



**OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011**

No. D-15014/2/2011/GS

Dated :12.03.2012

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 | | |
|--------|----------------------|--|--|
| | 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. **In the items put as "*" marked (Sl.No 3, 6 & 11of Annexure-I, the new Census logo in single contrasting color will be printed.**
3. The quality and rates offered would remain valid till 31.03.2013.
4. The price should be quoted in respect of all the items in the enclosed list and it **should be inclusive of all taxes/duties.**
5. 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.
6. The suppliers will replace any defective item on site immediately.
7. Any quotation received beyond the prescribed date and time shall not be entertained.
8. The Income Tax Clearance Certificates and CST number should also be submitted with the quotation failing which the tender will not be considered.
9. The rates with sample may please be submitted **in sealed cover to this office by 3.00 p.m. on 26.03.2012.**
10. The quotations shall be **opened at 3.30 pm on the same day** in the presence of bidders or their representative, if any.
11. This office reserves the right to cancel any or all the quotations without assigning any reason thereof.

Yours faithfully,

(Purnendu Kant)
Under Secretary (Hq.)

Store & Stationery Items (High Value Items)

Annexure I

| S.No. | Name of the items | Qty. reqd. | | Rate Per Unit | Tax% |
|-----------|------------------------------------------------------|------------|-------|---------------|------|
| 1 | Tube light (40 w) (Philip) | 100 | Nos. | | |
| 2 | Correction fluid. Pen (Kores – 10 ml.) | 120 | Nos. | | |
| *3 | Spiral Note Book (70 pages) | 500 | Nos. | | |
| 4 | Pilot Pen (.05) (Blue/Black) | 250 | nos. | | |
| 5 | Envelop (SE-8 A with printing both side) | 1500 | nos. | | |
| *6 | Slip Pad (No.33) (70 pages) | 300 | Nos. | | |
| 7 | Envelop (10X12) A-4(A) size with clothing & printing | 500 | nos. | | |
| 8 | Assistant Diary | 50 | Nos. | | |
| 9 | Power strip (5 App.) | 10 | Nos. | | |
| 10 | Envelop (SE-7-A with printing) | 1000 | nos. | | |
| *1 | Slip Pad (No.44) (70 pages) | 200 | Nos. | | |
| 1 | | | | | |
| 12 | Photocopy papers (A-4 J.K.(70 GSM) | 600 | reams | | |
| 13 | Photocopy papers (A-3 size) J.K. | 10 | reams | | |
| 14 | Nepthen Ball (Trishul per kg) | 10 | Kg. | | |
| 15 | Phenayal 5Ltr.) (Trishul) | 10 | Tin | | |
| 16 | Markin Cloth | 150 | mtr. | | |
| 17 | White Duster(24”X24”) | 100 | Nos. | | |
| 18 | Glue Stick (Cor.15 g) (Yellow) | 140 | nos. | | |
| 19 | Typing Paper (Vardhman – 60 gsm) | 15 | reams | | |
| 20 | Plastic Folder(Good quality) | 400 | Nos. | | |
| 21 | C.D. Mailer | 100 | Nos. | | |
| 22 | Power strip (15 App.) | 10 | Nos. | | |
| 23 | Envelop (SE-6 with printing both side) | 5000 | nos. | | |
| 24 | Glass Tumbler (Ordinary) | 400 | Nos. | | |
| 25 | Glass Tumbler (Good Quality) | 200 | Nos. | | |
| 26 | Stapler (big size) | 5 | Nos. | | |
| 27 | File Board | 1500 | Nos. | | |
| 28 | C.F.L. Tube Light (15 w. Philips) | 20 | Nos. | | |
| 29 | Slip Pad (Big size) (70 pages) | 100 | Nos. | | |
| 30 | Colour Flag | 120 | nos. | | |
| 31 | Note sheet Pad F/S (80 gsm) | 225 | pkts. | | |
| 32 | Soap (Lux) (100 gram) | 250 | Nos. | | |
| 33 | Photocopy papers (F/s Size) J.K. | 10 | reams | | |
| 34 | Cleaning powder (Popular per kg) | 125 | Kg. | | |
| 35 | Note Sheet Pad (A-4 size 80 gsm) | 50 | nos. | | |
| 36 | Colin Spray (500 ml) | 40 | Nos. | | |
| 37 | Ball Pen (Cello Techno tip) | 1100 | nos. | | |
| 38 | Finit (5 ltrs.) | 2 | Nos. | | |
| 39 | Pilot Pen (V-5) (Blue/Black) | 100 | nos. | | |
| 40 | Plastic Gunny Bag | 100 | Nos. | | |

