

No.34-8/2010-General

Government of India  
Ministry of Women & Child Development

....

Shastri Bhawan, New Delhi,  
Dated: 14.6.2010

To

As per list attached.

Subject:- Quotations for supply of stationery items, etc for use in the year 2010-2011 of Ministry of Women and Child Development- Tender Notification- Reg.

Sir/ Madam,

The Ministry proposes to enter into a Rate Contract (RC) for supply of Stationery and other Misc. items as indicated in the annexure. Please send your quotations for a period of one year against each items as indicated in Annexure.

2. It may be noted that no compromise on quality would be made. In case, it is found at some stage that the quality supplied is inferior, the contract will be cancelled and firm black listed.

3. In case the firms fails to supply the items within specified delivery period, i.e. three days from the date of receipt of the supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from security Money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm will also be taken.

4. The rates should be inclusive of delivery charges to this Ministry in Shastri Bhawan, New Delhi in Room No. 622-A Wing. The supplier will be responsible for delivery of the goods in good condition at their own risk and cost. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes. The telephone & Mobile Number of the firm should be indicated for urgent communication/contact. The Ministry reserves the right to reject any quotation without assigning any reason thereof. The decision of the Ministry will be final.

5. The firms must indicate their Pan Number, Sale Tax Number, Authorized dealership Certificate detail on their letter head along with photocopies of all the documents. Failure to supply these document will result in non-consideration of their quotation. They are free to quote for some items which they are authorized by their principal company. In case of rate quoted for branded products, the name of the brand must be indicated in the relevant column.

6. If you are interested in supplying the stationery and other items of store as listed in Annexure, you may submit your quotations duly completed and signed and accompanied by the Demand Draft of Rs.25,000/- drawn in favour of Pay and Account Officer, Ministry of Women and Child Development, Shastri Bhawan, New Delhi towards Bid Security in a sealed cover addressed to the undersigned so as to reach this office latest by 4.00 P.M. on 25.6.2010. Tenders/ quotations without earnest money deposit will be summarily rejected. The cover containing the tender must be marked with the word, "QUOTATIONS FOR SUPPLY OF STATIONERY/ MISC. ITEMS, ETC." The quotations will be opened at 4.30 P.M. on the same day i.e. 25.6.2010 in Room No. 310, A-Wing, Shastri Bhawan, New Delhi. You or your authorized representative may be present at the time of opening of Quotations, if so desired. **Over writing and use of white fluid must be avoided otherwise the quotation will be outrightly rejected.**

Yours faithfully,

(B.B. Gupta)

Under Secretary to the Govt. of India

Tel: 23382743

Copy to :- TD(NIC) with the request to upload above information on this Ministry's Website immediately.

**List of suppliers of Stationery items**

1. M/s. R.V. Enterprises  
3944/3, Satta Street  
  
Nai Sarak, Delhi – 110 006.
2. M/s. S.K. Verma & Co.  
3952, Satta Street  
  
Nai Sarak, Delhi – 110 006
3. M/s. Alankar Stationery Mart  
4123, Gali Satte Wali  
  
Nai Sarak, Delhi- 110 006
4. M/s. R.K. Traders  
Shop No.9, DIZ Area  
  
Baba Kharak Singh Marg,  
  
New Delhi – 110001
5. M/s. A.R. Enterprises  
D-1045, Top Gali No.15  
  
Chauhan Banger  
  
Delhi-110 053
6. M/s. Wahi Stationery Mart  
3932-3666,Satta Street,  
  
Nai Sarak, Delhi-110 006.
7. M/s. Aggarwal Stationers  
3929, Gali Satte Wali,  
  
Nai Sarak, Delhi – 110006

8. M/s. Jagat Printing Works  
2667, Roshen Pura,  
  
Nai Sarak, Delhi –110 006.
  
9. M/s. Vijay Stationers  
28/26, West Patel Nagar  
  
New Delhi
  
10. M/s. Atul Paper (P) Ltd.  
A-62, Phase-II, Okhala,  
  
Industrial Area  
  
New Delhi.
  
11. M/s. NCCF LTd.  
  
Deepali Building, 6<sup>th</sup> Floor  
  
Nehru Place, New Delhi
  
12. M/s. Kendriya Bhandar  
  
East Block-X, R.K.  
  
