

INDIA TRADE PROMOTION ORGANISATION  
(Stores Division)  
Prantik Building, Near Gate No.1  
PRAGATI MAIDAN  
**NEW DELHI-110001.**

Telephone No. 23371836, 23378645 FAX # 23371492

**ENQUIRY**

**No. 258-ITPO(1)/Store/2013**

**Date: April 2, 2013**

**Subject: Procurement of Stationery/Computer Consumables and misc. items**

India Trade Promotion Organisation invites sealed quotations for the following items as shown in the annexure "X" enclosed, from manufacturers/their distributors/dealers, Govt. Co-operative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST entrepreneurs. Procurement from the MSEs including MSEs owned by SC/ST entrepreneurs will be made as per guidelines and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi.

2. Firms, who fulfill the following criteria should apply:

- i) The firm should have at least three years of experience of supplying the items in at least 3(three) Government Ministries/Department, in each item applied.
- ii) The turnover of the firm should be at least 14 (fourteen) lakhs per annum during the last three financial years for the items mentioned.
- iii) The firm should not have been blacklisted by any Ministry/Department/ of the Government 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/MSEs including MSEs owned by SC/ST.

3. Sealed quotations, 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 Stores Division, ITPO, Pragati Maidan, New Delhi -110001 **latest by April 16, 2013 at 3.00 pm..** **Quotations received after stipulated date/time shall not be entertained.** The quotations will be opened on the same date at 3.30 pm in Stores Division, ITPO, Pragati Maidan, New Delhi, in the presence of the interested tenderers or their representatives who *may* like to be present.

4.. An earnest money of Rs. 30,000.00 (Thirty thousands only) will be deposited by the tenderer/applicant in the form of bank draft in favour of India Trade Promotion Organisation, New Delhi along with the quotation. The Govt. Cooperative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST are exempted from paying the earnest money and tender document fee. The tenderer is required to pay Rs. 525.00 (includes 5% DVAT) as the cost of tender document with the application. The tender application without EMD and tender fee will not be accepted. The tender fee will be non-refundable. However, EMD of unsuccessful tenderers will be refunded after finalization of order.

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

- a) The firm should be in a position to supply Stationery/Computer Consumables and other misc. items mentioned, on a very short notice as and when needed.
- b) The items should be delivered to ITPO at Gate No. 1, Stores Division, ITPO, Pragati Maidan, New Delli.
- 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 firm should be able to provide Stationery items on Saturday/Sunday/Holidays also. The firm should have their office/showroom in Delhi/NCR.
- d) No request for escalation of rates would be entertained after the approval of the rates.
- e) 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 & forfeit the EMD.
- f) The firm must be registered with Delhi VAT Tax Department.
- g) 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.
- h) 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 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 31-03-2014. After scrutiny of the party/parties, ITPO will issue order for supply of above items from time to time, as per requirement.**

7. India Trade Promotion Organisation 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 MSEs including MSEs owned by SC/ST, as per guidelines of and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi – 110011.

