

# National Backward Classes Finance and Development Corporation

## Tender Document

Tender No. : NBCFDC/CS-Admn/Stationery Item/2016-17

Date: 18.04.2016

**Subject:- Annual contract for supply of Stationery and General Use Items in NBCFDC for the year 2016-17.**

National Backward Classes Finance and Development Corporation(NBCFDC) invites sealed quotations for **Supply of Stationery and General Use Items** on annual contract basis. The details of the items are as given in Annexure. The tenders in sealed covers should be submitted to the undersigned **on or before 11:00 AM on 09.05.2016** along with earnest money deposit(EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of a Demand Draft/Pay Order in favour of **National Backward Classes Finance and Development Corporation**. The quotations will be opened on **the same day at 3:30 PM** in NBCFDC, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 in the presence of the tenderer who wish to be present. The procedure adopted by the NBCFDC for evaluation and comparison of quotes shall be final and binding. The terms and conditions of the contract are as under:-

1. The contract will be for a period of one year from the date of its award but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
2. In no case NBCFDC shall pay the higher rate than printed rates irrespective of quoted/agreed rates.
3. Tenderer should enclose PAN/VAT/TIN.
4. Preference will be given to those firms/agencies who are registered with Micro Small & Medium Enterprise (MSME).
5. The firm submitting quotations should be well equipped and should have the required infrastructure and expertise to undertake the job of supply of stationery and general use items. The firm should have achieved a minimum turnover of Rs. 20.00 lakh (Rupees Twenty Lakh only) through sale of stationery and general use items during last three financial years i.e., 2013-14, 2014-15, 2015-16.
6. The Contractor/Supplier will be required to contact the Administration Division of NBCFDC to take orders for supply of stationery and general use items.
7. Contractor/Supplier would be required to deliver items at his own cost. No transportation charges would be paid separately.
8. Since the items under the contract are very often required on urgent supply basis, the contractor must be based in Delhi/Delhi NCR with the capability to ensure timely supplies. Delay in supply will be considered as non-performance of the contract resulting into termination of the contract and forfeiture of the security.

9. The firm will supply stationery and general use items only on written orders from the Department from time to time.
  10. The successful Contractor/Supplier will have to deposit Rs. 20,000/- (Rupees Twenty thousand only) in advance as security deposit (Non-Intent bearing) in the form of DD/Pay Order in favour of National Backward Classes Finance and Development Corporation to be retained during the contract period.
  11. In case of violation of the above terms of the contract, the security deposit would be forfeited.
  12. The EMD of Rs. 20,000/- (Rupees Twenty Thousand only) mentioned above will be returned after the contract has been finalized and contractor selected.
  13. The firm should have the experience of supplying stationery and general use items in Government Departments/PSUs.
  14. The firm should enclose a certificate that it has not been black-listed by any Ministry/Government Department/PSU.
  15. The contract for supply of stationery and general use items may be extended for another one year on the same rates and same terms & conditions.
  16. If the Corporation desires to purchase any other stationery and general use item other than mentioned in the Annexure, the Contractor will also have to supply the same.
2. Accordingly, you may, if interested send your quotation in sealed covers to the undersigned on or before 11:00 AM on 09.05.2016 alongwith earnest money deposit(EMD) of Rs. 20,000/- (Rupees Twenty thousand only) in the form of DD/Pay Order in favour of National Backward Classes Finance and Development Corporation.
3. The Corporation reserves the right to select or reject any quotation/entire tender without assigning any reason thereof.

Thanking you,

Yours sincerely,



(Ajit Kumar Samal)  
AGM(Admn.) & Company Secretary



**Annual Rate Contract for supply of Stationery Items to National Backward Classes Finance and Development Corporation,  
New Delhi.**