R. K. Puram,  
  
New Delhi- 110 066
  
13. M/s. Chadha Stationers,  
67, Chitra Gupta Road,  
  
Pahar Ganj, New Delhi-110005

## Annexure

S.No.	Name of the Items	Rate per piece/ packet Quieted rate
1.	Duplicating Paper Modi – Challenger	
2.	Legal Paper Modi	
3.	Riso Ink Z Type HP	
4.	Rizo Master Role Z Type HP	
5.	CFS Balb -12 Wt./15 Wt./22 wt.	
6.	Wall Clock (All Type) Branded Company	
7.	Colour Paper (A-4 Size) All Colour	
8.	Library Box/ Index Box	
9.	Cash Book (300 pages) Banded	
10.	PBR Register 150 pages	
11	Forms Printed per pad i. Exchange Voucher (pad of 50 Set ii. TA/DA GAR-14-A Form (pad of 100 sheet) iii. LTC GAR-14-C Form (pad of 100 Sheet) iv. Pay Bill GAR-13 Outer (pad of 100 Sheet) v. Pay Bill GAR-13 Inner (pad of 100 Sheet) vi. Form 16 (Pad of 100 Sheet) vii. Challan Form (TR-6) (Pad of 100 Sheet) viii. Contingent Voucher GAR-29 ix. Advance Contingent Voucher x. L.P.C. Certificate xi. L.T.C. Bill xii. Medical Bill GAR-23(95) xiii. T.D.S. Certificate xiv. GPF GAR-42 Forms xv. DATA Sheet	
12	Envelop SE-5 Brown 100 GSM – per hundred (printed)	
13	Envelop 9"x4" white – per hundred (printed)	
14	Envelop SE-6 size Brown 100 GSM – per hundred (printed)	
15	Stapler Pin No.10 (Kores/Kangaro))- per packet	
16	Stapler Pin No. 24/6(Kores/Kangaro)- per packet	
17	Stapler Pin No. 23/13(Kores/Kangaro)-per packet	
18	Stapler Pin No. 23/17(Kores/Kangaro)-per packet	
19	Automatic Room Freshener(Air Neutralizer)	
20.	Seal Wax	
21.	Poli Bag (All Type)	
22.	Stapler Machine No.12S/17 (Kangaro)	
23.	Wiper with Stick	
24	Add-gel PG-500 – per pen	
25	Add-gel ` Add Achiever' – per pen	
26	Add Gel cat – per pen	
27	Jotter pen (VIP/Perform/Luxor)- per pen	
28	Sketch Pen – per pen (Luxor)	
29	Refill Jotter pen (VIP/Perform/Luxor) – per refill	
30	Refill for Add gel PG 500 pen(No.PG-R 50) -per Refill	

31	Refill parker roller pen – per refill	
32	Refill for Cello Gripper Pen (Cello make)-per refill	
33	Refill for Reynolds 045 fine carbure pen(Reynolds make)-per refill	
34	Carbon paper FS size 'Kores'– per packet	
35	Carbon paper Double FS size 'Kores' – per packet	
36	Waste paper basket 12-15 " height (Kebica/Bright/Cello)-per basket	
37	Scale (Plastic) 12" size heavy weight (Kebica/Natraj) – per scale	
38	File tray (Plastic) (Kebica)– per tray	
39	Hammer (250–400 gram) with handle - per hammer	
40	Diary Register fine quality (500 pages and 700 pages)	
41	Movement Register fine quality (500 pages)	
42	Dispatch Register fine quality (500 pages and 700 pages)	
43	File Register fine quality (500 pages)	
44	Assistant's Diary	
45	Log Book (4 quire)	
46	Fully Index Register (3 quire and 4 quire)	
47	Attendance Register	
48	Peon Book	
49	Telephone Index diary (9"x5.5") size of standard make	
50	Packing paper sheets brown – per sheet	
51	Bond paper – per packet (500 sheets)	
52	PVC Index file (Sona make)	
53	PVC Punch less (Clip) file folder 'Solo make'	
54	PVC Wire file folder 'Solo make'	
55	PVC Ring file folder 'Solo make'	
56	Candle (50 gm. weight)	
57	Aggarbati packet 'Sandal'	
58	Jute Cloth (Tat) per meter	
59	Dettol Liquid Soap per bottle (250 ML)	
60	Harpic Bottle (500 ML)	
61	Toilet Brush	
62	Torch (3 Battery Cell) (Geep make)	
63	Audio Cassette 90 minute (Sony make)	
64	Floppy 3.5 " MFD 1.44 MP Sony	
65	Jala Brush with bamboo	
66	Platform Brush with bamboo	
67	Rubber Band 500 gm packet	
68	Visiting Card Album 100/200/500/1000	
69	Punch machine double hole (Kangaro 280) -per machine	
70	Other items to be required by MOS(I/C), PS to MOS(I/C), Secretary, AS, JSs and other higher officers/ Sections/ Desks Units, MWCD may be supply at rate of Kendriya Bhandar/ NCCF	

