



Government of India
Song & Drama Division
Ministry of Information & Broadcasting

Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003,

No. D-11031/1/2015-S&DD/COS

Dated – 24/7/15

TENDER NOTICE

Sub: Tender for supply of stationery and sundry items for one year for use in the Song & Drama Division, Ministry of I&B, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi- regarding.

The sealed quotations from leading printing firms/stationers related sundry firms are invited for supply of stationery and sundry items initially for a period of one year, for use in the Song & Drama Division, Ministry of I&B, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi as per list of work of items enclosed (Annexure I & II).

2. The quotations may be sent by name to the Director, Song & Drama Division, Ministry of I&B, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003, in sealed cover super scribed **"Quotations for the Stationery & Sundry items" latest by 3.00 PM on dated 17/08/2015.** Quotations received after stipulated date/time shall not be entertained in any case. The tenders should be accompanied by **earnest money of Rs. 15,000/- (Rupees Fifteen thousand only)** in form of demand draft of any nationalized bank in favour of **"DDO, Song & Drama Division, New Delhi"**, quotation received without earnest money shall not be entertained.

3. The supply will be governed by the following terms and conditions.

- (a) The terms quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
- (b) The articles should be in original/standard quality.
- (c) The suppliers will replace any defective item on site immediately.
- (m) The rate should be quoted and the taxes/duties quoted separately in respect of all the items in the enclosed list.
- (n) The rate should be including of delivery charges to the Song & Division, Min. of I&B in Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-3.
- (o) The successful supplier will have to meet all the requirements of the Division immediately after receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- (p) 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.
- (q) The Division/Ministry has the right to extend the tenure, if services are found satisfactory.
- (r) While submitting the quotations the bidders may also indicate whether they belong to Micro & Small Enterprises category.
- (s) The Income Tax Clearance Certificate, PAN, VAT and CST number should also be submitted with the quotation failing which the tender will not be considered.
- (t) The bidder may also indicate whether he belongs to SC/ST category.
- (u) The rates with sample may please be submitted in sealed cover to this office by **03.00 p.m. dated on 17/08/2015.**

4. The Division/Ministry can terminate the contract entered into at any time without assigning any reason. Therefore, in this connection, the decision of this Division/Ministry will be final and shall be binding upon the contractor.
5. The received quotations will be opened dated on **17/08/2015 at 04.00 pm** in the chamber of Deputy Director (COS), Room No. 927, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-3. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.
6. The successful tender/firm will have to deposit **Rs.5,000/- (Rupees Five thousand only)** as performance security guarantee in the shape of Account Payee Demand Draft / Bank Guarantee from a Nationalized / Scheduled Commercial Bank in favour of **"Drawing & Disbursing Officer, Song & Drama Division, New Delhi"** payable at **"New Delhi"**. The Performance Security shall be released after 12 months. No interest will be payable for **"Performance Security"**.
7. Unsuccessful bidder's Earnest Money will be returned as promptly as possible but not later than 30 days.
8. The S&DD/Ministry of I&B reserves the right to accept or reject any quotations in full or part without assigning any reason thereof. The decision of this Division/Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the undersigned on telephone no. **01124363509 (DD)**.

Yours faithfully,



Deputy Director
Tel: 01124363509

Copy to :-

1. All Ministries/Departments with the request that the contractor working under them, may please be apprised to the contents of this letter and asked to quote for the contract, if he/she is interested.
2. NIC with the request to place it on the website of Min.of I&B and to remove from the website after **dated 17/08/2015**.
3. M.S.M.E. (Ministry of Micro, Small and Medium Enterprises), Udyog Bhawan, New Delhi.



