

Govt. of India
Ministry of Statistics & PI
National Sample Survey Office
Data Processing Division (Hqrs)

Mahalanobis Bhavan,
164, G. L. T. Road,
Kolkata-700 108.

Section - I

Limited Tender


Tender Notice No. D-15014/DPD(HQ)/ Adm.IV/2014-15

On behalf of president of India and for Additional Director General DPD, Director & H.O. Data Processing Division(HQ), Kolkata-700 108, invites sealed quotations for stationery, electrical, Misc. articles and computer consumable.

Detailed tender documents with specification for the above can be obtained from the undersigned, on any working day at office hours up to 05.12.2014. The ADG reserves the right to accept/reject any or all quotations without assigning any reason and will not be responsible for any postal delay.

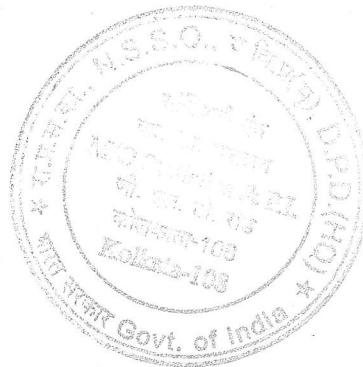
Time & Date of submission of filled in tender: 14.00 hrs. 05.12.2014
Time & Date of opening of bid: 15.00 hrs. 05.12.2014

All the terms and conditions in tender form will be binding on the Quotationers /Bidders.


Dharmvir Jhay
Director & Head of Office

Date: 07.11.2014

Place: Kolkata



SECTION II

BID FORM

Reference :- Tender No. D-15014/DPD (HQ)/2013-14/Adm.IV dated 07.11.14

To
The Director & H.O.
Data Processing Division (HQ).
National Sample Survey Office.

Dear Sir,

Having examined the terms & conditions of tender and specifications, including all other related documents the receipt of which is here by duly acknowledged, we the undersigned, offer to execute the supply of stationery, electrical, misc. articles and computer consumable in Data Processing Division (HQ), National Sample Survey Office (NSSO), 164, G.L.T.Road, Kolkata-700 108 in conformity with, conditions of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

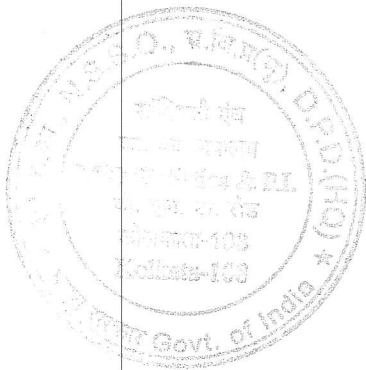
Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alternation & replacement.

Dated this.....day of.....2014

Signature of Authorized signatory.....

In the Capacity of

Duly authorized to sign, the Bid for and on behalf of



SECTION -III

TENDERER'S PROFILE

1. Name of the bidder/firm (In block letters).....
.....
2. Name of the person submitting the quotation
Shri/Smt.....
3. Address of the bidder :
4. Tel.No.(with STD code) (Off).....(Fax).....(Res.).....
5. PAN NO.
6. Trade License (Photo copy is to be enclosed)

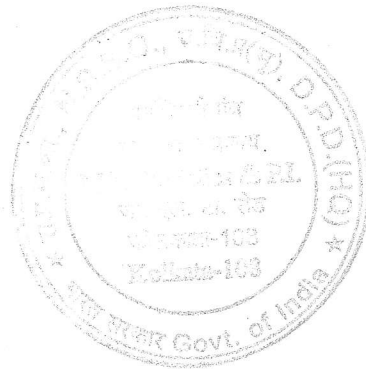
I/We hereby declare that the information furnished above is true & correct.

Place :

Date :

Signature of bidder / Authorized signatory.....

Name of the bidder.....



SECTION IV

Terms and Conditions

(A).

ADG(DPD) means Addl. Director General. Data Processing Division(DPD), National Sample Survey Office (NSSO) and his successors.

