

F.No. 14011/02/2015-Admn.  
Government of India  
Ministry of Chemicals and Fertilizers  
Department of Pharmaceuticals

Shastri Bhawan, New Delhi  
Dated the 1<sup>st</sup> June, 2015

**NOTICE INVITING TENDER**

Sealed tender on behalf of the President of India, are invited under two bid System i.e. Technical Bid and Financial Bid from reputed suppliers for supply of stationery items to Department of Pharmaceuticals for a period of one year.

2. The interested Agencies/Firms can submit the tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- and other requisite documents and deposit the same in the Office of Under Secretary (Admn.), Department of Pharmaceuticals, G-19, Shastri Bhawan, New Delhi. The Last date of receipt of tender 22<sup>nd</sup> June, 2015 at 11 A.M. The tender will be opened by the Tender Opening Committee of the Department on 22<sup>nd</sup> June, 2015 at 1600 Hrs.

(S.R. Meena)  
Under Secretary to the Govt. of India  
Ph. No. 23382092

To,

Technical Director, NIC, along with soft copy, with the request to upload this Notice Inviting tender in the website of this Department in a downloadable format.

**Enclosure: Annexure-I, Annexure-II & Annexure-II**

### **Terms & Conditions**

- (i) Only those registered firms having a valid TIN No. are eligible to furnish to tenders.
- (ii) The tenders are to be furnished in the format as prescribed in Annexure-I and Annexure-II to this Notice.
- (iii) Desirous firms may submit sealed envelopes. The envelopes containing the tenders should be superscribed 'Tender for Stationary Articles'.
- (iv) Earnest Money amounting to Rs.10,000/- (Rupees Ten Thousand only) is required to be deposited in the form of Bankers Cheque or Demand Draft in the favour of Pay and Accounts Officer, Department of Pharmaceuticals and payable at New Delhi.
- (v) The Earnest Money will be refunded to the unsuccessful Tenderers within 45 days from the date of opening of the tender. No interest shall be payable on the Earnest Money Deposit. Companies registered with MSME are exempted from depositing Earnest Money as per Govt. of India Guidelines.
- (vi) The successful tenderer(s) should deposit an amount of Rs.20,000/- (Rupees Twenty Thousand only) as Performance Security Deposit in the form of Bankers cheque or Demand Draft in the favour of The Pay and Accounts Officer, Department of Pharmaceuticals . The Performance Security Deposit shall be refunded on Completion of the contract. No interest shall be payable on the Performance Security Deposit. The Performance Security Deposit shall be liable to be forfeited in case the firm fails to comply with the terms & conditions contained herein.
- (vii) The bidder firms should quote rates exclusive of any tax. This Department shall pay taxes at the applicable rates. The rates quoted by the firms shall be applicable throughout the tenure of the contract. No request for enhancement of rates of any article for any reason shall be entertained.
- (viii) The firms should be in a position to supply the goods within seven days of receipt of supply order. In case of urgency the firms should supply the required articles within twenty-four hours on receipt of order through letter/telephone. The firm shall be solely responsible for any damage during transportation.
- (ix): The articles shall be of the brand specified. Where no brand name is mentioned, the articles should be of sufficiently good quality.
- (x) No advance payment shall be made. Payment through ECS mode only shall be made on receipt of bills after delivery of the articles. No additional cost on account of cartage/package shall be borne by this Department.
- (xi) Last Date: Tenders received up to 11.00 A.M. on 22.06.2015.

- (xii) Opening of tender: 4.00 PM on 22.06.2015 in the chamber of Under Secretary, Administration, G-19, Shastri Bhawan, New Delhi. One representative from each of the bidding firms may be allowed to be present during opening of tenders.
- (xiii) The tenders in the prescribed format should reach Shri S.R. Meena, Under Secretary (Admn.), Room No-G19, Shastri Bhawan, New Delhi-110 001, on or before the last date as mentioned above. The envelope should be sealed.
- (xiv) The Ministry of Chemicals and Fertilizers, Department of Pharmaceuticals reserves the right to cancel any tender without assigning any reason whatsoever.
- (xv) This notice is being simultaneously placed on the website of the Department <http://pharmaceuticals.gov.in> Interested firms may also submit tender in response to the notice on the website. The format can be downloaded from the website.

**TECHNICAL REQUIREMENTS FOR THE TENDERING Company/ Firm /Agency**

1. The tendering Company/Firm/Agency should fulfill the following technical requirement:
  - (a) The Register Officer or one of the Branch Offices of the Company /Firm/Agency should be located either in Delhi/New Delhi/NCR.
  - (b) The Company/Firm/Agency should be registered with the appropriate registration authority;
  - (c) The Company/Firm/Agency should have at least three years' experience to at least 3 Ministries/Department for the supply of stationery items (Proof of which is required to be attached).
  - (d) The Company/Firm/Agency should have its own Bank Account;
  - (e) The Company/Firm/Agency should be registered with Income Tax and Service Tax department.

