

D-21012/06/2009-GA
Government of India
Ministry of Overseas Indian Affairs
(General Administration)

922, Akbar Bhavan, Chanakyapuri,
New Delhi, 23rd November 2009

Subject: Tender notice for supply of Office Stationery/Photocopier Paper in the Ministry of Overseas Indian Affairs.

TENDER NOTICE FOR SUPPLY OF STATIONERY/GENERAL ITEMS

The Ministry of Overseas Indian Affairs invites quotations for supply of stationery/general items for its use. These items are generally purchased on monthly basis and sometimes on urgent requirement basis.

2. The list of the items for supply of stationery/general items are at Annexure- I.
3. The proforma for the bid is at **Annexure- II** .
4. Interested parties may send their quotations with complete details as required in the Annexure in a sealed cover to the **Under Secretary (Admn.)**, Ministry of Overseas Indian Affairs, Room No. **922, Akbar Bhavan**, Chanakyapuri, New Delhi-110021.
5. The information required in Annexure II should be sealed in one cover duly superscribed as "information required as per Annexure II and the information required in Annexure III should be sealed in another cover duly superscribed as "information required in Annexure III . Both the covers should be sealed in a separate cover and addressed to the undersigned duly superscribed "**quotation for stationery/general items**".
6. The sealed bids can be submitted either by hand or by post and delivered to the undersigned. The sealed quotation should reach not later **than 1200 Hrs by 14th December 2009**. Quotation reaching after the said date and time shall not be entertained. The quotations received as such will be opened at 1600 Hrs on 14th December 2009, in Room No. 922, Akbar Bhawan, Chanakyapuri, New Delhi-21 in the presence of the bidders or their authorized representative (One), who may like to be present.

(Pradeep Kumar Sureka)

Under Secretary to the Govt. of India

☎: 24676212

Copy to: 1.All Ministries/Departments of the Govt. of India with the request that this may be circulated among the registered suppliers of their Ministries/Department.

2. Sr. Technical Director, NIC with the request that this may be uploaded in the website of the Ministry.

Annexure-I

S. NO.	Name Of Item	Brand/ specification	Rate per	Rate Quoted Rs
1.	File Register	As per MOP	Piece	
2.	File Movement Register	As per MOP	Piece	
3.	Section Diary Register	As per MOP	Piece	
4.	Despatch Register	As per MOP	Piece	
5.	Dak Register	As per MOP	Piece	
6.	Invoice (Register)	As per MOP	Piece	
7.	Assistant Diary	As per MOP	Piece	
8.	Peon Book	As per MOP	Piece	
9.	Challan Book	As per MOP	Piece	
10.	Attendance Register	As per MOP	Piece	
11.	Ruled Register	1 Quire, Neelgagan	Piece	
12.	Ruled Register	2 Quire Neelgagan	Piece	
13.	Ruled Register	3 Quire Neelgagan	Piece	
14.	Ruled Register	4 Quire Neelgagan	Piece	
15.	Full Index Register	2 Quire Neelgagan	Piece	
16.	Full Index Register	4 Quire Neelgagan	Piece	
17.	Alphabetical Register	6 Quire Neelgagan	Piece	
18.	Stock Register (consumable)	As per GFR	Piece	
19.	Stock Register(Non-Consumable)	As per GFR	Piece	
20.	Stock Register (Fixed Assets)	As per GFR	piece	
21.	Stock Issue Register	As per GFR	Piece	
22.	Log Book Register	As per staff car rules	Piece	
23.	Photo papers			
24.	A-4 Size (80 GSM)	Century	Ream	
	A-4 Size (75 GSM)	JK	Ream	
	A-4 Size, (75GSM)	Modi	Ream	
	FS Size(75 GSM)	Century	Ream	
	FS Size, (75 GSM)	JK	Ream	
	FS Size, (75GSM)	Modi	Ream	
25.	Andhra Millenium	A4 size	Ream	
26.	Executive Bond Paper		Ream	
27.	Paper Ruled		Grouse	

Annexure. I

28.	Carbon Paper	Cores Blue Black	Pkt.	
29.	File Board with full flap		100	
30.	File cover	Printed with Min. name	100	
31.	File Flaps		100	
32.	Note Sheet Pad	Neelgagan	100 pads	
33.	Desk Writing Pad	Big small	piece	
34.				
35.	Slip Pad (80 pages)	Neelgagan	100	
36.	Folder (Clip File)	Solo	Pkt. (10 piece)	
37.	Plastic Folder	(Solo) A4 Size	Pkt. . (10 piece)	
38.	Plastic Folder	Solo FS Size	Pkt. . (10 piece)	
39.	Folder (L-Shape)	Neelgagan	Pkt. . (10 piece)	
40.	Dak Pad	Neelgagan	Piece	
41.	Signature Pad	Neelgagan	Piece	
42.	Agreement Pad	Solo	Piece	
43.	Conference Folder Leatherette	Solo	piece	
44.	Agreement Folder		Per folder	
45.	Agreement Sheet	Perchment	Per hundred	
46.	Ball Point Pen	Reynold	Pkt. (10 piece)	
47.	Pen Pilot 05	Luxor	Pkt. (10 piece)	
48.	Pen PilotV-5	Luxor	Pkt. . (10 piece)	
49.	Pen Uniball UB.150	Luxor	Pkt. (10 piece)	
50.	Pen Uniball UB.200	Uniball	Pkt. (10 piece)	
51.	Pen Add- Gel	PG 500	Pkt. (10 piece)	
52.	Pen Sketch	Luxor	Pkt. . (10 piece)	
53.	Pen Highlighter	fiber castle Camlin	Set	

