

No.M-1402341/MF.CGA/Admn/Stationery/2015-16/SKM-8(B)
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
O/o the CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, KHAN MARKET
NEW DELHI-110003

Dated: 20.11.2015

LIMITED TENDER NOTICE

Sub: Invitation of quotation for supply of Stationery/ consumable items.

O/o the Controller General of Accounts, Ministry of Finance invites sealed Tenders from approved Suppliers (as per list enclosed) for supply of stationery/consumable items as per the annexure A. The sealed quotation may be sent in the name of Sr. Accounts Officer(Admn), Room No.807, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 latest by **2nd December' 2015 till 15:00 hrs.** These quotations will be opened on the same day at 15:30 hrs. in the presence of tenderers, if any. Sealed envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE [insert the time and date of the opening indicated]" and "quotation for "supply of stationery/consumable items. O/o Controller General of Accounts (CGA) shall not be responsible for misplacement, losing or premature opening if the envelope is not sealed and/or marked as stipulated. This circumstance may be a case for rejection of proposal.

Detailed terms and conditions are prescribed in the Tender document, which can be downloaded from the website cga.nic.in alternatively the document can also be obtained from Sr. Accounts Officer(Admn), Room No.807, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 on any working day between 1500 Hrs to 1600 Hrs.

The earnest money of Rs.10,000/- (Rupees ten thousand only) through bankers cheque/demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of PAO, CGA, New Delhi and payable at New Delhi, must accompany the "Bidding Quotation" letter. Quotation received without earnest money will not be considered. Earnest money received from the tenderers will be returned without interest immediately after the process of selecting the award is over.

Bids have to be submitted to Sr. Accounts Officer(Admn), Room No.807, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003. Competent authority reserves the right to decrease or increase the number of items, accepting or rejecting any offer(s) without assigning any reason.



(Jitender Kumar)
Sr. Accounts Officer(Admn)
O/o the Controller General of Accounts

TERMS & CONDITIONS

1. Firms submitting quotations should be based in Delhi or Delhi NCR.
2. Rates should be quoted separately along with all items mentioned intender documents and all items should be typed not hand written. Hand written quotations will not be considered. Bids of tenderers quotes less items shall be rejected straight way. Vendor is responsible for free delivery of items at our premises or at different offices in New Delhi. Tender rates should remain open for acceptance for a minimum period of 180 days.
3. The vendor shall submit under taking to supply genuine and original Items for stationery/consumable items failing which vendor will face penalty/ cancellation of contract.
4. Rates of VAT, Excise duty or any other charges if levied should also be clearly mentioned in the quotation . This office will pay no such charges if not mentioned in the quotation. If not mentioned separately, same will be assumed to be included in the rates.
5. Stores are to be delivered within 10 days from the date of issue of supply order.
6. Acceptance of supply order should be confirmed within 5 days after the date of issue of supply order, otherwise this office reserves the right to cancel the order without assigning any reason.
7. The competent authority reserves the right for accepting or rejecting any offer(s) without assigning any reason whatsoever.
8. In case of any dispute, the decision of the Competent Authority of this office will be final and binding on all.
9. Payment will be made after the stores are received and accepted in accordance with the exiting Govt. procedure through the supplier's bill. This office cannot accept any advance payment terms etc. such as document through bank guarantee advance payment
10. Quotation should be submitted for only one quality as per specifications. Quotations for more than one quality will be rejected.
11. If the firm does not honour the supply order placed on them the firm will be banned for further transaction with this office for a minimum period of one year.



(Jitender Kumar)
Sr. Accounts Officer(Admn)
O/o the Controller General of Accounts