ANNEXURE-I

LIST OF STATIONARY ITEMS WHICH QUATATION HAS BEEN INVITED BY
SONG & DRAMA DIVISION, MINISTRY OF INFORAMTION AND BROADCASTING

Sl. No.	Items	Brand/Company	Rate Quoted by Firm	Tax Rate	Tax amt.	Rate per item Including Tax
1	Add Gel Pen	Gypsy				
2	Add Gel Pen Refill	Gypsy				
3	Alphabet Register (8 quire)	Amir Book Depot				
4	Attendance Register	Amir Book Depot				
5	A3 Size Paper	JK/Century				
6	All Pin (100 gm.)	Bell				
7	Ball Pen Reynolds	Reynolds				
8	Ball Pen Refill Reynolds	Reynolds				
9	Bill Register	Amir Book Depot				
10	Bond Paper	Best Quality				
11	Brown Tape	Good quality				
12	Calculator	Citizen/Casio				
13	Corbon Paper Pkt. (A-4 size)	Kores				
14	Corbon Paper Pkt. (Salary Bill size)	Kores				
15	Clip (PVC Coated)	Neelambers				
16	Cello tape (1/2 Inch)	Premium				
17	Cello tape (1 Inch)	Premium				
18	Contingent Register	Amir Book Depot				
19	Colour Flag (Re Stick)	Prompts				
20	Correction Pen	Kores/Oval				
21	Cash Book GAR-3	Amir Book Depot				
22	Cash Challan Book	Amir Book Depot				
23	CD-R	Sony/Moserbear				
24	CD Carrier					
25	Diary Register	Amir Book Depot				
26	Dak Pad	Neelgagan				
27	Despatch Register	Amir Book Depot				
28	Drawing Pin	Good quality				
29	DVD-R	Sony/Moserbear				
30	DVD-RW	Sony/Moserbear				
31	Expenditure Register (CAM-9)					
32	Envelope SE-4 120 GSM					
33	Envelope SE-5 120 GSM					
34	Envelope SE-6 120 GSM					
35	Envelope SE-7-A S&DD Print					
36	Envelope SE-8-A S&DD Print					
37	Envelope SE-8 Plastic Coated					
38	Envelope A-4 Plastic Coated					
39	Envelope File Size Plastic Coated					

40	File Board (Good Quality)	As per sample				
41	File Movement Register	Amir Book Depot				
42	File Heading Register	Amir Book Depot				
43	Form-16 (Per Pad)	Amir Book Depot				
44	File Covers- S&DD printed					
45	Gum bottle (300 gm.)	Camlin				
46	Glue Stick	Oddy				
47	Glossy Paper for Photograph	Kodak				
48	Highlighter Pen	Faber Castle				
49	Ink for Blue Stamp Pad	Supreme				
50	Ink for Red Stamp Pad	Supreme				
51	Leave A/C Per Set	Amir Book Depot				
52	LTC Form Per Pad	Amir Book Depot				
53	TA Form Per Pad	Amir Book Depot				
54	Ledger Book (280 pages)					
55	Medical Form (Per Set)	Amir Book Depot				
56	Note Book (Slip pad) 80 pages	Neelgagan				
57	Note Sheet (Good Quality)	Neelgagan				
58	Photostate Paper A4 (75 GSM)	JK/				
59	PBR (200 pages)	Amir Book Depot				
60	Pencil with Eraser on Top	Apsara/Natraj				
61	Paper Cutter (Steel)	Kebica				
62	Pension Forms/Booklet	Amir Book Depot				
63	Pin Cushion Magnetic	Kebica				
64	Punch Machine (Single Hole)	Kangaroo				
65	Paper weight (Glass)	Kebica				
66	Pin for Stapler (HD-10D)	Kores				
67	Pin for Stapler (HD-45)	Kores				
68	Pin for Stapler (HD-1217)	Kores				
69	Plastic Folder	Good Quality				
70	PVC Transparent Folder CH101	Solo				
71	Paper Cutter	Ikon				
72	Permanent Marker Pen	Luxor				
73	Permanent Marker Pen Pen	Luxor				
74	Pay Bill Central (G.A.R.13)	Amir Book Depot				
75	Register Ruled (2 quire)	Neelgagan				
76	Register Ruled (4 quire)	Neelgagan				
77	Register Ruled (6 quire)	Neelgagan				
78	Register Ruled (8 quire)	Neelgagan				
79	Sharpener (Pencil)	Natraj				
80	Scissor (Plastic Handle)	Kebica/Oddy make				
81	Spiral Note book (A-4 size)	80 pages Lotus				
82	Spiral Note book (No.2)	Hans				
83	Spiral binding wire					
84	Sponge/Water Cushion	Kebica				
85	Scale Steel (12 inch.)	Best Quality				

