

No. D-15014(1)/10-GA
Government of India
Ministry of Micro, Small & Medium Enterprises

Udyog Bhavan,
New Delhi, the 9th March 2010.

Subject : Award of contract for supply of Stationary and consumables in the Ministry of Micro, Small & Medium Enterprises for the Year 2010-11- regd.

Sir,

I am directed to say that Ministry of Micro, Small & Medium Enterprises invites sealed quotations for supply of Stationary and Consumables as given in the enclosed sheet (Annexure-1). The tender offers in sealed covers should be submitted to the undersigned on or before 3.00 P.M. of 22.03.2010 along-with earnest money deposit of Rs. 60,000/- (Rupees Sixty thousand only) in the form of a Demand Draft/FDR in favour of DDO, Ministry of Micro, Small & Medium Enterprises without which the quotations will not be considered. The quotations would be opened on the same day at 3.30 P.M. in room No. 356-A, Udyog Bhavan in the presence of the tenderers who wish to be present. The terms and conditions of the contract are as under :-

1. The contract will be for one year (1.04.2010 to 31.03.2011) but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid.
2. The firm submitting quotations should be well equipped and should have the required infrastructure to undertake the job of supply of stationary and consumables. The firm should have achieved a minimum turnover of Rs. 30.00 lakh (Rupees Thirty lakh only) through sale of stationary and consumables during the last three financial years i.e. 2006-07, 2007-08 and 2008-09.
3. The financial status of the firms and the past experience may also be indicated, separately.
4. The Contractor will be required to contact the General Administration Section of this Ministry every day to take orders for supply of Stationary and consumable items.
5. All supplies will be made only on the basis of written orders from this Ministry from time to time.
6. The successful contractor will have to deposit Rs.1,20,000/- (Rupees One lakh Twenty Thousand only) in advance as security deposit in the form of a DD/FDR in favour of DDO, Ministry of Micro, Small & Medium Enterprises to be retained during the currency of the contract.

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7. In case of violation of the above terms of the contract, the security deposit would be forfeited.
8. The Ministry is not bound to accept the lowest rates and reserves the right to reject any/all offers without assigning any reasons.
9. The earnest money deposit will be returned after the contract has been finalized and contractor selected.

Accordingly, you may, if interested, send your quotations in sealed covers to the Under Secretary (GA), Ministry of Micro, Small & Medium Enterprises, Room No. 123, Udyog Bhavan, New Delhi- 110 017 latest by 3.00 P.M. of 22.03.2010 along-with earnest money deposit of Rs.60,000/- (Rupees Sixty Thousand only) in the form the DD/FDR in favour of DDO, Ministry of Micro, Small & Medium Enterprises.

Yours faithfully,

S/d-

(P.S. Verma)

Under Secretary to the Government of India

Tel. No. 2306 1636.

Encl : As above.

Copy to : NIC for placing the above contract on Web site of M/o. MSME.

ANNEXURE-1**LIST OF STATIONARY AND OTHER CONSUMMABLES REQUIRED IN THE MINISTRY OF MSME.**

Name of the item	Quantity	Rate (Rs.)
Plastic coated Gem clip (good quality)	Per pkt	
Gem clip – Steel (good quality)	Per pkt	
All pin	Per pkt	
Sketch pen	Per set	
Pencil lead (Natraj)	Per pkt	
Pencil Short hand (Natraj)	Per pkt	
Pencil (Flora) for Minister's use	Per pkt	
Reynolds pen	Per piece	
Cello paper soft pen	Per piece	
Add Gel Pen	Per piece	
Pilot pen 0.5	Per piece	
Pilot pen V-5	Per piece	
Cello Gripper pen	Per piece	
Holder pen	Per piece	
Lexi V-5 pen	Per piece	
Uniball Pen	Per piece	
Uniball Broad pen	Per piece	
Plastic folder (my clear bag)	Per piece	
Reynold pen riffle	Per piece	
Add-Gel pen riffle	Per piece	
Holder pen riffle	Per piece	
Cello tape (Small)	Per piece	
Cello tape (Big)	Per piece	
Brown tape (Big)	Per piece	
Packing paper (Brown paper)	Per piece	
Super Stick (Computer lable)	Per piece	
Tape dispenser Machine (Small)	Per piece	
Tape dispenser Machine (Heavy duty)	Per piece	
Visiting card album (Ordinary)	Per piece	
Visiting card album (Leather	Per piece	
Permanent Marker	Per piece	
White board marker	Per piece	
White fluid (Kores)	Per piece	
White Correction pen (Kores)	Per piece	
Short hand note book	Per piece	
Slip Book- fine quality (20 pages)	Per piece	
Spiral book -fine quality (20 pages)	Per piece	
Slip book- fine quality (60 pages)	Per piece	
Spiral Book – fine quality(60 pages)	Per piece	
Slip Book A-4 size (fine quality)	Per piece	
Spiral book A-4 size (fine quality)	Per piece	

