

File No. D-15014/1/2011-GA
Prasar Bharati
Broadcasting Corporation of India
Directorate General: All India Radio

New Delhi, dated 19th April, 2011

To,

M/s -----

Subject: Limited Tender invited for supply of Stationery Stores & Consumables
(Including those for Electronic Equipments) to DG: AIR (GA Section)
during a period of 6 months

Sir,

The undersigned is directed to invite competitive rates under Limited Tender for supply of Stationery Stores & Consumables, as per rule 151 of GFR-2005, as mentioned in "Annexure", to DG: AIR (G.A Section) during the period of Six months from the date of award of contracts to the successful responsive Tenderers on lowest basis. However, the Stationery and consumables items would be supplied as & when required by this Directorate, during the contract period against supply orders be placed by DG: AIR. You are requested to quote your lowest rates in sealed envelope, by clearly superscribing thereon "Tender No D-15014/1/2011-GA for Stationery/ Consumables" due on 10th May, 2011 at 4.00 P.M in the following Proforma: -

S.No.	Name of Items	Brand/Make	Number/quantity	Rate (In rupees)	Vat/Taxes (Percentage To be specified)	Remarks (if any)
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2. The sealed Tender, alongwith a bid security of Rs. 10,000/- by each Tenderer separately in the form of DD/FDR in favour of "**PB, BCI, DG: AIR, New Delhi**", should be addressed to DDA (GA). Room No 218, 2nd Floor, Akashvani Bhawan, Parliament Street, New Delhi 110001 and dropped in the Tender Box kept in that Room, positively before 3.00 P.M on 10th May, 2011. The Tenders received after the due date & time will not be entertained at all.

3. The Tenders will be opened by this office on 10th May, 2011 at 4.00 P.M in the presence of representatives of the participating 2enderers who may wish to be present. Such persons should reach before 4.00 P.M on that day and bring the authority letters from the Tenderers concerned.

..... 2/-

4. The quoted rates should contain the details of Taxes/Vat etc. clearly if no details of Taxes /VAT etc. are given, it will be assumed that the quoted rates are inclusive of all Taxes and no claim will be entertained thereafter for any taxes extra. In normal cases, the successful Tenderer should be in a position to supply requisitioned items within 24 hrs. of placing order through their own transportation means on FOR destination basis. However, in case of any urgent requirement the tenderer should also undertake to supply any quoted items within one hour from getting the orders without any extra charges.

5. The decision of this Directorate would be final in all respects and the Directorate reserves the right to accept or reject any or all Tenders in full or in part without assigning any reasons whatsoever.

6. The Directorate also reserves the right to make the purchases on the basis of tenders, or otherwise, as per the relevant rules for any items separately even after acceptance of tender against the present LTE.

7. The Tenderer should submit with his Tender a Bank Draft/FDR from a Nationalized Bank for an amount of Rs. 10,000/- as Bid Security payable to in favour of **“PB, BCI, DG: AIR, New Delhi”** with validity of at least 6 months. The Bid security will be released to the Tenderers after final decision on the Tenders. However, Kendriya Bhandar and NCCF are exempted from furnishing the Bid Security as per orders of DoPT.

8. The incomplete, vague, unresponsive and late/delayed Tenders will not be considered. The following points would render any Tender as “unresponsive” for this purpose. The Tenders received without bid securities are liable to be ignored.

(i) The tender is unsigned.

(ii) The tenderer is not eligible.

(Example: The tender enquiry condition says that the bidder has to be a registered SSI unit, but the Tenderers is a, say, Large Scale unit).

(iii) The tender validity is shorter than the required period.

(iv) Required EMD has not been provided.

(v) The tenderer has quoted for goods manufactured by a different firm

Without the required authority letter from the proposed manufacturer.

(vi) Tenderer has not agreed to give the required performance security.

(vii) The goods quoted are sub-standard, not meeting the required specification etc.

(viii) Against the Annexure of this LTE, the tenderer has not quoted for the entire requirement as specified in that schedule.

(ix) The tenderer has not agreed to some essential condition(s) incorporated in the tender enquiry.

.....3/-

-3-

9 The successful Tenderers will have to furnish on demand the Performance Security equivalent to 10% of the purchase orders, as and when placed on them, in the form of Bank Draft/ FDR/ Bank Guarantee from any Nationalized Bank valid for the contract period in favour of “**PB, BCI, DG: AIR, New Delhi**” for ensuring due performance of the contract.

10 The Tenders should be kept valid for one month from the date of opening to enable this Directorate to consider and decide the tenders.

11. The tenders with shorter validity and/or for supply of quoted items during the period of less than six months shall be ignored straightway.

