

**No. D-15015/1/2011-Gen.-II
Government of India
Planning Commission**

**Yojana Bhavan, Sansad Marg,
New Delhi, the 11th January, 2011**

TENDER NOTICE

Attn: STATIONERY SUPPLIERS

1. Sealed tenders are invited under two bid system (**Part-I Technical & Part-II Financial bid**) from reputed, experienced and financially sound miscellaneous Stationery supplier Firms/Agencies/Companies for supply of stationery items on regular basis to Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, O/o Adviser to PM on P.I.I.I. and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi initially for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s) and may be extendable for maximum period of 3 years, not more than a year at a time, on review of satisfactory performance.
2. Complete tender document may be obtained in person from General-II Branch (Room No. 445), Yojana Bhavan, Sansad Marg, New Delhi-110 001 on any working day from 9.00 AM to 1.00 PM from the date of Advertisement. The tender notice may also be downloaded from this Commission's official web-site (<http://www.planningcommission.nic.in>).
3. The interested Stationery supplier Firms/Agencies/Companies, before quoting their rates in respect of stationery items as per specifications given at **Annexure-I& II** of the tender document, are required to visit Planning Commission for inspecting the samples of stationary items placed in the stationary store (Ground Floor) from 24th to 28th January, 2011 (from 2.30 PM to 5.00 PM) on any working day.

Contd...

4. The quotations, duly complete in all respects along with the Earnest money Deposit (EMD) of Rs. 2,50,000/- (Rupees Two Lakhs and Fifty Thousand only) in the name of Pay & Accounts Officer, Planning Commission, New Delhi with Technical bid, should be submitted in the prescribed form in sealed envelopes specified as "Tender for supply of stationery items" be dropped in the tender box kept at the Reception area of Planning Commission latest by **3.00 PM on Monday, 31st January, 2011**. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
5. The Technical bid will be opened on the same day at 3.30 PM in the Committee Room No. 344, 3rd floor, Yojana Bhavan, Sansad Marg, New Delhi-110001 in the presence of the representatives of firms/Agencies/Companies who wish to be present. The date and time for opening of financial bids of the technically qualified tenderers shall be communicated separately at later stage.
6. The Competent Authority in Planning Commission reserves the right to cancel the tender at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.
7. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s).


(Mahender Chaudhary)

Under Secretary to the Government of India

GENERAL INSTRUCTIONS FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering stationery supplier must fulfill the following specifications/conditions:
 - (a) The Registered Office or Branch Office of the Company/Firm/Agency should be located within a radius of 10 Kms. From Yojana Bhavan and a person should be available on all working days between 9.00 AM to 5.30 PM. The firm should provide a mobile phone to such a person at its own cost & the number shall be given to the dealing Assistant/Stationery incharge in General-II Branch of Planning Commission.
 - (b) The Company/Firm/Agency should have its own Bank Account, TAN/TIN Number and shall be registered with Sales Tax departments. The firm to whom the tender shall be awarded will be required to submit their bank account number so that the payment shall be transferred electronically to his/their respective bank accounts. No payment through cheque/bank draft shall be made by the Commission for supply of stationery items on order etc.
 - (c) The Stationery Supplier company/Firm/Agency should be a reputed stationery supplier having at least two years experience for supply of stationery items to Central Government Ministries/ Departments/ Public Sector under-takings/Public Sector Bank etc. Proof of experience certificate not older than one year from the Govt. Ministries/Departments/PSU/PSU Bank should be enclosed.
 - (d) The tendering Firms are also required to submit a certificate, along with their Technical bid, indicating that their representative has already inspected the samples of stationery items placed at the stationery Stores of Yojana Bhavan and the rates for each stationery items, as per samples seen in Annexure I & II (bilingual), have been quoted in the Financial bid accordingly. The bidders should also enclose a duly stamped signed copy of the Terms and conditions of the tender documents conveying acceptance there of.

