

No.1/18/2011-DCH/Genl.
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms
.....

Udyog Bhawan, New Delhi
Dated the 30th January, 2012

To

(List Enclosed)

Sub: Detailed information/Terms and conditions for the "**Purchase of Stationery Items and Computer Consumables**".

Sir,

The Office of the Development Commissioner for Handlooms proposes to procure stationery items and computer consumables for official use on regular basis for the financial year 2012-13.

2. Only Delhi based Interested parties having valid PAN/TIN numbers in respect of their firms, may send their quotations, group-wise for the Stationery Items and Computer Consumables as mentioned in the lists enclosed.

3. Sealed quotations, clearly specified on the envelop that the "**Quotations for Stationery Items and Computer Consumables**" and addressed to the Additional Development Commissioner (Handlooms), O/o DC (Handlooms), Room No.55-A, Udyog Bhawan, New Delhi by 3.00 PM on 14th February, 2012. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on 15th February, 2012 at 11.00 AM in Room No.55-A, Udyog Bhawan, New Delhi in the presence of the bidders or their authorized representatives who may like to be present with authorization letter from respective supplier.

4. The following terms and conditions may be kept in view while submitting the bids:

(a) An **earnest money of Rs.5,000/-** has to be deposited in the form of Bank Draft in favour of PAO (Textiles), New Delhi along with the quotations. The earnest money will be refunded to the unsuccessful bidders on finalisation of the bids. The successful bidder(s) will have to deposit **performance security money of Rs.25,000/-** in the shape of Fixed Deposit receipt/ Bank Guarantee valid for fifteen months w.e.f. February, 2012, before any supply order is placed. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the instant tender.

(b) The firm should be in a position to supply stationery/computer consumables items mentioned in the lists enclosed at a very short notice as and when requisitioned by this office.

(c) The stationery/computer consumables items etc. shall have to be delivered in the Stationery Cell of this Office near Gate No.8, 1st Floor Room No.171, Udyog Bhawan, New Delhi.

(d) The owner of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The firm should be able to provide stationery/computer consumables items on holidays also as and when accessories demands.

(e) No request of escalation of rates would be entertained after approval of the rates, which shall be valid for one year from the date of opening of the bids. In case of reduction in the prices of any

of the item(s) during this period of one year, i.e. prices falling below the approved quotations for that item(s), then the reduced price i.e., the lower price shall be admissible for payment.

(f) The stationery items should be of standard and reputed make especially the printer ink cartridges, toner cartridges etc.

(g) This office would not purchase the refilled/duplicate cartridges. As such, the items offered should be quality/branded (HP make) items, from the original manufacturers. The suppliers will ensure replacement, within a week's time, in respect of the defective cartridges, at his own cost.

(h) The bidder should have valid CST/VAT registration with Sales Tax authorities. Valid certificate of Income Tax Clearance, payment of Service Tax, VAT and any other tax as applicable for last two years.

(i) The bidder should have PAN number issued by the Income Tax Department.

(j) Any tender received without the EMD (Earnest Money Deposit) may be outrightly rejected.

(k) The delivery shall be required to be completed within 4 days of placement of the purchase order. The bidder must also be in a position to supply the ordered items at a very short notice. In case the supplier fails to deliver the consignment within stipulated delivery period, the Department may recover Liquidated Damages/cancel the purchase order/ terminate the Agreement and/or forfeit the security deposit money.

(l) Certificate of authorized dealer/distributor/channel partner for printer cartridges issued by HP in company letter head. Bids without the certificate shall be summarily rejected.

(m) Annual turnover certificate of the firm certified by Chartered Accountant for at least 25 lakh (Rupees twenty five lakh only) during each of last two financial year, i.e. years 2009-10 and 2010-11.

(n) The Competent Authority reserve the right to accept/reject the tender without assigning any reason.

(o) The above particulars are also available on the website of O/o DC (Handlooms) i.e. www.handlooms.nic.in.

Yours faithfully,
Sd/-

(Dr. Md. Nazmuddin)
Addl. Development Commissioner (Handlooms)
Tele No. 2306 – 1865

Copy to:

1. Notice Board.
2. Shri Sandeep Khurana, PSA, NIC Cell, O/o DC(Handlooms) – with a request to display it on the website of DC(Handlooms).
3. Members of the Local Purchase Committee with a request to kindly make it convenient to be present in Chamber of ADC(MN) in Room No. 55-A on 15.02.2012 at 11.00A.M.

