

**GOVERNMENT OF INDIA
MINISTRY OF COAL**

....

File No.D-15015/01/16-Admn.

3rd floor, 'A' wing, Shastri Bhawan
New Delhi, the **03rd March, 2016.**

Notice Inviting Tender

Subject: Procurement of office articles & stationery items under Annual Rate Contract - regarding.

.....

Sir,

This Ministry intends to procure the items mentioned in the enclosed proforma for office use. Interested firms who fulfill the following criteria may send their quotation to this Ministry:

1. Rates for each items should be quoted in **typed form on company's letter head duly signed and having company's stamp/seal** in the prescribed proforma (copy enclosed) including details of taxes, if any, in a sealed envelope clearly superscribing **"Quotation for Office articles/stationery items"** and should be addressed to "The Section Officer (Admn.), Ministry of Coal, Room No.321-A, Shastri Bhawan, New Delhi-110 001." **The sealed quotations may be dropped in the Tender Box mounted on the wall at garage no. 21, Shastri Bhawan, New Delhi.** The quotations should reach this Ministry **by 1.00 P.M. on or before 17.03.2016 positively.** The quotations received after due date/time and those which are not dropped in the tender box, will not be entertained at all. The tender will be opened on the **same day at 4.00 P.M.**

2. A "Bank Draft amounting to **Rs.50,000/- (Rupees Fifty Thousand only)**" payable to "PAO, Ministry of Coal", towards earnest money should also be enclosed with the quotation which will be returned after finalization of the process. Any quotation received without earnest money as stated above, will be rejected and not entertained at all. The Rate Contract will remain valid for a period of one year from the date of award of contract and right to any extension beyond the contract period will be solely vest with this Ministry including terms & conditions.

2/-

: 2 :

3. In normal cases, the firm should be in a position to supply approved items within 24 hours of placing order.

4. The stationery / office items should be of standard quality and of the make specified. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Earnest Money.

5. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.

6. The firm should have a minimum of five years' experience in supplying stationery/office items to the Government Ministries / Departments, PSUs, Statutory/ Autonomous Bodies etc.

7. The rates received without tax details would be considered as inclusive of taxes and no increase in the price of the quoted rate would be considered for any reason during the contract period.

8. The payment will be made on satisfactory delivery of the supplied items in the Ministry for which bill (in triplicate) will be required to be submitted to this Ministry. Defective item, if any, supplied by the contractor will be replaced by him immediately at his cost.

9. The decision of the Ministry would be final and binding in all respect. It may be noted that this Ministry reserves the right to accept or reject any or all quotation in full or in part without assigning any reason whatsoever and also reserves the right to make the purchases on the basis of quotations for each item separately or collectively.

Encl. : As above.

Yours faithfully,



(MPA Jaganathan)

SECTION OFFICER (ADMN.)

Tel. No.23386867

3/3/16.

Copy to :

- 
- (i) CPP Portal, Deptt. of Expenditure, Ministry of Finance, New Delhi.
(ii) ~~(iii)~~ NIC Cell for publishing on the Web-site of this Ministry.

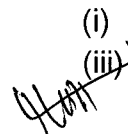


Table –A (Office use articles/stationery items):

S.No	Item description	Rate per unit
1	Attendance Register 2Q (ABD)	
2	Assistant Diary 6 Q(ABD)	
3	Alpin (bell) 100 gram	
4	Alpin Container (Kabica)	
5	Agreement Pad (good Quality)Leather	
6	Agreement Sheet (Good Quality)	
7	Aquittance Roll (ABD) 200 pg	
8	Box File with wheel	
9	Bill Register (GAR-9)/400 pages)	
10	Binder clip 19 MM-SDI (PKt)	
11	Binder clip 25 MM-SDI(PKt)	
12	Binder clip 41 MM-SDI (PKt)	
13	Candle 50gram	
14	Cello tape big (65 meter(3Meter 3”	
15	Cello tape small Premier(24 mter x ½ inch)	
16	Cello tape brown pacing (Bun Chin)(50 mtrx 2 ½)	
17	Cello tape (Birla Magic)	
18	Cash book (GAR-3) (100 pages)(ABD)	
19	Markin cloth	
20	Challan form (T.R-6/GAR-7)	
21	Contingency Bill form (GAR-29)	
22	Gum bottle small 300ML(Camlin)	
23	Gum bottle big 700ML	
24	Gum Tube 30 ML (Kores/Camlin)	
25	Gum Glue Stick 15 gram(Kores/Camlin)	
26	Gem Clip Plastic coated (bun chin)	
27	Cash book(PBR GAR 17(100 pg)	
28	Carbon Paper Full Size(Kores)	
29	Carbon Paper DFS(Kores)	
30	D.I. Sheet	
31	Diary telephone Index	
32	Diary ordinary	
33	Diary Rampart (Engagement)	
34	Desk Calendar (riffle big/small)	
35	Desk calendrer stand deluxe (kebica)	
36	Section Diary (60V)	
37	Drawing Pin (kores)	

