

No.14011/5/2007-Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Chemicals & Petrochemicals  
(Admn. Section)

New Delhi, the 25<sup>th</sup> June, 2007.

To

As per list attached

Subject:- Registration of suppliers for stationery and General items in  
the Department of Chemicals & Petrochemicals.


Sir,

I am directed to say that the Department of Chemicals & Petrochemicals invites sealed quotations for supply of Stationery and General items as given in the **Annexure-I**.

2. The detailed terms and conditions may be seen at **Annexure-II**.

3. Sealed quotations, duly super scribed "Quotation for Stationery/General items" and addressed to the undersigned in a sealed cover may be deposited in the Tender Box kept in Room No.434 'C' Wing, 4<sup>th</sup> Floor, Administration Section, Department of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi-110 001. not later later than **3.00 P.M. on 09.07.2007**. Quotation received after stipulated date / time shall not be entertained. The quotation will be **opened on the same date at 3.30 P.M.** in Room No.231 'A' Wing, Shastri Bhawan, New Delhi, in the presence of representatives who may like to be present.

Yours faithfully,



(Roshan Lal)

Under Secretary to the Govt. of India  
Tel.No.23387920.

Copy to NIC - may please upload on the website  
of Dept. of C & P C.

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Government of India  
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Department of Chemicals & Petrochemicals  
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**TERMS AND CONDITIONS FOR THE REGISTRATION  
OF SUPPLIER OF STATIONERY / GENERAL ITEMS.**

The Department of Chemicals and Petrochemicals, New Delhi requires Stationery / General items for its use. These items are generally purchased on month-to month basis.

2. Reputed and interested parties may send their quotations with complete details about the stationery/General items as mentioned in the list enclosed. It may be noted that the selected tenderer would be required to deliver Stationery / General items at Room No.419 'C' Wing, Shastri Bhawan, New Delhi.

3. In case any firm is already providing the Stationery/General items to any other Ministry / Department of Central Government, details thereof may also be furnished along with the quotations. **The rates quoted shall be valid till June, 2008.**

4. Sealed quotations, duly super scribed "Quotation for Stationery/General items and addressed to the undersigned in a sealed cover may be deposited in the Tender Box kept in Room No.434 'C' Wing, 4<sup>th</sup> Floor, Administration Section, Department of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi-110 001. not later later than **3.00 P.M. on 09.07.2007**. Quotation received after stipulated date / time shall not be entertained and opened. The quotation will be **opened on the same date at 3.30 P.M.** in Room No.231 'A' Wing, Shastri Bhawan, New Delhi, in the presence of representatives who may like to be present.

5. The following terms and conditions may be kept in view while submitting the quotations:-

- a) The firm should be in a position to supply stationery / consumable items mentioned in the list enclosed on a very short notice as and when needed.
- b) The stationery / consumable items should be delivered in this Department at Room No.419 'C' Wing, Shastri Bhawan, New Delhi.
- c) The owner / firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile number may be also be provided. The firm should be able to provide stationery / consumable on Holidays also.
- d) No request of enhancement of rates would be entertained after approval of the rates.

e) The stationery items should be of standard make especially the photo copy paper, Master rolls, Ink Cartridges etc. In case it is found that the items are of inferior quality/ duplicate, it would be open for the Department to cancel the contract and forfeit the Security Deposit.

6. The quotations must be submitted along with an earnest money of Rs.10,000/- in the form of bank draft/cheque drawn in favour of DDO, Department of Chemicals & Petrochemicals, New Delhi. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. Successful tenderer will have to submit a security deposit of Rs.10,000/- in the form of Bank Guarantee for the period of contract. Security deposit will be forfeited if the firm fails to perform as per the terms and conditions of the contract.

7. Tenderers must quote their unconditional rates strictly as per list of items enclosed. Cutting / Overwriting, if any should be countersigned.

8. The details of financial status of the firm and the past experience may be submitted along with documentary proof.

9. All items will be supplied on the basis of only written orders from this Department from time to time.

10. It must be noted that the rates quoted should be for the ISI approved items wherever applicable or must have the approval of some other recognized agency.

