

Govt. of India  
Ministry of Statistics & PI  
National Sample Survey Office  
Data Processing Division (Hqrs)

Mahalanobis Bhavan,  
164, G. L. T. Road,  
Kolkata-700 108.

Section - I

Limited Tender

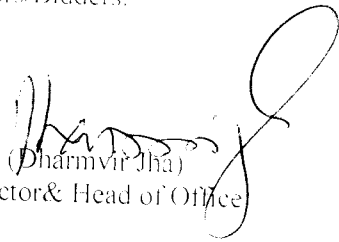
Tender Notice No. D-15014/DPD(HQ)/ Adm.IV/2015-16

On behalf of President of India and for Additional Director General DPD, Director & H.O. Data Processing Division(HQ), Kolkata-700 108, invites sealed quotations for stationery, electrical, Misc. articles and computer consumable given in Section-V.

Detailed tender documents with specification for the above can be obtained from the undersigned, on any working day at office hours up to 03.12.2015. This office reserves the right to accept/reject any or all quotations without assigning any reason and will not be responsible for any postal delay.

Time & Date of submission of filled in tender: 14.00 hrs. 07.12.2015  
Time & Date of opening of bid: 15.00 hrs. 07.12.2015

All the terms and conditions in tender form will be binding on the Quotationers/Bidders.

  
(Dharmvir Jha)  
Director & Head of Office

Date: 19.11.2015

Place: Kolkata

SECTION II

BID FORM

Reference :- Tender No. D-15014/DPD (HQ)/ Adm.IV/2015-16 dated 19.11.2015

To  
The Director & H.O.  
Data Processing Division (HQ),  
National Sample Survey Office,  
Mahalanobis Bhavan, 164, G.L.T. Road,  
Kolkata – 700108.

Dear Sir,

Having examined the terms & conditions of tender and specifications, including all other related documents the receipt of which is hereby duly acknowledged, the undersigned, offer to execute the supply of stationery, electrical, misc. articles and computer consumable in Data Processing Division (HQ), National Sample Survey Office (NSSO), 164, G.L.T.Road, Kolkata-700 108 in conformity with conditions of contract & specification.

Undersigned undertakes, if bid of this agency is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

Bid submitted is properly sealed & prepared so as to prevent any subsequent alteration & replacement.

Dated this.....day of.....2015

Signature of Authorized signatory.....

In the Capacity of.....

Duly authorized to sign the Bid for and on behalf of

M/s.....

.....



SECTION -III

TENDERER'S PROFILE

1. Name of the bidder/firm (In block letters).....  
.....
2. Name of the person submitting the quotation  
Shri/Smt.....
3. Address of the bidder :
4. Tel.No.(with STD code) (Off).....(Fax).....(Res.).....
5. PAN NO. ....
6. VAT No. ....
7. Trade License (Photo copy is to be enclosed)

I/We hereby declare that the information furnished above is true & correct.

Place :

Date :

Signature of bidder / Authorized signatory.....

Name of the bidder.....



SECTION IV

**Terms and Conditions**

- 1.1 Applicable tax, as claimed must be supported with relevant document.
- 1.2 Terms of delivery are free delivery at site (i.e. consignees place)
- 1.3 Full payment will be made, after supply of the articles at this office through e-payment only in favour of the firm/agency.
- 1.4 If necessary, sample should be submitted to this office to ascertain the quality of goods. Sample of the goods submitted to this office will be returned after the selection of the bidder only to unsuccessful bidder(s). Selected bidder will get the sample after expiry of the contract.
- 1.5 The tenders will be opened on the date and time indicated in the presence of bidder, if any, present on the occasion. If the date of opening is declared to be a holiday the bids will be opened on the next working day.
- 1.6 The Tender must be submitted along with the copies of:
  - (a) Copy of current Trade License.
  - (b) Copy of VAT Registration
  - (c) Copy of PAN card.
- 1.7 Last date and time for collection: 03-12-2015 at 14.00 hrs  
Last date and time for submission of Tender: 07-12-2015 at 14.00 hrs
- 1.8 Place, Time and Date of opening of bids:  
  
Place: Mahalanobis Bhavan, 164, Gopal Lal Thakur Road, Kolkata -108.  
  