Handwritten signature
3/3/16

38	Dak pad (neel gagan)	
39	Dak bag with wheel (Leather)	
40	Dispatch Register (neel gagan)	
41	DVD.R (Sony)	
42	DVD R/W (Sony)	
43	Envelope brown SE-5)(120Gram)	
44	Envelope Se-6(120 gram) (80GSM stare)	
45	Envelope brown- SE 7A cloth (120 gram)	
46	Envelope brown SE-8A Cloth (120 gram)	
47	Envelope SE-8 yellow /(new white jail cloth in inner side)	
48	Envelope SE 4 Cloth(1000)	
49	Envelope SE-8 brown (Cloth)	
50	Envelope white SE-8 Laminated	
51	Envelope white SE-5	
52	Envelope white SE-6	
53	Engagement stand A-4 size	
54	Executive dairy/Rampat	
55	White Fluid Pen (UNI)	
56	White Fluid bottle (kores)	
57	File Board good Quality) Neel-gagan no31)	
58	File Cover good Quality (neel gagan)	
59	Flat File board Green neel gagan 51 no	
60	File folder	
61	Fevicol Tube	
62	File movement register 6Q	
63	File register (neel gagan/)	
64	File folder plastic solo	
65	Gem clip steel (bun chin)	
66	Gum powder per kg Camlin	
67	Gum fevi Quick (Camlin)	
68	GAR 42(GPF bill form	
69	Highlighter pen set 5 piece(pkt of 5 piece) Fabre Castell	
70	Ink fountain pen (chelpark)	
71	Ink stamp pad	
72	Ink parker	
23	Immediate slip	
74	Index file Rexona(son A T24)	

↓
- 3/3/16

75	Knife steel (kebica)	
76	Log book 6 Q (400 pag) ABD	
77	Lok Sabha/Rajya Sabha Slip	
78	LTC Adjustment GAR 14 C	
79	Mouse Pad Good Quality	
80	Match box(Ship)	
81	Note sheet Green FS (Good Quality)	
82	Photocopier A4(80GSM JK/Modi/Xerox)	
83	Photo Copier paper A4 80GSM/Matrix, Modi/Power /Xerox)	
84	Paper (F/S) Ream(75 GSM)(Andhra Bilt power/Xerox)	
85	Paper riso rim A4 75 GSM (xero)	
86	Ball pen Reynolds 045	
87	Pen pilot 05(Luxur)	
88	Pen pilot V5(Luxur)	
89	Pen uniball eye micro UB 150	
90	Pen uniball vision Elight	
91	Pen adgell (Achiever/trimax)	
92	Pen uniball figno (07 MM ball)	
93	Pen parker ball pen	
94	Pen Signature (uniball)	
95	Pen Jotter (willson)	
96	Pen jotter pen stand (VIP/willson)	
97	Pen marker board (Luxar)	
98	Permanent Marker (Luxar)	
99	Pen Sketch (Luxur)	
100	Pencil (Lead) Natraj per pkt	
101	Pencil(Apsra) steno	
102	Pencil eraser (Natraj)	
103	Pencil with Eraser (natraj)	
104	Plastic Scale (Kebica)	
105	Plastic scale steel	
106	Paper weight big size	
107	Peon book 200 paper neel gagan	
108	Packing paper brown(29x44 100 GSM)480 sheet	
109	Post it Slip3x3	
110	Post it slip medu.4x3	
111	Post it slip big	
112	Pin cushion magnetic	

Teja
3/3/16

113	Punching Machin single	
114	Punching machine Double Small (kangaroo)	
115	Punching Machine double big (kangaroo)	
116	Plastic folder simple	
117	Plastic folder yellow/white	
118	Pen stand small W/2 pen	
119	Pen stand big W/4 pen	
120	Pencil Trey	
121	Pen pencil mug	
122	Pay bill central GAR 13	
123	PBR(GAR 17)100 pag	
124	Refill Reynold 045	
125	Refill jotter Willsion	
126	Refill Jotter VIP	
127	Refill parkar	
128	Refill adgell	
129	Refill gel pen(cello)	
130	Refill cello griper	
131	Cello griper pen	
132	Rule register 2Q (17x27 192 page)neel gagan	
133	Rule register 4Q (17x27 384 Peg) Neel gagan	
134	Rule register 6Q(17x27,576 peg)Neel gagan	
135	Rule register ATo Z 8 Q (768 page) (green ledger paper) Neel gagan	
136	Rubber band(nylon pkt 500 gms 4 th	
137	Register stock 6Q 17x27 576 peg (neel gagan)	
138	Register dispatch 6Q(neel gagan)	
139	Ring file Solo	
140	Report file	
141	Separators set diplomat (1 to 31)	
142	Stapler pin No 10 Kangaroo	
143	Stapler pin 24/6 kangaroo	
144	Stapler pin big size kangaroo	
145	Signature pad	
146	Stapler no 10 HD Kangaroo	
147	Stapler Medium size no 5 (Hp 45	

