

BY SPEED POST ONLY

No. M-14023/41/MF/08-09/Stationery/CGA/Admn/331-339

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS
7TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET,
NEW DELHI - 110003.**

Dated : 29.09.2009
5.10.2009

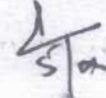
NOTICE INVITING QUOTATIONS

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.

1. Tenderer should sign and affix his/his firms stamp at each page of the tender.
2. The prices should be shown separately for each item. The price quoted shall be firm & final.
3. The tender is not transferable. Only one tender shall be submitted by one tenderer.
4. Payment of bills shall be made only after deducting the applicable taxes (i.e. income tax etc.).
5. The bids shall be valid for a period of 2 years from the date of acceptance of the tenders and can be extended for one year.
6. The successful bidder/tenderer will have to submit a Bank Guarantee of Rs. 15,000/- in favour of O/o Controller General of Accounts.
7. **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/- (Ten thousand only) 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 7 days.
 - (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.
8. Subject to the terms & conditions outlines above, interested parties may furnish sealed quotations so as to reach to the undersigned latest by **19th October' 09**. Quotations received without earnest money deposit, documentary evidence of previous work performed and annual turnover as outlined as para 7(a) to 7(i) shall be liable to be summarily rejected.
9. Any other information / details may be had from the Sr. Accounts Officer (Admn).
10. This office reserves the right to reject all or any of the quotation received without assigning any reason therefore.



(SUNIL KUMAR)
Sr. Accounts Officer (Admn)



To,

48	Pincuhion	Rolex
49	Brown Tape2"Wide	Wonder
50	Punch Single	Toyo
51	Pencil Cell Ordinary	Everady
52	Pencil Cell Duracell	AA/AAA
53	Poker Steel	Star
54	Phenyle 5LTR	Bengal
55	Regiser Rulled 2Quire	Amir
56	Regiser Rulled 4Quire	Amir
57	Rifills Ordinary	Good Quality
58	Stapler	Toyo
59	Staper Pin Big/small	Toyo
60	Stamp Pad	Supreme
61	Sutli Plastic	Good Quality
62	Scissor	Brass handle
63	Soap	Hamam
64	Scale	Starx
65	Sharpner	Gem
66	Signature Pad	Amir
67	Sanitary Cube	Snowwhite
68	Threadball	Chetak
69	Tags small/big	Chetak
70	Transparency sheet	Desmot
71	Vim	1kg Ultra
72	Wrapping Paper	Tajmahal
73	Wastepaper Basket	Wonder
74	Attendence Register	Amir
75	Abstract Bill Form	Amir
76	Bill Register	Amir
77	Knife Paper	Omex
78	DV Register	Amir
79	PBR	Amir
80	Log Book	Amir
81	Pay Bill Form	Amir
82	Peon Book	Amir
83	Service Book	Amir
84	Stock Register	Amir
85	Homocol	Snow White
86	Liquid Soap	Snow White
87	Paper Coloured	Modi
88	Paper Glossey	HP
89	PUC Sheet	Ajanta
90	Plastic Folder (button)	Solo

List of Items

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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 Rifi	Perform
34	Marker Pen	REynold
35	Markin Cloth	Superior
36	Notesheet (Green)	Amir
37	Shorthand Notebook	Amir
38	Naphelene 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