Yours faithfully,

(B.L. Meena)  
Manager (Stores)  
**For and on behalf of ITPO**

**Annexure “X”**  
**List of Stationery/Computer Consumables and other misc. items**

Sl.	Name of items	Qty. required	To be filled by the tenderer/Applicant			
			Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
1.	Attendance Registers	12 nos.				
2.	Ball Pen Jotters (Reynold)	966 nos				
3.	Ball Pen – 045 (Reynold)	4285 nos				
4.	Briefcase	2 nos				
5.	Bucket (Plastic)	As per requirement				
6.	Bed-sheet	As per requirement				
7.	Battery 9 Volt	As per requirement				
8.	Brasso	As per requirement of				
9.	Ball Pen holders	13 nos				
10.	Binder Clips	5 pkts				
11.	Candles	205 nos.				
12.	Carbon (Pencil)	6 pkts				
13.	Carbon (Typing)	17 pkts				
14.	Cell – Big size	As per requirement				
15.	Cell Medium	As per requirement				
16.	Cell Pencil size	560 nos.				
17.	Cell - AAA	30 nos.				
18.	Cash Book for Exhibition	25 nos				
19.	Calculators Pocket	20 nos.				
20.	Correction Pen	104 nos.				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
21.	Clip File for Board Meetings	220 nos.				
22.	Clear Book File Folders	As per requirement				
23.	Chains (Irons)	As per requirement				
24.	Cello Tape Dispenser	2 nos.				
25.	Cello Tape Big Size	213 nos.				
26.	Cello Tape Small	273 nos.				
27.	Cleaning Liquid (Colin/Prill etc)	163 nos.				
28.	Cup and Plate sets (Crockery)	4 doz.				
29.	Computer Stickers	23 pkts				
30.	Cordless Bell	As per requirement				
31.	Diary/Dispatch Register	12 nos.				
32.	Dak Pad	24 nos.				
33.	Desk Knife	91 nos.				
34.	Dust Bins	180 nos.				
35.	Dusters (24" x 24")	3300 nos.				
36.	Duster Yellow (24" x 24")	400 nos.				
37.	Desk Calendar Stand (Big)	16 nos.				
38.	Desk Calendar Stand (Small)	6 nos				
39.	Desk Calendar Refills	170 nos.				
40.	Drawing Pins	8 pkts.				
41.	Duster (30" x 30")	As per requirement				
42.	Duster for wiping the black board	2 nos.				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
43.	Dampeners	19 nos.				
44.	Erasers (Pencils)	325 nos.				
45.	Envelopes window with Print size 11" x 5"	65000 nos.				
46.	Envelopes Gum Paste without window	As per requirement				
47.	Envelopes Laminated in Yellow Colour – size 16" x 12"	4400 nos.				
48.	Envelopes Laminated in Yellow Colour – size 10" x 12"	6700 nos.				
49.	Envelopes Laminated in Yellow Colour – size 9" x 4"	As per requirement				
50.	Envelopes - cloth in Yellow Colour – size 16" x 12"	As per requirement				
51.	Envelopes cloth in Yellow Colour – size 10" x 12"	As per requirement				
52.	Engagement Stand	2 nos.				
53.	Fevi Cole/Tube	35 nos.				
54.	Folders – L Type	4800 nos.				
55.	File Covers with print	7800 nos.				
56.	File Boards	7000 nos				
57.	Flower Pots	As per requirement				
58.	Folder Plastic – A 4 Size (Four rings)	As per requirement				
59.	Flip Chart Paper	As per requirement				
60.	Fevi Quick	5 nos.				
61.	Folders File	As per requirement				

SI.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
62.	First Aids box	4 Boxes				
63.	Folders transparent A 4	220 nos				
64.	Folders transparent Leaf A 4 Size	7 nos.				
65	Folders transparent Leaf A 3 Size	7 nos.				
66.	Gem clips (colour)	375 pkts				
67.	Glass covers	118 nos.				
68.	Glass Executive (Tumbler)	190 nos				
69.	Glass (Tumbler)	1150 nos				
70.	Glue Stick	62 nos				
71.	Gum Bottle – Big (Camel 700 ml.)	55 nos.				
72.	Gum Bottle – Small (Camel 150 ml.)	145 nos.				
73.	Gum Brush	9 nos				
74.	Gunny Bags	As per requirement				
75.	Index File	180 nos				
76.	Ink Pilot Pen	37 nos.				
77.	Ink Blue/Black	5 nos				
78.	Index Diary	28 nos				
79.	Jug Plastic	160 nos				
80.	Jug Mayur	2 nos				
81.	Key Purse	4 nos				
82.	Lock Pad Big 65 MM	11 nos				
83.	Lock Pad Small 35 MM	7 nos				
84.	Letter Head Big with Print	250 rims				
85.	Log Book	As per requirement				

