

No. 258-ITPO (1)/ST/2014-15  
India Trade Promotion Organization  
Stores Division  
Prantik Buidling, Near Gate No.1  
New Delhi - 110001

New Delhi, April 2, 2014

ENQUIRY

Subject: Procurement of Stationery/computer consumables and misc. items during  
2014-15.

India Trade Promotion Organization invites sealed quotations for stationery items as shown in the Annexure I enclosed from the manufacturers/their distributor/dealers, Govt. Co-operative Stores/ Govt. agencies/MSMEs including MSMEs owned by SC/ST entrepreneurs. Procurement from the MSMEs including MSME owned by SC/ST entrepreneurs will be made as per guidelines and directions issued by the Ministry of Micro Small and Medium Enterprises, Udyog Bhavan, New Delhi.

2.
  - i) Firms, should have at least three years of experience of supplying the items in at least 3(three Government Ministries/Departments in each item required.
  - ii) The turnover of the firms should be at least 14 (fourteen) lakhs over annum during the last three financial years for the items mentioned.
  - iii) The firms should not have been blacklisted by any Ministry/Department of Govt. of India or ITPO.
  - iv) The clause No.2 (i) and 2(ii) related to three years experience and turnover will not be applicable on Govt. Cooperative Stores/Govt. Agencies/ MSMEs including MSMEs owned by SC/ST.
3. Sealed quotation, duly subscribed "Quotation for stationery / Computer consumables and other misc. items "addressed to the undersigned may be sent in sealed cover and be deposited in the tender Box kept in Store Division, ITPO, Pragati Maiden, New Delhi – 110001 latest by 7<sup>th</sup> April, 2014 at 3.00pm. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on the same date at 3.30pm in Stores Division, ITPO, Pragati Maiden, New Delhi in the presence of the interested tenderers or their representatives who may like to be present.

4. An earnest money of Rs.60,0000/- (Rupees sixty thousand only) will be deposited by the tenderers/applicants in the form of bank draft in favour of India Trade Promotion Organization, New Delhi alongwith the quotation. The Govt. Cooperative Stores/Govt. Agencies/MSMEs including MSMEs owned by SC/St are exempted from paying the earnest money and tender document fee. The tenderer is required to pay Rs.525/- (Rupees five hundred twenty five only) (includes 5 %DVAT) as the cost of tender document with the application. The tender application without earnest money and tender fee will not be accepted. The tender fee will be non-refundable. However, EMD of unsuccessful tenderers will be refunded after the finalization of order.

5. The following items and conditions may be kept in view while submitting your bid.

a) The firms should be in a position to supply stationery/computer consumables and other misc. items mentioned, within 24 hours on a very short notice as and when needed.

b) The items should be delivered to ITPO at Gate No.1, Store Division, ITPO, Pragati Maiden, New Delhi.

c) The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile number may also be given. The firms should be able to provide stationery items on Saturday/Sunday/Holidays also. The firms should have their office/showroom in Delhi/NCR.

d) No request for escalation of rates would be entertained after the approval of rates

e) These rates must be applicable for a period of one year i.e. up to 31.03.2015. After scrutinisation of the party/parties, ITPO will issue order for supply of above items from time to time, as per requirement

f) The items should be of standard make. In case it is noted that the items are not of standard make, it would be open for ITPO to cancel the contract forthwith and forfeit the EMD.

g) The firm must be registered with Delhi VAT Tax Department.

h) The firm/company should submit the duly attested photocopies of documents related to PAN number, TIN number, Undertaking in favour of eligibility criteria mentioned in para 2) above.

i) Incomplete quotations in any manner will not be accepted and are liable to be rejected.

6. Tenderers may please quote their unconditional rates strictly as per the list of items enclosed. Cutting /overwriting, if any, should be countersigned. These rates must be applicable for a period of one year i.e. up to 31.03.2015. After scrutinisation of the party/parties, ITPO will issue order for supply of above items from time to time, as per requirement.

7 India Trade Promotion Organization reserves the right to accept or reject any tender in full or in part without assigning any reason thereof. India Trade Promotion Organization also reserves its right to give preference to MSMS including MSMEs owned by SC/ST, as per guidelines and directions issued by Ministry of Micro Small and Medium Enterprises, Udyog Bhavan, New Delhi.

