

No.15/4/2010-Adm
Government of India
Ministry of Mines

Room No. 338, A Wing,
Shastri Bhawan, New Delhi
Dated the 13th August, 2010

TENDER

Subject: Quotation for supply of Stationery items for use in the Ministry of Mines.

Ministry of Mines proposes to procure various stationery items for its day-today office use. The firms interested in supplying the stationery items as per the details enclosed, may submit their quotations to the undersigned in Room No. 312, D Wing, Shastri Bhawan, New Delhi at the latest by 6th September, 2010 upto 3.00 P.M. Quotations received after stipulated date/time and without earnest money shall not be entertained. The quotations will be opened on the 6th September, 2010 at 4.00 PM in the Ministry of Mines, Room No. 312, D Wing, Shastri Bhawan, New Delhi in the presence of the tenderers or their representatives who may like to be present. The tenderers are also required to provide the samples of the items before finalization of the contract.

2. The following terms and conditions must be adhered to while sending the quotation.

- a) Tenderer should be a registered supplier of NSIC/Kendriya Bhandar/NCCF or any State Government authority. Tenderer must enclose a copy of registration certificate.
- b) Tenderer should have adequate experience and must indicate names of at least 5 (five) Government offices/Departments where he has supplied stationary items.
- c) The firm should be in a position to supply Stationery items on short notice as and when required.
- d) All expenses will be borne by the firm for sending the stationery items to this Ministry.
- e) The stationery items should be delivered in this Ministry within 2 days from receipt of the supply order.
- f) The firm must have its Registered Office in Delhi within a radius of 5 Kms. from Shastri Bhawan and are required to supply its address and telephone Nos. (Office as well as residence) and also mobile phone numbers. The firm should be able to provide Stationery Items on holidays/Sundays also.
- g) Tenderer should have PAN allotted to him by the Income Tax Department (copy of proof to be attached)
- h) Tenderer should have obtained VAT certificate issued by the Government (copy of proof should be attached).
- i) Tenderer should quote his rate for F.O.R. destination basis for a period of 1 year from the date of acceptance of tender.

- j) Tenderer must quote for complete stationary items. Incomplete or part quotations are not acceptable.
- k) In normal cases, the firm should be in a position to supply the approved items within 24 hours of placing order. In case of urgent requirements, even for the small quantity, the firm should be able to supply the items within 2-3 hours.
- l) Defective item, if any, supplied by the contractor will be replaced by him immediately at his cost.
- m) The Ministry reserves the right to terminate the contract at any time without assigning any reason thereof.

3. An earnest money of Rs.50,000/- (Rupees twenty five thousand only) has to be deposited in the form of bank draft drawn in favour of DDO, Ministry of Mines alongwith the quotations. The earnest money will be refunded to all the tenderers within 30 days from the date of finalization of the contract. Successful tenderers will have to deposit security money of Rs. 1,00,000/- (Rupees one lakh only) in the form of fixed deposit from any of the scheduled Banks pledged in favour of Under Secretary, Ministry of Mines, Shastri Bhawan, New Delhi as security money for the period of contract. Security money will be forfeited if the firm fails to adhere to any of the terms and conditions of the tender enquiry.

4. Tenderers may please quote their rates strictly as per the list of items enclosed. Cutting/overwriting in tenders shall not be accepted under any circumstances and such tenders shall be rejected straightway.

5.. The Department reserves the right to accept or reject any tender in full or in part without assigning any reason, thereof. The decision of the Ministry in this regard shall be final and binding.

Yours faithfully,

(Pramod Chand)
Under Secretary to the Govt. of India
Tel No.23384743

Copy to:

- 1. NIC for placing Ministry's web site.**
- 2. All Ministries/Departments of Government of India. They may bring this to the notice of contractor engaged by them for this for responding to this Ministry, if interested.**

