

**D-15017/3/2011-Gen.II  
Government of India  
Planning Commission  
(General II Branch)**

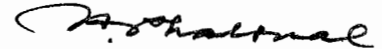
**Room No. 412, Sansad Marg  
New Delhi, the 22<sup>nd</sup> July, 2011**

**TENDER NOTICE**

**Subject: Contract for urgent supply of misc. stationery items for the requirement of Planning Commission.**

Planning Commission invites sealed bids from authorized distributors/reputed & financially sound dealers/suppliers, for supply of misc. stationery items indicated at Annexure II to meet one time requirement on urgent basis. Terms & conditions are given in Annexure I. Rates for the items have to be quoted on the given Annexure II format.

All interested suppliers/firms willing to supply the item on credit basis may submit their bids in a sealed cover super-scribed "Quotation for supply of Misc. Stationery items to Planning Commission" addressed to the Under Secretary (GA), Planning Commission, Yojana Bhawan, Room No. 412, 4<sup>th</sup> Floor, Sansad Marg, New Delhi-110001, **a tender box would be kept at the Reception area for five working days (8<sup>th</sup> August to 12<sup>th</sup> August, 2011). The tenderers may submit their tender latest by 3.00 PM on 12<sup>th</sup> August, 2011.** Bids received after the stipulated date/time shall not be entertained. The quotations will be opened on the same date at 3.30 PM in Room No. 344, 3<sup>rd</sup> Floor, Planning Commission, New Delhi by the Tender Evaluation Committee comprising of Officers of Planning Commission in the presence of the bidders or their authorized representatives (not more than one person) who may like to be present.



**(H. Phaltual)**

**Under Secretary to the Govt. of India  
Tele No. 23096746**

Copy to:

- (i) Director (C&I), Planning Commission, New Delhi. The aforesaid tender notice may be uploaded on the Planning Commission's official web-site immediately under intimation to this Division.
- (ii) All Ministries/Departments of Govt. of India located at New Delhi/Delhi with the request for wide circulation.

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR SUPPLY OF  
MISC. STATIONERY ITEMS**

1. DATE & TIME FOR SUBMISSION OF QUOTATION : 8.8.2011 to 12.08.2011
2. DATE & TIME OF OPENING OF QUOTATIONS : 12.08.2011 at 03.30 PM
3. EARNEST MONEY : An amount of **Rs. 80,000/- (Rupees Eighty thousand only)** is required to be deposited along with the Bid in the form of Demand Draft drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The validity of EMD should be Six months w.e.f. the date of this tender being uploaded on Planning Commission's Web-site. The EMD of the successful bidder will be retained as Performance Security till completion of all contractual obligations and EMD of the unsuccessful bidders will be returned only after finalization of contract.
4. The bidder should have the following qualifications for bidding:-
  - (a) Shall have been in existence for not less than 2 years.
  - (b) Shall be having at least one year experience of supplying of stationery items to Government Ministries/Departments. Documentary evidence to this effect should be enclosed with the quotation.
  - (c) Shall have necessary Tax registrations. Documentary evidence to this effect should be enclosed with the quotation.
  - (d) The total turnover of the firm during the last one financial year should be above Rs. one crore (supporting document to be attached).
  - (e) The firm should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms will have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.
  - (f) As per the articles indicated in Annexure II, the representatives of the firms will have to personally inspect the samples placed in the Ground Floor Stationery Store, Yojana Bhawan, at any working day between 2.30 PM to 5.00 PM from 27.7.2011 to 02.08.2011 and satisfy himself/themselves about the quality/specifications and should also sign in token of having inspected the items of stationery, if at any occasion, the quality of the articles are found of different specifications, the contract will be cancelled and performance security shall stand forfeited.
5. The quantity of goods given in Annexure II of the Tender Document are only indicative of the requirement of Planning Commission may not necessarily place order for the indicated quantities.
6. The price quoted should be exclusive of all taxes and the rates should be quoted in the prescribed format given in this tender invitation.
7. The tender validity period is 90 (Ninety) days from the date of opening of tender.



