

No. Admn/Purchase of stationery/2008-09/  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS  
7<sup>TH</sup> FLOOR, LOK NAYAK BHAWAN, KHAN MARKET,  
NEW DELHI – 110003.

Dated : 20.03.2009

To,

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Inviting sealed quotations for supply of stationery items.**

Sir,

Sealed quotations are invited for supply of all types of stationery items used in the office (list enclosed). The selected firm shall be required to supply the stationery items as and when (and in the quantity) required by this office time to time in the next financial year.

**2. Terms & conditions shall be as under:-**

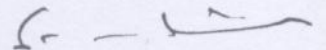
- (a) The firm should mention the registration No. and TIN No. Documentary evidence in respect of the same should be attached alongwith the quotations.
- (b) Tendering parties should have previous experience of supply of stationery items in Government Ministries / Deptts., Public Sector Undertakings and / or reputed private firms.
- (c) The selected party would ensure that material of standard and approved quality shall be supplied and shall be subject to approval of this office.
- (d) The payment shall be made after satisfactory completion and fulfillment of all terms and conditions of the contract.
- (e) Tendering parties must have annual turnover of minimum Rs. 20,00,000/- (Rs. twenty lakhs) documentary evidence in this regard may be submitted alongwith the quotation.
- (f) This office shall have the right to terminate the contract without assigning any reason.
- (g) Interested parties must deposit earnest money of Rs. 10000/- in form of Demand Draft in favour of PAO, CGA, New Delhi.
- (h) Selected firm shall be required to supply the required items to this office at a notice of one day.
- (i) Tendering parties must submit an undertaking to the effect that they have not been blacklisted anywhere and have the capacity to supply these store.

3. Subject to the terms & conditions outlines above, interested parties may furnish sealed quotations so as to reach to the undersigned latest by **30<sup>th</sup> March' 09**. Quotation received without documentary evidence of previous work performed and annual turnover as outlined as para 2(a) to 2(d) above respectively shall be liable to summarily rejection.

4. Any other information / details may be had from the Sr. Accounts Officer (Admn).

5. This office reserves the right to reject all or any of the quotation received without assigning any reason therefore.

Yours faithfully,



(SUNIL KUMAR)  
Sr. Accounts Officer (Admn)

## List of Items

SI No.	Name of items	Make
1	Allpin	Bell
2	Colour flag	Omex
3	Ball pen	Cello gripper
4	Uniball	UM153
5	Carbon Blue/Black	Saphire
6	Correcting Fluid	Kores
7	Cello tape Big/small	Wonder
8	Correcting pen	Kores
9	Colin	500ml
10	Candle	Prakash
11	Duster White	Superior
12	Duster Yellow	Superior
13	Duster Floor	Superior
14	Dot Matrix computer Paper(big)	Masterplus
15	Dak Pad	Leather
16	Diary Despatch Register	Leather binding
17	Eraser	Apsara
18	Envelope SE5	Tajmahal
19	Envelope SE6	Tajmahal
20	Envelope SE7	Tajmahal
21	Envelope SE8 file size(cloth)	Tajmahal
22	Envelope A4 size	Tajmahal
23	Envelope White	Tajmahal
24	File Cover	Rajesh/amir
25	File Board	Rajesh/amir
26	File flapper	Superior
27	File folder(Plastic)	Neo/Mega
28	Gum Bottle Big/Small	Kores
29	Gum Tube	Kores
30	Glue Stick	Kores
31	Gem Clip	Vikram
32	Highlighter	Edding
33	Jotter Rifil	Perform
34	Marker Pen	REynold
35	Markin Cloth	Superior
36	Notesheet (Green)	Amir
37	Shorthand Notebook	Amir
38	Napthelene Ball	Bengal
39	Typing Paper	Royal
40	Paper ruled	Double size(Amir)
41	Paper Duplicate	Masterplus
42	Photocopy Paper A4 size	Modixerox
43	Photocopy Paper A3 size	Modixerox
44	Photocopy Paper fullscape	Modixerox
45	Photocopy Paper Colotec	Modixerox
46	Pencil Lead	Apsara
47	Pencil Shorthand	Apsara