List of Stationery Items

S.No.	Name of Items	Unit	Rate
1.	Attendance Register (ABD)	Each	
2.	Alphabet Register 4 Qr. (Neelgagan)	Each	
3.	Ball Pen 045 (Reynold)	Each	
4.	Ball Pen (Cello Gripper)	Each	
5.	Ball Pen (Linc Sensor)	Each	
6.	Reynold Racer	Each	
7.	Binder Clip 28mm, 32mm, 41mm (SDI)	Per pkt.	
8.	Cotton Tag (white) good quality 6"	Each Bud	
9.	Candle (good quality)	Each	
10.	Gem Clips (Coloured)	per pkt.	
11.	Correction Pen (Kores)	Each	
12.	Correction Fluid (White) Kores with diluter	Each	
13.	Coloured Flag 3M	Pkt	
14.	Computer Paper (Century)15x12x1 80 gsm 1000 sheets	Per. Ream	
15.	Cello tape 1½”(65m) premier	Each	
16.	Diary Register – 8 qr. (ABD)	Each	
17.	Dak Pad (Neelgagan)	Each	
18.	Envelopes SE-05 100 gsm star craft	Per th.	
19.	Envelopes SE-06 100 gsm star craft	Per th.	
20.	Envelopes SE-07 100 gsm star craft	Per th.	
21.	Envelopes SE-8A 100 gsm star craft	Per th.	
22.	Envelope yellow laminated A/4 Size	Per th.	
23.	Envelopes (White)SE-05 100 gsm star craft	Per th.	
24.	Envelopes (White)SE-06 100 gsm star craft	Per th.	
25.	File Cover with cloth patti, printed – 300 gsm.	Each	
26.	File Cover(red/green) for Lok Sabha/Rajya Sabha, printed with cloth patti 300gsm	Each	
27.	File Board – 450 gsm (Neelgagan)	Each	
28.	File Movement Register – 8 qr. (ABD)	Each	
29.	File Tray (Plastic) Kebica	Each	
30.	Forms all types (GAR 29, 27, 13,14 etc.)	Each	
31.	Gum Bottle(Big 750ml) Kores	Each	
32.	Glue Stick – 15gm. (Kores/Camlin)	Each	
33.	Highlighter Pen Luxor	Each	
34.	LTC Form	Each	
35.	Log Book (4 qr.)	Each	
36.	Marker Pen Luxor	Each	
37.	Note Sheet(good quality) 100 sheet (full size)	Each	
38.	Paper Weight (Glass/Crystal)	Each	
39.	Plastic Folder (Neelgagan) good quality	Each	

40.	Plastic Folder (Transparent)	Each	
41.	Pencil(Lead) (Natraj)	Each	
42.	Peon Book (ABD)	Each	
43.	Pilot Pen (05 Luxor)	Each	
44.	Pilot Pen (V- 5)	Each	
45.	Uni Ball Pen UB-150Imp	Each	
46.	Pen Stand (2 Pens Kebica with pens)	Each	
47.	Pin Packet	Per pkt.	
48.	Pin Cusion (good quality)	Each	
49.	Punch Docket Single (Kangaroo)	Each	
50.	Punch Docket Double (Kangaro)	Each	
51.	Staple Machine	Each	
52.	Staple Machine (Small) Kangaro	Each	
53.	Staple Machine (HP-45) Kangaroo	Each	
54.	Staple Pin (Big) 24/6	Per pkt.	
55.	Staple Pin (Big) 23/8-H	Per pkt.	
56.	Staple Pin (heavy duty) 23/17	per pkt.	
57.	Staple Pin (Small)	Per pkt.	
58.	Service Book with leave account	Each	
59.	Brown Tape 3"	Each	
60.	Register(Ruled) 1 Qr. (good quality)*	Each	
61.	Register(Ruled) 2 Qr. (good quality)*	Each	
62.	Register(Ruled) 3 Qr. (good quality)*	Each	
63.	Register(Ruled) 4 Qr. (good quality)*	Each	
64.	Signature Pen (V Signature)	Each	
65.	Signature Pad (Neelgagan)	Each	
66.	Scale (Plastic) Kebica	Each	
67.	Sealing Wax (National 3 star)	Per pkt.	
68.	Short Hand Note Book	Each	
69.	Spiral Slip Book (Neelgagan) 50 Sheets	Each	
70.	Slip Book (Neelgagan/Swastic) 50 Sheets	Each	
71.	Slip Book (Neelgagan/Swastic) 25 Sheets	Each	
72.	Yellow Slip(Small)	Each	
73.	Yellow Slip (Big) *	Each	
74.	Stamp Pad (Supreme)	Each	
75.	Stamp Pad Ink (Supreme)	Each	
76.	Thread Ball 50 grm 1x4	Each	
77.	Assistant Diary (ABD) 4 qr.	Each	
78.	Ring Binder	Each	
79.	Cloth Bag (Big Size) for Stationery	Each	
80.	Bill Register (good quality)	Each	
81.	Contingent Register	Each	
82.	Pay Bill Register	Each	
83.	TA Bill Form	Per pkt.	
84.	Challan Form	Per pkt.	
85.	Traveling Allowance Bill For Tour (GAR – 14)	Per pkt.	
86.	Leave Travel Concession Bill (GAR – 14C)	Per pkt.	
87.	Abstract Contingent Bill (GAR – 30)	Per pkt.	
88.	Stock Register (300 pages)	Each	