The Office means the Data Processing Division(DPD), National Sample Survey Office (NSSO), Govt. of India, Ministry of Statistics and Programme Implementation, which invites the tenders on behalf of Addl. Director General, Data Processing Division (DPD), National Sample Survey Office (NSSO), Kolkata.

1.1 The Office of ADG(DPD) proposes to procure stationer articles, misc. articles and computer consumable are required to be supplied at 164, Gopal Lal Thakur Road, Kolkata -108. The Office is looking for vendors who have experience in supplying of this type of articles.

1.2 Sealed offer **along with full address of the bidder including telephone number** should be submitted to Addl. Director General. Data Processing Division(DPD), National Sample Survey Office(NSSO), 164, Gopal Lal Thakur Road, Kolkata -108 not later than the date and time laid down, at his address given in the schedule for invitation to Tender under Section I.

1.3Tenderer should indicate whether the prices quoted are exclusive or inclusive of Sales Tax/Vat. They should indicate the rate(s) of Local Sales Tax as well as Central Sales Tax. In case, they are exempted from payment of Sales Tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

1.4Terms of delivery are free delivery at site (i.e. consignees place)

1.5Full payment will be made, after supply of the articles at this office, by crossed cheque.

1.6If necessary, sample should be submitted to this office for selection of quality of the articles. Selected articles are not refundable due to matching with the supply articles and the same wilted with delivery order when the goods will be received by this office.

1.4 The tenders will be opened on the date and time indicated in the presence of bidder, if any, present on the occasion. If the date of opening is declared to be a holiday the bids will be opened on the next working day.

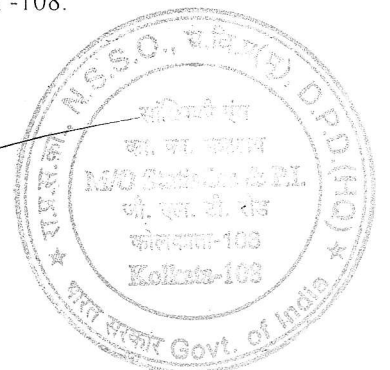
1.5The Tender must be submitted along with the copies of:
(a) Copy of current Trade License.

1.6 Last date and time for collection & submission of Tender: 05-12-2014 at 14.00 p.m.

1.7 Place, Time and Date of opening of bids:

Place: at Mohalanobis Bhavan, 164, Gopal Lal Thakur Road, Kolkata -108.

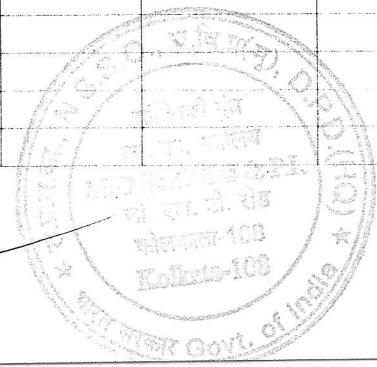
Time & Date: 05-12-2014 at 15.00 p.m.



Section-V

List of articles

A: Requirement of Stationery Items						
Srl. no.	Item description (unit)	Rate per unit (Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any	
(1)	(2)	(3)	(4)	(5)	(6)	
01.	Art Paper (pc) (Ordinary)					
02.	Art Paper (pc) (mica)					
03.	Alpin (box)					
04.	Arch File (pc)- standard					
05.	Carbon Paper (box)					
06.	Dot pen single face (pc)					
07.	Dot pen double face -(pc)					
08.	Feather Duster (pc)					
09.	Duster Cloth (pc)					
10.	Dot Pen for pen stand - (pc)					
11.	Eraser (pc)-Nataraj					
12.	Ere-Zex (pc)- Kores					
13.	Envelope SE-5 (1000 pc)					
14.	Envelope SE-6 (1000 pc)					
15.	Envelope SE-7 (1000 pc)					
16.	Envelope SE-8A (1000 pc)					
17.	SE 11 x 4 (1000 pc) Cloth					
18.	SE - 16 x 12 cloth (1000 pc)					
19.	File Board (pc) (Good quality)					
20.	File Band (pc) (Good quality)					
21.	Clip File (pc)					
22.	File Cover (pc) (Good quality)					
23.	Four folder File (pc)					
24.	Gems Clip (box)					
25.	Binder Clip (small)-1/2" Dozen					
26.	Binder Clip -1" Dozen					
27.	Binder Clip -2" Dozen					
28.	Gum (tube)					
29.	Green Pen Gel (pc)					
30.	Gel Pen Red (pc)					
31.	Hi-tech pen (pc)					
32.	Note sheet Pad80GSM 100 pg-					
33.	Lead Pencil (box)					
34.	Pin Container Magnate (pc)					
35.	Pen Stand (pc) good quality					
36.	Stamp Pad (pc)					
37.	Stamp Pad Ink (pc)					
38.	Single Punch m/c (pc)					
39.	Double Punch m/c (pc)					
40.	Gel Pen Blue (pc)					



