

No. 1/Stores/2011(2)  
INTELLIGENCE BUREAU  
(Ministry of Home Affairs)

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New Delhi, the

**TENDER NOTICE**

This office under Ministry of Home Affairs requires Stationery items for day to day official use. These items are generally purchased on month-to-month basis and some items on requirement basis.

2. The tender document floated for the purpose can be obtained from the Main Reception, 35, Sardar Patel Marg, New Delhi-110021 on payment of Rs. 1000/- (Rupees One thousand only) (non-refundable) in the form of Demand Draft drawn on a Nationalized Bank in favour of "DDO/M, IB(MHA)" and payable at New Delhi.

3. Alternatively, the Tender document can be downloaded from the MHA website <http://www.mha.nic.in>. However, in this case, the bid should be accompanied with a Demand Draft of Rs. 1000/- as mentioned in para 2 above.

4. Sealed quotations, duly super-scribed " **Quotations for Stationery items**" and addressed to the undersigned be deposited in the Tender Box kept at Main Reception, 35, Sardar Patel Marg, New Delhi-21, not later than 3.00 P.M. on March 7<sup>th</sup>, 2011.. The quotations can also be sent by post so as to reach the undersigned by the due date and time. Quotations received after stipulated date/time shall not be entertained.

Sd/-

Assistant Director/Stores  
Telephone-24191564

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**Detailed information/terms and conditions for the procurement  
of Stationery items.**

Sealed tenders are invited by this department under Ministry of Home Affairs for the purchase of Stationery items as detailed in the enclosed list at Annexure-A. These items are generally purchased on month-to-month basis. It must be noted that the rates quoted should be approved by the Original Manufacture Firms and must be valid till 31.3.2012. It may also be noted that the Stationery items will have to be delivered at 35, Sardar Patel Marg, New Delhi-110021. The firm whose rates are accepted, will be required to supply the items mentioned in Annexure-A from April 2011 onward and throughout the year.

2. The covers containing the bids i.e Technical bid and Financial bid sealed in separate covers and super-scribed "Bids for supply of Stationery items to be opened on March 7<sup>th</sup>, 2011" should be addressed to the undersigned and may be deposited in the tender box kept at Main Reception, 35, Sardar Patel Marg, New Delhi-21, not later than 3.00 P.M. on March 7<sup>th</sup>, 2011. The quotations can also be sent by post so as to reach the undersigned by the due date and time. Quotations received after stipulated date/time shall not be entertained. The technical bids will be opened on March 7<sup>th</sup>, 2011 at 4.00 PM on the same day. The date of opening of financial bids would be revealed once the technical bids are examined.

3. Incomplete or conditional tenders will not be entertained. Tenders of only those firms will be entertained who deposit an earnest money amounting to Rs. two lacs in the form of DD drawn in favour of DDO/M, IB Hqrs., New Delhi.

4. The firm whose tenders are accepted will have to deposit security money of Rs. 5 lacs in the form of F.D.R. The earnest money and security money shall bear no interest.

5. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of tender, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest money deposited shall be forfeited after giving proper opportunity through show cause notice.

6. The firm should have an annual turnover of at least one crore (annually). The firm must attach supporting documents in this regard.

7. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bill of defaulting firm. If recoverable amount exceeds security money, the whole amount will/can be recovered from the pending bills.

8. The tendering firm must submit the VAT/Sales Tax Registration Certificate/ latest VAT/Sales Tax clearance certificate. In the absence of the same, the tender will not be entertained.
9. All the firms participating in the Tender must submit a list of their owners/ partners etc. along with their contact numbers and a Certificate/undertaking to the effect that the firm is neither blacklisted by any Govt. Department nor any criminal case is registered/pending against the firm.
10. The tendering firm must quote the rates in words as well as in figures of each and every item in the enclosed list. The tenderer should quote the rates clearly without any overwriting/cutting. Vat/Taxes, other charges etc. should be mentioned specifically/ separately, failing which no claim will be entertained at a later stage.
11. In case any firm is already providing these items to any other Ministry/ Govt. Department, details thereof may also be furnished along with the quotations. The rates quoted should be valid till 31.3.2012.
12. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.
13. No advance payment will be made in any case.
14. The Department reserves the right to reject any or all the tenders without assigning any reason thereof.
15. Due to criticality of the requirement, this office cannot depend on a single source of supply for these items. As such, the supply order may be splitted to more than one firm at the rate quoted by L-1 Firm. A Committee will consider the option of splitting the supply to more than one firm after assessing the bids. In case the supply is splitted among two firms, the ratio will be 60% for L-1 and 40% for the other firm. However, the department reserves the right to alter this ratio if it is found there is a deficiency in the service provided by either vendor.
16. The tenderers may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
17. The Tender Processing Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and also to check the godown of the firm(s).
18. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions.
19. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical Bid.

