

Subject : Tender for supply of stationery/non-stationery items and Printer Cartridges and Fax Cartridges/roll

TENDER NOTICE

Sealed tenders are invited from manufacturers/authorized distributors/dealers for supply of Stationery and other items to Ministry of Drinking Water and Sanitation on rate contract basis. The approximate value of annual procurement is Rs. 20 lakh.

2. Bidders have to deposit the Earnest Money Deposit (EMD) @ 2% of the bid value in the form of Demand Draft drawn in favour of 'Pay and Accounts Officer, Ministry of Drinking Water and Sanitation, payable at New Delhi.

3. The bids will be opened on 10.04.2015 at 1600 hrs and evaluated by the Ministry.

4. Minimum Eligibility of the bidders

Bidders should -

(i) be an Indian company/firm engaged in supplying Stationery and other items in Delhi/NCR and having its office(head office/ regional/Branch Office) in Delhi/NCR.

(ii) have minimum three years of experience of supplying the said Stationery and other items in bulk to the Departments/Ministries of the Government of India (Copies of two Purchase Orders received from Govt. depts./ PSUs during each of the last three years should be enclosed)


(iii) not have been blacklisted by the Depts/Ministries of the Govt. of India/PSUs

5. This tender document consists of (i) Instructions to the Bidders; (ii) terms and conditions of the tender; (iii) Financial Bid (Price schedule), (iv) Annexure I and Annexure II.

6. The tender document can be downloaded from the website of the Ministry i.e. www.mdws.gov.in. Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the bid document. There is no tender fee nor is any fee required to be paid at the time of submission of the bids.

7. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to the Under Secretary (Admn.), Ministry of Drinking Water and Sanitation, 8th Floor, Paryavaran Bhavan, New Delhi, must reach on or before 10.04.2015 by 1500 hrs. Bids should be hand delivered at the afore mentioned address on or before the said date.

8. The Ministry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded onto website of Ministry only. The decision of the Ministry, in this regard, shall be final and binding on all.


(K.Narayana Reddy)

Under Secretary to the Government of India
TEL. NOS. 2436 8611, 2436 8612 & Website www.mdws.gov.in

SUPPLY OF STATIONERY AND OTHER ITEMS TO MINISTRY OF DRINKING WATER AND SANITATION ON RATE CONTRACT BASIS

INSTRUCTIONS TO THE BIDDERS

1. Definitions

- (i) "The Purchaser" means the Ministry of Drinking Water and Sanitation (MDWS)
- (ii) "The bidder" means the individual or firm who participates in this tender and submits bid
- (iii) "The supplier" means the individual or firm supplying the goods under the contract
- (iv) "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation

2. Documents / Certificates

The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- (b) Copy of CST/VAT/TIN Registration Certificates;
- (c) Copy of PAN Card;
- (d) Copies of Income Tax Return filed for last three financial years;
- (e) Copy of valid certificate of registration with DGS&D specifying the technical details of the product /item and price under rate contract agreement with DGS&D; if any.
- (f) Proof of experience in supplying to Government Departments (Copies of two Purchase Orders received from Govt. depts. / PSUs during each of the last three years should be enclosed)
- (g) Declaration regarding blacklisting or otherwise.

3. Clarification on Bid Documents

3.1 A prospective bidder requiring any clarification on the Bid Documents may notify the Ministry in writing or by telephone.

3.2 Any clarification issued by the Purchaser in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to amendment of relevant clauses of the bid document.

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4. Amendment of Bid Documents

4.1 At any time prior to the dead line for submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid Documents by amendment. The amendment will be uploaded on to website of the Ministry for the benefit of all the prospective bidders.

4.2 In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Ministry may, at its discretion, extend the deadline for the submission of bids.

5. Rejection of incomplete and conditional tenders The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

7. Non transferability

This tender is non transferable.

8. Minimum eligibility criteria

Bidder(s) should

(i) be an Indian company/firm engaged in supply of Stationery and other items in bulk in Delhi/NCR and having its Office (head office/ regional/Branch Office) in Delhi/NCR.

(ii) have minimum three years of experience of supplying Stationery and other items on rate contract basis in bulk to the Departments/Ministries of the Government of India/PSUs (Copies of two Purchase Orders received from Govt. depts. / PSUs during each of the last three years should be enclosed) (iii) have minimum Turnover of Rs. 60 lakh per year during each of the last three years (valid and certified proof has to be attached).