SI.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
86.	Ledger Book with print for exhibitions	23 nos.				
87.	Ledger Book Register with print	As per requirement				
88.	Marker	150 nos				
89.	Marker for writing on Board	17 nos				
90.	Markin cloth	35 mtr.				
91.	Mustard oil	26 ltr.				
92.	Match box	300 boxes				
93.	Mug	As per requirement				
94..	Matrix premium notebook (Spiral)	As per requirement				
95.	Magic Tape Scotch	As per requirement				
96.	Magnifying Glass	As per requirement				
97.	MOU Folders	As per requirement				
98.	Mont Blank Ink	2 nos.				
99.	Mortin Coils	As per requirement				
100.	Naphthalene Balls	As per requirement				
101.	Notice Board 4"6"	As per requirement				
102	Notice Board 2"4"	As per requirement				
103.	Note Sheet Pad	915 nos.				
104.	Peon Book	42 nos.				
105.	Pilot Pen – Luxor 05	470 nos.				
106.	Pin Cushion	47 nos.				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
107.	Post it slips – 3”4”	57 pkts.				
108	Post it slips – 3”5”	66 pkts				
109.	Post it slips – Multi colour	120 pkts.				
110.	Punch double hole	30 nos				
111.	Punch single hole	133 nos.				
112.	Pins (All – Pins)	70 pkts				
113.	Photocopy Papers Size FS	305 Rims				
114	Photocopy Paper Size A 4	2220 Rims				
115.	Photocopy Paper Size A - 3	52 Rims				
116.	Paper weight	75 nos.				
117.	Pen Stand ( for 4 pens)	3 nos.				
118.	Pen Stand (for 2 pens)	4 nos.				
119.	Pen Fountain	As per requirement				
120.	Pen Parker	As per requirement				
121.	Pencil Sharpener machine	As per requirement				
122.	Packing Paper in brown colour	As per requirement				
123.	Paper tray	3 nos.				
124.	Pen highlighter	150 nos.				
125.	Pen pilot V 5	234 nos.				
126.	Pencil Lead	3000 nos.				
127.	Pencil Lead Shorthand	270 nos.				
128.	Pencil Sharpener	200 nos.				
129.	Packing Tape	As per requirement				



Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
130.	Quick Fix	As per requirement				
131.	Refill Jotter (Renold)	222 nos.				
132.	Register one coir	500 nos.				
133.	Register two coir	536 nos.				
134.	Register three coir	264 nos.				
135.	Register four coir	488 nos.				
136.	Register six coir	16 nos.				
137.	Register eight coir	8 nos.				
138.	Register Stock 8 coir	11 nos.				
139.	Refill ball pen (Renold)	1214 nos.				
140.	Rubber Band, small size	26 Kg.				
141.	Rubber Band, big size	As per requirement				
142.	Register ( for responses of visitors ) with print 8 coir	As per requirement				
143.	Rope Nylon	As per requirement				
144.	Register expenditure – 6 coir with print	As per requirement				
145.	Register purchase – 6 coir with print	As per requirement				
146.	Room freshener	2 nos.				
147.	Register Pay Bill Register, Big size with print	22 nos				
148.	Soap Lux	2368 nos.				
149.	Soap (washing )	171 Kg.				
150.	Stamp Pad ink bottles	19 nos.				
151.	Stapler pins (Max 10)	1215 pkts				
152.	Stapler pins (Max Big size)	12 pkts				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
153.	Stapler machine (Max 10)	274 nos.				
154.	Stapler machine ( Big size)	6 nos.				
155.	Sutli (Plastic)	18 kg.				
156.	Stamp Pad	55 nos.				
157.	Slip Book with print	As per requirement				
158.	Service Book	28 nos.				
159.	Suit Cases, VIP/Aristocrat	As per requirement				
160.	Staples remover	As per requirement				
161.	Scale (Steel) 12"	As per requirement				
162.	Scale (plastic) 12"	177 nos.				
163.	Statement Sheets ruled with print	As per requirement				
164.	Stamp Pad, Big	As per requirement				
165.	Soap Liquid	As per requirement				
166.	Scissors, Small size	82 nos.				
167.	Sealing Wax	15 pkts.				
168.	Short Hand Notebook	144 nos.				
169.	Signature Pad	3 nos.				
170.	Sketch Pen	90 pkts				
171.	Slip Book ruled (Neelgagan 22 no.)	522 nos.				
172.	Slip Book ruled (Neelgagan 44 no.)	600 nos.				
173.	Slip Book, spiral (Neelgagan 6 no.)	As per requirement				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
174.	Tags	46 bunches				
175.	Thermos Flask	11 nos				
176.	Tissue Paper	37 packets				
177.	Towel	677 nos				
178.	Towel Big	167 nos				
179.	Typing paper	40 Rims				
180.	Torch with two cells	3 nos.				
181.	Torch with three cells	As per requirement				
182.	Tag big size	6 bunches				
183.	Tea Sets	As per requirement				
184.	Tray (Service)	As per requirement				
185.	Table Lamp	As per requirement				
186.	Table writing stand	As per requirement				
187.	Towel (For wiping hands)	4 nos.				
188.	Toilet Rolls	As per requirement				
189.	Umbrella	As per requirement				
190.	Uni – Ball Pens	26 nos.				
191.	Visiting Cards Emblem	38 nos.				
192.	Visitors book	4 nos.				
193.	Wall Clock	8 nos.				
194.	Washing powder	As per requirement				
	Stationery items related to Architecture					