20 The following documents should be submitted along with the Tender :

- i) VAT/Sales Tax Registration Certificate alongwith TIN Number.
- ii) Latest VAT/Sales Tax Clearance Certificate.
- iii) Earnest money as per clause No. 3.
- iv) Authorization Certificate in case of authorized dealer.
- v) Documents regarding Annual turnover of the firm.
- vi) A list of owner/partners of the firm and their contact numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Deptt. nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.
- vii) Any other relevant important information.
- viii) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
- ix) List of the Ministries/Government Departments to whom the stationery items mentioned in Annexure-A are/were being supplied by the firm.
- x) Price Bid containing price per unit only and the percentage of VAT in a separate cover. This may be clearly indicated in prescribed format as mentioned in the enclosed list.

Assistant Director/Stores  
Telephone-24191564

SIGNATURE AND SEAL OF TENDERER

NAME IN BLOCK LETTERS

FULL ADDRESS

**ANNEXURE - A****LIST OF STATIONERY ITEMS**

<b>Sl. No.</b>	<b>Name of Item</b>	<b>Specifications</b>	<b>Rates per unit</b>	<b>% of VAT</b>
1	ALL PINS	(Globe)rust free		
2	ALL PIN CUSHION	(Kebica)		
3	CORRECTION PEN	(Uni)		
4	COLOURED FLAG 1'X3'	(omax)		
5	COTTON TAG (White-superior)	Bunch of fifty (50)		
6	CARBON PAPER	Kores		
7	DAK PAD	Neelgagan		
8	DCR STAND	Kebica		
9	DESK KNIFE	Kebica		
10	ENVELOPES BROWN (S-4) 80 gsm	Khaki star paper		
11	ENVELOPES BROWN (S-5) 80 gsm	Khaki star paper		
12	ENVELOPES BROWN ( S-6) 80 gsm	Khaki star paper		
13	ENVELOPES BROWN (S-7) 80 gsm	Khaki star paper		
14	ENVELOPES BROWN (S-8) 80 gsm	Khaki star paper		
15	ENVELOPES BROWN (S-6A) 80 gsm	Khaki star paper with cloth		
16	ENVELOPES BROWN (S-7A) 80 gsm	Khaki star paper with cloth		
17	ENVELOPES BROWN (S-8A) 80 gsm	Khaki star paper with cloth		
18	ENVELOPES WHITE (No.5) 80 gsm	Plain		
19	ENVELOPES WHITE (No6) 80 gsm	Plain		
20	ENVELOPES WHITE (No.6) 80 gsm	Window		
21	ENVELOPES YELLOW LAMINATED -A4	Superior with lamination		
22	ENVELOPES YELLOW LAMINATED-FS	Superior with lamination		
23	ENVELOPES YELLOW LAMINATED (SE-5)	Superior with lamination		
24	ENVELOPES YELLOW LAMINATED (SE-6)	Superior with lamination		
25	ENVELOPES YELLOW LAMINATED (SE-7)	Superior with lamination		
26	ENVELOPES YELLOW LAMINATED(SE-8)	Superior with lamination		
27	ERASER (NON-DUST)	Apsara		
28	FILE BINDERS	Superior (good qlty.)		
29	FILE BOARD	Neelgagan		
30	FILE COVERS (BROWN) 300 gsm	Star (Plain)		

