

Tel: 011-26198535  
Email: fodhq.e5@gmail.com

**No. D-15016/4/2015-2016 – E-V**

Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
(Field Operations Division)

East Block 6, Level 4-7,  
R.K. Puram, New Delhi-110066  
Dated: **09.03.2015**

**Notice inviting Tenders**

To

M/s.....  
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.....  
.....

Subject: Procurement of Stationery/Misc. Items under Annual Rate Contract-regarding.  
Sir,

This Division requires the Stationery/Misc. Items mentioned in the enclosure (**Annex-I**) for office use. Interested firms who fulfill the following criteria may send their sealed quotations to this Division, and as per the terms and conditions given in **Annex-II**.

1. Rates for each item should be quoted in prescribed proforma (Annex-I - copy enclosed) in a sealed envelope clearly superscribing "Quotation for Stationery/Misc. Items". The quotation should be addressed to Sr. Administrative Officer & HO, NSSO (FOD), East Block-6, Level 4-7, R.K. Puram, New Delhi-66. **The Quotation should reach this Division by 3:00 P.M. on 25.03.2015 positively. The quotations received after due date will not be entertained. The quotation will be opened on the same day i.e. on 25-3-2015 at 3:30 p.m. A representative of the firm may be deputed to this office while opening the quotations, if they so desire.**
2. An earnest money deposit of Rs. 15,000/- (Rupees fifteen thousand only) through a demand draft/pay order drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. must accompany the quotation. The successful tenderer will be required to deposit Rs.30,000/- (Rupees thirty thousand only), as Performance Security, which will be returned without any interest after satisfactory completion of the contract period.
3. Preference will be given to products having ISI/BIS certification. A certified sample of the items for which rates are quoted be provided to this Division for inspection and approval before finalization of tender as and when asked for. Product demonstration shall be arranged at the supplier's cost.
4. On each item at **Serial Number 1** in Annex-1 is enclosed herewith, address of office to be printed with "LOGO" on the file cover in Hindi and English and inside the file cover both the side printing will be done as per list attached the rate with printing and without printing to be quoted.

  
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5. The rates quoted in response to the quotation will remain in force for one year from the date award of the contract without any change whatsoever.
6. The rate should be inclusive of delivery charges to the NSSO (FOD) Hqrs, Ministry of Statistics & Programme Implementation, East Block-6, Level-4-7, R.K. Puram, New Delhi-66.
7. In normal case, the firm should be 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.
8. Orders of the items will be placed on requirement basis. Payment will be made on satisfactory delivery and working of supplied items in this Division for which bill (in triplicate) will be required to be submitted to this Office. Defective item, if any, supplied by the contractor will be replaced by him immediately at his cost.
9. This Division reserves the right to terminate the contract at any time without assigning the any reason thereof.
10. Bulk orders will be placed quarterly and the payments will also be made on quarterly basis.
11. This Division reserves the right to reject any or all quotations without assigning any reason.
12. In the event of any dispute over the contract, the decision of the Head of Department, NSSO (FOD) will be final.

Encl: as above

Yours faithfully,



9/3/15  
(M. Devadhasan)

**Sr. Administrative officer & H.O.**  
 वरिष्ठ प्रशासनिक अधिकारी / Sr. Adm. Officer and HO & DDO  
 कार्यालय/आवरण एवं संचालन अधिकारी  
 भारत सरकार / Govt. of India  
 सांख्यिकी एवं का. मा. मंत्रालय / Mo. Statistics & P.I.  
 सा. प्र. सर्व. सं. (सं. सं. प्र.) / N. S. O. (F.O.D.)  
 पूर्वी खण्ड-6, रामा कुण्ड पुरम, / East Block-6, R.K. Puram,  
 नई दिल्ली-110066 / New Delhi-110066

Copy to:-

1. Deputy Director, Computer Centre with request to upload the letter inviting quotation on the official websites of MOS & PI and tender india.com
2. Notice Board, NSSO (FOD) Hqrs, New Delhi.



