

SPEED POST

No. D-15014/4/2014-GA
 Government of India
 Ministry of Heavy Industries & Public Enterprises
 Department of Heavy Industry
 (GA Section)

Udyog Bhavan, New Delhi-110011.
 Dated: 28 August, 2014

To
 M/s. Manoj Enterprises
 2343 Chatta Shahji
 Chawri Bazar
 Delhi-110006.

Subject: Annual Contract for supply of Stationery & Consumable items in Department of Heavy Industry.

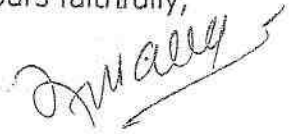
Sir,

I am directed to refer to your quotation Ref. No. ME-2014-15/SSI/257 dated 25th July, 2014 thereby quoting rates for supply of stationery and consumable items to this Department. Department of Heavy Industry intends to award you contract for supply of 178 items (list enclosed) on the following terms and conditions:-

- The contract will be for one year from the date award letter but can be terminated at any time without assigning any reason.
- All orders should be carried out on the basis of only written requests from the Department and should be supplied on the same day.
- 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.
- 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.

You are requested to indicate your acceptance within one week from the date of issue of this letter to the undersigned and deposit an amount of Rs.50,000/- (Rupees fifty thousand only) as performance security in the form of FDR/DD in favour of DDO, Department of Heavy Industry Udyog Bhavan, New Delhi.

Yours faithfully,

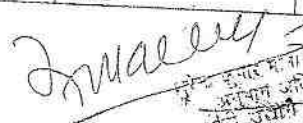


(S.K. Mann)

Section Officer
 अनुभाग अधिकारी / Section Officer
 भारती उद्योग एवं लोक उद्यम मंत्रालय
 Ministry of Heavy Industries & Public Enterprises
 भारती उद्योग विभाग / Dept. of Heavy Industry
 उद्योग भवन, नई दिल्ली
 Udyog Bhavan, New Delhi

