

No. D-15014/1/2011- A-III.  
Government of India  
Ministry of Agriculture  
(Deptt. of Agriculture & Cooperation)  
**DIRECTORATE OF MARKETING & INSPECTION**  
HEAD OFFICE, FARIDABAD

Speed Post

Dated, the 4<sup>th</sup> March, 2011

To:

As per list attached  
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**Subject: Procurement of Stationery/Consumable items during the year 2011-12-request for quotations and registration of suppliers.**

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Dear Sir,

Sealed quotations are invited for procurement of Stationery/Consumable items for day-to day use in the office of the Directorate of Marketing & Inspection, Faridabad during the year 2011-12. You are therefore, requested to quote your rates as per list of items enclosed.

2. Quotation should be addressed to the Director (Admn.), Directorate of Marketing & Inspection, NH-IV, Faridabad and should be received in a sealed cover in respect of each category duly super-scribing on envelope, reference number and date of opening with the words "QUOTATION FOR STATIONERY/CONSUMABLE ITEMS DUE ON 23-03-2011" at the top and **should be dropped in the tender box, in case delivered personally or by hand.** The quotations duly filled in all respect should reach this Directorate latest by **02.30 P.M. on -23.3.2011 which will be opened at 3 P.M. on same date.** The date of opening of tender is **23-03-2011 at 15.00 hrs.** Other terms and conditions are enclosed herewith. [Tender Box is placed on the entrance gate of this office]

Yours faithfully,

*See*

04/03/11

(S.K. Sharma)

Section Officer

for Agril. Marketing Adviser  
to the Govt. of India

Encl: As above

Copy to:

1. Technical Director( NIC), Head Office, Faridabad with request to put the notice to the Directorate's Web site.
2. P.A. to Dir(Admn.)/ CR Cell
3. Notice Board.
4. Guard File of the quotation.

*See*  
*04/03/11*

## INSTRUCTIONS

1. The quotation should reach this office latest by 14.30 hours on -23.3.2011 and will be opened at 15.00 hours on the same day. Quotation received beyond the time and date stipulated will not be entertained. The representative of the bidder may also be present at the time of opening quotation.
2. All Rates of each item must be inclusive of all Taxes.
3. The supplier should have valid sales tax/VAT number. TIN number, photo copy of its registration should also be enclosed.
4. Quotation should preferably be typed on Letter head of the firm.
5. The rates should be quoted in words as well as in figures. Cutting, if any, should be attested.
6. The supply shall have to be made in one installment within 7 days from the date of issue of supply order. Urgent supply of limited items shall be required to be made within 48 hours of the intimation.
7. Rates must be FOR destination at DMI, NH-IV, Faridabad. No delivery charges will be paid extra.
8. Rates quoted in the quotation will be valid up to 31.3.2012 from the date of finalization of the tender. However, the reduced rates should be applicable if the rates of relevant items are so reduced in the open market.
9. The billing of such items whose rates had been decreased after the contract, will be on reduced rates. However, request for enhancement of rates will not be allowed till 31.3.2012.
10. The supplier should have successfully executed single job order of Rs. One Lakh and above during the year 2008-09 and 2009-10 & 2010-11 to Govt./ Semi Govt. undertaking departments. A list of such Govt. offices may be submitted.

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LIST OF STATIONERY ITEMS

S.No.	Items	Per unit	Rate
1.	All Pin ( Rode/ Dolphin)	Pkt.	
2.	Gem Clip ( Bell/Office)	Pkt.	
3.	Photocopier Paper A-4 ( Century)	Rim	
4.	File Cover No.60 ( 100 Nos)	Nos.	
5.	File Flaper 3.5"( Full Cloth)	Nos.	
6.	File Board( Neelgagan No.31, 51)	Nos.	
7.	Slip Book 40 pages( Century/Citizen)	Nos.	
8.	Note Sheet Pad( Green)17x27x4-80 sheets	Pkt.	
9.	Pencil lead ( Natraj/Apsra)	Pkt.	
10.	Stamp Pad Medium( Ashoka)	Nos.	
11.	Marker Pen Set ( Luxor)	Nos.	
12.	Fluorescent Pen Highlight( Luxor)	Nos.	
13.	Gum Bottle ( Big 700 ml ( Koren/ Camel)	Nos.	
14.	Gum Bottle ( Small 150 ml ( Koren/ Camel)	Nos.	
15.	Pilot Pen ( Luxor)	Nos.	
16.	Jotter Ball Pen ( Flair)	Nos.	
17.	Gel Pen Achiever( ADD Gel)	Nos.	
18.	Ball Pen ( Cello-fine grip)	Nos.	
19.	Gem Clip ) Plastic coated)	Nos.	
20.	Pen Stand with two pens ( Kebica)	Nos.	
21.	Pen Stand with four pens ( Kebica)	Nos.	
22.	Paper Weight Glass small size	Nos.	
23.	Gel Refill Achiever ( ADD Gell)	Nos.	
24.	Jotter Refill Flair/Perform	Nos.	
25.	Ball Pen Refill( Cello Fine grip)	Nos.	
26.	Ball Pen Refill(Reynolds)	Nos.	
27.	Pin cushion	Nos.	
28.	Ruled Register 6Qrs (Neelgagan/ Citizen)	Nos.	
29.	Ruled Register 5Qrs (Neelgagan/ Citizen)	Nos.	
30.	Ruled Register 4Qrs (Neelgagan/ Citizen)	Nos.	
31.	Ruled Register 3Qrs (Neelgagan/ Citizen)	Nos.	
32.	Ruled Register 2Qrs (Neelgagan/ Citizen)	Nos.	
33.	Envelops SE-8A( Full scape Yellow( cloth)	Nos.	
34.	Envelops A-4 ( 10x 12" - do-	Nos.	
35.	Envelops SE-6 (Brown) 70 gsm.	Nos.	
36.	Envelops SE-5 (Brown) 70 gsm.	Nos.	
37.	Tag Cotton Good quality (Veer)	Nos.	
38.	Diary Register S-30 ( 400 pages)	Nos.	
39.	Despatch Register S-31 ( do)	Pkt.	
40.	Staple Pin No10( Kangaroo)	Pkt.	
41.	Staple Pin 24/6 ( do)	Pkt.	
42.	Attendance Register S-37( 60 pages)	Nos.	
43.	Peon Book	Nos.	