- (e) The tendering firms are advised in their own interest to quote their rates for all the items as per the specifications indicated in Annexure-I & II. Those firms not quoting rates for all the items shall not be entertained and would liable to be rejected.
- (f) The Earnest Money Deposit (EMD) of Rs. 2,50,000(Rupees Two Lakhs and Fifty Thousand only), refundable (without interest), should necessarily be accompanied with the technical bid of the agency/firm/company in the form of Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the bids of the defaulting firm/agency shall be declared un-responsive.
- (g) The tendering firm should submit self attested copy of the Income Tax Returns for the last financial years.
- (h) **The tender should be submitted under Two bid system. The Interested firms/agencies are advised to submit two separate envelopes superscribing "Technical Bid for supply of Stationery Items" and "Financial Bid for supply of Stationery items". Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for supply of stationery items".**
- (i) The tendering firm should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU/PSU Bank with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organizations for supply of Poor/spurious stationery items etc.
- (j) The firm should be financially sound & should be in a position to supply bulk orders, special stationery items not covered in the Annexure I & II at short notice.

**No. D-15015/1/2011-Gen.II
Government of India
Planning Commission**

**Yojana Bhavan, Sansad Marg,
New Delhi-110 001
Dated: the 11th January, 2011**

Terms and Conditions for award of contract for supply of Stationery Items on regular basis to the Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, O/o Adviser to PM on P.I.I.I. and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi .

1. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendible for a maximum period of 3 years (not more than one year at a time), on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery supplier firm/Agency/Company and the Planning Commission. The tentative annual expenditure on stationery items are in the range of approximately 60 to 70 Lakhs.

Eligibility/ Evaluation Criteria

2. The tendering stationery supplier (s) must fulfill the following specifications (all documentary proofs, self attested, are required to be submitted along with the technical bid):
 - (a) The Registered Office or Branch Office of the Company/Firm/Agency should be located within a radius of 10 Kms. from Yojana Bhavan. The tendering firm should submit a proof of its office address.
 - (b) The Company/Firm/Agency should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed.

- (c) The Stationery Supplier company/Firm/Agency should be a reputed & financially sound stationery supplier having Two years experience and expertise in supplying misc. stationery items to Central Government Ministries/Departments/Public Sector Undertaking/Public Sector Bank. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. Copy of Income Tax Return for the last year may also be enclosed with the Technical Bid.
- (d) The tendering Firms should submit a certificate, along with its **Technical bid**, indicating that their representative has already inspected the sample of stationery items placed at the stationery Stores of Yojana Bhavan and the rates for each stationery items, as per sample seen in Annexure I & II (bilingual), have been quoted in the **Financial bid** accordingly. The tenderers should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
- (e) The tenderers are advised in their own interest to quote their rates for all the items as per the specifications indicated in Annexure-I & II failing which their bids shall be outrightly rejected.
- (f) The Earnest Money Deposit (EMD) of Rs. 2,50,000 (Rupees Two Lakhs and Fifty Thousand only), refundable (without interest), should be necessarily accompanied with the technical bid of the agency/firm/company in the form of Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the tender shall be declared un-responsive.
- (g) The successful tenderer shall have to deposit a Performance Security of 7% of the total value of annual procurement in the form of fixed deposit receipt (FDR) from a commercial Bank in the name of the firm/agency but hypothecated in the name of the Pay &Accounts Officer, Planning Commission. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms including warranty obligations. In case, the contract is further extended beyond the initial period of one year, the performance security shall have to be accordingly renewed by the successful tenderer. The amount of FDR shall be communicated at the time of award of contract. Bid security shall be refunded to the successful bidder on receipt of performance security.

