File No. D-15014/2/2010-GA
Prasar Bharati
Broadcasting Corporation of India
Directorate General: All India Radio

New Delhi, dated 17th February, 2010

To,

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-15014/2/2010-GA for Stationery/ Consumables" due on 10th March, 2010 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)
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---

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 March, 2010. 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 March , 2010 at 4.00 P.M in the presence of representatives of the participating tenderers 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 a 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/-

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 **As regards HP Computer Cartridges, Toshiba & Canon Photocopier toners, only authorized dealers of HP and HCL Company should send their quotations for items at serial nos. 250 to 318 of annexure.**

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

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

(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 44,160 page	-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 A/4 -do-	--------				
31	Carbon	Kores				
32	Computer paper Signal	Century				
33	Compuer Paper Double	-do-				
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	Pen Cello Gel	Cello				
41	Riffle Cello Max	-do-				
42	Parker Pen	Parker				
43	Parker Riffle	-do-				
44	Add Gel Pen	-do-				
45	Add Gel Riffle	Achiver				
46	Pen Highlighter Luxor	Luxor				
47	Marker Pen A	Reynold				
48	Pencil Natraj HB	Natraj				
49	Pencil Shorthand	-do-				
50	Pencil Red /Blue	-do-				
51	Dak Pad	Neelgagan				
52	Signature Pad	-do-				
53	Knife	Kebica				
54	Paper weight	-do-				
55	Pin Cushion	-do-				
56	Eraser	Natraj				
57	Sharpener	-do-				
58	Stamp Pad	Superme				
59	Stamp Ink	-do-				
60	Alpine 70 grm	Bell				
61	Gem Clip Rolex	Gem				
62	Gem Clip (plastic coated)	-do-				
63	Tag	-----				
64	Thread Ball	------				
65	Candle	------				
66	Match Box 1X10	Ship				
67	Scale	Kebica				
68	Punch	Kangaroo				
69	Double Punch	-do-				
70	Desk Calender Stand	Kebica				
71	Desk Calender Riffle	-do-				
72	Pen Stand with 4 holder	Kebica				
73	Pen Stand gold with 4 holder	Kebica				
74	Tumbler	Yera				
75	Cut Glass (Fenancy)	-do-				
76	Translationg paper	Rim				
77	Jug Plastic	Brite				
78	Muyur Jug 10 Ltr.	Mayur				
79	Muyur Jug (14 Ltr.)	-do-				
80	Ink bottle 60 ml	Chelpark				
81	Duster White	-------				
82	Soap Lux	Lux				
83	Soap Case	Kebica				
84	Gum Powder	Kores				
85	Waste Paper Basket	Kebica				

86	Pencil Cell everday	Eveready				
87	Pencil Cell AAA	Durra				
88	Cell big everday(big)	-do-				
89	Gum bottle	Hans				
90	Gum Tube	Kores				
91	Glue Stick	-do-				
92	Post it Pad 3mm 3”x4	Sticke on				
93	Post Flag Color	-do-				
94	Lock Harison 276	Harison				
95	Lock Harison 7 Liver	-do-				
96	Towel 75x150	Bombay Dying				
97	Towel 60x120	-do-				
98	Hand Towel	-do-				
99	Brief Case 47x39 11 Vip	VIP				
100	Brief Case 47x39 15 Vip	-do-				
101	Thermos Flask	Eagle				
102	Markin Cloth	Khadi				
103	File Cover Printed 500 mg.	As per sample				
104	File Board 500 mg.	-do-				
105	File Flap	-do-				
106	Scissor	Kebica				
107	Sealing Wax	National				
108	Poker	------				
109	Hevy duty Ribbon (DMP)	ProDot				
110	Stappler 10 n	Kangaroo				
111	Stappler 45 n	-do-				
112	Stappler Pin 10	-do-				
113	Stappler Pin 24/6	-do-				
114	White Fluid	Kores				
115	Cello Tape 25 mtr	-----				
116	Cello Tape 50 mtr	-------				
117	Room Freshner	Yardley				
118	CD (R) with cover	M/B				
119	CD (RW) with conver	-do-				
120	DVD (CD- R)	-do-				
121	DVD (CD- RW)	-do-				
122	Floppy	Amkette				
123	Rubber Band 250 gsm	----				
124	Fax Roll 210 mtr (ordinary)	mistubushi				
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	Call Bell National	National				
132	Clip Board	Acrylic				
133	In and Out Tray	Kebica				
134	Full Plate (Bone China)	----				
135	Half Plate (Bone China)	-----				
136	Pen Holder with 04 Ball Pens	bosss				
137	Allout Machine with Refill	All out				
138	Allout Reffil 45 Ngt	-do-				

