

D-15011/1/2006/Gen.Admn.  
GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH

TECHNOLOGY BHAVAN  
NEW MEHRAULI ROAD  
NEW DELHI-110016

DATED: 07 NOVEMBER, 2006

**Subject: Calling of quotations for stationery Items.**

Sir,

The Department of Scientific and Industrial Research intends to procure Stationery items. This Department invites quotations from desirous tenderers. The bids will be valid for a period of 1(one) year. The details of stationery items as given in Annexure 1, attached to this scheduled, which is a part of this tender.

2. The terms and conditions on the basis of which the contract will be awarded are given below:

- i) Tenderer should be registered supplier of NSIC/Kendriya Bhandar/NCCF of any state Govt. authority. Tenderer must enclose a copy of registration certificate.
- ii) Tenderer should enclose his Annual Balance sheet, duly certified by a Chartered Accountant. He would also indicate annual turnover.
- iii) Tenderer must enclose copies of at least 5(five) supply orders against which he has supplied stationery items to the Central Government offices.
- iv) Tenderer should have PAN allotted to him by the Income Tax Department (copy of proof is to be attached).
- v) Tenderer should have obtained Sales Tax and Service Tax certificate issued by the Govt.(copy of proof to be attached)
- vi) A fall clause will be effective to the approved rates; i.e. if the firm undertakes identical works in other Ministries at rates lower than the rates approved by this Department, the Tenderer will charge at those rates from this Department as well.

3 If the technical bids are short of any of the support documents in proof of the above-mentioned conditions, the offers would be rejected summarily and the respective commercial bids will not be opened.

**4 The sealed quotations (in two cover systems), one cover containing technical bid and the other containing commercial bid, superscripted clearly on the top of each of the respective cover "Technical Bid" and "Commercial Bid", and together placed in a single cover, must reach the Under Secretary (Gen. Admn) Department of Scientific sand Industrial Research, Technology Bhavan, New Mahrauli Road, New Delhi -110016 within fifteen days of date issue of Tender.**

5 Tenderer should quote his rate of F.O.R. destination basis for a period of 1 year from the date of acceptance of tender.

6 Tenderer should furnish the sample against the article marked (\*\*) in the Annexure 1, to justify the rates.

- 7 Tenderer must quote for complete Stationery items. Incomplete or part quotation are not acceptable.
- 8 Tenderer should quote rates specifically to the choice of the items given in Annexure-1
- 9 Tenderer is advised not to erase or mutilate any rate quoted by him. Otherwise his quotation will be ignored.
- 10 Incomplete bids shall be summarily rejected.
- 11 The Department will not be bound to accept the lowest quotation and an order can be placed on any other firm considered suitable for the job. The decision of the Department shall be final in this regard.

**(G.K. Baurai)**  
**Under Secretary to Govt. of India**

**Sl.No. Name of the Items (make/Brand/Specification)**

1	Allpin Pkt (Diomond)
2	Attendance Register(Shipra/Saraswati)
3	Ball Pen (Cello Griper)
4	Ball Pen Jotter (perform)
5	Brief Case VIP (Rate upto Rs..900.00)
6	-do- (Rate upto Rs. 1200.00)
7	-do- (Rate upto Rs. 1800.00)
8	-do- (Rate Rs.2200. 00 to 2600.00)
9	Binding Tape 3" 65Mtrs.
10	Cello Tape Big 1" 65Mtrs. Wonder
11	Cello Tape Small 15 Mtrs.Wonder
12	Correcting Fluid (Kores/Camlin)
13	Carbon Paper (A-4 size) Pkt
14	Candle stick (300 gms in six piece)
15	Calculator (CT-512)
16	CDR (Moser Baer)
17	CDRW (Moser Baer)
18	C.D. Mailer for 50 CD
19	Cartridge Laser jet 27X HP
20	-do- Q1338 A HP
21	-do- 8061 X HP
22	-do- Q2613A HP
23	Colin Sprey (500 MI.)
24	Cup- plate set (Bone china)
25	Duster White (Size 40"X40")
26	-do- small
27	-do- Yellow (size 40"X40")
28	Duster Yellow Small
29	D.V.D. (Moser Bare)
30	Detergent Powder (Manjula/Vim)
31	Dustbin (Big Size Net)
32	Eraser Pencil(Non dust Natraj)
33	Electrical Kettle (1 liter)
34	Emergency Light (Medium size Premier)
35	File Board (Straw board 36 Oz with 4"cloth binding Flap)
36	File Binder (3.5" cloth)
37	Fountain Pen (Parkar)
38	Floppy 3.5 Moser Baer
39	Fax Tonner F-4000 Modi Xerox
40	-do- Panasonic 136
41	File Trey (Big Size omega)