- (h) The tendering firm should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU/PSU Bank with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organization for supply of Poor/spurious stationery items etc.
- (i) Details regarding quality, brand, specification etc. have been given against various items in the Annexure-I & II. Rates should strictly be quoted accordingly in Financial bid, as per specifications mentioned at Annexure-I & II. Items where brand has not been indicated rates should be quoted for good quality product.
- (j) All terms and conditions stipulated in the tender documents shall be considered for selection of a Firm (S). **However, the firm will be decided L-1 on the basis of the lowest total annual procurement value of the items for which the rates have been quoted by the tenderer.**
- (k) **The tender should be submitted under Two bid system. The Interested firms/agencies are advised to submit two separate envelopes superscribing "Technical Bid for supply of Stationery Items" and "Financial Bid for supply of Stationery items". Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for supply of stationery items".**
- (l) The tenderers are advised in their own interest to submit the desired papers/documents with their bids as per the specifications indicated in Annexure-III (Check list) failing which their bids shall be declared un-responsive.

OTHER ESSENTIAL TERMS & CONDITIONS

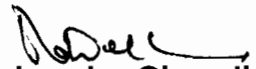
3. The selected firm (s) services would be required to supply the stationery items on regular basis to Planning Commission, Yojana Bhavan, New Delhi & O/o Adviser to PM on P.I.I.I and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi on all working days between 9.00 AM to 5.30 PM. No separate charges for delivery of goods would be paid by the Planning Commission or P.I.I.I. or Economic Advisory Council to the Prime Minister.

4. The selected firm (s) shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items, even at short notice.
5. Order for items shall be placed on requirement basis. Bills in triplicate of items supplied by the selected firm(s), should be sent later. Payment shall be released only after it is ensured that the items/quantity of items supplied are to the entire satisfaction of this office. If, any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
6. If the selected firm fails to deliver the stationery items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay i.e. @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency by the Commission, for the desired stationery items, whichever is higher, shall be deducted from the firm's pending bills.
7. Planning Commission shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays, for which, no additional payment shall be made.
8. As per the articles indicated in Annexure-I & II, the tenderer will have to personally inspect the samples placed in the Ground Floor Stationery Store, Yojana Bhavan, at any working day between 2.30 PM to 5.00 PM from 24th to 28th January, 2011 and satisfy himself/themselves about the quality/specifications. Upon selection of firm/tenderer, if at any occasion, the quality of the articles are found of different specifications, the contract will be cancelled and performance security shall stand forfeited.
9. The bills raised by the selected firm (s) should have all tax registration numbers printed on bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm (s). The bill should be inclusive of all permissible taxes.

10. The tenderer shall be bound by the details furnished by him/her to this Commission while submitting the tender or at subsequent stage. Upon selection of the firms/Companies/Agencies, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
11. The rate quoted by the selected firm (s), and as approved by this Commission, shall remain valid through out the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
12. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order of the Commission the contract shall stand cancelled & the performance security shall be forfeited.
13. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
14. All entries in the tender form should be legible and filled clearly in the published bid forms only. If the space furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
15. The tender documents should be sealed and clearly super-scribed with the words "**Tender for supply of stationery items**".
16. If a tenderer decides to withdraw from the bidding before the financial bids are opened, this Commission shall have the authority to forfeit the EMD of Rs. 250,000/- (Rupees Two Lakhs and Fifty Thousand only) deposited with the technical bid.

17. This Commission shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to Planning Commission, O/o Adviser to PM on P.I.I.I., Economic Advisory Council to Prime Minister, New Delhi in connection with purchase order/supply order for stationery items.
18. The Competent Authority in Planning Commission reserves the right to relax/withdraw/relax any of the terms and conditions mentioned in the tender documents if doing so is in the interest of the Commission.
19. Tenderers should be dropped only in the designated tender box kept at the Reception Area of Planning Commission. The closing time and date for acceptance of tenders shall be upto 03.00 hours by 31st January, 2011. No tenders received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
20. The tenders will be opened on the same day in Room No. 344 at 03.30 hours in the presence of such tenderers or their authorised representatives who wish to be present at the time of opening of bids.
21. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
22. The contract will be valid from the date; it is awarded/formalities completed to. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
23. The rate submitted by the firm should not be higher than the rates at which the stationery items are being supplied by it to other govt. Ministries/Departments. If subsequently it is found that the firm has supplied stationery items at higher rates to the Commission then the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 1000/- on firm such occasion's and shall be doubled on subsequent occasions.

