

**HSCC (India) Ltd
E-6(A), Sector-1
Noida (U.P)-201301**

HSCC/HRM/NIT/08

11.11.2008

Notice Inviting Tender for supply of office stationery

Sealed tenders are invited from the stationery agencies in or around Noida for the supply of office stationery items. The last date on submission of tenders is 18/11/2008 04:00 p.m. For forms and other details please visit our website at www.hsccltd.co.in.

CGM (HRM & Legal)

TENDER DETAILS
Supply of Office Stationery

SCOPE OF WORK

1. Supply of Office Stationery

Supply of office stationery to HSCC as per the Annexure-I or as per the requirement other than the items mentioned in the Annexure-I.

TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

1. Rate should be quoted against each item mentioned in the Annexure - I.
2. Rates quoted should be inclusive of all taxes, cost of transportation, forwarding and freight, art work, designing and delivery at HSCC Corporate Office, Noida
3. The tender should be accompanied by the following:
 - a. Copy of certified audited balance sheet for the last 3 years
 - b. Copy of PAN & Service Tax Registration certificate
 - c. **Rs.5000/-** as EMD by Demand Draft drawn on Delhi/Noida, favouring "HSCC (India) Ltd". The EMD is refundable to the unsuccessful tenderers. In case of successful tenderer, the EMD will be retained as Security Deposit.
4. In the event of failure to supply the articles within the stipulated date/time conforming to the approved specification or refusal to undertake the work allotted, the earnest money which is retained as security deposit shall be forfeited and work order will be cancelled.
5. Request for enhancement of rates during the contract period shall not be considered under any circumstances.
6. The tender should be addressed to the CGM (HRM & Legal), HSCC (India) Ltd, E-6 (A), Sector-1, Noida (U.P)-201301 by the designation only. The work "**Tender for Supply of Office Stationery**" should be clearly written on the sealed cover containing the tender.
7. All tenders must reach on or before **4.00 PM** on **18.11.2008** during working hours and will be opened on **18.11.2008** at **4.30 PM** in the presence of bidders who wish to be present.
8. HSCC is not bound to accept the lowest tender and reserves the right to accept or reject any tender or all tender without assigning any reason thereof.
9. Delivery of the articles in good condition must be made within 07 days of placement of order.
10. The tender issuing authority reserves the right to make their own suggestion/ additions/ alterations.

Annexure-I

Price Bid**[Supply of Office Stationery]**

S.N.	Description	Make	Qty	Rtae in Rs.
1	All Pin	Bell	Per Doz Box	
2	All Pin	Vikram	Per Doz Box	
3	All Pin	Kangaro	Per Doz Box	
4	Anti Glare Screen 17"/18	ProDot	Per Doz	
5	Binder Clip 19mm	Yihai	Per Doz.	
6	Binder Clip 19mm	SDI	Per Doz.	
7	Binder Clip 19mm	Oddy	Per Doz.	
8	Binder Clip 25mm	Yihai	Per Doz.	
9	Binder Clip 25mm	SDI	Per Doz.	
10	Binder Clip 25mm	Oddy	Per Doz.	
11	Binder Clip 32mm	Yihai	Per Doz.	
12	Binder Clip 32mm	SDI	Per Doz.	
13	Binder Clip 32mm	Oddy	Per Doz.	
14	Box File	Sona	Per Doz	
15	Box File	Neelgagan	Per Doz	
16	Box File	Unique	Per Doz	
17	Brown Tape 1"	Standard	Per Doz.	
18	Brown Tape 2"	Standard	Per Doz.	
19	Brown Tape 3"	Standard	Per Doz.	
20	Calculator (12 digit)	Casio	Each	
21	Calculator (12 digit- Scintific) 82 MS	Casio	Each	
22	Calculator (10 digit) - CT-500	Citizen	Each	
23	Calculator (10 digit) MJ 120	Casio	Each	
24	Cartridge 10(4844A)	HP	Each	
25	Cartridge 12A Inkjet	HP	Each	
26	Cartridge 15A	HP	Each	
27	Cartridge 21	HP	Each	
28	Cartridge 22	HP	Each	
29	Cartridge 23	HP	Each	
30	Cartridge 27	HP	Each	
31	Cartridge 28	HP	Each	
32	Cartridge 36A (Toner)	HP	Each	
33	Cartridge 45	HP	Each	
34	Cartridge 78 (6578D-Colour)	HP	Each	
35	Cartridge 82 (4911A-C)	HP	Each	
36	Cartridge 82 (4912A-M)	HP	Each	
37	Cartridge 82 (4913A-Y)	HP	Each	
38	Cartridge 9730A	HP	Each	
39	Cartridge 9731A	HP	Each	
40	Cartridge 9732A	HP	Each	
41	Cartridge 9733A	HP	Each	

