

No.D-15014/2/2013-GA
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry
(GA Section)

--

Udyog Bhavan, New Delhi-110011.

Dated: 3rd May 2013 April, 2013.

NOTICE INVITING TENDER

Subject: Procurement of Stationery and Sanitary items for a period of one year in Department of Heavy Industry.

Ministry of Heavy Industries & Public Enterprises, Department of Heavy Industry, invites sealed tenders for purchase of stationery and Sanitary items as per the list enclosed at Annexure-I & II. The tender offer in sealed covers should be submitted to the undersigned on or before 3.30 p.m. on 27/05/2013 in Room No.15, Udyog Bhavan. The tender will be opened at 4.00 p.m. on the same day. The earnest money deposit of Rs.50,000/- (Rupees fifty thousand only) in the form of DD/FDR in favour of DDO, Department of Heavy Industry, New Delhi may be enclosed with the quotations. The terms and conditions are as under:-

1. The contract will be for one year but can be terminated at any time without assigning any reason.
2. The rate once quoted will be applicable for one year and an undertaking in this regard be furnished alongwith the bid.
3. Taxes, if any, may be quoted separately, failing which no amount towards any tax will be paid.
4. The firm should have the experience of working in at least three other Government Departments.
5. Annual turnover of the firm during the past three years should atleast be Rs.1 Crore.
6. The financial status of the firm should also be indicated separately.
7. The contractor will be required to contact the General Administration Section of this Department every day to take orders for supply of stationery and consumable items.
8. All orders should be carried out on the basis of only written requests from the Department from time to time and should be supplied on the same day.

Contd..2/-

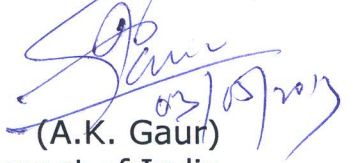


अजय कुमार गौड़/AJAY KUMAR GAUR
अवर सचिव/Under Secretary
भारी उद्योग एवं लोक उद्यम मंत्रालय
Ministry of Heavy Industries & Public Enterprises
भारी उद्योग विभाग/Dept. of Heavy Industry
उद्योग भवन, नई दिल्ली-110011
Udyog Bhavan, New Delhi-110011

-:2:-

9. The successful contractor will have to deposit Rs.1,00,000 (Rupees one lakh only) in advance as security deposit in the form of DD/FDR/Bank Guarantee in favour of DDO, Department of Heavy Industry to be retained during the currency of the Contract.
10. In case the firm is not able to supply the items to this Department during the span of the contract, the security deposit will be forfeited in full as penalty.
11. All the items to be supplied should be of original make, failing which, the security deposit will be forfeited, contract will be terminated and legal action will be initiated against the firm.
12. The Department is not bound to accept the lowest rate and reserves the right to reject any/all offers without assigning any reason.
13. The Department may reject the application and forfeit EMD if noticed unrealistic quote of any branded stationery item.
14. The earnest money deposited will be returned after the contract has been finalized and contractor selected.

Yours faithfully,


(A.K. Gaur)

Under Secretary to the Government of India

अजय कुमार गौड़/AJAY KUMAR GAUR
अवर सचिव/Under Secretary
भारी उद्योग एवं लोक उद्योग मंत्रालय
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Copy to: NIC for placing the above in the web site of DHI
for wide publicity.

ANNEX 2

No.D-15014/02/2013-GA

List of Stationery items

- The Bidders will quote for each and every item. In case of non-quoting of rate of any item by any bidder (s), their tender will be summarily rejected.
- The price quoted will be exclusive of Taxes and shall be fixed and final. Taxes, as applicable will be extra, which will not be quoted in the bid.