24. The Company/Firm/Agency should have its own Bank Account, TIN Number. Self attested copy of the same should be enclosed. The Bank name and account number should be intimated to Section Officer, General-II Branch of Planning Commission to which all payments for supply of Stationery items will be made vide ECS transfer in case of the successful bidder.
25. Any complementary scheme offered by the manufacturer shall be provided to the Planning Commission with no additional cost.



(Mahender Chaudhary)

Under Secretary to the Government of India

TECHNICAL BID

1. For Supply of Stationery Items to Planning Commission, O/o Adviser to PM on P.I.I.I. and Economic Advisory Council to the Prime Minister.

2. Name of Stationery Supplier Company/ : _____
Firm / Agency

3. Name of proprietor / Director : _____
of Company / Firm / agency _____

4. Full Address of Reg. Office : _____
(copy attached) _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Banker of Firm with full address : _____

Telephone Number : _____

Of Banker

6. Bank Ac/s No. of Firm for ECS payments: _____

7. T.I.N./TAN No. : _____

(Attach copy)

8. Details of EMD : -----

9. Financial turnover of the tendering Company/Firm Agency for the last three financial years:

(attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2008-09		
2009-10		

10. Give details of major contracts handled by the tendering Company / Firm / Agency for the last two years in the following format (attached self attested copy):

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal :

CERTIFICATE

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certified that the respresentative of the firm has already inspected the sample of stationery items placed at the stationery stores of Yojana Bhavan and the rates of each stationery items, as per Annexure I & II have been quoted in the financial bid accordingly.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I, do hereby certified that the our firm has neither been blacklisted to by any of the Govt. Ministries/Departments/PSUs/PSU Banks with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationers items etc.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

FINANCIAL BID

ANNEXURE-I

BEFORE QUOTING THE RATES OF THE UNDER MENTIONED STATIONERY ITEMS. THE SAMPLE OF THE ITEMS, WHICH ARE PLACED AT THE STATIONERY STORE (GROUND FLOOR) OF YOJANA BAHAVAN, ARE REQUIRED TO BE INSPECTED.

Sl.no.	Articles	Tentative Total Annual Procurement	Rate per unit (Rs.)
1.	आलपिन (ग्लोब) ७० जी एम All Pin (Globe) 70 gm	500 pkt	
2.	एडहेसिव पताका (३ रंग) (पोस्ट इट प्रोम्ट) ३ एम Adhesive Flag (3 colour) (Post-it-Prompt) 3 M	1000 pkt.	
3.	एडहेसिव पर्ची (2X3) (पोस्ट इट प्रोम्ट) ३ एम Adhesive Slip (2x3) (Post-it-Note) 3 M	500 pkt.	
4.	एडहेसिव पर्ची (3x3) (पोस्ट इट प्रोम्ट) ३ एम Adhesive Slip (3x3) (Post-it-Note) 3 M	500 pkt.	
5.	एडहेसिव पर्ची (३ x ४) (पोस्ट इट प्रोम्ट) ३ एम Adhesive Slip (3x4) (Post-it-Note) 3 M	500 pkt.	
6.	एडहेसिव पर्ची (३ x ३) (पोस्ट इट प्रोम्ट) ३ एम Adhesive Slip (3x5) (Post-it-Note) 3 M	500 pkt.	
7.	हाइलाइटर - पेन (लक्सर) (५ पीसेज) Highlighter – Pen (Luxor Gloliter / Product No. 886) (5 pcs.)	500pkt.	
8.	हाई-टेक पेन (०-५) (लक्सर) High-tech Pen (0-5) (Luxor)	5000	
9.	हाई-टेक पेन (बी-५) (लक्सर) High-tech Pen (V-5) (Luxor)	5000	
10.	मार्कर - ओ एच पी (ट्रांसपेरेंट) लक्सर (५ पीसेज) Marker - OHP (Transparent) Luxor (5 pcs.)	50 set	
11.	मार्कर - व्हाइट बोर्ड (लक्सर) (१० पीसेज) Marker - White Board (Luxor) (10 pcs.)	50 pkt.	
12.	स्थाई मार्कर - (लक्सर) (१० पीस) Permanent Marker- (Luxor) (10 pcs)	50 pkt.	
13.	पेपर-फोटोकॉपी(ए-४ साइज) (पावर -७५ जी एस एम) Photostat Paper (A-4 Size) (Power-75 gsm)	12000 ream	

