

No. F-15014/07/2010-Genl-II
GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

Shastri Bhawan, New Delhi
Dated December, 2010.

To,

As per list attached

Subject: Advertised tender for supply of Stationery items for official use in the Ministry of Social Justice & Empowerment for a period of one year from the date of awarding the contract.

Sir,

Advertised tenders containing item-wise rates are invited from the reputed suppliers/distributers for the supply of stationery items to be used in the Ministry of Social Justice and Empowerment as specified in **annexure –‘A’**.

2. The covers containing the bids should be placed in sealed covers and superscribed "**Bid for supply of Stationery items**" and the same should be addressed to the Under Secretary (Admn) and dropped in the Tender Box at the Facilitation Centre of Ministry of Social Justice and Empowerment, Shastri Bhawan (Ground Floor), Dr. Rajinder Prasad Marg, New Delhi by **3.00 p.m. , 15.02.2011**. The bids will be opened on the same day at 4.00 p.m. The bid received after the stipulated date and time will not be considered. The Tender document is also available on the Website of the Ministry of Social Justice and Empowerment i.e. <http://socialjustice.nic.in>.

3. Incomplete or conditional tender will not be entertained. Tender of only those firms will be entertained that deposit an earnest money amounting to Rs. 40,000/- (Rupees forty thousand only) in the form of DD drawn in favour of "**DDO, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi**".

4. The rates would be valid for a period of one year from the date of award of the contract and they should be inclusive of delivery charges to the ministry in Shastri Bhawan, New Delhi. The suppliers will be responsible for delivery of goods in good condition at their own cost. The rates should be quoted according to the given Specification and Make. The rates mentioned in the quotation if accepted will not be allowed to be enhanced during the period of the contract. The rates of the tax, if chargeable, should be clearly mentioned.

5. The firm participating in the tender process should have an annual turnover of Rupees 50 lakh per year for the supply of Stationery items. The firms must attach supporting document in this regard.
6. Successful firms will have to supply the items within 24 hours after issuance of supply order. In case the firms fail to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firms and necessary action for blacklisting the firms will also be taken.
7. The tendering firms must submit the VAT/Sales Tax Registration certificate. In the absence of these documents, the tender will not be entertained.
8. All the firms participating in the tender must submit a list of their owners/partner etc. along with their contact number and a certificate/undertaking to the effect that the firms is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firms.
9. Bid containing price per unit only be indicated in the prescribed format at Annexure –‘A’. The tendering firms must quote the rates in words as well as in figures for all the items. The tenders should quote the rates clearly without any overwriting/cutting. VAT/Sales Tax/other charges, etc. if any should be mentioned specifically separately, failing which no claim will be entertained at a later stage.
10. In case any firm is already providing these items to any other Ministry/Department of the Central Government, details thereof may also be furnished along with the proof and quotations. The rates quoted shall be valid for 12 months.
11. The actual requirement of Stationery items may vary from what is indicated against the items in Annexure-‘A’, which is only an estimate`.
12. No advance payment will be made.
13. The Ministry reserves the right to reject any or all tenders without assigning any reason thereof.
14. The tenderers may represent themselves personally or through their authorized representative, if any, at the time of opening of tenders.
15. Dispute arising out of the contract would be settled by way of arbitration through an arbitrator nominated by the ministry with the approval of additional secretary. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.
16. The period of contract can be extended, if required, based upon the satisfactory performance of the firms.

Yours faithfully,

(Vinod Kumar Sharma)

Under secretary to the Govt. of India
Ph: 23386981

Annexure-A

List of Stationery and other consumable items for the use of the Ministry in one year