42	Cartridge 6L	HP	Each	
43	Cartridge CC388A/88A (P1008)	HP	Each	
44	Cartridge 53A/Q7553A (2015dn)	HP	Each	
45	Cartridge 22 (Coloured)-J-5508(J5508	HP	Each	
46	Cartridge 702 (Black)-J-5508	HP	Each	
47	Cartridge BCL 15	Canon	Each	
48	Cartridge BCL 16	Canon	Each	
49	Cartridge P1505	HP	Each	
50	Tonner (Q6000A)	HP	Each	
51	Tonner (Q6001A)	HP	Each	
52	Tonner (Q6002A)	HP	Each	
53	Tonner (Q6003A)	HP	Each	
54	CDR[box of 10]	Samsung	Per Box	
55	CDR[box of 10]	MoserBear	Per Box	
56	CDWR	Samsung	Per Box	
57	CDWR	MoserBear	Per Box	
58	Correction Fluid	Kores	Per Pkts.	
59	Correction Fluid (Pen)	Kores/Reynold	Per Pen	
60	Correction Fluid (Pen)	Any Other()	Per Pen	
61	Cello Tape 1"	Wonder	Per Box(12 Pcs)	
62	Cello Tape 1/2"	Wonder	Per Box(12 Pcs)	
63	Cello Tape Roll 1/2" x 72 yds	Panfix	Each	
64	Coloured Pencil (Drawing)	Steadler	Per Pkts.	
65	Coloured Pencil (Drawing)	Ordinary	Per Pkts.	
66	Coiloured Paper (A4 size)	Print	Per Ream	
67	Computer Paper 10x12x1 70GSM	Masterplus/Des Mart	Per Ream	
68	Computer Paper 10x12x1 70GSM	Century/Des Mart	Per Ream	
69	Computer Paper 10x12x1 70GSM	Swaroop/ Des Mart	Per Ream	
70	Computer Paper 15x12x1 70GSM	Masterplus/Des Mart	Per Ream	
71	Computer Paper 15x12x1 70GSM	Swaroop/ Des Mart	Per Ream	
72	Computer Paper 15x12x1 70GSM	Century/Des Mart	Per Ream	
73	DO Pad Royal Executive Bond 85 GSM	Ballarpur	Per Pkts.	
74	Dustbin	Plastic	Per Pc	
75	Duster	2'x2'	Per Doz.	
76	DVD	Samsung/Mosebear	Per Box	
77	DVDR	Samsung	Per Box	
78	Electric Kettle 1.2 Ltr	Inalsa/Usha	Each	
79	Electric Kettle 1.5 Ltr	Birla	Each	
80	Electric Kettle 2Ltr	Inalsa/Usha	Each	
81	Electric Kettle 2Ltr	Birla	Each	
82	Floppy 1.44 MB	Samsung	per (Box) 10 Pcs	
83	Floppy 1.44 MB	Sony	per (Box) 10 Pcs	
84	Floppy 1.44 MB	MoserBear	per (Box) 10 Pcs	
85	Gem Clip Plastic coated	Libra	Per Box (10 pkts)	
86	Gem Clip Plastic coated	Vikram	Per Box (10 pkts)	
87	Gem Clip Plastic coated	Vinyl	Per Box (10 pkts)	
88	Glass Tumbler (300 m.l.)	Year	Per Doz	
89	Glass Tumbler (200 m.l.)	Yera	Per Doz	

90	Gum Stick 15 gm	Fevistic	Each	
91	Gum Tube 30 ml	Kores	Each	
92	Gum Tube 30 ml	Vamigum	Each	
93	High lighter	Luxor	Each 5 color set	
94	Inkjet snow white plotting Paper Roll 36" width suitable for HP 750 C Colour plotter	Desmart	Per Roll	
95	Lipi Data MT-661	Lipi	Per Piece	
96	Page Marker (3X3)	Desmart	Per Pkts.	
97	Paper A3 75 GSM	JK	Per Ream	
98	Paper A3 75 GSM	Century	Per Ream	
99	Paper A3 80 GSM	Century	Per Ream	
100	Paper A3 80 GSM	Modi	Per Ream	
101	Paper A-4 75 GSM	Century	Per Ream	
102	Paper A-4 75 GSM	Modi	Per Ream	
103	Paper A-4 75 GSM	JK	Per Ream	
104	Paper A-4 80 GSM	Century	Per Ream	
105	Paper A-4 80 GSM	Modi	Per Ream	
106	Paper A-4 85 GSM	Royal Exe Bond	Per Ream	
107	Paper A-4 75 GSM	Royal Exe Bond	Per Ream	
108	Papper - Coloured A-4 (75 GSM)-Pastle Shade	Color Sprint	Per Ream	
109	Paper Weight	Plastic Square	Per Box (10 Pcs)	
110	Paper Weight	Round Flowered	Per Box (10 Pcs)	
111	Pen (Add Gel)	Achiva	Box of 10	
112	Pen (Ordinary)	040 Bold Reynold	Box of 10	
113	Pen (Ordinary)	045 Bold Reynold	Box of 10	
114	Pen (Racer)	Reynold	Per Pc	
115	Pen (Trimax)	Reynold	Per Pc	
116	Pen (V-5)	Luxor	Box of 10	
117	Pen Drive (2 GB)	MoserBear	Per Pc	
118	Pen Drive (4 GB)	MoserBear	Per Pc	
119	Pen Drive (8 GB)	MoserBear	Per Pc	
120	Pencil Bonded Lead 621	HB Natraj/Apsara	Per Box	
121	Pencil (For drawing stubbing) Red,Green, Yellow	Natraj	Per Pkts.	
122	Pencil Eraser	Natraj	Per Box of 20	
123	Pencil Shapner	Natraj	Per Box of 20	
124	Permanent Marker	Luxor	Per Box (10 Pcs)	
125	Permanent Marker	Reynold	Per Box (10 Pcs)	
126	Plastic Scale 12"	Natraj	Per Box (10 Pcs)	
127	Plastic Scale 12"	KBI	Per Box (10 Pcs)	
128	Post it Pad 3"x3"	3M	Each	
129	Post it Pad 3"x3"	Century	Each	
130	Post it Pad 3"x3"	Desmart	Each	
131	Post it Pad 3"x4"	3M	Each	
132	Post it Pad 3"x4"	Century	Each	
133	Post it Pad 3"x4"	Desmart	Each	
134	Punch Single HD	?	Each	

