



भारत सरकार/Government of India
 गृह मंत्रालय/Ministry of Home Affairs
 भारत के महारजिस्ट्रार का कार्यालय
 Office of the Registrar General, India
 २-अ, मान सिंह रोड, नई दिल्ली – 110011
 2-A, Man Singh Road, New Delhi-110011

पत्र संख्या/ No. D-15014/1/2015-GS

दिनांक/ Dated: 19.05.2015

Sub: Quotations for supply of stationery and store items- reg.

Dear Sir,

Please arrange to supply your best competitive rates of different items as per details given below:-

Sl.No.	Name of the item
01	AS PER LIST ENCLOSED

The terms and conditions are as given below:

1. Items mentioned in enclosed list are required tentatively for each quarter.
2. The quality and rates offered would remain valid till 30.06.2016.
3. The price should be quoted in respect of all the items in the enclosed list showing applicable taxes/duties and total cost per unit.
4. The Firm offering lowest rates for maximum no. of items of each group (items at **Annexure-I & Annexure-II**) would be given the offer to supply other items in the group at the lowest rates of other firms.
5. The suppliers will replace any defective item on site immediately.
6. Any quotation received beyond the prescribed date and time shall not be entertained.
7. The Income Tax Clearance Certificates and CST number should also be submitted with the quotation failing which the tender will not be considered.
8. The rates with sample may please be submitted **in sealed cover to this office by 3.00 p.m. on 04.06.2015.**
9. The quotations shall be opened at **4.00 pm** on the same day in the presence of bidders or their representative, if any.
10. The bidder shall be required to deposit EMD of ₹20,000/- (Rupees twenty thousand only) in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi".

11. Any bid without Earnest Money will be rejected by the purchaser as non responsive
12. Unsuccessful bidder's Earnest Money will be discharged/returned as promptly as possible but not later than 30 days after the award of the supply order
13. The successful bidder with the job shall be required to deposit Performance Security of ₹50,000/- (Rupees fifty thousand only) in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/ Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". The "Performance Security" shall be released after 12 months. No interest will be payable for "Performance Security".
14. This office reserves the right to cancel any or all the quotations without assigning any reason thereof.

Yours faithfully,

(M.S. Bhati)
Deputy Director (Hq.)

To

- 1.As per list
- 2.ORG's web-site

Store & Stationery Items (High Value Items)

Annexure-I

S.No.	Name of the item	Estimated Qty. reqd.	Unit	Rate per Unit	Tax %	Rate per Unit incl. tax
1	Assistant Diary	30	Nos.			
2	Ball Pen (Gel/Good Quality)	1300	Nos.			
3	C.D. Mailer	200	Nos.			
4	C.F.L. (15 wt. Philips)	50	Nos.			
5	CD - R (Like Moser Bear/Sony)	500	Nos.			
6	CD - RW (Like Moser Bear/Sony)	500	Nos.			
7	D.V.D(Moser Bear)	50	Nos.			
8	Cleaning Powder (Popular per kg.)	125	Kg.			
9	Colin Spray (500 ml.)	50	Nos.			
10	Colour Flag	200	Nos.			
11	Correction Fluid Pen (Kores - 10 ml.)	200	Nos.			
12	Envelop (10x12) A-4 (A) size with clothing & printing	500	Nos.			
13	Envelop (SE-6 with printing both side)	6000	Nos.			
14	Envelop (SE-7-A with printing) with clothing & printing	1000	Nos.			
15	Envelop (SE-8-A with printing both side) with clothing & printing	2000	Nos.			
16	File Board	1600	Nos.			
17	File Cover (Hand Made)	2000	Nos.			
18	Finit (05 ltrs.)	5	Nos.			
19	Finit Pump	5	Nos.			
20	Glass Tumbler (Good Quality)	200	Nos.			
21	Glass Tumbler (Ordinary)	200	Nos.			
22	Glue Stick (Cor. 15 g.) (Yellow)	200	Nos.			
23	Markin Cloth	200	Nos.			
24	Note Sheet Pad (A-4 size 80 GSM)	50	Nos.			
25	Note Sheet Pad F/S (80 GSM)	250	Nos.			
26	Pen Drive 8 GB/16 GB	10	Nos.			
27	Photocopy Paper A3 JK (75 GSM)	10	Reams			
28	Photocopy Paper (F/S Size) JK (75 GSM)	10	Reams			
29	Photocopy Paper A-4 JK (75 GSM)	640	Reams			
30	Pilot Pen (.05) (Blue/Black)	200	Nos.			
31	Pilot Pen (V-5) (Blue/Black)	300	Nos.			
32	Plastic Folder (Good Quality)	600	Nos.			
33	Plastic Gunney Bag	100	Nos.			
34	Power Strip (15 Amp.) (Good Quality)	10	Nos.			
35	Power Strip (05 Amp.) (Good Quality)	10	Nos.			
36	Slip Pad (No. 33) (70 pages)	500	Nos.			
37	Slip Pad (No. 44) (70 pages)	100	Nos.			
38	Soap (Lux) (100 gram)	280	Nos.			
39	Spiral Note Book (70 pages)	10	Nos.			
40	Spiral (Spico) 32 mm	50	Nos.			
41	Spiral (Spico) 45 mm	60	Nos.			

