

No.15014(1)/2011 -GA  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Heavy Industry  
G.A. Section  
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Udyog Bhavan, New Delhi

Dated 27.04.2011

To

Subject: Annual Contract for supply of Stationery & Consumable items in Department of Heavy Industry.

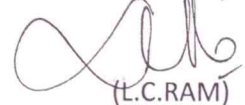
Sir,

I am directed to say that the Department of Heavy Industry invites sealed quotations for awarding of contract for supply of stationary, consumable and misc. items as given in the enclosed sheet. The tender offer in sealed covers should be submitted to the undersigned on or before 3.30 PM on 06.05.2011 in Room No.15 Udyog Bhavan. The tender will be opened at 4.00 PM on the same day. The earnest money deposit of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of DD/ FDR in favour of DDO, Department of Heavy Industry, New Delhi may be enclosed with the quotations. The terms and conditions are as under:-

1. The contract will be for one year but can be terminated at any time without assigning any reason.
2. The rates once quoted will be applicable for one year and an undertaking in this regard be furnished alongwith the bid.
3. Taxes, if any may be quoted separately, failing which no amount toward any tax will be paid.
4. The firm should have the experience of working in at least three other Government Department.
5. Annual turnover of the firm during the past three years should atleast be Rs. 1 Crore.
6. The financial status of the firm should also be indicated separately.
7. The contract will be required to contact the General Administration Section of this Department every day to take orders for supply of stationary and consumable items.
8. All orders should be carried out on the basis of only written requests from this Department from time to time and should be supplied on the same day.
9. The successful contractor will have to deposit Rs. 1,00,000/- (Rs. One Lakh only) in advance as security deposit in the form of DD/FDR/Bank Guarantee in favour of DDO, Department of Heavy Industry to be retained during the currency of the Contract.
10. In case the firm is not able to supply the items to this Department during the span of the contract, the security deposit will be forfeited in the full as penalty.
11. All the items to be supplied should be of original make, failing which, the contract will be forfeited and legal action will taken accordingly against the firm.
12. The Department is not bound to accept the lowest rate and reserves the right to reject any / all offers without assigning any reasons.
13. The earnest money deposited will be returned after the contract has been finalized and contractor selected.

Encl: As above

Yours faithfully



(L.C.RAM)

Under Secretary to the Government of India

Copy to: NIC for placing the above tender notice on Website of DHI and on Government Tender Portal

लाल चन्द राम/L. C. RAM  
असल सचिव  
भारी उद्योग एवं लोक उद्योग मंत्रालय  
Ministry of Heavy Industries & Public Enterprises  
भारी उद्योग विभाग/Deptt. of Heavy Industries  
उद्योग भवन, नई दिल्ली  
Udyog Bhawan, New Delhi

LIST OF ITEMS OF STATIONERY /CONSUMABLE TO BE SUPPLEID IN THE  
DEPARTMENT OF HEAVY INDUSTRY

Sl No.	Name of item	Unit	Amount in Rs.
1	Alpin	PER PACKET	
2	Gem Clips – Plastic	PER PACKET	
3	Pencil Lead Natraj	PER PACKET	
4	Pencil S/H/ - Natraj	PER PACKET	
5	Mark Pen (Luxor)	PER PIECE	
6	Parker Pen – roller Ball	PER PIECE	
7	Add gel Pen Achiever	PER PIECE	
8	Add gel refill –achiver	PER PIECE	
9	Unibal Pen 157	PER PIECE	
10	Reynolds Pen 0.45	PER PIECE	
11	Reynold refill o.45	PER PIECE	
12	Sketch Pen (Luxor)	PER PIECE	
13	Paper weight (Per piece	PER PILECE	
14 A	Cello Tape- 1”	PER PIECE	
B	Cello Tape- 2”	PER PIECE	
C	Cello Tape- ½ “	PER PIECE	
D	Khaki Tape	PER PIECE	
15	Candle medium size	PER PACKET	
16	White fluid (Kores)	PER PIECE	
17	Duster white (36X36cm)	PER DOZEN	
18	Duster Yellow fine quality(36X36 cm)	PER DOZEN	
19	Fax Roll (30meter)	PER DOZEN	
20	Stapler Machine big HD 5 24/6 Size Kangaroo	PER PIECE	
21	Stapler machine small size 24/6 Kangaroo	PER PIECE	
22	Stapler pin small size 10/6 Kangaroo	PER PIECE	
23	Joona Plastic	PER PIECE	
24	Thermas 1 Ltr. (Eagle)	PER PIECE	
25	Harpic	PER BOTTLE	
26	Slip Book ordinary Neelgagan 100 pages	PER PIECE	
27	Slip Book spiral binding Neelgagan 100 pages	PER PIECE	
28	Match Box Ship	PER PIECE	
29	Tag Silicon quality	PER PACKE	
30	Photo copy paper A-4 size JK copier 75 GSM	PER REAM	
31	Photo copy paper Legal size JK copier 75 GSM	PER REAM	
32	Gum bottle (100 ml) Kores	PER BOTTLE	
33	Ruled Register 4 Qr. Neelgagan	PER PIECE	
34	Ruled Register 2Qr. Neel gagan	PER PIECE	
35	S.H.Note Book- Neelgagan	PER PIECE	
36	Eraser Natraj	PER PIECE	
37	Sharpener Natraj	PER PIECE	