-sd-

(Rakesh Kumar Dhall)
Deputy Director Admn. (G.A)

	STATIONERY / CONSUMABLE ITEMS				ANNEXURE	
S.NO.	NAME OF ITEMS	BRAND/ MAKE	NUMBER/ QUANTITY	RATE (in rupees)	Vat/Taxs	Remarks
1	Photocopy paper A-4	J.K				
2	Photocopy paper F/S	-do-				
3	Photocopy paper A-3	-do-				
4	Typing paper	Balarpur				
5	Note Sheet F/S	Neelgagan				
6	Slip Pad NG No 33	-do-				
7	Shorthand Note Book	-do-				
8	Register 2 Quire	-do-				
9	Reigister 3 Quire	-do-				
10	Regiser 4 Quire	-do-				
11	Register 6 Quire	-do-				
12	Register 8 Quire	-do-				
13	Astt. Dairy 2 Quire	-do-				
14	File Movement Register 8 Q.	ABD				
15	File Heading register 8 Q.	-do-				
16	Dairy Register 8 Quire	-do-				
17	Dispatch Regist 8 Quire	-do-				
18	Index Register 8	-do-				
19	Log Book 8 Quire	-do-				
20	Envelope- V Brown 120 gsm	-----				
21	-do- V White -do-	-----				
22	-do- VI Brown -do-	-----				
23	-do -VI White -do-	-----				
24	- do- VII Brown	-----				
25	-do- VII -A Brown	-----				
26	- do- VIII Brown	-----				
27	-do- VIII -A Brown	-----				
28	- Yellow A-4 Size Laminated	-----				
29	-do- Yellow -do-S.E 8A	-----				
30	-do- white laminated envelope	-----				

31	Carbon	Kores				
32	Scissor	Kebica				
33	Knife	Kebica				
34	Ball Pen Renold045	Reynold				
35	Ball Pen Reffile Reynold 045	-do-				
36	Jotter Pen	Perfom				
37	Reffile Jotter Pen	-do-				
38	Pilot Pen Luxor 0.5	Luxor				
39	Pilot Pen ink	-do-				
40	Parker Pen	Parker				
41	Parker Riffle	-do-				
42	Add Gel Pen	-do-				
43	Add Gel Riffle	Achiver				
44	Pen Highlighter Luxor	Luxor				
45	Marker Pen A	Reynold				
46	Pencil Natraj HB	Natraj				
47	Pencil Shorthand	-do-				
48	Dak Pad	Neelgagan				
49	Signature Pad	-do-				
50	Yellow Duster (big)	----				
51	Paper weight	-do-				
52	Pin Cushion	-do-				
53	Eraser	Natraj				
54	Sharpener	-do-				
55	Stamp Pad	Superme				
56	Stamp Ink	-do-				
57	Alpine 70 grm	Bell				
58	Gem Clip Rolex	Gem				
59	Gem Clip (plastic coated)	-do-				
60	Tag	-----				
61	Thread Ball	-----				
62	Candle	-----				
63	Match Box 1X10	Ship				
64	Scale	Kebica				
65	Punch (kangaroSHP-20 Only)	Kangaroo				
66	Double Punch	-do-				
67	Desk Calender Stand	Kebica				
68	Desk Calender Riffle	-do-				
69	Pen Stand with 2 holder	Kebica				

70	Pen Stand gold with 4 holder	Kebica				
71	Tumbler	Yera				
72	Cut Glass (Fenancy)	-do-				
73	Translationg paper	Rim				
74	Jug Plastic	Brite				
75	Muyur Jug 10 Ltr.	Mayur				
76	Muyur Jug (14 Ltr.)	-do-				
77	Ink bottle 60 ml	Chelpark				
78	Duster White	-----				
79	Soap Lux	Lux				
80	Soap Case	Kebica				
81	Gum Powder	Kores				
82	Waste Paper Basket	Kebica				
83	Pencil Cell everday	Eveready				
84	Pencil Cell AAA	Durra				
85	Cell big everday(big)	-do-				
86	Gum bottle	Hans				
87	Gum Tube	Kores				
88	Glue Stick	-do-				
89	Post it Pad 3mm 3"x4	Sticke on				
90	Post Flag Color	-do-				
91	Candle Stand					
92	Riso Paper A-4	(Century)				
93	Towel Full 150x150	Bombay Dying				
94	Towel 60x120	-do-				
95	Hand Towel	-do-				
96	Thermos Flask	Eagle				
97	Markin Cloth	Khadi				
98	File Cover Printed 500 mg.	As per sample				
99	File Board 500 mg.	-do-				
100	File Flap	-do-				
101	White Fluid	Kores				
102	Sealing Wax	National				
103	Poker	-----				
104	Hevy duty Ribbon (DMP)	ProDot				
105	Stappler 10n (kangaroo 555 only)	Kangaroo				

