

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS**  
**(WESTERN COMMAND) SECTOR-9, CHANDIGARH**

Tele: 0172-2741611-14 (Ext: 211)  
Fax No. 0172-2742552

**TENDER ENQUIRY**

Ref No. AN/XI/1545/Stationery

Dated: 05 .01.2012

**INVITATION OF QUOTATIONS FOR SUPPLY OF STATIONERY ITEMS**

To

M/s .....

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**PART I**

1. Office of the Pr. CDA (WC), Chandigarh invites quotations on 'F.O.R. Destination' basis for supply of stationery items as per details indicated under Part II 'Schedule of Requirement'.

2. **GENERAL INFORMATION ABOUT TENDER:**

- a) Last date and time for receipt of tenders: 20 .01.2012 at 15:00 Hrs.
- b) Date and time of opening of tenders: 20.01.2012 at 16:00 Hrs. (The bidder or his authorized rep may witness the tender opening proceedings, if so desired)
- c) Quotes are **not to be sent by fax** but **only through Registered Post** or **placed in the Box** provided at the reception of this office at Main Gate.
- d) The quotations should be sent in sealed envelopes, else the same would be considered as invalid.
- e) Late/delayed tenders received after stipulated date and time would be summarily rejected.
- f) The sealed envelopes containing quotations should be super scribed on the top as 'TENDER FOR SUPPLY OF STATIONERY' and addressed by name to the undersigned.
- g) The bid should indicate item wise price for the items mentioned in the 'Schedule of Requirement'.
- h) The cost for each item should be the landed cost of the item i.e., including freight; packing etc. and the rate quoted invariably mention the basis price, taxes and levies, if any. Where no taxes and levies have been indicated, the quoted cost would be deemed as 'all inclusive'. Total cost of all the items together should be mentioned in figures as well as words.
- i) Companies will affix their company's stamp in the space provided at the top of each sheet and authorised signatory of the company must sign this also. Additional sheets duly authenticated may be attached to elucidate specification or clarify a point.
- j) Bids should be forwarded by the bidders under their original memo/letter pad indicating details such as **TIN/VAT/CST number** etc. and complete postal address of their office.
- k) This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. The buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
- l) The bids should remain valid upto **90 days** from the last date stipulated for submission of bids.
- m) During evaluation and comparison of bids, the buyer may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices/substance of the bid will be sought offered or permitted. No post-bid clarification on the initiative of the bid will be entertained.

- n) The bidders quoting their rates in response to this tender enquiry would be assumed to have accepted all the terms and conditions mentioned in the 'Request for Proposal' (RFP).

