

**PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF URBAN DEVELOPMENT
'F' WING, 2nd FLOOR, NIRMAN BHAWAN, NEW DELHI – 110011.
TEL. NO. 23062320, 23061283 & Fax No.23062989.**

D-13020/PrAO/UD/E&W/Stationery/2009-10/4550-51

Dt. 13.05.09

TENDER NOTICE

The Principal Accounts Office and different PAO's located at Delhi of Ministry of Urban Development require Stationery/General items for their day to day official use. These items are generally purchased on monthly/quarterly/urgent need basis as per details enclosed in Annexure-I & II.

2. Detailed information/terms and conditions for the purpose can either be obtained from the Asstt. Controller of Accounts(Admn), Principal Accounts Office, Ministry of Urban Development, F-Wing, II Floor, Nirman Bhawan, New Delhi or download from the website of this office <http://www.ccamoud.nic.in>.
3. Interested parties may send their quotations quoting rates for all the items. The quotations should be accompanied by a Demand Draft of the earnest money of Rs. 25,000/-.
4. In case any firm is already providing these items to any other Ministry/Department of Central Government, the details thereof may also be furnished alongwith copies of approved quotations. The rates quoted shall be valid for a period of one (1) year from the date of award of the contract.
5. Sealed quotations, duly subscribed "**Quotation for Stationery/General items**" and addressed to the undersigned may be sent by post to this office latest by 3.00 P.M. on 05.06.2009 or deposit in the Tender Box kept in Principal Accounts Office (Admn.), 2nd Floor, F-wing, Nirman Bhawan, New Delhi. Quotations received after stipulated date/time and without earnest money shall not be accepted/entertained. The quotations will be opened on the same day at 4.00 P.M. in Pr. Accounts Office, 'F' Wing, II Floor, Nirman Bhawan, New Delhi in the presence of the tenderers or their representatives who may like to be present. The tenderers are also required to provide some of the samples of the items before finalization of the contract.

**(A.K. RALHAN)
Asstt. Controller of Accounts (Admn.)**

Terms and conditions for the procurement of stationery/general items.

The following terms and conditions may be kept in view while sending your quotation :-

1. The firms should be in a position to supply Stationary items on short notice as and when required.
2. All expenses will be borne by the firm for sending the stationary items to this office.
3. The Stationary items should be delivered in this office within 3 days from the receipt of the supply order.
4. The firms must have its Registered Office at Delhi/ New Delhi and are required to supply its address and telephone Nos. (Office as well as residence) and also mobile phone numbers so as to contact the firm in emergent cases, if required. The firm should be able to provide Stationary items on holidays/Sundays also.
5. The firm should have its annual turnover of more than Rs. 10 Lakhs.
6. PAN & TIN Nos. must be provided.
7. The firm must be providing this service to at least 2 Govt. Ministries/Departments.
8. An earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) has to be deposited in the form of bank draft drawn in favour of "Pay and Accounts Officer (Sectt.), Ministry of Urban Development" alongwith the quotations. The earnest money will be refunded to all the tenderers within 30 days from the date of finalization of the contract. Successful tenderer will have to deposit security money of Rs. 30,000/- (Rupees Thirty Thousand Only) in the form of fixed deposit from any of the scheduled Banks pledged in favour of "Asstt. Controller of Accounts (Admn.), Principal Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi" as security money for the period of contract. Security money will be forfeited if the firm fails to adhere to any of the terms and conditions of the tender enquiry.
9. Tenderers may please quote their unconditional rates strictly as per list of items enclosed at Annexure-I and II. Cutting/overwriting in tenders shall not be accepted under any circumstances, if any should be countersigned and such tenders shall be rejected straightway.
10. This office will not accept duplicate/substandard items or items not matching the samples/prescribed specifications. Replacement should be done within 2 days, failing which, this office will take suitable action for short/defective supply.
11. This office reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the Chief Controller of Accounts in this regard shall be final and binding on the firm.

(A.K. RALHAN)
Asstt. Controller of Accounts (Admn.)

Copy to :-

1. Technical Director (NIC), M/o Urban Development with request to upload the same on the web-site of this office www.ccamoud.nic.in .
2. Notice Board.

(A.K. RALHAN)
Asstt. Controller of Accounts (Admn.)