1. Name & Address of the Company/Firm/Agency  
(in Capital Letters)

2. Rates Quoted for Stationery items:

Sl.No.	Name of Items	Unit	Rate/Unit (excluding taxes)
1	ALL PIN	PER PACKET	
2	ALL OUT MACHINE	EACH	
3	ALL OUT REFFLE	EACH	
4	ALPHABETICAL REGISTER	EACH	
5	BINDER CLIP (12 MM)	PER PACKET	
6	BINDER CLIP (19 MM)	PER PACKET	
7	BINDER CLIP (32 MM)	PER PACKET	
8	BINDER CLIP (51 MM)	PER PACKET	
9	BROWN TAPE (BIG)	EACH	
10	BUCKET (PLASTICE) 20L	EACH	
11	BRUSH(JALA)	EACH	
12	BRUSH(TOILET)	EACH	
13	BROOMS (PHOOL)	EACH	
14	BROOMS (BANS)	EACH	
15	BAYGON SPRAY	EACH	
16	BILL REGISTER (GAR 9)	EACH	
17	COASTER	EACH	
18	CORECTION PEN	EACH	
19	COLOURED FLAG	EACH	
20	CARBON PAPER	PER PACKET	
21	CELLO TAPE (SMALL)	EACH	
22	CELLO TAPE (BIG)	EACH	
23	CONTINGENT BILL FORM	EACH	
24	CONTIGNET BILL REGISTER	EACH	
25	CASH BOOK 200 F	EACH	
26	CHALLAN FORM	EACH	
27	CD(RE-WRITABLE)	EACH	
28	CD(WRITABLE)	EACH	
29	CD FOLDER	EACH	
30	CUPS & SAUCERS (BONE-CHINA)	PER SET	
31	CUTLERY SET (GOOD QUALITY)	PER SET	
32	CALCULATOR (12 DGT) CASIO	EACH	
33	CLENGO 5 LTR	EACH	
34	CAR PERFUME 1. Ambipur 2. Godrej	EACH	
35	COLIN	EACH	
36	CONTIGENT BILL REGISTER GAR 27	EACH	
37	DESK KNIFE (KEBICA)	EACH	
38	DUSTBIN (SMALL) (Plastic)	EACH	

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39	DUSTBIN 80 LTR	EACH	
40	DURA CEL (AA)	EACH	
41	DURA CEL (AAA)	EACH	
42	DOOR MATS (4X2) (Plastic)	EACH	
43	DOOR MATS (4X2) (Coir)	EACH	
44	DUSTER WHITE (40X40 fine quality)	EACH	
45	DUSTER WHITE (36X36 fine quality)	EACH	
46	DUSTER YELLOW (40X40 )	EACH	
47	FLOOR DUSTER (Pochha)	EACH	
48	DETTOL LIQUID SOAP 250 ML	EACH	
49	DVD (RE-WRITABLE)	EACH	
50	DVD (WRITABLE)	EACH	
51	ERASER (Kores)	EACH	
52	EXPENDITUER CONTROL REGISTER 400 F	EACH	
53	ENGAGMENT STAND A-4 SIZE	EACH	
54	ENGAGMENT STAND A-5 SIZE	EACH	
55	FEVI QUICK	EACH	
56	GUM BOTTLE (BIG)	EACH	
57	GUM BOTTLE (SMALL)	EACH	
58	CUT GLASS	EACH	
59	GLASS TUMBLER (YEAR)	EACH	
60	GLASS SMALL (BOROSIL)	PER SET	
61	GLASS MEDIUM (BOROSIL)	PER SET	
62	GLASS BIG (BOROSIL)	PER SET	
63	WATER JUG (Plastic)	EACH	
64	WHITE BOARD (3X2)	EACH	
65	GLUE STICK (KORES)	EACH	
66	GREEN NOTE SHEET (NEELGAGAN)	EACH	
67	HIGHLIGHTERS (LUXOR)	PER PACKET	
68	HIT SPRAY (RED) 500 ML	EACH	
69	HIT SPRAY (BLACK) 500 ML	EACH	
70	HARPIC 500 ML	EACH	
71	HAMMER	EACH	
72	URINAL CUBE 400 GM	EACH	
73	KNIFE	EACH	
74	LUX SOAP 150 GRM.	EACH	
75	MAYUR JUG (5 LTR)	EACH	
76	MAYUR JUG (10 LTR)	EACH	
77	MAYUR JUG (20 LTR)	EACH	
78	ODONIL	EACH	
79	PEN REYNOLDS 045	EACH	
80	PEN ADD GEL ACHIEVER	EACH	
81	PEN CELLO FINEGRIP 0.5	EACH	
82	PEN PILOT V-7	EACH	
83	PEN (LUXOR PILOT 05)	EACH	
84	PEN (LUXOR PILOT V-5)	EACH	
85	PEN (UNIBALL MICRO EYS UB-150)	EACH	
86	PEN (UNIBALL EYE FINE UB-157)	EACH	
87	PARKER PEN	EACH	
88	PARKER FEFILE	EACH	
89	JOTTER PEN	EACH	

