



GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
CIVIL LINES, DELHI - 110 054.
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TEL.: 2381 7823 / 9689 Fax: 2381 7846.

TENDER FROM

for
Procurement of Stationery, Sanitary
and General Items for the
year, 2014-2015.

Last Date of Submission of Tender Bids: - 12-06-2014 (1:00 P.M)

Date of Opening of Tender Bids: - 12-06-2014 (2:30 P.M)

Tender Form No

Price of Form: - ₹ 200/-



GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
(Ministry of Urban Development)
CIVIL LINES, DELHI – 110 054.
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Website: www.deptpub.gov.in / egazette.nic.in
TEL.: 2381 7823 / 9689 Fax: 2381 7846.

F. No. 107/10/Sutli,Paste/2013-2014/Gen.

Date 12/05/2014.

NOTICE INVITING TENDER

Subject: Procurement of Stationery, Sanitary and General Items.

Sealed quotations / Tenders are invited from the experienced and established contractors for the Procurement of Stationery, Sanitary and General Items in the Department of Publication, Ministry of Urban Development, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi- 110054. List of stationery, sanitary and general items are enclosed in the Annexure- I to the Tender Document.

Estimated value of the Contract

Approximately Rs.400000/- (Rupees Four Lakh Only)

Contract period:

Initially for One year, extendable from year to year basis, subject to satisfactory performance of the firms during the contract period and subject to maximum of five years (including the initial two years).

Cost of Tender Document:

₹ 200/- (Rupees Two Hundred only)

EARNEST MONEY DEPOSIT:

₹ 20000/- (Twenty Thousand Rupees Only)

LAST DATE AND TIME OF SUBMISSION OF BID: - 12-06-2014 by 1:00 P.M.

DATE AND TIME OF OPENING OF BIDS: - 12-06-2014 at 2:30 P.M.

Terms of Delivery:-

Door delivery at Department of Publication, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi – 110054. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.

Delivery period:-

Within 2 days but not later than 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. If the firm fails to supply the items in time the department is free to purchase these items from the local market and the bill of these items will be adjusted from the pending bills of the firm.

Payment terms:-

100% payment shall be released on satisfactory receipt of the goods / articles ordered. Advance payment will not be made under any circumstances.

Dispatch instructions:-

Stores are required to be delivered at the Department of Publication premises on free delivery to the consignee's premises. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

GUARANTEE / WARRANTY:

The contractor shall guarantee that the stores, articles sold / supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods / stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of installation of the said goods / stores/articles to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or

approved the said goods / stores/articles, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

Duties & Taxes:-

- (a) All applicable duties & Taxes paid by supplier.
- (b) Tenderer should indicate whether the prices quoted are exclusive or inclusive of sales tax.
- (c) Octroi Duty and Local Taxes: Normally the stores supplied to Government Departments against Government Contracts are exempted from the levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of Exemption Certificate from authorized officers. As the tenderer are requested to quote their prices on F.O.R. destination, door delivery basis, Octroi Exemption Certificate will not be issued by this Department and any separate charges for Octroi & local taxes will be borne by the supplier himself only.

ENQUIRY:-

Enquiry or suggestion, if any may be made to the Supervising Officer, General Section, Room No. 9, 1st Floor, Department of Publication, Civil Lines, Delhi – 110054 on Telephone No's 011-23817823 & 011-23819689.