**APPLICATION - TECHNICAL BID**

1. For supply of stationery items to Department of Pharmaceuticals.  
2. Name of Tendering Company : \_\_\_\_\_

Firm /Agency

(Attach certificate of registration)

3. Name of proprietor /Director: \_\_\_\_\_  
of Company /Firm /agency \_\_\_\_\_

4. Full Address of Reg. Office: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1. Full address of Operating /Branch Office : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. PAN/GIR No. : \_\_\_\_\_  
(Attach self -attested copy)

3. Service Tax Registration No. : \_\_\_\_\_  
(Attach self –attested copy)

4. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years form at least 3 Ministries/Department in the following format:

<b><u>Sl.No.</u></b>	<b><u>Details of client along with address, telephone and FAX Numbers</u></b>	<b><u>Duration of Contract</u></b>	
		<b><u>From</u></b>	<b><u>To</u></b>
1.			
2.			
3.			

(If the space provided is insufficient, a separate sheet may be attached )

5. Addition information ,if any  
(Attach separate sheet, if required)

6. Details of Earnest Money Deposit : RS.10,000/- (Rupees Ten Thousand only)

D.D./P.O. No. & Date: \_\_\_\_\_

Drawn of Bank \_\_\_\_\_

Signature of authorized person

Date :

Name :

Place :

Seal:

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/ Wife of Shri \_\_\_\_\_  
Proprietor /Director/authorized signatory of the agency /Firm, mentioned above, is competent to sign this declaration and execute this document;
2. I have carefully read and understood all the terms and conditions of the tender for providing Stationary items to Department of Pharmaceuticals, New Delhi and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date :

Name :

Place :

Seal:

**FINANCIAL BID**

1. For supply of stationary items to Department of Pharmaceuticals
2. Name of tendering company/Firm agency
3. Rate for each stationary items are as follows:-

<b>S.No.</b>	<b>Name of the item (S)</b>	<b>Estimated Quantity Required</b>	<b>Rate Per Unit (Rs.)</b>
1.	Note Sheet Pad ( FS) Green 100 sheets-per pad Neelgagan	each	
2.	File cover printed for Department of Pharmaceuticals	Per hundred	
3.	File Board	Per hundred	
4.	Envelop SE-5 Brown	Per hundred	
5.	Envelop SE-6 white	Per hundred	
6.	Envelop SE-6 size Brown	Per hundred	
7.	Envelop SE-8 brown	Per hundred	
8.	Calculator 12 digit (Dual Power)-CASIO	Per piece	
9.	Envelop SE-7A 100 GSM brown with cloth/plastic-per hundred	Per hundred	
10.	Envelop SE 8A 100 GSM Yellow with cloth/plastic-per hundred	Per hundred	
11.	Envelop SE A-4 size	Per hundred	
12.	All pin packet Omax/Gem-per packet	Per packet	
13.	Gem clip plastic coated	Per packet	
14.	White Fluid with diluter-per bottle 'Kores'	20 bottle of '5 ml.	
15.	Gum bottle-150 ML-per bottle 'National/Camel make'	Per bottle	
16.	Cotton tag ordinary size fine quality-per Guchhi (Guchhi of 50 tags) best quality	Per Guchhi	
19.	Ruled Spiral slip pad 50 sheets - Neelgagan	each	
20.	Ruled Short Hand Note Book 200 pages-per book (Neelgagan)	each	
21.	Pencil HB Lead (Natraj/Apsara)-per pencil	Per packet.	
22.	Eraser (Natraj)	Per packet	
23.	Sharpener (Natraj/Apsara)-per sharpener	Per packet	
24.	Stapler Pin No.10 D (MAX-Japan)-per packet	per Pkt.	
25.	Stapler Pin No. 24/6 (MAX-Japan)-per packet	per Pkt.	
26.	Stapler Pin No. 23/13 (MAX-Japan)-per packet	per Pkt.	
27.	Stapler Pin No. 23/17 (MAX-Japan)-per packet	Per Pkt.	
28.	Sutly ordinary-per kg.	Per Kg.	
29.	Sutly plastic-per kg.	per Kg.	

