

File No. D-15014/2/2008-GA
Prasar Bharati
Broadcasting Corporation of India
Directorate General: All India Radio

New Delhi, dated 17th June, 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 from the date of approval. 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-15014/2/2008-GA for Stationery/ Consumables" due on 8th July, 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 8th July, 2008. The Tenders received after the due date & time will not be entertained at all.

3. The Tenders will be opened by this office on 8th July 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.

..... 2/-

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. **As legends HP Computer Cartridges, Toshiba & Canon Photocopier toners, only authorized dealer of HP and HCL Company should send their quotations for items at serial nos. 236 to 286 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.

(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	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 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	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 Everday	Everday				
150	Stapler pin 12s/17	Kangaroo				
151	Stapler 12s/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 180gsm (50 Sheet)					
194	Gloxy Paper(50/100 pages)	Desmat				
195	C.R Folder (with printed)	As per demand				
196	C.R Tag(green) long Size	-----				
197	Slip Book Spiral Binding	-do-				
198	Ring Folder A-4	Sanco				
199	Clip File PL-301 A-4	Megha Deluxe				
200	Solo Rack/Stand (CB-201)	Solo				
201	SoloFolder CB-201 A-4	Solo				
202	Engagement Stand	Acrlic				
203	Signature Pen	Luxor				
204	Correction Pen	Flair				
205	Visitor Card	As per demand				
206	Engagement Dairy(all Kinds)	Lotus				
207	Hand Bag/ Ladies purse	Leather				
208	-do- executive	-do-				
209	Gate Pass(with printed)	ABD				

210	Entry Register for Gate Pass	Lotus				
211	Computer Duster(yellow)	-----				
212	Plastic Name Plate Stand	Kebica				
213	Rice Plate(Full & Half)	Non-breakable				
214	File Rack/Stand (ordinary)	Kebica				
215	Pen Stand (small) with 2 Holder	-do-				
216	Vim	Ultra				
217	Collin	-----				
218	Document Holder	Acrylic				
219	Phenyle	Trisul				
220	Cleanzo	-do-				
221	Naphthalene Balls	Trishul				
222	Colin	Colin				
223	Broom Narial (tilli)	-----				
224	Broom Phool	-----				
225	Surf	Ecell				
226	Floor Duster	-----				
227	Floor Wipper	-----				
228	Hit	Beygon/Finit				
229	Harpick	Harpick				
230	Brasso	-----				
231	Hockey Brush	-----				
232	Homocol Liquid	Homocol				
233	Beygon spray / Finit	Beygon/ Finit				
234	Spray pump	Plastic				
235	Detol liquid Soap	Detol				
	ONLY FOR AUTHORISED	DEALERS				
236	Cartridge 16-A 7116A	HP				
237	Cartige H.P C 4129 X	HP				
238	-do- C 2612 A	-do-				
239	-do- 2613A	-do-				
240	-do- 7115 A	-do-				
241	-do- 3906F	-do-				
242	-do- 51649 A	-do-				
243	-do- 6578A	-do-				
244	-do- 6614D	-do-				
245	-do- 6615DA	-do-				
246	-do- 8727A	-do-				
247	-do- 6628A	-do-				
248	-do- 6656A	-do-				
249	-do- 6657A	-do-				
250	-do - 5949 A	-do-				

251	-do-	51645A	-do-				
252	-do-	4913 A	-do-				
253	-do-	20 A	-do-				
254	-do-	26 A	-do-				
255	-do-	3903 F	-do-				
256	-do-	8721 A	-do-				
257	-do-	8771 A	-do-				
258	-do-	8772 A	-do-				
259	-do-	8773 A	-do-				
260	-do-	8774 A	-do-				
261	-do-	8775 A	-do-				
262	-do-	8238	-do-				
263	Toshiba E Studio 2500		HCL/ Toshiba				
264	-do-	3500/4500/3570	-do-				
265	do- 16/160/1600/C22420/200		-do-				
266	-do-	12/1210/1200	-do-				
267	-do- 350/3520/352/452/450		-do-				
268	-do- 2320/230/280		-do-				
269	-do- 2340/282		-do-				
270	-do- 161/1620		-do-				
271	-do- 65/650/6510		-do-				
272	-do- 163/165/203/205		-do-				
273	Canon IR Series 1600/2000		Canon				
274	- do- BX 20 & BCI 20		-do-				
275	-do-	2200	-do-				
276	-do-	1210	-do-				
277	-do-	2016 J	-do-				
278	- do- FX- 3 / L - 220		-do-				
279	-do- BCI-21 (B & C)		-do-				
280	Fax Roll 210 mtr (ordinary)		Mitzshubi				
281	Fax Roll 136 A/105/302		Panasonic				
282	- do- FA- 55		-do-				
283	Modi 5821 Toner		Modi Xeros				
284	Page pro1400(toner Cartridge)		Konica Minolta				
285	Drum Cartridge Page Pro1400		-do-				
286	Computer Ribbon 1050		Epson				