11. The Department is not bound to accept the lowest rate and reserves the right to reject any/all offers without assigning any reasons.

12. In case of violation of the above terms of the contract, the security deposit would be forfeited.

13. The Department reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the Department in this regard shall be final and binding on the firm.

  
(Roshan Lal)

Under Secretary(Admn.)

## ANNEXURE -I

List of Stationery items

S. No.	Name of the Article	Specification, if any	Unit	Rates valid till June, 2008 (Rs.)
1.	Ad Gel Achiever Pen	Ad gel	1 No.	
2.	Ad Gel Achiever Pen Refill	-do-	1 No.	
3.	Alphabetical Register (4 qr.)	ABD	1 No.	
4.	Awl Pin	Electro Nickel Plated	1 Pkt.	
5.	Attendance Register	Thick (2 Or)	1 No.	
6.	Assistant Diary	As per Standard used	1 No.	
7.	Ball Pen Reynold (0.45)	Reynold	1 Pkt. of 10	
8.	Candle with Stand	Good quality	1 No.	
9.	C.D.(RW) with box	Moser Baer	1 Pkt of 10	
10.	C.D. (R) with box	-do-	1 Pkt. of 10	
11.	Cello Gripper Pen	--	1 No.	
12.	Cello Tape ½"x25 mtrs	Good quality	1 No.	
13.	Cello Tape (Brown) 3"x65 mtrs.	-do-	1 No.	
14.	Cell Torch/Battery	Eveready	1 No.	
15.	Calculator (Scientific)	Casio	1 No.	
16.	Clip File (Office)	Neelgagan	1 No.	
17.	Diary Register(300 pages)	-do-	1 No.	
18.	Dak Pad	Neelgagan	1 No.	
19.	Dispatch Register	(ABD)	1 No.	
20.	Desk Calander Plate	Kebica	1 No.	
21.	Desk Calendar Refill	-do-	1 No.	
22.	Envelope SE-5 (Brown)	Good quality	Th.	
23.	-do- SE-6 (Brown)	-do-	Th.	
24.	-do- S E-7 (Yellow)	-do-	Th.	
25.	-do- S E-7 (Brown)	-do-	Th.	
26.	-do- SE-7-A (Brown)	-do-	Th.	
27.	-do- SE-8 (Yellow)	-do-	Th.	
28.	-do- SE-8 (Brown)	-do-	Th.	
29.	-do- SE-8A (Brown)	-do-	Th.	
30.	-do- No. SE-5 (White)	-do-	Th.	
31.	-do- N o. SE-6 (White)	-do-	Th.	
32.	Eraser Non-Dust	Natraj	1 No.	
33.	File Cover-Neelgagan No.60(Front portion printed)	Neelgagan	1 No.	
34.	File Board 500gms	Good Quality	1 No.	
35.	File Magazine Rack	Solo	Set of 2	
36.	File Flap	Good quality	1 No.	
37.	Floppy	Moser Baer	1 Pkt. of 10	
38.	Flag Neon Colour	Good quality	1 Pkt.	
39.	Fax Roll(Mitsubishi)210mmx30mt.	Mitsubishi	1 No.	
40.	File Heading Register--200 Pages	(ABD)	1 No.	
41.	File Movement Register—200 pages	-do-	1 No.	