Time & Date: 07.12.2015 at 15.00 hrs



Section-V

List of articles

A: Requirement of Stationery Items					
Srl. no.	Item description (unit)	Rate per unit (Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
01.	Art Paper (pc) (Ordinary)				
02.	Art Paper (pc) (mica)				
03.	Alpin (box)				
04.	Arch File (pc)- standard				
05.	Carbon Paper (box)				
06.	Dot pen single face (pc) (good quality)				
07.	Dot pen double face (pc) (good quality)				
08.	Feather Duster (pc) (plastic fibre)				
09.	Duster Cloth (pc)				
10.	Dot Pen for pen stand - (pc)				
11.	Eraser (pc) (e.g. Nataraj etc)				
12.	Ere-Zex (pc)- Kores				
13.	Envelope SE-5 (1000 pc)(with Swachh Bharat Mission logo)				
14.	Envelope SE-6 (1000 pc) (with Swachh Bharat Mission logo)				
15.	Envelope SE-7 (1000 pc) (with Swachh Bharat Mission logo)				
16.	Envelope SE-8A (1000 pc) (with Swachh Bharat Mission logo)				
17.	Envelope SE 11 x 4 (1000 pc) Cloth)(with Swachh Bharat Mission logo)				
18.	Envelope SE - 16 x 12 cloth (1000 pc) (with Swachh Bharat Mission logo)				
19.	File Board (pc) (Good quality)				
20.	File Band (pc) (Good quality)				
21.	Clip File (pc)				
22.	File Cover (pc) (Good quality) (with logo printing & commonly used Eng-Hindi words in office)				
23.	Four folder File (pc)(Good quality)				
24.	Gems Clip (box)				
25.	Binder Clip (small)-1/2" Dozen				
26.	Binder Clip -1" Dozen				
27.	Binder Clip -2" Dozen				
28.	Gum (tube)				
29.	Green Pen Gel (pc) (Good quality)				
30.	Gel Pen Red (pc) (Good quality)				
31.	Hi-tech pen (pc)				
32.	Note sheet Pad 80 GSM 100 pg-				
33.	Lead Pencil (box)				

34.	Pin Container Magnet (pc)				
35.	Pen Stand (pc) good quality				
36.	Stamp Pad (pc)				
37.	Stamp Pad Ink (pc)				
38.	Single Punch m/c (pc)				
39.	Double Punch m/c (pc)				
40.	Gel Pen Blue (pc)				
41.	Paper Weight (pc)				
42.	Paper Tray (pc)-Plastic				
43.	Pencil Cutter (pc)				
44.	Register 2 no. (pc)				
45.	Register 4 no. (pc)				
46.	Register 6 no. (pc)				
47.	Register 8 no. (pc)				
48.	Register 10 no. (pc)				
49.	Register 12 no. (pc)				
50.	Scale 12" (pc)				
51.	Stapler Machine (small) (pc)				
52.	Stapler Machine (big)(pc)				
53.	Stapler Pin (small)(box)				
54.	Stapler Pin (big)(box)				
55.	Sponge (pc)				
56.	Writing Pad (pc)(1/6)				
57.	Twine thread (4 pc box )				
58.	Tag (bundle)				
59.	Tag(bundle) (colour)				
60.	Waste Paper baskets (no.)				
61.	Refill (big) (pc)				
62.	Refill (small) (pc)				
63.	Refill Gel (pc)				
64.	Xerox Paper A-4(Ream) 75GSM				
65.	Xerox Paper A-4(Ream) 80GSM				
66.	Xerox Paper FS(Ream)				
67.	Xerox Paper colour (Ream)				

Signature of tenderer with date



B: Requirement of Miscellaneous Items					
Srl. No.	Item description (unit)	Rate per unit(Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
01.	Oxalic Powder				
02.	Pencil Battery(pc)				
03.	Box File (plastic) (pc)				
04.	Broom Stick (kg)				
05.	Cleaning Powder (kg)				
06.	Calculator Machine 12 digit				
07.	Glass tumbler (pc)				
08.	Glass cover(pc)				
09.	Jute (pc)				
10.	Knife (pc)				
11.	Lock & Key (pc) (Small) (Good quality)				
12.	Lock & Key (pc) (big) (Good quality)				
13.	Board Marker Pen (pc)				
14.	Mark ink cloth (Mtr.) (Good quality)				
15.	Mosquito Repellant oil (pc)				
16.	Mosquito Repellant Machine (pc)				
17.	Naphthalene ball (kg)				
18.	Phenol (5 ltr.) (good quality)				
19.	Phool Jharu (pc)				
20.	Pan Brush (pc)				
21.	Room Freshener (pc)				
22.	Rubber Duster (pc)				
23.	First Aid (Box)				
24.	Rough Duster (pc)				
25.	Soap (pc)				
26.	Soap Case (pc)				
27.	Sutli (kg)				
28.	Water Jug (pc) (Good quality)				
29.	Choke (copper)(pc)				
30.	Extension Cord. (pc)				
31.	Starter (pc)				
32.	Tube Light (pc)				
33.	P. L. Lamp (11 W) (pc)				
34.	Mop (pc)				
35.	Toilet Cleaner (pc) (e.g. Harpic etc)				
36.	Glass Cleaner (pc) (e.g. Colin etc)				
37.	Jhool Jharu (pc)				
38.	Floor Brush				
39.	Hand wash Liquid Soap(pc)				
40.	Cello Tape 1" (pc)				
41.	Cello Tape 2" (pc)				

