

No.D-15012/1/2010-Gen
Government of India
Ministry of Corporate Affairs

Shastri Bhavan, 5th floor,
Dr. R.P. Road, New Delhi.
Dated 16.03.2012

To

M/S _____

Subject:-Supply of Stationary items to the Ministry.

The quotations are hereby invited in sealed cover for supply of stationary item (as mentioned in the enclose Annexure) for official use in the Ministry. The interested parties/suppliers or requested to sent their rates in sealed covers addressed by name to the undersigned with the words "Quotations for Supply of stationary items". The Quotations may be dropped in the tender box placed at the Facilitation Center near Gate No. 3. Dr. Rajender Prasad Road, Shastri Bhawan, New Delhi, latest by 3:00 PM on 09.04.2012. The quotations will be opened on the same day at 3:30 PM in the Room of the undersigned at 526- A Shastri Bhawan in the presence of representatives of the firms who may wish to be present there.

2. The Quotations and supply of the articles there under will be governed by the following terms and conditions:-

- i) The rates should be quoted on the enclosed Annexure will be firm and final. The rates written in ink or typed against each item in the same serial order as given in the proofread which should not be changed under any circumstances and should be both in figures and word. No overwriting will be accepted.
- ii) NCCF authorized dealer should attached their authorization certificate with the application.
- iii) The supply order will be placed as and when required, irrespective of the quantity ordered and the successful supplier will have meet all the requirements of the Ministry immediately on receipt of the supply orders and in any case within a maximum period of two days from the date of the supply order. However, the supply of urgent nature should be made on the same day.
- iv) The delivery of the items covered under the enquiry will have to be made at 511-B Shastri Bhawan, New Delhi. No transportation charges will be paid for the same.
- v) A demand draft for Rs. 10,000/- (Ten Thousand only) in favor of the Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi should be enclosed with Quotation Letter as per earnest money. The same will be returned to the successful bidders.

Cond..2/-

vi) The Ministry reserves the right to accept/ reject any quotation either in part or full without assigning any reasons thereof.

vii) The payment for the supply shall be released after the delivery of goods and no advance payment will be paid for any purchase.

viii) For any further clarification on the subject may be connected on the following Telephone Numbers:-

G.P Sarkar	under Secretary: -	23381349
R. K. Dhar	Section Officer :-	23389391

Your faithfully,

B.P. Bimal

(B.P. Bimal)

Under Secretary to the Govt. of India

Copy to:-

1. M/s P.K. Gadodia Traders, 5/3, Makki Market, Chawri Bazar, Delhi- 110006
2. M/s Vijay Stationery Mart, 18, Palika Place Annexe, P.K. Road, New Delhi-110001
3. M/s Royal Forms, C/248, Hari Nagar Clock, New Delhi – 110064
4. M/s Nirmal Agencies, 943/8, Tower, New Delhi 110006
5. M/s Alankar Distributors, 301, Hanuman Shiv Mandir Complex, R.K. Ashram Marg, New Delhi – 110001
6. M/s V.S.M. Agencies Pvt. Ltd. 2390, Tilak Gali, Chunna Maandi , Paharganj, New Delhi – 110055.
7. M/s Akanksha Impressions, 18/36, Anand Pravat, Industrial Area, New Delhi
8. M/s Lustre Softech Pvt. Ltd. B-J-76, Poorvi Shalimar Bagh, New Delhi.
9. Placing on the website of the Ministry.

B.P. Bimal

(B.P. Bimal)