8. **The lowest rates will be the main criteria for selection of the successful bidder, subject to his fulfilling the other criteria.**
9. Rates should not be more than MRP and should be mentioned clearly in Indian currency i.e. Rupees. Any correction/overwriting should be duly authenticated by the authorized signatory of the firm, failing which the tender will be liable to rejection.
10. The amount of Performance Security shall be forfeited by Planning Commission in the event of failure of selected vendor to supply the desired quantity/quality of required items or fulfilling any other contractual obligation.
11. The selected vendor shall have the capability to supply the desired quantity of misc. stationery items at a short notice. If the tenderer fails to supply the desired quantity of stationery within the given time, the Department may terminate the contract and forfeit the amount of performance security.
12. The Department will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the Department.
13. The Department reserves the right to reject any/all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.



**(H. Phaltual)**

**Under Secretary to the Govt. of India  
Tele No. 23096746**

**ANNEXURE-II**

| Sl.no. | Articles   | Tentative Procurement | Rate per unit (Rs.) | VAT % |
|--------|--|-----------------------|---------------------|-------|
| 1.     | बाइन्डर क्लिप - 19 एम एम (एस डी आइ) दर्जन<br>Binder Clip - 19 mm (SDI) Dozen   | 200 Doz.              |                     |       |
| 2.     | बाइन्डर क्लिप - 25 एम एम ( एस डी आइ) दर्जन<br>Binder Clip - 25 mm (SDI) Dozen  | 200 Doz.              |                     |       |
| 3.     | बाइन्डर क्लिप - 15 एम एम ( एस डी आइ) दर्जन<br>Binder Clip - 15 mm (SDI) Dozen  | 200 Doz.              |                     |       |
| 4.     | बाइन्डर क्लिप - 41 एम एम ( एस डी आइ) दर्जन<br>Binder Clip - 41 mm (SDI) Dozen  | 200 Doz.              |                     |       |
| 5.     | बाइन्डर क्लिप - 32 एम एम (एस डी आइ) दर्जन<br>Binder Clip - 32 mm (SDI) Dozen   | 200 Doz.              |                     |       |
| 6.     | सेलो टेप - 1/2 इंच ( ओमेक्स) (15 मीटर)<br>Cello Tape - ½ inch (Omax) (15 mtr.)   | 1000 pcs.             |                     |       |
| 7.     | सेलो टेप -1 इंच (ब्राउन) (ओमेक्स) (30 मीटर)<br>Cello Tape - 1 inch ( Brown) ( Omax) (30 mtr.)                                | 2500 pcs.             |                     |       |
| 8.     | करेक्टिंग फ्लुइड ( व्हाइट विद डाइलुटर) कोरस (15 मिली लीटर)<br>Correcting Fluid (White with diluter) Kores ( 15 ml )          | 2500 nos.             |                     |       |
| 9.     | कटर - पेपर (स्मॉल) (केबीका)<br>Cutter- Paper (small) Kebica  | 300 nos.              |                     |       |
| 10.    | कटर - पेपर (स्मॉल) ( स्टील) केबीका<br>Cutter - Paper - Small (Steel) Kebica  | 200 nos.              |                     |       |
| 11.    | डाक पैड (नीलगगन)<br>Dak Pad (Neelgagan)  | 500 nos.              |                     |       |
| 12.    | लिफाफा (ए-4 साइज) ब्राउन (120 जी एस एम) स्टार (250 नं.)<br>Envelop (A4 size) Brown (120 gsm) Star(250 no.)                   | 6000 nos.             |                     |       |
| 13.    | लिफाफा (ए-4 साइज) येलो लेमिनेटेड (120 जी एस एम) स्टार (250 नं.)<br>Envelop (A4 size) Yellow Laminated (120 gsm) Star(250 no) | 6000 nos.             |                     |       |
| 14.    | लिफाफा (पोस्टकार्ड साइज) व्हाइट (१२० जी एस एम) (२५० नं.)<br>Envelop (Post card size) white (120 gsm) (250 no.)               | 500 no.               |                     |       |
| 15.    | लिफाफा (एस ई-६) ब्राउन (१०० जी एस एम) (१००० नं.)<br>Envelop (SE -6) Brown (100 gsm) (1000 no.)                               | 30000 no.             |                     |       |
| 16.    | लिफाफा ( एस ई-५) ब्राउन (१०० जी एस एम) (१००० नं.)<br>Envelop (SE-5) Brown (100 gsm) (1000 no.)                               | 30000 no.             |                     |       |
| 17.    | लिफाफा (एस ई-५) व्हाइट (१२० जी एस एम) (२५० नं.)<br>Envelop (SE-5) white (120 gsm) (250 no.)                                  | 2000 no.              |                     |       |
| 18.    | लिफाफा (एस ई-६) व्हाइट (१२० जी एस एम) (२५० नं.)<br>Envelop (SE-6) white (120 gsm) (250 no.)                                  | 2000 no.              |                     |       |

