

By speed post

No.15015-1/10-Admn.-II
Government of India
Ministry of Agriculture
Department of Animal Husbandry, Dairying & Fisheries

Krishi Bhavan, New Delhi
Dated, the 13th May, 2010

To

As per list.

Subject: Supply of stationery items in the Department of Animal Husbandry, Dairying & Fisheries – invitation of quotations.

Sir,

The Department of Department of Animal Husbandry, Dairying & Fisheries invites sealed quotations under Two Bids system for supply of various stationery items. The approximate expenditure annually on these items is around Rs.08 lakhs to Rs.10 lakhs, which may, however, vary in a particular year. The quotations are being invited for concluding the contract for a year or for any shorter period as may be decided by the Department. The details of the items are at Annexure I. The terms and conditions governing the contract are at Annexure II.

2. The bids are required to be submitted in two parts viz. Technical Bid /Financial Bid (Annexure III&IV). The quotations of only those vendors/firms will be considered whose samples including the samples where-ever demanded, are as per requirement of the Department and approved by competent authority in the Department. The quotations are required to be submitted for all the items. In respect of some of the items it is mandatory to submit samples.

3. The offers shall be kept open for acceptance for a minimum period of 45 days from the date of tender opening. The bids only with requisite amount of EMD and other details as per proforma shall be accepted. The Department reserves the right to accept or reject the offer of tenderers including that of the lowest bidder or scrap the tender without assigning any reasons and no claim in this regard shall be entertained.

4. The contract shall normally be awarded for a period of one year and that too to the vendors who have requisite infrastructure, experience in the field and their sound financial position and meeting other terms/conditions of the tender.

5. The firms will be evaluated based on meeting the tender criteria viz. submission of EMD/experience/accepting the terms and conditions etc. and other things equal, the contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily. As this is a multiple item tender, the bidder quoting lowest for more than 50% of the items will be considered as L1. If there are multiple parties quoting lower for more than 50% items, the firm quoting lowest for maximum number of

items beyond 50% shall be considered as L1. The bidders are not allowed to alter or modify their bids after expiry of the deadline for receipt of bids. ***It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded.***

6. The relevant envelopes should be super scribed as such viz. "TECHNICAL BID FOR PROVIDING VARIOUS STATIONERY ITEMS" and "FINANCIAL BID FOR PROVIDING VARIOUS STATIONERY ITEMS". The quotations shall be submitted in prescribed proformae along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) in the form of demand draft in favor of PAO (Sectt.), Pay & Accounts Office, Department of Department of Animal Husbandry, Dairying & Fisheries, New Delhi from any recognized Bank. The quotations are to be dropped in the tender box placed at the Room No. 436-A, Krishi Bhawan, New Delhi O/o Shri P.L. Meena, Under Secretary (Admn.) **The due date and time for submission of the quotations is 3 p.m. on 07/06/2010.** The quotations shall be opened on the same day at 3.30 PM in room No.436-A, Krishi Bhawan in the presence of bidders who may like to be present. If the successful tenderer declines to act on the offer made by the Department, the EMD shall stand forfeited and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned after finalization of the contract. The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring to the notice of the Department. ***It may be specifically noted that the quotations are required to be submitted with EMD and other necessary documents and in the prescribed proformas only (Annexure-III&IV).***

7. The successful tenderer will be required to furnish Performance Security of Rs.1,00,000/- (Rupees one lakh only) annual amount in the manner/form/time desired by the Department for satisfactory performance throughout the currency of the contract.

8. The tenderers are free to seek any clarifications or submit their reservations, if any, about terms and conditions stipulated in this letter

9. You may accordingly submit your quotations, if interested.

Yours faithfully,


(P.L. Meena)

Under Secretary to the Govt. of India.

Tele: 23385116

✓ Copy to: NIC-DAHD&F – for placing/uploading this on the website of the Department.

List of the stationery items.

