

File No.D-15014(2)/06-GA  
Government of India  
Ministry of Small Scale Industries  
and Agro & Rural Industries  
(G.A. Section)

Udyog Bhavan, New Delhi  
Dated 24<sup>th</sup> January, 2007

**Subject : Annual contract for supply of stationary and consumable items in Ministry of SSI & ARI.**

Sir,

I am directed to say that Ministry of Small Scale Industries & Agro and Rural Industries invites sealed quotations for supply of stationary and consumable items as given in the [enclosed sheet](#). The total value of the purchase in a year may be of Rs. 16 lakhs approx. The tender offers in sealed covers should be submitted to the undersigned on or before 6.2.07 along with earnest money deposit of Rs. 60.000/- (Rs. Sixty thousand) only in the form of a Demand Draft/FDR in favour of DDO, Ministry of Small Scale Industries & Agro and Rural Industries. The tenders would be opened on 7.2.07 at 4.00 P.M. in room No. 356A Udyog Bhawan . 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. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid.
2. The financial status of the firms and the past experience may also kindly be indicated, separately.
3. The Contractor will be required to contact the General Administration of this Ministry every day to take orders for supply of stationary and consumable items .
4. All items will be carried out on the basis of only written orders from this Ministry from time to time.
5. The successful contractor will have to deposit Rs. 1,20,000/- (Rs. One Lakh Twenty Thousand) only in advances as security deposit in the form of a DD/FDR in favour of DDO, M/o SSI & ARI to be retained during the currency of the contract.
6. In case of violation of the above terms of the contract, the security deposit would be forfeited.
7. The Ministry is not bound to accept the lowest rate and reserves the right to reject any/all offers without assigning any reasons.
8. The earnest money deposit will be returned after the contract has been finalized and contractor selected.

-cont.-

Accordingly, you may, if interested, send your quotations in sealed covers to the undersigned on or before 6.2.07 along with earnest money deposit of Rs. 60,000/- (Rs. Sixty thousand) only in the form of DD/FDR in favour of DDO, Ministry of SSI & ARI

Yours faithfully

(P.S. Verma)  
Under Secretary to Govt. of India

[Encl: Annexed](#)

**LIST OF ITEMS TO BE SUPPLIED** (Amount Rs.)

Name of item	Unit	Amount	Name of item	Unit	Amount
Envelope White Window	Per packet		Plastic folder (Milky)	Per piece	
Scissor Big	Per piece		Mug Plastic	Per piece	
Scissor Small	Per piece		Rechargeable Cell	Per piece	
Weighing Machine	Per piece		Pipe Roll	Per piece	
Jotter Pen	Per piece		Lamination Roll	Per piece	
Duplicating Paper	Per piece		Umbrella	Per piece	
Aluminum Roll	Per piece		Rain Coat	Per piece	
Type writer ribbon	Per piece		Brasso	Per piece	
Markin Cloth	Per Mtr.		Odomos	Per piece	
Ruled Sheet	Per piece		Dommex	Per piece	
Paper Craft	Per piece		Dara Polish	Per piece	
Dumper / Sponge	Per piece		Jala Brush	Per piece	
Transparency Sheet	Per piece		Key Purse	Per piece	
Computer Paper Rim 10x12x1	Per piece		Montex pen	Per piece	
Computer Paper 15x12x1	Per piece		Floppy Mailer	Per piece	
Table Glass	Per piece		Table Lamp	Per piece	
Rat Killer	Per piece		Tape Dispenser	Per piece	
Call Bell	Per piece		Photocopy paper A3 Size	Per packet	
Remote Bell	Per piece		Eraser	Per piece	
Fax Film BC-20 Canon	Per piece		Gestetner Roll	Per piece	