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| 19. | लिफाफा (एस ई-८) ब्राउन (क्लॉथ)(१२० जी एस एम) (५०० नं.)<br><b>Envelop (SE-8) Brown (cloth) 120 gsm (500 no.)</b>          | 6000 no.   |  |  |
| 20. | लिफाफा (एस ई-८) पीला (क्लॉथ-जाली)(१२० जी एस एम) (५०० नं.)<br><b>Envelop (SE-8) Yellow (cloth-Jali) 120 gsm (500 no.)</b> | 5000 no.   |  |  |
| 21. | इरेजर - पेंसिल ( नटराज)<br><b>Eraser – Pencil (Natraj)</b>   | 3000 no.   |  |  |
| 22. | फाइल बोर्ड (नीलगगन) ४०० जी एस एम<br><b>File Board (Neelgagan) 400 gsm</b>  | 8000 no.   |  |  |
| 23. | फाइल ट्रे (सेलो)<br><b>File Tray (Cello)</b>   | 150 no.    |  |  |
| 24. | फोल्डर (एल शेप) (१०२ नं.) नीलगगन<br><b>Folder (L-shape) Neelgagan</b>  | 20000 no.  |  |  |
| 25. | फुट रोल (१२“ ) ( केबीका)<br><b>Foot Roll ( 12“ ) (Kebica)</b>  | 500 no.    |  |  |
| 26. | जेम क्लिप-ऑर्डिनरी ( ग्लोब) ३० मि.मी.<br><b>Gem Clips – Ordinary (Globe) – 30 mm</b>                                     | 2000 pkt.  |  |  |
| 27. | ग्लास टम्बलर्स (येरा) २०० एम.एल.<br><b>Glass Tumblers (Yera) 200 ml.</b>   | 2000 pcs.  |  |  |
| 28. | इंक स्टाम्प पैड (११० मी.मी. = ७० मी.मी.) ( सुप्रीम)<br><b>Ink Stamp Pad (110mm x 70mm) (Supreme)</b>                     | 350 nos.   |  |  |
| 29. | इंक स्टाम्प पैड (बोतल.) (सुप्रीम)<br><b>Ink - Stamp Pad ( Bottle) (Supreme)</b>  | 100 nos.   |  |  |
| 30. | पेन- बॉल (रिनोल्ड) (०४५) (१० पीसेज)<br><b>Pen - Ball (Reynolds) (045) (10 pcs.)</b>                                      | 20000 pcs. |  |  |
| 31. | पेंसिल (लीड) नटराज<br><b>Pencil (Lead) Nataraj</b>   | 6000 pcs.  |  |  |
| 32. | पेंसिल (शॉर्टहैंड) अप्सरा<br><b>Pencil (Shorthand) Apsara</b>  | 5000 pcs.  |  |  |
| 33. | पंच (डबल) कंगारू<br><b>Punch (Double) Kangaroo</b>   | 200 pcs.   |  |  |
| 34. | पंच (सिंगल) कंगारू<br><b>Punch (single) Kangaroo</b>   | 600 pcs.   |  |  |
| 35. | रिफिल - एड जेल ( पी जी ५००) (१० पीसेज)<br><b>Refill - Add Gel (PG-500) (10 pcs.)</b>                                     | 100 pcs.   |  |  |
| 36. | रजिस्टर - डायरी (८ क्यू आर)<br><b>Register - Diary (8 qr.)</b>   | 150 pcs.   |  |  |
| 37. | ग्लू स्टीक (कोरस, १५ ग्राम)<br><b>Glue Stick (Kores, 15 gm.)</b>   | 800 Pcs.   |  |  |
| 38. | रजिस्टर - डिस्पैच (८ क्यू आर)<br><b>Register – Dispatch (8 qr.)</b>  | 200 pcs.   |  |  |
| 39. | रजिस्टर - फाइल (८ क्यू आर)<br><b>Register - File (8 qr.)</b>   | 150 pcs.   |  |  |
| 40. | रजिस्टर - फाइल मूवमेंट (८ क्यू आर)<br><b>Register – File Movement (8 qr.)</b>  | 150 pcs.   |  |  |
| 41. | रजिस्टर - लाइनदार (१ क्यू आर) नीलगगन<br><b>Register - Ruled (1 qr.) Neelgagan</b>  | 600 pcs.   |  |  |
| 42. | रजिस्टर - लाइनदार (२ क्यू आर) नीलगगन<br><b>Register - Ruled (2 qr.) Nealgagan</b>  | 600 pcs.   |  |  |
| 43. | रजिस्टर - लाइनदार (३ क्यू आर) नीलगगन<br><b>Register - Ruled (3 qr.) Neelgagan</b>  | 600 pcs.   |  |  |

