

**No. D-15014/2/2007-Admn.III (Pt.)**  
**Government of India**  
**Ministry of Information & Broadcasting**  
\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 16<sup>th</sup> October, 2007

Subject: Procurement of Office Stationery/Sundry items for use in the Ministry of Information & Broadcasting regarding.

The sealed quotations from leading stationers are invited for supply of office stationary/sundry items initially for a period of 12 months which may extendable from the date on which the contract is awarded, for use in the Ministry of Information & Broadcasting, as per list of items enclosed.

2. The quotations may be sent by name to the Under Secretary, Room No. 544 "A" Wing, Shastri Bhawan, New Delhi in sealed cover superscribed "Quotations for the stationary/sundry items" latest by 3.00 p.m. on 6<sup>th</sup> November 2007. Quotations received after stipulated date/time shall not be entertained.

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

- (a) The rates 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 rates should be inclusive of delivery charges to the M/o Information & Broadcasting in Shastri Bhawan, New Delhi.
- (d) The firm whose quotation is accepted shall be required to supply the above said items within a day of placing supply order.

4. The quotations received will be opened on the same day i.e. 6<sup>th</sup> November, 2007 at 3.30 p.m. in the cabin of Under Secretary (Admn.), Room No. 544, "A" Wing, 5<sup>th</sup> floor, M/o Information & Broadcasting, Shastri Bhawan, New Delhi. The tendered or his representative may, if they so desire, be present at the time of opening of quotations.

5. The successful tendered/firm will have to deposit Rs. 5,000/- (Rupees five thousand only ) as security deposit in the shape of Demand Draft in favour of PAO (Information & Broadcasting), Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi.

6. The Ministry of Information & Broadcasting reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this 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. 23386086.

Yours faithfully

(MANOJ KUMAR SINGH)  
Section Officer

To,

1. Web Master for posting the tender notice in the Ministry,s Website under "Tenders"
2. Notice Board, Ministry of Information & Broadcasting..
3. NCCF/KB, New Delhi.

**LIST OF STATIONARY ITEMS**

S.No	Description of item	Rates as per variety of the item
1	Agreement Pad	
2	Acquaintance Register	
3.	Assistant Diary	
4	Adding roll	
5	Ball pen ordinary	
6	Ball pen refill	
7	Bill Register	
9	Blotting Paper	
10	Board Sheet	
11	Correcting fluid	
12	Cello/Packing tape	
13	C.R Folder	
14	Computer Floppy	
15.	Contingent Register	
16	Cash book	
17	Challan book	
18	Correction pen white	
19	Cello tape dispenser	
20	CDs	
21	Carry bag	
22	Computer Papers	
23	D.O. Letter/Letter head	
24	Dak Pad	
25	Drawing pin	
26	Desk calendar refill	
27	Diary Engagement	
28	Diary Telephone	
29	DIS Sheet	
30	Diary Register	
31	Dispatch Register	
32	Diary wheel elec. Typewriter	
33	Duster megnut	
34	DVDs	
35	Drum Photocopier	
36	Envelope white All Types	
37	Envelope printed	
38	Envelope SE-4	
39	Envelope SE-5	
40	Envelope SE-6	

41	Envelope SE-7	
42	Envelope SE-8	
43	Envelope Yellow A-4	
44	Exchange Voucher	
45	Fevi quick	
46	Paper cutter	
47	Glossy Paper	
48	File cover Brown	
49	Foot ruller/Scale	
50	FAX roll thermal	
51.	Fax cartridge (All types)	
52	Fax ink roll BX-3 Canon	
51	Alpha register 4.qr.,6qr.	
52	File movement register	
53	File heading register	
54	Form 16	
55	File board	
56	File cover deptt. council	
57	Flag colour	
58	Gem clip	
59	Gum bottle	
60	Glue stick	
61	Gum powder	
62	Gum Brush	
63	Holder Pen	
64	Hammer	
65	High lighter	
66	Spiral Note Sheet	
67	Ink for RPG	
68	Ink for Duplo	
69	Ink duplicating	
70	Ink stamp Pad	
71	Index Register	
72	Increment Register	
73	I Card Chain	
74	Jotter Pen	
75	Jotter Refill	
76	Kraft Paper	
77	Level Print	
78	Log book	
79	Leave A/C	
80	LTC/TA Form	
81	Ledger	
82	Marker Pen	
83	Memo Pad	