106	Stappler 45n (kangaro 555 only)	-do-				
107	Stappler Pin 10	-do-				
108	Stappler Pin 24/6	-do-				
109	Parker Roller Pen	Parker				
110	Cello Tape 25 mtr	-----				
111	Cello Tape 50 mtr	-----				
112	Room Freshner	Yardley				
113	CD (R) with cover	M/B				
114	CD (RW) with cover	-do-				
115	DVD (CD- R) with cover	-do-				
116	DVD (CD- RW) with cover	-do-				
117	Floppy	Amkette				
118	Rubber Band 250 gsm	----				
119	Fax Roll 210 mtr (ordinary)	mistubushi				
120	Addgel Pen PG-500	Achiver				
121	Addgel Pen Reffil PG-500	-do-				
122	Calculator citizen CT-512	Citizen				
123	Ruled Statement Paper(F)	Ream				
124	Legal Note Sheet	Ream				
125	Service Try Mayur	Mayur				
126	Tea Set B/C G-900 (Bone china)	--				
127	Tea Spoon Venus No 116	Stainless Steel				
128	Cup & Plate (Bone China)	---				
129	Cello tape 2" x 65 mtr	-----				
130	Numbering Machine ink	-----				
131	Clip Board	Acrylic				
132	Full Plate (Bone China)	----				
133	Half Plate (Bone China)	-----				
134	Pen Holder	boss				
135	Allout Machine with Refill	All out				
136	Allout Reffil 45 Ngt	-do-				
137	Desk Calander Refille	----				
138	Desk Calander Stand	-----				
139	Service Try for Two Cups only	-do-				
140	D.O letter head printed (s)					
141	D.O letter head printed (B)	-do-				

142	Plastic Folder	-----				
143	Typing Ribbon	---				
144	Bucket 18 Ltr	---				
145	Lok shabha file 500 gm.	----				
146	Rajya Shaba file 500 gm.	----				
147	Dustbin with lid spandle	-----				
148	Duplicating paper	Biltz				
149	Attendance Register	----				
150	Peon Book	-do-				
151	Torch Everday	Everday				
152	Stapler pin 12s/17	Kangaroo				
153	Stapler 12s/17	Kangaroo				
154	Quick fix 15 ml	Quick Fix				
155	Pilot Pen V/5	Luxor				
156	GAR 29 100 Vouched bill	ABD				
157	Pay bill from outer	ABD				
158	Pay bill from inner	-do-				
159	TA/DA form	-do-				
160	TR 5 receipt	-do-				
161	Pay bill register 100 page	-do-				
162	DIS Code 227	-do-				
163	Dak bag leather 18x12	leather				
164	Sketch Pen	Luxor				
165	Plastic File try (in & out)	Kebica				
166	Envelope-A(10x12 Book size) Lminated	yellow				
167	Plastic folder A-3 Size	----				
168	Table glass 2x3	----				
169	Table glass 3x5	-----				
170	Hammer with Stick1kg	-----				
171	Table top 16x24	Acrylic				
172	Tag green big size	-----				
173	Executive BrifeCase	VIP				
174	Stencil Packet	Kores				
175	Rope(per kg.) Sutali	---				
176	Plastic Strips(per Roll)	----				
177	Tumbler (Colour	Year				
178	Tumbler Cover(Coaster)	Kebica				

179	Spiral Binding (per set)	As per demand				
180	Duplicators Ink	Kores				
181	Chair Cushion	---				
182	Ruled Statement Paper(F)	Neelgagan				
183	Plain Statement Paper (F)	-do-				
184	Needle	----				
185	Colour paper A-4 Size	J.K				
186	Bond Paper A-4 size	-do-				
187	Uni-ball Pen	-----				
188	Visitor Card	As per demand				
189	Accession Green Index Register	ABD				
190	Medical Claim Form	-do-				
191	Treasury Challan Form	-do-				
192	Cash Book	Lotus				
193	Dak Bag (Jute)	As per sample				
194	Pen Stand Roll	Kebica				
195	Gloxy Paper 180gsm (50 sheet)	Oddy				
196	Gloxy Paper(50/100 pages)	---				
197						
198	C.R Tag(green) long Size	-----				
199	Slip Book Spiral Binding	-do-				
200	Ring Folder A-4 RB- 401	Solo				
201	Clip File PL-301 A-4	Solo				
202	Solo Rack/Stand (ES-201)	Solo				
203	SoloFolder CB-201 A-4	Solo				
204	Engagement Stand (Fancy)	Acrlic				
205	Signature Pen 921	Luxor				
206	Correction Pen	kores				
207	Calculator (scientific)	Citizen				
208	Engagement Dairy(all Kinds)	Lotus				
209	Hand Bag/ Ladies purse	Leather				
210	-do- executive	-do-				
211	Gate Pass(with printed)	ABD				
212	Entry Register for Gate Pass	Lotus				

