



सं. 15015/1/2015-Ad (G)

No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107
New Delhi-110107

Dated 2nd September, 2016

Notice Inviting Tender

Subject: To invite Online Bid for Rate Contract (RC) for supply of Stationery items for use in the Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financial sound companies/firms/agencies for award of Rate Contract (RC) for supply of Stationery items for use in the Ministry of Steel for the period of two years from the date of awarding the Rate Contract (RC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.
3. The tender document contains the following enclosures:
 - Annexure-I - Term and Condition
 - Annexure-II - Proforma for Technical Bid Submission
 - Annexure-III - List of Stationery Items (Proforma for Financial Bid Submission)
 - Annexure-IV - Details of Bank Account
4. Important Dates for the invitation of aforesaid Online Bid:
 - ✓ Publish Date of Bid - 02.09.2016 05.30 PM
 - ✓ Bid/Document Downloading Start Date - 02.09.2016 05.30 PM
 - ✓ Bid Submission Start Date - 03.09.2016 09.00 AM
 - ✓ Bid/Document Downloading End Date - 26.09.2016 03.00 PM
 - ✓ Bid Submission End Date - 26.09.2016 03.00 PM
 - ✓ Bid Opening Date - 26.09.2016 03.30 PM
5. The Bid should invariably be accompanied by a Demand Draft of ₹ 50,000/- (Fifty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be dropped in a sealed cover superscripted with 'BID FOR RC FOR SUPPLY OF STATIONERY ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 26th September, 2016 by 03.00 P.M.
6. Tender may also be downloaded from the website of the Ministry of Steel (<http://steel.nic.in>).
7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.
8. For instructions of submission of e-Tender through the CPP Portal please visit <https://eprocure.gov.in/eprocure/app>.
9. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(K. Murali)

के० मुरली/K. MURALI
अवर सचिव/Under Secretary
भारत सरकार/Govt. of India
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन/Udyog Bhawan, New Delhi
23061243

Copy with request to upload it on the website of the Ministry of Steel to NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

Term and Condition for Supply of Stationery Items in the Ministry of Steel**General Conditions**

1. The period of Rate Contract (RC) shall be ordinarily be *valid for two years with effect from the date of awarding the Rate Contract (RC)*. This period may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The rate quoted should clearly specify whether Sales Tax, Service Tax and VAT are applicable and, if so, at what rate. In case, this information is not indicated in the bid, it would be presumed that the rates quoted are inclusive of all type of taxes. The rates are to be quoted in the format given in Annexure-III.
3. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
4. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
5. The bidder will have to supply the stationery items in good condition in the General Administration Division, Room No. 74, G Wing, Ministry of Steel, Udyog Bhawan, New Delhi at their own cost. No transportation or labour charge will be paid.
6. The firm should be in a position to supply all stationery items even on short notice as and when needed on receipt of written order from the authorized officer in the General Administration Division.
7. The firm should be *located in the in NCR of Delhi* and experience of supplying of stationery items to at least three Government Ministries/Departments. Documentary evidence to this effect should be submitted.
8. The firm would be registered with Income Tax Department, Department of Value Added Tax of NCT Delhi and Central Excise Department for Service Tax. A certificate to this effect should be enclosed with the bid.
9. The sample of the stationery item likely to be required may be seen at General Administration Division, Room No. 74, G Wing, Ministry of Steel, Udyog Bhawan, New Delhi on any working day during 09.00 a.m. to 5.30 p.m.
10. *The rate should be compulsorily be quoted for all the stationery items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and the format given in Annexure-III. Rate should be quoted for the stationery items of specified brand where the brand name is specified and the rate should not be above Maximum Retail Price (MRP). For the stationery items where the brand name is not specified, the rate should be quoted of stationery items of standard quality. The stationery items supplied adhere to the specification given in Column 3 of Annexure-III. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the Notice Inviting Tender and if any firm submits the bid with changed specification, their bid will be summarily/uprightly rejected.*

...2/-

6-5 2/9/16

के० मुरली/K. MURALI
अवर सचिव/Under Secretary
भारत सरकार/Secy. of India
इस्पात मंत्रालय, नई दिल्ली
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

11. The firm will supply all stationery items on credit basis as settlement of bills may take some time. No advance payment will be made for supply of the stationery items. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted bill in triplicate.** Bidder should furnish Details of its Bank Accounts in Annexure-IV alongwith the other requisite documents. As far as possible, the bills would be settled on a monthly basis.

12. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

13. The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone for ~~contracting~~ contracting. These contact phone numbers will have to be intimated to this Ministry immediately on award of contract.

14. The firm should be willing to supply all items.

15. On demand through issuance of supply order by the Ministry of Steel, the firm shall supply stationery items as per specification. Any deviation from the approved specification shall make the firm liable to take back such items at its own cost. Ministry of Steel reserves the absolute right to reject any stationery items which, in its opinion, is not of approved specification. Decision of the Competent Authority of Ministry of Steel in this regard shall be final and binding upon the firm.

16. A penalty of ₹ 5,000/- (Five Thousand only) will be imposed if it is found, on the basis of complaints received from end-user of the Ministry, that stationery item supplied is below the desired standard or substandard. In case of supply of such stationery item once after imposition of penalty, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.

17. Quantity of stationery items to be supplied may vary from time to time. Ministry of Steel shall place the order for supply of stationery items on monthly basis as per the requirement, however, supply order may also be placed as and when stationery items are required. All stationery items of the supply order shall be supplied at one go as per quantity mentioned in the supply order. Ministry of Steel shall not accept part supply of any stationery items. The delivery chalan shall be got signed by the Section Officer/Dealing Assistant as a proof of having supplied the items in full and the same should be attached with bills for payment.

18. The tender will be finalized on the basis of the total bid amount of stationery items and not by item wise lowest rate quoted by the bidders.

19. Successful firm will have to supply the items within two (2) working days after issuance of supply order. In case the firms fail to supply the items within this period, the stationery items will be procured from open market and ~~the difference of cost, if any,~~ ¹⁵ will be recovered from security money or from pending bills of defaulting firm. However, in certain circumstances, the supply of stationery item ordered must be supplied on the same day without claiming any extra charges.

...3/-

के० मुरली/K. MURALI
अवर सचिव/Under Secretary
भारत सरकार/Govt. of India
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

20. It should be ensured that the stationery items supplied would be to the satisfaction of the end-users of the Ministry. In case of any unsatisfactory report, the firm ~~is liable to be~~ ^{will} not paid for such items.
21. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.
22. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.
23. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.
24. Selected contractor shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable ~~to~~ pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.
25. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
26. Pending finalization of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.
27. Overwriting or correction in any of the tender document is not permissible.
28. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.
29. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.

के० मुरली/K. MURALI
अवर सचिव/Under Secretary
भारत सरकार/Govt. of India
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of ₹ 45 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.
2. Earnest Money Deposit (EMD) of ₹ 50,000/- ^{Rs 50,000} (Fifty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR RC FOR SUPPLY OF STATIONERY ITEMS IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 26th September, 2016 by 03.00 P.M.
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Rate Contract (RC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. Successful bidder shall submit the performance security of ₹ 1,50,000/- (One Lakh Fifty Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.
5. No exemption will be given to any firm with regard to deposit of Earnest Money Deposit (EMD). However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

wt 24/16

(K. Murali)

Under Secretary to the Govt. of India

के० सुरली/K. MURALI
अवर सचिव/Under Secretary
भारत सरकार/Govt. of India
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

| S. No. | Particulars | To be filled by the bidder | | | | | | | | |
|---------|--|---|------|-------------------------|---------|--|---------|--|---------|--|
| 1. | (a) Name of the Firm | | | | | | | | | |
| | (b) Address of the Firm | | | | | | | | | |
| | (c) Name of Proprietor | | | | | | | | | |
| | (d) Telephone No. | | | | | | | | | |
| | (e) Mobile No. | | | | | | | | | |
| | (f) Email Address | | | | | | | | | |
| 2. | PAN Number (copy to be enclosed) | | | | | | | | | |
| 3. | TIN Number (copy to be enclosed) | | | | | | | | | |
| 4. | Service Tax Registration Number (copy to be enclosed) | | | | | | | | | |
| 5. | List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed) | | | | | | | | | |
| 6. | Annual Turn Over (in ₹) (copy of financial statement of account like Balance Sheet, Profit & Loss Account etc. to be enclosed) (Average Annual Turn Over during last three financial year should be at least of ₹ 45 lakh per annum) | <table border="1"> <thead> <tr> <th>Year</th><th>Annual Turn Over (in ₹)</th></tr> </thead> <tbody> <tr> <td>2013-14</td><td></td></tr> <tr> <td>2014-15</td><td></td></tr> <tr> <td>2015-16</td><td></td></tr> </tbody> </table> | Year | Annual Turn Over (in ₹) | 2013-14 | | 2014-15 | | 2015-16 | |
| Year | Annual Turn Over (in ₹) | | | | | | | | | |
| 2013-14 | | | | | | | | | | |
| 2014-15 | | | | | | | | | | |
| 2015-16 | | | | | | | | | | |
| 7. | Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank | | | | | | | | | |
| 8. | Whether terms and conditions of the tender is acceptable? | | | | | | | | | |

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) No. 15015/1/2015-Ad (G) dated 2nd September, 2016 and will abide by them till the completion of the contract period. We are also willing to supply the stationery items on credit basis and we understand that settlement of bills may take some time depending on availability of funds.

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Note: Any bid received without requisite details and/or without the certificate duly signed with the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

2/9/16

LIST OF STATIONERY ITEMS
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF
FINANCIAL BIDS

| S. No. | Items | Specification or equivalent | Unit | Basic Rate per unit (in ₹) | VAT and other taxes etc. (in %) |
|--------|----------------------------------|--|------|----------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | All Pin | Omax | Pkt. | | |
| 2 | Alphabetic Register | 8 Qr | No. | | |
| 3 | Assistant Diary | 4 Qr | No. | | |
| 4 | Attendance Register | Standard Quality | No. | | |
| 5 | Binder Clip 19 mm | Standard Quality | Pkt. | | |
| 6 | Binder Clip 25 mm | Standard Quality | Pkt. | | |
| 7 | Binder Clip 32 mm | Standard Quality | Pkt. | | |
| 8 | Calculator | Casio 12 Digit | No. | | |
| 9 | Candle | Standard Quality | No. | | |
| 10 | Carbon Paper | Kores | Pkt. | | |
| 11 | Card Board A4 | Standard Quality | No. | | |
| 12 | CD-R (700 MB) | Sony | No. | | |
| 13 | CD-RW (700 MB) | Sony | No. | | |
| 14 | Cell AA Size | Duracell | No. | | |
| 15 | Cell AAA Size | Duracell | No. | | |
| 16 | Cello Tape 1" | Standard Quality | No. | | |
| 17 | Cello Tape 1/2" | Standard Quality | No. | | |
| 18 | Cello Tape 2" | Standard Quality | No. | | |
| 19 | Cello Tape 3" | Standard Quality | No. | | |
| 20 | Cello Tape Dispenser | Standard Quality | No. | | |
| 21 | Clip Folder | Standard Quality | | | |
| 22 | Comb for Binding | Standard Quality | No. | | |
| 23 | Correction Pen | Kores 7 ml | No. | | |
| 24 | Dak Bag with Wheels | Leatherite with Number Lock, Belt and Handle | No. | | |
| 25 | Dak Pad | Neelgagan | No. | | |
| 26 | Day Book | Standard Quality | No. | | |
| 27 | Desk Calendar Refill | Kebica | No. | | |
| 28 | Desk Calendar Stand | Kebica | No. | | |
| 29 | Dispatch Register | 6 Qr | No. | | |
| 30 | Drawing Pin | Standard Quality | Pkt. | | |
| 31 | Dumper Sponge | Kebica | No. | | |
| 32 | DVD-R (4.7 GB) | Sony | No. | | |
| 33 | DVD-RW (4.7 GB) | Sony | No. | | |
| 34 | Engagement Stand | Kebica | No. | | |
| 35 | Envelope A4 (Brown) | 100 GSM | No. | | |
| 36 | Envelope A4 (White) | 100 GSM | No. | | |
| 37 | Envelope A4 (Yellow) | 100 GSM | No. | | |
| 38 | Envelope A4 (Yellow) (Laminated) | 100 GSM | No. | | |