(H.P. Dharod)  
Sr. Manager

List of stationery items

S.No.	Item	Brand/mark	Quoted rate (per unit/ piece/ ltr/.kg and packet)
1.	2.	3.	4
1	Attendance register copy type 40 page		
2	Ball pen jotter Reynolds/luxer		
3	Ball pen ordinary Reynolds/luxer		
4	Brief case VIP/Aristrocrate		
5	Bucket plastic 20 litre		
6	Bed sheets		
7	Battery 9 volts		
8	Brasso		
9	Ball pen holder		
10	Binder clip		
11	Candle		
12	Carban pencil		
13	Carban typing		
14	Cell big size		
15	Cell medium		
16	Cell Pencil size		
17	Cell AAA		
18	Cash book for exh. (56 page size 12-1/2 xsize 12-1/2 x 8' per 80 GSM LaserBallarpur cover paperin colour with numbering text matter19 pages bering text matter19 pages		
19	Calulator Desk/Pocket 12 digit Casio/Citizen		
20	Correction pen		
21	Clip file for Board meeting		
22	.Clear book file folder		
23	Chains(irons)		
24	Cell tap dispenser		

Contd...p2/

1.	2.	3.	4
25	Cell tape (Big) one inch (each)		

26	Cello tape (small) (each)		
27	Cleaning liquid Colin/Prill (500 ml)		
28	Cup and Plate (per dozen)		
29	Computer sticker Size 15X12X1 (per thousand)		
30	Cordless bell		
31	Diary/Dispatch Register 8 qur.		
32	Dak pad(neelgagan)		
33	Desk knife		
34	Dustbin(Bright/cello) (big size)		
35	Duster white24 x 24 size)		
36	Duster Yellow(24X24)		
37	Desk Calender stand Big		
38	Desk Calender stand Small		
39	Desk Calender refill		
40	Drawing pin		
41	Duster white(30X30)		
42	Duster for wiping black board		
43	Dampner		
44	Eraser(pencil)		
45	Envelop (11x5) with Cellophane film window size 5"x1.5" duly printed in three colour,J.K. map litho paper80 GSM packed in cardboard box (250 envelopes in each box)		
46	Envelop gum paste		
47	Envelop laminated16"x12" laminated with 10 microfilm paper 100 GSM yellow duly printed in single colour		
48	Envelop laminated 10"x12" laminated with 10 microfilm duly printed in single colour		
49	Envelops laminated 9" x 4" (yellow) 9" x 4" (yellow)		

Contd...p3

1.	2.	3.	4.
50	Envelop - cloth in yellow colour 16" x 12"		
51	Envelop - cloth in yellow colour 10" x 12"		
52	Engagement stand (A-4 size)		
53	Fevicol tube 50 gm		
54	Folder Plastic L-Type		
55	File cover in 8 different colour shade made of 31.5 kg board of sirpur paper mill duly printed in sides		
56	File Board 35 cms x 25 cms 48 ounce white hard board with binding cloth flap and dori flap to be four eyelets		
57	Flower pot (small size)		
58	Folder plastic A-4 four ring		
59	Filip chart paper		
60	Fevi quick (25 ml)		
61	Folder file		
62	First aid box		
63	Folder plastic A-4 transparent		
64	Folder transparent leaf A-4 size		
65	Folder transparent leaf A-3 size		
66	Gem clip		
67	Glass cover (per set)		
68	Glass executive		
69	Glass (tumber)		
70	Glue stick		
71	Gum bottle (big) camal 700 ml		
72	Gum bottle small camal 150 ml		
73	Gum brush (2")		
74	Gunny bag Plastic		
75	Index file neelgagan/Swastik		
76	Pilot pan ink Luxer		
77	Ink blue -black (50 ml)		
78	Index diary		
79	Jug plastic cello/bright		

Contd...p/4

1	2.	3.	4
80	Jug mayor (20 ltr)		

81	Key purse		
82	Lock pad 65 mm big Harrison/plaza		
83	Lock pad 35 mm small Harrison/plaza		
84	Letter head A-4(8-1/4" x 11-1/4") 80 GSM JK highbright, duly printed in four colours andpacked in brown paper (500 sheets in each ream)		
85	Log book of 200 page size 15'X12') 60 GSMmaplitho, full canvas binding, duly printed in one colourwith numbering		
86	Lelger book-56 for exhibition size 12-1/2' x 8'paper 80 GSM ledger Ballarpur cover paper 200 gms duly printed in one colour with numbering text paper 19 pages		
87	Ledger book with print 8 qr.		
88	Marker-permanent		
89	Marker for writing on board		
90	Marking cloth ( per metre)		
91	Mustard oil (per litre)		
92	Match box (per box of ten)		
93	Mug		
94	Matric premium notebook spiral		
95	Magic tape scotch		
96	Magnifying glass		
97	MOU folder		
98	Mount Black ink (50 mll)		
99	Mortin coil (Per packet)		
100	Naphthalene bowl (per packet)		

Contd...p/5

- 5 -

1.	2.	3.	4.
101	Notice Board 2"x4"		
102	Notice Board 4"x6		
103	Note sheet pad Neelgagan/swastik		

