

No. D-15016/4/2012-2013 - 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: 07.03.2012

**Notice inviting Tenders**

Subject: Procurement of Stationary/misc. Items under Annual Rate Contract-  
regarding.

Sir,

This Division requires the items mentioned in the enclosed Proforma for office use. Interested firms who fulfil the following criteria may send their sealed quotations to this Division.

1. Rates for each items should be quoted in prescribed Proforma (copy enclosed) in a sealed envelope clearly super scribing "Quotation for Stationary/misc. Items". And should be addressed to Deputy Director/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 19.03.2012 positively. The quotations received after due date will not be entertained. The quotation will be opened at 3:30 p.m. on the same day in the presence of the representative of the firm, if any.
2. The earnest money of Rs. 15,000/- (Rs. Fifteen Thousand only ) through a demand draft/pay order in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. must accompany with the quotation. The successful tendered will be required to deposit Rs. 30,0000/- (Rs. 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 supplier's cost.
4. On each items at Serial Number 4,5,12,27,28 and 29 in Annexure-1 is enclosed herewith, NSSO (FOD) are to be printed and on each items at Serial Number 1,2,7,14,15,34,36,37,40,44, and 48. "LOGO" of office are to be printed, the rates with printing of items and without printing of items are to be quoted

5. The rates quoted in response to the quotation will remain in force for one year from the date of award of the contract without any change whatsoever.
6. The rate should be inclusive of delivery charges to the Ministry of Statistics & Programme Implementation, NSSO (FOD), East Block-6, Level-4-7, R.K. Puram, New Delhi-66.
7. In normal cases, the firm should be in 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 any reason thereof.
10. In the event of any dispute over the contract, the decision of the Head of Department, NSSO (FOD) will be final.
11. Bulk orders will be placed quarterly and the payments will also be made on quarterly basis.

Yours faithfully,



**(FAKHRE ALAM)**

Deputy Director & H.O.

**ANNEXURE-11**

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 1-04-2012 to 31-03-2013.
5. Sales Tax 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/Agencies.
7. Any item not delivered in proper condition may be replaced immediately.

## Annexure-1

Sl. No.	Name of Items	
1	Attendance Register 1Qr. 20x30	
2	Asstt. Dairy 2Qr	
3	Ball Pen Holder Jotter V.I.P.	
4	Ball Pen Ordinary Cello	
5	Ball Pen Add-Gel Achiever	
6	Correcting Fluid(White) Cores 30 ML	
7	Dairy Register 6 Qr.	
8	Envelop Se-5(white)120 GSM	
9	Envelop SE-6 ( Brown)120 GSM	
10	Envelop SE-7A Cloth(Brown/Yellow)	
11	Envelop SE-8 (Brown)	
12	Ball pen jotter Perform	
13	Eraser (Pencil) Apsara	
14	File cover	
15	File Board Neelgagan	
16	File flap 6" cloth	
17	Flag Colour 3"	
18	Gum Liquid(300gm)Camel	
19	Gum Powder	
20	Highlighter Set (Luxor)	
21	Marker pen Pmt.(Luxor)	
22	Note Sheet Pad A-4 Green	
23	Pencil HB Natraj	
24	Alpin Pkt	
25	Pencil shorthand Apsara	
26	Paper weight	
27	Pilot Pen V-5	
28	Unibal I Pen	
29	Pilot/Hi-Tech	
30	Post-it-Pad Small & Big	
31	Plastic Folder With pkt	
32	Refill Jotter	
33	Refill Add-Gell	
34	Rulled Register 1 Qr,	
35	Rulled Register 2 Qr.	
36	Rulled Register 3 Qr.	
37	Rulled Register 4 Qr.	
38	Shapners Pencil Natraj	
39	Sealing Wax	
40	Slip Pad Sprial 1 Qr.	
41	Short Hand Note Book Lotus 200 Pages	
42	Scale(12")	
43	Tags 500 Bunch	
44	Dak Pad Rexine	
45	Envelop SE-4 White	
46	Fluid Pen Luxor Metal Tip	

47	Ink voilat(pad ink)	
48	Signature Pad	
49	Stamp Pad(self Ink)	
50	Wrapping Paper	
51	Rice Bowls Bone Chine	
52	Chair cussion	
53	Candles( 6 Candles with stand)	
54	Cello tap small 1/2"x3"	
55	Coline sprary 500 ML	
56	Cup & Soucers set	
57	Cell Big	
58	Dusgter (40x40)	
59	Duster Yellow(40x40)	
60	Dinner Set Bone Chine	
61	Electric C.F.L. 15 wt.	
62	Engagement Stand A-4 Acrylic	
63	Electric Kettle(1.5 LTR Plastic)	
64	Finit spray( 5 Ltr.)	
65	Fevicol Tube(100GM)	
66	Glass Tumbler (Plain)	
67	Glass tumbler(Borosil)	
68	Glass cover coster	
69	Glue Stick( 15 GM)	
70	Gem Clips Plastic coated	
71	Hassan clothes	
72	Hit Spray	
73	Jug Plastic Cello	
74	Knif (paper cutter)	
75	Markeen cloth	
76	Mayur Jug 5 Ltr.	
77	Mayur Jug 15 Ltr,	
78	Match Box	
79	Needles	
80	Pencil Cell	
81	Pocker	
82	Plate full size (Bone china)	
83	Pen Stand ( 4 Socket without pen )	
84	Pin cussion	
85	Punch Machine Single(DP 600)	
86	Room Freshner	
87	Starter Tube light	
88	Soap Cake( lux)	
89	Stepler(HS 10 D) Kangaroo	
90	Stapler( No. 555 ) Kangaroo	
91	Stepler Pin(small) Kangaroo	
92	Stepler(Big) Kangaroo	
93	Scissor(small)	
94	Tube light (small)40 wt.	
95	Tube light (Big Slim) Bajaj	

96	Towel (Bombay Dying 75x150)	
97	Tea Spoon	
98	Desert Fork	
99	Tray Plastic for tea	
100	Thermous Kettle 1 LTR.	
101	Table Glass (2X3)	
102	Tissue Paper(napkin)	
103	Vim Powder	
104	West Paper Basket	
105	Photo Paper J.K. A-4 75-GSM	