Sl. No.	Name of the item	Quantity
1.	Correcting fluid (white)(Kores) with diluter	Each
2.	Match box (ship)	Per packet
3.	Desk knives (Kebica)	Each
4.	Dak pad (Neelgagan)	Each
5.	Desk calendar stand (steel)	Each
6.	Envelopes (white) size SE-4 (80 GSM)	Per thousand
7.	Envelopes (white) size SE-5 (80 GSM)	Per thousand
8.	Envelopes (white) size SE-6 (80 GSM)	Per thousand
9.	Envelope (brown) (cloth) SE 10x12	Per thousand
10.	Envelope (brown) SE 5	Per thousand
11.	Envelope (brown) SE 6	Per thousand
12.	Envelope (brown) SE 7 Cloth	Per thousand
13.	Envelope (brown) SE 7A	Per thousand
14.	Envelope (brown) (Cloth) SE 8	Per thousand
15.	Envelope (brown) SE 8A	Per thousand
16.	Plastic scale (Kebica)	Each
17.	Steel scale (Kebica)	Each
18.	File cover (with inside cloth)(Neelgagan) printed for Ministry of Mines	Per thousand
19.	File cover (Neelgagan) printed for Ministry of Mines	Per thousand
20.	File board (Neelgagan)	Per thousand
21.	Gem clip (plastic coated) (Triveni)	Per thousand
22.	Jute Sutli	Per Kg.
23.	Gum bottle (150 ml) (Apsara)	Each
24.	Hammer	Each
25.	Stamp pad ink (Kores)	Each
26.	Slip book (Neelgagan)	Each
27.	Slip book (spiral) (Neelgagan)	Each
28.	Note sheet (FS) (Neelgagan) (100 pages)	Each
29.	Needle (big size)	Each
30.	Pin steel (solid headed) (Gem)	Each packet
31.	Punch (single hole) (Kangaroo)	Each
32.	Punch (double hole) (Kangaroo)	Each
33.	Pin cushion (Rolex)	Each
34.	Pocker Iron	Each
35.	Paper weight (Glass) (Kebica)	Each
36.	Pen stand (Kebica) size 11x6.5 inch with 2 jotter golden pen (Luxar)	Each
37.	Pen stand (Kebica) 12x7 inch with 4 jotter golden pen(Luxar)	Each
38.	Pencil/pen tray (Kebica)	Each
39.	Sharpener (Pencil) (Natraj)	Each
40.	Lead pencil (Natraj)	Each
41.	Pencil (Red & blue) (Natraj)	Each
42.	Shorthand pencil (Apsara)	Each
43.	Pencil with rubber top (Natraj))	Each
44.	Jotter pen (Perform)	Each
45.	Sketch pen set (Luxar) (big size)	Each

46.	Paper ruled (statement)	Per ream
47.	Reynold ball pen (045)	Each
48.	Plastic file tray (Kebica)	Each
49.	TA/LTC bill form	Per pad
50.	Jotter refill (Perform)	Each
51.	Shorthand note book (Neelgagan)	Each
52.	Stamp pad (Kores)	Each
53.	Stapler No. 10 (Kangaroo)	Each
54.	Stapler No. 24x6 (Kangaroo)	Each
55.	Stapler heave duty	Each
56.	Stapler pin No. 10 (Kangaroo)	Each
57.	Stapler pin No. 24x6 (Kangaroo)	Each
58.	Stapler pin (heavy duty)	Each
59.	Scissor (Medium) (Kebica)	Each
60.	Sealing wax	Per packet
61.	Tag	Each bundle
62.	Thread ball (big size) (50 gm.)	Each
63.	Signature pad	Each
64.	Waste paper basket (Brite)	Each
65.	Register ruled 1 quire (Neelgagan)	Each
66.	Register ruled 2 quire (Neelgagan)	Each
67.	Register ruled 4 quire (Neelgagan)	Each
68.	Register ruled 6 quire (Neelgagan)	Each
69.	Register ruled 8 quire (Neelgagan)	Each
70.	Leather bound register 8 quire	Each
71.	Alphabetic register 6 quire (Neelgagan)	Each
72.	Attendance register	Each
73.	Peon book	Each
74.	Assistant diary	Each
75.	File register	Each
76.	Dispatch register	Each
77.	Driver log book (200 pages) FS with page numbering	Each
78.	File movement register	Each
79.	Candle 400 gms. (Prakash)	Each
80.	Cello tape (Tixo) (small)	Each
81.	Cello tape (Tixo) Big	Each
82.	Packing tape (brown) 2" (Tixo)	Each
83.	Plastic folder (Neelgagan)	Each
84.	Plastic folder (yellow) (Neelgagan)	Each
85.	Plastic folder (black) (Neelgagan)	Each
86.	Pipe folder (stick folder) (Neelgagan)	Each
87.	Engagement stand (plastic)(Big)(Kebica)	Each
88.	Pilot High-Tech pen (05)(Luxar)	Each
89.	Pilot Hi-Tech pen (V5)(Luxar)	Each
90.	Rubber band (Small & big size) (Oswal)	Per kg.
91.	Gum tube (Camel) 9150 ml.)	Each
92.	Self sticking pad 2x3 (small) (3M)	Each
93.	Self sticking pad 3x3 (medium) (3M)	Each
94.	Self sticking pad 3x5 (big) (3M)	Each
95.	Color flags in 4 colors	Each
96.	White fluid pen (Kores)	Each