38	Poker	PER PIECE	
39	Needle big size	PER PIECE	
40	Glue stick (Kores)	PER PIECE	
41	Scale (One ft)	PER PIECE	
42	Highlighter (Edding 345)	PER PIECE	
43	Stamp pad	PER PIECE	
44	File board	PER PIECE	
45	File band	PER PIECE	
46	Thread ball	PER PIECE	
47	Punch Kangaroo	PER PIECE	
48	Sealing Wax National	PER PACKET	
49	Packing paper Plastic coated	PER DOZEN	
50	Sutali	PER KG	
51	Dak – Pad Neelgagan	PER OIECE	
52	Signature pad Neelgagan	PER PIECE	
53	Note Sheet Green- Ballarpur	PER PAD	
54	Stapler Jumbo HD 1277- Kangaroo	PER PIECE	
55	Stapler Pin for Jumbo Stapler all sizes	PER PACKET	
56	Room freshner big size- Park Avenue	PER BOTTLE	
57	Liquid soap Bottle – Dettol	PER PIECE	
58	Toilet Soap 100mg.- Lux	PER PIECE	
59	Duplicating ink – 1000 ml (Duplo)	PER PIECE	
60	Duplicating ink- 1000 ml (Riso)	PER PIECE	
61	Master roll (Duplo)	PER PIECE	
62	Master Roll (Riso)	PER PIECE	
63	Ring folder ½" Solo make	PER PIECE	
64	Ring folder 1" Solo make	PER PIECE	



65	Ring folder 2" Solo make	PER PIECE	
66	Paste – it Pad (Self adhesive notes) 100 sheets - size 3"X 4" – Kores	PER PIECE	
67	Homocol Cube	PER PIECE	
68	Self Adhesive flag 4"X1" 200 Sheet Kores	PER PACKET	
69	Naphthalene Ball – Trishul	ONE PACKET	
70	Tissue paper – Wintex	PER PIECE	
71	Dry cell Pencil Eveready	PER PIECE	
72	Dry cell Medium Eveready	PER PIECE	
73	Dry cell big Eveready	PER PIECE	
74	Duro cell Eveready	PER PIECE	
75	Dustbin Plsastic	PER PIECE	
76	Plastic Jug- 1 ltr	PER PIECE	
77	Mayur Jug – 5 ltr	PER PIECE	
78	Plain glass Year	PER DOZEN	
79	Fancy cut Glass	PER DOZEN	
80	Floppy- Sony	PER BOX	
81	CD(Rewritable) Sony	Per piece	
82	DVD (RW) – Sony	Per Box	
83	Tube Light 4 ft 40 wt. Philips	Per piece	
84	Tube Light 24 wt. Philips	Per Piece	
85	Ruber Band Big	Per Packet	
86	Ruber Band Small	Per Packet	
87	Vim (1 Kg)	Per Packet	
88	Colin Spray	Per Bottle	
89	Odonil	Per Piece	
90	All Out Refil	Per Piece	
91	All Out Machine	Per Piece	



92	Hit Spray	Per Bottle	
93	Phool Jhadoo	Per Piece	
94	Hammer	Per Piece	
95	Scissors – Fiskar	Per Piece	
96	Cleanzo 5 Ltr.	Per Tin	
97	Finit Pump	Per Piece	
98	Finit Spray (1 Ltr.)	Per Tin	
99	Pocha Big- 36X36"	Per Piece	
100	Surf ( 1 Kg.)	Per Packet	
101	Cup Plate UPS Bon China 900	Per Set	
102	Full Plate UPS Bon China 251	Per Plate	
103	Quarter Plate ups Bon China 251	Per Plate	
104	Cut Glass Polish Round	Per Piece	
105	Fancy Glass Borosil Plain Large	Per Piece	
106	Fork Venus 102	Per Set	
107	Spoon Small Venus Tea 116	Per Piece	
108	Tea Set UPS Bonchina 900	Per Piece	
109	Spoon Big Vinus service 112	Per Piece	
110	Mayur Jug 22Liter super	Per Piece	
111	Knife Crystal Big	Per Piece	
112	Folder Ring MK 415 solo 1"	Per Piece	
113	Folder Ring MK 2"	Per piece	
114	Khaki Tape 2"	Per Piece	
115	Leather Folder 1.5" with clip inside pocket as par sample	Per Piece	
116	Leather Folder 2" with Clip inside pocket as per sample	Per Piece	
117	Leather Folder 4" with clip inside pocket as per sample	Per Piece	

118	Visiting card album NG 950	Per piece	
119	Wall Fan crompton wm 4550 mm	Per piece	
120	Pedestal fan Crompton PF 450mm	Per piece	
121	Room Heater Single Road Crown 1451 Crown 1000w	Per Piece	
122	Room Heater Double Road Crown 1452 Crown 2000w	Per piece	
123	Heat convector (Bloer ) Usha 812 T	Per Piece	
124	Rain Coat (Barsati) Durby jackets with hood & legging	Per piece	
125	Umbrella Big tank Brand	Per Piece	
126	Bowl soup Bon China 116	Per piece	
127	Coffee Mug Bon china UPC 251	Per piece	
128	Bucket Plastic 30 Ltr.	Per piece	
129	Tray small steel 1.5X2	PER pilece	
130	Tray Big acrylic 20X24"	Per piece	
131	File Box Leather with wheel and lock 18X12X12"	Per piece	
132	File Tray Plastic solid	Per piece	
133	Binder clip Small 32mm	Per packet	
134	Binder clip big 412mm	Per packet	
135	Towel Big Royale 75X150 Dyed B/D	Per piece	
136	Towel Medium Tulip 75X150 Dyed B/D	Per Piece	
137	Towel Small Royale 40X60 Dyed B/D	Per piece	
138	Stapler Heavy Duty Power Stone	Pere Piece	
139	Stapler Pin Heavy Duty 23/17 Kores	Per Packet	
140	Paper Cutter Big N.T	Per Piece	
141	VIP Brief Case New LG 47X39X11	Per piece	
142	VIP Suit Case Titanium 70X55026	Per piece	

