

Government of India
Ministry of Micro, Small & Medium Enterprises
Micro, Small & Medium Enterprise Development Institute
111/112, B. T. Road, Kolkata – 700108

No. /D-150111/1/2012-Admn

Dt.13.06.2013

CIRCULAR

The intended bidders are requested to quote their rates in the prescribed proforma annexed at annexure-I as per this office tentative annual requirement in a sealed cover addressing to the Director, MSME-DI, Ministry of MSME, Govt. of India ,111& 112 B.T. Road ,Kolkata with the word **“QUOTATION FOR PURCHASE OF STATIONARIES/SANITORY ITEMS”** boldly superscribed on the top of envelope.

Tender document (i.e Annexure-I, Proforma with supporting evidences etc.) duly complied with the terms & condition(attached) in all respects should be sent invariably latest by **05/ 072013** within office hours at the above given address. Late and delayed tenders will not be considered.

To

1. Senet Website
2. Notice Board

Sd/-
[B N Mandal]
Asstt. Director (Admn)/DDO
For Director

Terms and condition

The terms and conditions of the contract are as indicated below:

- (i) The invitation is open to all manufacturers, their suppliers and general order suppliers who are having at least 3 years experiences in supplying stationery items/other items to the Govt. of India organizations.
- (ii) Rates mentioned in the quotation if accepted shall remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period.
- (iii) No advance payment will be made.
- (iv) The firm whose rates are found to be lowest may be required to display sample of non- branded items. If sample of the lowest quoted firm is not satisfactory, contract may be awarded to the firm supplying the items of requisite quality at the next higher rate.
- (v) The sample deposited shall remain in the custody of the office during the contract period.
- (vi) The office will not accept any duplicate/substandard items not matching the sample. If the supplier is not able to supply the items as per sample, appropriate action may be taken against the firm i.e imposition of penalty, cancellation of contract or forfeiture of EMD/Performance Security deposited with the contract including blacklisting the firm.
- (vii) The firm should be in a position to supply of stationary/Sanitary items on short notice and also as and when needed. The firm should be able to provide these items on holidays/Sunday/Saturday also.
- (ix) The firm should be registered with the govt. for the purpose of VAT/Sales tax etc and the copy of certificate should be attached with the bid documents.
- (x) Rates should be quoted in prescribed proforma annexed at annexure-I. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT/CST and local taxes, if any, which shall be paid by the office as applicable.
- (xi) **The bidders are given 3 (three) weeks time for submission of bids from the date of publication of the tender notice. The bidding documents(i.e tender) duly sealed and super scribed to be sent to the address of Director,MSME-DI, Ministry of MSME, Govt. of India,111&112,B.T. Road,Kolkata-700108 within working hours. The date , time and place of opening of the bid is next working day after 21 days at 16 hours at the chamber of Asstt. Director(Admn), MSME-DI,Kolkata.**
- (xii) Duly constituted committee shall open and evaluate the Bids. The lowest quoted bidder(s) shall be chosen on the basis of total bid price received. However, the lowest bidder(s) has to match the price of other technically responsive bidders for the items for which his/ their rates are higher. The office may consider to appoint more than one supplier on the same rates.

FINANCIAL BID

Stationaray/Sanitary items for use of the Micro Small Medium Enterprises-Development Institute, Kolkata					
Sl. No.	Name of the item	Quantity	Tentative annual requirement	MRP Price per piece	Rates quoted per piece
1	Desk Calendar Stand(Plastic)	Each			
2	Dead Stock Registe 200pages	Each			
3	Stock Register 500 pages	Each			
4	Stock Register 100 pages	Each			
5	Cash Book 200 pages	Each			
6	Envelopes(yellow) size SE-4(80 GSM)plan	Per thousand			
7	Envelopes(yellow) size SE-5(80 GSM)plan	Per thousand			
8	Envelopes(yellow) size SE-6(80 GSM)plan	Per thousand			
9	Envelopes(brown)(cloth) SE-10X12plan	Per thousand			
10	Envelopes(brown) SE-5 9X4 plan	Per thousand			
11	Envelopes(brown) SE-6 10X4 plan	Per thousand			
12	Envelopes(brown) SE-7 Cloth	Per thousand			
13	Envelopes(brown) SE-7 A Plan	Per thousand			
14	Envelopes(brown)(cloth)SE-8 cloth	Per thousand			
15	Envelopes(brown) SE-8A Plan	Per thousand			
16	Envelope Book Size Plastic coated brown10X12	Per thousand			
17	Envelope book size (yellow) laminated (10X12)	Per thousand			
18	Envelope SE-8(yellow) laminated	Per thousand			
19	Packing paper sheets brown	Per hundred			
20	Plastic Scale 12"size	Each			
21	PVC index file	Each			
22	PVC punch less(clip) file folder A4	Each			
23	PVC Wire file folder	Each			
24	plastic folder(yellow) A4	Each			
25	plastic folder(black) A4	Each			
26	Pipe folder(Stick folder) A4	Each			
27	Plastic folder with button A4	Each			
28	Plastic spl. Quality forlder A4	Each			
29	Jute decorative folder A4	Each			
30	Conference folder-A4 Size	Each			
31	File cover (with inside cloth) printed for Micro Small Medium Enterprises-Development Institute,Kolkata (14"X10")	Per hundred			
32	File cover (without cloth) printed for Micro Small Medium Enterprises-Development Institute,Kolkata(14"X10"	per hundred			
33	File Board	Per hundred			
34	File band	Per hundred			
35	Gem Clip(plastic coated) 1X50	Per packet			
36	Jute sutli	Per Kg.			
37	Jute cloth	per meter			
38	Long cloth(markin)	per meter			
39	Stamp Pad Ink	Each			
40	Note Sheet (FS) (100 pages)	Each			
41	Punch(single hole)	Each			
42	Punch machine(double hole) per machine(8cm)	Each			
43	Pin Cushion	Each			
44	Paper weight(glass)	Each			