PROCEDURE FOR SUBMITTING TENDERS

1. Tender Form can be purchased from the cash counter of Department of Publication, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi – 110054 after depositing a sum of ₹.200/- each form during office hours only on all working days or the same can be downloaded from the website of this department i.e. deptpub.gov.in or eprocure.gov.in. Interested bidders who downloaded the Tender Form from the website of this Department (deptpub.gov.in) or from the website of Central Public Procurement Portal (eprocure.gov.in) are directed to deposit the requisite fee of ₹ 200/- with the Cashier of this Department and produce the proof of payment (Photocopy of the receipt) or D.D. drawn in favour of “Controller of Publication” payable at Delhi from any Nationalized bank, along with the Tender documents, failing which their proposal will not be considered in any case.
2. This tender form is non-transferable i.e. tender only from the party in whose name this form is issued will be entertained.
3. The interested firm may submit bid in the prescribed formats indicating as such on envelope duly super-scribed as “Quotation for Procurement of Stationery / Sanitary / General Items” addressed to the Assistant Controller (Admn.), Department of Publication, Ministry of Urban Development, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi-54 latest by 1.00 PM on 12-06-2014. Tender Box will be available at reception hall of the Department of Publication, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi- 110054 for dropping the said sealed envelope up to 1.00 PM on 12-06-2014. No bid shall be accepted after 1.00 PM as the Tender box will be removed from the reception hall immediately after 1.00 PM on 12-06-2014. Bids if any received by post after 1.00 PM shall not be entertained. The bids shall be opened at 2:30 PM in Room No. 10, 1st floor, Department of Publication, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi- 54 in the presence of interested bidders, who may wish to be present.
4. Tender should be accompanied by an EMD of ₹ 20,000/- in the form of A/c Payee, Demand Draft, Fixed Deposit Receipt, Bankers Chque drawn in favour of “Controller of Publication”. Bid without EMD shall be rejected summarily. Details furnished in the Offer shall be assessed /evaluated by a Committee appointed in Department of Publication for the purpose. Bid should also be accompanied with requisite fee of Tender Form of ₹.200/-. The firm should fulfill all other essential conditions/requirements mentioned in this tender document. The Firms should give a declaration along-with their Bids that rates quoted in their bids are firm / valid for a minimum of 6 months from the date of opening of the Tender.

5. Tenders received without EMD shall be rejected straightaway and will not be considered under any circumstances.
6. The Tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained. Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of Tenderer, if the Tenderer fail to honour the contract.
7. The earnest money of the unsuccessful bidder will be released after finalization of the process without interest.
8. The successful bidder will have to deposit a sum of ₹ 40000/- (Forty thousand rupees Only) as the Performance Security Deposit in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from a commercial Bank payable at Delhi in favour of "**Controller of Publications**" within 15 days of the receipt of the communication of acceptance letter. The Validity period of the performance security must not be less than 14 months.
9. The Department of Publication reserves the right to reject any or all the bids in full or part or not award the contract to the highest bidder without assigning any reason therefore and giving any compensation. The decision of the Department in this regard shall be final and binding on all.
10. Providing / detection of wrong / misleading information would entail automatic rejection of the tender, even during the currency of the contract.
11. The bidder should declare any relationship or business connection that may exist between him and any official in the Government of India, Department of Publication, Delhi.
12. The Tender of Tenderer who does not fulfill any of the conditions mentioned in the tender form or incomplete tenders are liable to be summarily rejected at the risk and cost of the Tenderer only and any further correspondence in this regard will not be entertained.
13. All disputes are subject to jurisdiction of courts in the National Capital Territory of Delhi and agreement will be governed by and be construed in accordance with the laws of India.
14. Interested firms / parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the tender.

15. Rates should be quoted on a firm & fixed price basis. Request for RATES enhancement of contracted rates shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name is specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected.
16. Only Tenders received in the prescribed format in this tender document shall be considered. Tenders not received in the prescribed format shall be rejected straightway and no correspondence in this regard will be entertained.
17. Tender received through Telex/Fax/E-mail will not be accepted and rejected straightaway.
18. Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected or not, it does depend on the committee of this department.
19. EVALUATION & AWARD OF CONTRACT:-
 - (a) Contract shall be awarded to the firm(s) offering the lowest price item wise and not with reference to the lowest prices quoted for the sub-items. However, if the prices for each and every item are not quoted, net-bundled price offered shall not be accepted.
 - (b) The Department will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.
 - (c) Notwithstanding the above, the Department reserves the right to Seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
 - (d) The tenderer(s) whose rate is accepted will be notified for the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.