Srl. No.	Item description (unit)	Rate per unit (Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
41.	Draft Paper (ream)				
42.	Paper Weight (pc)				
43.	Paper Tray (pc)-Plastic				
44.	Pencil Cutter (pc)				
45.	Register 2 no. (pc)				
46.	Register 4 no. (pc)				
47.	Register 6 no. (pc)				
48.	Register 8 no. (pc)				
49.	Register 10 no. (pc)				
50.	Scale 12" (pc)				
51.	Stapling M/C (small) (pc)				
52.	Stapling M/C (big)(pc)				
53.	Stapling Pin (small)(box)				
54.	Stapling Pin (big)(box)				
55.	Sponge (pc)				
56.	Writing Pad (pc)(1/6)				
57.	Twine threath (4 pc box)				
58.	Tag (bundle)				
59.	Tag(bundle) (colour)				
60.	Waste Paper baskets (no.)				
61.	Refill (big) (pc)				
62.	Refill (small) (pc)				
63.	Refill Gel (pc)				
64.	Xerox Paper A-4(Ream) 75GSM				
65.	Xerox Paper A-4(Ream) 80GSM				
66.	Xerox Paper FS(Ream)				
67.	Xerox Paper colour(Ream)				



Signature with date tenderer

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B: Requirement of Miscellaneous Items

Srl. No.	Item description (unit)	Rate per unit (Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
01.	Acid (ltr.)				
02.	Battery pencil (pc)				
03.	Box File (plastic) (pc)				
04.	Broom Stick (kg)				
05.	Cleaning Powder (kg)				
06.	Calculator Machine 12 digit				
07.	Glass tumbler (pc)				
08.	Glass cover(pc)				
09.	Jute (pc)				
10.	Knife (pc)				
11.	Lock & Key (pc) (Small)				
12.	Lock & Key (pc) (big)				
13.	Marker Pen (pc)				
14.	Mark ink cloth (Mtr.)				
15.	Good night oil (pc)				
16.	Good night Machine (pc)				
17.	Naphthalene ball (kg)				
18.	Phenol (5 ltr.) good quality				
19.	Phool Jharu (pc)				
20.	Pan Brush (pc)				
21.	Room Freshener (pc)				
22.	Rubber Duster (pc)				
23.	First Aid (Box)				
24.	Rough Duster (pc)				
25.	Soap (pc)				
26.	Soap Case (pc)				
27.	Sutli (kg)				
28.	Water Jug (pc) good quality				
29.	Choke (copper)(pc)				
30.	Extension Cord. (pc)				
31.	Starter (pc)				
32.	Tube Light (pc)				
33.	P. L. Lamp (11 W) (pc)				
34.	Mup (pc)				
35.	Harpic (pc)				
36.	Collin(pc)				