S.No.	Items	Per unit	Rate
44.	File Movement Register ( 400 pages)	Nos.	
45.	File Head Register( 400 Pages)	Nos.	
46.	Glue Stick ( Kores)	Nos.	
47.	Pen V-5( Luxor)	Nos.	
48.	Scale Plastis 1'( Natraj)	Nos.	
49.	Double Punch No.600 ( Kangaro)	Nos.	
50.	Single Punch ( Kangaro)	Nos.	
51.	Stapler HD-10D( do)	Nos.	
52.	Stapler HD-45D( do)	Nos.	
53.	Desk Calender (Refil)	Nos.	
54.	Coloured Flag	Nos.	
55.	Staples No.23/10, 23/13, 23/17 ( Kangaro)	Nos.	
56.	Eraser ( Natraj)	Nos.	
57.	Sharpener ( Natraj)	Nos.	
58.	Cello Pen ( Ascent)	Nos.	
59.	Correcting Fluid (Kores)	Nos.	

LIST OF CONSUMABLE ITEMS

S.No.	Items	Per unit	Rate
1.	Adhesive Tape Brown 3" ( APEX)	Nos.	
2.	-do- 2" ( APEX)	Nos.	
3.	Cello Tape( Medium/small) ( APEX)	Nos.	
4.	Calculator 10/12 Digital( Citizen/ CASIO)	Nos.	
5.	Dust Bin	Nos.	
6.	Duster White 24/24 ( Heera )	Doz.	
7.	Duster White 36/36 ( Heera )	Doz.	
8.	Duster Yellow 24/24 ( Heera )	Doz.	
9.	Duster Yellow 36/36 ( Heera )	Doz.	
10.	Duster Floor 24/24 ( Heera )	Doz.	
11.	Duster Floor 36/36 ( Heera )	Doz.	
12.	Fevicol Tube	Nos.	
13.	Glass Tumbler ( Yeara) 240 Ml.	Nos.	
14.	Glass Cover / Mats( Cecora)	Nos.	
15.	Glass Tumbler Fancy( Eagal/Jaina)	Nos.	
16.	Jug Plastic( Wonder / Apple)	Nos.	
17.	Sutli	Nos.	
18.	Thread Ball	Nos.	
19.	Plastic Folder ( Veer) M-18	Nos.	
20.	Pockar Steel	Nos.	
21.	Sealing Wax ( Standard)	Nos.	
22.	Table Glass 3' x 2x5 mm	Nos.	
23.	Table Glass 2' x 1- 1/2x5 mm	Nos.	
24.	Remote Call Bell	Nos.	
25.	Table Office Tray( Kebica)	Nos.	
26.	Ginni cloth (Tat)	Nos.	
27.	Toilet Brush	Nos.	
28.	Odonil	Nos.	
29.	Wall Clock/Quartz	Nos.	
30.	Binder clips( 19 mm) per doz.	Nos.	
31.	Pencil cell( Novino) each	Nos.	
32.	Acid 1 Ltr Cap Good quality	Ltr.	
33.	Baygon Spray 1 Litr.	Nos.	
34.	Broom Phool( Heavy)	Nos.	
35.	Broom Tilli ( Heavy)	Nos.	
36.	Colin Spray 500 ml.	Nos.	
37.	Liquid Soap 5 LtrCap.( Homocol)	Tins.	
38.	Naphthalene Balls( Trishul)	Kgs.	
39.	Phenyl Liquid 10 Lits.Cap( Trishul)	Tin.	
40.	Sanitary cube( Homocol)	Pkts.	
41.	Vim( Ultra/ Popular)	Pkts.	
42.	Room Freshener ( Yarly/Odonil)	Nos.	
43.	Harpik 500 ml.	Nos.	
44.	Soap Cake Lux/Lifeboy 150 Gms.	Nos.	
45.	Tissue Paper ( Wintex)	Pkts.	
46.	Tube Light 4' ( do)	Nos.	
47.	Starter	Nos.	
48.	Insulation Tape Steel Grip	Nos.	
49.	Tea Kettle (Steel)	Nos.	