1. Envelopes(White) size SE-4(120GSM)(Star)-Ministry name printed*
2. Envelopes(White)size SE- 5(120 GSM) - do -
3. Envelopes(White)Size SE-6(120GSM) -do -
4. Envelope(Brown)(Cloth)SE10x12(100GSM)(Star)Ministry name print*
5. Envelopes(Brown) SE-5 (100 GSM) -do-
6. Envelopes(Brown) SE-6 (100 GSM) -do-
7. Envelopes(Brown) SE-7 (100GSM) -do-
8. Envelopes(Brown) SE-7A (100GSM) -do-
9. Envelopes(Brown) SE-8 (120GSM) -do-
10. Envelopes(Brown) SE-8A (100GSM) -do-
11. File cover(with inside cloth) Ministry name printed *
12. File Board with cotton cloth flap*
13. Tag Cotton (Good Quality) Containing 1000 Tags*
14. Thread Ball (Big size) (50 gm.)*
15. Paper Kraft(Star)*
16. Register(Ruled)(1qr.)(Neelgagan) Full size- 96 pages*
17. Register(Ruled)(2qr.)(Neelgagan) -do- -192 pages*
18. Register(Ruled)(4qr.)(Neelgagan) -do- -384pages*
19. Register(Ruled)(6qr.)(Neelgagan) -do- -576pages*
20. Alphabetic Register (6qr.)(Neelgagan)-do- -do-
21. Candle (400 gm.)(Prakash)*
22. Cello Tape (Wonder)12mm x 24 meter*
23. Cello Tape (Wonder) Big-1"x 65meter*
24. Correcting Fluid(White)(Kores) with diluter
25. Dak Pad
26. Eraser(Pencil)(Nataraj)
27. Gem Clip(Ordinary)(GLOBE)
28. Gem Clip(Plastic coated) (NEELAMBER'S)
29. Printed D.O.Letter Head A-4 size on Bond paper(100GSM)
30. Printed D.O. letter Head 9x7.5 inch. On Bond paper(100GSM)
31. Gum Bottle (150 ml.)(National)
32. Stamp pad Ink (Kores)
33. Slip Book (80 pages) (Neelgagan)
34. Note Sheet (Full Scape) (Neelgagan)(100 pages)
35. Pin Steel (Gem)
36. Punch Docket(Kangaroo)
37. Pin cushion (With magnate)
38. Paper Weight(Glass) (Good Quality)
39. Sharpner (Pencil) (Nataraj)
40. Lead Pencil (Nataraj)
41. Pencil Red & Blue (Nataraj)
42. Shorthand Pencil (Apsara)
43. Ball Pen (Perform)

44. Challan Form
45. Jotter Ball Pen (Perform)
46. Paper Ruled (Statement)(Good Quality)
47. Reynold Ball Pen (0.45)
48. Jotter Golden holder (VIP)
49. Paper Typing (58GSM)
50. T.A.Bill Form
51. Carbon (Qr. Size)(Kores) (Blue)(100 sheet)
52. Refill (Ordinary)(Spic)
53. Refill (Reynold-0.45)
54. Refill(Big size)(Spic)
55. Refill (Jotter)(Perform)
56. Shorthand Note Book (Neelgagan)
57. Stamp pad (Supreme deluxe of 12x8 cm)
58. Stapler No.10 (Kangaroo)
59. Stapler No.24x6 (Kangaroo)
60. Staple pin No. 10 (Kangaroo)
61. Staple pin No.24x6 (Kangaroo)
62. Sealing wax (Good quality)
63. Signature pad(Neelgagan)
64. Packing Tape (Brown) 2"x35 Meter (Wonder 555)
65. Log Book 200 pages with pages with Numbering
66. Plastic Folder(Ordinary) do-it No.102
67. Pipe Folder(Stick folder) Magha Deluxe SF-507
68. Transparent sheet(Garvare)
69. Pilot Hi-Tech Pen(0.5) (Luxar)
70. Pilot Hi-Tech Pen (V-5) (Luxar)
71. Hi-Lighter Pen(Luxar)
72. Pilot Pen Ink(Luxar)
73. Fax Roll (30 mtr.)(Mitsubishi)
74. Photostat paper ream A/4 size JK Brand 75 GMS
75. Photostat paper ream FS size J.K. Brand 75 GMS
76. Self Sticking pad 2x3 (3 M)
77. Self Sticking pad 3x3 (3M)
78. Self Sticking pad 3x5 (3M)
79. White Fluid Pen (Kores)
80. Fevi-Stick (8 gm) (Oddy)
81. Fevi-Stick (15 gm) (Oddy)
82. Lead Pencil with rubber top (Nataraj)
83. Color flag(Post-it pad) in three colours(de-smat)
84. Permanent Marker Pen 970(Luxar)
85. Lok Sabha/Rajya Sabha file cover
86. Immediate/Most Immediate/Priority /Urgent slips
87. Staple Pin (Heavy Duty) No.23/17 (Kangaroo)
88. Lok Sabha/Rajya Sabha slips
89. Add Gel Pen PG 500
90. Uniball eye Pen UB 150
91. Add Gel Refill PG 500
92. Diary Register 6 Qrs.
93. File Register 6 Qrs.
94. Movement Register 6 Qrs.