Stappler Machine (Small)- Kangaroo	Per piece	
Stappler Machine (Big)- Kangaroo	Per piece	
Stappler Machine Heavy Duty – Kangaroo	Per piece	
Stappler pin (Small)- Kangaroo 10/6	Per pkt	
Stappler pin (Big)- Kangaroo 24/6	Per pkt	
Heavy Duty Stappler pin	Per pkt	
Pin Remover Machine	Per piece	
Highlighter (Kores)	Per piece	
High lighter(fine quality) for Minister' use	Per piece	
Note Sheet (good quality paper)	Per piece	
Candle (medium size)	Per pkt	
Match box	Per box	
Scale (Plastic)	Per piece	
Scale (Steel)	Per piece	
Paper weight (fancy)	Per piece	
Pen stand (with 2 pen)	Per piece	
Pen stand (with 4 pen)	Per piece	
Pin cushion	Per piece	
Pen/pencil holder (good quality)	Per piece	
Punching Machine (Single punch)- Kangaroo	Per piece	
Punching Machine (Double punch)- Kangaroo	Per piece	
Binder Clip, mm 8	Per pkt	
Binder Clip, mm 12	Per pkt	
Binder Clip, mm 32	Per pkt	
Binder Clip, mm 51	Per pkt	
Envelop SE-IV	Hundred	
Envelop SE-V	Hundred	
Envelop SE-VI	Hundred	
Envelop SE-VII	Hundred	
Envelop SE-VIII	Hundred	
White Envelop (SE-VIII size)	Hundred	
Yellow envelop A4 Size (with cloth)	Hundred	
White envelop (SE-V)	Hundred	
Yellow Envelop (SE-VIII size)	Hundred	
Yellow Envelop SE-V (with cloth)	Hundred	
Solo folder CH118	Per piece	
Photostat Paper(JK-80 GSM) A-4 size	Per ream	
Photostat Paper (JK-80GSM))A-3 size	Per ream	

Name of the item	Quantity	Rate (Rs.)
Photo Glossy Paper (fine quality)	Per ream	
Green sheet	Per piece	
India To-day Planner	Per piece	
Executive Diary	Per piece	
Telephone Diary	Per piece	
Ram Pack Diary	Per piece	
Index Diary	Per piece	
Engagement Diary	Per piece	
Plastic Folder (ordinary)	Per piece	
Plastic Folder (Solo)	Per piece	
Plastic Box Folder (Solo)	Per piece	
Plastic Folder (Double Punch)	Per piece	
Plastic Folder Album	Per piece	
Plastic Folder (Milky)	Per piece	
Plastic Folder (my clear bag)	Per piece	
Visiting card folder (good quality) –	Per piece	
Index File	Per piece	
Box File	Per piece	
Foam Leather Folder	Per piece	
Agreement Folder	Per piece	
Cobra file Folder	Per piece	
Megha folder lever lock index box file 24T	Per piece	
Colour Flag	Per piece	
Yellow Slip (Small)	Per piece	
Yellow Slip (Medium)	Per piece	
Yellow Slip (Big)	Per piece	
Hammer	Per piece	
Thread Ball	Per roll	
Sutli	Per kg.	
Stamp Pad (Blue, Red)	Per piece	
Stamp pad ink (Blue, Red) 100 ml	Per piece	
Chelpark Ink 100 ml	Per piece	
Pilot pen ink 100 ml	Per piece	
Parchament Paper	Per piece	
Rubber band 250 gm	Per pkt	
Eraser (Kores)	Per piece	
Sharpner	Per piece	