14.	पेपर-फोटोकॉपी (एफ एस साइज) (पावर -७५ जी एस एम) Photostat Paper (FS Size) (Power-75 gsm)	50 ream	
15.	पेपर-टाइपिंग (सेन्चुरी) ६० जी एस एम) Paper Typing (Century)(80-gsm)	500 ream	
16.	पेन - एड जेल (पी जी-५००) प्रत्येक Pen - Add gel (PG-500) each	1000 nos.	
17.	पेन - गोल्डन पेन स्टैण्ड के लिए Pen - Golden for Pen stand (Kebica)	100 pcs.	
18.	करेक्टिंग फ्लूइड (इन्फिनीटी, सी.पी.-207) Correcting Fluid (Infinity, CP-207)	2000 pcs.	
19.	पिउन बुक (हार्ड बाइन्डिंग) Peon Book (Hard Binding)	200 pcs.	
20.	पिन - स्टैप्लर (१२/१७) कोरस/कंगारू Pin - Stapler (12/17) Kores/Kangaroo	100 pkt.	
21.	पिन - स्टैप्लर (२३/१०) कोरस/कंगारू Pin - Stapler (23/10) Kores/Kangaroo	100 pkt.	
22.	पिन - स्टैप्लर (२४/६) कोरस/कंगारू Pin - Stapler (24/6) Kores/Kangaroo	600 pkt.	
23.	पिन - स्टैप्लर (नं. १०) कोरस/कंगारू Pin - Stapler (No.10) Kores/Kangaroo	1000 pkt.	
24.	पिन - स्टैप्लर (२३/८) कोरस/कंगारू Pin Stapler (23/8) Kores/Kangaroo	50 pkt.	
25.	पिन कुशन (केबीका) Pin cushion (Kebica)	100 pcs.	
26.	स्टैण्ड-पेन (४ सॉकेट) (केबीका) पेन के साथ (मध्यम) Stand - Pen (4 socket) (Kebica) with Pen medium size	50 pcs.	
27.	स्टैण्ड-पेन (एक्सीक्यूटिव) (केबीका) पेन और पेपर रोल के साथ(बडा) Stand - Pen (Executive) (Kebica) with Pen & Paper Roll Big size	50 pcs.	
28.	स्टैप्लर (न० १०-ड) (कंगारू) Stapler (No.10-D) Kangaroo	400 pcs.	
29.	स्टैप्लर (न० २४/६) (कंगारू) Stapler (No.24/6) Kangaroo	300 pcs.	

30.	रद्दी कागज बॉस्केट (जाली)सेलो Waste Paper Basket (Jali) Cello	100 pcs.	
31.	नोट शीट पैड (ग्रीन)नीलगगन/(८० जी एस एम)१००शीट्स (एफ एस साइज) Note sheet Pad (Green) Neelgagan (80 gsm) 100 sheets (FS size)	4000 pcs.	
32.	बटन फोल्डर ;क्लीयर बैगड सोलो Button Folder (Clear Bag) Solo	1000 pcs.	
33.	पारदर्शी फोल्डर ;सी. एच.101ड सोलो Transparent Folder A4 size (CH-101) Solo	10000 pcs.	
34.	स्पाइरल नोट बुक, बील्ट मैट्रीका 160 पेज (21.64x14 से. मी.ड लाइनदार Spiral Note Book, Built Matrix (160 page, 21.6 x 14cm) Single Rule	200 pcs.	
35.	पेन युनीबॉल इम्पैक्ट जेल 07 मी. मी. Pen Uniball Impact Gel-07 m.m	200 pcs.	
36.	पेन युनी-बॉल ;आईड मारिको.150 Pen Uni-ball (I) Mico-150	1000 pcs.	