95. Despatch Register 6 Qrs.
96. Assistant Diary 200 Pages
97. Attendance Register
98. Peon Book
99. Needles Big size
100. Pocker(Sua)Steel
101. Waste Paper Basket-3003
102. Desk Colander Stand-Kebica 2024
103. Hammer
104. Rubber Band
105. Pen Stand 2 Pen Kebica-200
106. Pen Stand 4 Pen Kebica-700
107. Scissor-Gem 21.5 Cms.
108. Sutli Jute
109. File Tray plastic
110. Desk Knife-Kebica
111. Foot Rule-30 Cms.
112. File tray plastic
113. Match Box-Sheep cont. 10 M.Box
114. Double Hole Punch-Kangaroo

Important *The samples of the items are to be submitted along with the quotation.

TERMS AND CONDITIONS

ANNEXURE-II

(Letter No. 15015-1/10-Admn.-II dated 13th May, 2010)

- The contract shall be for providing of various stationery items for the agreed period as indicated at Annexure 'B'. The supplies shall be accepted only if these are to agreed specification and acceptable quality.
- The resultant contract will be interpreted under Indian Laws and the settlement of disputes, if any, emanating from the result contract shall be by the Director (Admn.), Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture.
- In case of any lapse on the part of the contractor either in the case of quality of stationery or delay in delivery of items, the Deptt. may purchase the stationery items through alternative sources and at the risk/cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard. The payment shall be released on quarterly basis that too after supplies are effected to the complete satisfaction of the Department. The penalty for each default/ delay in supplies shall be 1% of the total billed amount for a particular quarter.
- The performance security shall be forfeited if there is any breach by the contractor in performance/meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Department with no Government liabilities due from the contractor.


(P.L. Meena)

Under Secretary to the Government of India
Tele No. 23385116

PROFORMA FOR TECHNICAL BID

To

The Under Secretary(Admn.)
Department of Animal Husbandry, Dairying & Fisheries,
Ministry of Agriculture,
Krishi Bhavan,
New Delhi-110001.

Subject: Supply of various stationery items in the Department of Animal Husbandry, Dairying & Fisheries – invitation of quotations – regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in Department of Animal Husbandry, Dairying, Fisheries letter No.15015-1/10 Admn.-II dated 13th May, 2010

The relevant details are indicated below:-

S.N	Item of work	Description & Details	
1.	The details of the items quoted		
2.	Whether a sample (wherever demanded) of each of the item has been submitted		
3.	EMD Details (Amount, Name of Bank Branch, DD date and No.)		
4.	Experience Details	Name of the organization	Year and Value of work done (in Rupees)
5.	The details of the PAN/TIN and other statutory registration.		

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I /we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address :

Address (Works), if any,

Contact Nos

ANNEXURE IV

PROFORMA FOR FINANCIAL BID

To

The Under Secretary (Admn.)
Department of Animal Husbandry, Dairying & Fisheries
Ministry of Agriculture,
Krishi Bhavan, New Delhi-110001.

