

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 31.5.2011

**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 till 10.06.2011 at 3.00PM. 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 those items 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 ie. 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. Bid security of an amount of Rs. 10, 000/- (Rupees ten thousand only) has to be deposited in the form of Account payee/Demand Draft/Pay order in favour of Pay & Account Office, Ministry of Power and payable at New Delhi **(the firm whose amount is already available with the Ministry in the form of security deposit or performance security, in total of Rs. 10,000/- may not deposit again with this tender, details of the already deposited with the Ministry may be indicated)** . Quotations without bid security will not be accepted under any circumstances. The bid security 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 A/C payee 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 3 months 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 proforma will be summarily rejected.

  
(P.K. Singh)  
Section officer  
23358267

Sl. No.	Name of items	Rates offered (Rs.)	MRP/market prices (Rs.)
1.	Awl pin packet (Globe)		
2.	Box file (Sona/Megha)		
3.	Candles 300ml (wells make) pack of 6 candles		
4.	CD-R (Moserbear/amkette) in single case		
5.	CD-RW(moserbear/amkette ) in single case		
6.	Cello tap (transparent) good quality 0.5 x 20 mtrs (premium Make)		
7.	Cello tape packing (brown) 2" X 65 mtrs(Wonder make)		
8.	Correcting Fluid (Kores/Camlin) 15 ml with diluter		
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.	Pen Add Gel Achiever		
23.	Pen AddGel Cat		
24.	Pen Cello Paper soft		
25.	Pen Hi-Tech Pilot 0.5		
26.	Pen Jotter (Reynold)		
27.	Pen Ordinary 045 (Renolds)		
28.	Pencil (HB Natraj)		
29.	Pencil Eraser (dust free)(Natraj)		
30.	Pencil Sharpener (Natraj)		
31.	Pencil shorthand (Apsara)		
32.	Peon Book (Binded)		
33.	Permanent Marker Pen Reynold/Luxer		
34.	Pilot V-5 pen		
35.	Plastic folder (solo) plain CH 101		
36.	Plastic scale 12"		
37.	Punch double (600)		
38.	Register 2 Qrs (Neeraj)		
39.	Register 4 Qrs(Neeraj)		
40.	Register 3 Qrs(Neeraj)		
41.	Register Diary (large)		



42.	Register File Movement (ABD) (large)		
43.	Ring folder RB 401		
44.	Ring folder RB 402		
45.	Rubber band (small and big) per Kg		
46.	Scissor( Kebica) Big size		
47.	Scotch tape (M3)		
48.	Sealing Wax (standard spl.)		
49.	Self Adhesive (Oddy) 2"x3"		
50.	Self Adhesive (Oddy) 3"x3"		
51.	Self Adhesive (Oddy) 3"x4"		
52.	Self Adhesive(Oddy ) 3"x5"		
53.	Self-inking pad (Ashok /Supreme): 110 x 70 mm		
54.	Shorthand Note Book (Neeraj) 200 pages		
55.	Signature pads (best quality )		
56.	Single punch (kangaroo-SHP-20)		
57.	Sketch Pen (Pkt. Of 12) Luxur		
58.	Staple Pin (10 no.) kangaroo		
59.	Stapler (HD-10D) kangaroo		
60.	Stapler (HD-45) kangaroo		
61.	Stapple Pin (HD-45) kangaroo		
62.	Sutali ball ( 200 Grams)		
63.	Tag (4 inches ) ( pack of ten bundles each of 50 tag)		
64.	Tumbler Glass		
65.	Uniball Pen (Eye Micro)		
66.	Uniball Jetstream pen		
67.	Uniball Impact pen		
68.	Plastic file tray (Omega)		
69.	Paper weight (Glass) good quality		
70.	White board marker pen		