FINANCIAL BID

ANNEXURE-II

Sl.no.	Articles	Tentative Total Annual Procurement	Rate per unit (Rs.)
1.	बाइन्डर क्लिप - 19 एम एम (एस डी आइ) दर्जन Binder Clip - 19 mm (SDI) Dozen	300 Doz.	
2.	बाइन्डर क्लिप - 25 एम एम (एस डी आइ) दर्जन Binder Clip - 25 mm (SDI) Dozen	300 Doz.	
3.	बाइन्डर क्लिप - 15 एम एम (एस डी आइ) दर्जन Binder Clip - 15 mm (SDI) Dozen	300 Doz.	
4.	बाइन्डर क्लिप - 41 एम एम (एस डी आइ) दर्जन Binder Clip - 41 mm (SDI) Dozen	300 Doz.	
5.	बाइन्डर क्लिप - 32 एम एम (एस डी आइ) दर्जन Binder Clip - 32 mm (SDI) Dozen	300 Doz.	
6.	सेलो टेप - 1/2 इंच (ओमेक्स) (15 मीटर) Cello Tape - ½ inch (Omax) (15 mtr.)	2000 pcs.	
7.	सेलो टेप - 1 इंच (ब्राउन) (ओमेक्स) (30 मीटर) Cello Tape - 1 inch (Brown) (Omax) (30 mtr.)	3000 pcs.	
8.	करेक्टिंग फ्लुइड (व्हाइट विद डायलुटर) कोरस (15 मिली लीटर) Correcting Fluid (White with diluter) Kores (15 ml)	3000 pcs.	
9.	कटर - पेपर (स्मॉल) (केबीका) Cutter- Paper (small) Kebica	500 pcs.	
10.	कटर - पेपर (स्मॉल) (स्टील) केबीका Cutter - Paper - Small (Steel) Kebica	500 pcs.	
11.	डाक पैड (नीलगगन) Dak Pad (Neelgagan)	500 pcs.	
12.	लिफाफा (ए-4 साइज) ब्राउन (120 जी एस एम) स्टार (250 नं.) Envelop (A4 size) Brown (120 gsm) Star(250 no.)	5000 no.	
13.	लिफाफा (ए-4 साइज) येलो लेमिनेटेड (120 जी एस एम) स्टार (250 नं.) Envelop (A4 size) Yellow Laminated (120 gsm) Star(250 no)	5000 nos.	
14.	लिफाफा (पोस्टकार्ड साइज) व्हाइट (120 जी एस एम) (250 नं.) Envelop (Post card size) white (120 gsm) (250 no.)	1000 no.	
15.	लिफाफा (एस ई-6) ब्राउन (100 जी एस एम) (1000 नं.) Envelop (SE -6) Brown (100 gsm) (1000 no.)	30000 no.	
16.	लिफाफा (एस ई-5) ब्राउन (100 जी एस एम) (1000 नं.) Envelop (SE-5) Brown (100 gsm) (1000 no.)	30000 no.	
17.	लिफाफा (एस ई-5) व्हाइट (120 जी एस एम) (250 नं.) Envelop (SE-5) white (120 gsm) (250 no.)	10000 no.	
18.	लिफाफा (एस ई-6) व्हाइट (120 जी एस एम) (250 नं.) Envelop (SE-6) white (120 gsm) (250 no.)	10000 no.	