ANNEXURE-I

Sl. No.	Items	Sl. No.	Items
1.	All Pin	2.	Acid (5 Ltr.)
3.	Attendance Register	4.	Assistant Diary
5.	Add Gel Pen	6.	Add Gel Pen Refill
7.	Brooms (Phool Jharu)	8.	Baygon Spray Finit (5 Ltr.)
9.	Brown Tape (Size-2 Inch)	10.	Bowl (Bone China)
11.	Bill Register (good quality)	12.	Cash Book (Good quality)
13.	Correction Fluid (Camelin/Kores) with dilutor	14.	Correcting Pen
15.	Cello Tape (1/2 Inch)	16.	Computer Plastic Folder (381 X 305mm)
17.	Computer Cover	18.	Candles
19.	Calculator 10 Digit & 12 digit (Citizen)	20.	C.D – RW (SONY & Moserbear)
21.	C.D. – R (SONY & Moserbear)	22.	CD Marker
23.	Cup-Plate set	24.	Coaster set
25.	Colin Spray	26.	Computer Paper all sizes (With & Without Carbon both)
27.	Carbon Paper (Kores)	28.	Computer file of Hard Board with two steel clamp
29.	Dispatch register	30.	Diary register
31.	Driver Log Book (200 pg)	32.	Dustbin (Plastic)
33.	Dumper	34.	Dak Pad (Neelgagan)
35.	Duster (White & Yellow)	36.	Engagement Stand
37.	Engagement Diary	38.	Expenditure Control Register
39.	Extension Board 3+1 230 Volt	40.	Envelope (5-A) Yellow & White laminated
41.	Envelope (8-A) Yellow & White laminated	42.	Envelope (6-A) Yellow & White laminated
43.	Floppy Box (IBM & Moserbear)	44.	Flask Eagle (2 Ltr. & 1 Ltr.)
45.	File Flappers	46.	File Cover (Printed with Official Address)
47.	File Cover (Ordinary) good quality	48.	File Board (good quality)
49.	Fountain Pen Ink (Blue, Red, Black & Turquoise Blue)	50.	Full Plates (Hitkari)
51.	Fevi Quick Tube	52.	Franking Sticker
53.	Fully Vouched Contingent Bill Pad GAR-29	54.	Glue Stick (Kores)
55.	Gum Bottle (Big)	56.	Glass Tumbler (Ordinary)
57.	Glass Tumbler (Fency)	58.	Cozy Cut Glass
59.	Gem Clip (Plastic coated)	60.	Gem Clip (Ordinary)
61.	Gum Bottle (Small)	62.	Gum Tube (Kores 30 gm)
63.	Good Night Liquidizer	64.	Good Night Machine
65.	Hit Spray	66.	Highlighter (Reynold/Luxor)
67.	Half Plate (Half)	68.	Hot Case
69.	Index Register	70.	Inalsa Electric Kettle (1 Ltr. & 2 Ltr.)
71.	Immediate/Most immediate slips	72.	J.K. Photocopy Paper (A-4 Size)