9/3/15  
(M. Devadhasan)

**Sr. Administrative officer & H.O.**

**एम. देवदासन / M. DEVADHASAN**  
 वरिष्ठ प्रशासनिक अधिकारी / Sr. Adm. Officer and HO & DDO  
 कार्यालय/आवरण एवं संचालन अधिकारी  
 भारत सरकार / Govt. of India  
 सांख्यिकी एवं का. मा. मंत्रालय / Mo. Statistics & P.I.  
 सा. प्र. सर्व. सं. (सं. सं. प्र.) / N. S. O. (F.O.D.)  
 पूर्वी खण्ड-6, रामा कुण्ड पुरम, / East Block-6, R.K. Puram,  
 नई दिल्ली-110066 / New Delhi-110066

**ANNEX-II to Letter No. D-15016/4/2015-2016 – E-V dated 09-03-2015**

**Terms and Conditions**

1. Rates must be quoted inclusive of the cost of delivery.
2. VAT should be mentioned separately.
3. The order will be placed quarterly and the payments will also be made on quarterly basis.
4. The price quoted by the vendor for the items should be for the complete financial Year from 1-04-2015 to 31-03-2016.
5. Sales Tax/VAT certificate should be attached with quotation.
6. Items order must be delivered to our Office within 7 days after the date of placing the order to vendor who quotations have been approved.
7. Any item not delivered in proper condition may be replaced immediately.

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**एम. देवदासन / M. DEVADHASAN**  
वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin. Officer and P.  
कार्यालय/Office / शांतिपुरा / शांतिपुरा, नया दिल्ली  
भारत सरकार / Govt. of India  
सांख्यिकी एवं आ. वि. विभाग / M/o Statistics  
ए. ए. ब्लॉक-5, ई. ए. ब्लॉक-5 / N. S. O. (F)  
पूर्वी ब्लॉक-5, एम. ए. ब्लॉक-5, ई. ए. ब्लॉक-5, र.क. नया  
दिल्ली-110068 / New Delhi-110068

## ANNEX-I to Letter No. D-15016/4/2015-16-E-V dated 03/03/2015

## List of items

Sl. No.	Name of Items	DETAILS OF PRICE QUOTED				Total cost per unit (Col. 4 + 6)
		Unit	Unit Price quoted	VAT %	VAT amount	
1	2	3	4	5	6	7
1	File cover					
2	Asstt. Dairy 2Qr					
3	Alpin Pkt					
4	Ball Pen Holder Jotter V.I.P.					
5	Ball Pen Ordinary Cello					
6	Ball Pen Add-Gel Achiever					
7	Ball pen jotter Perform					
8	Correcting Fluid(White) Cores 30 ML					
9	Chair cushion					
10	Candles( 6 Candles with stand)					
11	Cello tap small 1/2"x3"					
12	Coline spray 500 ML					
13	Cup & Saucers set					
14	Cell Big					
15	Dairy Register 6 Qr.					
16	Dak Pad Rexine					
17	Duster (40x40)					
18	Duster Yellow(40x40)					
19	Dinner Set Bone Chine					
20	Desert Fork					
21	Envelop SE-4 White					
22	Envelop SE-5(white)120 GSM					
23	Envelop SE-6 ( Brown)120 GSM					
24	Envelop SE-7A Cloth(Brown/Yellow)					
25	Envelop SE-8 (Brown)					
26	Eraser (Pencil) Apsara					
27	File Board Neelgagan					
28	File flap 6" cloth					
29	Flag Colour 3"					
30	Gum Liquid(300gm)Camel					
31	Gum Powder					

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32	Highlighter Set (Luxor)					he
33	Marker pen Pmt.(Luxor)					
34	Note Sheet Pad A-4 Green					
35	Pencil HB Natraj					
36	Pencil shorthand Apsara					
37	Paper weight					
38	Pilot Pen V-5					
39	Uniball Pen					
40	Pilot/Hi-Tech					
41	Post-it-Pad Small & Big					
42	Plastic Folder With pkt					
43	Refill Jotter					
44	Refill Add-Gell					
45	Ruled Register 1 Qr,					
46	Ruled Register 2 Qr.					
47	Ruled Register 3 Qr.					
48	Ruled Register 4 Qr.					
49	Sharpner Pencil Natraj					
50	Sealing Wax					
51	Slip Pad Spiral 1 Qr.					
52	Short Hand Note Book Lotus 200 Pages					
53	Scale(12")					
54	Tags 500 Bunch					
55	Fluid Pen Luxor Metal Tip					
56	Ink violet(pad ink)					
57	Signature Pad					
58	Stamp Pad(self Ink)					
59	Wrapping Paper					
60	Rice Bowls Bone Chine					
61	Engagement Stand A-4 Acrylic					
62	Electric Kettle(2 LTR Plastic)					
63	Finit spray( 5 Ltr.)					
64	Fevicol Tube(100GM)					
65	Glass Tumbler (Plain)					
66	Glass tumbler(Borosil)					
67	Glass cover coaster					
68	Glue Stick( 15 GM)					
69	Gem Clips Plastic coated					
70	Hassan clothes					
71	Hit Spray					

