

No. D-15014/01/2014-GA Section
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi.

02nd July, 2015

To

As per list attached.

Subject: Invitation of quotation for supply of stationery consumables items in the Department of Administrative Reforms & Public Grievances for the year 2015-2017.

Sir,

This Department proposes to invite bids for the supply of stationery/general consumable items in this Department during the financial year 2015-2017. The quotation may include the rates for the list of items as mentioned in **the Annexure I**.

2. The bidders fulfilling the following minimum criteria may submit their bids along with documentary proof :-

- (i) Sealed quotations of both technical bid and financial bid in separate envelopes along with the EMD of Rs.10000/- (Ten thousands only) in the form of demand draft in favour of DDO, AR&PG, New Delhi may be submitted in a big envelope. The above amount of will be retained by the Department as security deposit/performance guarantee in case of successful bidder. Further the financial bid will be opened only after the party is short listed based on its technical offer. The proforma of Technical Bid is placed at **Annexure-II**.
- (ii) The agency should have been in existence for at least 03 years.
- (iii) Should have at least 03 years of working experience in similar nature of work in two Government Organizations (certificate of having satisfactorily performed the work in the said organization should be attached, Non submission of these two certificates would render a bid disqualified)
- (iv) It should have Sales Tax / Service Tax registration with the appropriate authority and proof in this regard may be attached with the bid.
- (v) The firm should not have been blacklisted by any government organization.

- (vi) The quotation may include the rates for the list of items as mentioned in **Annexure-I**.
- (vii) The firm may please note that rates are quoted for the exact quality make as mentioned in the **Annexure-I** failing which the quotation is liable to be rejected.
- (viii) The Firm/Company should have a TIN/PIN number.
- (ix) The contract shall be effective for a period of two years from the date of formal acceptance of the contract that is extendable another one year on satisfactory performance.

3. Both the sealed covers should be placed in the main sealed envelope superscribed "Quotations for Stationery consumables Items" and addressed to the Under Secretary (General Admin), Department of Administrative reforms and Public Grievances, Room No.503, 5th Floor, Sardar Patel Bhavan, New Delhi-110001 so as to reach latest by **3.00 PM on or before 20th July, 2015**. The quotation can also be dropped in the tender box kept on Reception Centre of Sardar Patel Bhawan,

4. The **Technical Bids** will be opened by the Tender/Purchase Committee on the same day i.e. **3.30 PM on 20.07.2015** in the Office of Under Secretary (GA) Room No.503, Sardar Patel Bhavan, New Delhi-110001 in the presence of participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith. **Financial Bids** of the technically qualified tenderers will be opened on **22.07.2015 at 3.30 PM**.

5. The contract can be terminated by the competent authority at any time without assigning any reasons.

5. A copy of the quotation letter along with list of items is also available on the website of this Department (darpn.nic.in).



(V.K. Verma)

Under Secretary to the Government of India
Tele : 23401453

Copy to :- Director, NIC for uploading on Central Public Procurement (CPP) and official website of the Department.

Annexure-1

List of items required

S.No.	Name of Items	Make
1.	Pilot Pen.05	Luxur
2.	Pilot Pen V5	Luxur
3.	Luxur V7	Luxur
4.	Uniball Pen UB 185/187	Uniball
5.	Uniball Pen Jet Stream	Uniball
6.	Gel Pen	Add Gel Achiever
7.	Gel Pen	Zero Pressure
8.	Gift Pen	Good Quality
9.	Click-Gel	Uniball
10.	Click-Gel (Refill)	Uniball
11.	Uniball Gell Impact Pen	Uniball 1.0
12.	Uniball Gell Impact refill	--do--
13.	Cello Point tech	Gel Pen , Cello
14.	Cello Point tech refill	--do--
15.	Cello Butter flow	--do--
16.	Ball Pen (Blue/Black/Green)045	Reynolds
17.	Refill	Reynolds
18.	Ball Pen Cello Griper 0.5	Cello
19.	Cello Griper refill	--do--
20.	Slip Pad Ordinary 40 Sheets(Page-80)	Neelgagan
21.	Slip Pad Ordinary 40 Sheets A-4 Size(Page-80)	--do--
22.	Plastics folder	RC-603 (Solo)
23.	Plastics folder	CH-101(Solo)
24.	Plastics folder	311(Solo)
25.	Plastics folder	401(Solo)
26.	Plastics folder	DC-205(Solo)
27.	My Clear Bag	DC-205 FP(Solo)
28.	Gem Clip Plastic coated	Zen
29.	File Cover Lok Sabha/ Rajya Sabha	Fine Quality
30.	File Cover Lok Sabha/ Rajya Sabha leatherite	Fine Quality
31.	File Cover(As per Sample (with Ministry's name printed)	Fine Quality
32.	File Board	Neelgagan/ Bittoo
33.	Lead Pencil (HB)	Natraj
34.	Lead Pencil 1111	Fiber castle
35.	Lead Pencil 1112	Fiber castle
36.	Clutch Pencil	Fine Quality
37.	Pencil Sharpener 621	Natraj
38.	Eraser621	Natraj
39.	Glue Stick 15gm	Kores

