

**Notice Inviting Tenders**

Subject:- Procurement of stationary items under Annual Rate Contract-regarding.  
Sir,

This Ministry requires the items mentioned in the enclosed proforma for office use. Interested firms who fulfill the following criteria may send their sealed quotations to this Ministry.

- Rates for each item should be quoted in prescribed proforma (Copy enclosed) in a sealed envelop clearly superscribing "Quotation for Stationary Items" and should be addressed to "The Under Secretary(Administration), Ministry of Statistics & Programme Implementation, Room No.-222 A, Sardar Patel Bhavan, Sansad Marg, New Delhi-01." The Quotation should reach this Ministry by 3.00 pm on or before 02.03.2009. 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 and the representative of the firm may be present, if so desired.**
- 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 earnest money of unsuccessful tenderers will be returned after finalization of tenders. The successful tenderer will be required to deposit another Rs. 25,000/- (Rs. Twenty Five thousand only), in total Rs.40,000/- (Rs. Forty thousand only), as Performance Security, which will be returned without any interest after satisfactory completion of the contract period.
- Preference will be given to products having ISI/BIS certification. A certified sample of the items for which rates are quoted be provided to the Ministry for inspection and approval before finalization of tender as and when asked for. Product demonstration shall be arranged at supplier's cost.
- 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.

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- The rate should be inclusive of delivery charges to the Ministry of Statistics & Programme Implementation, Patel Bhavan, Sansad Marg, New Delhi.
- The bidder should be a reputed supplier of said items with a experience of 10 years for supply of stationary items in Government Offices and also having sound financial standing with annual turnover of Rs. 5 crores. Bidder should indicate their yearly turnover, PAN No., Service Tax/VAT Registration No. and enclose copies of supporting documents.
- The tenderer should have a well-established office, located within a radius of 10 KMs. From Sardar Patel Bhavan, Sansad Marg, New Delhi.
- 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.
- Orders of the items will be placed on requirement basis. Payment will be made on satisfactory delivery and working of supplied items in the Ministry for which bill (in triplicate) will be required to be submitted to this Ministry. Defective item, if any, supplied by the contractor will be replaced by him immediately at his cost.
- The Ministry reserves the right to terminate the contract at any time without assigning any reason thereof.
- In the event of any dispute over the contract, the decision of the Secretary, Ministry of Statistics & Programme Implementation will be final.

(Ram Mohan)

Under Secretary to the Govt. of India.

To,  
Shri S.L.Bodat, Director (Computer Centre) for posting in the website of Ministry under intimation to this office.

**General Stationary  
Paper items**

Sl. No.	Item	Anticipated requirement (Annual Basis)
1.	Attendance Register	50
2.	Alphabetic Register (10 Qr.)LB (Neelgagan Half Index	5
3.	Alphabetic Register (10 Qr.)LB (Neelgagan Full Index	5
4.	Assistant Diary Register	50
5.	Cash Book (300 Pages)LB	10
6.	Diary Register(6Qr.)LB	100
7.	File Movement Register (6Qr.)LB	100
8.	Note Sheet Pad(Green)(100Sheet)	1800
9.	Photocopier Paper( A-4) Ream JK	7500
10.	PhotocopierPaper(Colour A-4)ReamJK	10
11.	Photocopier Paper (Legalsize)ReamJK	100
12.	Photocopier Paper (A-3)Ream JK	10
13.	Peon Book	200
14.	Pay Bill Register(300 Pages)LB	6
15.	Register 2 Qr.	400
16.	Register 4 Qr.	2000
17.	Register 6 Qr.	100
18.	Register 8 Qr.	50
19.	Register 10 Qr.	20
20.	Slip Book A-5(10 Sheets)	2500
21.	Slip Book A-5(40 Sheets)	2500
22.	Slip Book A-4(100 Sheets)	400
23.	S.H. Note Book	250
24.	Slip Book Ruled No.33	250
25.	T.A. Bill form Pad	50
26.	File Register (6Qr.)LB	100
27.	Log Book(6Qr.)	50
28.	Bill Book(10 qr.)	5
29.	Bill Register(10 qr.)	10

**General Stationary**

Sl. No.	Item	Anticipated requirement (Annual Basis)
1.	Add Gel Pen(PG-500)	3500 nos.
2.	Ball Pen (Reynolds)/Cello Gripper/Rotomac	6000 nos.
3.	Ball Pen (Cello Pin Point 0.5)	500 nos.
4.	Ball Pen (Jotter) Reynolds	2500 nos.
5.	GBC Binding Cover (A-4)	60 pkt.
6.	GBC Binding Strip (A-4)	60 pkt.
7.	Ball Pen Uniball	100 nos.
8.	Binder Clip (Clamp) Medium	100 Pkt.
9.	Carbon Paper Kores (No. 503)	10 Pkt.
10.	Correcting Fluid (Set) Kores/Camlin	1500 nos.
11.	Cello Tape (Big)(1")Tixo	1500 nos.
12.	Candle Packet (6 Candles)	500 Pkts.
13.	Correction Pen Luxor	150 nos.
14.	Desk Calender Stand(Steel)	50 nos.
15.	Desk Calender Riffle(Small) Single Date	50 nos.
16.	Dak Pad	50 nos.
17.	Duster Ordinary (Size 30x30)	3500 nos.
18.	Duster White Board	25 nos.
19.	Dust Bin (Plastic Big Plain)	150 nos.
20.	D.I. Sheet Pad	50 Pad
21.	Engagement Stand Plastic (A-4)	50 Nos.
22.	Eraser Kores	10 Pkt.
23.	Printed Envelope 10x12(Yellow with Cloth Lining)/1000	25000 nos.
24.	Printed Envelope SE8A(Yellow with Cloth Lining 100GSM)/1000	40000 nos.
25.	Printed Envelope SE6(Brown 11x5cm)/1000	40000 nos.
26.	Envelope Plain(SE6) White/1000	5000 nos.

27.	File Cover	25000 nos.
28.	File Board	25000 nos.
29.	File Flap	2000 nos.
30.	File Tray Plastic	100 nos.
31.	Form 16 Pad	20 Pad.
32.	Form 29 Pad	20 Pad.
33.	Form 24 Pad	10 Pad.
34.	Form GAR 6 Pad	10 Pad.
35.	Flags Sticky (4 Colour)3 M Desmat	1000 nos.
36.	File Tags Bunch	1000 Nos.
37.	GAR 13 Bill Outer	40 Pad.
38.	Gum Bottle(750ml)Camelin	500 Bottle.
39.	Gem Clip(Plastic Coated)	1200 Pkt.
40.	Glue Stick (Odddy) 15 gm	1500
41.	Glossy Paper(A-4)/Sheet Desmat	20 Pkt.
42.	Hammer	15 nos.
43.	Highlighter Set (Luxor)	250 set.
44.	Ink (Pilot)Bottle Luxor	10 nos.
45.	Ink (Stamp Pad) Apsara	50 nos.
46.	Ink fountain pen Chelpark	5 nos.
47.	Ink franking machine (gestetner)	5 nos.
48.	Plastic Sutili Roll	400 nos.
49.	Knife/Paper Cutter	400 nos.
50.	Marker Pen Set(OHP Luxor)	200 Set.
51.	My Clear Bag(File folder) Solo	2500 nos.
52.	Markin Cloth for packing	400 meters.
53.	Needle	50 nos.
54.	Pencil HB Natraj	5000 nos.
55.	Pencil SH Natraj	250 nos.
56.	Pen Stand(With 4 Jotter Pen) Kebica	25 nos.
57.	Peon Book	200 nos.
58.	Pin Cushion Kebica	150 nos.
59.	Paper Weight(Glass) Kebica	200 nos.
60.	Punch (Single Hole) Kangaroo	350 nos.
61.	Punch (Double Hole) Kangaroo	50 nos.
62.	Plastic Folder	5000 nos.
63.	Pilot Pen (Luxor V-5)	1500 nos.

64.	Pin Packet (All Pin)	1500 nos.
65.	Packing Tape(2")	1000 nos.
66.	Riffle Ball Pen Reynolds/Rotomac/Cello	1000 nos.
67.	Riffle Jotter Reynolds	800 nos.
68.	Riffle Gel (PG 500)	750 nos.
69.	Rubber Band Packet(500gm)	200 Pkt.
70.	Scale Plastic	400 nos.
71.	Signature Pad	50 nos.
72.	Sure Bind	50 Pkt.
73.	Stapler No. 10(Machine)Kangaroo/Kores	650 nos.
74.	Stapler No. 10(Pin)Kangaroo/Kores	1500 nos.
75.	Stapler No. 24(Machine)Kangaroo/Kores	200 nos.
76.	Stapler No. 24(Pin)Kangaroo/Kores	800 nos.
77.	Stapler HD-12S/17 Machine(23D) Kangaroo/Kores	5 nos.
78.	Stapler HD-12S/17 Pin(23D)	20 nos.
79.	Stamp Pad Apsara Self Inking	400 nos.
80.	Sketch Pen Set Luxor	50 Set
81.	Sharpner Natraj	5000 Nos.
82.	Sealing Wax Packet Apsara	200 nos.
83.	Scissors Medium Wilkinson	250 nos.
84.	Stock Register (600 Pages)	10 nos.
85.	Sticky Pad (Stick on) 4x4 Desmat	400 nos.
86.	Transparent Sheet	150 Pkt.
87.	Transparent Plastic Folder	1000 Nos.
88.	Table Glass (2x3)	25 Nos.
89.	Tags (Long)/Bunch	10 Pkt
90.	Thread Roll	100 nos.
91.	Window Envelope (SE6)120 gm. Printed	40000 nos.