84	Master Roll RPG	
85	Master Roll Duplo	
86	Medical form	
87	Mouse Pad	
88	Numbering machine	
89	Needle	
90	Note Sheet	
91	Nib Pen holder	
92	National Flag	
93	Pen stand	
94	Photocopy Paper	
95	Photocopier toner (All types)	
96.	Photocopy toner studio 200	
97	Paper rulled	
98	Paper wight	
99	Paper Cutter	
100	Paper clip	
101	Parchment Paper	
102	Paper tray	
103	Pencil tray	
104	Pencil bowel	
105	Pin cushion	
106	Pencil	
107	Pencil Sharpner	
108	Pencil Eraser	
109	Pin steel	
110	Plastic folder	
111	Punch single/double	
112	Pilot pen	
113	Post it pad/Flag	
114	Peon Book	
115	Plastc file board	
116	PBR	
117	Packing tape Brown	
118	Photocopier toner (All types)	
119	Printed Certificate	
120	Ribbon Computer	
121	Register 1 quire	
122	Register 2 quire	
123	Register 3 quire	
124	Register 4 quire	
125	Register 5 quire	
126	Register 6 quire	
127	Register 8 quire	
128	Rubber band	
128	Scissors	
129	Sealing wax	

130	Stamp Pad	
131	Signature Pad	
132	Sketch Pen	
133	Stapler all size	
134	Stapler Pin	
135	Sutli	
136	Short hand copy	
137	1.Slip Book 2.Neelgagan	
138	Spunj water	
139	Service Book	
140	Sua	
141	Sundry Register	
142	Stationary Register	
143	Stock Register	
144	Spico	
145	Sheet for binding	
146	Stencil packer	
147	Stencil Plate	
148	Stencil Pen	
149	Tag	
150	Thread ball	
151	Telephone Register	
152	Transparent Sheet	
153	Telex Paper Roll	
154	Tax form	
155	Uni Ball Pen	
156	Visitor's Slip	
157	Waste paper basket/dustbin	
158.	Adjel Pen(PG-500)	

**LIST OF SUNDRY ITEMS**

S.No.	Description Of Items	Rates as per variety of the item
1.	Acid tin	
2.	Aggarbati	
3.	Air freshner	
4.	Bucket	
5.	Cell 1.Touch Cell 2.Pencil Cell 3.Remote Cell	
6.	Candles	
7.	Match box	
8.	Duster	
9.	Duster Poncha	
10.	Electric tube 1.Tube-2 2.Tube-4	
11.	Finit pump	
12.	Finit tin	
13.	Phenyal tin	
14.	Clinzo Tin	
15.	Glass cover	
16.	Glass Plain	
17.	Glass Decorative	
18.	Jug plastic	
19.	Jug thermos	
20.	Key purse	
21.	Liquid soap tin	
22.	Liquid soap containers	
23.	Lock Drawer	
24.	Locks (Harison) 1.Big 2.Small	
25.	Markin cloth	
26.	Malasiya coth	
27.	Mug plastic	
28.	Nepthin ball	
29.	Nepthin bricks	
30.	Odonil refil	
31.	Odonil container	
32.	Phool Jharoo	
33.	Nariyal Jharoo	
34.	Soap cake	
35.	Soap case	
36.	Flush clean	
37.	Torch	
38.	Towels three quality	
39.	Toilet Paper roll	

40.	Spoon 1.Tea 2.Lunch	
41.	Homocol cubes	
42.	Cleaning powder	
43.	Washing powder	
44.	Cup Plates (Bone China)	
45.	Brasso	
46.	Poliah for floor	
47.	Cotton rope	
48.	Full plates (Bone china)	
49.	Qr. Plates (Bone China)	
50.	Service tray	
51.	Jala Brush	
52.	Tarajoo	
53.	Napkin Paper	
54.	Tissue Paper	
55.	Fork	
56.	Knife	
57.	Engagement stand	
58.	Visiting card album	
59.	Colin bottle	
60.	Micro cassette	
61.	Audio cassette	
62.	Bed Sheet	
63.	Pillow cover	
64.	Mayur Jug	
65.	Flower vase	
66.	National Flag	
67.	Tea set (Bone china)	
68.	Bowel	
69.	Wiper	
70.	Computer text stand	
71.	Hit spray	
72.	All out machine	
73.	All out refill	
74.	Water bottle empty	
75.	PVC Pipe	
76.	Mug Coffee	
77.	Lock chain	