19.	लिफाफा (एस ई-८) ब्राउन (क्लॉथ)(१२० जी एस एम) (५०० नं.) Envelop (SE-8) Brown (cloth) 120 gsm (500 no.)	5000 no.	
20.	लिफाफा (एस ई-८) पीला (क्लॉथ-जाली)(१२० जी एस एम) (५०० नं.) Envelop (SE-8) Yellow (cloth-Jali) 120 gsm (500 no.)	5000 no.	
21.	इरेजर - पेंसिल (नटराज) Eraser – Pencil (Nataraj)	3000 no.	
22.	फाइल बोर्ड (नीलगगन) ४०० जी एस एम File Board (Neelgagan) 400 gsm	10000 no.	
23.	फाइल ट्रे (सेलो) File Tray (Cello)	300 no.	
24.	फोल्डर (एल सेप) (१०२ नं.) नीलगगन Folder (L-shape) Neelgagan	15000 no.	
25.	फुट रोल (१२“) (केबीका) Foot Roll (12“) (Kebica)	500 no.	
26.	जेम क्लिप-ऑर्डिनरी (ग्लोब) ३० मि.मी. Gem Clips – Ordinary (Globe) – 30 mm	3000 pkt.	
27.	ग्लास टम्बलर्स (येरा) २०० एम.एल. Glass Tumblers (Yera) 200 ml.	2000 pcs.	
28.	इंक स्टाम्प पैड (११० मी.मी. x ७० मी.मी.) (सुप्रीम) Ink Stamp Pad (110mm x 70mm) (Supreme)	500 pcs.	
29.	इंक स्टाम्प पैड (बोतल.) (सुप्रीम) Ink - Stamp Pad (Bottle) (Supreme)	200 pcs.	
30.	पेन- बॉल (रिनोल्ड) (०४५) (१० पीसेज) Pen - Ball (Reynolds) (045) (10 pcs.)	20000 pcs.	
31.	पेंसिल (लीड) नटराज Pencil (Lead) Nataraj	10000 pcs.	
32.	पेंसिल (शॉर्टहैंड) अप्सरा Pencil (Shorthand) Apsara	10000 pcs.	
33.	पंच (डबल) कंगारू Punch (Double) Kangaroo	200 pcs.	
34.	पंच (सिंगल) कंगारू Punch (single) Kangaroo	1500 pcs.	
35.	रिफिल - एड जेल (पी जी ५००) (१० पीसेज) Refill - Add Gel (PG-500) (10 pcs.)	1000 pcs.	
36.	रजिस्टर - डायरी (८ क्यू आर) Register - Diary (8 qr.)	500 pcs.	
37.	ग्लू स्टीक (कोरस, १५ ग्राम) Glue Stick (Kores, 15 gm.)	1000 Pcs.	
38.	रजिस्टर - डिस्पैच (८ क्यू आर) Register – Dispatch (8 qr.)	500 pcs.	