73.	J.K. Photocopy Paper (A-6 Size)	74.	Jug (Plastic) (2 Litres)
75.	Jug Mayur (5 Litres & 10 lt.)	76.	Jotter Pen (Perform)
77.	Jotter refill (Perform)	78.	LTC Bill Form Pad (GAR 14C)
79.	Log Book Register (12 Q)	80.	Markeen
81.	Marker for white Board	82.	Mouse Pad
83.	Naphthalene Balls	84.	Note Sheet Pad
85.	Optical Scroll Mouse	86.	Pay Bill Forms ACG-20
87.	Pay Bill Register 200 pages	88.	Phenyl (5 Ltr.)
89.	Pencil	90.	Punch Kangaroo (Single Hole)
91.	Pencil Cell	92.	Peon Book (T.R.)
93.	Paper Weight	94.	Poker
95.	Plastic Bucket (Medium Size)	96.	Post – it (Multi Colour) Flag Slip
97.	Post-it (Yellow Slip) Big & Small	98.	Pilot Pen V-5 Hi-tech
99.	Pilot Pen 0.5	100.	Punch Double Kangaroo
101.	Pencil Erasor	102.	Pin Cushion
103.	Permanent Marker (Reynolds/Luxor)	104.	Printer Cover
105.	Pilot Pen Ink	106.	Parker Pen Refill (Roller)
107.	Parker Pen (Roller)	108.	Pen Drive 2GB (Transcend)
109.	Pen Stand	110.	Pen Drive 4 GB (Transcend)
111.	Quarter Plate	112.	Room Freshner (Sandal, Rose, Jasmine)
113.	Register 2 Qr.	114.	Register 4 Qr.
115.	Register 6 Qr.	116.	Register 8 Qr.
117.	Register 10 Qr.	118.	Register 12 Qr.
119.	Reynolds Pen 0.5	120.	Reynolds Jetter Pen
121.	Reynolds Pen Refill	122.	Reynolds Jetter Pen Refill
123.	Sharpener (Camlin)	124.	Scale steel (Kebica)
125.	Scale Plastic (Kebica)	126.	Slip Pad (Neelgagan)
127.	Soap (Lux)	128.	Stamp Pad
129.	Slip Pad Spiral (Neelgagan)	130.	Sealing Wax
131.	Short hand note book	132.	Stapler (10-H) Kangaroo
133.	Scissor (Mini)	134.	Sketch Pen (Luxor)
135.	Stapler Pin No. 10	136.	Signature Pad
137.	Tag Green Big	138.	Tag Cotton
139.	Table Glass	140.	Tissue Paper
141.	Typing Paper	142.	Tube Light (T 5/28 Wt. Milky White)
143.	Tube Light	144.	TA Bill Form Pad (GAR 14)
145.	Towel Good Quality (All Sizes) Bombay Dying	146.	Uniball –micro UB-150
147.	Visiting Card Album	148.	Vim (Ultra)
149.	Wall Clock (Ajanta & Samay)	150.	Wiper

ANNEXURE-II

Sl. No.	Cartridge No.	Sl. No.	Cartridge No.
1.	H.P. 20 Black	31.	Cartridge No. Q 6000A
2.	H.P. 49 Colour	32.	Cartridge No. Q 6001A
3.	HP 853 (Black)	33.	Cartridge No. Q 6002A
4.	HP 857 (Colour)	34.	Cartridge No. Q 6003A
5.	Cartridge HP.2612A	35.	HP Black 39338 Z
6.	Cartridge HP.3903F	36.	HP Colour 39341 Z
7.	Cartridge HP.C.7115A	37.	HP Colour 39357 Z
8.	Cartridge HP.5949A	38.	HP Colour 39339 Z
9.	Cartridge HP.9700C	39.	HP Colour 39358 Z
10.	Cartridge HP.2971A	40.	HP Colour 39340 Z
11.	Cartridge HP.2972A	41.	FAX Roll Panasonic KXFA 85
12.	Cartridge HP.2973A	42.	Thermal Transfer Roll Panasonic KX-FM386
13.	Cartridge CB 436-A	43.	Fax Roll Panasonic KX-FM131
14.	Cartridge HP C4844A	44.	Toner Cartridge Minolta Digital Copier Model Di2510
15.	Cartridge HP C4836A	45.	Toner Cartridge Samsung SCX 4216D3
16.	Cartridge HP C4837A	46.	Printer Ribbon Wipro LQ 5235
17.	Cartridge HP C4838A	47.	Printer Ribbon Lipi T.6050
18.	Cartridge HP C4937 A	48.	Epson T.007
19.	Cartridge HP C4938 A	49.	Epson T.009
20.	Cartridge HP C4939 A	50.	Cartridge HP CC388A
21.	Cartridge HP C4936 S	51.	Toner for photocopier DP3030
22.	Cartridge HP 18 (Black)	52.	Toner for Canon iR2018N
23.	Cartridge HP 18 (Yellow)	53.	Toner for Canon photocopier iR2016
24.	Cartridge HP 18 (Magenta)	54.	HP Cartridge for K5400
25.	Cartridge HP 18 (Blue)	55.	HP Cartridge Q4096A
26.	Cartridge Q.6470.A (Black)		
27.	Cartridge Q.6471.A (Blue)		
28.	Cartridge Q.6472.A (Yellow)		
29.	Cartridge Q.6473.A(Magenta)		
30.	Cartridge No. Q.6511.A		