Sl. No.	Name of Items	Make/Brand/ Specification	Unit in which items to be procured	Rate per unit of items (Excluding Tax) (In Rs.)
1.	Adhesive Flag (Tri-color)	De'smat Promote	Nos.	
2.	Adhesive Sticker	3M	Pad	
3.	Adhesive yellow slip 2X3	De'smat Promote	Nos.	
4.	Adhesive yellow slip	De'smat Promote	Nos.	
5.	Adhesive yellow slip 3X3	De'smat Promote	Nos.	
6.	Adhesive yellow slip 4X3	De'smat Promote	Nos.	
7.	Adhesive yellow slip 5X3	De'smat Promote	Nos.	
8.	Alarm clock	Orpat	Nos.	
9.	All pin	Apex	Nos.	
10.	Assistant Diary Register 4 qr.	ABD	Nos.	
11.	Attendance Register	ABD	Nos.	
12.	Bond paper (120 GSM)	JK/Bilt	Pad	
13.	Brown packing tape 2 " size	Wonder	Nos.	
14.	Brown packing tape 1 " size	Wonder	Nos.	
15.	Brown packing tape 3 " size	Wonder	Nos.	
16.	Candle with stand 300 gm	Tiger	Nos.	
17.	Carbon Paper pkt.	Korse	Pad	
18.	Card Board 300 gsm	*	Nos.	
19.	Cash Book -200 page	*	Nos.	
20.	Cell (Big) Dura cell	Dura	Nos.	
21.	Cell (big)	Eveready	Nos.	
22.	Cell (Medium) Dura cell	Dura	Nos.	
23.	Cell (Medium)	Eveready	Nos.	
24.	Cell AA (ord.)	Eveready	Nos.	
25.	Cell AA(Dura cell)	Dura	Nos.	
26.	Cell AAA (ord.)	Eveready	Nos.	
27.	Cell AAA(Dura cell)	Dura	Nos.	
28.	Cell pencil(ord.)	Eveready	Nos.	
29.	Cello tape ½ " size	Diamond	Nos.	
30.	Cello tape 1 " size	Diamond	Nos.	
31.	Cello tape 2 " size	Diamond	Nos.	
32.	Cello tape 3 " size	Diamond	Nos.	

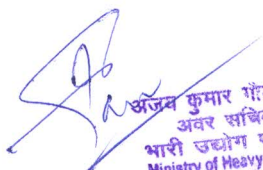
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(Signature of the Bidder alongwith stamp of firm)

अजय कुमार गौर/AJAY KUMAR GAUR
 अवर सचिव/Under Secretary
 भारती उद्योग एवं सार्वजनिक उद्यमों का विभाग
 Ministry of Heavy Indus. & Public Enterprises
 भारती उद्योग विभाग/Dept. of Heavy Industry
 उद्योग भवन, दिल्ली-110011
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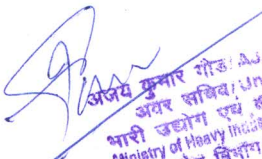
33.	Cello tape Dispenser (big size)	*	Nos.	
34.	Cello tape Dispenser (small size)	*	Nos.	
35.	Chart Paper (100 gsm)	*	Nos.	
36.	Correction fluid	Korse	Set	
37.	Correction pen	Uni steel Tip	Nos.	
38.	Correction Tape	*	Nos.	
39.	Dak pad	Neel Gagan	Nos.	
40.	Desk calendar stand (steel)	Kebica	Nos.	
41.	Desk calendar refill	*	Nos.	
42.	Drawing Pin	*	Nos.	
43.	Dumper (sponge)	Kebica	Nos.	
44.	Dustbin (Big)	Neelkamal	Nos.	
45.	Dustbin (Small)	Neelkamal	Nos.	
46.	Duster (white) 40X40 cm	*	Dzn.	
47.	Duster (Yellow) 60X60 cm	*	Dzn.	
48.	Engagement diary	*	Nos.	
49.	Engagement stand	Kebica	Nos.	
50.	Envelop brown A/ 4 size 120 gsm	Star		
51.	Envelop SE-5 brown 120 gsm	Star	Per thousand	
52.	Envelop SE-5 white 120 gsm	Star	Per thousand	
53.	Envelop SE-6 brown 120 gsm	Star	Per thousand	
54.	Envelop SE-6 white 120 gsm	Star	Per thousand	
55.	Envelop SE-7 A brown 120 gsm(with cloth)	Star	Per thousand	
56.	Envelop SE-7 A brown 120 gsm(with jali)	Star	Per thousand	
57.	Envelop SE-8 A brown 120 gsm(with cloth)	Star	Per thousand	
58.	Envelop SE-8 A brown 120 gsm(with Jali)	Star	Per thousand	
59.	Envelop SE-8 A white 120 gsm(with Jali)	Star	Per thousand	
60.	Envelop SE-8 brown 120 gsm(with cloth)	Star	Per thousand	
61.	Envelop white A/ 4 size 120 gsm	Star	Per thousand	
62.	Eraser pencil- Non-Dust	Natraj	Nos.	
63.	Eraser pencil- Non-Dust	Apsra	Nos.	
64.	Fevi stick 30 gm	Fevicol	Nos.	
65.	File board	Neelgagan	Nos.	

