



Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Centre  
Ahmedabad

No. D-15015/Stationary/2015

Date: 07.03.2016

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

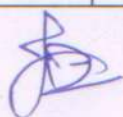
Sealed tenders are invited from the interested firms for supply of stationery and miscellaneous items to this office for the financial year 2016-17. The list of Stationery and Miscellaneous items is given in Annexure-I.

2. Tenders should be submitted in sealed cover superscribing "Tender for Supply of Stationery and Miscellaneous Items". The envelope containing Tender should be addressed to Head of Office, NSSO, DPC, Ahmedabad, 3<sup>rd</sup> Floor, Navdeep House, Ashram Road, Ahmedabad-380014 on the top of the sealed envelope. Firm name and full address including telephone number should be mentioned at the bottom of the left hand side of the envelope.
3. Tenders should reach this office on or before 28.03.2016 by 5:00 PM. The Tenders received after the stipulated time and date will not be entertained. The tenders will be opened on 29.03.2016 at 11:00 AM in the presence of representatives of the firms who wish to attend.
4. While submitting the quotation following points may be noted.
  - (i) The firm should provide documentary evidence of VAT number, PAN number, Trade License Number etc. alongwith the tender.
  - (ii) The tender may be sent through registered post/Speed post/by hand. This office does not take any responsibility for postal delay.
  - (iii) 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.
5. 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  
Tel: (079)27545398

**List of Stationery and Miscellaneous Items**

Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during financial year 2016-17
1	Binder Clip (25 mm) per piece		3 dozen
2	Cello tape 3" transperent roll of 65mtr		3
3	Cello tape 3" ( brown) roll of 65mtr		8
4	Computer Paper(60 GSM) of size 10" x 12 "x 1 (per 1000 paper)		5000
5	Computer Paper(60 GSM) of size 15 "x 12" x 1 (per 1000 paper)		50000
6	Dak Pad		6
7	Envelope 11" x 5" (White)		500
8	Envelope 9"x 4" (White)		500
9	Envelope 16" x 6" (with Cloth Cover )		1000
10	Envelope 16 "x12" (with Cloth Cover)		1000
11	Erasor(Natraj)		55
12	Fevi Stik (15 grams)		10 pieces
13	File board		70
14	Flap paper (25mm x 76 mm x 120 sheets) (1" x3")		250 pieces
15	Gum bottle big 1 kg		3
16	Gum Bottle Small 200 gram		3
17	Hilighter Pen		10
18	I Pin (200 grams)		5
19	Ledger paper(75 GSM) Legal size ream(Green Colour)		10 pkt
20	Note Sheet (Green paper) 80 GSM		500 papers



Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during financial year 2016-17
21	Pen (Cello Black Jack)		55
22	Pen (Cello Flowmate)		55
23	Pen (Cello Sapphire)		55
24	Pen (Cello Steel-O)		55
25	Pen (Flair Digital)		55
26	Pen Green (use & throw)		500
27	Pen Red (use & throw)		200 pieces
28	Pen Sketch		6
29	Pen(Cello,Rotomac,Flair)	.....% discount offered on MRP	55
30	Photocopier Legal size paper ream(Copy Power Bilt(75 GSM))		30 pkt
31	Photocopier A4 size paper ream(Copy Power Bilt(75 GSM))		100 pkt
32	Pin box (Plastic)		6
33	Plastic folder 14"x10"(with press button) of standard quality		200
34	Plastic Scale big (Natraj)		55
35	Refill blue Jotter		10 pieces
36	Refill Red Jotter		10 pieces
37	Register 3 Qur.(White paper)		12
38	Register 4 Qur.(Green Paper)		12
39	Register 5 qur.(green paper)		12
40	Sharpner		55
41	Short hand book		10

Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during financial year 2016-17
42	Small Stepler Pin(Kangaroo)		250 boxes
43	Soap (Dettol 125 gram)		55
44	Stamp Ink 110 ml violet		5 bottle
45	Stamp Ink Pad (160 mm x 97 mm)		3 pieces
46	Stamp Ink Pad (70 mm x 111 mm)		3
47	Stepler Pin big(Kangaroo)		20 boxes
48	Tag big (White) per 100 tag		500 tags
49	Tag small (Red) per 100 tag		600 tags
50	Tube light big(Surya)		25 no.
51	Tube light small (Surya)		25 no.
52	U Pin 26 MM		300 pkt
53	(Voucher) Pasting file		3 pieces
54	White Fluid Pen (10ml)		10 pieces
55	Wooden Pencil (Natraj)		60
56	Writing Pad without spiral 40 pages(Gala)		100
57	Writing Pad with spiral 40 pages(Gala)		150
58	Acid bottle ( 5 ltr.)		12 bottles
59	All Out Ultra Machine with refill		5 pieces
60	All Out Ultra refill		12 pieces
61	Bagun Spray(425 ml)		12 bottles
62	Bucket 15 Ltr.		5 pieces

Sr. No.	Item Particulars	Rate (Including VAT) in Rs.	Accumulated approximate quantity to be procured during financial year 2016-17
63	Calculator(Citizen CT-512,12 digit)		10 pieces
64	Cloth Duster per piece		25 pieces
65	Colin Spary		24 bottles
66	Computer Duster (yellow) per piece		24 pieces
67	Cup & Saucer Set		2 dozen
68	Dumper		06 pieces
69	Harpik 1 ltr		12 bottle
70	Khadi Duster		24 pieces
71	Liquid soap (Dettol) 225 ml		10 bottles
72	Mop (Cotton clip mop approx. 500 grams)		6 pieces
73	Nephelin Ball(per kg)		1 kg
74	Odonil (100 gram)		600 grams
75	Packing Cloth per meter		12 mtr
76	Pencil Cell small Size (AAA) per piece		12 pieces
77	Pencil Cell/ per piece		15 pieces
78	Phenol (5 ltr.)		12 bottle
79	Plastic Reel Bundle		12 bundle
80	Room freshner		15 bottle
81	Scissors(Big) per piece		2 pieces
82	Scissors(small) per piece		2 pieces
83	Supadi		5 pieces
84	Vim Powder (5kg)		3 packets
85	Water Glass for office use (Yera,transperent)		7 dozen