece)		200 Pieces
127.	T-Light Choke (Copper) /(Per Piece) (Specify Brand)		100 Pieces
128.	T-Light Choke (Alum.)/(Per Piece) (Specify Brand)		1 Piece
129.	Tube Light Starter /(Per Piece)		100 Pieces
130.	Tumbler Glass / Per Piece (specify Brand)		100 Pieces
131.	Vim Powder (500 gm/1 kg)		40 Kgs.
132.	Wall Clock (Ajanta) / Per Piece		10 Pieces
133.	Waste Paper Basket / Per Basket		60 Pieces
134.	White Board Duster / Per Piece		10 Pieces
135.	White Board Marker Pen / Per Piece		10 Pieces
136.	Wood Pencil / Per Piece (specify brand)		24 Pieces
137.	Writing Pad (Matrix) / Per Piece (specify pages)		500 Pieces
138.	Xerox Paper 90 GSM A4 size (JK Copier) (Ream)		1000 Reams
139.	Xerox Paper 80 GSM A4 size (JK Copier) (Ream)		2000 Reams
140.	Xerox Paper 90 GSM A3 size (JK Copier)(Ream)		20 Reams
141.	Xerox Paper 80 GSM A3 size (JK Copier)(Ream)		20 Reams
142.	Xerox Paper 90 GSM FS size (JK Copier) (Ream)		20 Reams
143.	Xerox Paper 80 GSM FS size (JK Copier) (Ream)		20 Reams