Name of the item	Quantity	Rate (Rs.)
Tag (Silicon) – good quality	Per bundle	
Dak Pad	Per piece	
Signature pad	Per piece	
Gum Bottle 250 ml	Per piece	
Glue stick (Kores)	Per piece	
Vami Gum (Camel)	Per piece	
Fevi quick	Per piece	
Paper Cutter	Per piece	
Gum Bottle 500 ml	Per piece	
Quick fix	Per piece	
Scissor (Small)	Per piece	
Scissor (Big)	Per piece	
Carbon paper	Per box	
Sealing wax	Per pkt	
File Board	Per piece	
File Band	Per piece	
Desk calendar stand	Per piece	
Desk calendar Reffle	Per piece	
Desk knife	Per piece	
Heavy duty pencil sharpner	Per piece	
Heavy duty paper cutting machine	Per piece	
Ruled Register 2 coir	Per piece	
Ruled Register 4 coir	Per piece	
Ruled Register 6 coir	Per piece	
Ruled Register 8 coir	Per piece	
Alphabetic Register 6 coir	Per piece	
Alphabetic Register 8 coir	Per piece	
File Register 8 coir	Per piece	
Assistant Diary 6 coir	Per roll	
File Movement Register 6 coir	Per kg.	
Diary Register 8 coir	Per piece	
Pay Bill Register 8 coir	Per piece	
Pay Bill Register 12 coir	Per piece	
Stock Register 12 coir	Per piece	
Telephone Register 8 coir	Per piece	
GAR-27 Register 8 coir	Per piece	
Acquisition Roll 4 qur.	100 sheet	
Expenditure control Register 8 qur	Per piece	
Service Book- 60 pages	Per piece	

Name of the item	Quantity	Rate (Rs.)
TA/DA bill form	Hundred	
LTC Claim form	Hundred	
GPF Bill form	Hundred	
Contingent bill form	Hundred	
Pay bill order form	Hundred	
Exchange order form	Hundred	
Cash Book 8 Coir	Per piece	
Plastic Tray	Per piece	
Stamp Stand	Per piece	
Dustbin- Plastic (Small)	Per piece	
Dustbin- Plastic (Big)		
Engagement Stand A-4 size	Per piece	
Engagement stand A-5 size	Per piece	
Acrylic Stand (Glass)	Per piece	
CD (Re-writable)	Per piece	
CD (Writable)	Per piece	
DVD (Re-writable)	Per piece	
DVD (Writable)	Per piece	
Floppy	Per pkt (10 pieces)	
Maps (Standard office size)	Per piece	
Lok Sabha Slips	Hundred	
Rajya Sabha Slips	Hundred	
Immediate Slips	Hundred	
Most Immediate slips	Hundred	
Urgent Slips	Hundred	
Secret Slips	Hundred	
Out To-day slips	Hundred	
White Board 3x5	Per piece	
White Board duster	Per piece	
All Out Machine (with lead)	Per piece	
All Out Liquid	Per piece	
Alarm Clock (Steel)	Per Piece	
Wall Clock (Quartz)	Per piece	
Acid (for toilet) 1000 ml	Per bottle	
Aggarbatti (good quality)	Per pkt	
Dhoop Batti (good quality)	Per pkt	
Aggarbatti Stand (Steel)	Per piece	
Borosil Glass (Small)	Per dozen	
Borosil Glass (Medium)	Per dozen	

Name of the item	Quantity	Rate (Rs.)
Borosil Glass (Big)	Per dozen	
Cut Glass fancy	Per dozen	
Glass Tumbler Plain (Yera)	Per dozen	
Glass Tumbler Colour (Yera)	Per dozen	
Cups (Bone-China_	Per dozen	
Cups & Saucers (Bone China)	Per dozen	
Bowls (Small) –Bone China	Per dozen	
Bowls (Big)- Bone China	Per dozen	
Full Plate(Bone China)	Per dozen	
Half plate (Bone China)	Per dozen	
Quarter Plate (Bone China)	Per dozen	
Mug (plastic)	Per piece	
Jug (Plastic)	Per piece	
Mayur Jug 10 ltr	Per piece	
Mayur jug 20 ltr	Per piece	
Disposable Glass (good quality)	Hundred	
Tea Coaster (good quality)	Per dozen	
Bucket (plastic)- 20 ltr.	Per piece	
Bucket Plastic 20 ltr (with cover)	Per piece	
Dinner Set (bone China)	Per set	
Service Tray (Big)	Per Piece	
Service Tray (Small)	Per piece	
Tea set (good quality)	Per set	
Spoon (Tea)	Per dozen	
Spoon (Service)	Per dozen	
Glass Cover (Plastic)	Per dozen	
Fork (Steel)	Per dozen	
Knife (Steel)	Per dozen	
Brush (Jala)	Per piece	
Brush (Toilet)	Per piece	
Brooms (Stick)	Per piece	
Brooms (Phool)	Per piece	
Brooms (Bans)	Per piece	
Bamboo	Per dozen	
Brasso 500 ml	Per piece	
Baygon spray (Finit)	5 ltr	
Colin	Per Piece	
Car polish	Per piece	
Cell (pencil)- Eveready	Per piece	

Name of the item	Quantity	Rate (Rs.)
Cell (Medium)- Eveready	Per piece	
Cell (Big)- Eveready	Per piece	
Cell (Remote)	Per Piece	
Calculator (8 digit)- Casio	Per piece	
Calculator 12 digit – Casio	Per Piece	
Thermos Flask (Plastic)	Per piece	
Thermos Flask (Steel)	Per piece	
Door mats 4x2 (plastic)	Per piece	
Door mats 4x2 (Coir)	Per piece	
Duster White 12x24 (fine quality)	Per dozen	
Duster White 12x36 (fine quality)	Per dozen	
Duster Yellow 12x36 (fine quality)	Per dozen	
Duster Floor 12x36 (fine quality)	Per dozen	
Dettol Liquid Soap 250 ml	Per piece	
Flower Pot (Glass)	Per piece	
Flower pot (Brass)	Per piece	
Finit pump	Per piece	
Homocole cube	Per pkt	
Harpic Cube	Per piece	
Harpic Liquid 500 ml	Per piec	
Hit	Per piece	
Lock Small (Harrison)	Per piece	
Lock Big (Harrison)	Per piece	
Naphthalene balls	Per kg	
Phenyl (Gainda mark)	5 ltr	
Odonil	Per pkt	
Room Freshner	Per piece	
Soap Lux (150 gm)	Per piece	
Tissue paper (good quality)	Per pkt	
Toilet paper (good quality)	Per roll	
Towel White (Car size)	Per piece	
Towel Coloured (Car size)	Per piece	
Towel Coloured (Medium size)	Per piece	
Towel White – (Medium size)	Per piece	
Hand Towel	Per piece	
Torch (with 2 cell) -Eveready	Per piece	
Torch (with 4 cell)- Eveready	Per piece	
Tissue Paper Box (good quality)	Per piece	
Surf	Per kg	

Name of the item	Quantity	Rate (Rs.)
Vim	Per kg	
Wiper	Per piece	
Suit Case 32"	Per piece	
Suit Case 28"	Per piece	
Suit Case 24"	Per piece	
Sky bag 32"	Per piece	
Leather Bag (for dak)	Per piece	
Office bag	Per Piece	
Cleango 5 ltr	Per piece	
Umbrella	Per piece	
Rain Coat	Per piece	
Key purse(Leather)	Per piece	
Car Perfume(Good Quality)	Per piece	
Car perfume refill(Good Quality)	Per piece	