42.	Flair Sporty Active Gel Pen	---	1 No.
43.	Gum Liquid(150 ML)	Camlin	1 No.
44.	Gem Clip Electro Nickel Plated	26 MM	1 No.
45.	Gem Clip (Plastic coated)	26 MM	1 No.
46.	Glue Stick	Kores	1 No.
47.	Gum Tube(30 ML)	Camlin	1 No.
48.	Highlighter Pen	Luxor	1 Pkt of 5
49.	Hammer	Good quality	1 No.
50.	Ink Cartridge for RICOH-1800, 600 CC OF 5 M Copy Printer Masters	---	1 No.
51.	Jotter Pen	Good quality	1 No.
52.	Jotter Pen Refill	-do-	1 No.
53.	Jetter Metallica F/X Pen	Reynolds	1 No.
54.	Jetter Metallica F/X Pen(Refill)	-do-	1 No.
55.	Jetter Metallica Pen	-do-	1 No.
56.	Lead Pencil (Natraj 621 HB)	Natraj	1 Pkt.
57.	Log Book (300 Pages)	ABD	1 No.
58.	Master Roll for RICOH 1800 OF 5 M	---	1 No.
59.	Match Box	Ship	1 Pkt.
60.	Note Sheet Pad F/S Green (Neelgagan)	Neelgagan	1 Pad
61.	Paper Wrapping /packing	Good Quality	1 Sheet
62.	Peon Book (Hard) - Neelgagan	Neelgagan	1 No.
63.	Paper Weight (Plastic Square) (Big)	Good quality	1 No.
64.	Paper Weight (Glass Square) (Big)	-do-	1 No.
65.	Punch Single	Kangaroo	1 No.
66.	Punch Double	-do-	1 No.
67.	Pin Cushion	Good quality	1 No.
68.	Pen Pilot Hitech Luxor (0.5)	Luxor	1 No.
69.	Pen Pilot (V-5)	Luxor	1 No.
70.	Pencil Tray	Good Quality	1 No.
71.	Pilot Pen Ink	Luxor	1 No.
72.	Pencil Cell H.D Eveready	Eveready	1 No.
73.	Plastic Folder(Neelgagan No.102)	Neelgagan	1 No.
74.	Post It Pad Yellow (2inx3in)	Best Notes	1 No.
75.	Post It Pad Yellow (3inx3in)	-do-	1 No.
76.	Post It Pad Yellow (3inx5in)	-do-	1 No.
77.	Poker	Good Quality	1 No.
78.	Paper Cutter	-do-	1 No.
79.	Plastic Sutli	-do-	1 Bondle (500gm.)
80.	Pad Lock 25 MM(Brass)	Harrison	1 No.
81.	Pad Lock 50 MM(Brass)	Harrison	1 No.
82.	Pad Lock 60 MM(Brass)	Harrison	1 No.
83.	Pad Lock 75 MM(Brass)	Harrison	1 No.
84.	Permanent Marker for CD	Good quality	1 No.
85.	Photo Copy Paper (A-4 Size) Xerox 75 (Multipurpose Paper)	MX	1 Ream
86.	Photo Copy Paper (F/S Size) Xerox 75 (Multipurpose Paper)	MX	1 Ream

Contd.....3....

87.	Photo Copy Paper (A-4 Size) ANDHRA (for Resograph Machine)	MX	1 Ream
88.	Pen Uniball UB 150	Uniball	1 No.
89.	Pencil Short Hand(Apsara)	Apsara	1 Pkt.
90.	Reynolds Gel Racer II	Reynolds	1 No.
91.	Remote Cell -Dura Cell (AAA)	BPL(Power)	1 No.
92.	Ruled Register - 1 Qr.	Good quality	1 No.
93.	Ruled Register - 2 Qr.	-do-	1 No.
94.	Ruled Register - 3 Qr.	-do-	1 No.
95.	Ruled Register - 4 Qr.	-do-	1 No.
96.	Rubber Band	Good quality	1Pkt.(500grm.)
97.	Scotch Magic Tape 3M	Scotch	1 No.
98.	Short Hand Note Book(Neelgagan)	Neelgagan	1 No.
99.	Stapling Machine(Small) No.10	Kangaroo	1 No.
100.	Stapling Machine (24x6) (Jumbo)Medium	-do-	1 No.
101.	Stapling Machine (Heavy Duty)	-do-	1 No.
102.	Stapling Pin-( No.10)	-do-	1 No.
103.	Stapling Pin-(24x6)	-do-	1 No.
104.	Stapling Pin-(23x17)	-do-	1 No.
105.	Strip Plastic Folder	Good Quality	1 No.
106.	Sharpner (Natraj)	Natraj	1 No.
107.	Stamp Pad Ink	Good quality	1 No.
108.	Slip Book Ruled No.33 (Neelgagan)	Neelgagan	1 No.
109.	Spiral Note Book Ruled (50 pages)	Good quality	1 No.
110.	Stamp Pad (Medium No.2)	-do-	1 No.
111.	Signature Pad	Neelgagan	1 No.
112.	Sealing Wax	National	1 Pkt.
113.	Sketch Pen ECHO	Luxor	1 Pkt. of 10
114.	Scissor ( 9"UB)	Kebica	1 No.
115.	Scissor Steel (12"UB)	Kebica	1 No.
116.	Scale (Steel) 12"	Good quality	1 No.
117.	Scale (Plastic) 12"	-do-	1 No.
118.	Scale (Plastic) 6"	-do-	1 No.
119.	Sutli(Jute)	-do-	1 kg.
120.	Tags Cotton 8" F/S (White)	-do-	1 Bunch
121.	Thread Ball (Thick Qty) 50 GM	-do-	1 No.
122.	White Fluid (Kores) 30ML Set	Kores	1 No.
123.	Floppy	Sony	1 Pkt. of 10
124.	Bill Regisger GAR-9 (200 pages)	ABD	1 No.
125.	Carbon Paper (Blue)	Kores	1 Pkt of 100 Sheets
126.	Contingent Charges Register GAR-27(200 pages)	ABD	1 No.
127.	Data Input Sheet	-do-	1 Pad
128.	Form Fully Voched Contingent Bill (GAR-29)	ABD	1 Pad
129.	Form Abstract of Contingent Bill(GAR-30)	-do-	1 Pad