Under Secretary to the Govt. of India

Sl. No.	Items	Unit/Quantity	M/s NCCF Rate
1.	All pins(rust proof 100 gm)Gem	Pkt	
2.	Ad Gel Pen PG-500	Each	
3.	Ad Gel achiever	Each	
4.	Attendance Register 50 page good quality	Each	
5.	Ball Pen (Reynolds)	Each	
6.	Cello pen, Gripper	Each	
7.	Ball pen Holder	Each	
8.	Candle 400 gm with stand(Prabhat)	Pkt	
9.	Cello tape Kores/small (Good quality)	Each	
10.	Ball pen refill (Reynolds)	Each	
11.	Correcting fluid(Kores) 30 ml	Each	
12.	Dak pad (good quality) Rexine (Neelgagan)	Each	
13.	Desk Knife-6"(Good quality)	Each	
14.	Desk Calendar stand(steel)/Plastic big omega(Kebica)	Each	
15.	Desk calendar refill (Good quality)	Pkt	
16.	Envelopes No.7(with cloth) yellow(3 star)	Thousand	
17.	Envelopes No.5 (Brown) (3 star)	-do-	
18.	Envelopes No.6 (Brown) (3 star)	-do-	
19.	Envelopes No.8 with cloth (3 star)	-do-	
20.	Envelopes No.8 (yellow) (3 star)	Each	
21.	Envelopes No.5 white plain(3 star)	Each	
22.	Envelopes No.6 white plain (3 star)	Thousand	
23.	Envelopes No.6 white window (3 star)	-do-	
24.	Envelopes No.5 white window (3 star)	-do-	
25.	Envelopes A-4 size Yellow (3 star)	-do-	
26.	Envelop Post Card size (3 star)	-do-	
27.	Yellow plastic cover (with officer name print) CH-101 (solo)	Each	
28.	Erasér (Apsara)	Each	
29.	File Board thick 500 GSM(Good quality)	-do-	
30.	File flaps (Good quality)	-do-	
31.	Hammer (Good quality)	-do-	
32.	Gem clips (plastic coated)Rolex 35 mm (Gem)	Pkt	
33.	Gum bottle 300 gms (camel) National	Each	

34.	Gum tube Feviband	-do-	
35.	Glue stick (Kores) 25 gm	-do-	
36.	Ink chelpark	-do-	
37.	Ledger book thick(Sipra)	-do-	
38.	Match box(Big) (ship)	-do-	
39.	Needle	Each	
40.	Note sheet pad(Neelgagan)	Pad	
41.	Paper duplicating A-4 size(Andhra)	Rim	
42.	Paper duplicating A-4size (Spectra)	Rim	
43.	Paper typing A-4 size(Royal form)	Rim	
44.	Carbon paper (pkt) kores	Pkt	
45.	Plastic cover (Ordinary)	Each	
46.	Plastic folder solo full size	Each	
47.	Plastic folder (Good quality)	Each	
48.	Punch (Single) Kangaroo	Each	
49.	Punch (Double) Kangaroo-500	Each	
50.	Peon book (4 QR) Neeraj	Each	
51.	Photocopy paper F/S (Modi MX75GSM)	Rim	
52.	Photocopy A-4(Modi) MX & 75)	Rim	
53.	Photocopy A-4 (Spectra)	Rim	
54.	Photocopy F/S (Spectra)	Rim	
55.	Paper wrapping (Brown) (3 star)	Each	
56.	Paper weight(Acrylics)	Each	
57.	Pin cushion Rolex	-do-	
58.	Pen stand (Big size) with good quality pen (Boss)	-do-	
59.	Pen stand (Medium) (Boss)	-do-	
60.	Pencil lead(Natraj)	-do-	
61.	Pencil Red & Blue (Natraj)	-do-	
62.	Pencil shorthand (Apsara)	-do-	
63.	Pencil Faber Castle	-do-	
64.	Ruled Paper (Good quality)	Rim	
65.	Register 2 QR (Neeraj)	Each	
66.	Register 4 QR (Neeraj)	-do-	
67.	Register 6 QR (Neeraj)	-do-	
68.	Register 8 QR (Neeraj)	-do-	
69.	Pilot pen 0.5 (Luxer)	-do-	
70.	Pilot pen ink (Luxer)	-do-	
71.	Stapler Machine (24/6) Kangaroo	-do-	
72.	Stapler Machine No.10 Kangaroo	-do-	
73.	Stapler pin No.24/6 (Max)	Pkt	
74.	Stapler pin No.10 (Max)	Pkt	
75.	Stapler pin No.23/13 (Kangaroo)	Pkt	
76.	Sketch pen (Luxer) set 12 pcs	Set	
77.	Scissors 8" Gem	Each	