Store & Stationery Items (Low Value Items)**Annexure II**

| S.No. | Name of the items | Qty. reqd. | Rate Per Unit | Tax% |
|-------|----------------------------------------------|------------|---------------|------|
| 1 | All out Liquid/riffle | 15 | Nos. | |
| 2 | Towel (27"X54") | 100 | Nos. | |
| 3 | Peon Book (as per sample) | 20 | Nos. | |
| 4 | Electric (Cordless) Call Bell | 5 | Nos. | |
| 5 | Gem Clip(Plastic coted) | 140 | pkts. | |
| 6 | Attendance Register (as per sample) | 20 | Nos. | |
| 7 | Locks Harison (brass 75mm) | 10 | Nos. | |
| 8 | All out machine with Liquid | 10 | Nos. | |
| 9 | Floor Duster(36"X36") | 30 | Nos. | |
| 10 | Pencil with Eraser on Top | 0 | Nos. | |
| 11 | Waste Paper Bucket | 10 | Nos. | |
| 12 | Reception/Visitor Register | 5 | Nos. | |
| 13 | Stapler Pin (small No.10)Max Japan | 80 | nos. | |
| 14 | Indent Plug Top 15 amp. | 10 | Nos. | |
| 15 | Packing Tape (Brown)(PVC 55 mtrs.) | 50 | Nos. | |
| 16 | PunchKangaroo(Single Hole) | 20 | nos. | |
| 17 | OHP Marker Pen | 20 | Nos. | |
| 18 | Electric Wire | 1 | Roll | |
| 19 | Candle | 60 | Nos. | |
| 20 | Glass Cover | 10 | set | |
| 21 | Cello Tape 1 ½ (15 meters) | 120 | nos. | |
| 22 | Tread Bal | 10 | Nos. | |
| 23 | Match Box | 50 | Pkts | |
| 24 | Dispatch Register (8 qr. as per sample) | 10 | Nos. | |
| 25 | Room freshner | 20 | Nos. | |
| 26 | Yellow Duster (24"X14") | 100 | Nos. | |
| 27 | Torch Big | 5 | Nos. | |
| 28 | Rules Register' s) (2 qurs) | 40 | nos. | |
| 29 | Liquid Soap (5ltrs) (Homocole) | 4 | Tin | |
| 30 | Section diary Register | 20 | Nos. | |
| 31 | File Register (8 qr. as per sample) | 10 | Nos. | |
| 32 | File Movement Register (8 qr. as per sample) | 0 | Nos. | |
| 33 | Erasor (Apsara) | 200 | nos. | |
| 34 | Pencil Cell (Eveready) | 120 | Nos. | |
| 35 | Envelop (SE-5 with printing both side) | 2000 | nos. | |
| 36 | White Board Marker Pen | 20 | nos. | |
| 37 | Permanent Marker Pen | 35 | nos. | |
| 38 | Packing Paper (Brown) | 100 | nos. | |
| 39 | Alpin | 40 | pkts. | |
| 40 | Toilet Acid (5 ltr. Plastic Jar) | 4 | Tin | |
| 41 | Shorthand Note Book Lotus 200/-) | 40 | nos. | |
| 42 | Post it Pad (3"x3") | 30 | nos. | |
| 43 | Binder Clip (32 mm) | 10 | pkts. | |

| | | | | | |
|----|----------------------------------------|-----|---------|--|--|
| | | | | | |
| 44 | Foot Scale (Plastic) | 30 | nos. | | |
| 45 | Binder clip (25 mm) | 10 | pkts. | | |
| 46 | StaplerMachine(Kangaroo) | 25 | nos. | | |
| 47 | Envelop (SE-4 with printing both side) | 0 | nos. | | |
| 48 | Wiper (medium size) | 0 | Nos. | | |
| 49 | Dak Pad | 20 | nos. | | |
| 50 | Gum Bottle (300 ml) | 20 | nos. | | |
| 51 | Scissors (Medium size) | 5 | Nos. | | |
| 52 | Signature pad | 10 | nos. | | |
| 53 | Toilet Brush as per sample) | 5 | Nos. | | |
| 54 | Tread Real | 10 | Nos. | | |
| 55 | Plastic Sutali | 20 | Nos. | | |
| 56 | Dettol Liquid Soap(250 ml) | 5 | Nos. | | |
| 57 | Log Book (8 qr. as per sample) | 3 | Nos. | | |
| 58 | Stamp Pad | 20 | Nos. | | |
| 59 | Old Dhoti | 30 | Nos. | | |
| 60 | Bucket | 10 | Nos. | | |
| 61 | Locks Harison (55mm) | 20 | Nos. | | |
| 62 | Fevibond (50 ml.) | 30 | Nos. | | |
| 63 | Sealing Wax (Good quality) | 10 | Pkts | | |
| 64 | Jharoo Phool | 10 | Nos. | | |
| 65 | Folder with tich Button | 200 | Nos. | | |
| 66 | Big Cell (Eveready) | 20 | Nos. | | |
| 67 | Jharoo Seek/Hard | 10 | Nos. | | |
| 68 | Stamp pad Ink | 10 | nos. | | |
| 69 | Pen (Pilot BPP-GPL-M 1.00 Ball) | 50 | nos. | | |
| 70 | Rubber band (500 grm) | 10 | Pkts | | |
| 71 | Gum Powder | 5 | Kg. | | |
| 72 | Odonil | 15 | Nos. | | |
| 73 | Marker Pen Ink | 0 | Nos. | | |
| 74 | Stapler Pin (Big) Kangaroo 24/6 | 30 | nos. | | |
| 75 | Tag (6" bunch of 50 Tags) | 200 | bundles | | |
| 76 | Highlighter pen | 120 | nos. | | |
| 77 | AAA Pencil Cell for AC & Remote | 20 | Nos. | | |
| 78 | Lead Pencil (Natraj) | 400 | nos. | | |
| 79 | Sharpner (Natraj) | 100 | nos. | | |
| 80 | Tissue Paper (Sintex) | 20 | nos. | | |