M/S. MANOJ ENTERPRISES
RATE OF STATIONERY/SANITARY ITEMS AS APPROVED ON THE BASIS OF TENDER APPLICATION

S.No.	Name of Items	Make/Brand	Unit	Rate {in rupees}
1.	Adhesive Flag (Tri-color)	De'smat Promote	Nos.	9.88
2.	Adhesive yellow slip 2x3	De'smat Promote	Nos.	9.88
3.	Adhesive yellow slip 3x3	De'smat Promote	Nos.	12.88
4.	Adhesive yellow slip 5x3	De'smat Promote	Nos.	23.88
5.	Alarm clock	Orpat	Nos.	168.88
6.	All pin	Apex	Nos.	10.88
7.	Attendance Register	ADB	Nos.	23.88
8.	Bond paper (120 GSM)	JK/Bilt	Pad	63.88
9.	Candle big size			4.88
10.	Card Board 300 gsm	*	Nos.	1.88
11.	Cell (Big) Dura Cell	Dura	Nos.	118.88
12.	Cell (medium) Eveready	Eveready	Nos.	11.88
13.	Cell AA (Dura Cell)	Dura	Nos.	21.88
14.	Cell AAA (ord)	Eveready	Nos.	7.98
15.	Cell AAA (Dura Cell)	Dura	Nos.	21.88
16.	Cello tape 1/2" size	Diamond	Nos.	2.98
17.	Cello tape 1" size	Diamond	Nos.	10.88
18.	Cello tape 2" size	Diamond	Nos.	21.88
19.	Cello tape 3" size	Diamond	Nos.	33.88
20.	Cello tape Dispenser (big size)	*	Nos.	44.88
21.	Cello tape Dispenser (small size)	*	Nos.	17.88
22.	Coaster with stand		Set	33.88
23.	Chart Paper (100 gsm)	*	Nos.	3.88
24.	Dak Pad	Neel Gagan	Nos.	31.88
25.	Desk calendar stand (steel)	Kebica	Nos.	129.88
26.	Desk calendar refill	*	Nos.	19.88
27.	Dustbin (Big)	Neelkamal	Nos.	43.88
28.	Dustbin (small)	Neelkamal	Nos.	43.88
29.	Engagement stand	Kebica	Nos.	135.88
30.	Envelop SE-5 brown 120gsm	Star	Per 1000	318.88
31.	Envelop SE-5 white 120gsm	Star	Per 1000	315.88
32.	Envelop SE-6 white 120gsm	Star	Per 1000	405.88
33.	Envelop SE-7A brown 120 gsm (with cloth)	Star	Per 1000	1675.88
34.	Envelop SE-7A brown 120gsm (with jali)	Star	Per 1000	2188.88
35.	Envelop SE-8A brown 120gsm (with cloth)	Star	Per 1000	2588.88
36.	Envelop SE-8A brown 120 gsm (with jali)	Star	Per 1000	3588.88
37.	Envelop SE-8A white 120 gsm (with jali)	Star	Per 1000	4988.88
38.	Envelop white A/4 size 120 gsm	Star	Per 1000	1088.88
39.	Eraser pencil - Non-Dust	Natraj	Nos.	0.71
40.	Eraser pencil - Non-Dust	Apsra	Nos.	2.18
41.	File board	Neelgagan	Nos.	8.88
42.	File cover (The name of Ministry of Heavy Industries & Public Enterprises, Deptt. Of H.I. printed on the file cover)	Neelgagan	Nos.	5.08
43.	File flap	Rexine	Nos.	1.28
44.	File Tray (12x18 inch)	Kebica Stationery	Nos.	58.88
45.	Folder Solo 101	Solo	Nos.	5.88
46.	Folder L-shape one side transparant	Neelgagan	Nos.	6.98
47.	Gem clip plastic coated	Kores 35 mm	Pkt.	7.88
48.	Glue Stick 15 gm	Kores	Nos.	15.88
49.	Gloliter (5 in a set)	Kores	Set	47.88
50.	Hammer	*	Nos.	33.88
51.	Index folder	Solo	Nos.	98.88
52.	Ink Bottle	Sheaffer	No.	368.88
53.	Liver Folder	Sona	No.	68.88
54.	Log Book	ADB	Nos.	83.88


 SURENDER KUMAR MANN
 Section Officer
 Industries & Public Enterprises
 Ministry of Heavy Industry