- (e) In case more than one firms offering the same lowest evaluated prices (Category-wise), then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firms item-wise on L1 basis.
- (f) While submitting the tender for this work, the tenderer will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from Department of Publication at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
20. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the "Terms & Conditions" and other relevant instructions as contained in this Tender Document.
21. The prices/rates quoted should be indicated in words as well as in figures and in Indian Rupees only.
22. Tenderer are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
23. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
24. Tenderer are requested to enclose a copy of their valid certificate of PAN No. with their tender.
25. The Tenderer shall sign each page of the tender document and all other enclosures appended to it as a token of having read and understood or agreed with the terms and conditions contained therein and submit the same OR furnish an undertaking that the firm has read and will abide by the terms and conditions as stipulated therein.
26. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderer are, therefore, requested to ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.

27. The Envelope containing the "Bid" should have the following documents/information:-

- (a) Name & Address of the firm with proof.
- (b) Registration /Dealership Certificate.
- (c) Self Attested Copy of experience of Supply Contract with other Government/Scmi-Government/PSUS etc in the past. The performance statement during the last contract be given as per Annexure – II.
- (d) Self Attested copy of PAN Card.
- (e) Sale Tax/VAT Registration Certificate.
- (f) Postal Address/Telephone/FAX/E-Mail of the Firm.
- (g) Name of the Bank & Account No.

Note:- All Documents are self attested including the tender documents. Un-signed tender documents or Tender form will be rejected straightway.

28. The Rate Contracts shall be valid for the period of two years from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage. Based on the expenditure incurred during the current year, contract value for the proposed R/C period are expected to be around ₹. 4,00,000/- (Rupees Four lakhs).

29. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of ₹.40000/- (Rupees Forty thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall stand forfeited.

30. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the Department of Publication after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to the Government.
31. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Asst. Controller (Admn.). Appeal against the decision of the A.C (A) will lie to the Controller of Publication.
32. Intending Tenderer will have to furnish a Self attested copy of their PAN No., Sale Tax Registration Number (proof to be attached).
33. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
- (a) a "sole proprietor" of the concern or constituted attorney of such sole proprietor;
 - (b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

NOTES:

1. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

II. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

III. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, Department of Publication may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

34. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned. This declaration may be furnished in the format given in Annexure – III attached to this Tender Document.

35. Offering of lowest prices to Department of Publication:

- (a) The prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/Organization(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the Department of Publication and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
- (b) The Contractor shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract.

"I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to Department of Publication under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization(s) including the purchaser or any

Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to Department of Publication.

36. All firms are required to submit the Performance statement for the previous contract in respect of Stationery and General items supplied to Central Government offices at New Delhi. Performance Statement must be submitted in the format enclosed at Annexure-II to this tender document
37. Tenderer who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up-to date.
38. The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.
39. The decision of the Department of Publication shall be final as to the quality of the stores and shall be binding upon the tenderer and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/articles supplied will not be more than 3 months (Three months) old. The acceptance of articles will be given only when the articles are found up to the specifications given in the tender enquiry and free from all defects. The rejected items must be removed by the tenderer from the consignee's premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.
40. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.



(Dinesh Chandra)
Assistant Controller (Admn.)

(to be printed on firm letter head)

To
 The President of Union of India,
 Through the Controller of Publications
 Government of India, Department of Publication,
 Civil Lines, Delhi – 110 054.

I / We hereby submit tender for Procurement of Stationery, Sanitary and General items of Department of Publication, M/o- Urban Development, Civil Lines, Delhi- 54, as specified in the tender notice no. dated In all respects, with terms and conditions in the Tender Notice and schedules showing items there in hereto annexed:-

1. Full Name & Address of the firm _____
 (With Email address, if any) _____

2. Name of the Authorized person _____
 (with mobile number)
3. Telephone & Fax No. _____
4. T.R. No. / D.D.No. & Date of issue _____
 {Photocopy of T.R. (issued against purchase of Tender Form) to be enclosed}
5. Sales-tax No. / VAT No. _____
6. Name of the Bank & A/c No. _____
7. Pan Card No. _____
8. Earnest Money D.D. / Bankers Cheque No. & Date _____
 Amount _____
 Name of the Bank _____

Signature of Proprietor with stamp of the firm.