130.	Form GPF/CPF Bill Form GAR-42	-do-	1 Pad	
131.	Form MCRI Bill Form GAR-23	-do-	1 Pad	
132.	Form Bill of Long Term Advance GAR-36	-do-	1 Pad	
133.	Form Last Pay Certificate GAR-2	-do-	1 Pad	
134.	Form LTC Bill Form GAR-14C	-do-	1 Pad	
135.	Form PBR	-do-	1 Pad	
136.	Form No.16 TDS	-do-	1 Pad	
137.	Form Annual Return GAR-24	-do-	1 Pad	
138.	Form T.A. Bill GAR-14A	-do-	1 Pad	
139.	Form Consolidate T.A. Bill GAR-14	-do-	1 Pad	
140.	Form T.A. Bill on Transfer GAR-14B	-do-	1 Pad	
141.	GPF Pass Book	-do-	1 No.	
142.	Pay Bill Register (200 pages)	-do-	1 No.	
143.	Register Cash Book GAR-3 (250 pages)	-do-	1 No.	
144.	Register GPF CAM-47 (300 pages)	-do-	1 No.	
145.	Register T.A. Bill (100 pages)	-do-	1 No.	

Company name & Address:-

Signature

List of Sanitary/Cleaning items

Sl.No.	Name of the Articles	Specification, if any	Unit	Rates valid till June, 2008 (Rs.)
1	Allout Machine	Allout	1 No.	
2	Allout Refill	Allout	1 No.	
3	Broom Phool (450 GM) (Heavy)	Good Quality	1 No.	
4	Broom Seek (Heavy)	-do-	1 No.	
5	Bucket Plastic (25 Ltrs.)	Good quality	1 No.	
6	Baygon Spray (320 ML)(for mosquito)	Baygon	1 No.	
7	Baygon Spray (320 ML) (for cockrache)	-do-	1 No.	
8	Colin (500 ML)	Rockitt Benckiser	1 No.	
9	Cleanzo (5 Lt. Jar)	Good quality	1 No.	
10	Cut Glass(Fancy)	-do-	Set of 6	
11	Dettol (Liquid Hand Wash Soap)250ml.	Rockitt Benckiser	1 No.	
12	Duster Cotton(white)(40"x40")	Good Quality	1 No.	
13	Duster Floor (40"x40")	-do-	1 No.	
14	Dustbin (Plastic) Medium size	-do-	1 No.	
15	Face Tissue Mistique (100 Pull)	-do-	1 Pkt.	
16	Glass Tumbler(Plain)	Yera	1 No.	
17	Hit Spray( 500 ML)(for mosquito)	Hit	1 No.	
18	Hit Spray( 500 ML)(for cockrache)	Hit	1 No.	
19	Harpic	Racket & Coleman	1 No.	
20	Odonil Fresheners (100 Gms.)	Balsara	1 No.	
21	Phenyl (5 Ltrs.) Cane	Trishul	5 Ltrs Cane	
22	Room Freshner (160 GM)	Premium	1 No.	
23	Room Freshner (160 GM)	Sandal	1 No.	
24	Soap Lux (100 GM)	Hindustan Lever	1 No.	
25	Spray Pump	Good quality	1 No.	
26	Soap Case	Good quality	1 No.	
27	Toilet Paper Roll 10(M)	-do-	1 No.	
28	Toilet Liquid Soap (5 Ltrs.) cane	Homacol	5 Ltrs. Cane	
29	Towel Full Size (White)	Bombay Dying	1 No.	
30	Towel Full Size (Coloured)	Bombay Dying	1 No.	
31	Towel 27'x54'	Good Quality	1 No.	
32	Vim (Ultra cleaning powder)	Hindustan Lever	1 No.	
33	Wiper(Full Size)	Good quality	1 No.	
34.	Water Jug(Plastic)(2ltrs.)	-do-	1 No.	