M/S. MANOJ ENTERPRISES

S.No.	Name of Items	Make/Brand	Unit *	Rate {In rupees}
55.	LTC Pad (200 page)	*	Pad	110.88
56.	Match box	Ship	Nos.	0.88
57.	Napkin paper	*	Nos.	12.88
58.	Needle (big)	*	Nos.	0.98
59.	Notesheet 80 gsm green	(Neelgagan)	Pad	53.88
60.	Packing paper Brown (good qty)	100 gsm star mills	Ream	1488.88
61.	Paper cutter knife	*	Nos.	6.88
62.	Paper Photostat A3 75 gsm	JK	Ream	315.88
63.	Paper Photostate A4 75 gsm	JK	Ream	157.88
64.	Paper weight (Plastic)	Kebica	Nos.	10.88
65.	Pen	Flair Technomatic	Nos.	27.08
66.	Pen	Reynold 0.45	Nos.	3.98
67.	Pen	Trimax	Nos.	34.88
68.	Pen(Gel Impact)	Unibal	Nos.	64.88
69.	Pen Add Gel	Achiever	Nos.	34.88
70.	Pen Ball	Fine UB 157	Nos.	41.88
71.	Pen highlighter	Luxor	Nos.	9.88
72.	Pen Jotter	Reynolds	Nos.	14.88
73.	Pen Marker White Board	Reynolds	Nos.	15.88
74.	Pen permanent market	Reynolds	Nos.	10.38
75.	Pen pilot 0.5	Luxor	Nos.	25.88
76.	Pen Sketch	Luxor/Echo	Nos.	1.38
77.	Pen Stand 2 socket	Kebica (Golden)	Nos.	101.88
78.	Pen Stand 4 socket	Kebica (Golden)	Nos.	111.88
79.	Pen Tumbler	Kebica/Vivid-VV-401 PS)	Nos.	32.88
80.	Pen Tumbler (Leather Coated)	*	Nos.	95.88
81.	Pen V-5 pilot High Tech	Luxor	Nos.	38.88
82.	Pencil (Shorthand)	Apsra	Nos.	3.48
83.	Pencil HB (ord.)	Natraj	Nos.	2.58
84.	Pen-Golden for pen stand flair	*	Nos.	9.88
85.	Pen-Uni Ball UB-150	Fine	Nos.	41.88
86.	Pen-Uni Ball UB-150	Micro	Nos.	41.88
87.	Peon Book 200 page	ADB	Nos.	31.88
88.	Photo paper cutter big size	*	Nos.	315.88
89.	Photo paper cutter small size	*	Nos.	175.88
90.	Pilot pen ink	Luxor	Nos.	7.88
91.	Pin Stapler (Medium) 24/6	Kangaru	Nos.	8.88
92.	Pin Stapler 23/17	Kangaru	Nos.	30.88
93.	Pin Stapler (Small) 10D	Kangaru	Nos.	4.08
94.	Poker	Steel	Nos.	7.98
95.	Punch Double DP 600	Kangaru	Nos.	63.88
96.	Punch single	Kangaru	Nos.	41.88
97.	Refill jotter	Reynold	Nos.	6.38
98.	Refill reynold	Reynold	Nos.	2.91
99.	Refill (GR20)	Add Gell	Nos.	17.68
100.	Refill Ord.	Reynold	Nos.	2.91
101.	Register Dispatch 8qr.	ABD	Nos.	101.88
102.	Register File Heading (ABD) 8qr.	ABD	Nos.	101.88
103.	Register file movement (ABD) 8qr.	ABD	Nos.	101.88
104.	Register pay bill 100 page	ABD	Nos.	368.88
105.	Register Pay Bill 150 page	ABD	Nos.	495.88
106.	Register Pay bill 200 page	ABD	Nos.	625.88
107.	Register pay bill 250 page	ABD	Nos.	755.88
108.	Register Section Diary (ABD)8qr.	ABD	Nos.	101.88
109.	Register stock (ABD) 8 qr	ABD	Nos.	174.88
110.	Rubber band	Nylon *	Kg.	235.88
111.	Ruled Register 3qr.	Neelgagan	Nos.	65.88
112.	Ruled Register 4qr.	Neelgagan	Nos.	68.88

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M/S. MANOJ ENTERPRISES

S.No.	Name of Items	Make/Brand	Unit	Rate {in rupees}
114.	Ruled Register 8 gr.	Neelgagan	Nos.	178.88
115.	Scale 12" plastic	Camalin	Nos.	6.88
116.	Scale 12" Steel	*	Nos.	8.88
117.	Scissors 9"	Kebica	Nos.	21.88
118.	Sharpner	Natraj	Nos.	2.28
119.	Short Hand Note Book	Bitto	Nos.	15.88
120.	Signature Pad	Neelgagan	Nos.	23.88
121.	Slip Book Spiral	Neelgagan	Nos.	17.88
122.	Slip Book spiral A4	Neelgagan	Nos.	29.88
123.	Soap 150 gm Lux	Lux	Nos.	18.88
124.	Spring file	Solo	Nos.	9.88
125.	Stamp Pad ink	Supreme	Nos.	7.88
126.	Stapler 127/7 Big	Kangaru	Nos.	788.88
127.	Stapler 125/17Big	Kangaru	Nos.	1083.88
128.	Sutli	Jute	Kg.	59.88
129.	Sutli	Plastic.	Kg.	59.88
130.	TA Bill Pad (200 page)	*	Pad	110.88
131.	Thread Ball	Ambika	Nos.	8.88
132.	Towel big	Century	Nos.	148.88
133.	Towel (Hand towel)	Century	Nos.	32.88
134.	Typing Paper (A-4 size)	Century	Ream	78.88
135.	Wall clock (ord.)	Ajanta	Nos.	215.88
136.	Waste Paper Basket with lid & Padel (big)	Neelkamal	Nos.	188.88
137.	Waste Paper Basket with lid & Padel (medium)	Neelkamal	Nos.	135.88
138.	Full plate bone china	Bone china	Dzn.	1410.88
139.	Qtr. Plate	Bone china	Dzn.	705.88
140.	Cups & Soucers	Bone china	Set	310.88
141.	Cups & Soucers	Royal	Set	435.88
142.	Spoon small for tea	Good quality	Set	46.88
143.	Spoon medium	Good quality	Set	50.88
144.	Table Spoon	Good quality	Set	58.88
145.	Electric Kettle 1.5 Ltrs. Steel	Murphy Richards	No.	2288.88