104	Peon book		
105	Pilot pen luxer 05		
106	Pin cushion		
107	Post it slip 3"x4"		
108	Post it slip 3"x5"		
109	Post it slip multi colour		
110	Punch double hole		
111	Punch single hole		
112	Pin (all pin)		
113	Photocopy paper Spectra/Century 75 GSM (per ream)		
114	Photocopy paper A-4 Spectra/ Century(75 GSM) (per ream)		
115	Photocopy paper A-3 75 GSM Spectra/ Century (per ream)		
116	Paper weight		
117	Pen stand( 4 pen set)		
118	Pen stand (2 pen set)		
119	Pen fountain		
120	Pen parker		
121	Pencil sharpner machine		
122	Packing paper in brown colour (per ream)		
123	Paper tray		
124	Pen highlighter		
125	Pilot pen luxer V5		
126	Pencil Lead(Apsara/Natraj)		
127	Pencil Shorthand Apsara/Natraj		
128	Pencil sharpner		
129	Packing tape 4"		
130	Quick fix (25 ml)		

Contd.p/6

- 6 -

1.	2.	3.	4.
131	Refill jotter Raynold /luxur		
132	Register 1 qur Neelgagan/swastik		
133	Register 2 qur Neelgagan /swastk		
134	Register 3 qur Neelgagan/swastik		
135	Register 4 qur Neelgagan/swastik		
136	Register 6 qur Neelgagan/swastik		
137	Register 8 qur Neelgagan/swastik		



138	Register stock 8 qur Neeelgan/ swastk		
139	Refill ballpen Renold/luxer		
140	Rubber band(small) (per kg.)		
141	Rubber band(big) (per kg)		
142	Register for response of visitors with print 8 coir		
143	Rope nylon (2 inch) per mtr.		
144	Register expenditure6 coir with print		
145	Register purchase 6 coir with print		
146	Room freshner 500 ml.		
147	Register pay bill big size with print		
148	Soap lux		
149	Soap washing Moti/555 (per kg)		
150	Stamp pad ink bottle (50 ml)		
151	Stepler pin (max 10)		
152	Steple pin (big) Max		
153	Stepler machine max 10		
154	Stepler machine big		
155	Sutli plastic (per kg.)		

Contd.p/7

1.	2.	3.	4
156	Stamp pad		
157	Slip book 40 pagesize 16"x 10") with ITPO print		
158	Service book of 56 page size 12-1/2'x8page 80GSM duly printed in one colour with numbering text matter 19 page'		
159	Suite case VIP/Aristrocrate (30 inch)		
160	Steples remover		
161	Scale steel 12"		
162	Scale plastic 12"		
163	Statement sheet ruled with print		
164	Stamp pad		
165	Soap liquid (500 ml)		
166	Sciessor small		
167	Sealing vax (per pkt)		
168	Shorthand notebook		
169	Signature pad		
170	Slip book ruled neelgagan 22 no.		
171	Slip book ruled neelgagan 44 no.		
172	Sketch pen luxer (per pkt)		
173	Slip book, spiral (neelgagan 6 no)		
174	Tag (per bunch) 1 x 10)		
175	Thermos flask (one ltr)		
176	Tissue paper ( One box)		
177	Towel		
178	Towel big		
179	Typing paper (A-Ş) / FS		
180	Torch two cell		
181	Torch three cell		
182	Tag big		
183	Tea set		
184	Tray service		
185	Table lamp		

1.	2.	3.	4
186	Table writing stand		
187	Towel for wiping hand		
188	Toilet roll		
189	Ambrella		
190	Uni ball pen impact gel		
191	Visting card elbum		
192	Visitor book		
193	Wall clock		
194	Washing powder (per kg)		
195	Stadler Wopex No. 180		
196	Learners Pencil No.185/2B		
197	Lomo colour stadler marker 352		
198	Stadlar stick pen		
199	Stadlar Domo colour		
200	Eraser 525B – 20		
201	Stander mas 61- 526		
202	Graphic 760.5"		
203	Mechanical pencil 771		
204	Magic box 334 MB 12		
205	Highlighter 364 PW 18		
206	Stadler karat 125 M 60		
207	RI Fountain pen 470		
208	Lumo colour 388		
209	Lomo colour permanent marker		
210	Noris colour pen 320 NWP 12		
211	Clear holder A-3		
212	Blade cutter 1/2"		
213	Blade cutter 1"		
214	Claro push pin plastic		
215	CDR case		
216	Novajet Inkjet paper A-3 size		
217	CD envelop clear plast		
218	Clutch pencil 0.7		
219	Scale (steel) 36"		
220	Scale steel 24 "		