Company name & Address

Signature

List of Crockery items etc.

Sl.No.	Name of the Articles	Specification, if any	Unit	Rates valid till June, 2008 (Rs.)
1	Alarm Clock(Steel)	Orpat	1 No.	
2	Alarm Clock (Steel)	Ajanta	1 No.	
3	Bowl (Bon china)	UPC	Set of 6	
4	Cup & Plates UP CERMIC 250 - 301	-do-	-do-	
5	Cup & Soucer (Bone China)	-do-	-do-	
6	File Carrying Bag (Leather)(Box type)	Good quality	1 No.	
7	Fork	-do-	1 No.	
8	Full Plates UP CERMIC 251-300	UPC-	Set of 6	
9	Full Plate (Bone China)	-do-	-do-	
10	Glass Cover Coaster (Acrylic) Fancy	Good quality	Set of 6	
11	Glass Cover Coaster (Plastic) Fancy	Good quality	Set of 6	
12	Glass Cover Coaster (Wooden)	-do-	Set of 6	
13	Kettle(Borosil)	Borosil	1 No.	
14	Kettle Electric (1 Ltr.)	Bajaj	1 No.	
15	Kettle Electric (2 Ltrs.)	Mahraja	1 No.	
16	Mayur Jug (5 Ltrs.)	Milton	1 No.	
17	Mayur Jug (7.5. Ltrs.)	-do-	1 No.	
18	Mayur Jug (10 Ltrs.)	-do-	1 No.	
19	Milk Pot(Borosil)	Borosil	1 No.	
20	Quarter Plateas UP CERMIC 251-300	UPC	Set of 6	
21	Quarter Plates(Bone China)	-do-	-do-	
22	Service Tray(Big) Acrylic 12"x18"	Good quality	1 No.	
23	Service Tray(Small) Acrylic 9"x18"	-do-	1 No.	

24	Service Tray(Big) Aluminum 12"x18"	-do-	1 No.	
25	Service Tray(Small) Aluminum 9"x18"	-do-	1 No.	
26	Sugar Pot(Borosil)	Borosil	1 No.	
27	Table Spoon	Good quality	1 Doz.	
28	Tea Spoon	-do-	1 Doz.	
29	Thermos Flask Eagle (1 Ltr.)	Eagle	1No.	
30	Thermos Flask Eagle (2 Ltrs.)	-do-	1 No.	
31	Thermos Flask Eagle(1 Ltr.)(Steel) In & Out side)	-do-	1 No.	
32	Thermos Flask Eagle (2 Ltrs.) (Steel) In & Out side)	-do-	1 No.	
33	Water Jug (Borosil)	Borosil	1 No.	
34	Wall Clock Orpat	Orpat	1 No.	
35	Wall Clock Ajanta	Ajanta	1 No.	

Company name & Address

Signature