

**D-15014/2/2012-Admn.III**  
**Government of India**  
**Ministry of Information & Broadcasting**

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New Delhi, dt. 14.02.2013

**Subject: Procurement of Office Stationery, Sundry and Crockery  
Items for use in the Ministry of I&B(Main Sectt.) regarding.**

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The sealed quotations from leading stationers are invited for supply of office stationery, sundry and crockery items initially for a period of one year, for use in the Ministry of I&B(Main Sectt.), as per lists of items enclosed.

2. The quotations may be sent by name to the Under Secretary (Gen. Admn.), Room No. 548, "A" Wing, Shastri Bhavan, New Delhi, in sealed cover superscribed "quotations for the stationery, sundry and crockery items" latest by **1.00 PM on 28.02.2013**. Quotations received after stipulated date/time shall not be entertained in any case. The tenders should be accompanied by **earnest money of Rs.25,000/- (Rupees twenty five thousand only)** in form of demand draft of any nationalized bank in favour of DDO, (Main Sectt.), Ministry of Information & Broadcasting, 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 rate should be including of delivery charges to the Min. of I&B in Shastri Bhavan, New Delhi.
- (d) The successful supplier will have to meet all the requirements of the Ministry 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.
- (e) The Ministry has the right to extend the tenure, if services are found satisfactory.

4. The Ministry can terminate the contract entered into at any time without assigning any reason. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.

5. The quotations received will be opened on the same day i.e. **28.02.2013 at 3.30 PM** in the chamber of Under Secretary(Admn.), Room No. 719 "A" Wing, seventh floor, Ministry of I&B, Shastri Bhavan. The tendered or his representative may, if they so desire, be present at the time of opening of quotations:

.....2/-

6. The successful tender/firm will have to deposit **Rs. 50,000/- (Rs. Fifty thousand only)** as security deposit in the shape of Demand Draft in favour of **DDO, Ministry of I&B, Shastri Bhavan, New Delhi.**

7. The 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 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. 01123386086.

Yours faithfully,



(S. S. Bedi)

Under Secretary to the Govt. of India  
Tel : 23386547

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. NCCF/Contractors (as per list).
3. Kendriya Bhandar, New Delhi
4. NIC with the request to place it on the website of Min. of I&B and to remove from the website after **28.02.2013(AN)**



**LIST OF STATIONARY ITEMS WHICH QUATATION HAS BEEN INVITED BY MINISTRY OF INFORAMTION AND BROADCASTING**

S.No.	Name	Brand name	Rate (quoted by firms)
1.	Adgel pen	Gypsy	
2.	Alpin (100 gm.)	Bell	
3.	Alphabet register (8 quire)	Amir Book Depot	
4.	Attendance registerMHA-1	Amir Book Depot	
5.	Assistant Diary S229	Amir Book Depot	
6.	Acquaintance roll Register	Amir book depot.	
7.	Ball pen (Cello fine grip)	Cello	
8.	Ball pen Reynolds	Reynold	
9.	Ball pen gel racer -II	Reynold	
10.	Ball pen refill	Reynold	
11.	Ball pen refill	Cello	
12.	Bill Register	Amir book depot.	
13.	Binder clip (19mm) 12 pc.pkt	Oddy	
14.	Binder clip (25 mm) 12 pc. Pkt	Oddy	
15.	Binder clip (30 mm) 12 pc. Pkt	Oddy	
16.	Binder clip (52 mm) 12 pc. Pkt	Oddy	
17.	Court /colour paper per rim	Royal	
18.	Corbon paper pkt. (A-4 size)	Kores	
19.	Clip gem stee; (pkt.)	Libra	
20.	Clip (PVC Caoted)	Neelambers	
21.	Cello tape (big)	Premium	
22.	Cello tape (small)	Premium	
23.	Correction Fluid	Kores	
24.	Contigent Register	Amir book depot.	
25.	Colour flag (Re stick)	Prompts	
26.	Correction pen	Oval	
27.	Cash book GAR-3	Amir book depot.	
28.	Challan book	Amir book depot	
29.	Dak pad	Neelgagan	
30.	DesK Calender stand (plastic)	Kebica	
31.	Desk calendar refill	Good quality	
32.	Dak bag (Leather)	Good quality	
33.	Despatch Register	Amir book Depot	
34.	Drawing pin	Good quality	
35.	Diary Register	Amir book depot	

36.	DIS Sheet	ABD	
37.	Envelope SE-4 (white)	120GSM	Per th.
38.	Envelope SE-5 (white) 120GSM	120GSM	
39.	Envelope SE-6 (white) 120GSM	120GSM	Per th.
40.	Envelope SE-4(brown) 100GSM	100GSM	Per th.
41.	Envelope SE-5(brown)100 GSM	100GSM	Per th.
42.	Envelope SE-6(brown)100 GSM	100GSM	Per th.
43.	Enve. SE-7 (brown) with cloth		Per th
44.	Env. SE-8(brown) with cloth		Per th
45.	Env. SE-8 (brown) plastic coated		Per th
46.	Env. A-4 (yellow) plastic coated		Per th
47.	Env. 8/10 (yellow) plastic coated		Per th
48.	Envelope window(SE-6)	120 GSM	Per th.
49.	Exchange Voucher (per pad)	Amir book depot.	
50.	Engagement stand (A-4 size)	Kebica	
51.	Engagement Diary	As per sample	
52.	File bord (good quality)	As per sample	
53.	File tray (plastic)	Kebica	
54.	File movement register	Amir book depot	
55.	Fevi quick (2 gm.)		
56.	File Heading register	Amir book depot.	
57.	Form-16 (per pad)	Amir book depot.	
58.	Gum bottle (300 gm.)	Camlin	
59.	Glue stick	Oddy	
60.	Gum brush		
61.	Glossy paper for photograph	Kodak	
62.	Hammer (with handle)	500 gram (iron head)	
63.	Highlighter pen	Faber casstell	
64.	Holder pen (Kebica/VIP)	Kebica/VIP	
65.	Ink for stamp pad	supreme	
66.	Jotter pen	flair	



67.	Jotter refill	flair	
68.	Knife (Steel)	Kebica	
69.	Kraft paper (per rim)	Good quality	
70.	Log book	Amir book depot.	
71.	Leave A/C per set	Amir book depot.	
72.	LTC/TA form per pad	Amir book depot.	
73.	Label stick A-4 per pkt.	De-Smart	
74.	Library/Index box A-4 size		
75.	Memo pad		
76.	Magic tape	Kores	
77.	Medical form (per set)	Amir book depot.	
78.	Mouse pad	Life time	
79.	Magnet Duster for white board	Kebica	
80.	Note book(Slip pad) 40 pages	Hansh	
81.	Note book(Slip pad) 40 pages	Neelgagan	
82.	Note book(Slip pad) 80 pages	Neelgagan	
83.	Needle (long)		
84.	Note Sheet (good quality)	Neelgagan	
85.	Peon book (100 pages)	Amir Book Depot.	
86.	PBR (200 pages)	Amir Book Depot.	
87.	PBR (150 pages)	Amir Book Depot.	
88.	PBR (100 pages)	Amir Book Depot.	
89.	Pencil Sharpner	Natraj	
90.	Pencil lead (per pkt.10)	Natraj	
91.	Pencil eraser	Natraj	
92.	Pencil Shorthand (per pkt.10 )	Apsara	
93.	Pin cushion magnetic	Kebica	
94.	Punch (Single hole)	Kangaroo	
95.	Punch(Double hole)	Kangaroo	
96.	Poker (long steel head)		
97.	Paper weight (glass)	Kebica	
98.	Pencil/pen container	Kebica	
99.	Pilot pen (V-5)	Luxor	
100.	Pilot pen (0-5)	Luxor	
101.	Parker Vector roller ball pen	Parker	
102.	Parker Vector fountain pen	Parker	
103.	Pen Stand (4 stock) with pen	do	
104.	Pin for Stapler(HD-10D)	Kores	
105.	Pin for stapler(HD-45)	Kores	
106.	Pin for stapler (HD-1217)	Kores	