Subject: Supply of various stationery items in the Department of Animal Husbandry, Dairying, Fisheries - invitation of quotations - regarding.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in Department of Department of Animal Husbandry, Dairying, Fisheries letter No. 15015-1/2010-Admn.-II dated 13th May, 2010. The rates quoted are as indicated below:-

	Name of Item	Unit	Rates Rs Fig	In words
1.	Envelopes(White) size SE-4(120GSM)(Star)-Ministry name printed	Per Th.		
2.	Envelopes(White)size SE- 5(120 GSM) - do -	Per Th.		
3.	Envelopes(White)Size SE-6(120GSM) -do -	Per Th.		
4.	Envelope(Brown)(Cloth)SE10x12(100GSM)(Star)Ministry name print	Per Th.		
5.	Envelopes(Brown) SE-5 (100 GSM) -do-	Per Th.		
6.	Envelopes(Brown) SE-6 (100 GSM) -do-	Per Th.		
7.	Envelopes(Brown) SE-7 (100GSM) -do-	Per Th.		
8.	Envelopes(Brown) SE-7A (100GSM) -do-	Per Th.		
9.	Envelopes(Brown) SE-8 (120GSM) -do-	Per Th.		
10.	Envelopes(Brown) SE-8A (100GSM) -do-	Per Th.		
11.	File cover(with inside cloth) Ministry name printed	Per Doz		
12.	File Board with cotton cloth flap	Per Doz		
13.	Tag Cotton (Good Quality) Containing 1000 Tags	Each bud		
14.	Thread Ball (Big size) (50 gm.)	Each		
15.	Paper Kraft(Star)	P. ream		
16.	Register(Ruled)(1qr.)(Neelgagan) Full size- 96 pages	Each		
17.	Register(Ruled)(2qr.)(Neelgagan) -do- -192 pages	Each		
18.	Register(Ruled)(4qr.)(Neelgagan) -do- -384pages	Each		
19.	Register(Ruled)(6qr.)(Neelgagan) -do- -576pages	Each		
20.	Alphabetic Register (6qr.)(Neelgagan)-do- -do-	Each		
21.	Candle (400 gm.)(Prakash)	Per doz		
22.	Cello Tape (Wonder)12mm x 24 meter	Each		
23.	Cello Tape (Wonder) Big-1"x 65meter	Each		
24.	Correcting Fluid(White)(Kores) with diluter	Each		
25.	Dak Pad	Each		

26.	Eraser(Pencil)(Nataraj)	Each		
27.	Gem Clip(Ordinary)(GLOBE)	Per pkt.		
28.	Gem Clip(Plastic coated) (NEELAMBER'S)	Per Pkt.		
29.	Printed D.O.Letter Head A-4 size on Bond paper(100GSM)	Per Th.		
30.	Printed D.O. letter Head 9x7.5 inch. On Bond paper(100GSM)	Per Th.		
31.	Gum Bottle (150 ml.)(National)	Each		
32.	Stamp pad Ink (Kores)	Each		
33.	Slip Book (80 pages) (Neelgagan)	Each		
34.	Note Sheet (Full Scape) (Neelgagan)(100 pages)	Each		
35.	Pin Steel (Gem)	Each Pk.		
36.	Punch Docket(Kangaroo)	Each		
37.	Pin cushion (With magnate)	Each		
38.	Paper Weight(Glass) (Good Qualtiy)	Each		
39.	Sharpner (Pencil) (Nataraj)	Each		
40.	Lead Pencil (Nataraj)	Each		
41.	Pencil Red & Blue (Nataraj)	Each		
42.	Shorthand Pencil (Apsara)	Each		
43.	Ball Pen (Perform)	Each		
44.	Challan Form	Each		
45.	Jotter Ball Pen (Perform)	Each		
46.	Paper Ruled (Statement)(Good Quality)	P ream		
47.	Reynold Ball Pen (0.45)	Each		
48.	Jotter Golden holder (VIP)	Each		
49.	Paper Typing (58GSM)	P. ream		
50.	T.A.Bill Form	Per pad		
51.	Carbon (Qr. Size)(Kores) (Blue)(100 sheet)	Per pkt.		
52.	Refill (Ordinary)(Spic)	Per pkt.		
53.	Refill (Reynold-0.45)	Per pkt.		
54.	Refill(Big size)(Spic)	Per pkt.		
55.	Refill (Jotter)(Perform)	Each		
56.	Shorthand Note Book (Neelgagan)	Each		
57.	Stamp pad (Supreme deluxe of 12x8 cm)	Each		
58.	Stapler No.10 (Kangaroo)	Each		
59.	Stapler No.24x6 (Kangaroo)	Each		
60.	Staple pin No.10 (Kangaroo)	Each		
61.	Staple pin No.24x6 (Kangaroo)	Each		
62.	Sealing wax (Good quality)	Per pkt.		
63.	Signature pad(Neelgagan)	Each		
64.	Packing Tape (Brown) 2"x35 Meter (Wonder 555)	Each		
65.	Log Book 200 pages with pages with Numbering	Each		
66.	Plastic Folder(Ordinary) do-it No.102	Each		
67.	Pipe Folder(Stick folder) Magha Deluxe SF-507	Each		
68.	Transparent sheet(Garvare)	Each		
69.	Pilot Hi-Tech Pen(0.5) (Luxar)	Each		
70.	Pilot Hi-Tech Pen (V-5) (Luxar)	Each		
71.	Hi-Lighter Pen(Luxar)	Each		
72.	Pilot Pen Ink(Luxar)	Each		
73.	Fax Roll (30 mtr.)(Mitsubishi)	Each		
74.	Photostat paper ream A/4 Size JK Brand 75 GMS	Each		