*Seeds*



90	PENCIL (NATRAJ HB)	EACH	
91	PENCIL (APSARA)	EACH	
92	<b>PEN DIRVE ( 4 GB)</b>	EACH	
93	<b>PEN DIRVE ( 8 GB)</b>	EACH	
94	<b>PEN DIRVE ( 16 GB)</b>	EACH	
95	PERMANENT MARKER (LUXOR)	EACH	
96	POST IT PAD (Oddy Re-Stick Notes 3x3 Inch)	EACH PAD	
97	POST IT PAD (Oddy Re-Stick Notes 4x3 Inch)	EACH PAD	
98	POST IT PAD (Oddy Re-Stick Notes 5x3 Inch)	EACH PAD	
99	PUNCH SINGLE HOLE (KANGAROO Brand)	EACH	
100	PUNCH DOUBLE HOLE (KANGAROO Brand)	EACH	
101	PAY BILL REGISTER 200 F	EACH	
102	PAY BILL REGISTER 400 F	EACH	
103	PHENYL BENGAL 5 LTR	EACH	
104	PENCIL CELL (AVEREDAY)	EACH	
105	POKER IRON	EACH	
106	ROOM FRESHENER (MYSORE SANDAL)	EACH	
107	<b>RING FILE</b>	EACH	
108	PLASTIC SCALE	EACH	
109	STEEL SCALE	EACH	
110	SHARPNER	EACH	
111	SIGNATURE PAD (NEELGAGAN)	EACH	
112	SKETCH PEN MULTI COLOUR	EACH	
113	SLIP PAD	EACH	
114	SPRIL PAD	EACH	
115	STAMP PAD SELF INK	EACH	
116	STAPLER (KANGARO 24/6)	EACH	
117	STAPLER (KANGARO HP-45)	EACH	
118	STAPLER (KANGARO HD 10 D)	EACH	
119	STAPLER (HEAVY DUTY)	EACH	
120	STAPLER PIN (KANGARO 24/6)	EACH	
121	STAPLER PIN (KANGARO HD 10)	EACH	
122	STAPLER PIN (HEAVY DUTY) KANGARO	EACH	
123	SHORT HAND NOTE BOOK	EACH	
124	STOCK REGISTER 12 COIR	EACH	
125	SOUP BOWL WITH SPOON (SMALL)	EACH	
126	SOUP BOWN WITH SPOON (MEDIUM)	EACH	
127	SOUP BOWN WITH SPOON (BIG)	EACH	
128	TEA SPOON	EACH	
129	TABLE SPOON (MEDIUM)	EACH	
130	TABLE SPOON (LARGE)	EACH	
131	<b>TABLE MAT</b>	PER PACKET	
132	TISSUE PAPER (WINTEX)	EACH BOX	
133	TRAY BIG ACRYLIC 20"X24"	EACH	
134	TRAY BIG ACRYLIC	EACH	
135	TOWEL FULL SIZE	EACH	