**Sl.No. Name of the Items (make/Brand/Specification)**

42	Gem clip (Plastic Coated)
43	Glass Tumbler (Yera)
44	Glue Stick (15 Ml.Kores)
45	Gum Paste (700gms camlin)
46	Holder (Inkwala) VIP
47	Hammer with Handle
48	Heat Convector (Usha Laxus)
49	Highlighter pen set( Luxor)
50	Inkjet Cartridge HP 4814A
51	-do- HP 4815A
52	-do- HP -4816A
53	-do- HP 4817A
54	-do- HP51645 A
55	-do- HP 6656A
56	-do- HP 6657A
57	-do- HP 5678D
58	Inkpot (Camlin/Chelpark)
59	Jug water
60	Lock (Harrison 65 Mm.)
61	Match Box
62	Markin Cloth
63	Marker P (Reynold Black)
64	Note Sheet Pad (Balarpur in loose pkt)
65	OHP Pen set (Five colour)
66	OHP Transprency Sheet( Inkjet)
67	Pencil Lead (Natraj)
68	-do- Short Hand (Apsara)
69	Pen Stand (with 4Pen and paper Roll)
70	-do - (with 2 Pen)
71	Paper Punch Single
72	-do- Double
73	Peon Book (L/B 50 page)
74	Plastic Folder(Deptt. Name print)Mega Brand
75	Pencil Cell (Eveready Red)
76	Photocopy Paper A-4 75 gms., Modi Xerox
77	-do- JK,
78	-do- Century
79	-do- Copy power
80	Photocopy Paper Full Scap Modi Xerox
81	Photo Glossy Paper de"smat
82	Pilot Pen V5 Laxur
83	Pilot Pen 0.5 Luxor
84	Pilot Pen Ink
85	Pest -it (3" Size) de" smat
86	-do- Flag Size (in three Colour)
87	Refil Ball pen (Cello Griper)

Sl.No. Name of the Items (make/Brand/Specification)

- 88 Refil –do- Jotter (performs)
- 89 Rulled Register 1 Qrs
- 90 -do - 2 qrs
- 91 –do- 3 qrs
- 92 –do- 4 qrs
- 93 Room Sprey (Yardley/Premier)
- 94 Rubber Band (\*\*)
- 95 Sharpner Pencil,( Natraj with cap)
- 96 Stamp Pad (National)
- 97 Stamp Pad Ink
- 98 Stapler Heavy Duty (Max/Kangaroo)
- 99 –do- HD-45 (Max/Kangaroo)
- 100 –do- HD 45 Jambo Model
- 101 –do- HD10( 4.6”size)
- 102 Stapler Pin Heavy Duty
- 103 –do- HD 45
- 104 –do- HD 10
- 105 Scale 12” Kebica
- 106 Short Hand Notebook (Shipra/saraswati)
- 107 Soap Toilet (100 gms Lux)
- 108 Scissor (130 mm)
- 109 Sutlee Jute (Ball)
- 110 Stock Register (N/G 12 qrs)
- 111 Thread Ball (Dhaga)
- 112 Tea set (Bone china)
- 113 Typing Paper A-4 Size
- 114 Teg Fine Quality
- 115 Table Glass (3’X2’) 8.m.m.
- 116 Table Top/Desk top (acrelis 8 mm)
- 117 Towel Bombay Dying (size 30”X60”)
- 118 –do- (size24”X48”)
- 119 Thermos (cello)
- 120 Table Lamp (Flurance Tube)
- 121 Wall clock Solar Quartz (Orpat/Ajanta)
- 122 wall clock (with pandulam)
- 123 Wall Mounted Fan 16” Usha
- 124 –do- (16”)Polar
- 125 –do- (16”) Cromptan

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