| S. No. | Items | Specification or equivalent | Unit | Basic Rate per unit (in ₹) | VAT and other taxes etc. (in %) |
|--------|---|---|------|----------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 39 | Envelope SE-5 (Brown) | 100 GSM | No. | | |
| 40 | Envelope SE-5 (White) | 100 GSM | No. | | |
| 41 | Envelope SE-6 (Brown) | 100 GSM | No. | | |
| 42 | Envelope SE-6 (White) | 100 GSM | No. | | |
| 43 | Envelope SE-7A (Brown) | 100 GSM | No. | | |
| 44 | Envelope SE-7A (Yellow) | 100 GSM | No. | | |
| 45 | Envelope SE-8 (Brown) | 100 GSM | No. | | |
| 46 | Envelope SE-8A (Brown) | 100 GSM | No. | | |
| 47 | Envelope SE-8A (Yellow) | 100 GSM | No. | | |
| 48 | Eraser | Apsara Non-Dust | No. | | |
| 49 | Executive Diary | Standard Quality | No. | | |
| 50 | Executive Folder FS Size | Leather Folder with both side pocket and Golden Embelm Embossed on it | No. | | |
| 51 | File Board | 450 GSM Neelgagan | No. | | |
| 52 | File Cover | Printed 350 GSM | No. | | |
| 53 | File Movement Register | 4 Qr | No. | | |
| 54 | File Register | 6 Qr | No. | | |
| 55 | File Tray | Kebica | No. | | |
| 56 | Flag (Tricolor) | Stick On | No. | | |
| 57 | Folder My Clear Bag | Standard Quality | No. | | |
| 58 | GAR-11 (Aquitance Roll Register) | 8 Qr | No. | | |
| 59 | GAR-13 (PBR Inner Form) | Pad of 100 Sheets | Pad | | |
| 60 | GAR-13 (PBR Outer Form) | Pad of 100 Sheets | Pad | | |
| 61 | GAR-14A (TA Bills on Tour) | Pad of 100 Sheets | Pad | | |
| 62 | GAR-14B (TA Bills for Transfer) (TR-25) | Pad of 100 Sheets | Pad | | |
| 63 | GAR-14C (LTC Form) | Pad of 100 Sheets | Pad | | |
| 64 | GAR-17 (Pay Bill Register) | 8 Qr | No. | | |
| 65 | GAR-18 (Pay Bill Abstract Register) | 8 Qr | No. | | |
| 66 | GAR-25 (Register for Undisbursed Pay and Allowances) | 8 Qr | No. | | |
| 67 | GAR-27 (Register for Contigent Charges) | 8 Qr | No. | | |
| 68 | GAR-29 (Fully Vouched Contigent Bill) | Pad of 100 Sheets | Pad | | |
| 69 | GAR-3 (Cash Book) | 8 Qr | | | |
| 70 | GAR-36 (Bill for Long Term Advance Motar/Car) | Pad of 100 Sheets | Pad | | |
| 71 | GAR-37 (Bill for Short Term Advance) | Pad of 100 Sheets | Pad | | |
| 72 | GAR-39 (Monthly Abstract of Short Term Advance/Payment etc) | Pad of 100 Sheets | Pad | | |
| 73 | GAR-4 (Register of Cheque Issued) | 8 Qr | No. | | |
| 74 | GAR-45 (Receipted Bill) | Pad of 100 Sheets | Pad | | |
| 75 | GAR-5 (Register of Valuables) | 8 Qr | No. | | |
| 76 | GAR-6 (Receipt Book) | 8 Qr | No. | | |

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| S. No. | Items | Specification or equivalent | Unit | Basic Rate per unit (in ₹) | VAT and other taxes etc. (in %) |
|--------|--|--|------|----------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 77 | GAR-7 (Challan Form) (TR-6) | Pad of 100 Sheets | Pad | | |
| 78 | GAR-9 (Bill Register) | 8 Qr | No. | | |
| 79 | Gem Clip (Plastic Coated) | Kores | Pkt. | | |
| 80 | Gem Clip (Steel) | Kores | Pkt. | | |
| 81 | Glue Stick | Kores 15gm | No. | | |
| 82 | Green Legal Paper FS Size | Standard Quality | Pkt. | | |
| 83 | Gum Bottle | Camel 300 ml | No. | | |
| 84 | Gum Tube | Camel 50 ml | No. | | |
| 85 | Hammer | Standard Quality | No. | | |
| 86 | Hot & Cold Thermos 10 ltr | Milton | No. | | |
| 87 | Hot & Cold Thermos 20 ltr | Milton | No. | | |
| 88 | Index Diary | Standard Quality | No. | | |
| 89 | Index Folder | Standard Quality | No. | | |
| 90 | Jug (Plastic) | Standard Quality 2 ltr | No. | | |
| 91 | Leather Folder (for Rajya Sabha/Lok Sabha) (FS Size) | Leatherite with Golden Emblem embossed on it | No. | | |
| 92 | Lever Folder | Standard Quality | No. | | |
| 93 | Library Box | Standard Quality | No. | | |
| 94 | Log Book | 6 Qr | No. | | |
| 95 | Lok Sabha/Rajya Sabha/RTI/Immediate Slip | Pad of 100 Sheets | Pad | | |
| 96 | Markin Cloth | Fine Quality | Mtr. | | |
| 97 | Match Box | Ship | Pkt. | | |
| 98 | Needle (Big) | Standard Quality | No. | | |
| 99 | Notesheet Pad (Green) | 100 GSM Pad of 100 Sheets Standard Quality | Pad | | |
| 100 | Packing Paper (Brown) | Standard Quality | Sht. | | |
| 101 | Packing Tape (Brown) 1" | Standard Quality | No. | | |
| 102 | Packing Tape (Brown) 2" | Standard Quality | No. | | |
| 103 | Packing Tape (Brown) 3" | Standard Quality | No. | | |
| 104 | Paper Cutter | Kebica | No. | | |
| 105 | Paper Weight (Glass) | Kebica | No. | | |
| 106 | Paper Weight (Plastic) | Kebica | No. | | |
| 107 | Pen Add Gel Achiever | Add Gel | No. | | |
| 108 | Pen Add Gel Diamond Roller | Add Gel | No. | | |
| 109 | Pen CD Writer | Kores | No. | | |
| 110 | Pen Cello Butter Fine | Cello | No. | | |
| 111 | Pen Cello Fine 0.5 | Cello | No. | | |
| 112 | Pen Cello Griper | Cello | No. | | |
| 113 | Pen Drive 16 GB | SanDisk | No. | | |
| 114 | Pen Drive 32 GB | SanDisk | No. | | |
| 115 | Pen Drive 4 GB | SanDisk | No. | | |
| 116 | Pen Drive 8 GB | SanDisk | No. | | |
| 117 | Pen Highlighter | Luxor | No. | | |

को. मस्ती/क. मस्ती
अन्तः साहित्य/Under
गोपनीय/Confidential
इसका प्रयोग केवल
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

21914

| S. No. | Items | Specification or equivalent | Unit | Basic Rate per unit (in ₹) | VAT and other taxes etc. (in %) |
|--------|--|-----------------------------|------|----------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 118 | Pen Marker (Permanent) | Luxor | No. | | |
| 119 | Pen Marker (White Board) | Luxor | No. | | |
| 120 | Pen Parker | Parker | No. | | |
| 121 | Pen Pilot 0.5 | Luxor | No. | | |
| 122 | Pen Pilot V-5 | Luxor | No. | | |
| 123 | Pen Reynold 0.45 | Reynold | No. | | |
| 124 | Pen Reynold Jetter | Reynold | No. | | |
| 125 | Pen Sketch | Kores | No. | | |
| 126 | Pen Sparkel | Vector | No. | | |
| 127 | Pen Stand with Pens (2 Sockets) | Kebica | No. | | |
| 128 | Pen Stand with Pens (4 Sockets) | Kebica | No. | | |
| 129 | Pen tumbler | Kebika | No. | | |
| 130 | Pen Uniball Fine | Uniball | No. | | |
| 131 | Pen Uniball Gel Impact | Uniball | No. | | |
| 132 | Pencil (HB) | Natraj | No. | | |
| 133 | Pencil (Shorthand) | Apsara | No. | | |
| 134 | Peon Book | 4 Qr | No. | | |
| 135 | Photo Gloosy Paper A4 | Kodak 1X20 | Pkt. | | |
| 136 | Photocopy Paper A3 | 75 GSM JK | Ream | | |
| 137 | Photocopy Paper A4 | 75 GSM JK | Ream | | |
| 138 | Photocopy Paper A4 | Mx-75 GSM Challenger | Ream | | |
| 139 | Photocopy Paper FS | 75 GSM JK | Ream | | |
| 140 | Pin Cushion | Omax | Pkt. | | |
| 141 | Pin Stapler 23/10 | Kangaroo | Pkt. | | |
| 142 | Pin Stapler 23/17 | Kangaroo | Pkt. | | |
| 143 | Pin Stapler 24/6 | Kangaroo | Pkt. | | |
| 144 | Pin Stapler Medium (24/6) | Kangaroo | Pkt. | | |
| 145 | Pin Stapler Small (10D) | Kangaroo | Pkt. | | |
| 146 | Plastic Folder (L-type) | Neelgagan | No. | | |
| 147 | Plastic Folder (Transparent) | Standard Quality | No. | | |
| 148 | Plastic Transparent Folder with Stick | Standard Quality | No. | | |
| 149 | Pocker (Steel) | Standard Quality | No. | | |
| 150 | Post It Yellow Slip (2x3) | Stick On | No. | | |
| 151 | Post It Yellow Slip (3x3) | Stick On | No. | | |
| 152 | Post It Yellow Slip (5x3) | Stick On | No. | | |
| 153 | Punch (Double) | Kangaroo | No. | | |
| 154 | Punch (Single) | Kangaroo | No. | | |
| 155 | PVC Cover Binding Sheet (A4) (Thick) (Blue) | Standard Quality | No. | | |
| 156 | PVC Cover Binding Sheet (A4) (Thick) (White) (Transparent) | Standard Quality | No. | | |
| 157 | Register (2QR) | Neelgagan | No. | | |
| 158 | Register (4 QR) | Neelgagan | No. | | |
| 159 | Register (6 QR) | Neelgagan | No. | | |
| 160 | Register (8QR) | Neelgagan | No. | | |
| 161 | Ring Folder | Standard Quality | | | |