ANNEXURE - I

Stationary / General items for use of the Department of Publication.

Sr. No.	Name of the Item	Make/ Brand /Specification	Quantity	Tentative Annual Requirement	MRP Price per piece	Rates quoted per piece
1.	File Cover	Neelgagan	Each	1000 Pec		
2.	File Board	Neelgagan	Each	500 Pec		
3.	File Band	Neelgagan	Each	500 Pec		
4.	Colour Flag	Post-it	Per Pkt.	80 Pkt.		
5.	Tag Cotton	As per Sample	Bunch	200 Bunch		
6.	All Pin	Apex	Per Pkt.	80 Pkt.		
7.	Pencil	Natraj	Per Pkt.	10 Pkt.		
8.	Pencil Eraser	Natraj	Each	20 Pec		
9.	Pencil Sharpner	Nayraj	Each	20 Pec		
10.	Index File	Neelgagan	Each	50 Pec		
11.	Carbon Blue	Kangaroo	Per Pkt.	70 Pkt.		
12.	Stepler machine No. 10	Kangaroo	Each	40 Pec		
13.	Stepler Pin No. 10	Kangaroo	Per Pkt.	300 Pkt.		
14.	Stepler Machine HP-45	Kangaroo	Each	25 Pec		
15.	Stepler Pin No. 24/6	Kangaroo	Per Pkt.	200 Pkt.		
16.	Plastic Folder	As per sample	Each	100 Pec		
17.	Slip Pad Book No. 33	Neelgagan	Each	150 Pec		
18.	Gluc Stick	Kores	Each	50 Pec		
19.	Blank C.D	Moserbear	Each	50 Pec		
20.	Brown Tape (48 MM x 50 Mtr)	Bun Chin	Each	20 Pec		
21.	Cello Tape (48 MM x 50 Mtr.)	Super Diamond	Each	20 Pec		
22.	Ink Stamp Pad	Faber Castle	Each	30 Pec		
23.	Punch Machine FP-20	Kangaroo	Each	40 Pec		
24.	Round Foam Dumper	Bun Chin	Each	40 Pec		
25.	All Pin Dispenser	Febica	Each	40 Pec		
26.	Plastic Scale 30 CM length	Camlin	Each	10 Pec		

Sr. No.	Name of the Item	Make/ Brand /Specification	Quantity	Tentative Annual Requirement	MRP Price per piece	Rates quoted per piece
27.	Highlighter (Mix Colour)	Camlin	Each	20 Pec		
28.	Fluid Correction Pen	Flair	Each	50 Pec		
29.	Permanent Marker	Camlin	Each	20 Pec		
30.	Pencil Cell (AA)	Eveready	Each	100 Pec		
31.	Pencil Cell Small (AAA)	Eveready	Each	40 Pec		
32.	Pencil Cell Big (D)	Eveready	Each	60 Pec		
33.	Add Gel Pen (Blue)	Achiever	Each	30 Pec		
34.	Add Gel Pen (Black)	Achiever	Each	5 Pec		
35.	Add Gel Pen (Green)	Achiever	Each	5 Pec		
36.	Add Gel Pen Refill (Blue)	Achiever	Each	60 Pec		
37.	Add Gel Pen Refill (Black)	Achiever	Each	10 Pec		
38.	Add Gel Pen Refill (Green)	Achiever	Each	10 Pec		
39.	Pilot Pen V-5 (Blue)	Luxor	Each	30 Pec		
40.	Pilot Pen V-5 (Green)	Luxor	Each	5 Pec		
41.	Pilot Pen V-5 (Black)	Luxor	Each	5 Pec		
42.	Tube Light 40 watt	Bajaj	Each	200 Pec		
43.	CFL 2 Pin 11 Watt	Bajaj	Each	100 Pec		
44.	Bulb 100 Watt	Surya	Each	20 Pec		
45.	Bulb 200 watt	Surya	Each	20 Pec		
46.	Extension Cord	Anchor	Each	40 Pec		
47.	Room Heater (Two Rod)	Bajaj/Crown	Each	40 pec		
48.	Heat Convector	Bajaj/Usha	Each	5 Pec		
49.	Hot Case	Crown	Each	5 Pec		
50.	PhotoState Paper A-4	Century	Each	400 Ream		
51.	Paper Wait	As per Sample	Each	40 Pec		
52.	Candle	Mahalaxmi	Per Pkt.	10 Pkt.		
53.	Lock 47 MM	Harrison	Each	20 Pec		
54.	Vaccum Flask 1 Ltr.	Cello	Each	40 Pec		