Lock Big	Per piece		GAR 6	Per piece	
Lock medium	Per piece		Riso Ink	Per packet	
Lock Small	Per piece		Increment Register	Per piece	
Needle	Per piece		Telephone Register	Per piece	
Vim Ultra	Per Kg		Contingency Register	Per piece	
Duro Cell	Per piece		Log Book	Per piece	
Match Box	Per piece		Sharpner	Per piece	
Floppy cover	Per piece		Envelope SE-IV	Per piece	
Computer Cover	Per piece		Envelope SE- VII	Per piece	
Black board duster	Per piece		Wall Clock	Per piece	
Black Board 3x5	Per piece		Toilet Brush	Per piece	
Water Jug	Per piece		Sutali	Per Kg	
Tape Dispenser	Per Piece		Sealing Wax	Per packet	
Packing Tape	Per piece		Rubber band ( Big )	Per Packet	
DVDR	Per piece		Rubber band (Small )	Per packet	
GPF Form	Per packet		Cleango 5 Ltr.	Per Tin	
Medical Form	Per packet		Cleango 1 Ltr.	Per Tin	
Advance Form	Per packet		Naptha Ball	Per packet	
TA/TC form	Per piece		Stapler Jumbo Kangaroo	Per piece	
Advance Roll Register	Per piece		Stapler Pin for Jumbo Kangaroo Stapler	Per packet	

Alpin	per packet		Room freshener	per bottle	
Gem Clips - Plastic	per piece		Liquid soap dettol	Per piece	
Sketch pen	Per piece		Bucket Medium (Plastic)	Per piece	
Tape dispenser- Big	Per piece		Toilet soap-lux	Per piece	
Tape dispenser-small	Per piece		Pin cushion-Plastic	Per piece	
Visiting card album-Leather	Per piece		Foam Leather folder	Per piece	
Visiting card album-Ordinary	Per piece		Reynold Refill	Per piece	
Pencil Lead- Natraj	Per packet		Ring folder W'	Per packet	
Pencil SIH- Natraj	Per packet		Ring folder 1"	Per packet	
Parker Pen	Per piece		Box folder	Per piece	
Ink Pot- Chelpark	Per piece		Plastic folder Ord.	Per piece	
Ink Pot- Ordinary	Per piece		Paste it slip -Large	Per packet	
Marker Pen	Per piece		Ring folder 2"	Per piece	
Add gell refill	Per piece		-do- Medium	Per packet	
Pilot Pen ink	(Per piece)		-do- Small	Per packet	
Pilot Pen	Per piece		Gum Flag	Per packet	
Pilot 05	Per piece		Tissue Paper	Per packet	
Uniball Pen	Per piece		Dry cell-Pencil	Per piece	
Uniball Pen Broad	Per piece		Dry cell-medium	Per piece	

Add gell Pen	.Per piece		Dry cell-big	Per piece	
Reynolds Pen	Per piece		Bucket Big (Plastic)	Per piece	
Sketch pen	Per piece		Bucket Medium (Plastic)	Per piece	
Paper weight	Per piece		Dustbin (Plastic)	Per piece	
Cello Tape- 1"	Per piece		Cello Tape-1/2"	Per piece	
Cello Tape- 2"	(Per piece)		Pen Stand(with 4 pens)	Per piece	
Candles medium size	Per packet		Pen Stand(with 2 pens)	Per piece	
Plastic Jug(Cello)	Per piece		Cups(Bone china)	Per Doz	
White fluid(Kores)	Per piece		Plain glass Yera	Per doz.	
Duster fine quality- yellow	Per packet		Cut glass fancy	Per doz	
Pencil Box	Per piece		Cups/Saucer(Bone chine)	Per doz	
Duster white (36 &36)	Per packet		Mugs(Bone china)	Per doz	
Colour glass Yera	Per Doz		Tea set (Bone china)	Per Set	
Quarter Plate ( Bone china)	Per piece		Full Plates(Bone china)	Per piece	
Dinner set (Bone china)	Per Set		Bowels (Bone chine)- Big	Per piece	
Service spoon- Steel	Per piece		Bowels (Bone chine)- small	Per piece	
Diary Register(6 Qr.)	Per piece		Peon Book	Per piece	
Assistant Diary Register (2 Qr.)	Per piece		Attendance Register	Per piece	
File Register (6 Qr.)	Per piece		India Today Planner	Per piece	