Srl. No.	Item description (unit)	Qty. required (unit)	Rate/unit (Rs.)	Amount (Rs.)	Remarks if any
42.	Cello Tape 1"(Brown) (pc)				
43.	Cello Tape 2"(Brown) (pc)				
44.	Battery for Remote Control (pc)				
45.	Calling Bell (pc)				
46.	Bell Switch (pc)				
47.	Glass Mat (pc)				
48.	Thermo Flux-Milton 1 ltr.				
49.	Post-it				
50.	File Flap				
51.	Whitener pen(pc)				
52.	Gum Stick(pc)				
53.	Multi Plug (pc) 5Amp				
54.	Multi Top (pc) 5AMP				
55.	Permanent Marker Pen (pc)				
56.	Highlighter pen(pc)				
57.	Dinner plate(pc)				
58.	Bowl (pc)				
59.	Spoon (pc)				
60.	Floor Cleaner (e.g. Lizol etc)				
61.	Air Freshener (e.g. Odonil etc)				
62.	Scrub Pad ( e.g. Scotch Brite etc)				
63.	Lime Stone				
64.	Jute Brush				
65.	Sutly Brush				
66.	Broom Brush				
67.	Domestic Aerosol Insecticide (e.g. Hit Black etc.)				

Signature of tenderer with date





**C: Requirement of Computer Consumables Items**

Srl. No.	Item description (unit)	Rate per unit(Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
01.	Computer Paper 1 <sup>st</sup> part 15 x 12 (1000 pc) with NSSO Logo (60GSM)				
02.	Computer paper 1 <sup>st</sup> part 10 x 12 (1000 pc) with NSSO Logo (60GSM)				
03.	Computer Paper 1 <sup>st</sup> part 15 x 12 (1000 pc)with NSSO Logo(80GSM)				
04.	CD-R (pc)				
05.	CD Mailer				
06.	CD RW (pc)				
07.	Mouse USB (pc)				
08.	Laser tonner (1007) 88A (pc) (HP)				
09.	Laser tonner (1022) 12A (pc) (HP)				
10.	Laser tonner (CB 436A)36A(pc)(HP)				
11.	Laser tonner (3390) 49-A (pc) (HP)				
12.	Canon toner Cartridge 925 (pc)				
13.	Canon toner Cartridge 328 for MFD				
14.	Mouse Pad(pc)				
15.	Printer Ribbon cartridge 6610 Lipi (pc)				
16.	Printer Ribbon MI 661 Lipi (pc)				
17.	Printer Ribbon P-7000UC (pc)				
18.	Pen Drive 8 GB (pc)				
19.	Pen Drive 16 GB (pc)				
20.	Pen Drive 32 GB (pc)				
21.	Spike Guard (pc)				
22.	Fax Cartridge Model KX EP 701(pc)				
23.	Fax Cartridge FX-9 Canon				
24.	Key Board (pc)				
25.	Inkjet cartridge HP Black 802				
26.	Inkjet cartridge HP Colour 802				
27.	Laser tonner Colour CB 540 A				
28.	Laser tonner Colour CB 541 A				
29.	Laser tonner Colour CB 542 A				
30.	Laser tonner Colour CB 543 A				
31.	Yellow C 2025				
32.	Black C 2025				
33.	Magenta C 2025				
34.	Cyan C 2025				
35.	RISO KS 800 Master (Roll)				
36.	RISO KS 800 Ink Black				
37.	CD Marker/pc				

Signature of tenderer with date