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
195.	Stadler Wopex No. 180	As per requirement				
196.	Learners Pencil No. 1285/2B	As per requirement				
197.	Lumo colour Stadler Marker 352	As per requirement				
198.	Stadler Stick Pen	As per requirement				
199.	Stadler Duma Colour 35602	As per requirement				
200.	Eraser 525 B – 20	As per requirement				
201.	Stadler Mas 61 526	As per requirement				
202	Graphic 760.5”	As per requirement				
203.	Mechanical Pencil 771	As per requirement				
204.	Magic Box 334 MB 12	As per requirement				
205.	Highlighter 364 PW 18	As per requirement				
206.	Stadler Karat 125 M 60	As per requirement				
207.	RI Fountain Pen 470	As per requirement				
208.	Lumo Colour 388	As per requirement				
209.	Lumo Colour Permanent Marker	As per requirement				
210.	Noris colour pen 320 NWP 12	As per requirement				
211.	Clear Holder A 3 Size	As per requirement				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
212.	Blade cutter ½ “	As per requirement				
213.	Blade cutter 1”	As per requirement				
214.	Claro Push Pin Plastic	As per requirement				
215.	CDR Case	As per requirement				
	Stationery for Design & Display	As per requirement				
216.	Novajet Inkjet Paper A- 3	As per requirement				
217.	CD Envelope Clear Plastic	As per requirement				
218.	Clutch Pencil 0.7	As per requirement				
219.	Scale (Steel) 24”	As per requirement				
220.	Scale (Steel) 36”	As per requirement				
221.	Stadler Eraser	As per requirement				
222.	Permanent marker (.5,0.8)	As per requirement				
223.	Nove Jet/Inkjet true picture paper A 4	As per requirement				
224.	Colour Pencil (Imported)	As per requirement				
225.	Opaque water coloured	As per requirement				
226.	Water colour (48 shades)	As per requirement				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
227.	Water colour Pad (A 3, A4)	As per requirement				
228.	Canson colour sheet	As per requirement				
229.	Fixative	As per requirement				
230.	Pastels 48 shades	As per requirement				
231.	Pastel Pencil 48 shades	As per requirement				
232.	Brushes, all sizes kit	As per requirement				
	<b>Computer Consumable items</b>					
233	Battery Exide 7 AH, 12 V	666 nos.				
234.	Battery Exide 26 AH, 12 V	24 nos.				
235.	Battery Exide 12 AH, 12 V	As per requirement				
236.	Computer Sheets 10 x 12 x 1	60 Rims				
237.	Computer Sheets 10 x 12 x 2	25 Rims				
238.	Computer Sheets 15 x 12 x 1	46 Rims				
239.	Computer Sheets 15 x 12 x 2	10 Rims				
240.	Computer Folders 15 x 12	10 nos.				
241.	Computer Folders 10x12	11 Nos.				
242.	Computer Sheet printed for cash receipt	5 Rims				

SI.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
243.	CDR	200 Nos.				
244.	CDRW	110 nos.				
245.	DVDR	As per requirement				
246.	DVDRW	40 nos				
247.	Fuser Kit for 9000 DN printer	4 nos.				
248.	HP Print heads – C 4820 A	2 nos.				
249.	HP Print heads – C 4823 A	2 nos.				
250.	HP Print heads – C 4822 A	2 nos.				
251.	Ink Cartridge HP C 936477 (851)	As per requirement				
252.	Ink Cartridge HP 388 A (88 A)	2 nos.				
253.	Ink Cartridge 901 HP	2 nos.				
254.	Ink Cartridge HP B 901	2 nos.				
255.	Ink Cartridge HP CD 972 A	2 nos.				
256.	Ink Cartridge HP CD 973 A	2 nos.				
257.	Ink Cartridge HP CD 974 A	2 nos.				
258.	Ink Cartridge HP CD 975 A	2 nos.				
259.	Ink of Copy Printer, Richo Gestetner CPI 7	40 boxes				
260.	Ink Cartridge, Samsung Fax Machine, M 40	As per requirement				
261.	Ink Toner Cartridge FX 9 Canon	30 nos.				
262.	Master Role – CPMT 15	5 nos.				