30.	Brown Sheets (To be used for packing)	Per paper	
31.	Plastic Folder (L-type) of Neelgagan	Per folder	
32.	Plastic Folder Solo	Per folder	
33.	Reynolds Pen(045)	Per Pkt.	
34.	Pen Cello Sprit Gel.05	Per Pkt.	
35.	Ball Pen (0.5 Cello Gripper)	Per Pkt.	
36.	Pilot 05	Per Pkt.	
37.	Pilot 07	Per Pkt.	
38.	Uniball	Per Pkt.	
39.	Pilot V-5 pen	Per Pkt.	
40.	Add-gel PG-500	Per Pkt.	
41.	Sketch Pen-(Luxor-Junior Super brand)	Per Pkt.	
42.	Highlighter- (Luxor)	Per Pkt.	
43.	Self Adhesive Tape 12mm x 25mm Super Diamond Tape	Each	
44.	Self Adhesive Tape 2" x 30-35 metre Super Diamond Tape	Each	
45.	Brown Packing tape 2" x 30-35 meter Super Diamond Tape	Each	
46.	Stapler Machine No. 10 D (MAX-Japan)	Each	
47.	Stapler Machine HD-10 D size (MAX-Japan)	Each	
48.	Stapler Machine 24/6 size (MAX-Japan)-	Each	
49.	Punch machine single hole (MAX-Japan)-	Each	
50.	Punch machine double hole (MAX-Japan)	Each	
51.	Punch machine double hole (MAX-Japan)-	Each	
52.	Pocker (Sua) (MAX-Japan)-	Each	
53.	Paper Cutter (Max/Kebica)-	Each	
54.	Scissors 7-9" size (Kebica)-	Each	
55.	Pen/pencil mug (Kebica)-per mug	Each	
56.	Paper weight Plastic (square)-Kebica-per piece	Each	
57.	Paper weight Glass (round-fancy) - Kebica-per piece	Each	
58.	Waste paper basket 12-15" height (Kebica/Bright/Cello)	Each	
59.	Scale (metal) 12" size heavy weight (Kebica/Natraj)-per scale	Each	
60.	Scale (plastic) 12" size heavy weight (Kebica/Natraj)-per scale	Each	
61.	Dak Pad 'Neelgagan' - per pad	Each	
62.	Signature Pad 'Neelgagan' - per pad	Each	
63.	Fine quality Ruled Register-1 quire(96 pages) (Per register) 'Neelgagan'	Each	



64.	Fine quality Ruled Register-2 quire(192 pages) (Per register) 'Neelgagan'	Each	
65.	Fine quality Ruled Register-3 quire(288 pages) (Per register) 'Neelgagan'	Each	
66.	Fine quality Ruled Register-4 quire(384 pages) (Per register) 'Neelgagan'	Each	
67.	Stamp pad medium size Supreme make	Each	
68.	Stamp pad ink bottle Supreme make	Each	
69.	Cell AA size (Pencil)(Eveready/Nippo)	Each	
70.	Duracell AA size	Each	
71.	Cell AAA size (Eveready/Nippo)	Each	
72.	Duracell AAA size	Each	
73.	Plastic File Tray	Each	
74.	Engagement stand A-4 size-ordinary Acrylic (Kebica)	Each	
75.	Pen Stand 4 socket with pen (Kebica)	Each	
76.	Pen Stand 4 socket with pen and paper roll (Kebica)	Each	
77.	Post-it-pad 3"x3" 3 M company	Each	
78.	Post-it-pad 3"x4" 3 M company	Each	
79.	Post it flag 3M company	Each	
80.	Rubber band - 500 gm packet	Each	
81.	Glue stick (strong Adhesive) 15g-only Kores-per stick	Each	
82.	Green/Blue Court paper FS size-per packet (500 sheets)	Each	
83.	Glossy paper packet of 50 sheets(de mart)	Each	
84.	Binder Clip 25 mm size	Each	
85.	Binder Clip 30 mm size	Each	
86.	Glue Stick 10 Grms	Each	
87.	Fevi Quick 25 Grms	Each	
88.	CD writer pen	Each	
89.	Stapler Machine Heavy duty - MAX-Japan	Each	
90.	Sealing Wax - Per Pkt (OMEX/Bell)	Each	
91.	Tissue Paper	Each	
92.	Cleanjo (5 Ltr.)	Each	
93.	Photocopier paper A-4	Per Ream	
94.	Photocopier paper F-S	Per Ream	
95.	Hit Black/Red	Each	
96.	Dettol Hand Wash	Each	

97	Glass Tumbler	Each	
98	Full Plate		
99	Plastic Bucket		
100	Match Box		
101	Candle		
102	Desk Calendar Stand		
103	Broom Phool		
104	Broom Stick		
105	Garbage Beg		
106	Harpic		
107	Room Freshener		
108	Shorthand Pencil		
109	Attendance Register		
110	Peon Book		
111	Log Book		
113	PBR GR-17		
114	Cash Book 31		
115	Bill Register GR )9		
116	Borosil Glass (Make)		
117	Glass tumbler (Make)		
118	Full Plate (Make)		
119	Half Plate (Make)		
120	Quarter Plate (Make)		
121	Cup & Plate (Make)		
122	Tea Spoon (Make)		
123	Table Spoon (Make)		
124	Bowl ( Make)		
125	Serving Tray (Make)		
126	Serving Tray (Big) (Make)		
127	Thermos flask 1 Ltr (Eagle)		
128.	Library Box		