72	Jug Plastic Cello					
73	Knife (paper cutter)					
74	Markeen cloth					
75	Mayur Jug 5 Ltr.					
76	Mayur Jug 15 Ltr,					
77	Match Box					
78	Needles					
79	Pencil Cell					
80	Poker					
81	Plate full size (Bone china)					
82	Pen Stand ( 4 Socket without pen )					
83	Pin cushion					
84	Punch Machine Single(DP 600)					
85	Room Freshener					
86	Starter Tube light					
87	Soap Cake( lux)					
88	Stapler (HS 10 D) Kangaroo					
89	Stapler ( No. D 24) Kangaroo					
90	Stapler Pin(small) Kangaroo					
91	Stapler(Big) Kangaroo					
92	Scissor(small)					
93	Tube light (small)40 wt.					
94	Tube light (Big Slim) Bajaj					
95	Towel (Bombay Dying 75x150)					
96	Tea Spoon					
97	Tray Plastic for tea					
98	Thermos Kettle 1 LTR.					
99	Table Glass (2X3)					
100	Tissue Paper(napkin)					
101	Vim Powder					
102	West Paper Basket					
103	Photocopying paper 75 GSM - A-4 SIZE					
104	Photocopying paper 75 GSM - A-3 SIZE					
105	Photocopying paper 75 GSM - Legal size					
106	Peon Book					

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मिसिल सं.

File No. \_\_\_\_\_

अनुभाग

Section \_\_\_\_\_

मंत्रालय/विभाग  
Ministry /Department  
कार्यालय  
Office

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय  
Ministry of Statistics & Programme Implementation  
राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षेत्र संकार्य प्रभाग)  
National Sample Survey Office (Field Operations Division)

विषय  
Subject

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पिछले हवाले/Previous References

बाद के हवाले/Later References

B.

अधिकारियों द्वारा फाइलों पर सामान्यतः दिये जाने वाले आदेश एवं टिप्पणियों के अंग्रेजी-हिन्दी पर्याय  
English-Hindi equivalents of orders/notings commonly used in files

1.	Agreed	सहमति है।
2.	Approved	अनुमोदित।
3.	Accepted	स्वीकृत।
4.	Acknowledge the receipt	पावती दें।
5.	Circulate	परिचालित करें।
6.	Draft Approved	मसौदा अनुमोदित।
7.	Expedite action	कार्रवाई शीघ्र करें।
8.	Delay may be explained	विलम्ब का कारण बताया जाए।
9.	Granted	स्वीकृत/मंजूर।
10.	Hindi version may also be sent	हिन्दी रूपान्तर भी भेजा जाए।
11.	For Consideration	विचारार्थ।
12.	Facts of the case may be put up	मामले के तथ्य प्रस्तुत किये जाएं।
13.	I agree	मैं सहमत हूँ।
14.	I do not agree	मैं सहमत नहीं हूँ।
15.	I would like to see the order	मैं आदेश देखना चाहता हूँ।
16.	Issue Reminder	स्मरण पत्र भेजें।
17.	Leave granted	अवकाश स्वीकृत।
18.	Necessary action may be taken	आवश्यक कार्रवाई की जाए।
19.	Out To-day	आज ही भेजिए।
20.	Please speak	बात कीजिए।
21.	Please discuss	चर्चा कीजिए।
22.	Please put up	प्रस्तुत कीजिए।
23.	Please issue	जारी करें।
24.	Please explain	स्पष्ट कीजिए।
25.	Please send bilingually	कृपया द्विभाषी रूप में भेजिए।
26.	Please inform all concerned	सभी संबंधित को सूचित करें।
27.	Please check up	कृपया जांच करें।
28.	Please see me	कृपया मुझ से मिलें।
29.	Put up relevant papers	संबंधित कागजात प्रस्तुत करें।
30.	Reply to- day	उत्तर आज भेज दिया जाए।
31.	Regretted	खेद है।
32.	Sanctioned	स्वीकृत/मंजूर।
33.	Sanctioned as a special case	विशेष मामले के रूप में मंजूर।
34.	Seen	देख लिया।
35.	Why delayed	देरी क्यों हुई।
36.	Give details	विस्तृत जानकारी दें।
37.	Action may taken accordingly	तदनुसार कार्रवाई की जाए।
38.	Action may be taken as proposed	यथा प्रस्तावित कार्रवाई की जाए।
39.	Advance of T.A. may please be arranged	कृपया यात्रा भत्ते के अग्रिम का प्रबंध करे।
40.	All concerned should note	सभी संबंधित नोट करे।