Handwritten signature
3/3/16

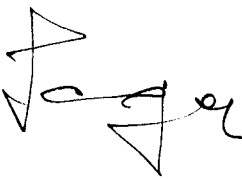
	kangaroo)	
148	Stapler Medium Size Heavy Duty kangaroo	
149	Stapler big size heavy Duty 12-5 Kangaroo 12S/17	
150	Slip book plane 40 sheet	
151	Slip book spiral 40sheet (Neelgagan/ Saraswati)	
152	Slip book mini/pocket 2 no 80 pg./160 pg	
153	S.H. Note Book 200 page (Neelgagan/ Sarsawti)	
154	Sharpener pencil(Natraj/Apsara)	
155	Scissor (Med. size) No 207 (Kebica Size- 16 CM	
156	Scissor Small size	
157	Sutli plastic	
158	Sealing wax(standard/3star)	
159	Stamp pad (kores)	
160	Steel clamp	
161	Sticker flag color	
162	Sticker Flag plastic	
163	Service book With binding	
164	Stapler Medium with handle grip no HP 45(kangru)	
165	Thread ball	
166	Tag cotton white -200 piece in a bundle	
167	Transfer T.A.Bill form(GAR14B)	
168	T.A. Bill Form (14A)	
169	Visiting Card album 200 card	
170	Green folder special	
171	Signature pad in side cloth	
172	CDR	
173	CDRW	
174	DVDR	
175	DVD-Re Writable	
176	Flopy Box	
177	Optical Mouse (Dell)	
178	Optical Mouse Microsofts	
179	Dismast Label sheets A4 ST14(100 sheet)	
180	Cobra File	
181	Plastic Folder of World one LF0011	
182	Ball point workflows pen	

3/3/16

183	Pen Drive 4GB (Kingston with cap)	
184	Pen Drive 8GB (Kingston with cap)	
185	Pen Drive 16 GB(Kingston with cap)	
186	Ink Riso E 2213 A	
187	Master riso B4S 4370	
188	Ink riso RN 2150	
189	Ink Duplo DP 460	
190	Ink Duplo DP 22L	
191	Master Roll Duplo DP 460	
192	Master Roll RN2150	
193	Master Roll duplo DP 22L	
194	Green tag (1-10) good quality	
195	Brown covers for legal paper book	
196	Green paper sheet(court paper/legal size)	
197	Plastic Folder with button	
198	Plastic folder blue(Double Fold)	

Toner Cartridge item

S. No	Item description	Rate per unit
1	Toner HPLJ 1020(2612A)	
2	Toner (C 4092 A)/HP 2840(Q5964A)	
3	Toner HP-7115 A(1200)HP	
4	Toner Q5949 A(1320)	
5	Toner 2612 A(3030)	
6	Toner HP Q 6511A(2420)	
7	Toner HP-Q 5942 A(4250N)	
8	Cart.853 (6548) Black	
9	Cart. 857 (6548) color	
10	Ink v 40(HP 15 D(810 Black	
11	Ink V 40 black/ 78 D (color)	
12	Toner Fax Samsung SF 565	
13	Fax toner Samsung SF-5100 D3 (JS (LA)	
14	Fax toner Samsung SF-651P	
15	Toner Cart Samsung SCX 4521 D3	
16	Samsung Toner CLP-310(set(BK/CY/CG/YE)	
17	Toner HP 3015 (Q2612A)	
18	Toner Q 6470 A (HP 3800)	
19	Toner HP Q 7581 A(HP 3800)	
20	Toner HP Q 7582 A(HP 3800)	
21	Canon BL 1 3E jet HP 435A	