S.No.	Name of the item (S)	Estimated Quantity Required	Rate per Unit (Rs.)	% of VAT, if any
1	Note Sheet Pad FS Green 100 GSM 100 sheets-per pad Neelgagan	5000 pad		
2	Photocopy paper 75 GSM FS size – per ream (Brand - JK)	2800 ream		
3	Photocopy paper 75 GSM A4 size- per ream (Brand - JK)	7500 ream		
4	File cover 350 GSM printed (Printed)– per file	15000		
5	File cover 350 GSM 'Neelgagan'– per file	15000		
6	File Board 450 GSM of 'Neelgagan' – per board	24000		
7	File Board 450 GSM of other standard make – per board	24000		
8	Envelop SE-4 Brown 100 GSM – per hundred	72000		
9	Envelop SE-5 Brown 100 GSM – per hundred	72000		
10	Envelop 9”x4” white – per hundred	24000		
11	Envelop SE-6 size Brown 100 GSM – per hundred	60000		
12	Envelop 4 1/2" x 10" white 100 GSM – per hundred	24000		
13	Floppy Amkettee/SONY 2 HD packet of 10	1400 Pkts		
14	Calculator 12 digit (Dual Power) - CASIO	150		
15	Envelop SE-7A 100 GSM brown with cloth/plastic-per hundred	72000		
16	Envelop SE 8A 100 GSM Yellow with cloth/plastic-per hundred	16500		
17	Envelop SE A-4 100 GSM Yellow with cloth/plastic-per hundred	16500		
18	All pin packet Omax/Gem - per packet	500 Pkts.		
19	Gem clip plastic coated – per packet 'Rolex'	64000		
20	White Fluid with diluter- per bottle 'Kores'	1400 sets		
21	Gum bottle – 300 ML – per bottle 'National/Camel make'	700 Bottles		
22	Gum bottle – 700 ML – per bottle 'National/Camel make'	700 Bottles		
23	Cotton tag ordinary size fine quality – per Guchhi (Guchhi of 50 tags) best quality	7000		
24	Ruled Slip pad of 40 sheets 148.5mm x 210mm (A-5 size)- Neelgagan	3000		
25	Ruled Slip pad of 80 sheets (A4 Size)- Neelgagan	300		
26	Ruled Conference pad of 20 sheets 148.5mm x 210mm (A-5 size)- Neelgagan	5000		
27	Ruled Spiral slip pad 50 sheets (A5 Size)- Neelgagan	3000		
28	Ruled Short Hand Note Book 200 pages – per book (Neelgagan)	1200		
29	Pencil HB Lead (Natraj/Apsara) – per pencil	1200 Pkts.		
30	Eraser (Natraj)	2400		
31	Eraser (Apsara) - Non Dust	2400		
32	Sharpener (Natraj/Apsara) -per sharpener	2400		
33	Stapler Pin No.10 D (MAX - Japan) - per packet	1000 Pkts.		
34	Stapler Pin No. 24/6 (MAX- Japan) – per packet	1440 Pkts.		
35	Stapler Pin No. 23/13 (MAX-Japan) – per packet	500 Pkts.		
36	Stapler Pin No. 23/17 (MAX-Japan) – per packet	1000 Pkts.		
37	Sutly ordinary – per kg.	240 Kgs.		
38	Sutly plastic – per kg.	200 Kgs.		
39	Brown Sheets (To be used for packing)	10 Ream		

40	Plastic Folder (L-type) of Neelgagan No.102 – per folder	5000		
41	Plastic Folder Ordinary – per folder (as per sample)	8000		
42	Ordinary Ball pen - one time use for Conference etc. (as per sample)	1500		
43	Pen Cello Sprit Gel.05	4800		
44	Ball Pen (0.5 Cello Gripper) – per pen	4800		
45	Pilot 05-per pen	3000		
46	Pilot V-5 pen – per pen	3000		
47	Add-gel PG-500 – per pen	3000		
48	Sketch Pen – per pen (Luxor- Junior Super brand)	9600		
49	Highlighter –per Packet (Luxor)	4800		
50	Self Adhesive Tape 12mm x 25mm Super Diamond Tape	2800		
51	Self Adhesive Tape 2” x 30-35 metre Super Diamond Tape	1500		
52	Brown Packing tape 2” x 30-35 meter Super Diamond Tape	800		
53	Stapler Machine No. 10 D (MAX- Japan) per machine	600		
54	Stapler Machine HD-10 D size (MAX-Japan) – per machine	1400		
55	Stapler Machine 24/6 size (MAX- Japan) – per machine	200		
56	Punch machine single hole (MAX-Japan)-per machine	150		
57	Punch machine single hole (MAX-Japan)-per machine	150		
58	Punch machine double hole (MAX-Japan) -per machine	75		
59	Punch machine double hole (MAX-Japan) -per machine	75		
60	Pocker (Sua) (MAX-Japan)– per pocker	1500		
61	Paper Cutter Max/Kebica) – per cutter	1400		
62	Scissors 7-9” size (Kebica) - per scissor	1000		
63	Pin-up-magnetic (Kebica)-per number	1000		
64	Pin-up-magnetic (Kebica/Kores)-per number	350		
65	Pen/pencil mug (Kebica) – per mug	1000		
66	Pen/pencil mug (Kebica/Kores) – per mug	100		
67	Paper weight Plastic (square) - Kebica-per piece	1000		
68	Paper weight Glass (round- fancy) - Kebica-per piece	1000		
69	Waste paper basket 12-15 “ height (Kebica/Bright/Cello)	1000		
70	Scale (metal) 12” size heavy weight (Kebica/Natraj) – per scale	700		
71	Scale (plastic) 12” size heavy weight (Kebica/Natraj) – per scale	700		
72	File tray (Plastic) (Kebica)– per tray	750		
73	Dak Pad ‘Neelgagan’ – per pad	2000		
74	Signature Pad ‘Neelgagan’ – per pad	2000		
75	Fine quality Ruled Register –1 quire(96 pages) (Per register) ‘Neelgagan’	1000		
76	Fine quality Ruled Register – 2 quire(192 pages) (Per register) ‘Neelgagan’	1000		
77	Fine quality Ruled Register – 3 quire(288 pages) (Per register) ‘Neelgagan’	1000		
78	Fine quality Ruled Register – 4 quire(384 pages) (Per register) ‘Neelgagan’	1000		
79	Telephone Index Diary (9"x5.5") size of Standard Make	100		
80	Fully Index Register leather bound (8 quire)	100		
81	Desk Calender stand steel/plastic make	50		
82	Desk Calender Refill (good quality)	50		
83	Stamp pad medium size Supreme make	350		
84	Stamp pad ink bottle Supreme make	350		
85	Cell AA size (Pencil) (Eveready/Nippo)	1000		
86	Duracell AA size	500		
87	Cell AAA size (Eveready/Nippo)	1000		