के० मुखर्जी/K. Mohan

अवर सचिव/अवर सचिव

भारत सरकार/ Government of India

इस्पात मंत्रालय/Ministry of Steel

उद्योग भवन, नई दिल्ली

Udyog Bhawan, New Delhi

28/11/22

| S. No. | Items | Specification or equivalent | Unit | Basic Rate per unit (in ₹) | VAT and other taxes etc. (in %) |
|--------|------------------------------|--------------------------------------|--------|----------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 162 | Rubber Band | Nylon 200 gm | Pkt. | | |
| 163 | Scale (Plastic) | Kebica 12" | No. | | |
| 164 | Scale (Steel) | Kebica 12" | No. | | |
| 165 | Scissors (Big) | Kebica | No. | | |
| 166 | Scissors (Small) | Kebica | No. | | |
| 167 | Sealing Wax | National 5 star | Pkt. | | |
| 168 | Section Diary/Diary Register | 6 Qr | No. | | |
| 169 | Service Book | 8 Qr | No. | | |
| 170 | Sharpener | Natraj | No. | | |
| 171 | Short Hand Note Book | Standard Quality | No. | | |
| 172 | Signature Book | Standard Quality | No. | | |
| 173 | Signature Pad | Neelgagan | No. | | |
| 174 | Slip Book (Ordinary) | Neelgagan | No. | | |
| 175 | Slip Book (Spiral) | Neelgagan | No. | | |
| 176 | Spring Folder | Standard Quality | No. | | |
| 177 | Stamp Pad | Kores | No. | | |
| 178 | Stamp Pad Ink 500 ml | Kores | No. | | |
| 179 | Stapler Big (12/17) | Kangaroo | Pkt. | | |
| 180 | Stapler Big (25/17) | Kangaroo | Pkt. | | |
| 181 | Stapler Heavy Duty | Kangaroo | No. | | |
| 182 | Stapler Medium (24/6) | Kangaroo | Pkt. | | |
| 183 | Stapler Pin remover | Kangaroo | No. | | |
| 184 | Stapler Small (10D) | Kangaroo | Pkt. | | |
| 185 | Stock Register | 8 Qr | No. | | |
| 186 | Sutli (Jute) | Standard Quality | Kg. | | |
| 187 | Sutli (Plastic) | Standard Quality | Kg. | | |
| 188 | Tag (Green) | Standard Quality Gucchi of 50 tag | Gucchi | | |
| 189 | Tag (White) | Standard Quality Gucchi of 50 tag | Gucchi | | |
| 190 | Telephone Diary | Standard Quality | No. | | |
| 191 | Thread Ball | Standard Quality | No. | | |
| 192 | Visiting Card Box | Kebica | No. | | |

Note:

- 1) VAT and other taxes etc (Column No. 6) must be specified and filled in percentage (in %) (not as amount).
- 2) Leaving any of the Column No. 5 and/or 6 will be treated as incomplete and unresponsive bid and therefore liable to be rejected.


 मुरली/K. MURALI
 अवर सचिव/Under Secretary
 भारत सरकार/Govt. of India
 इस्पात मंत्रालय/Ministry of Steel
 उद्योग भवन, नई दिल्ली
 Udyog Bhawan, New Delhi

DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

| S. No. | Particulars | To be filled by the bidder |
|--------|----------------------------|----------------------------|
| 1. | Name of Account Holder | |
| 2. | Address of Account Holder | |
| 3. | Name of the Bank | |
| 4. | Name and Address of Branch | |
| 5. | IFSC Code | |
| 6. | MICR Code | |
| 7. | Account Number | |
| 8. | Type of Account | |

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date :

Name:

Place :

Designation:

Seal:

Note: Please attach a photocopy of cheque



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