**PART II**

1. **SCHEDULE OF REQUIREMENT:**

SI No.	Name of Item	Unit	Quantity	Make/ Brand	Rate	Taxes/ Levies	Amount
1.	Awl Pins	Pkt.	220				
2.	Brown sheet 29x44	Nos.	2000				
3.	Carbon blue	Pkt.	110				
4.	Cello Tape (small)	Std.	210				
5.	Cello Tape(Large)	Std.	203				
6.	Cello Tape (Brown)	Nos	100				
7.	Colour Flag	Pkt.	200				
8.	Correcting Fluid Kores	Nos.	400				
9.	Cutter Big Size	Nos.	100				
10.	Cutter Small	Nos.	200				
11.	Dak Pad	Nos.	1110				
12.	Drawing Pins	Pkt.	100				
13.	Dumper	Nos.	40				
14.	Envelope SE 5 (Brown) 9x4	Nos.	20000				
15.	Envelope SE 6 (Brown) 11x5	Nos.	20000				
16.	Envelope SE 5 (White)	Nos.	22000				
17.	Envelope SE 6 (White)	Nos.	21500				
18.	Envelope SE 7 (With cloth)	Nos.	20000				
19.	Envelope SE8 (With Cloth)	Nos.	21000				
20.	Envelope SE9 (with Cloth)	Nos.	10000				
21.	Eraser	Nos.	400				
22.	File board	Nos.	600				
23.	File cover Printed	Nos.	20200				
24.	White Fluid Pen	Nos.	200				
25.	Flapper	Nos.	10050				
26.	Glue stick/ Fevi stick 15 Gms.	Nos.	400				
27.	Gum bottle (large)700 MI.	Nos.	210				
28.	Gum bottle (small) 150 MI	Nos	210				
29.	Gum tube	Nos.	400				
30.	Highlighter Pen	Nos.	400				
31.	Key punch single hole	Nos.	40				
32.	Key punch double hole	Nos.	40				
33.	Marker Luxor	Nos.	400				
34.	Note sheet Pad 80 Sheets	Nos.	600				
35.	Paper Clip	<sup>PKS</sup> Nos.	100				
36.	Pen Stand officer	Nos.	61				
37.	Paper FS (CycloStylle) Bilt	Ream	400				
38.	Paper Photostat A4 (Copy Power)	Ream	1012				
39.	Paper Photostat A3 (Bilt) Image Copier	Ream	100				
40.	Ruled Sheet	Nos.	2000				
41.	Post -it- pad Medium	Nos.	100				
42.	Pen Add Gel(Black)	Nos.	200				
43.	Pen Add Gel(Red)	Nos.	200				
44.	Pen Add Gel(Blue)	Nos.	415				

45.	Ball pen (Red)	Nos.	1000				
46.	Ball pen(Blue)	Nos.	2040				
47.	Pen Pilot	Nos.	100				
48.	Pen Pilot V5 (blue)	Nos.	100				
49.	Pen V 5 (Black)	Nos.	100				
50.	Pen V 5 (Red)	Nos.	100				
51.	Pencil soft	Nos.	1000				
52.	Pin Cushion	Nos.	100				
53.	Poker Plastic	Nos.	210				
54.	Refill Ball Pen Blue	Nos.	2050				
55.	Refill Ball Pen Red	Nos.	1050				
56.	Refill Add Gel Black	Nos.	200				
57.	Refill Add Gel Blue	Nos.	400				
58.	Refill Add Gel Red	Nos.	200				
59.	Register 2 QR (Ruled)	Nos.	200				
60.	Register 3 QR (Ruled)	Nos.	200				
61.	Register 4 QR (Ruled)	Nos.	430				
62.	Register 5 QR (Ruled)	Nos.	400				
63.	Register 6 QR (Ruled)	Nos.	450				
64.	Register 1 QR (Ruled)	Nos.	200				
65.	Register 8 QR (Ruled)	Nos.	200				
66.	Scale Plastic Large	Nos.	200				
67.	Scissor	Nos.	100				
68.	Sealing wax	Pkt.	100				
69.	Sharpener	Nos	200				
70.	Sketch pen	Pkt.	100				
71.	Slip pad	Nos.	500				
72.	Stamp Pad Small	Nos.	200				
73.	Stamp Pad large	Nos.	208				
74.	Stapler (large) HP-45	Nos.	100				
75.	Stapler (small) HD-10D	Pkt.	210				
76.	Staples pin (large) HP-45	Pkt.	400				
77.	Stapler pin HD-10D	Pkt.	1030				
78.	Sutli (Jute)	Kgs.	220				
79.	Tag (Large) Green 36 inch	Bun- dles	225				
80.	Tag (Small) White	Bun- dles	240				
81.	Thread Roll	Nos.	200				
82.	Writing pad white (large) 80 Pages	Nos.	800				
83.	Waste Paper Basket	Nos.	100				
84.	White Paper	Ream	20				
85.	Envelop SE 4	Nos.	2000				
86.	Table Duster	Nos.	100				
87.	Stamp Pad Ink	Nos.	100				
Total Eighty nine (87) Items							
TOTAL AMOUNT							
Total Amount in figures as well as words:							