List of Sanitary Items

S.No.	Name of Items	Make/Brand	Unit	Rate {in rupees}
1.	Ambi pure car freshner		Each	179.88
2.	Ambi pure refill		Each	130.88
3.	Aer twist car fragrance	Godrej	Each	279.88
4.	Allout Machine	Allout	Each	59.88
5.	Allout Refill	Allout	Each	44.88
6.	Baygon 1 Ltr.	*	Each	219.88
7.	Clinzo 5 Ltrs.		Tin/Jar	163.88
8.	Lyzol tile cleaner 5 Ltrs.		Tin/Jar	345.88
9.	Brasso 500 ml.	Brasso	Each	181.88
10.	Bromm Phool (Product No.555)	Deepak Jyoti	Each	42.88
11.	Detol Liquid Hand Wash	Detol	Each	55.88
12.	Detol Soap 150 gms	Detol	Each	27.88
13.	Domex tile cleaner	Domex	Each	53.88
14.	Duster Floor 40x40 fine	As per sample	Each	16.88
15.	Finit Spray Pump	HP Brand75.00	Each	28.88
16.	Homocol cube 500 gram	Bengal chemical	Pkt.	78.88
17.	Hit Spray 500 ml	*	Each	119.88
18.	Jug Plastic 2 Ltr.	Milton	Each	42.88
19.	Juna Plastic	*	Each	4.88
20.	Juna Scotch Brite	Scotch Brite	Each	8.88
21.	Liquid Soap Homocol 5 Ltr.	Homacol	Tin	310.88
22.	Lyzol	*	Each	55.88
23.	Odonil 75 gms		Each	
24.	Pheynle 5 Ltr.	Odonil	Each	

Handwritten notes and stamps on the left margin, including a circular stamp from the Government of Haryana, Department of Industries and Public Enterprises, and a signature.

M/S. MANOJ ENTERPRISES

S.No.	Name of Items	Make/Brand	Unit	Rate (in rupees)
25.	Soap 150 gms	Lux	Each	18.88
26.	Soft Tissue Paper	Wonder/wintex	Each	18.88
27.	Surf pkt. ½ kg.	surf	Each	56.88
28.	Toilet Flush Tank Matic Ball (blue and green)	Harpic	Each	33.88
29.	Toilet Paper Roll	Daffodil	Each	16.88
30.	Vim Ultra (1kg Pkt)	Vim	Pkt.	19.88
31.	Vim Bar	Vim	Each	19.88
32.	Vim liquid	Vim	Each	51.88
33.	Wiper Big with long Handle Movable (for Glass)	Gold star	Each	215.88

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

S. Mann

सुरेन्द्र कुमार मन्ना / SURENDER KUMAR MANN
अनुभाग अधिकारी / Section Officer
भारतीय उद्योग एवं लोक उद्यम मंत्रालय
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