

No. F.10-1/2010- GA  
Government of India  
Ministry of Culture  
(GA Section)

Shastri Bhavan, New Delhi-110 011  
Dated: 12<sup>th</sup> July, 2010

OFFICE MEMORANDUM

Sub: Quotation for supply of various kinds of stationery items for official use in the Ministry of Culture during the financial year 2010-2011 - Regarding

The undersigned is directed to say that sealed quotations are invited for supply of various kinds of stationery and consumable items listed in Annexure –I and II respectively for official use in this Ministry during the financial year 2010-2011.

2. The rates should be inclusive of delivery charges to this Ministry in Shastri Bhavan, New Delhi. The rates should be quoted according to the specifications of the items mentioned in the Annexure – I & II. The rates of VAT, if chargeable, should clearly be mentioned.

3. The bid should include the name, address, telephone number of the firms, details of past experience and the offices where they have been performing such duties. The firms should be of repute and have at least 2 (two) years experience of doing such work in Government organizations. Certificate in this regard may be enclosed. The firms should be registered with the Govt. for payment of taxes.

4. The items will have to be delivered within three days from the date of placement of the orders. The Ministry reserves the right to reject quotations without assigning any reason. The decision of the Ministry will be final.

5. The sealed quotation duly signed should reach this office **not later than 3.00 PM on 30<sup>th</sup> July 2010**. The cover containing the tender should be prominently marked with the words, "Quotations for supply of Stationery/consumable items". The quotations should be dropped in the Quotation Box kept in Room No. 210 ,D-Wing, Shastri Bhavan, New Delhi.

6. The quotations will be opened at 4.00 P.M. on the same day in the said room. The authorized representative of the firms may be present at the time of opening of quotations, if so desired.

7. The successful tenderer/firm will have to deposit Rs. 25,000/- as security deposit in the form of Demand Draft for a period of the contract. The Demand Draft should be in favour of Drawing & Disbursing Officer, Ministry of Culture, Govt. of India, New Delhi.

(Chandra Prakash)  
Under Secretary to the Govt. of India

Copy to : (1)NIC for hosting on the website of the Ministry(2) Purchase Committee Members with a request to be present to open the tender on 30.7.10 at 4.00 PM in Room No. 210-D.

No. F.10-1/10-GA  
MINISTRY OF CULTURE  
GOVERNMENT OF INDIA  
SHASTRI BHAVAN, NEW DELHI -110 001

TENDER NOTICE

Sealed quotations are invited from reputed firms for supply of stationery and consumable items for official use of the Ministry during the financial year 2010-2011. The list of stationery/consumable items and the terms & conditions for submission of quotations can be downloaded from the website of this Ministry i.e. “ [www.indiaculture.gov.in](http://www.indiaculture.gov.in)”. The last date for receipt of sealed tenders in the Ministry is 30<sup>th</sup> July, 2010 at 3.00 PM. The tender will be opened on the same day at 4.00 PM in Room No. 210- D, Shastri Bhavan, New Delhi.

Sd/-  
(Chabndra Prakash)  
Under Secretary to the Govt. of India  
Tel: 2338 1282

**List of Stationery items**

<b><u>S. No.</u></b>	<b><u>Name of Item</u></b>	<b><u>Rate quoted in Rs.</u></b>
1.	Addgel PG 500 Pen	
2.	All Pin Pkt	
3.	Assistant Diary	
4.	Attendance Register	
5.	Battery (Big) for torch	
6.	Brown Packing Tape Size 3'	
7.	Camlin HB Pencil Pkt	
8.	Cello Tape Size 1'	
9.	Coaster (Glass tumbler ducker) 6 piece pkt	
10.	Correction Pen	
11.	Diary Register	
12.	Dispatch Register	
13.	Double Punch – Big Size.	
14.	Dust Bin without jhali	
15.	Dust Bin Plain	
16.	Duster, white 40" x 40"	
17.	Electric Kettle – Philips	
18.	Engagement Stand (A-4 Size)	
19.	Envelope Size – 7 (A-4) with cloth lining	
20.	Envelope size 5 (White)	
21.	Envelope Size 6 (white)	
22.	Envelope Size –SE-8 A with cloth lining	
23.	Fevibond Gum Tube/bottle	
24.	File Board – Welcrow	
25.	File Board -450 GSM, per folder	
26.	File Cover – 350 GSM, Printed, per file	
27.	File Movement Register	
28.	File Register	
29.	Glue stick	
30.	Gum Bottle Big size 700Ml.	
31.	Hand Towel	
32.	Harrison Lock 70 mm	
33.	Harrison Lock size 60 mm	
34.	Harrison Pad Lock	
35.	Heavy Duty Stapler Machine	
36.	Highlighter per pkt of 5 piece	
37.	Kores White Fluid Pkt	
38.	Marker Pen for white Board	
39.	Mayur Jug, 5 Ltr	
40.	Note Sheets, FS Green, 100 GSM	