45	Pen stand size 11X6.5 inch with 2 jotter golden pen	Each
46	Pen stand size 12X7inch with 4 jotter golden pen	Each
47	High Tech pen(VS)	Each
48	Sign07 pen	Each
49	Jotter Pen	Each
50	Jotter refill	Each
51	Pen 20-20(use and throw)	Per Packet
52	Gel Pen . 5 mm tip, transparrent barrel, Frosty cap, Ribbed grip	Each
53	Gel Pen . 5 mm needle tip	Each
54	Fine grip ball pen	Each
55	.60mm stainless tip ball pen	Each
56	1.00 mm dia Tungsten carbide, plastic & elastic rubber barrel ball pen	Each
57	Nickel silver ball .7mm TC pen	Each
58	2Way(Red & Blue) ball pen	Each
59	Refill for ball pen	Per packet
60	Gel PG-500 pen	Each
61	Refill for PG-500 pen	Per packet
62	Lead Pencil HB	Per packet
63	Lead Pencil 2B	Per packet
64	Pencil(Red & Blue)	Each
65	White Board marker pen	Each
66	White Board cleaning duster	Each
67	Coloured flags in 4 colours	Per packet
68	Permanent marker pen	Each
69	Immediate/Most immediate slips	per hundred
70	Gum tape(big)	Each
71	packing tape(brown)	Each
72	Glue Stick(15gm)	Each
73	Gem Clip (Binder clip all type)	Per packet
74	Carbon paper FS Size-per packet	Per packet
75	Gum bottle-200ml	per bottle
76	Pin Packet	Each
77	Pin container(good quality)	Each
78	Calculator (good Quality) 10 digit	Each
79	Highlighter Pen	Each
80	Jug (plastic)	Each
81	Needle (big)	Each
82	Eraser(Non-dust)medium	Each
83	Glass Tumbler	Each
84	Glass cover(coaster good quality)	Each
85	Tea set(bone china)	Each
86	Cup-saucer(VIP)6 pieces each(1X6)	Packet
87	Serving tray (medium seze)	Each
88	Thermoflask(2 ltrs)	Each
89	Mosquito Repellent Liquid with machine	Each Set
90	Mosquito Repellent coil	Each packet
91	Mosquito Repellent Tab with machine	Each Set
92	Mosquito Repellent Tab - packet	Each
93	Muriatic Acid(industrial use) bottle 500ml	Each
94	Muriatic Acid(industrial use) bottle 1Ltr.	Each
95	Powerful disinficants and germicide liquid(black)5 ltr.	per bottle