Annexure. I

54.	Marker(White Board)	Reynolds luxor	piece	
55.	White Fluid Pen	(Uni)	Pkt.	
56.	Pencil (HB)	Natraj	Pkt. (10 piece)	
57.	Pencil (steno)	Natraj Apsara	Pkt(10 piece)	
58.	Cello tape rolls (Small)	½ inch, 5 mtrs	Box (10 piece)	
59.	Cello tape rolls (big)	1 inch, 15 mtrs	Box (10 piece)	
60.	Adhesive tape	Brown	Pkt.	
61.	Adhesive slips (Yellow)	2"x3", 3"x3", 3"x4", 3"x5"	Pkt.	
62.	Colour Flag	1"x3" Size	Pkt.	
63.	Colour Flag	20mmx50mm	Pkt.	
64.	Plastic Colour Flag	0.5"x1.7"	Pkt.	
65.	Spiral Note pad		piece	
66.	U-Clips	Gem (Steel)	Box . (10 piece)	
67.	U-Clips	Gem Vinyl (Plastic) Coated	Box . (10 pocket)	
68.	Drawing Pin	Kebica	Pkt.	
69.	Pin Cushion	Kebica	piece	
70.	Pin Packets (Awl Pin)	Gem	Pkt.	
71.	Machine stapler	Kangaroo (Big)	Dozen	
72.	Machine stapler	Kangaroo (Small)	Dozen	
73.	Staple Pins (big) 24/6	Kangaroo	Pkt. . (20 Piece)	
74.	-do- (small) No-10	Kangaroo	Pkt.	
75.	Punch Single Double	Kangaroo	piece	
76.	Paper cutter/ knife	(Kebica)	Piece	
77.	Pen stand four socket	Kebica	Piece	
78.	Pen stand two socket	Kebica	Piece	
79.	Pen &Pencil stand (Acrylic)	Kebica	Piece	
80.	Candles	12 stick packet	pkt	
81.	Desk Calendar Plate	kebica	piece	
82.	Eraser for pencil	Natraj	100	
83.	Pencil Sharpener Plastic steel	Nataraj	100 100	

Annexure. I

84.	Gum Bottle	Camel 700 ml 300 ml	Box	
85.	Gum Tube (30 ml.)	Kores 30 ml Camel 30 ml	piece	
86.	Quick- Fix (small)		Piece	
87.	Fevi-stick (small)		piece	
88.	Fevicol (small)		piece	
89.	Ink white Fluid	Kores Camel	piece	
90.	Ink Stamp Pad	National	Dozen	
91.	Needles (big)		10	
92.	Pocker		Piece	
93.	Paper Weight	Glass Oval shaped	Piece	
94.	Rulers (Scale) Plastic	Kebica 12" 6"	Pkt. . (10 piece)	
95.	Rulers (Scale) steel	12"	piece	
96.	Rubber bands	500gm 3"	Pkt.	
97.	Sealing Wax	National	Pkt.	
98.	Scissors(Small)	Kebica	piece	
99.	Scissors(big)	Kebica	piece	
100.	Engagement stand(8/10)	acrylic	piece	
101.	Engagement stand (FS)	acrylic	piece	
102.	Safety Match Box	Ship Big Small	Box. (10 piece)	
103.	File Tags	Good Quality Big small	Bunch	
104.	Thread Ball		Piece	
105.	Sutli Jute		Kg.	
106.	Waste Paper Basket	Solo Ratan Wonder	Piece	
107.	File Trey Plastic	Kebica	Piece	
108.	Lock brass (small)	Godrej Plaza	Piece	
109.	Printed Visiting cards	Handmade paper Synthetic Ivory sheet	100	

Continued Annexure. I

110.	Pencil Cell	Eveready Nippo Novino	Per cell	
111.	Torch Cell	Eveready Nippo Novino	Per cell	
112.	Towels Full size (White)	DCM Bombay Dying	Dozen	
113.	Towels Full size (Coloured)	DCM Bombay Dying	Dozen	
114.	Towels (Good Quality)	Car Seats Size	Dozen	
115.	Duster	White (Big)	Dozen	
116.	Duster	White (small)	Dozen	
117.	Duster	Yellow (Big)	Dozen	
118.	Duster	Yellow (small)	Dozen	
119.	Allout Machine		Piece	
120.	Allout Refill		Piece	
121.	Hit Spray	Black	Piece	
122.	Soap	Lux 75 gm	Dozen	
123.	Vim Powder	1 Kg. packet	Pkt.	
124.	Napkin Paper	Daffodil	Pkt.	
125.	Plastic Bucket	15 Ltr.	Piece	
126.	Plastic Bucket	10 Ltr.	Piece	
127.	Plastic Mug	1 ltr.	Piece	
128.	Room Freshner	Catchy make Jasmine Yarlay	piece	
129.	Surf Excel		Kg.	
130.	Colin		piece	

ANNEXURE-I I

S.N.	Particulars	To be filled in by the tenderer
1	Name of the firm/Agency	
2	Details of EMD	
	(i) Amount	Rs 10,000/-
	(ii) Draft/Cheque No. & Date	
	(iii) Date	
3	Detailed office address of the firm/Agency	
4	Distance of the office of the Firm/Agency from Akbar Bhavan	
5	Office Telephone/ Mobile/Fax Number of the Firm/Agency	
6	PAN/TAN Number (copy to be enclosed)	
7	Sales Tax Registration Number (copy to be enclosed along with latest sales tax clearance certificate)	
8	A list of owners/partners of the firm, their address and their contact telephone numbers	
9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
10	Whether registered. (Copy of certificate of registration to be enclosed.)	
11	VAT Registration Number (copy to be enclosed)	
12	Annual turn-over	
13	Length of experience in the field	
14	Experience in dealing with Govt. Departments if any (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts/supply orders placed on the agency.)	
15	Whether attached a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same.	