(iii) not have been blacklisted by the Depts/Ministries of the Govt. of India/PSUs.

However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

9. Details of Rate Contract with DGS&D.

The bidders shall also inform whether any of the Stationery and other items which the firm is quoting rates is/are covered under Rate Contract with DGS&D. In case, the item is covered, the details as to the price, validity period, etc may be furnished. In such case the rates quoted by the agency should not be more than the DGS&D rate contract.

Preparation of Bids

Language of Bid

10. The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Purchaser shall be written in English only.

Documents comprising the bid



11. The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule

N.B. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected

12. Bid Prices

12.1 The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be included in the price quoted.

12.2 Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.

12.3 Rates/ should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account. However, in case of decrease in prices, the benefit shall be passed on to the Purchaser. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.

12.4 Prices should be quoted FoD basis (Free delivery at MDWS).

13. Bid Security/ Earnest Money Deposit (EMD).

13.1 EMD @ 2% of the bid value in the form of banker's cheque/ demand draft from any scheduled bank drawn in favour of "Pay and Accounts Officer, Ministry of Drinking Water and Sanitation" accompany the bid.

13.2 EMD shall remain valid for a period of 45 days beyond the final validity period of bids (120 days).

13.3 A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.

13.4 EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

13.5 The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

13.6 The Bid security of the unsuccessful bidder will be discharged / returned to them within 30 days after finalization and award of the contract without any interest.

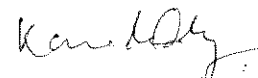
13.7 The bid security may be forfeited:

(a) If a bidder withdraws his bid during period of bid validity specified in the bid document

(b) In the case of successful bidder , if the bidder fails to :

(i) sign the contract

(ii) furnish the Performance security within the specified time in the document



14. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

15. Signing of the bids

15.1 The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

15.2 All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

15.3 The bid shall contain no interlineations , erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

16. Submission of Bid

Sealing, Marking & Submission

16.1 The bid shall be submitted in accordance with the procedure detailed herein.

(i) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed. A covering letter also may accompany the bid.

(ii) Envelope shall contain the rates / prices of the items duly filled in (schedule of rates) and signed and stamped. The bidder must fill up quoted price against each item in the spaces provided in the respective columns.

N.B. Price should not be indicated in any of the documents enclosed in envelope.

16.2 Envelope shall bear the Name of the Work as described in the Notice inviting tenders i.e. Supply of Stationery and Other items to Ministry of Drinking Water and Sanitation, 8th Floor, Paryavaran Bhavan, New Delhi on Rate Contract Basis along with Tender Number, due date and time and shall be sealed and must reach on or before 10.04.2015 by 1500 hours. If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

16.3 The bidders must have to submit samples of the Stationery for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. The samples will be returned after selection of the bidder.

16.4 Bids should be hand delivered at the address mentioned in clause 16.2

16.5 The envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

16.6 The bidder shall seal the bid.

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17. Deadline for submission of bids

17.1 Bids must be submitted to the Under Secretary (Admn.), Ministry of Drinking Water and Sanitation, 8th Floor, Paryavaran Bhavan, New Delhi on or before the prescribed date and time i.e. on or before 24.03.2015 by 1500 hrs.

17.2 No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids.

17.3 Under Secretary (Admn.), Ministry of Drinking Water and Sanitation, may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

17.4 The responsibility for submission of the bids in time would rest with the bidder.

17.5 Telegraphic / Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid;

17.6 Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

18. Modification and withdrawal of bids:

18.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of the bids.

18.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with clause 16. A withdrawal notice may also be sent by telex/ fax but followed by a signed confirmation copy by post (which should be received by the Purchaser before the deadline for submission of bids

18.3 Subject to clause 17 no bid shall be modified subsequent to the deadline for submission of bids.

19 Bid Opening and Evaluation

Bid Opening

19.1 Envelop containing the bid security shall be opened by the Officers of the Ministry at 4.00 P.M on the last date for submission of the bids in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security is not found as prescribed the bid shall be summarily rejected. The representatives are required to bring photo identity card issued by the firm / employer.

19.3 The Ministry shall examine/ evaluate the bids to determine whether they

- (i) fulfill the eligibility criteria,
- (ii) submitted the requisite documents
- (iii) meet the terms and conditions specified ,



(iv) complied with all the instructions contained therein, etc.

For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.

19.4 The Purchaser will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) the bids are generally in order.

19.5 Only summary of prices quoted by the bidders will be read out;

20. Process to be confidential

20.1 After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

20.2 Any effort by the bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

21. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, official(s) of the Ministry may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids in accordance with Clause 22 hereof.

22. Determination of Eligibility & Responsiveness

22.1 The Ministry will determine whether the bid is substantially responsive to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the bid documents without any deviation or reservation.

22.2 A bid which in relation to the cost estimates of the Ministry is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

23. Evaluation and Comparison of Bids

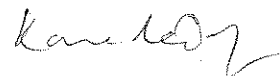
23.1 Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents, in accordance with Clause 24 will be evaluated.

Other non responsive bids will be rejected.

23.2 Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary.

23.3 Evaluation of the bids will take into account, in addition the bid amounts, the following factors;

a) Arithmetical errors corrected in accordance with Clause 24.2



b) Such other factors as may be considered to have a potentially significant impact on contract execution price and payments

23.4 Offers, deviation and other factors, which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the Purchaser, shall not be taken into account in bid evaluation;

24. Evaluation and comparison of substantially responsive bids.

24.1 The Ministry shall shortlist those who are eligible and submitted substantially responsive bids.

24.2 Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;

b) Incorrectly added totals will be corrected;

c) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail; If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

24.3 The purchaser may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

25 Contacting the Purchasers.

25.1 Subject to clause 21 (clarification of bids) no bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.

25.2 Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

26. Award of Contract

Award Criteria

Subject to Clause 24 & 25, the contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid (subject to the selection of the sample by the Ministry) provided further the bidder has the capability and resources effectively to carry out the contract works.

27. Right to accept / reject any or all Bids

Notwithstanding Clause 24 & 25 the Ministry reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

28. Signing of Agreement



Upon the receipt of the award by the successful bidder, the successful bidder shall fill the Agreement in accordance with form of Agreement included in the Bid Document and submit the same to the Under Secretary (Admn) , Ministry of Drinking Water and Sanitation within a week of the date of receipt of letter of award.

29. Annulment of the Award

29.1 Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

29.2 Purchaser reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the item in time. Further, the suppliers whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the Purchaser.

29.3 Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

TERMS AND CONDITIONS OF THE TENDER

1. Application

The general conditions of contract with Government of India shall apply in contracts made by the Purchaser for the procurement of Goods.

2. Standards

2.1 The goods supplied under this contract shall conform to the standards prescribed specifications mentioned there against the goods in the financial bid. No change shall be permitted after opening of bids.

3. Performance Security Deposit (PSD).

3.1. PSD @ 5% of order value of the contract will have to be made within 7 days of receipt of the communication of the selection of the bid in pursuance of clause 29.1 of instructions to the bidders.

3.2. PSD shall be in the form of (i) Demand Draft payable to Pay and Accounts Officer, Ministry of Drinking Water and Sanitation.

3.3 The PSD should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the supplier including warranty/guarantee obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.

3.4 PSD can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

4. Liquidated damages

Should the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.

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5. Force Majeure.

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

6. Termination for Default

6.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part, if

(a) the supplier fails to deliver any or all the goods/items within the time period(s) specified in the P.O., or any extension thereof granted by the purchaser;

(b) the supplier fails to perform any other obligation(s) under the Contract;

and

(c) the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

6.2 In the event the purchaser terminates the contract in whole or in part pursuant to para 6.1 the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However the supplier shall continue the performance of the contract to the extent not terminated.

7. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

8. Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary, Ministry of Drinking Water and Sanitation or any person nominated by her/him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with

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consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

9. Mode of Payment.

9.1 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the MDWS. Payment will be made direct to the supplier through NEFT or A/c Payee Cheque.

9.2 No request for other mode of payment will be entertained. No advance payment will be made in any case.

10. Change in quantity.

Quantity given in the bid is approximate. It may likely to vary.

11. Agreement.

The selected bidder should sign an agreement with the Ministry of Drinking Water and Sanitation (MDWS).

12. Purchaser's Rights

12.1 The MDWS reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

12.2 The MDWS reserves the right to award the contract to more than one Bidder.

12.3 The MDWS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

12.4 If a firm after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

13. Delivery

13.1 The delivery of the product has to be made immediately after placing supply order (Two working days), depending upon their urgent requirement especially during Parliament Session. In case, the firm fails to supply the required quantity within 2 working days from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) by issuing notice and necessary action for blacklisting the firm will also be taken.

14. Penalty for substandard / inferior quality.

14.1 If it is found that items are fake or of substandard quality and not conforming to the required specifications, the firm, will not have to replace the fake/substandard items with genuine ones but they will also be liable to be blacklisted.

14.2 If the selected bidder/firm does not supply the items/ does not make available within the stipulated period as may be indicated by the Purchaser, the Purchaser reserves the right to arrange the



supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by the purchaser and the PSD submitted by the bidder will be forfeited.

15. Validity of rates.

Rates quoted should be valid for one year from the date of signing of the contract. Bids quoting the rates valid for periods less than one year will be considered non responsive.

16. Supply in original packing.

The Items (wherever applicable) shall be supplied in original packing from the manufacturer clearly indicating quality no., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Purchase Order.

17. General/Others.

17.1 In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.

17.2 The bidders will be bound by the details furnished by him / her to MDWS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

N.B. Bidders to ensure that all

(i) Pages have been signed and stamped by the authorized persons

(ii) Pages have been numbered

(iii) Documents are legible (clearly readable)

18. The rate contract will be initially for one year which is extendable year to year basis.

19. L-1 Bidder will be decided on the rates of each item. Other bidder may be offered to provide goods at the lowest rate. The Ministry may award the rate contract to one or more bidders in case L-1 agency does not have the capacity to supply required quantity of goods.

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

Name & Address of Firm.....

Authorized Signature & Seal of the Firm.

No.D-13012/17/2015-Genl
Government of India
Ministry of Drinking Water & Sanitation

PRICE BID

S.No.	Name of the item	Rates of Item (inclusive of taxes)
1.	All Pin	
2.	Attendance Repr.	
3.	Acquaintance Repr.	
4.	Binding Clip (Small)	
5.	Binding Clip (Medium)	
6.	Binding Clip (Big)	
7.	Brown Tape	
8.	Bill Repr.	
9.	Box File	
10.	Boral (Non-Magnetic)	
11.	Bag (My Clear Bag)	
12.	Binder Ring (41 mm)	
13.	Binder Ring (51 mm)	
14.	Correcting Pen	
15.	Cello Tape (Small)	
16.	Cello Tape (Big)	
17.	CD/DVD	
18.	CD (RW)	
19.	Colour Flag	
20.	Computer Paper	
21.	Cash Book	
22.	Calculator	
23.	Coaster	
24.	Dak Pad	
25.	D.O Letter Head (A-4 Size)	
26.	D.O Letter Head (Small)	
27.	D.O Letter Head (Big)	
28.	Dura Cell (AA)	
29.	Dura Cell (AAA)	
30.	Drawing Pin	
31.	Diary Executive	
32.	Eraser	
33.	Engagement Stand	
34.	Envelope (SE-4)(With office address Printed on it)	
35.	Envelope (SE-5)(With office address Printed on it)	
36.	Envelope (SE-6)(With office address Printed on it)	
37.	Envelope (File Size)(With office address Printed on it)	
38.	Envelope (SE-5)(Window)	
39.	Envelope (SE-7A)(With office address Printed on it)	
40.	Envelope (SE-8A)(With office address Printed on it)	
41.	Envelope (SE-7A)(With office address Printed on it)	
42.	Envelope (White)	
43.	File Cover (With Printing of Office Name)	

44.	File Board	
45.	File Tray	
46.	File Bag	
47.	File Folder	
48.	File (Sprint)	
49.	File Folder (Ring)	
50.	Folder (Pocket Type)	
51.	Flag Neon Colour	
52.	Gum Stick	
53.	Gem Clip	
54.	Glue Stick	
55.	Glossy Paper	
56.	High Lighter	
57.	Ink Cartridges of Duplicator	
58.	Knife	
59.	Kodak Photo Paper	
60.	Log Book	
61.	Marker Pen	
62.	Note Sheet (Green)	
63.	Note Book Spiral	
64.	Pencil (HB)	
65.	Pencil Shorthand	
66.	Pen(Reynolds)	
67.	Pen (Add Gel)	
68.	Pen (Uni Ball)	
69.	Pen (Pilot)	
70.	Pen (Trimax)	
71.	Pen Drive of different GBs	
72.	Plastic (Folder)	
73.	Punch	
74.	Photo Copy Paper JK(A-4 Size)	
75.	Post It Slip (2x3,3x3,3x4,3x5)	
76.	Pay Bill Register	
77.	Permanent Marker	
78.	Plastic Cover (Polythene)(with logo of Swachh Bharat)	
79.	Pen Stand	
80.	Peon Book	
81.	Post It Flag(1x3)	
82.	Packing Tape (Brown)	
83.	Packing Tape (White)	
84.	Paper Weight	
85.	Paper (Butter)	
86.	Stappler (Small)	
87.	Stappler (Medium)	
88.	Stappler (Big)	
89.	Stappler Pin (Small)	
90.	Stappler Pin(Medium)	
91.	Stappler Pin(Big)	
92.	Spiral Pad	
93.	Slip Pad	
94.	Shorthand Book	
95.	Sharpner	
96.	Service Book	
97.	Sign Pad	
98.	Scissors	
99.	Tag	
100.	Tonner Catridges of different Printers	
101.	Thermas Flask	
101.	Tape Dispenser	
102.	Wall Clock	

Non - STATIONERY AND OTHER ITEMS

1.	All Out Machine	
2.	All Out Refill	
3.	Acid (Toilet)	
4.	Agarbati	
5.	Bucket (Small)	
6.	Bucket (Big)	
7.	Brush (Floor)	
8.	Brush (Toilet)	
9.	Broom (Phool)	
10.	Broom (Narial)	
11.	Broom (Bamboo)	
12.	Bowl	
13.	Bagyon Spray	
14.	Brasso	
15.	Bag	
16.	Bulb	
17.	Bed Sheets	
18.	Candle	
19.	Cell (Pencil)	
20.	Cell (Torch)	
21.	Cell (Small)	
22.	Cups & Saucers (with logo)	
23.	Colin	
24.	Duster (White)	
25.	Duster (Floor)	
26.	Duster (Yellow)	
27.	Dustbin (Small)	
28.	Dustbin (Big)	
29.	Dispenser Jug	
30.	Dinner Set	
31.	Electric Kettle	
32.	Finit	
33.	Glass Tumbler	
34.	Glass Borosil	
35.	Homocol Cubes	
36.	Harpic	
37.	Hit Spray	
38.	Homocol Liquid	
39.	Hole Guard	
40.	Holder Clean	
41.	Hand Sanitizer	
42.	Jug (Plastic)	
43.	June (Plastic)	
44.	Lizol	
45.	Listrin	
46.	Mug	
47.	Mosquite Packet	
48.	Mirror	
49.	Match Box	
50.	Napthene Balls	
51.	Napkin Paper	
52.	Nirma Powder (1 Kg.)	
53.	Odonil	
54.	Phienyl (5 Lts.)	
55.	Plate (Quarter)	
56.	Plate (Full)	
57.	Room Freshner	
58.	Rin Soap	
59.	Soap (lux)	

60.	Spoon (Small)	
61.	Spoon (Big)	
62.	Soap Liquid (5 Lt.)	
63.	Soap Liquid (Small)	
64.	Service Tray	
65.	Surf (1 Kg.)	
66.	Towel (Hand)	
67.	Towel (Small)	
68.	Towel (Big)	
69.	Tea Set	
70.	Toilet Paper Roll	
71.	Tea Filter	
72.	Vim Powder (1 Kg.)	
73.	Wiper	
74.	Water Bottle	

Signature of the authorised person

List of Cartridges

Sr. No.	No. of Printer cartridges	Amount (Rs.)
1	Samsung (ML 2161)	
2	HP 1022 (12 A)	
3	Samsung SCX-4521D3	
4	Samsung SCX 4521 IFS	
5	HP 1108	
6	HP 1007 88A	
7	Samsung 101S	
8	CC 530 + Set	
9	HP 2612AC	
10	972	
11	Cannon FX 9	
12	24A	
13	36A	
14	2610 A	
15	6000 A + Set	
16	400 A+ Set	
17	1710 D	
18	2150 D	
19	KX 422	
20	310 A + set	
21	320 A + set	
22	7551 A	
23	388 A	
24	436 A	
25	2624 A	
26	5421 D	
27	685	
28	8329	
29	9329	
30	1018	

Sr. No.	No. of FAX cartridges	Amount (Rs.)
1	FAT 88	
2	FX 9	
3	TTR roll 93	