86	Scale Plastic (12 Inch)	Best Quality				
87	Sutli (per kg.)	As per sample				
88	Stamp Pad Blue	Supreme Delux				
89	Stamp Pad Red	Supreme Delux				
90	Stock Register (700 pages)	Amir Book Depot				
91	Service Book	Amir Book Depot				
92	Spiral Note Book	Good Quality				
93	T.R book (G.A.R.6)	Amir Book Depot				
94	Tag (white) (1x10)	Good quality				
95	Telephone register (300 pages)	Amir Book Depot				
96	Uniball Vision Needle fine 0.7 pen					
97	Uniball Gel Impact Pen					
98	Waste paper basket	Good quality				
99	White board marker pen	Luxor				

ANNEXURE-II

**LIST OF SUNDRY / OTHER ITEMS WHICH QUATATION HAS BEEN INVITED BY
SONG & DRAMA DIVISION, MINISTRY OF INFORAMTION AND BROADCASTING**

Sl. No.	Items	Brand/Company	Rate Quoted by Firm	Tax Rate	Tax amt.	Rate per item Including Tax
1	All out machine with refill	All out				
2	All Out Refill	All out				
3	Acid Tin (5 Liter Pack)					
4	Agarbatti (Per Pkt.)	Sandal				
5	Air/Room freshener (470 ml.)	Yarley/Lemon ludeo				
6	Airwick Refill	Airwick/Ambi Pur				
7	Broom (Phool Jharu)	Thukral				
8	Broom Coconut	Thukral				
9	Bucket (15 ltr.)	Milton				
10	Bone China Plates (Full)	Bone china				
11	Bone China Plates (Half)	Bone china				
12	Bone China Plates (Quarter)	Bone china				
13	Bone Chine Tea set	Bone china				
14	Bone China Bowl	Bone china				
15	Cell (Pencil)	Eveready				
16	Cell (Remote)	Eveready				
17	Cell (Call Bell)-Small Size	Good quality				
18	Colin spray (500 ml.)	New colin ultra				
19	Clinzo (5 Liter Can)	Trishul				
20	Coffee mug	Bone china				
21	Cleaning powder (500 gm.)	Vim				
22	Cup & Saucers (1 set)	Bone china				
23	Yellow Duster	Good quality				
24	White Duster 36x36	Good quality				
25	Floor Duster 36x36	Good quality				
26	Electric PVC tape	Steel Grip/Duck Tape				
27	Electric Call Bell					
28	Finit (5 Liter Tin)	Finit				
29	Finit pump (200 ml.)	Good quality				
30	Harpic	Kiwi / Harpic				
31	Glass Tumbler Plain	Good quality				
32	Glass Borosil	Borosil				
33	Glass Coaster	Good quality				
34	Hit spray (320 ml.)	Baygon				
35	Three Pin Plug Top 15 Amp.	Ancher				
36	Three Pin Plug Top 5 Amp.	Ancher				
37	Jug plastic	Milton				
38	Lock 75 mm	Harrison				
39	Liquid Soap Tin (5 Liter)	Good quality				

40	Nepthalene ball 400 gm. Pkt.	Trishul				
41	Needle (long)					
42	Phenyl (5 Liter Pack)	Trishul				
43	Pen Drive 4 GB	Sony/HP/Kigston				
44	Pen Drive 8 GB	Sony/HP/Kigston				
45	Pen Drive 16 GB	Sony/HP/Kigston				
46	Extension Power Board-15 Amp	Anchor/Best Qlty				
47	Extension Power Board-5 Amp	Anchor/Best Qlty				
48	Spoon (Lunch)	Good quality				
49	Service tray Large (Acrylic)	As per sample				
50	Sua					
51	Towels Chair (Full Size)	Bombay Dying/Vimal				
52	Towel (Hand)	Bombay Dying/Vimal				
53	Tissue paper	Daffodil/Premier				
54	Thread Ball	Good quality				
55	Washing power (500 gms)	Surf Excel				
56	Wiper with stand	Good quality				
57	Chair Running Sheet	Good Quality				