Service spoon- Bone China	Per piece		Tea spoon-steel	Per doz	
Stapler Pin 24/6 (Kores)	Per piece		Knife-Steel	Per piece	
Staper Pin 10/6 (Kores )	Per piece		Fork-Steel	Per piece	
Stappler Machine Big)-Kores	Per piece		Service Tray	Per piece	
Stapper machine Small-(Kores)	Per piece		Brief case (Aristocrat)	Per piece	
Slip Book Ord.	Per piece		Brief case (VIP)	Per piece	
Slip Book Spiral binding	Per piece		Brief case (Samsonite)	Per piece	
Match Box	Per packet		Suit case (24")	Per piece	
Tag silicon quality	Per packet		Suit case(28")	Per piece	
Photocopy paper A-4 size- JK 80 GSM	Per ream		Dak bag leather	Per piece	
Gum Bottle(100 ml)- Kores	Per bottle		Floppy -Sony -Moser bear	Per box	
Suit case(32")	Per piece		CD(Re-writable)	Per piece	
Rule Register- 6 Qr	Per piece		CD(Writable)	Per piece	
Rule Register-4 Qr	Per piece		Torch(Big) Eveready	Per piece	
Rule Register(2 Qr.)	Per piece		Torch(Small) Eveready	Per piece	
S.H. Note Book	Per piece		Towell (Big)	Per piece	
Glue stick (Kores)	Per piece		Towell (Medium)	Per piece	
Scale (per ft.)	Per piece		Towell (Small)	Per piece	
Highlighter Pen(Kores/Luxor)	Per piece		Rubber Band (Big)	Per packet	
Stamp Pad(Kores)	Per piece		Rubber Band(Small)	Per packet	
Stamp pad Ink (Kores)	Per piece		Vim (1 Kg)	Per packet	
File Board	Per piece		Colin	Per bottle	

File Band	Per piece		Odonil	Per packet	
Thread Ball	Per piece		All out refill	Per piece	
Envelopes-SE-5	Per 1000 Nos.		All out machine	Per piece	
Envelopes SE-6	Per 1000 Nos.		Hit	Per bottle	
Envelopes SE-8(C)	Per 1000 Nos.		Phool Jharu	Per piece	
Punch	Per piece		Stick Jharu	Per piece	
Packing paper	Per doz		Phenyl - 5 ltrs	Per tin	
Packing tape big	Per piece		Finit Pump	Per piece	
Binder clip (Small)	Per piece		Note Sheet (Green)	Per piece	
Finit spray (1 Ltr.)	Per tin		File Movement Register( 6 Coir )	Per piece	
Dak Pad	Per piece		Acid bottle for toilet	Per bottle	
Signature Pad	Per piece		Pocha (Big)	Per piece	
Desk Calendar Stand	Per piece		Surf(1 Kg.)	Per packet	
Desk Calendar Refill	Per piece		Alphabetic register 2 Qr.	Per piece	
Engagement stand(A-4 size)	Per piece		Naphthalene Ball	One packet	
-do- (A-5 size)	Per piece		Harpic	Per bottle	
Alphabetic register 6Qr	Per piece		Joona (Steel)	Per piece	
-do- 4 Qr.	Per piece		Joona (Plastic)	Per piece	
Telephone Diary	Per piece		File folder (Medium)	Per piece	
File folder (Big)	Per piece		File folder (Small)	Per piece	

Fountain Pen Parker	Per piece				
Fax Roll 30 Mtr.	Per piece				
Fax film 1660 Sharp	Per piece				
Fax film 76B3 Panasonic	Per piece				
Fax film FX3 Canon	Per piece				
Typing Paper	Per packet				
Photo Copy paper T.N.P.L 80 gsm	Per packet				
Photo Copy paper Century 80 gsm	Per packet				
Hammer	Per piece				
Fax Film 1530 Sharp	Per piece				
Fax Film BC-3 Canon	Per piece				
Carbon	Per packet				
Duplicating Ink Duplo	Per piece				
Master Roll Duplo	Per piece				
Master Roll Reso	Per piece				
Duplicating Ink Reso	Per piece				
Emergency Light	Per piece				
Homocol Cube	Per packet				
White Board 3X5	Per piece				
Envelope White	Per packet				