Contd...p/9

1.	2.	3.	4
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221	Stadler eraser		
222	Permanent parker 5.08		
223	Novajet inkjet true picture paper A-4 (per packet)		
224	Colour pencil imported		
225	Opaque water colour		
226	Water colour 48 shade		
227	Water colour pad A-3, A-4		
228	Canson colour sheet		
229	Fixative		
230	Pastel 48 shades		
231	Pastel pencil 48 shades		
232	Bushes, all sizes kit		
233	Battery Exide 7 AH, 12 V		
234	Battery Exide 26 AH, 12 V		
235	Battery Exide 12 AH, 12 V		
236	Computer sheet 10 X 12 x 1 80 GSM		
237	Computer sheet 10x12x2 80 gsm (per thousand)		
238	Computer sheet 15x12x1 80 gsm (per thousand)		
239	Computer sheet 15x12x2 80 gsm (per thousand)		
240	Computer folder 10X12		
241	Computer folder 15X12		
242	Computer sheet printed for cash receipts (per thousand)		
243	CDR		
244	CDR W		
245	DVDR		
246	DVDRW		
247	Fuser kit for HP 9000 DN printer		
248	HP print head C4820A		
249	HP print head C4823A		
250	Print head C4822 A		

Contd....p/10

1.	.2.	3.	4
251	Ink cartridgte HP C 936477 (851)		
252	Toner cartridge HP 388A(88-A		
253	Ink cartridge C 901 HP colour		
254	Ink cartridge HP B901		
255	Ink cartridge CD 972 A		
256	Ink cartridge CD 973 A		
257	Ink cartridge CD 974 A		
258	Ink cartridge CD 975 A		
259	Ink for copy printer ricoh gestetnor CPI 7		
260	Ink cartridge CD 972 A		
261	Ink toner cartridge FX 9 canon		
262	Master role CPMT 15		
263	Master role CPMT 16		
264	Pen drive 4 GB		
265	Pendrive 8 GB		
266	Pendrive 32 GB		
267	Print head LQ 2090		
268	Ribbon LQ 1050 (prodot and equalent)		
269	Ribbon LQ 2070(prodot and equalent)		
270	Ribbon LQ 300/800(prodot and equalent)		
271	Ribbon LQ 2090/2190(prodot and equalent)		
272	Toner cartridge HP C8543 X		
273	Tonder cartridge HPQ 7516A		
274	Toner cartridge HP 436A		
275	Toner cartridge HP3055Q 2612A		
276	Toner cartridge HPC 8551 A		
277	Toner cartridge HPC 8552 A		
278	Toner cartridge HPC 8553 A		
279	Toner cartridge HPC 8554 A		
280	Toner cartridge HPC 8556 A		

Contd...p/11

1	2	3	4
281	Toner cartridge HPC 8561 A		
282	Toner cartridge HPC 8562 A		
283	Toner cartridge HPC 8563 A		
284	Toner cartridge HP C 4092 A		
285	Toner cartridge HP C 7115 A		
286	Toner cartridge HP C 4871 A		
287	Toner cartridge HP C 4872 A		
288	Toner cartridge HP C 4873A		
289	Toner cartridge HP C 4874A		
290	Black print cartridge HP CB 380 A		
291	Cyan print cartridge HP CB 381 A		
292	Yellow print cartridge HP CB 382 A		
293	Magenta print cartridge HP CB 383 A		
294	Photo black HP C9370 A		
295	Cyan HP toner cartridge C93871 A		
296	Magenta HP toner cartridge C93872 A		
297	Yellow HP toner cartridge C93873 A		
298	Gray HP toner cartridge C93874 A		
299	Matte Black HP toner cartridge C 9403 A		
300	Gray HP toner cartridge C 9380 A		
301	Photo black HP toner cartridge C 9380 A		
302	Magenta H.P. toner cartridge C 9383 A		
303	Matte Black HP toner cartridge C 9384 A		
304	Yellow HP colour cartridge C 9384 A		
305	HP colour laser jet imaging drum		

Contd....12/-

1	2	3	4
306	Black HP toner /ink cartridge CB		

	384 A		
307	Cyan HP toner cartridge CB 385 A		
308	Yellow HP toner/ink cartridge CB 386 A		
309	Magenta HP toner cartridge C 3847 A		
310	Samsung toner cartridge MLT 209 S		
311	HP ink cartridge CD 972A		
312	HP ink cartridge CD 973A		
313	HP ink cartridge CD 974A		
314	HP ink cartridge CD 975A		
315	Lipi printer cartridge tally T 6606/6601/6615		
316	File Movement Register 6 qr.		
317	HP colour laserjet Q6460A		
318	HP colour laserjet Q6461A		
319	HP colour laserjet Q6462A		
320	HP colour laserjet Q6463A		
321	HP colour laserjet Q3960A		
322	HP colour laserjet Q3961A		
323	HP colour laserjet Q3962A		
324	HP colour laserjet Q3963A		