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 अवर सचिव / Under Secretary
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 Ministry of Heavy Industries & Public Enterprises
 भारी उद्योग विभाग / Dept. of Heavy Industry
 उद्योग भवन, नई दिल्ली-110011
 Udyog Bhawan, New Delhi-110011


		(No - 51)		
66.	File cover (The name of Ministry of Labour & Employment should be printed on the File cover)	Neelgagan	Nos.	
67.	File flap	Rexine	Nos.	
68.	File Tray (12X18 inch)	Kebica Stationery	Nos.	
69.	Folder (My Clear Bag)	Solo	Nos.	
70.	Folder Index	Solo	Nos.	
71.	Folder L-shape	Neelgagan	Nos.	
72.	Gem clip plastic coated	Kores 35 mm	Pkt.	
73.	Gem clip steel	Globe	Pkt.	
74.	Glorsy / Inkjet paper	Oddy	Pkt.	
75.	Glue Stick 25 gm	Kores	Nos.	
76.	Gloliter (5 in a set)	Kores	set	
77.	Gum bottle (300 ml.)	National/camel	Nos.	
78.	Gum bottle (700 ml.)	National/camel	Nos.	
79.	Hammer	*	Nos.	
80.	Hot & cold thermos	Eagle 2.2 Ltr.	Nos.	
81.	Index folder	Solo	Nos.	
82.	Ink bottle	Chelpark	Nos.	
83.	ink bottle	Montblanc	Nos.	
84.	ink bottle	Sheaffer	Nos.	
85.	Log Book	ABD	Nos.	
86.	LTC Pad (200 page)	*	pad	
87.	Markeen cloth	*	Meter	
88.	Match box	Ship	Nos.	
89.	Napkin paper	*	Nos.	
90.	Needle (Big)	*	Nos.	
91.	Note sheet 80 gsm Green	(Neelgagan)	Pad	
92.	Packing paper Brown (Good Qlty)	100 gsm star mills	Ream	
93.	Paper cutter	*	Nos.	
94.	Paper Duplicating A4 80 gsm	JK	Ream	
95.	Paper Photostat A3 80 gsm	JK	Ream	
96.	Paper Photostat A4 80 gsm	JK	Ream	
97.	Paper Photostat FS 80 gsm	JK	Ream	
98.	Paper weight	Glass	Nos.	
99.	Paper weight (plastic)	Kebica	Nos.	
100.	Pen	Butter flow	Nos.	
101.	Pen	Flair Technomatic	Nos.	
102.	Pen	Reynold 0.45	Nos.	
103.	Pen (Gel IMPACT)	Uniball	Nos.	
104.	Pen Add Gel	Achiver	Nos.	