135	Punch Double HD	Kangaro/Iron Base	Each	
136	Punch DH 600	Kangaro	Each	
137	Register 1Qr 11x7" size 96 pages	Saraswati	Each	
138	Register 1Qr 11x7" size 96 pages	Neelgagan	Each	
139	Register 1Qr 11x7" size 96 pages	Lotus	Each	
140	Register 11x7" size 192 pages	Saraswati	Each	
141	Register 11x7" size 192 pages	Neelgagan	Each	
142	Register 11x7" size 192 pages	Lotus	Each	
143	Register 11x7" size 288 pages	Saraswati	Each	
144	Register 11x7" size 288 pages	Neelgagan	Each	
145	Register 11x7" size 288 pages	Lotus	Each	
146	Register 11x7" size 360 pages	Saraswati	Each	
147	Register 11x7" size 360 pages	Neelgagan	Each	
148	Register 11x7" size 360 pages	Lotus	Each	
149	Register(Rockman) 11x7" size 96 pages	Saraswati	Each	
150	Register(Rockman) 11x7" size 96 pages	Neelgagan	Each	
151	Register(Rockman) 11x7" size 96 pages	Lotus	Each	
152	Register(Stock) (Rockman) 2 Qr.	Saraswati	Each	
153	Register(Stock) (Rockman) 2 Qr.	Neelgagan	Each	
154	Register(Stock) (Rockman) 2 Qr.	Lotus	Each	
155	Register(Stock) (Rockman) 3 Qr.	Saraswati	Each	
156	Register(Stock) (Rockman) 3 Qr.	Neelgagan	Each	
157	Register(Stock) (Rockman) 3 Qr.	Lotus	Each	
158	Scotch Tape		Each	
159	Skatch Pen	Luxor	Per Pkts.	
160	Stamp Pad	Chalpark	Each	
161	Stamp Pad	Ashoka	Each	
162	Staper 10 D	Kangaroo/Max	Each	
163	Staper 45 N	Kangaroo/Max	Each	
164	Staper Pin 10 D	Max	Per Box (20 pkts)	
165	Staper Pin 10 D	Kangaroo	Per Box (20 pkts)	
166	Staper Pin 45 N	Max	Per Box (20 pkts)	
167	Staper Pin 45 N	Kangaroo	Per Box (20 pkts)	
168	Steadler/Rotring Clutch Pencil 0.5	Steadler/Rotring	Each	
169	Steadler/Rotring Clutch Pencil 0.7	Steadler/Rotring	Each	
170	Steadler/Rotring Clutch Pencil 0.9	Steadler/Rotring	Each	
171	Steadler/Rotring Clutch Pencil 0.5 Lead	Steadler/Rotring	Per Pkts.	
172	Steadler/Rotring Clutch Pencil 0.7 Lead	Steadler/Rotring	Per Pkts.	
173	Steadler/Rotring Clutch Pencil 0.9 Lead	Steadler/Rotring	Per Pkts.	
174	Tracing Paper Roll 36"/110 gsm suitable for HP 750 C Colour plotter	Desmart	Per Roll	
175	Tranprancy Color CG3460 50 Sheet	HP	Per Box	
176	Tranprancy OHP 100 micron 100 Sheet	Garware	Per Box	
177	Tranprancy OHP 100 micron 100 Sheet	Century	Per Box	
178	Triangular Scale Mtrs./Feet/Inch	Rotring German	Each	
179	Towel (Full Size White)	Bombay deying(Tulip)	Each	
180	Visting Card Folder	120 Cards Corporate	Each	
181	Visting Card Folder	240 Cards Corporate	Each	

182	Visting Card Folder	208 Cards Shipra leather	Each	
183	Visting Card Folder	288 Cards Shipra leather	Each	
184	Visting Card Folder	144 Card Leather	Each	
185	Visting Card Folder	144 Card Premium	Each	
186	Visting Card Folder	240 Card Leather	Each	
187	Visting Card Folder	240 Card Premium	Each	
188	Water Jug (1/2 Lt.)	Miton	Each	
189	White Tag	?	Per Pkts.	
190	Green Tag	?	Per Pkts.	

(*) Inclusive of all the taxes and duties, etc.

I / We agree to undertake the supply of office stationery subject to terms and conditions stipulated at the rates quoted above.

Date:

**SIGNATURE
Name and Seal of firm**

(This format shall be sent in a separate sealed cover superscribing - "PRICE BID FOR SUPPLY OF OFFICE STATINOERY)