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| 44. | रजिस्टर - लाइनदार (४ क्यू आर) नीलगगन<br>Register - Ruled (4 qr.) Neelgagan           | 500 pcs.   |  |  |
| 45. | रजिस्टर - लाइनदार (५ क्यू आर) नीलगगन<br>Register - Ruled (5 qr.) Neelgagan           | 200 pcs.   |  |  |
| 46. | रजिस्टर - लाइनदार (६ क्यू आर) नीलगगन<br>Register - Ruled (6 qr.) Neelgagan           | 100 pcs.   |  |  |
| 47. | रजिस्टर - लाइनदार (६ क्यू आर) एल बी(अल्फा)<br>Register - Ruled (6 qr.) LB (Alpha)    | 100 pcs.   |  |  |
| 48. | रजिस्टर - लाइनदार (८ क्यू आर) नीलगगन<br>Register - Ruled (8 qr.) Neelgagan           | 50 pcs.    |  |  |
| 49. | रजिस्टर - लाइनदार (८ क्यू आर) एल बी(अल्फा)<br>Register - Ruled (8 qr.) LB (Alpha)    | 30 pcs.    |  |  |
| 50. | रबड. बैंड (५०० जी एम ) ३"<br>Rubber Band (500 gm) 3" (Good Quality)                  | 20 kg      |  |  |
| 51. | रबड. बैंड (५०० जी एम ) १"<br>Rubber Band (500gm) 1" (Good Quality)                   | 10kg.      |  |  |
| 52. | लाइनदार शीट्स (रीम) एफ एस साइज (९० जी एस एम)<br>Ruled Sheets (Ream) FS size (90 gsm) | 30 ream    |  |  |
| 53. | कैंची (के बी) ७"<br>Scissors (KB) 7"   | 250 pcs.   |  |  |
| 54. | कैंची (के बी) ९"<br>Scissors (KB) 9"   | 10 pcs.    |  |  |
| 55. | शार्पेनर- पेन्सिल (१० पीसेज) नटराज<br>Sharpener - Pencil (10 pcs.) Natraj            | 3000 pcs.  |  |  |
| 56. | शार्टहेण्ड नोट बुक (नीलगगन)<br>Shorthand Note Book (Neelgagan)                       | 1500 pcs.  |  |  |
| 57. | सिगनेचर पैड (नीलगगन)<br>Signature Pad (Neelgagan)                                    | 300 pcs.   |  |  |
| 58. | स्कैच पेन (लक्सर) १२ पीसेज<br>Sketch Pen (Luxor) 12 pcs.                             | 100 pkt.   |  |  |
| 59. | वेट-पेपर (२०० ग्राम)<br>Weight - Paper ( 200 grm.)                                   | 300 pcs.   |  |  |
| 60. | फाईल टैग<br>File Tag (Good Quality)  | 300 Bundle |  |  |
| 61. | २-डी. रिंग बाईंडर (ए-४ आर. बी ४०२, सोलो)<br>Two Ring Folder (Solo)                   | 200 Pcs.   |  |  |
| 62. | डिसप्ले फाईल (ए-४ डी. एफ २०२, सोलो )<br>Display File (A-4 DF 202, Solo)              | 100 Pcs    |  |  |
| 63. | रिनाॅल्ड ट्रिमाक्स पेन (०.५ मी. मी.)<br>Reynold Trimax (0.5 mm)                      | 2000 pcs.  |  |  |
| 64. | ग्लोसी पेपर (१५० जी. एस. एम.ए ऑडी)<br>Glossy Paper (150 GSM, Oddy)                   | 50 Pkt.    |  |  |
| 65. | ग्लोसी पेपर (१२० जी. एस. एम.ए ऑडी)<br>Glossy Paper (120 GSM, Oddy)                   | 50 Pkt.    |  |  |
| 66. | कंगारू स्टेप्लर (एच.डी- १२१७)<br>Kangaro Stapler (HD-1217)                           | 10 Pcs.    |  |  |

