

File No. D-15014/4/2007-GA
Prasar Bharati
Broadcasting Corporation of India
Directorate General: All India Radio

New Delhi, dated 18th February, 2008

To,

Subject: Limited Tender invited for supply of Stationery & Consumables
(Including those for Electronic Equipments) under Limited Tender.

Sir,

The undersigned is directed to invite competitive rates under Limited Tender (upto Rs. 25 Lakh) for supply of Stationery & Consumables, as per rule 151 of GFR-2005, as mentioned in "Annexure", for a period of Three months w.e.f 01.04.2008 to 30.06.2008. However, the Stationery items would be supplied as & when required by this Directorate during the contract period. You are requested to quote your lowest rates in sealed envelope by clearly superscribing thereon as, "Tender No D-15014/4/2007-GA for Stationery/ Consumables" due on 10th March, 2008 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 410, 4th 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, 2008. The Tenders received after the due date & time will not be entertained at all.

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3. The Tenders will be opened by this office on 10th March, 2008 at 4.00 P.M in the presence of representatives of the participating tenderer 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.
4. The quoted rates should contain the details of Taxes/Vat etc. 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 Tenders received without bid securities are liable to be ignored.
9. The successful Tenderers will have to furnish on demand Performance Security for equivalent to 10% of the purchase orders 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.

(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	Remark
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	Lotus				
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 Wilson	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 Pen Riffle 777	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 ad	Superme				
59	Stamp Ink	-do-				
60	Alpine 70 gm	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	Translating 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	Riso Paper (A-4 Century)	Century				
86	Waste Paper Basket	Kebica				
87	Pencil Cell everyday	Eveready				
88	Cell big everyday(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)	Sony/ Mouseber			
119	CD (RW)	-do-			
120	Floppy	-do-			
121	Rubber Band 250 gsm	----			
122	Master Roll 835	-do-			
123	Service Try Mayur	Mayur			
124	Tea Set B/C G-900 (Bone China)	Hitkari			
125	Spoon Venus No 116	Stainless Steel			
126	Cup & Plate (Bone China)	Hitkari			
127	Cello tape 2" x 65 mtr	-----			
128	Numbering Machine ink	-----			
129	Call Bell National	Sony			
130	Clip Board	Acrylic			
131	Bond Paper 80 gsm	Century			
132	Full Plate (Bone China)	Hitkari			
133	Electric bulb 100w	ECE			
134	Allout Machine with Refill	All out			
135	Allour Machine Reffil 45 Ngt	-do-			
136	Air-tight Container	Acrylic			
137	Service Try for Two Cups only	-do-			
138	D.O letter head printed (s)	As per emand			
139	D.O letter head printed (B)	-do-			
140	Calclator citizen	Citizen			
141	Typing Ribbon	Kores			
142	Bucket 18 Ltr	Wonder			
143	Lok shabha file 500 gm.	As per sample			
144	Rajya Shaba file 500 gm.	-do-			
145	Dustbin with lid spandle	Wonder			
146	Duplicating paper	Biltz			
147	Attendance Register	ABD			
148	Peon Book	-do-			
149	Torch Everyday	Everday			
150	Stapler pin 128/17	Kangaroo			
151	Stapler 128/17	Kangaroo			
152	Quick fix 15 ml	Quick Fix			
153	Pilot Pen V/5	Luxor			
154	GAR 29 100 Vouched bill	ABD			
155	Pay bill from outer	ABD			
156	Pay bill from inner	-do-			
157	TA/DA form	-do-			
158	TR 5 receipt	-do-			