213	Computer Duster(yellow)	-----				
214	Plastic Name Plate Stand	Kebica				
215	Rice Plate(Full & Half)	Non-breakable				
216	File Rack/Stand (ordinary)	Kebica				
217	Pen Stand (small) with 2 Holder	-do-				
218	Vim	Ultra				
219	Document Holder	---				
220	Phenyle	Trisul				
221	Cleanzo	Trisul				
222	Naphthalene Balls	-do-				
223	Colin	Trishul				
224	Broom Narial (tilli)	---				
225	Broom Phool	-----				
226	Surf 500gm.	Exel				
227	Floor Duster	---				
228	Floor Wipper	-----				
229	Hit 320 ml.	-----				
230	Harpick	Beygon/Finit				
231	Brasso	----				
232	Hockey Brush	-----				
233	Homocol Liquid	-----				
234	Beygon spray / Finit	Homocol				
235	Spray pump	Plastic				
236	Soap Bar 555	---				
237	Brown Tape 50mtr.	----				
238	Bronw paper per piece	-----				
239	Double Punch Heavy Duty	-----				
240	Numbering Machine	-----				
241	Detol liquid Soap 250 ml.	Detol				
242	Dumper/sponge	----				
243	Mug set (six big cups)					
244	cuputer key Board Brush					
245	Brush Soft for cleaning chair					
246	white Board (acrylic sheet) with magnitic					
247	white Board's Marker					

248	Bowls (big)					
248	White Board's Duster with magnitic					
251	Pen Stand Tumbler					
	Authorised Dealer Only					
252	Cartridge 16-A 7116A	-do-				
253	Cartige H.P C 4129 X	-do-				
254	do- H.P 2610	-do-				
255	-do- C 2612 A	-do-				
256	-do- 2613A	-do-				
257	-do- 7115 A	-do-				
258	-do- 6470 A	-do-				
259	-do- 7581 A	-do-				
260	-do- 7582 A	-do-				
261	-do- 7583 A	-do-				
262	-do- 3906F	-do-				
263	-do- 51649 A	-do-				
264	-do- 6578A	-do-				
266	-do- 6614D	-do-				
267	-do- 6615DA	-do-				
268	-do- 8727A	-do-				
269	-do- 6656A	-do-				
270	-do- 6657A	-do-				
271	-do - 5949 A	-do-				
272	-do- 51645A	-do-				
273	-do- 4913 A	-do-				
274	-do- 20 A	-do-				
275	-do- 26 A	-do-				
276	-do- 3903 F	-do-				
277	-do- 8721 A	-do-				
278	-do- 8771 A	-do-				
279	-do- 8772 A	-do-				
280	-do- 8773 A	-do-				
282	-do- 8774 A	-do-				
283	-do- 8775 A	-do-				
284	-do- 88-A	-do-				
285	HP/9040 dn 8531 & 8532	-do-				
286	Master Roll 835	Diplo				

287	Diplo Ink 600ml	-do-				
288	Toshiba E Studio 2500	Toshiba				
290	-do- 3500/4500/3570	-do-				
291	16/160/1600/200	-do-				
292	-do- 12/1210/1200	-do-				
293	-do- 350/3520/352/452/450	-do-				
294	-do- 2320/230/280	-do-				
295	-do- 2340/282	-do-				
296	-do- 161/1620	-do-				
297	-do- 65/650/6510	-do-				
298	-do- 163/165/203/205/167	-do-				
299	Canon IR Series 1600/2000	Canon				
300	- do- BX 20 & BCI 20	-do-				
301	Toner Cartridge – 5218 (IR)	-do-				
302	-do- 2200	-do-				
303	-do- 1210	-do-				
304	-do- 2016 J	-do-				
305	- do- FX- 3 / L - 220	-do-				
306	-do- FX - 9 / L - 140	-do-				
307	IR-3530	-do-				
308	IR- 3245	-do-				
309	IR- 2022	-do-				
310	-do- BCI-21 (B & C)	-do-				
311	Fax Roll 210 mtr (ordinary)	Mitsubishi				
312	Page Pro 1690 Series	Konica Minolta				
313	(black)	- do-				
314	(yellow)	- do -				
315	(Magenta)	-do-				
316	(Cyan)	-do-				
317	Page pro 1390 tiber cartridge)	-do-				
318	Drum Cartridge Page Pro 1390	Konica Minolta				
319	Page pro1400(toner Cartridge)	-do-				
320	Drum Cartridge Page Pro1400	-do-				
322	Pen Drive 4GB & 8GB	Kingston				