40.	Big Brown Sheets 100 Nos	100 Nos.
41.	Ruled Register 2 Coir	Neelgagan
42.	Ruled Register 4Coir	Neelgagan
43.	Ruled Register 6 Coir	Neelgagan
44.	Ruled Register 8 Coir	Neelgagan
45.	log book (200 Pages)	ABD
46.	Note Sheet Pad (80 Sheet Green)	Bitto
47.	Color File Flag 25x75mm	Post-it
48.	Yellow paste it (S.M.Big)	--do--
49.	Double Punch 02 Hole	Kangaroo
50.	Single Punch01Hole 4.5mm	Kangaroo
51.	Havy Duty Double Punch(02 Hole)	Kangaroo
52.	Havy Duty Single Punch(01 Hole)	Kangaroo
53.	White Fluid with diluter (15ml)	Kores
54.	White Fluid Pen	Kores
55.	Soap	150 gms (Dettol)
56.	Water jug (Plastic)	2 liter
57.	Cup saucer(Six cup and plates)	Bone China (Clay Craft)
58.	Fancy Glass (250ml)	Borosil
59.	Borosil Glass 200 ml	Borosil
60.	Borosil Glass 300 ml	Borosil
61.	Ordinary Cup saucer	Bone China
62.	Tea Tray	Small (Good Quality)
63.	Tea Tray	Medium (Good Quality)
64.	Tea Tray	Big (Good Quality)
65.	Pin Cushion	Kebica
66.	Room Freshener (Airwick)	350ml (Airwick)
67.	Car Freshener (Airwick)	200 ml (Airwick)
68.	Tumbler ordinary	Yera
69.	Address label (ST-12) 89X35mm	Oddy
70.	Towel 27"X54"	Bombay dying
71.	Hand Towel(M)	--do--
72.	Car Towel (Big Size) 36"x72"	--do--
73.	Audio Cassete (60 Minuts)	Sony
74.	DVD R With Plastics Box 700 MB (Pack of 10)	Moser Bear
75.	DVD RW With Plastics Box 700 MB (Pack of 10)	Moser Bear
76.s	CD R with Plastics Box 700 MB (Pack of 10)	Moser Bear
77.	CD RW with plastics Box	Moser Bear
78.	High lighter 1X5	Luxur
79.	OHP Marker(01 Nos) (Permanent)	(Luxur)
80.	Sketch pen One Pkt.	(Luxur)
81.	Sketch pen (Big Permanent) One Pkt.	(Luxur)
82.	White board marker (One pkt.)	One pkt. (Luxur)

83.	Duster White (30x30)	Fine quality
84.	Stapler HD10	Kangaroo
85.	Stapler HD45	Kangaroo
86.	Stapler FI 12 M24	Kangaroo
87.	Stapler Pin 23/17	Kangaroo
88.	Stapler Pin One Pkt.	Kangaroo
89.	Stapler Pin 24/6	Kangaroo
90.	Spiral Pad 80pages	Lotus
91.	White Tag (Bunch)	Good Quality
92.	Green Tag Bunch	Good Quality
93.	Meeting Name plates(4.5"X3.5")	Kebica
94.	Pen Stand	02 Pen (Kebica)
95.	Cleaning spray	500ml (Colin)
96.	Mosquito spray (Refill)	All Out
97.	Mosquito Spray with Machine	All Out
98.	Scissor Big	GEM
99.	Scissor Medium	GEM
100.	Scissor Small	GEM
101.	Paper Cutter Medium	GEM
102.	Knife	GEM
103.	Paper weight	Glass
104.	Yellow duster	36"x36 Fine Quality
105.	Cello tape	1/2" Omex
106.	Cello tape 1" Omex	1" Omex
107.	Cello tape 1" Omex	2" Omex
108.	Brwon/White tape	3" inch Fine Quality
109.	Pencil cell (1.5V)	(Everyday)
110.	All pin (steel) 26MM/100GMS	Gem
111.	Gum bottle (700m l)	Hansa
112.	Stamp pad 70x110mm	Supreem
113.	Stamp pad ink 30 Ml.	Supreem
114.	Rubber band 500 gm (Big)	Fine Quality
115.	Flask	01Ltr Milton
116.	Water Bottle	02 Ltr. Milton
117.	Water Bottle (Steel)	01 Ltr. Milton
118.	Candle, 01 Pkt. (250 Gm)	Tiger
119.	Match Box	Ship
120.	Water Jug 6 ltr	Capacity Mayur
121.	Binder Clip 25MM	Best & Best (12 Nos)
122.	Binder Clip 51 MM	Best & Best (12 Nos)
123.	Paper Clamp	Fine Quality
124.	Full Plate (Bone china)	(Claycraft)
125.	Half Plate(Bone china)	(Claycraft)
126.	Quarter Plate (Bone china)	(Claycraft)