89.	Paper Cutter (Big)	Each	
90.	Scissor (Kebica)	Each	

List of Sundry Items and Crockery Items

91.	Colin	Each	
92.	Cushion for Chair	Each	
93.	Cleanzo Tin	Each	
94.	Phenyl	Each	
95.	Lizol	Each	
96.	Duster white (good quality) big size	Each	
97.	Duster Yellow (Big) good quality	Each	
98.	Flask (Eagle) 1 ltr.	Each	
99.	Electric kettle Usha/Bajaj	Each	
100.	Harpic Liquid	Each	
101.	Jug Plastic	Each	
102.	Bucket Plastic	Each	
103.	Odonil Stick	Each	
104.	Tissue paper (daffodil)	Each	
105.	Knife	Each	
106.	Liquid Soap (Dettol)	Each	
107.	Lock (Big)	Each	
108.	Markin (Packing Cloth) Per mtr.	Each	
109.	Mayur Jug (5 Ltr.)	Each	
110.	Calculator (12 Digit) Citizen CT/Casio/Bimstel	Each	
111.	Fax Ink Cartridge 131 CX Panasonic	Per pkt.	
112.	Fax Ink Cartridge 93-A CX Panasonic	Per pkt.	
113.	Room Freshner (Yarley/premium)	Each	
114.	Hit (Big Size) 500 ml.	Each	
115.	Floor Duster 36x36	Each	
116.	Towel (big) Good Quality branded	Each	
117.	Hand Towel (Small) Good Quality	Each	
118.	Glass Tumbler (Plain) year T10C	Each	
119.	Glass Tumbler (Flower) year T10C	Each	
120.	Glass Tumbler Fancy (Borosil) big size	Each	
121.	Glass Tumbler Fancy (Borosil) small size	Each	
122.	Coaster for Tumbler (décor)	Each	
123.	Tea Set (Good quality) Bone China seashell	Per set	
124.	Toilet Roll paper	Per roll	
125.	Cup & Saucer (Set) (Bone China) seashell	Per set	
126.	Coffee Mug (Big Size)(Bone China)	Each	
127.	Full Plate (Bone China) Hitkari seashell	Each	
128.	Quarter Plate (Bone China) Hitkari seashell	Each	
129.	Service Tray Plastic (Big Size)	Each	
130.	Spoon (Big Size) good quality	Each	

131.	Soap (Lux/Dettol)	Each	
132.	Soap Case	Each	
133.	Cell (Big)	Each	
134.	Pencil Cell (Small)	Each	
135.	Vim Powder	Each	
136.	Wall Clock (Ajanta)	Each	
137.	Waste Paper Basket (Dustbin)	Each	

Photocopy Paper

138.	Photocopy paper JK A4 Size (Coloured)	Per ream	
139.	Photocopy Paper JK A4 Size, 75gsm	Per ream	
140.	Photocopy Paper Xerox – MX-75 A4 Size	Per ream	
141.	Photocopy Paper JK FS Size 75 gsm	Per ream	

Computer Consumables

S.No.	Item	Unit	Rate
1.	HP Cartridge Q2613A	Each	
2.	HP Ink Cartridge C-7115-A	Each	
3.	HP Toner Cartridge Q 2612A	Each	
4.	HP Ink Cartridge C6615D	Each	
5.	HP Ink Cartridge 8727a	Each	
6.	HP Ink Cartridge C-6656AA	Each	
7.	HP Ink Cartridge C-6657AA (Colour)	Each	
8.	HP Ink Cartridge 8728AA	Each	
9.	HP Ink Cartridge 851	Each	
10.	HP Ink Cartridge 854	Each	
11.	HP Ink Cartridge 802	Each	
12.	HP Ink Cartridge 802 (Colour)	Each	
13.	HP LaserJet Print Cartridge – CB 436A	Each	
14.	HP LaserJet Print Cartridge – 88-A	Each	
15.	Samsung Ink Cartridge - 1640	Each	
16.	CD(RW) (Moser baer & Sony)	Each	
17.	Ribbon Dot matrix LQ 1050 (Wipro/Amkette)	Each	