139	Desk Calander Refille					
140	Desk Calander Stand					
141	Service Try for Two Cups only	-do-				
142	D.O letter head printed (s)	As per emand				
143	D.O letter head printed (B)	-do-				
144	Calculator citizen CT-512	Citizen				
145	Typing Ribbon	---				
146	Bucket 18 Ltr	---				
147	Lok shabha file 500 gm.	----				
148	Rajya Shaba file 500 gm.	----				
149	Dustbin with lid spandle	-----				
150	Duplicating paper	Biltz				
151	Attendance Register	----				
152	Peon Book	-do-				
153	Torch Everday	Everday				
154	Stapler pin 12s/17	Kangaroo				
155	Stapler 12s/17	Kangaroo				
156	Quick fix 15 ml	Quick Fix				
157	Pilot Pen V/5	Luxor				
158	GAR 29 100 Vouched bill	ABD				
159	Pay bill from outer	ABD				
160	Pay bill from inner	-do-				
161	TA/DA form	-do-				
162	TR 5 receipt	-do-				
163	Pay bill register 100 page	-do-				
164	DIS Code 227	-do-				
165	Dak bag leather 18x12	leather				
166	Sketch Pen	Luxor				
167	Plastic File try	Kebica				
168	Plastic Folder	----				
169	Plastic folder A-3 Size	----				
170	Table glass 2x3	----				
171	Table glass 3x5	-----				
172	Hammer with Stick1kg	-----				
173	Table top 16x24	Acrylic				
174	Tag green big size	-----				
175	Executive BrifeCase	VIP				
176	Stencil Packet	Kores				
177	Rope(per kg.) Sutali	---				
178	Plastic Strips(per Roll)	----				
179	Tumbler (Colour	Year				
180	Tumbler Cover(Coaster)	Kebica				
181	Envelope-A(10x12 Book size) Liminated	yellow				
182	Duplicators Ink	Kores				
183	Chair Cushion	---				
184	Ruled Statement Paper(F)	Neelgagan				
185	Plain Statement Paper (F)	-do-				
186	Needle	----				
187	Colour paper A-4 Size	J.K				
188	Bond Paper A-4 size	-do-				
189	Uni-ball Pen	--------				
190	Spiral Binding (per set)	As per demand				
191	Accession Green Index	ABD				

	Register					
192	Medical Claim Form	-do-				
193	Treasury Challan Form	-do-				
194	Cash Book	Lotus				
195	Dak Bag (Jute)	As per sample				
196	Pen Stand Roll	Kebica				
197	Gloxy Paper 180gsm (50 sheet)	Oddy				
198	Gloxy Paper(50/100 pages)	---				
199	C.R Folder (with printed)	As per demand				
200	C.R Tag(green) long Size	-----				
201	Slip Book Spiral Binding	-do-				
202	Ring Folder A-4 RB- 401	Solo				
203	Clip File PL-301 A-4	Solo				
204	Solo Rack/Stand (ES-201)	Solo				
205	SoloFolder CB-201 A-4	Solo				
206	Engagement Stand (Fancy)	Acrlic				
207	Signature Pen 921	Luxor				
208	Correction Pen	kores				
209	Visitor Card	As per demand				
210	Engagement Dairy(all Kinds)	Lotus				
211	Hand Bag/ Ladies purse	Leather				
212	-do- executive	-do-				
213	Gate Pass(with printed)	ABD				
214	Entry Register for Gate Pass	Lotus				
215	Computer Duster(yellow)	-----				
216	Plastic Name Plate Stand	Kebica				
217	Rice Plate(Full & Half)	Non-breakable				
218	File Rack/Stand (ordinary)	Kebica				
219	Pen Stand (small) with 2 Holder	-do-				
220	Vim	Ultra				
221	Document Holder					
222	Phenyle	Trisul				
223	Cleanzo	Trisul				
224	Naphthalene Balls	-do-				
225	Colin	Trishul				
226	Broom Narial (tilli)	---				
227	Broom Phool	-------				
228	Surf 500gm.	Exel				
229	Floor Duster	---				
230	Floor Wipper	------				
231	Hit 320 ml.	-------				
232	Harpick	Beygon/Finit				
233	Brasso	----				
234	Hockey Brush	-----				
235	Homocol Liquid	------				
236	Beygon spray / Finit	Homocol				
237	Spray pump	Plastic				
238	Soap Bar 555	---				

239	Brown Tape 50mtr.	----				
240	Bronw paper per piece	--------				
241	Double Punch Heavy Duty DP 600	-------				
242	Numbering Machine	--------				
243	Detol liquid Soap 250 ml.	Detol				
244	Dumper/spunge	----				
245	Calculator (scientific)	---				
246	Mug set (six big cups)					
246	cuputer key Board Brush					
247	Brush Soft for cleaning chair					
248	white Board (acryic sheet) with magnitic					
249	white Board's Marker					
250	White Board's Duster with magnitic					
251	Candle Stand					
	Authorised Dealer	**Only**				
252	Cartridge 16-A 7116A	**HP**				
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	Riso Paper A-4	(Century)				
288	Diplo Ink 600ml	Diplo				
290	Toshiba E Studio 2500	-do-				

291	-do- 3500/4500/3570	HCL/ Toshiba				
292	16/160/1600/200	-do-				
293	-do- 12/1210/1200	-do-				
294	-do- 350/3520/352/452/450	-do-				
295	-do- 2320/230/280	-do-				
296	-do- 2340/282	-do-				
297	-do- 161/1620	-do-				
298	-do- 65/650/6510	-do-				
299	-do- 163/165/203/205/167	-do-				
300	Canon IR Series 1600/2000	-do-				
301	- do- BX 20 & BCI 20	Canon				
302	Toner Cartridge – 5218 (IR)					
303	-do- 2200	-do-				
304	-do- 1210	-do-				
305	-do- 2016 J	-do-				
306	- do- FX- 3 / L - 220	-do-				
307	-do- FX - 9 / L - 140	-do-				
308	IR-3530	-do-				
309	IR- 3245	-do-				
310	IR- 2022	-do-				
311	-do- BCI-21 (B & C)	-do-				
312	Fax Roll 136 A/105/302	Mitzshubi				
313	- do- FA- 55	Panasonic				
314	Page pro 1390	Konica Minolta				
315	Page pro1400(toner Cartridge)	Konica Minolta				
316	Drum Cartridge Page Pro1400	Konica Minolta				
317	Computer Ribbon 1050	Epson				
318	Pen Drive 1GB/2 GB/4GB/8GB	Kingston				