127.	Bowl (Bone china)	(Claycraft)
128.	Spoons (Steel)	Small Fine Quality
129.	Spoons (Steel)	Big Fine Quality
130.	Tea Set	Claycraft
131.	Vim Powder	0 1kg Vim
132.	Torch (Big)	Everyday
133.	Cell for Torch (Big)	Everyday
134.	Duster small	21x21
135.	Xerox / Photocopier Paper (J.K.)	A-4 Size 75 GSM (J.K.)
136.	Xerox / Photocopier Paper (J.K.)	FS Size 75 GSM (J.K.)
137.	Xerox/ Photocopier Paper (J.K.)	A-3 Size 75 GSM (J.K.)
138.	Colour Photocopier Paper (J.K.)	A-4 Size 75 GSM (J.K.)
139.	Short Hand Note Book 200sheets	Neelgagan
140.	Solo Organizer	Solo
141.	Diary Register	200 Pages
142.	File Movement Register	200 Pages
143.	File Opening Register 200 Pages	Fine Quality
144.	Assistant Diary Register	200 Pages Fine Quality
145.	Cup & Saucer (Bone China)	Claycraft
146.	Separator with Folder	Solo
147.	File Rack	Solo
148.	Matrix Premium Note Book (Small)	Bilt Matrix
149.	Matrix Premium Note Book(Medium)	Bilt Matrix
150.	Matrix Premium Note Book (Large)	Bilt Matrix
151.	Attendance Register (Big 108 Pages)	Bilt Matrix
152.	Tissue papers (200shes)	Wintex
153.	Marker Pen (Permanent)960	Luxur
154.	Solo folder	RB 402 (Solo)
155.	Solo folder	RB 403 (Solo)
156.	Solo folder	RB 404 (Solo)
157.	Solo folder	RB 405 (Solo)
158.	Solo folder	RB 406 (Solo)
159.	Organizer	(Solo)
160.	Desk Calendar	(Solo)
161.	Desk Calendar (Refill)	(Refill)
162.	Pencil/Pen stand Acrylic	(Solo)
163.	Dak Pad	Neelkamal
164.	Signature pad	Neelkamal
165.	Plastic Rope for packing	Bundle
166.	Photo/Glossy paper	oddy
167.	Hard sheet	A4 Size
168.	Pencill Cell	AAA (Duracell)
169.	Plastics Scale	12ihches
170.	Peon Book	ABD
171.	Telephone Diary (Index)	Good Quality

172.	Address Label A4 Size (12 Add.)	oddy
173.	CD Mailer (Laminated)	Good Quality
174.	Coaster	06 piece
175.	File Tray	Plastic
176.	Dustbin	Plastic
177.	Dustbin With Cover	Plastic
178.	Engagement Stand (Acrylic)A-4 Size	Kebica
179.	Dispatch Register	200 Page
180.	DVD	Moserbear
181.	Bucket Plastic	20Ltr.(Flora)
182.	Mug Plastic	2 Ltr (Flora)
183.	Umbrela	Zebra (Big Size)
184.	Service Tray ,Unbrecable (S)	Cello
185.	Service Tray ,Unbrecable (M)	Cello
186.	Service Tray ,Unbrecable (B)	Cello

PROFORMA (Technical Bid)

Sl. No.	Particulars	To be filled by the Tenderer
1.	Name of the agency	
2.	Whether brief profile of the agency is enclosed	
3.	Detailed Office Address of the agency with office telephone No, e-mail address, Fax No. , Mobile No. and name/Designation of the contact person.	
4.	PAN Number (Copies to be enclosed)	
5.	TIN Number (Copies to be enclosed)	
6.	Service Tax Registration No. (copy to be enclosed)	
7.	Agency should have 03 years existing /Length of experience in the field (copy to this effect to be enclosed)	
8.	List of Govt. Ministries/Department/clients showing experience in the field (Copies of contracts/orders placed on the agency during last 3 years should be attached)	
9.	Whether copies of Income Tax return for last 02 years attached	
10.	Details of EMD (i) Amount (II) Draft No. (III) Date (iv) Issuing Bank	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If No an undertaking signed by Director/Authorized Signatory to this effect is to be attached.)	

(Signature of the authorized person)

Date:
Place:

Name:
Designation:
Seal: