

F. No. 6/1/2011-Admn. III  
Government of India  
Ministry of Power  
Admn. III-Section  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, Dated 04.10.2011

**TENDER NOTICE**

Subject: Annual contract for supply of stationary items for the period of one year from the date of award of contract during 2011-2012 in the Ministry of Power- reg.

1. Sealed quotations in the Performa(Annexure) attached herewith this tender notice are hereby invited for supply of Stationary items in this Ministry for the period of one year from the date of award of the contract for the period during 2011-2012.
2. In case a firm is interested in undertaking this work, it may drop its best quotation in the drop box provided for this purpose at gate No. 5, Shram Shakti Bhawan, Rafi Marg, New Delhi latest by ~~14~~ 10.10.2011 at 3.00 PM. Quotation received after stipulated date/time shall not be entertained. The quotations will be opened on the same day at 4.00 PM in the presence of the tenderers or their representative who may like to be present.
3. The terms and conditions for the contract are as indicated below:
  - i. Rates mentioned in the quotation if accepted shall remain same during the rate contract period and no request for any increase in the rates will be entertained during the contract period.
  - ii. The firm whose rates are found to be lowest may be required to display sample of non-branded items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
  - iii. The sample deposited shall remain in the custody of the Ministry of Power during the contract period.
  - iv. Wherever brand name has not been mentioned, the bidder may be required to deposit the sample of quality good enough or to the satisfaction of the competent authority before finalization of the contract. In case of any doubt regarding the quality /specification/brand of any item, the supplier may feel free to see the sample before quoting the rates.
  - v. This Ministry will not accept any duplicate /substandard items not matching the sample. If the supplier is not able to supply the items as per sample, appropriate action may be taken against the firm i.e. Imposition of penalty and cancellation of agreement or forfeiture of EMD/Performance Security deposited with the contract.



- vi. The firm should be in a position to supply of stationary items on short notice and also as and when needed.
  - vii. All items have to be supplied to Room No. 25, Shram Shakti Bhawan, Rafi Marg, New Delhi and expenses on transport have to be borne by the firm.
  - viii. The firm should be registered with the Govt. for the purpose of VAT/Service tax etc and the copy of certificate should be attached with the bid documents, failing which bids will not be accepted.
4. EMD of an amount of Rs. 10, 000/- (Rupees ten thousand only) has to be deposited in the form of Demand Draft/Pay order in favour of Pay & Account Office, Ministry of Power and payable at New Delhi. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders after finalization of the contract. Successful bidder will have to further deposit an amount equivalent to 10% of the approximate total value of the items approved for that particular firm in the form of demand draft or fixed deposit receipt or bank guarantee as performance security, which will be returned after completion of the contract period on their request. Performance security will remain with the Ministry till 2 months (60 days) after the expiry of the contract.
5. Director/Deputy Secretary (Admn.) will have right to cancel /terminate any of the contract at any stage, without assigning any reason.
6. Rates should be quoted in prescribed performa enclosed with tender notice. Quotations not received in the prescribed performa will be summarily rejected.
7. After expiry of the contract, Ministry may extend the contract for the period decided by the competent authority.

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(P.K. Singh)  
Section Officer  
23715507



<u>Sl. No.</u>	<u>Name of items</u>	<u>Rate</u>
1.	Awl pin packet (Globe)	
2.	Box file (Sona/Megha)	
3.	Candles 300ml (wells make) pack of 6 candles	
4.	CD-R (Moser bear/amkette) in single case	
5.	CD-RW(Moser bear/amkette ) in single case	
6.	Cello tap (transparent) good quality 0.5 x 20 mtrs	
7.	Cello tape packing (brown) 2" X 65 mtrs	
8.	Correcting Fluid (Kores/Camlin)	
9.	Dak pad ( best quality)	
10.	DVD-R(Moserbear) in single case	
11.	DVD-RW(Moser bear)in single case	
12.	Engagement stand 8 x 12 inches (kebica)	
13.	File Board (150 grams) (best quality)	
14.	Flag Coloured pkt (Page Marker/Deshmat)	
15.	Gem clip Regular plastic quoted (Globe)	
16.	Glue stick (oddy) 15 gms	
17.	Gum Bottles (kores) 300 ML	
18.	Highlighter sets (Luxor gloliter) (set of 5 )	
19.	Library box (Omega)	
20.	Match Box (Ship)	
21.	Note sheet pad (Neeraj)	
22.	Paper weight (Glass) good quality	
23.	Pen Add Gel Achiever	
24.	Pen AddGel Cat	
25.	Pen Cello Paper soft	
26.	Pen Hi-Tech Pilot 0.5	
27.	Pen Jotter (Reynold)	
28.	Pen Ordinary 045 (Renolds)	
29.	Pencil Eraser (dust free)(Natraj)	
30.	Pencil HB Natraj	
31.	Pencil Sharpener (Natraj)	
32.	Pencil shorthand	
33.	Peon Book (Binded)	
34.	Permanent Marker Pen Reynold/Luxer	
35.	Pilot V-5 pen	
36.	Plastic file tray (Omega)	
37.	Plastic folder (solo) plain CH 101	
38.	Plastic scale 12"	
39.	Punch double (600)	
40.	Register 2 Qrs (Neeraj)	
41.	Register 3 Qrs(Neeraj)	
42.	Register 4 Qrs(Neeraj)	
43.	Register Diary (large)	
44.	Register File Movement (ABD) (large)	
45.	Ring folder RB 401	
46.	Ring folder RB 402	
47.	Rubber band (small and big) per Kg	
48.	Scissor( Kebica) Big size	
49.	Scotch tape (M3)	
50.	Sealing wax	

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51.	Self Adhessive (Oddy) 2"x3"	
52.	Self Adhessive (Oddy) 3"x3"	
53.	Self Adhessive (Oddy) 3"x4"	
54.	Self Adhessive(Oddy ) 3"x5"	
55.	Self-inking pad 110 x 70 mm	
56.	Shorthand Note Book (Neeraj) 200 pages	
57.	Signature pads (best quality )	
58.	Single punch	
59.	Sketch Pen (Pkt. Of 12) Luxur	
60.	Staple Pin (10 no.) kangaroo	
61.	Stapler (HD-10D) kangaroo	
62.	Stapler (HD-45) kangaroo	
63.	Stapple Pin (HD-45) kangaroo	
64.	Sutali ball ( 200 Grams)	
65.	Tag (4 inches ) ( pack of ten bundles each of 50 tag)	
66.	Tumbler Glass	
67.	Uniball Pen (Eye Micro)	
68.	Uniball Impact pen	
69.	Uniball Jetstream pen	
70.	White board pen packet	

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