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 Ministry of Heavy Industries & Public Enterprises
 भारी उद्योग विभाग / Deptt. of Heavy Industry
 उद्योग भवन, नई दिल्ली-110011
 Udyog Bhawan, New Delhi-110011

105	Pen Ball	Fine UB 157	Nos.	
106	Pen	Cello Griper	Nos.	
107	Pen highlighter	Luxor	Nos.	
108	Pen Jotter	Reynolds	Nos.	
109	Pen Marker White Board	Reynolds	Nos.	
110	Pen permanent marker	Reynolds	Nos.	
111	Pen pilot 0.5	Luxor	Nos.	
112	Pen Sketch	Luxor/Echo	Nos.	
113	Pen Stand 2 socket	Kebica (Golden)	Nos.	
114	Pen Stand 4 socket	Kebica (Golden)	Nos.	
115	Pen Tumbler	(Kebika/Vivid-VV-401 PS)	Nos.	
116	Pen Tumbler (Leather Coated)	*	Nos.	
117	Pen V-5 pilot High Tech	Luxor	Nos.	
118	Pencil (Shorthand)	Apsra	Nos.	
119	Pencil HB(Ord.)	Natraj	Nos.	
120	Pen-Golden for pen stand flair	*	Nos.	
121	Pen-Uni Ball UB -150	Fine	Nos.	
122	Pen-Uni Ball UB -150	Micro	Nos.	
123	Peon Book 200 page	ABD	Nos.	
124	Pilot pen ink	Luxor	Nos.	
125	Pin Cushion Jumbo Deluxe	Kebica	Nos.	
126	Pin Stapler (Medium) 24/6	Kangaru	Nos.	
127	Pin Stapler 23/10	Kangaru	Nos.	
128	Pin Stapler 23/17	Kangaru	Nos.	
129	Pin Stapler 23/8	Kangaru	Nos.	
130	Pin Stapler (Small) 10D	Kangaru	Nos.	
131	Poker	Steel	Nos.	
132	Punch Double DP600	Kangaru	Nos.	
133	Punch single	Kangaru	Nos.	
134	Refill jotter	Reynold	Nos.	
135	Refill (GR 20)	Add Gell	Nos.	
136	Refill Ord.	Reynold	Nos.	
137	Register Alphabetic 8 qr.	Neelgagan	Nos.	
138	Register Dispatch 8qr.	ABD	Nos.	
139	Register file Heading (ABD) 8qr.	ABD	Nos.	
140	Register file movement (ABD) 8 qr.	ABD	Nos.	
141	Register pay bill 100 page	ABD	Nos.	
142	Register Pay Bill 150 page	ABD	Nos.	
143	Register Pay bill 200 page	ABD	Nos.	
144	Register -Pay bill 250 page	ABD	Nos.	
145	Register Section Diary(ABD) 8qr.	ABD	Nos.	
146	Register stock(ABD) 8qr.	ABD	Nos.	
147	Rubber Band	Nylon	Kg.	

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अवर सचिव/Under Secretary
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संघीय भवन, नई दिल्ली-110011
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148	Ruled Register 2 Qr.	Neelgagan	Nos.	
149	Ruled Register 3 Qr.	Neelgagan	Nos.	
150	Ruled Register 4 Qr.	Neelgagan	Nos.	
151	Ruled Register 6 Qr.	Neelgagan	Nos.	
152	Ruled Register 8 Qr.	Neelgagan	Nos.	
153	Scale 12" plastic	Camalin	Nos.	
154	Scale 12 "	Steel	Nos.	
155	Scissor 9"	Kebica	Nos.	
156	Scissor brass handle	Kingfisher	Nos.	
157	Sealing wax (Good Qlty.)	National 3 star	Pkt.	
158	Sharpner	Natraj	Nos.	
159	Short Hand Book	Bitto	Nos.	
160	Signature pad	Neelgagan	Nos.	
161	Slip Book 33	Neelgagan	Nos.	
162	Slip Book 44	Neelgagan	Nos.	
163	Slip Book ord.	Neelgagan	Nos.	
164	Slip Book spiral	Neelgagan	Nos.	
165	Slip Book spiral A4	Neelgagan	Nos.	
166	Soap 150 gm.Lux	Lux	Nos.	
167	Spring file	Solo	Nos.	
168	Stamp pad	Supreme	Nos.	
169	Stamp Pad ink	Supreme	Nos.	
170	Stapler (Medium) 24/6	Kangaru	Nos.	
171	Stapler (Small) 10D	Kangaru	Nos.	
172	Stapler 127/7 Big	Kangaru	Nos.	
173	Stapler 12S/17 Big	Kangaru	Nos.	
174	Sutli	Jute	Kg.	
175	Sutli	Plastic	Kg.	
176	T A Bill Pad (200 page)	*	Pad	
177	Tag (Good Qlty.) 1000 Tag	*	Nos.	
178	Thread Ball	Ambika	Nos.	
179	Typing Paper (A-4 size)	Century	Ream	
180	Wall clock (sweep)	Ajanta	Nos.	
181	Wall clock(ord.)	Ajanta	Nos.	
182	Waste paper Basket with Padel	Neelkamal	Nos.	