*R. Shannel*

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| 67. | आलपिन (ग्लोब) ७० जी एम<br>All Pin (Globe) 70 gm   | 400 pkt   |  |  |
| 68  | एडहेसिव पताका ( ३ रंग) ( पोस्ट इट प्रोम्ट) ३ एम<br>Adhesive Flag (3 colour) (Post-it-Prompt) 3 M        | 400 pkt.  |  |  |
| 69  | एडहेसिव पर्ची (2X3) (पोस्ट इट प्रोम्ट) ३ एम<br>Adhesive Slip (2x3) (Post-it-Note) 3 M                   | 400 pkt.  |  |  |
| 70  | एडहेसिव पर्ची (3x3) ( पोस्ट इट प्रोम्ट) 3 एम<br>Adhesive Slip (3x3) (Post-it-Note) 3 M                  | 400 pkt.  |  |  |
| 71  | एडहेसिव पर्ची (३ x ४) ( पोस्ट इट प्रोम्ट) ३ एम<br>Adhesive Slip (3x4) (Post-it-Note) 3 M                | 400 pkt.  |  |  |
| 72  | एडहेसिव पर्ची (३ x ३) ( पोस्ट इट प्रोम्ट) ३ एम<br>Adhesive Slip (3x5) (Post-it-Note) 3 M                | 400 pkt.  |  |  |
| 73  | हाइलाइटर - पेन ( लक्सर) ( ५ पीसेज)<br>Highlighter – Pen (Luxor Gloliter / Product No.<br>886 ) (5 pcs.) | 500pkt.   |  |  |
| 74  | हाई-टेक पेन (०-५) ( लक्सर)<br>High-tech Pen (0-5) (Luxor)   | 3000 nos. |  |  |
| 75  | हाई-टेक पेन (वी-५) ( लक्सर)<br>High-tech Pen (V-5) (Luxor)  | 3000 nos. |  |  |
| 76  | मार्कर - ओ एच पी ( ट्रांसपेरेंट) लक्सर ( ५ पीसेज)<br>Marker - OHP (Transparent) Luxor (5 pcs.)          | 50 set    |  |  |
| 77  | मार्कर - व्हाइट बोर्ड ( लक्सर) (१० पीसेज)<br>Marker - White Board (Luxor) (10 pcs.)                     | 50 pkt.   |  |  |
| 78  | स्थायी मार्कर - ( लक्सर) (१० पीस)<br>Permanent Marker- ( Luxor) (10 pcs)                                | 50 pkt.   |  |  |
| 79  | पेपर-टाइपिंग ( सेन्चुरी) ६० जी एस एम )<br>Paper Typing (Century)(80-gsm)                                | 200 ream  |  |  |
| 80  | पेन - एड जेल ( पी जी-५००) प्रत्येक<br>Pen - Add gel (PG-500) each                                       | 2000 nos. |  |  |
| 81  | पेन - गोल्डन पेन स्टैंड के लिए<br>Pen - Golden for Pen stand (Kebica)                                   | 100 nos.  |  |  |
| 82  | करेक्टींग फ्लूइड (इन्फिनीटी, सी.पी.-207)<br>Correcting Fluid (Infinity, CP-207                          | 200 nos.  |  |  |
| 83  | पिउन बुक (हार्ड बाइन्डिंग )<br>Peon Book (Hard Binding)   | 200 nos.  |  |  |
| 84  | पिन - स्टैपलर (१२/१७) कोरस/कंगारू<br>Pin - Stapler (12/17) Kores/Kangaroo                               | 100 pkt.  |  |  |
| 85  | पिन - स्टैपलर (२३/१०) कोरस/कंगारू<br>Pin - Stapler (23/10) Kores/Kangaroo                               | 100 pkt.  |  |  |
| 86  | पिन - स्टैपलर (२४/६) कोरस/कंगारू<br>Pin - Stapler (24/6) Kores/Kangaroo                                 | 600 pkt.  |  |  |
| 87  | पिन - स्टैपलर ( नं. १०) कोरस/कंगारू<br>Pin - Stapler (No.10) Kores/Kangaroo                             | 1000 pkt. |  |  |