75.	Photostat paper ream legal size JK Brand	Each		
76.	Self Sticking pad 2x3 (3 M)	Each		
77.	Self Sticking pad 3x3 (3M)	Each		
78.	Self Sticking pad 3x5 (3M)	Each		
79.	White Fluid Pen (Kores)	Each		
80.	Fevi-Stick (8 gm) (Oddy)	Each		
81.	Fevi-Stick (15 gm) (Oddy)	Each		
82.	Lead Pencil with rubber top (Nataraj)	Each		
83.	Color flag(Post-it pad) in three colours(de-smat)	Each		
84.	Permanent Marker Pen 970(Luxar)	Each		
85.	Lok Sabha/Rajya Sabha file cover	Per Doz		
86.	Immediate/Most Immediate/Priority /Urgent slips	Per th.		
87.	Staple Pin (Heavy Duty) No.23/17 (Kangaroo)	Each pk		
88.	Lok Sabha/Rajya Sabha slips	Per Th.		
89.	Add Gel Pen PG 500	Each		
90.	Uniball eye Pen UB 150	Each		
91.	Add Gel Refill PG 500	Each		
92.	Diary Register 6 Qrs.	Each		
93.	File Register 6 Qrs.	Each		
94.	Movement Register 6 Qrs.	Each		
95.	Despatch Register 6 Qrs.	Each		
96.	Assistant Diary 200 Pages	Each		
97.	Attendance Register	Each		
98.	Peon Book	Each		
99.	Needles Big size	Each		
100.	Pocker(Sua)Steel	Each		
101.	Waste Paper Basket-3003	Each		
102.	Desk Colander Stand-Kebica 2024	Each		
103.	Hammer	Each		
104.	Rubber Band	Each		
105.	Pen Stand 2 Pen Kebica-200	Per Kg.		
106.	Pen Stand 4 Pen Kebica-700	Each		
107.	Scissor-Gem 21.5 Cms.	Each		
108.	Sutli Jute	Each		
109.	File Tray plastic	Per Kg.		
110.	Desk Knife-Kebica	Each		
111.	Foot Rule-30 Cms.	Each		
112.	File tray plastic	Each		
113.	Match Box-Sheep cont.10 M.Box	Each		
114.	Double Hole Punch-Kangaroo	Per Pkt.		
		Each		

Important * The samples of the items are to be submitted along with the quotation.

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I /we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(The rates should be inclusive of printing charges on the cover of envelopes(white and brown), file cover etc. viz. O.I.G.S., Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi-110114(both in English and Hindi) and the specimen of the same can be obtained from the Department.)

(Signature of Authorized Signatory)

Name of the bidder:

Complete Address :

Address(Works),if any

Contract Nos.