159	Pay bill register 100 quire	-do-				
160	DIS Code 227	-do-				
161	Dak bag leather 18x12	leather				
162	Sketch Pen	Luxor				
163	Plastic File try	Kebica				
164	Plastic Folder	-do-				
165	Plastic folder A-3 Size	-do-				
166	Table glass 2x3	----				
167	Table glass 3x5	-----				
168	Hammer 1kg	-----				
169	Table top 16x24	Acrylic				
170	Tag green	-----				
171	Executive BrifeCase	VIP				
172	Stencil Packet	Kores				
173	Rope(per kg.) Sutali	---				
174	Plastic Strips(per Roll)	----				
175	Tumbler (Colour	Year				
176	Tumbler Cover(Coaster)	Kebica				
177	Envelope-A(10x12 Book size)	---				
178	Duplicators Ink	Kores				
179	Chair Cushion	---				
180	Ruled Statement Paper(F)	Neelgagan				
181	Plain Statement Paper (F)	-do-				
182	Needle	----				
183	Colour paper A-4 Size	J.K				
184	Bond Paper A-4 size	-do-				
185	Uni-ball Pen	-----				
186	Spiral Binding (per set)	As per demand				
187	Accession Green Index Register	ABD				
188	Medical Claim Form	-do-				
189	Treasury Challan Form	-do-				
190	Cash Book	Lotus				
191	Dak Bag (Jute)	As per sample				
192	Pen Stand Roll	Kebica				
193	Gloxy Paper(50/100 pages)	Desmat				
194	C.R Folder (with printed)	As per demand				
195	C.R Tag(green) long Size	-----				
196	Cartridge 16-A 7116A	HP				
197	Cartige H.P C 4129 X	HP				
198	-do- C 2612 A	-do-				
199	-do- 2613A	-do-				
200	-do- 7115 A	-do-				
201	-do- 3906F	-do-				
202	-do- 51649 A	-do-				
203	-do- 6578A	-do-				
204	-do- 6614D	-do-				
205	-do- 6615DA	-do-				
206	-do- 8727A	-do-				
207	-do- 6628A	-do-				
208	-do- 6656A	-do-				
209	-do- 6657A	-do-				
210	-do- 51645A	-do-				

211	-do-	4913 A	-do-				
212	-do-	20 A	-do-				
213	-do-	26 A	-do-				
214	-do-	3903 F	-do-				
215	-do-	8721 A	-do-				
216	-do-	8771 A	-do-				
217	-do-	8772 A	-do-				
218	-do-	8773 A	-do-				
219	-do-	8774 A	-do-				
220	-do-	8775 A	-do-				
220	-do-	8238	-do-				
221		Toshiba E Studio 2500	HCL/ Toshiba				
222	-do-	3500/4500/3570	-do-				
223	do-	16/160/1600/C22420/200	-do-				
224	-do-	12/1210/1200	-do-				
225	-do-	350/3520/352/452/450	-do-				
227	-do-	2320/230/280	-do-				
228	-do-	2340/282	-do-				
221	-do-	161/1620	-do-				
222	-do-	65/650/6510	-do-				
223	-do-	163/165/203/205	-do-				
224		Canon IR Series 1600/2000	Canon				
225	- do-	BX 20 & BCI 20	-do-				
226	-do-	2200	-do-				
227	-do-	1210	-do-				
228	-do-	2016 J	-do-				
229	- do-	FX- 3 / L - 220	-do-				
230	-do-	BCI-21 (B & C)	-do-				
231		Fax Roll 210 mtr (ordinary)	Mitzshubi				
232		Fax Roll 136 A/105/302	Panasonic				
233	- do-	FA- 55	-do-				
234		Modi 5821 Toner	Modi Xeros				
235		Page pro1400(toner Cartridge)	Konica Minolta				
236		Drum Cartridge Page Pro1400	-do-				
237		Computer Ribbon 1050	Epson				
238		Slip Book Spiral Binding	-do-				
239		Ring Folder A-4	Sanco				
240		Clip File PL-301 A-4	Megha Deluxe				
241		Solo Rack/Stand (CB-201)	Solo				
242		SoloFolder CB-201 A-4	Solo				
243		Engagement Stand	Acrlic				
244		Signature Pen	Luxor				
245		Correction Pen	Flair				
246		Visitor Card	As per demand				
247		Engagement Dairy(all Kinds)	Lotus				
248		Hand Bag/ Ladies purse	Leather				
249	-do-	executive	-do-				
250		Gate Pass(with printed)	ABD				
251		Entry Register for Gate Pass	Lotus				
252		Computer Duster(yellow)	-----				
253		Plastic Name Plate Stand	Kebica				

254	Rice Plate(Full & Half)	Non-breakable				
255	File Rack/Stand (ordinary)	Kebica				
256	Pen Stand (small) with 2 Holder	-do-				
257	Vim	Ultra				
258	Collin	-----				
259	Document Holder	Acrylic				
260	Phenyle	Trisul				
261	Cleanzo	-do-				
262	Naphthalene Balls	Trishul				
263	Colin	Colin				
264	Broom Narial (tilli)	-----				
265	Broom Phool	-----				
266	Surf	Ecell				
267	Floor Duster	-----				
268	Floor Wipper	-----				
269	Hit	Beygon/Finit				
270	Harpick	Harpick				
271	Brasso	-----				
272	Hockey Brush	-----				
273	Homocol Liquid	Homocol				
274	Beygon spray / Finit	Beygon/ Finit				
275	Spray pump	Plastic				
276	Detol liquid Soap	Detol				