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136	TOWEL COLOUR (BIG SIZE)	EACH	
137	TOWEL COLOUR (MEDIUM)	EACH	
138	HAND TOWEL	EACH	
139	TOILET PAPER ROLL	EACH	
140	THERMOS FLASK 1 LTR (EAGAL)	EACH	
141	UMBRELLA	EACH	
142	VIM POWDER	PER PACKET	
143	VISITING CARD ALBUM (SMALL)	EACH	
144	VISITING CARD ALBUM (BIG)	EACH	
145	WHITE BOARD MARKER PEN	EACH	
146	WIPER PLASTICE COATED WITH STEEL PIPE (BIG)	EACH	
147	WALL CLOCK (AJANTA)	EACH	
148	ALL PIN CUSHION	EACH	
149	ACQUITTANCE ROLL	EACH	
150	COTTON TAG (WHITE SUPERRIOR)	EACH	
151	DAK PAD (NEELGAGAN)	EACH	
152	ENVELOPE BROWN(SE-5)	PER THOUSAND	
153	ENVELOPE BROWN(SE-6)	PER THOUSAND	
154	ENVELOPE BROWN(SE-7)	PER THOUSAND	
155	ENVELOPE BROWN(SE-8)	PER THOUSAND	
156	ENVELOPE BROWN(SE-8 A)	PER THOUSAND	
157	ENVELOPE YELLOW (SE-8 A)	PER THOUSAND	
158	ENVELOPE WHITE (SE-5)	PER THOUSAND	
159	ENVELOPE WHITE(SE-5)	PER THOUSAND	
160	ENVELOPE YELLOW LAMINATED A4	EACH	
161	FILE BOARD (NEELGAGAN)	EACH	
162	FILE COVER (NEELGAGAN)	EACH	
163	FORM LTC(100 PAGE/PAD)	EACH	
164	FORM TA TOUR BILL (100 PAGE/PAD)	EACH	
165	PLASTIC FOLDER (ORDENERY)	EACH	
166	PLASTIC FOLDER (TRANSPARENT)	EACH	
167	GEMS CLIP (COLOUR PLASTIC)	EACH	
168	GEMS CLIP (STEEL)	EACH	
169	NOTE BOOK (NEELGAGAN)	EACH	
170	PAPER WEIGHT	EACH	
171	PEON BOOK	EACH	
172	PEN STAND (4 HOLE)	EACH	
173	PEN/PENCIL STAND TUMBLER	EACH	
174	PEN/PENCIL STAND TUMBLER (WOODEN)	EACH	
175	RULED REGISTER (2 QUIRE) (NEELGAGAN)	EACH	
176	RULED REGISTER (3 QUIRE) (NEELGAGAN)	EACH	
177	RULED REGISTER (4 QUIRE) (NEELGAGAN)	EACH	
178	RULED REGISTER (6 QUIRE) (NEELGAGAN)	EACH	
179	RULED REGISTER (8 QUIRE) (NEELGAGAN)	EACH	
180	DIARY REGISTER (8 QUIRE)	EACH	
181	FILE REGISTER (3 QUIRE)	EACH	
182	FILE MOVEMENT REGISTER (8 QUIRE)	EACH	
183	DESPACH REGISTER (8 QUIRE) (NEELGAGAN)	EACH	
184	ATTENDANCE REGISTER	EACH	
185	ALPHABETICAL REGISTER (6 QUIRE) (NEELGAGAN)	EACH	
186	SERVICE BOOK (191 PAGE)	EACH	

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187	SCISSORS (BIG)	EACH	
188	SCISSORS (MEDIUM)	EACH	
189	SEALING WAX	EACH	
190	FULL PLATE (BONE CHINA)	EACH	
191	QUARTER PLATE (BONE CHINA)	EACH	
192	DAK BOX (WITH FOUR WHEEL)	EACH	
193	RUBBER BAND	EACH	
194	BILL FORMS FOR SHORT TERMS ADVANCES	PER PAD	
195	BILL FORMS WITHDRAWALS/ADVANCES FOR GPF (GAR-42)	PER PAD	
196	DATA INPUT SHEET	PER PAD	
197	REGISTER FOR CHEQUE (GAR-11)	PER PAD	
198	CASH BOOK (GAR-3)	EACH	
199	ECR REGISTER (CAM-9)	EACH	
200	REGISTER OF VALUABLE (CAM-16)	EACH	
201	CHALLAN FORM (GAR-6)	PER PAD	
202	PAY BILL CENTRAL (GAR-13)	PER PAD	
203	LTC (GAR-14C)	PER PAD	
204	TA TRANSFER BILL FORM	PER PAD	
205	GPF LEDGER (200 Pages)	EACH	
206	PHOTOCOPY PAPER RIM A-4 (SIZE-21 CMX 29.7 CM) 75 GSM	PER BOX	

\* If the NBCFDC desires to purchase any other stationery items other than those mentioned above, the Contractor will also have to supply the same.

*Seam*

Date:

Place:

Signature of Authorized Person

Name:

Seal: