

**No.15011/5/2016-Genl.
Government of India
Ministry of Textiles**

UdyogBhawan, New Delhi
16th March , 2016

To,

As per list enclosed,

Subject: Limited Tender Enquiry for procurement of stationery items by the Ministry of Textiles, UdyogBhawan, New Delhi.

Sir,

I am directed to say that the Ministry of Textiles intends to procure stationary items through limited tender enquiry. The details of items to be procured are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids:
- (a) The firm should be a reputed firm having its registered office in Delhi.
 - (b) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
 - (c) The firm should have a minimum of five years experience in supplying stationery items to the central Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
 - (d) The firm should have a valid PAN number.
 - (e) The firm should have minimum annual turnover of Rs. 50 lakh during each of the last three years.
 - (f) The firm should be in a position to supply stationery items at a short notice as and when requisitioned by the Ministry.
 - (g) The stationery items shall be delivered in the Stationery Cell of this Ministry near Gate No. 11, Basement, UdyogBhawan, New Delhi.
 - (h) The owner / proprietor / manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
 - (i) The rates quoted for different stationery items shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall be entertained after approval of the rates. However, in case of reduction in the market price of any of the items during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.
 - (j) The stationery items should be of standard quality. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.

- (k) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
 - (l) The contract for supply of items will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
 - (m) In case the firm is not able to supply the required items to this Ministry in time after placing of the supply order by it during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
 - (n) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
 - (o) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
 - (p) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 50,000/- (Rupees fifty thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
 - (q) The successful bidder will have to deposit Performance Security Money for an amount equal to five percent of the annual value of the contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.
3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for Stationery Items" addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him / her latest by 03.00 PM on 8th April, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 8th April, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.
4. The above particulars are also available on the Ministry of Textiles' website i.e., texmin.nic.in.

Yours faithfully,

(Jayashree Sivakumar)
Under Secretary to the Govt. of India
Tel No. 23062256

Encls: As above.

Copy to: NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

Annexure- I
Stationery Items

| Sl. No. | Details of the items | Rates |
|----------------|--|--------------|
| 1. | Attendance register (Gattewala) | |
| 2. | All Pin | |
| 3. | Ball pen (Reynold) | |
| 4. | Ball Pen (Cello Gripper) | |
| 5. | Binder clip- 28 mm, 32 mm, 41 mm(S.D.I) | |
| 6. | Candle (20 c.m.) | |
| 7. | Cello tape | |
| 8. | Colour Flag (150 sheet-3M) | |
| 9. | Cotton tag(white) Good quality. | |
| 10. | Calculator 10&12 digit (Casio) | |
| 11. | Dak pad (Neelgagan) | |
| 12. | Desk Knife | |
| 13. | Engagement stand –A-4 size | |
| 14. | Eraser(Natraj) | |
| 15. | Folder (Lever file solo LA-512) | |
| 16. | Folder (Solo ring binder RB-412) | |
| 17. | File Board- 450 gsm (Sample required) | |
| 18. | Fevicol tube | |
| 19. | Forms all type(GAR-29, 14 etc.) | |
| 20. | Glue Stick- 15 gm.(Kores) | |
| 21. | Gem clip (Plastic covered) | |
| 22. | Heavy Duty Staple Machine –12-S/17HD (Kangaro) | |
| 23. | Highlighter pen- (Luxor) | |
| 24. | Log Book- 8 quire | |
| 25. | Match Box | |
| 26. | Marker Pen- (Luxor/Camlin) | |
| 27. | Note Sheet -100 Sheet, 100 gsm.(green full size) (sample required) | |
| 28. | Office Paste- Kores, 300 ml. | |
| 29. | Packing tape brown- 3 inch | |
| 30. | Paper weight (plastic & glass) | |
| 31. | Pen Pot | |
| 32. | Pen stand (Kebika with 2 pens & 4 pens) | |
| 33. | Pencil lead- (Natraj) | |
| 34. | Pencil Sharpener- (Natraj) | |
| 35. | Peon book printed | |
| 36. | Pilot Pen Luxor (V-5) | |
| 37. | Pilot Pen Luxor (.5) | |
| 38. | Plastic Folder-Neelgagan-101) (Sample required) | |
| 39. | Punch single-(Kangaro) | |
| 40. | Punch double-(Kangaro-500) | |

| | | |
|-----|---|--|
| 41. | Ruled Register- 2 quire(good quality) | |
| 42. | Ruled Register- 4 quire(good quality) | |
| 43. | Rubber Band(1/2 kg Pkt.) | |
| 44. | Scale (Plastic) | |
| 45. | Scissors(Medium size) Kebica | |
| 46. | Sealing wax | |
| 47. | Self-Adhesive Note Big size- 3.4 (3M) | |
| 48. | Self-AdhesiveNote Medium, 3.2 (3M) | |
| 49. | Self-AdhesiveNote Small size, 2.2 (3M) | |
| 50. | Shorthand Note book | |
| 51. | Sketch Pen- 920 (Luxor) | |
| 52. | Stamp Pad (big size) | |
| 53. | Stapler machine HD-10D,Plastic body (Kangaro) | |
| 54. | Stapler machine HD-45 (Kangaro) | |
| 55. | Stapler pin HD-10(Kangaro) | |
| 56. | Stapler Pin HD-45(Kangaro) | |
| 57. | Stapler Pin 23/35,(Kangaro) | |
| 58. | Sootly (Cotton) | |
| 59. | Uniball Pen eye micro | |
| 60. | Uniball Pen Impact gel | |
| 61. | Wall Clock (Ajanta)Sample required | |
| 62. | White Envelop (SE-6 size) | |
| 63. | White Envelop (A-4 size) | |
| 64. | Correcting pen (Kores) | |
| 65. | Yellow Envelope laminated (A-4 size) | |
| 66. | Pen Drive 4 GB(Sandisk/Kingston) | |
| 67. | Pen Drive 8 GB(Sandisk/Kingston) | |
| | Pen Drive 16 GB(Sandisk/Kingston) | |
| | Pen Drive 32 GB(Sandisk/Kingston) | |
| 68. | Mouse (Dell make) | |
| 69. | Key Board (Dell make) | |

Format of Technical Bid

1. Name of the Firm:
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax /
Delhi Value Added Tax (a copy of the
registration certificate to be attached):
6. PAN No. of the firm (a copy of PAN
Card to be enclosed):
7. Experience in years (Documentary proof
in support thereof may be attached):
8. Annual Turnover during the last three years:
2012-13:
2013-14:
2014-15:
9. Details of Bid Security(Earnest Money):
Demand Draft Amount:
Demand Draft Number:
Demand Draft Date :
Name of Issuing Bank:

(Signature of authorized signatory with office stamp/seal of the firm)

Annexure-III

Format of Financial Bid

| Sl. No. | Name of Stationary Item | Price / per item |
|----------------|--------------------------------|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

- Note: 1. The rates quoted should be exclusive of VAT.
2. The names of the items should be indicated Sl. No. wise as indicated in Annexure-I.

(Signature of authorized signatory with office stamp/seal of the firm)