107.	Plastic folder	Good quality	
108.	Plastic folder MC-112	Solo	
109.	PVC transparent folder CH101	Solo	
110.	Plastic folder with strip	Solo	
111.	Plastic folder SY-309	Saya	
112.	Permanent marker pen	Luxor	
113.	Paper cutter	Ikon	
114.	Packing tape (brown)	Good quality	
115.	Pay Bill Central (G.A.R.13)	Amir book depot.	
116.	Rubber band (per pkt.)	Good quality	
117.	Rulled paper rim	Neelgagan	
118.	Re- stic Notes (75X75)	Oddy	
119.	Re-stick Notes(75x100)	OddY	
120.	Re-stick Notes(75x125)	OddY	
121.	Register rulled (2 quire)	Neelgagan	
122.	Register rulled (4 quire)	Neelgagan	
123.	Register rulled (6 quire)	Neelgagan	
124.	Register rulled (8 quire)	Neelgagan	
125.	Scissor (plastic handle)	Kebica/Oddy make	
126.	Shor hand note book 100 page	Neelgagan	
127.	Signature pad	Neelgagan	
128.	Stapler (HD-10D)	Kangaroo	
129.	Stapler (HD-45)	Kangaroo	
130.	Stapler (Jambo)	Kangaroo	
131.	Stapler (HD-1217)	Kangaroo	
132.	Sealing wax	National	
133.	Spiral Note book (A-4 size)	80 pages Lotus	
134.	Spiral Note book (A-5 size)4 No.	50 pages Lotus	
135.	Spiral Note book (No.2)	Hans	
136.	Sponge/water cushion	Kebica	
137.	Sketch pen (per pkt. 12 Nos.)	Luxor	
138.	Scale (12 inch.)	Classic	
139.	Sutli (per kg.)	As per sample	
140.	Stock register S.Y.240	Amit book depot.	
141.	Stock regisger (400 pages)	Amir book depot.	
142.	Solo ring binder Rb-401	Solo	
143.	Solo ring binder Rb-404	Solo	



144.	Sona Liver Lock folder	Solo/Sona	
145.	Separator (1 to 31) per set	Solo	
146.	Stamp pad	Supreme Delux	
147.	Tag (white) (1x10)	Good quality	
148.	Thread ball	Good quality	
149.	Telephone register (300 pages)	Amir book depot.	
150.	Telephone diary Good quality	As per sample	
151.	Uni ball pen (UB-150)		
152.	Uni ball Signo (0.7)UMN207		
153.	Uniball Vision Needle fine 0.7 pen		
154.	Visiting Card Album 48 leaves	Std. quality	
155.	Visiting Card Album 24leaves	Std. quality	
156.	Waste paper basket	Good quality	
157.	White board marker pen	Luxor	
158.	T.R book (G.A.R.6)	Amir book depot.	
159.	Slip Book ( Ministry name Printed)		
160.	File Covers(Ministry name printed)		
161.	Service Book		
162.	Unibal Signo Pen		
163.	Library Box(Solo)		

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**LIST OF SUNDRY/CROCKERY ITEMS WHICH QUATATION HAS  
BEEN INVITED BY MINISTRY OF INFORAMTION AND  
BROADCASTING**