42	Spiral (Spico) 51 mm	60	Nos.			
43	HD-45 (24/6)	30	Nos.			
44	Tube Light (40 W) (Philips)	100	Nos.			
45	Tube Light T5 (28W)	50	Nos.			
46	Tube Light T5 (14W)	100	Nos.			
47	Tube Light T5 (36W)	50	Nos.			
48	Typing Paper (Vardhman - 60 GSM)	10	Nos.			
49	White Duster (24"x24")	500	Nos.			

Store & Stationery Items (Low Value Items)

Annexure-II

S.No.	Name of the item	Estimated Qty. reqd.	Unit	Rate per Unit	Tax %	Rate per Unit incl. tax
1	AAA Pencil Cell for AC & Remote	50	Nos.			
2	All Out Liquid/Re-fill	20	Nos.			
3	All Out Machine with Liquid	50	Nos.			
4	Alpin	20	Nos.			
5	Alpin Holder	20				
6	Alphabetic Register (08 quires)	50	Nos.			
7	Attendance Register (as per sample)	50	Nos.			
8	Big Cell (Eveready)	10	Nos.			
9	Binder Clip (25 mm)	20	Nos.			
10	Binder Clip (32 mm)	20	Nos.			
11	Binder Clip (15 mm)	20	Nos.			
12	Bucket	4	Nos.			
13	Candle	100	Nos.			
14	Car Perfume (Ambipure)	5	Nos.			
15	Cello Tape 1 ½ (15 meters)	150	Nos.			
16	Dak Pad	5	Nos.			
17	Dettol Liquid Soap (100 ml.)	5	Nos.			
18	Dispatch Register (08 qr. as per sample)	10	Nos.			
19	Electric Call Bell (Cordless)	5	Nos.			
20	Electric Wire	1	Roll			
21	Envelop (SE-5 with printing both side)	2000	Nos.			
22	Eraser (Apsara)	300	Nos.			
23	Fax Roll (F1600) Modi	2	Nos.			
24	Fax Roll (FO650) Sharp	1	Nos.			
25	Fevibond (50 ml.)	40	Nos.			
26	File Movement Register (08 qr. as per sample)	5	Nos.			
27	File Register (08 qr. as per sample)	5	Nos.			
28	Floor Duster (36"x36")	20	Nos.			
29	Folder with tich Button (Double Pocket)	100	Nos.			
30	Foot Scale (Plastic)	40	Nos.			
31	Gem Clip (Plastic Coated)	200	Pkt.			
32	Glass Cover	20	Nos.			
33	Gum Bottle (300 ml.)	10	Nos.			

34	Gum Powder	5	Kg.			
35	Hammer	2	Nos.			
36	Highlighter Pen	180	Nos.			
37	Hit (Black)	3	Nos.			
38	Indent Plug Top 15 amp.	5	Nos.			
39	Lead Pencil (Natraj) H.B.	50	Pkt.			
40	Lock Harison (55 mm)	10	Nos.			
41	Lock Harison (Brass 75 mm)	10	Nos.			
42	Log Book (08 qr. as per sample)	10	Nos.			
43	Marker Pen Ink	10	Nos.			
44	Match Box	50	Nos.			
45	Odonil	10	Nos.			
46	OHP Marker Pen	30	Nos.			
47	Packing Paper (Brown)	100	Nos.			
48	Packing Tape (Brown) (PVC 55 mtr.)	100	Nos.			
49	Pen (Pilot BPP-GPL-M 1.00 Ball)	100	Nos.			
50	Pencil Cell (Eveready)	200	Nos.			
51	Pencil with Eraser on Top	100	Nos.			
52	Peon Book (as per sample)	10	Nos.			
53	Permanent Marker Pen	40	Nos.			
54	Plastic Sutli	60	Nos.			
55	Post it Pad (3"x3")	40	Nos.			
56	Punch Kangaroo (Single Hole)	20	Nos.			
57	Punch (Double Hole)	10	Nos.			
58	Reception/Visitor Register	5	Nos.			
59	Room Freshener	30	Nos.			
60	Rubber Bands (500 gm.)	15	Pkt.			
61	Ruled Register's (02 quires)	50	Nos.			
62	Ruled Register's (04 quires)	50	Nos.			
63	Ruled Register's (08 quires)	50	Nos.			
64	Scissors (Medium size)	10	Nos.			
65	Sealing Wax (Good Quality)	10	Nos.			
66	Section Diary Register	20	Nos.			
67	Service Book	20	Nos.			
68	Sharpener (Natraj)	100	Nos.			
69	Shorthand Note Book (Lotus 200)	30	Nos.			
70	Signature Pad	10	Nos.			
71	Stamp Pad	10	Nos.			
72	Stamp Pad Ink	5	Nos.			
73	Stapler Pen (Big) Kangaroo 24/6	50	Nos.			
74	Stapler Pin (small No. 10) Max Japan	180	Nos.			
75	Stapler Machine (Kangaroo) No. 10	30	Nos.			
76	Sua	2	Nos.			
77	Borrer	5	Nos.			
78	Tag (6" bunch of 50 Tags)	200	Bundles			
79	Thread Ball	10	Nos.			
80	Tissue Paper (Wintex)	20	Nos.			
81	Torch Big	5	Nos.			

82	Towel (15"x26") Cotton fur	50	Nos.			
83	Transparent Sheet/Binding Sheet	50	Nos.			
84	Thread Real	5	Nos.			
85	Waste Paper Bucket (Big Size)	20	Nos.			
86	White Board Marker Pen	20	Nos.			
87	Yellow Duster (24"x24")	50	Nos.			