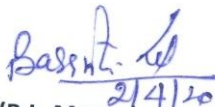
SI.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
263.	Master Role – CPMT 16	5 nos.				
264.	Pen drive 2 GB	As per requirement				
265.	Pen Drive 4 GB	80 nos.				
266.	Pen Drive 8 GB	5 nos.				
267.	Pen Drive 32 GB	1 no.				
268.	Print head LQ 2090	As per requirement				
269.	Ribbon LQ 1050	6 nos.				
270.	Ribbon LQ 2070	As per requirement				
271.	Ribbon LQ 300/800	15 nos.				
272.	Ribbon L Q 2090/2190	80 nos.				
273.	Toner cartridge HP C 4127 X	As per requirement				
274.	Toner cartridge HP C 8543 X	8 nos.				
275.	Toner cartridge HP Q 7516 A	3 nos.				
276.	Toner cartridge HP 3963 A	As per requirement				
277.	Toner cartridge HP 3964 A	As per requirement				
278.	Toner cartridge HP 436 A	90 nos.				
279.	Toner cartridge HP 3055 Q 2612 A	65 nos.				
280.	Toner cartridge HP C 8550 A	2 nos.				
281.	Toner cartridge HP C 8551 A	2 nos.				
282.	Toner cartridge HP C 8552 A	2 nos.				
283.	Toner cartridge HP C 8553 A	2 nos.				



SI.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
284.	Toner cartridge HP C 8554 A	As per requirement				
285	Toner cartridge HP C 8556 A	1 no.				
286.	Toner cartridge HP C 8560 A	1 no.				
287.	Toner cartridge HP C 8561 A	1 no.				
288.	Toner cartridge HP C 8562 A	1				
289.	Toner cartridge HP C 8563 A	1 no.				
290.	Toner cartridge HP C 4092 A	6 nos.				
291.	Toner cartridge HP C 7115 A	As per requirement				
292.	Toner cartridge HP C 4871 A	1 no.				
293.	Toner cartridge HP C 4872 A	2 nos				
294.	Toner cartridge HP C 4873 A	1 no.				
295.	Toner cartridge HP C 4874 A	1 no.				
	Cartridges for Laserjet CP6015xh printer	As per requirement				
296.	Black print cartridge HP CB 380A	2 nos				
297.	Cyan print cartridge HP CB 381A	2 nos				
298.	Yellow print cartridge HP CB 382A	2 nos.				
299.	Magenta print cartridge HP CB 383A	2 nos.				
	HP ink Cartridges	2 nos.				
300.	Photo Black C9370A	2 nos.				

Sl.	Name of items	Qty. required	Specification/ brand name of item	Per unit Rate (Rs.)	VAT/taxes	Per unit Cost including VAT/Taxes
301.	Cyan C-9371A	2 nos.				
302.	Magenta C-9372 A	2 nos.				
303.	Yellow C9373 A	2 nos.				
304.	Gray C9374 A	2 nos.				
305.	Matte Black C9403 A	2 nos.				
306.	Gray C9380A	2 nos.				
307.	Photo Black C 9380 A	As per requirement				
308.	Magenta C9383 A	2 nos.				
309.	Matte Black C 9384 A	2 nos.				
310.	Yellow C – 9384 A	As per requirement				
311	HP Color Laser Jet Imaging Drums	As per requirement				
312.	Black – CB384 A	As per requirement				
313.	Cyan – CB385 A	As per requirement				
314.	Yellow – CB386 A	As per requirement				
315.	Magenta – CB387 A	As per requirement				
316.	Samsung toner Cartridges MLT 209	142 nos.				
317.	HP Ink Cartridge CD 975 A	1 no.				
318.	HP Ink Cartridge CD 972 A	1 no.				
319	HP Ink Cartridge CD 973 A	1 no.				
320	HP Ink Cartridge CD 974 A	1 no.				

**Note:** The quantity mentioned above is subject to change at the discretion of ITPO without assigning any reason.

  
 (B.L. Meena) 2/4/2013  
 Manager (Stores)