Sr. No.	Name of the Item	Make/ Brand /Specification	Quantity	Tentative Annual Requirement	MRP Price per piece	Rates quoted per piece
55.	Plastic Jug 1 Ltr.	Cello	Each	40 Pec		
56.	Mayur Jug 10 Ltr.	Cello / Mayur	Each	10 Pec		
57.	Plain Glass (Tea/Water)	Yera Tumbler	Each	500 Pec		
58.	Cup Plate Set (Bone China)	Corell	Per Set	4 Set		
59.	Spoon Medium Size	Devidayal	Per Dz.	2 Dzn.		
60.	Handy Knife	Prestige	Each	10 Pec		
61.	Quarter Plate Melamine	Melamine	Each	15 Pec		
62.	Full Plate Melamine	Melamine	Each	12 Pec		
63.	Odonil (Air Freshner)	Odonil	Each	12 Pec		
64.	Wintex Tissue Box	Wintex	Per Pkt.	5 Pkt		
65.	Colin (500 ML)	Colin	Each	20 Pec		
66.	Dettol Liquid Hand Wash (225 ML)	Dettol	Each	5 Pec		
67.	Toilet paper Roll	Casuals	Each	5 Pec		
68.	Harpic (500 ML)	Harpic	Each	5 Pec		
69.	Hit Spray Balck	Hit Balck	Each	30 Pec		
70.	Paper Gem Clip	Kores	Per Pkt.	20 Pkt.		
71.	White Duster	As per Sample	Per Dz.	30 Dzn.		
72.	Lifebuoy Soap	Lifc buoy	Each	200 Pec		
73.	Note Sheet Pad Green	Neelgagan	Each	100 Pad		
74.	Pcon Book	As per Sample	Each	50 Book		
75.	Attendance Register	As per Sample	Each	40 Pec		
76.	Form GAR-29	As per Sample	Per Pad	50 Pad		
77.	Form GAR-30	As per Sample	Per Pad	20 Pad		
78.	Form GAR-31	As per Sample	Per Pad	20 Pad		
79.	Visitors Book	Neelgagan	Each	4 Pec		
80.	Log Book (400 Pages)	Neelgagan	Each	5 Pec		
81.	Stock Register	Neelgagan	Each	2 Pec		