78.	Ceiling wax pkt. National 5 star	Pkt	
79.	Service book (Standard) 120 page (Good quality)	Each	
80.	Stamp pad chelpark (kores)	-do-	
81.	Stamp pad ink (Kores) 25 ml	-do-	
82.	Sutli (twin jute) (Good quality)	Kg.	
83.	Challan Form G.R.A-7 (Amir Book Depot.)	Pad	
84.	Table glass (big) 3' X 2' (Good quality)	Each	
85.	Table glass (small) 2' X 2' (Good quality)	-do-	
86.	Waste paper basket (Cello)	-do-	
87.	Scale plastic (foot) kores	-do-	
88.	Tags bunch (small) white (Good quality)	Bdl	
89.	Movement Register 8 QR (ABD)	Each	
90.	Diary Register 8 QR (ABD)	-do-	
91.	Asstt. Diary Register 4 QR (ABD)	-do-	
92.	Shorthand note book (Neeraj)	Each	
93.	Sharpener(Natraj)	Each	
94.	Thread ball (Good quality)	Bdl	
95.	Cash book Register 250P(ABD)	Each	
96.	Dispatch Register 200P (ABD)	-do-	
97.	Cello (Maxwriter) Ball pen	-do-	
98.	File Register 8 QR (ABD)	-do-	
99.	Log book 6 QR (ABD)	-do-	
100.	Signature pad (Ordinary) Neelgagan	-do-	
101.	Stock Register 6 QR NG-12	-do-	
102.	Jotter refill (Reynolds)	-do-	
103.	Jotter refill (Holder) Reynolds	-do-	
104.	Jotter pen Reynolds	-do-	
105.	Highlighter pen (Luxer)	Each	
106.	GPF Register 300P (ABD)	-do-	
107.	Exchange voucher	Pad	
108.	Stick pad Yellow (Big size) 5 X 3 (OddY)	Pkt	
109.	Stick pad yellow(Medium size) 4 X3(Oddy)	Pkt	
110.	Stick pad yellow(small size) 3 X 3(Oddy)	Pkt	
111.	Stick Flag (three colours) pad 3 X 3(Oddy)	Pkt	
112.	Engagement stand (big) (Boss)	Each	
113.	Table top/Slanting glass stand(Boss)	-do-	
114.	Table top/ Slanting glass stand (good quality) Boss	Each	
115.	Zeb Roller Gripper pen, 2000 (Uniball)	Each	
116.	Zeb Roller Pen AX7 (Uniball)	-do-	
117.	Uniball pen Micro eye	-do-	
118.	Spiral Colour Note pad A-4 size (Lotus)	-do-	
119.	Spiral colour note pad (A-5) 200 P(Lotus)	-do-	
120.	Spiral Colour note pad(A-6) (Lotus)	-do-	

121.	Glue stick (Kores)	Each	
122.	Cello gripper ball pen	-do-	
123.	File tray (Plastic) (Kebica)	-do-	
124.	Brown tape (65 Mtr. X 3" (Good quality)	-do-	
125.	Distemper tape (Good quality)	-do-	
126.	Distemper machine(Good quality)	-do-	
127.	Poker- 8" (Good quality)	-do-	
128.	Pay Bill Register 300P (ABD)	Each	
129.	Photographic paper (Kodak)	Pkt	
130.	Paper cutter small (Kores)	Each	
131.	Parker pen (Beta)	-do-	
132.	Parker pen (Fountain) Roller	-do-	
133.	Binder clips 32MM(Oddy/SD)	Pkt	
134.	Binder clips 22MM(Oddy/SD)	-do-	
135.	Binder clips 19MM(Oddy/SD)	-do-	
136.	Binder clips 25MM(Oddy/SD)	-do-	
137.	Binder clips 35MM(Oddy/SD)	-do-	
138.	Binder clips 41MM(Oddy/SD)	-do-	
139.	Binder clips 51 MM(Oddy/SD)	-do-	
140.	Cello file folder 2D Ringbind(Solo)	Each	
141.	Index file folder A-4 size Sona	-do-	
142.	Note book No.33 (Neelgagan)	-do-	
143.	Marker (Luxer)	Each	
144.	Marker Permanent (Luxer)	-do-	
145.	Sharpener table power stone (Omex)	-do-	
146.	Drawing pin (70gm)Libra (Omex)	Pkt	
147.	Executive Diary(Good quality)	Each	
148.	Diary Alphabetical (Good quality)	-do-	
149.	Fevicol tube 100 ml	-do-	
150.	Chart paper (white)	-do-	
151.	Bucket plastic Big (Wonder)	-do-	
152.	Pilot pen luxer V-5	Each	
153.	Gift packing paper	-do-	
154.	Bond type paper A-4 (Royal form)	Rim	
155.	Bond type paper F/S(Royal form)	Rim	
156.	White envelop (File size)	Each	
157.	Signature book for Minister leather	-do-	
158.	Pilot pen Hi-tech V5(Luxer)	-do-	
159.	Spiral note pad 300 page A-5 size (Swastik)	Each	
160.	Parker vector roll pen	Each	
161.	Parker vector roll refill	-do-	
162.	Solo display folder with 30 pkts DF-202	-do-	
163.	TDS Form No.16 (ABD)	Pad	