	(Pads)	
41.	Nylon Rubber Band (500 Grm Pkt) medium size/ large size	
42.	Packing Paper (Brown) per ream	
43.	Paper Full Scalp	
44.	Paper A-3	
45.	Paper A-4 JK Copier (Reams)	
46.	Paper Cutter / Knife	
47.	Paper Weight Acrylic	
48.	Pen Stand (Good quality ) 4 toti	
49.	Pencil Cell	
50.	Pencil Eraser	
51.	Pencil sharpener	
52.	Peon Book	
53.	Permanent Marker Pen	
54.	Pilot V-5/ V-7 Pen	
55.	Plastic Bucket 20 Ltr.	
56.	Plastic coated U – clip	
57.	Plastic Folder – Ordinary	
58.	Plastic Water Jug 2 Ltr.	
59.	Plastic winding rope/ sutli per Kg bundle	
60.	Post it Pad small size 3’ x 30	
61.	Post-it Pad Medium Size 4’ x 30’	
62.	Post-it Pads Big size 5’ x 30’	
63.	Punch Single Hole	
64.	Raynol -045 ball pen	
65.	Ruled Register 2 Qr.	
66.	Ruled Register 4 Qr.	
67.	Ruled Register 6 Qr.	
68.	Scale (Steel)	
69.	Scissor – medium size	
70.	Service Tray – Good quality	
71.	Serving Spoon – Stainless Steel	
72.	Shorthand Books	
73.	Sign Pen	
74.	Sketch Pen Pket (12 piece)	
75.	Slip Pad – 100 pages	
76.	Solo Binder Folders good quality for meeting	
77.	Solo File & Magazine Rack FS -201	
78.	Solo folder CH-107	
79.	Solo Lever Arch File LA 502	
80.	Solo Plastic Folder CH-101	
81.	Solo Punch less File – A4- PL 301.	
82.	Solo Ring Binder No. RB -402	
83.	Spiral Slip Pad (A-5 size) per pad	
84.	Stamp Pad	
85.	Stamp pad Ink	
86.	Stapler . No. 10, Kangaroo/Max	

87.	Stapler No. 24 Kangaroo/Max	
88.	Stapler pin for heavy duty machine.	
89.	Stapler pin size No. 10	
90.	Stapler pin size No. 24/6	
91.	Stick on Flag	
92.	Stock Register	
93.	Tea Spoon – Stainless Steel	
94.	Thermos Flask Eagle (Steel Body) 1.5 Ltr.	
95.	Torch (3 cell wala)	
96.	Towel Big for seat cover per piece (40' x 72' size)	
97.	Towel Medium size per piece (30' x 60')	
98.	Transparent Plastic Folder (stick folder)	
99.	Unball Gel Impact –UM 153S	
100.	Uni Jetstream Pen SX-210	
101.	Unibal Eye Micro Pen	
102.	Wall Clock – Ajanta	
103.	White Envelope size 6 .	
104.	White Tag- Good quality (for note sheet)	
105.	Wiper with long hand	
106.	Yellow Duster (size ) 36" x 36"	

**List of consumable items**

<b><u>S. No.</u></b>	<b><u>Name of Item</u></b>	<b><u>Rate quoted in Rs.</u></b>
1.	Acid Bottle	
2.	Air wick – Room Freshener	
3.	Broom – Seek	
4.	CD case for double CD	
5.	CD case for single CD	
5.	Clenzo 5 Ltr	
6.	Colin Bottle	
7.	Crockery Plate full size	
8.	Crockery plate half / quarter size	
9.	Cup & Saucer (6 piece each set)	
10.	Detol Liquid Hand wash	
11.	Domex Floor cleaner bottle	
12.	Facial Tissue pkt	
13.	Finit 5 Ltr Tin	
14.	Finit Spray Pump	
15.	Glass tumbler Borosil 6 piece Pkt	
16.	Glass tumbler Ordinary	
17.	Goodnight Active Mosquito repellent -refill	
18.	Goodnight Active Mosquito replant (Refill with Machine)	
19.	Harpic Bottle	
20.	Hit spray bottle (Black)	
21.	Hit Spray bottle (Red one)	
22.	Homocol – 5 Ltr.	
23.	Lux Soap 100 Grms.	
24.	Milk pot (crockery) – Borne Chine	
25.	Moser Bear DVD – Re-writable per piece	
26.	Moser Bear DVD Writable per piece	
27.	Mouser Bear Re-Rewritable CD per piece	
28.	Mouser Bear Writable CD per piece	
29.	Naphthalene Ball 500 Grm Pkt	
30.	Napkin Pkt ( ordinary)	
31.	Phool Broom	
32.	Phynile 5 Ltr	
33.	Pocha Big Size 40' x 40 ‘	
34.	Set of floor cleaning Brush with basket to lift waste.	
35.	Sugar Pot (crockery)- Borne China	
36.	Toilet cleaning Brush	
37.	Vim Liquid	
38.	Vim Power per Kg. Pkt	