Sr. No.	Name of the Item	Make/ Brand /Specification	Quantity	Tentative Annual Requirement	MRP Price per piece	Rates quoted per piece
82.	Dispatch Register	Neelgagan	Each	50 Pec		
83.	Register Gar-27 (Sec rule 110(2)O.E	Neelgagan	Each	5 Pec		
84.	Visitors Entry Register	Neelgagan	Each	4 Pec		
85.	Rulled Register 2 Core	Neelgagan	Each	20 Pec		
86.	Rulled Register 3 Core	Neelgagan	Each	20 Pec		
87.	Rulled Register 4 Core	Neelgagan	Each	15 Pec		
88.	Pay Bill Register (100 Pages)	Neelgagan	Each	12 Pec		
89.	Cash Book Small	Neelgagan	Each	4 Pec		
90.	Naphthalne Balls	Trishul	Per Pkt.	20 Pkt.		
91.	Stamp Pad Ink.	National	Each	20 Bottle		
92.	Sealing Wax	National	Per Pkt.	50 Pkt.		
93.	Match Box	Homelite	Per Pkt.	20 Pkt.		
94.	Wall Clock	Ajanta	Each	10 Pec		
95.	Floor Duster (36 x 36)	As per Sample	Per Dz.	10 Dzn.		
96.	Acid 5 Ltr.	--	Per Can	15 Can		
97.	Baygon Spray 5 Ltr.	Baygon	Per Can	15 Can		
98.	Cleanzo 5 Ltr.	Cleanzo	Per Can	15 Can		
99.	Phenyle 5 Ltr.	Trishul	Per Can	15 Can		
100.	Vim Powder 1 Kg.	Vim	Per Pkt.	50 Pkt.		
101.	Broom Phool	Deepak Jyoti	Each	120 Pec		
102.	Dust Bin	Wonder	Each	50 Pec		
103.	Knife Large (Paper Cutter)	As per Sample	Each	10 Pec		
104.	Room Spray (Freshner)	Yardley/	Each	5 Pec		
105.	Soap Lux	Lux	Each	20 Pec		
106.	Jute (Sutli)3cor	As per Sample	Per Kg.	600 Kg		
107.	Gum Paste (10 Kg Can)	As per Sample	Per Kg.Can	300 Kg		
108.	Towel Full Size	Flora	Each	8 Pec		
109.	Towel Small Size	Flora	Each	8 Pec		

Sr. No.	Name of the Item	Make/ Brand /Specification	Quantity	Tentative Annual Requirement	MRP Price per piece	Rates quoted per piece
110.	Toilet Brush	Gela	Each	25 Pec		
111.	Wiper Medium Size	Gela	Each	30 Pec		
112.	Water Mug	Cello	Each	5 Pec		
113.	Calculator CT-500 Citizen	Citizen	Each	40 Pec		
114.	Dak Pad	Neelgagan	Each	6 Pec		
115.	Envelope SE-5	As per Sample	Per Thosnd.	2000 Pec		
116.	Envelope SE -6 (Govt. Printing)	As per Sample	Per Thosnd.	10000 Pec		
117.	Envelope SE-7 (With cloth Jali A-4)	As per Sample	Per Thosnd.	5000 Pec		
118.	Envelope SE-8A(With Jali Cloth)	As per Sample	Per Thosnd.	3000 Pec		
119.	Envelope SE-6 (White window)	As per Sample	Per Thosnd.	30000 Pec		
120.	Folder Lamntion(1 side Transparent	Neelgagan	Each	50 Pec		
121.	Gate Pass Pad (DP-178)	As per Sample	Each	20 Pad		
122.	Pen Stand (4 Socket)	Kebica	Each	5 Pec		
123.	Pen Drive (4 GB)	Kingston	Each	15 Pec		
124.	Reynold Pen (Blue)	Reynold	Each	500 Pen		
125.	Reynold Pen (Red)	Reynold	Each	100 Pen		
126.	Reynold Pen Refill	Reynold	Each	1000 Pec		
127.	Scissor Mini	Kebica	Each	10 Pec		
128.	Scissor Medium	Kebica	Each	5 Pec		
129.	Carry Bag	As per Sample	Per Thousand	3000 Pec.		

ANNEXURE-II**PERFORMANCE STATEMENT FOR THE PREVIOUS CONTRACT**

Name of the Firm:-

1	2	3	4	5	6	7	8
Contract No.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last Supply Position	Present Position with reasons for delay

Signature of Bidder

ANNEXURE - III**DECLARATION**

From:-

M/s.....

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To

The Controller of Publication
 Department of Publication
 Civil Lines, Delhi - 110054.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Supply Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Department of Publication, Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date: -