96	Powerful disinfectants and germicide liquid(black)450ml	per bottle
97	Powerful disinfectants and germicide with flavour liquid(white) 450ml	per bottle
98	Napthalene Balls	Per Kg.
99	Glass & household cleaner 250ml	Each phile
100	Odonil(jasmine flavour)	Each
101	Detergent powder-1Kg	Each
102	Room freshner (170ml)	Each
103	Toilet Brush	Each
104	wiper (long handle)	Each
105	Disinfectant soap liquid (250ml)	Each
106	Soap case	Each
107	Toilet soap(flavoured) 100gm	Each
108	Detergent cake 100gm	Each
109	Bleaching powder- 500gm	Per Packet
110	plastic Mug	Each
111	Door Mat(good quality)(3'X2' medium size)	Each
112	Stick broom(coconut) with Bamboo(good quality)	Each
113	Broom (coconut) good quality	Each
114	Broom(Phool) (good quality)	Each
115	Duster White (medium)	Each
116	Duster Yellow (medium)	Each
117	Lavatory cleaner detergent/toilet bowl cleaner liquid 500ml.	Each
118	Towels (Big Size) 27"X54" ordinary	Each
119	Towels 24"X48" good quality	Each
120	Towels 54"X72" good quality	Each
121	Towels (small size) 24"X36"	Each
122	Dustbin (with cover)20Ltrs	Each
123	Waste paper basket 12"X15" height -per basket	Each
124	Dustbin (with cover)10Ltrs	Each
125	Feather Duster	Each
126	Floor Duster	Each
127	Pencil Cell AAA	Each
128	Pencil Cell AA	Each
129	Torch (3 Battery cell) metal body	Each
130	Stapler 23X10	Each
131	Stapler 23X8	Each
132	Stapler Big (24X6)	Each
133	Stapler small HP 10 No steel body	Each
134	Stapler Pin No.10	Per Packet
135	Stapler Pin 24X6	Per Packet
136	Stapler Pin 23X10	Per Packet
137	Page marker(numbering)	Each
138	Stapler Pin 23X8	Per packet
139	Scissor (Medium) PVC handle	Each
140	Candle- 50gms	Each
141	Photostat paper 75 GSM A4	Per Packet
142	Photostat paper 80 GSM A4	Per Packet
143	Photostat paper 75 GSM A3	Per Packet
144	Writing Chalk- 1pkt	Per Packet
145	Shorthand note book	Each
146	Writing Pad	Each

147	Seat cushion good quality	Each
148	Sealing wax	Each
149	Pen drive-8 GB	Each
150	HPCartridge-16A	Each
151	HP Inkjet Cartridge-21 &22 combo pack	Each
152	HP Inkjet Cartridge-27 &28 combo pack	Each
153	HP Toner Cartridge 88A	Each
154	HP Inkjet Caetridge-702	Each
155	Lamp(PL-L4P 36W/865	Each
156	Tube Light-40W	Each
157	Tube Light-36W	Each
158	Wall clock (quartz) medium size	Each
159	Diary Register fine quality (300 pages)	Each
160	PBR Register 100 pages with abstract 25 pages	Each
161	PBR Register 75 pages with abstract 20 pages	Each
162	PBR Register 50 pages with abstract 15 pages	Each
163	Fully Index register 3quire and 4 quire	Each
164	Register ruled 1 quire	Each
165	Register ruled 2 quires	Each
166	Regitser ruled 3 quires	Each
167	Register ruled 4 quires	Each
168	Register ruled 6 quires	Each
169	Register ruled 8 quires	Each
170	Challan(GAR-6)(Pad of 100 sheet	Each
171	Attendance register 50 pages	Each
172	Peon Book 100 pages	Each
173	Dispatch register 500pages	Each
174	Leather bound register 8 quires	Each
175	Alphabetic register 6 quires	Each
176	File movement register 75 pages	Each
177	Driver Log book (200 pages) FS with page numbering	Each
178	Plastic file tray	Each
179	Pay bill GAR-13outer (pad of 100 sheet)	Per Packet
180	TA/DA GAR14-C Form(pad of 100 sheet)	Per Packet
181	LTC GAR- 14C form (pad of 100 sheet)	Per Packet
182	LTC Bill	Per Packet
183	Coningent bill GAR28	Per Packet
184	Contingent bill GAR 29	Per Packet
185	Contingent bill GAR 30	Per Packet
186	Medical Bill GAR -23(95)	Per Packet
187	Lock(5-Liv)	Each
188	Lock(6-Liv)	Each
189	Lock (7-Liv)	Each
190	Calling bell(electronic)	Each
191	Urinal Balls	Per Packet

PROFORMA		
Sl. No.	Particulars	To be filled by the Tenderer
1	(a) Name of the Firm/Agency	
	(b) Address	
	© Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No,	
	(f) E-mail Address	
	(g)Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3	CST/VAT Registration certificate (copies to be enclosed) (TIN Numbers)	
4	Service Tax Registraion No.(copy to be enclosed)	
5	List of Govt. Ministries/Departments/clients showing experience in the field (Copies of contracts/orders placed on the agency during last 3 years should be attached)	
6	Whether copies of Income Tax return for last 2 years attached	
7	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) issuing Bank	
8	Whether terms and conditions of the Tender is acceptable or not	
9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firms or its owner/ partners anywhere in India(if no, an undertaking to this effect is to be attached in this regard)	
	Date	(Signature of the authorized person)
	Place:	Name:
		Designation:
		Seal