

F.No. 25/2/2011- Genl. Admn.
Government of India
Ministry of Finance
Department of Disinvestment

Block No. 11 & 14 CGO Complex,
Lodhi Road, New Delhi.
Dated 18th May, 2012

NOTICE INVITING TENDER

The undersigned is directed to invite sealed quotations for the stationery articles on the basis of terms & conditions mentioned in para "2" hereunder:-

2. Terms & Conditions:-

- (i) Only those registered firms having a valid TIN No. are eligible to furnish tenders.
- (ii) The tenders are to be furnished in the format as prescribed in Annexure-I to this Notice.
- (iii) No Earnest Money is required to be deposited. However, the successful bidder has to furnish a Security Deposit Rs. 2000/- (Rupees two thousand only) in the form of Bankers cheque or Demand Draft in the favour of Drawing & Disbursing Officer, Department of Disinvestment. The Security Deposit shall be refunded on Completion of the contract. No interest shall be payable on the Security Deposit. The Security Deposit shall be liable to be forfeited in case the firm fails to comply with the terms & conditions contained herein.
- (iv) Rates : The bidder firms should quote rates exclusive of any tax. This Department shall pay taxes at the applicable rates. The rates quoted by the firms shall be applicable through out the tenure of the contract. No request for enhancement of rates of any article for any reason shall be entertained.
- (v) The firms should be in a position to supply the goods within seven days of receipt of supply order. In case of urgency the firms should supply the required articles within twenty-four hours receipt of order through letter/telephone. The firm shall be solely responsible for any damage during transportation.
- (vi) Quality: The articles shall be of the brand specified. Where no brand name is mentioned, the articles should be of good quality. Samples of the unbranded articles should be provided with quotation.
- (vii) No advance payment shall be made. Payment through cheque only shall be made on receipt of bills after delivery of the articles. No additional cost on account of cartage/package shall be borne by this Department.

- (viii) **Last Date:** Tenders received up to 11.00 A.M. on 30.05.2012.
- (ix) **Opening of tender:** 4.00 PM on 30.05.2012. One representative from each of the bidding firms may be allowed being present during opening of tenders.
- (x) **Submission of tender:** The tenders in the prescribed format should reach Shri D. Chattopadhyay Under Secretary (Admn.), Room No-215, Block No-11, CGO Complex, Lodhi Road, New Delhi-03, on or before the last date as mentioned above. The envelope should be sealed.
- (xi) The Department of Disinvestment reserves the right to cancel any tender without assigning any reason whatsoever.
- (xii) This notice is being simultaneously placed on the website of the Department www.divest.nic.in. Interested firms may also submit tender in response to the notice on the website. The format can be downloaded from the website.

(D. Chattopadhyay)
Under Secretary to the Govt. of India
Ph. No. 24368785

To

Agencies/Firms as per the list placed below.

Copy to: Technical Director, NIC, along with soft copy, with the request to upload this Notice Inviting Tender in the website of this Department as well as on CPP portal in a downloadable format and retain it upto 30.05.2012.

Enclosure: Annexure-I

Annexure -I to Notice Inviting Tender F. No. 25/2/2011-GA, dated 18.5.2012
Tender for Misc. Stationery items.

S.N.	Name of the item	Unit	Cost (Rs.)
1.	File Cover	Each	
2.	File Board	Each	
3.	Sutli (Thread)	Per kg.	
4.	White Duster	Each	
5.	Yellow Duster	Each	
6.	Plastic Folder one side colour	Each	
7.	Plastic Folder Transparent	Each	
8.	Door Mat Jute 4x2	Each	
9.	Door Mat Jute 3x2	Each	
10.	Door Mat Jute 4x2	Each	
11.	Door Mat Synthetic 4x2	Each	
12.	Door Mat Synthetic 3x2	Each	
13.	White Tag (1x250)	Per pkt.	
14.	Glass Tumbler	Each	
15.	Slanting desk Wooden	Each	
16.	Table Glass	Per sq. Ft.	
17.	Sealing wax	Per pkt.	
18.	Match Box	Per pkt.	
19.	Candle	Per pkt.	
20.	Pen Highlighter	Each	
21.	Rubber band	Per kg.	
22.	Wall Clock	Each	
23.	White Board Marker	Each	
24.	White Board Duster	Each	

2. I agree to abide by the terms and conditions contained in para 2 of the Notice Inviting Tender No. 25/2/2011-G.Admn., dt. 18.5.2012.

(Signature of the authorized signatory)