* It should be of good quality as per sample available in the Ministry.

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List of Sanitary Items

S.No	Name of the Items	Make/Brand/Specification	Unit in which items to be procured	Rate per unit of items (Exclusive Tax) (In Rs.)
1.	Acid Bottle (5 Ltr.) Tin	As per sample	Each	
2.	Allout Machine	Allout	Each	
3.	Allout Refill	Allout	Each	
4.	Baygon 1Ltr	*	Each	
5.	Baygon Spray 5 ltr	*	Tin	
6.	Big Plastic bag for 100 ltr. Dustbin Good Qlty.	*	Each	
7.	Brasso 500ml	Brasso	Each	
8.	Broom Phool (Product No.555)	Deepak Jyoti	Each	
9.	Broom with Long Stick	As per sample	Each	
10.	Colin Spray 500ml	Rekiit Benckiser	Each	
11.	Detol Liquid Hand Wash	Detol	Each	
12.	Detol Soap 150 gms	Detol	Each	
13.	Domex Tile cleaner	Domex	Each	
14.	Duster Floor 40x40 Fine	As per sample	Each	
15.	Duster Table 40x40 fine	As per sample	Each	
16.	Duster Yellow 40x40 fine	As per sample	Each	
17.	Finit Spray Pump	HP Barand	Each	
18.	Hand Gloves rubber 1x2	*	Set	
19.	Harpic 500ml	Harpic	Each	
20.	Hit Spray 500ml	*	Each	
21.	Sanitary Cube	Bengal Chemicals	Pkt	
22.	Jug Plastic 2 ltr.	Minton	Each	
23.	Juna Plastic	*	Each	
24.	Juna Scotch Brite	Scotch Brite	Each	
25.	Liquid Soap Homocol 5 ltr	Homacol	Tin	
26.	Lizol	*	Each	
27.	Nariyal Broom	As per sample	Each	
28.	Nepthalin Ball	Trishul	Kgs	
29.	Odonil 75 gms	Odonil	Each	
30.	Pheyne 5 Ltr	Gainda	Tin	
31.	Pheyne 5 Ltr	Bangal	Tin	
32.	Room Freshner	Lavender	Each	
33.	Room Freshner	Yerdlay	Each	
34.	Soap 150 Gms	Lux	Each	
35.	Soft Tissue Paper	Wonder	Each	
36.	Tissue Paper	Wonder	Each	
37.	Toilet Cleaning Brush	*	Each	

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Under Secretary
Ministry of Heavy Industries & Public Enterprises
Dept. of Heavy Industry

38.	Toilet Flush Tank Matic Balls (blue and green)	Harpic	Each	
39.	Toilet Paper Roll	Daffodil	Each	
40.	Vim Ultra (1kg Pkt)	Vim	Pkt.	
41.	Vim Bar	Vim	Each	
42.	Vim liquid	Vim	Each	
43.	Wiper (Ord.)	Gold star	Each	
44.	Wiper Big with Long Handle Movable	Gold star	Each	
45.	Wiper Big with long Handle Movable(for Glass)	Gold star	Each	

* It should be of good quality as per sample available in the Ministry.



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 Ministry of Heavy Industries & Public Enterprises
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