S. No.	Name	Brand name	Rate (quoted by firms)
1.	All out machine with refill	All out	
2.	All out refill	All out	
3.	Acid tin (5 lit.pack)		
4.	Audio Cassette, 90 minute	Sony	
5.	Aggarbati (per pkt.)	Sandal	
6.	Broom Phool	Thukral	
7.	Broom coconut	Thukral	
8.	Bucket (15 ltr.)	Milton	
9.	Brasso (100 ml.)		
10.	Silver Polish (100 ml.)	Silvo	
11.	Candle (50 gm wt.)	Good quality	
12.	Cell for touch	Eveready	
13.	Cell (pencil)	Eveready	
14.	Cell (Remote)	Eveready	
15.	Colin sprary (500 ml.)	New colin ultra	
16.	Clinzo (5 ltr. Pack)	Trishul	
17.	Co'fee mug	Bone china	
18.	Duracell	AA Duracell	
19.	Duracell	AAA Duracell	
20.	Duster 36x36(good qulty.)	(Sample required)	
21.	Duster24x24(good qulty.)	(Sample required)	
22.	Duster floor36x36(good qulty.)	(Sample required)	
23.	Dettol liquid Soap	Dettol	
24.	Dettol liquid	Dettol 500ml.	
25.	Electric tube	Philips	
26.	Finit (5 ltr.pack)	Finit	
27.	Finit pump (200 ml.)	Good quality	
28.	Glass tumbler plain	Good quality	
29.	Glass tumbler (cut)	Good quality	
30.	Glass Borosil	Borosil	
31.	Glass Decorative.	Good quality	
32.	Glass coaster	Good quality	



33.	Glass mat	Good quality	
34.	Jug plastic	Milton	
35.	Jug Thermos	Milton	
36.	Platform Brush with bomboo		
37.	Jala Brush with bomboo		
38.	Key purse (Leather)	Sample required	
39.	Lock brass 25 mm	Harrison	
40.	Lock brass 40 mm	Harrison	
41.	Lock brass 60 mm	Harrison	
42.	Liquid soap tin (5 ltrs.)	Good quality	
43.	Match box(10 pes pkts)	Ship	
44.	Mug plastic	Milton	
45.	Mayur jug (10 ltr.)	Mayor	
46.	Mayur jug (15 ltr.)	-do-	
47.	Malasiya cloth (per mtr.)	Good quality	
48.	Markin cloth (permtr.)	Good quality	
49.	Nepthalene ball 400 gm. Pkt.	Trishul	
50.	Odonil refill (100 gm.)	Odonil	
51.	Phenyl (5 ltr. Paek)	Trishul	
52.	Soap cake (125 gm.)	Lux	
53.	Saop case heavy weight	Good quality	
54.	Flesh clean (Harpic)	Kiwi	
55.	Urinal cubes (Homocol)	Homocol	
56.	Tourch with 3 cell	Eveready	
57.	Towels (27x54)	Good quality	
58.	Towels (30x60)	Vimal	
59.	Hand towel	Bombay Dying	
60.	Towels full size for car sitting	Bombay dying	
61.	Toilet paper roll	Daffodil	
62.	Tissue paper	Daffodil/Premier	
63.	Napkin paper	Dafodil/Premier	
64.	Washing powder (perkg.)	No.555	
65.	Cleaning powder (per kg.)	Vim	
66.	Cup & Saucers (1 set )	Bone china	
67.	Full plates	Bone china	
68.	Quarter plates	Bone china	
69.	Half plates	Bone china	
70.	Tea set	Bone china	
71.	Spoon (lunch)	Good quality	
72.	Spoon (tea)	Good quality	

73.	Air/Room freshner (470 ml.)	Good look	
74.	Air/Room freshner (470 ml.)	Yarley	
75.	Hit spray (320 ml.) Mosquito	Baygon	
76.	Hit spray (320 ml.) Cockroach	Baygon	
77.	Hit spray (320 ml.) Mosquito	Mortien	
78.	Service tray Medium (Acrylic)	As per sample	
79.	Service tray Large (Acrylic)	As per sample	
80.	Brass flower pot 12" size		
81.	Brass flower pot 14" size		
82.	Car Perfume	Fragrance Gulab	
83.	Bowl	Bone china	
84.	Wiper with stand	Good quality	
85.	Duster yellow (computer)	Good quality	
86.	Big Tub (50-60 ltrs.)	Good quality	
87.	Fork	Good quality	
88.	Comod/toilet brush	Good quality	
89.	Bulb (Indicator)	Philips	
90.	Mouse catcher	Good quality	
91.	Bamboo broom	Good quality	
92.	Hit(Big)		
93.	Goodnight Active+ Refill		
94.	Borosil Soup Bowl for oven		
95.	Elect. Tube 28 watt	Philips	
96.	Floor Dustser(extra large)		

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