31	FILE COVERS (BROWN) 350 gsm	Hard Bound with clothpatti		
32	FILE COVERS ( Yellow Laminated)	300 gsm		
33	FILE COVERS (Yellow plain.)	300 gsm		
34	FOLDERS ( ORDINARY)	Sun (RC-001)		
35	SOLO FOLDER (RB-401)	2-D Ring Binder		
36	SOLO FOLDER (RB-402)	2-D Ring Binder		
37	SOLO FOLDER (RB-406)	2-D Ring Binder		
38	SOLO FOLDER (RB-412)	2-D Ring Binder		
39	SOLO FOLDER (PL-301)	Clip type		
40	SOLO DISPLAY FOLDER	Pocket leaf type		
41	FOLDERS (PP/ SUN)	Both sides transparent		
42	FOLDERS ( L type)	One side transparent		
43	FOLDERS (MEETING)	Leather folder with pocket		
44	FOLDERS (TRAINING)	Rexene folder With pocket		
45 (i)	GEM CLIPS (Steel)	Globe Branded		
(ii)	GEM CLIPS (coloured Plastic)	-do-		
(iii)	GLUE STICK (15 gm)	Kores		
46	GUM BOTTLE (150 ML)	Camlin		
47	GUM BOTTLE (300 ML)	Camlin		
48	GUM TUBE	Omax		
49	GLOSSY PHOTO PAPER (20 sheet) 175 gsm	JK		
50	HIGHLIGHTERS (SET OF FIVE)	Faber Castle		
51	INK PILOT PEN	Luxor		
52	INK CHELPARK	Chelpark/Camlin		
53	LONG EXERCISE NOTE BOOK	Neelgagan		
54	NOTE SHEET (GREEN) fulscape	80 gsm ledger paper		
55	NOTE SHEET (WHITE) fulscape	-do--		
56	NT CUTTER	Good qlty.Rust free blade		
57	OHP TRANSPARENT SHEETS	A4 (Kores)		
58	OHP MARKER	Camlin/Faber caltle		
59	PAPER WEIGHT	Coloured Glass heavy		
60	PEN BALL PEN	Reynold 045		
61	PEN ADD GEL	PG-500		
62	PEN PILOT 05	Luxor		
63	PEN PILOT V5	Luxor		
64	PEN PILOT V7 (grip)	Luxor		

65	PEN SIGNO GEL	Uniball		
66	PEN UNIBALL MICRO	Uniball		
67	PEN JOTTER	Reynod/cello		
68	PEN JETTER	Reynold/Cello		
69	HOLDER PEN	VIP/Kebica		
70	PEN STAND (2 HOLES)	(Kebica/Wilson)		
71	PEN STAND (4 HOLES)	(Kebica/Wilson)		
72	PENCIL (HB)	Natraj		
73	PENCIL	Apsara platinum		
74	PENCIL SHORTHAND	Apsara		
75	PERMANENT MARKER	Faber Castle		
76	POST IT PAD 2'X3'	Omax/orporate		
77	POST IT PAD 3'X3'	Omax/Corporate		
78	POST IT PAD 3'X5'	Omax/Corporate		
79	PUNCH (SINGLE HOLE)	Kangaroo		
80	PUNCH (DOUBLE HOLE)	Kangaroo		
81	REFILLS (ADD GEL)	PG-500		
82	REFILLS (UNIBALL)	Signo UMR-87		
83	REFILLS (JOTTER)	Reynold		
84	REFILLS (JETTER)	Reynold		
85	REFILLS (ORDINARY)	Spic		
86	REFILLS (REYNOLD)	045		
87	ROYAL EX. BOND PAPER	Bilt 100 gsm,		
88	RULLED REGISTERS (2 QRS.)	Moonlight Dlx.		
89	RULLED REGISTERS (3 QRS.)	-do-		
90	RULED REGISTERS (4 QRS.)	-DO-		
91	RULLED REGISTERS (6 QRS.)	Leather bound		
92	RULLED REGISTERS (8 QRS.)	-do-		
93	SCALE (PLASTIC/STEEL)	PLASTIC STEEL		
94	SCISSOR (BIG)	Brass heavy		
95	SCISSOR (MEDIUM)	Kebica		
96	SCISSOR (SMALL)	Kebica		
97	SEALING WAX (400 gms)	Universal		
98	SHARPNER	Natraj		
99	SIGNATURE PAD	Neelgagan		
100	SKETCH PEN (Set) (Luxor)	Luxor multicolour		
101	SLIP PAD (No.22)	Neelgagan		
102	SLIP PAD (No-33)	Neelgagan		
103	SPIRAL PAD (No-66)	Neelgagan		
104	STAPLER (BIG)	Kangaroo 24/6		

105	STAPLER (SMALL)	Kangaroo HD-10		
106	STAPLER PIN (BIG)	Kangaroo 24/6		
107	STAPLER PIN (SMALL)	Kangaroo HD-10		
108	SUPER DO PAPER	Rajdhani		
109	THREAD BALLS	White thread superior		
110	TA MAPLITHO PAPER (NSO Premium) per ream	80 GSM (22" x 28")		
111	WHITE BOARD MARKER	Luxor		
112	WHITE FLUID	Kores		
113	XEROX PAPER (MODI) A3 (ream)	75 gsm		
114	XEROX PAPER (MODI) A4 (ream)	75 gsm		
115	XEROX PAPER (MODI) A4 (ream)	80 gsm		
116	XEROX PAPER (MODI) FS (ream)	75 gsm		

(TOTAL RUPEES.....)