97.	Fevi stick (15 gm.) (Kores)	Each
98.	Pencil/Pen bowl (Plastic)	Each
99.	Permanent marker pen (Luxar)	Each
100.	Immediate/Most immediate slips	Each
101.	Add gel pen PG 500	Each
102.	Uniball pen UB 150	Each
103.	Challan form	Each pad
104.	Solo ring folder A4 size	Each
105.	Solo ring folder FS	Each
106.	Kobra file	Each
107.	CD (RW) (Moser Bear)	Each
108.	CD (R) (Moser Bear)	Each
109.	DVD (Moser Bear)	Each
110.	Floppy (Sony)	Each
111.	Pencil cell AAA (Eveready)	Each
112.	Pencil cell AA (Eveready)	Each
113.	Photostat paper (A4) (JK) (Red Pack)	Each
114.	Photostat paper (FS) (JK) (Red Pack)	Each
115.	Photostat paper (A3) (JK) (Red Pack)	Each
116.	Risograph paper (Andhra)	Each
117.	Jug (Plastic)	Each
118.	Needle (big)	Each
119.	Eraser (Non dust) (medium)	Each
120.	Eraser (Non dust) (big)	Each
121.	Borosil Glass	Each
122.	Glass tumbler (Yerra)	Each
123.	Full plate	Each
124.	Half plate	Each
125.	Quarter plate	Each
126.	Thermos flask 1 Ltr. (Eagle)	Each
127.	Thermos flask 2 Ltr. (Eagle)	Each
128.	Acid Bottle	Each
129.	All out liquid with machine	Each
130.	Black Dust Polythene (for 25 Ltr. Plastic drum)	Per Kg.
131.	Broom (Coconut)	Each
132.	Broom (Phool)	Each
133.	Bucket	Each
134.	Cleanzo (white) 5 Ltr.	Each
135.	Colin spray	Each
136.	Dettol Soap (liquid)500 ML	Each
137.	Dettol Soap	Each
138.	Dust Pan	Each
139.	Dustbin	Each
140.	Dustbin (with cover)	Each
141.	Duster White	Each
142.	Duster Yellow	Each
143.	Floor Duster	Each
144.	Goodnight refill	Each
145.	Harpic balls	Each Packet
146.	Harpic Liquid	Each
147.	Hit Spray (Red)	Each

148.	Hit Spray (Black)	Each
149.	Liquid Soap Hand wash	Each
150.	Lizol Disinfectitant Power Cleaner	Each
151.	Lizol Floor Cleaner	Each
152.	Lux Soap	Each
153.	Naphthalene balls	Per packet
154.	Napkins	Per packet
155.	Nirma Powder	Each
156.	Odonil	Each
157.	Phenyl [Black] 5. Ltr.	Each
158.	Plastic Drum [Big Size]	Each
159.	Plastic Juna	Each
160.	Plastic Mug	Each
161.	Plate form Brush	Each
162.	Room Freshener (Premium)	Each
163.	Tissue Papers (Daffodill)	Each
164.	Toilet Brush	Each
165.	Toilet Paper Roll	Each
166.	Towels (Big Size) Colored	Each
167.	Towels (Big Size) white	Each
168.	Towels [small size]	Each
169.	Urinal balls	Each
170.	Wiper(Long Handle)	Each
171.	Hand towel (White)	Each
172.	Hand towel (Colored)	Each
173.	White Board (3x2)	Each
174.	Table Elevator	Each
175.	Pen Drive 8 GB	Each
176.	Pen Drive 4 GB	Each
177.	Pen Drive 2 GB	Each
178.	CPI 6 Ink	Each