अधिकारियों द्वारा फाइलों पर सामान्यतः दिये जाने वाले आदेश एवं टिप्पणियों के अंग्रेजी-हिन्दी पर्याय  
English-Hindi equivalents of orders/notings commonly used in files

1.	As desired	इच्छानुसार।
2.	As directed	निर्देशानुसार।
3.	As per details below	नीचे लिखे ब्यौरे के अनुसार।
4.	Attention is invited	की ओर ध्यान आकर्षित किया जाता है।
5.	A brief note is placed below	संक्षिप्त नोट नीचे रखा है।
6.	Action has already been taken	इस मामले में कार्रवाई की जा चुकी है।
7.	A list is placed below	सूची नीचे रखी गई है।
8.	Draft is put up for approval Please	अनुमोदन के लिये मसौदा प्रस्तुत है।
9.	Draft reply is put up for approval Please	उत्तर का मसौदा अनुमोदन के लिये प्रस्तुत है।
10.	For information	सूचनाार्थ।
11.	May kindly be considered	कृपया विचार किया जाए।
12.	Kindly see orders above	कृपया ऊपर के आदेश देखें।
13.	May be filled Please	फाइल कर दिया जाए।
14.	May be sanctioned	मंजूर किया जाए।
15.	Put up for further orders please	अगले आदेश के लिये प्रस्तुत है।
16.	Put up for perusal please	अवलोकन के लिये प्रस्तुत है।
17.	Put up for signature please	हस्ताक्षर के लिये प्रस्तुत।
18.	Re-submitted please	पुनः प्रस्तुत।
19.	Request may be acceded to	प्रार्थना स्वीकार की जा सकती है।
20.	This is not admissible under the rules	नियमों अधीन यह स्वीकार नहीं है।
21.	We are not concerned with this	इसका हमसे संबंध नहीं है।
22.	As amended	यथा-संशोधित।
23.	As decided	निर्णय के अनुसार।
24.	As recommended by	की सिफारिश के अनुसार।
25.	For verification	सत्यापन के लिये।
26.	Attention is invited	की ओर ध्यान आकर्षित किया जाता है।
27.	Await reply	उत्तर की प्रतीक्षा करें।
28.	Explanation may be called for	स्पष्टीकरण मांगा जाए।
29.	Submitted for information	सूचना के लिये प्रस्तुत है।
30.	Reference notes on prepage	पिछले पृष्ठ पर टिप्पणी के संदर्भ में।
31.	Papers have been amalgamated	कागज पत्र मिला दिये गये हैं।
32.	Please see the preceding notes	कृपया पिछली टिप्पणियां देख लीजिए।
33.	In this connection attention is invited to the noting at page..... of file No....	इस संबंध में फाइल सं. ....के पृष्ठ .....की टिप्पणी की ओर ध्यान आकर्षित किया जात है।
34.	The F.R. may please be seen for information	नई आवती सूचना के लिये देख लें।
35.	The case is resubmitted as directed on prepage	पिछले पृष्ठ पर दिये गये निदेश के अनुसार मामला फिर से प्रस्तुत किया जाता है।
36.	The proposal is self explanatroy	प्रस्ताव स्वतः स्पष्ट है।
37.	Action may be taken accordingly	तदनुसार कार्रवाई की जाए।
38.	Seen in section	अनुभाग में देख लिया है।
39.	Advance for purchase of stationary may be sanctioned	लेखन सामग्री की खरीद के लिये अग्रिम मंजूर किया जाए।
40.	For consideration	विचारार्थ

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## राजभाषा नीति के कार्यान्वयन संबंधी देश का क्षेत्रवार वर्गीकरण

### क क्षेत्र

1. उत्तर प्रदेश
2. बिहार
3. मध्य प्रदेश
4. राजस्थान
5. हरियाणा
6. हिमाचल प्रदेश
7. दिल्ली
8. अंडमान व निकोबाद द्विप समूह
9. छत्तीस गढ़
10. उत्तरांचल
11. झारखंड

### ख क्षेत्र

1. गुजरात
2. पंजाब
3. महाराष्ट्र
4. चण्डीगढ़
5. दमन व द्वीप
6. दादरा व नगर हवेली

### ग क्षेत्र

1. असम
2. आंध्र प्रदेश
3. उड़ीसा
4. कर्नाटक
5. केरल
6. जम्मू तथा कश्मीर
7. तमिलनाडु
8. त्रिपुरा
9. नागालैंड
10. पश्चिम बंगाल
11. मणिपुर
12. मेघालय
13. सिक्किम
14. अरुणाचल प्रदेश
15. गोवा
16. पांडिचेरी
17. मिजोरम
18. लक्ष्यदीप

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