

No. D-15016/4/2013-2014 - 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: 18 .03.2013

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 02 .04.2013 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. 30,000/- (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. At Serial Number 14 in Annexure-1 is enclosed herewith, address of office to be printed with "LOGO" on the file cover 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.
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 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. 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.

To,

M/S _____

✓
Copy to:- Deputy Director Computer Centre with request to upload on the Official website of MOS&PI and tender india.com.


(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 1-04-2013 to 31-03-2014.
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.

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	



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

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 रुपान्तर 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 पृष्ठकी 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 निर्देश के अनुसार मामला फिर से प्रस्तुत किया जाता है।
36.	The proposal is self explanatory	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

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 निकोबार द्वीप समूह
9. छत्तीस गढ़
10. उत्तरांचल
11. झारखंड

ख क्षेत्र

1. गुजरात
2. पंजाब
3. महाराष्ट्र
4. चण्डीगढ़

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. दमन व द्वीप
17. पांडिचेरी
18. मिजोरम
19. लक्ष्यदीप
20. दादरा व नगर हवेली