88	Duracell AAA size	500		
89	Cell large size (Eveready/Nippo)	500		
90	Engagement stand A-4 size – ordinary Acrylic (Kebica)	75		
91	Pen Stand 4 socket with pen (Kebica)	75		
92	Pen Stand 4 socket with pen and paper roll (Kebica)	75		
93	Pen Stand 2 socket with pen (Kebica)	75		
94	Post-it-pad 3”x3” 3 M company	700		
95	Post-it-pad 3”x4” 3 M company	700		
96	Post it flag 3M company	700		
97	Rubber band – 500 gm packet	20 Kg.		
98	Glue stick (strong Adhesive) 15g- only Kores – per stick	3500		
99	Forms printed – per pad			
	(i) Exchange voucher (Pad of 50 sets)(set of 4 pages)	10		
	(ii) TA/DA form (Pad of 100 sheets)	10		
	(iii) LTC Form (Pad of 100 sheets)	10		
	(iv) Pay bill outer (Pad of 100 sheets)	10		
	(v) Pay bill inner (Pad of 100 sheets)	10		
	(vi) Input data sheet (Pad of 100 sheets)	10		
	(vii) Form 16 (Pad of 100 sheets)	10		
	(viii) Challan Form(TR-6) (Pad of 100 sheets)	10		
	(ix) Contingent voucher	10		
	(x) Advance contingent voucher	10		
	(xi) L.P.C. Certificate	10		
	(xii) L. T.C. Bill	10		
	(xiii) Medical Bill	10		
	(xiv) TDS certificate	10		
	(xv) New pension scheme	10		
100	Green/Blue Court paper FS size – per packet (500 sheets)	70		
101	Glossy paper packet of 50 sheets(de mart)	70		
102	Binder Clip 25 mm size	250		
103	Binder Clip 30 mm size	250		
104	Fevi Stick 10 Grms	350		
105	Fevi Quick 25 Grms	50		
106	CD writer pen	80		
107	Stapler Machine Heavy duty - MAX-Japan	100		
108	Double Punch Machine Heavy duty - MAX-Japan	100		
109	Eraz-ex-pen (Kores)	500		
110	Sealing Wax - Per Pkt (OMEX/Bell)	250 Pkts.		

List of firms/Parties

1. Malvikaa Sales Pvt. Ltd.
C-79, Vivek Vihar, New Delhi-95
2. Crescent Stationers
201, Shri Hanuman Shiv Mandir,
Panchkuian Road, New Delhi-1
3. Vijay Stationery Mart,
18, Palika Place Annexe,
Panchkuian Road, New Delhi-01
4. Glorious Marketing,
C-2A/16/166, Janak Puri, New Delhi-58
5. Manoj Enterprises,
2343, Chatta Shahji, Chawri Bazar, Delhi-06
6. R.S. Enterprises,
118-A, Jhandewalan Cycle Market Extn.,
New Delhi-55
7. Satyam Sales Corporation,
3927, Gali Satte Wali,
Nai Sarak, Delhi-6
8. M/s. Aman Office Equipment,
10, Palika Place Annexe, NDMC Market,
Panchkuian Road, New Delhi.
9. M/s. R.K. Traders,
3933, Gali Satee Wali, Nai Sarak, Delhi.
10. Kendriya Bhandar,
Central Govt. Employee Consumer Coperative Society Ltd.,
East Block, Ground Floor, R.K. Puram, New Delhi.
11. NCCF,
Deepali Building, 6th floor,
Nehru Place, New Delhi.
12. M/s. Melody Home,
Shop No.2, D-Block, DDA Market, Anand Vihar,
New Delhi-110092.
13. M/s. N.S. Enterprises,
XV 2727/7, Chuna Mandi, Pahar Ganj,
New Delhi-110055.
14. M/s. Goyal Stationers,
433, Gali Robin Cinema, Old Subzi Mandi,
Delhi-110007.

15. Billiard Tech, 17, Star Appartments,
Sector-9, Rohini, Delhi-85.