39.	रजिस्टर - फाइल (८ क्यू आर) Register - File (8 qr.)	500 pcs.	
40.	रजिस्टर - फाइल मूवमेंट (८ क्यू आर) Register - File Movement (8 qr.)	500 pcs.	
41.	रजिस्टर - लाइनदार (१ क्यू आर) नीलगगन Register - Ruled (1 qr.) Neelgagan	600 pcs.	
42.	रजिस्टर - लाइनदार (२ क्यू आर) नीलगगन Register - Ruled (2 qr.) Nealgagan	600 pcs.	
43.	रजिस्टर - लाइनदार (३ क्यू आर) नीलगगन Register - Ruled (3 qr.) Neelgagan	600 pcs.	
44.	रजिस्टर - लाइनदार (४ क्यू आर) नीलगगन Register - Ruled (4 qr.) Neelgagan	500 pcs.	
45.	रजिस्टर - लाइनदार (५ क्यू आर) नीलगगन Register - Ruled (5 qr.) Neelgagan	200 pcs.	
46.	रजिस्टर - लाइनदार (६ क्यू आर) नीलगगन Register - Ruled (6 qr.) Neelgagan	100 pcs.	
47.	रजिस्टर - लाइनदार (६ क्यू आर) एल बी (अल्फा) Register - Ruled (6 qr.) LB (Alpha)	100 pcs.	
48.	रजिस्टर - लाइनदार (८ क्यू आर) नीलगगन Register - Ruled (8 qr.) Neelgagan	100 pcs.	
49.	रजिस्टर - लाइनदार (८ क्यू आर) एल बी (अल्फा) Register - Ruled (8 qr.) LB (Alpha)	50 pcs.	
50.	रबड. बैंड (५०० जी एम) ३" Rubber Band (500 gm) 3" (Good Quality)	25kg	
51.	रबड. बैंड (५०० जी एम) १" Rubber Band (500gm) 1" (Good Quality)	20kg.	
52.	लाइनदार शीट्स (रीम) एफ एस साइज (९० जी एस एम) Ruled Sheets (Ream) FS size (90 gsm)	20 ream	
53.	कैंची (के बी) ७" Scissors (KB) 7"	400 pcs.	
54.	कैंची (के बी) ९" Scissors (KB) 9"	50 pcs.	
55.	शार्पेनर- पेन्सिल (१० पीसेज) नटराज Sharpener - Pencil (10 pcs.) Natraj	3000 pcs.	
56.	शार्टहैण्ड नोट बुक (नीलगगन) Shorthand Note Book (Neelgagan)	1000 pcs.	
57.	सिग्नेचर पैड (नीलगगन) Signature Pad (Neelgagan)	300 pcs.	
58.	स्कैच पेन (लक्सर) १२ पीसेज Sketch Pen (Luxor) 12 pcs.	200 pkt.	
59.	वेट-पेपर (२०० ग्राम) Weight - Paper (200 grm.)	300 pcs.	
60.	फाईल टैग File Tag (Good Quality)	300 Bundle	
61.	फ्लिप चार्ट (लोटस 25 मी. मी. 50 शीट) Flip Chart (Lotus, 25 m.m., 50 sheet)	50 pcs.	
62.	२-डी. रिंग बाईंडर (ए-४ आर. बी ४०२, सोलो) Two Ring Folder (Solo)	300 Pcs.	
63.	डिसप्ले फाईल (ए-४ डी. एफ २०२, सोलो) Display File (A-4 DF 202, Solo)	200 Pcs	

64.	रिनाॅल्ड ट्रीमैक्स पेन (0.5 मी. मी.) Reynold Trimax (0.5 mm)	1000 pcs.	
65.	ग्लोसी पेपर (150 जे. एस. एम.ए ऑडी) Glossy Paper (150 GSM, Oddy)	100 Pkt.	
66.	ग्लोसी पेपर (120 जे. एस. एम.ए ऑडी) Glossy Paper (120 GSM, Oddy)	100 Pkt.	
67.	कंगारू स्टेप्लर (एच.डी- 1217) Kangaro Stapler (HD-1217)	10 Pcs.	

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. E. M. D. OF Rs. 2,50,000/-
2. Self attested duly stamped/ filled Technical bid Form.
3. Self attested duly stamped copy of the Tender documents.
4. Self Attested copy of proof of Office Address.
5. Self certified copy of the Bank account No ;
6. Self attested copy of TIN Number allotted to the agency;
7. Self attested copy of the last year's IT return filed by the agency;
8. Self attested copy of a certificate indicating that his representative has already inspected the stationery items, as per sample seen in Annexure-I & II, placed at the stationery stores of Yojana Bhavan and the rates for each items have been quoted, accordingly ;
9. Self attested copy of two years experience certificate obtained from Govt. Deptt. /PSU/Bank;
10. Self attested duly stamped copy of non black listing certificate;

DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID

11. Tenderers may quote their rates for all the items as per the specification indicated in Annexure-I & II failing which their bids shall be outrightly rejected.

The tender should be submitted under Two bid system. The Interested firms/agencies are advised to submit two separate envelopes superscribing "Technical Bid for supply of Stationery Items' and "Financial Bid for supply of Stationery items'. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for supply of stationery items".