Annexure-A**Stationery/Consumable items**

S. No.	Name of Item	Qty.	Rate per item/pkt/nos.	Rate for total quantity	% of VAT/TAX	Grand Total (Item wise)
1.	Envelope SE-5 (Brown)	5000 nos.				
2.	Envelope SE-5(White)	5000 nos.				
3.	Envelope SE-6(Window)	3000 nos.				
4.	Envelope SE-6(Brown)	3000 nos.				
5.	Envelope SE-5(White)	3000 nos.				
6.	Envelope A4(Cotton)	3000 nos.				
7.	Envelope A4(Nylon)	3000 nos.				
8.	Envelope SE-8(Cotton)	5000 nos.				
9.	Envelope SE-8(Nylon)	5000 nos.				
10.	Correction pen(whitener)	200 nos.				
11.	U-clip (small)	100 nos.				
12.	Candle (big size) (Best quality)	30 pkt.				
13.	Dak pad	100 nos.				
14.	Duster (White)	400 nos.				
15.	Scale(Big size)	50 nos.				
16.	Pen (Reynolds 045)	500 nos.				
17.	Pen (Montex blue)	1000 nos.				
18.	Pen (Montex black)	300 nos.				
19.	Pen (Uniball blue)	200 nos.				
20.	Pen (Cello Free Flo Gel Pen Blue)	300 nos				
21.	Stapler (Big) kangaro	30 nos.				
22.	Stapler (Small) kangaro	50 nos.				
23.	Paper weight (Glass)	200 nos.				
24.	Colour Flag (Stick on)	400 nos.				
25.	Register Big Size(4 Q)	100 nos.				
26.	Register Big Size(8 Q)	100 nos.				
27.	Register (Diary/Dispatch)	200				

28	Tissue Paper(Lavender)	100 nos.				
29.	Plastic Folder(Buttoned)	300 nos.				
30.	Plastic Folder (Transparent)	600 nos.				
31.	Plastic Folder (L type)	600 nos.				
32.	Stick Folder	300 nos.				
33.	Pencil (Natraj) HB	300 nos.				
34.	Photocopy paper (JK 75 gms) A-4 size	500 reams				
35.	Room Freshner(Ambipure)	100 nos.				
36.	Note sheet(green) Legal size	100 nos.				
37.	Scissor (small)	25 nos.				
38.	Scissor (big)	25 nos.				
39.	File Board(good quality)	2000 nos.				
40.	Glass Tumbler	200 nos.				
41.	Towel Big(Bombay dyeing)	50 nos.				
42.	Sutali (plastic)	10 bundls.				
43.	Hit	50 nos				
44.	Dust bin	20 nos.				
45	Floor duster	30 nos.				
46	Glass Set	20 nos.				
47	Collin Spray	30				
48	White Board marker	40 nos.				
49	Pen holder	20 nos.				
50	Broom (soft)	20 nos.				
51.	Broom (Hard/stick)	20 nos.				
52.	Soap case	10 nos.				
53.	All-out refill	50 nos				
54	Reynolds 045 (Blue)	300 nos				
55	Brown Tape	100 nos				
56	Vim Bar	50 nos				
57	Vim Powder	30 nos				
58	Punch (Double sided)	50 nos				

59	Cello Tape	50 nos				
60	Highlighter	100 pkt				
61	Harpic	20 nos				
62	Odonil	30 nos				
63	Nepthalene balls	30 Pkt				
64	All pin	50 box				
65	Scotch Brite Steel scrub	30 nos				
66	Scotch Brite scrub Pad	30 nos				
67	Soap (Dettol)	50 nos				
68	Phenyl (20-20)	20 bottle				
69	Liquid handwash (Fem)	10 bottle				
70	Jam clip	100 nos				
71	Staple Pin small	50 box				
72	Staple pin Big	30 box				
73	Photocopy Paper (Legal Size)	30 Ream				
74	Markean Cloth	100 Mtr.				
75	Permanent Marker	30 nos				

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List of approved firms for stationery items.

Shri Maha Luxmi Stationary Mart
1263 Gurdwara Road Kotla Mubarakpur
New Delhi-3

B.N. Enterprises
1563 1st Tula Nagar
Kotla Mubarakpur
New Delhi-3

Frans Global infotech Pvt. Ltd.
261 Basement,
Okhla Industrial Area, Phase – 3,
New Delhi – 20

Satya Sai Agencies
743 Bhagwan Gali
Kotla Mubarakpur
New Delhi-3

A.B. Apparels
WZ-264, Nangal Rai
Delhi Cantt.

R.K.Traders
Shop No.9-10
Baba Khadak singh Marg
New Delhi

R.Y. Enterprises
3944/3
Satta Street
Nai Sadak
Delhi-06

Metro Sales Corporation
4560/9
Kucha Bibi Gauhar
Chwri Bazar
Delhi-06

S.K.Verma & Co.
3952
Gali. Satte Wali
Nai Sadak
Delhi-06