Srl. No.	Item description (unit)	Qty. required (unit)	Rate/unit (Rs.)	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
37.	Jhool Jharu (pc)				
38.	Floor Brush				
39.	Hand wash Liquid Soap(pc)				
40.	Cello Tape(pc)				
41.	Cello Tape Brown (Big)				
42.	Battery for Remote (pc)				
43.	Colling Bell (pc)				
44.	Bell Switch (pc)				
45.	Glass Mate (pc)				
46.	Thermo Flux-Milton 1 ltr.				
47.	Post-it				
48.	File Flap				
49.	Whitener pen(pc)				
50.	Gum Stick(pc)				
51.	Multi Plug (pc) 5Amp				
52.	Multi Top (pc) 5AMP				
53.	Board Marker Pen (pc)				
54.	Highlighter pen(pc)				
55.	Dinner plate(pc)				
56.	Bowel (pc)				
57.	Spoon (pc)				

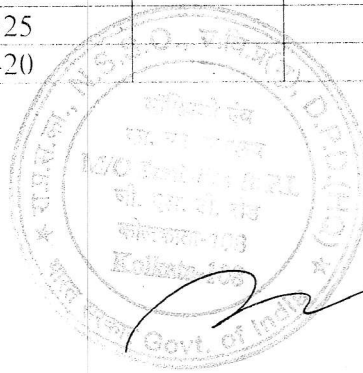
Signature with date tenderer



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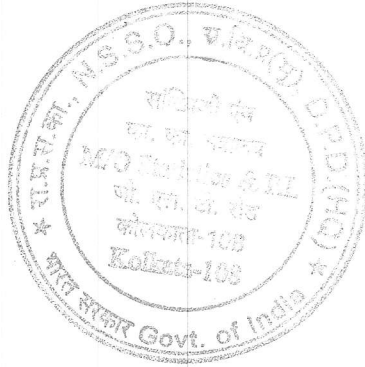
C: Requirement of Computer Consumables Items

Srl. No.	Item description (unit)	Rate per unit (Rs.)	Tax, If any,	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
01.	Computer Paper 1 st part 15 x 12 (1000 pc) with NSSO Logo (60GSM)				
02.	Computer paper 1 st part 10 x 12 (1000 pc) with NSSO Logo (60GSM)				
03.	Computer Paper 1 st part 15 x 12 (1000 pc)with NSSO Logo(80GSM)				
04.	CD-R (pc)				
05.	CD Mailer				
06.	CD-RW (pc)				
07.	Mouse USB (pc)				
08.	Laser tonner (1007) 88A (pc) (HP)				
09.	Laser tonner (1022) 12A (pc) (HP)				
10.	Laser tonner (CB 436A)36A(pc)(HP)				
11.	Laser tonner (3390) 49-A (pc) (HP)				
12.	Canon toner Cartridge 925 (pc)				
13.	Canon toner Cartridge 328 for MFD				
14.	Mouse Pad(pc)				
15.	Printer Ribbon cartridge 6610 Lipi (pc)				
16.	Printer Ribbon MT 661 Lipi (pc)				
17.	Printer Ribbon P-7000UC (pc)				
18.	Pen Drive 8 GB (pc)				
19.	Pen Drive 16 GB (pc)				
20.	Pen Drive 32 GB (pc)				
21.	Spike Guard (pc)				
22.	Fax Cartridge Model KX FP 701(pc)				
23.	Fax Cartridge FX-9 Canon				
24.	Key Board (pc)				
25.	Inkjet cartridge HP Black 802				
26.	Inkjet cartridge HP colour 802				
27.	Lesser tonner Colour CB 540 A				
28.	Lesser tonner Colour CB 541 A				
29.	Lesser tonner Colour CB 542 A				
30.	Lesser tonner Colour CB 543 A				
31.	Xerox Machine Cartridge IR 3225				
32.	Xerox Machine Cartridge 2422				
33.	Xerox Machine Cartridge 5325				
34.	Xerox Machine Cartridge 2420				



Srl. No.	Item description (unit)	Qty. required (unit)	Rate/unit (Rs.)	Amount (Rs.)	Remarks if any
(1)	(2)	(3)	(4)	(5)	(6)
35.	Yellow C 2025				
36.	Black C 2025				
37.	Magenta C 2025				
38.	Cyan C 2025				
39.	RISO KS 800 Master (Roll)				
40.	RISO KS 800 Ink Black				

Signature with date of tenderer



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