 3/3/16

22	Toner Q 7583A(HP 3800)	
23	HPLJ 2727 Q 7553 A	
24	HPLJP 1007(Tone C-388 A)	
25	Samsung SCX 4824	
26	HP CE 278	
27	Toner Cart. HPLJ 2055(CE 505A)	
28	Sharp Photo Copier Machine MXM 453N	
29	Sharp Photo Copier MXM 260	
30	HPLJ CP1025(310-313A)	
31	HP Q 1951A(A4) Paper 20 sheet	
32	HP C 6065 A A4 Paper 10 sheet	
33	Toner HP 2840 A(Q3964A)	
34	Toner HP P 1005 (CB 435 A)	
35	Toner Canon FX 3(240)	
36	HP CB 540 A	
37	901(print.4580)BK/CL set	
38	Samsung ML 41	
39	Samsung ML 2850	
40	Q 3960A to 63 A	
41	Samsung M 43	
42	HP 540 to 543(1215)	
43	SF D 560 RA/SIP	
44	HP 6000 to 6003 Set	
45	1007 toner CC 388A	
46	HPLJ 3015 toner Q 2612A	
47	Samsung toner 1053(SCX 4623)Print SF 651P	
48	Canon MF 4750(Cart-328)	
49	Samsung ML -2161(toner-MLT-D 101S/xip	
50	Samsung Fax toner SCX-D 4725A/XIP	
51	HP Laserjet 400 M 401 dne(toner CF-280A	
52	HP Deskjet advantage ink 4515 all in one (cart. 678 black/Color)	
53	HP LaserJet Color M 276N(tone (210-213 A	
54	HPLJ Pro 400(toner 410-413	
55	HPLJ color N 276 N	
56	HP MFP pro M 521 dn	
57	Canon LBP 6230 dn	
58	HP M 226 dn	
59	HPLJ pro M 128 f	
60	HPLJ pro color MFP M 476 dw	
61	HP office jet 8600	

↓
3/3/16

Cleaning and crockery items

S.No	Item description	Rate per unit
1	Acid 1LTR./5LTR	
2	Broom Phool (big/small)	
3	Broom stick	
4	Bursh Floor	
5	Brush Jala	
6	Bowls (Bone China)	
7	Baygon tin 5 ltrs	
8	Brief case VIP	
9	Colin spray 500ML	
10	Clenzo tin 5 Ltrs	
11	Cup&Plate(bone china)	
12	Full plate(bone china)	
13	Half Plate	
14	Spoon steel big	
15	Spoon steel small	
16	Duster small	
17	Duster big	
18	Duster yellow	
19	Dust bin (wonder)covered Pad stal	
20	Glass tumbler simple (Yera)	
21	Glass tumbler cut (Good Quality)	
22	Glass top coaster set of 6Pc	
23	Harpic bottle	
24	Hit spray Mosquito 250 ML	
25	Hit spray Cockroach	
26	Jug plastic 2 Lit	
27	Liquid soap 5 Lit	
28	Lock Heavy Brass	
29	Naphthalene ball	
30	Odonil (Air purifier)	
31	Phenyl tin 5 Ltr Killer/Trishul	
32	Plastic Bucket 18 Lit	
33	Plastic Bucket 10 Lit.	
34	Plastic mug 1Ltr	
35	Paper Trey plastic	
36	Room freshener Yarley/Lavender President	
37	Room Freshener (Rajnigandha/Sandal wood/glass premium)	

3/3/16

38	Rat killer	
39	Soap cake(150 gsm Lux)	
40	Surp excel	
41	Tray plastic	
42	Thermos flask 1 Ltr(eagle)	
43	Tube light(28 wt)	
44	Toilet paper roll(300 gmm)	
45	Table glass small(per sq. foot)	
46	Tea set (bone china) heavy gold line	
47	Table glass big (per sq. foot)	
48	Table elevator	
49	Towel big size 30x6 (Bombay dyeing)	
50	Towel Medium 27x54 Bombay dyeing)	
51	Towel small size	
52	Tissue paper(daffodil)	
53	Urinal cubes (Homocol)	
54	Vim 1 kg popular	
55	Waste paper basket	
56	Dettol Liquid Soap bottle with dispenser	
57	Needle	
58	Dustbin polythene big	
59	Dustbin polythene small	
60	Table elevator sliding desk	
61	Photo Cutter Heavy Duty(with Handle)	
62	Mosquito destroyer Machine	
63	Mosquito destroyer refill pack	
64	Battery cell (Eveready/nippo) size big ,medium, small remote cell	
65	Duro Cell	
66	Floor Duster	
67	Ink riso E Z 231 A	
68	Green tag	
69	Brown covers for legal paper book	
70	Green paper sheet(court paper/legal size)	
71	Pen uniball (eye-Micro)	
72	Thread ball pkt(1x4)	
73	Door Mat	
74	Flit Pump	

3/3/16