*A. Sharma*

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| 88  | पिन - स्टैप्लर (२३/८) कोरस/कंगारू<br>Pin Stapler (23/8) Kores/Kangaroo  | 50 pkt.    |  |  |
| 89  | पिन कुशन (केबीका)<br>Pin cushion (Kebica)   | 100 pcs.   |  |  |
| 90  | स्टैण्ड-पेन (४ सॉकेट) (केबीका) पेन के साथ (मध्यम)<br>Stand - Pen (4 socket) (Kebica) with Pen medium size                                   | 50 pcs.    |  |  |
| 91  | स्टैण्ड-पेन (एक्सीक्युटिव) (केबीका) पेन और पेपर रोल के साथ(बडा)<br>Stand - Pen (Executive) (Kebica) with Pen & Paper Roll Big size          | 50 pcs.    |  |  |
| 92  | स्टैप्लर (न० १०-६)(कंगारू)<br>Stapler (No.10-D) Kangaroo  | 300 pcs.   |  |  |
| 93  | स्टैप्लर (न० २४/६)(कंगारू)<br>Stapler (No.24/6) Kangaroo  | 300 pcs.   |  |  |
| 94  | रद्दी कागज बॉस्केट (जाली)सेलो<br>Waste Paper Basket (Jali) Cello  | 100 pcs.   |  |  |
| 95  | नोट शीट पैड (ग्रीन)नीलगगन/(८० जी एस एम)१००शीट्स (एफ एस साइज)<br>Note sheet Pad (Green) Neelgagan (80 gsm) 100 sheets (FS size)              | 3000 pcs.  |  |  |
| 96  | बटन फोल्डर ;क्लीयर बैगड्ड सोलो<br>Button Folder (Clear Bag) Solo  | 1000 pcs.  |  |  |
| 97  | पारदर्शी फोल्डर ;सी. एच.101ड्ड सोलो<br>Transparent Folder A4 size (CH-101) Solo   | 10000 pcs. |  |  |
| 98  | स्पाइरल नोट बुक, बील्ट मैट्रिक्स 160 पेज (21.64x14 से. मी.ड्ड लाइनदार<br>Spiral Note Book, Built Matrix (160 page, 21.6 x 14cm) Single Rule | 200 pcs.   |  |  |
| 99  | पेन युनीबॉल इम्पैक्ट जेल 07 मी. मी.<br>Pen Uniball Impact Gel-07 m.m  | 200 pcs.   |  |  |
| 100 | पेन युनी-बॉल ;आईड्ड माईको.150<br>Pen Uni-ball (I) Mico-150  | 1000 pcs.  |  |  |

*W. Prakash*