

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

HSCC/HRM/NIT/08

14.04.2008

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 21/04/2008 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 **21.04.2008** during working hours and will be opened on **28.04.2008** at **3.30 PM** in the presence of tenderers 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	Rate (in Rs.)
1	0.5 (F Pen)	Fibertip	Per Pkts.	
2	All Pin	Bell	Per Doz Box	
3	All Pin	Vikram	Per Doz Box	
4	All Pin	Kangaro	Per Doz Box	
5	Anti Glare Screen 17"/18	ProDot	Per Doz	
6	Binder Clip 19mm	Yihai	Per Doz.	
7	Binder Clip 19mm	SDI	Per Doz.	
8	Binder Clip 25mm	Yihai	Per Doz.	
9	Binder Clip 25mm	SDI	Per Doz.	
10	Binder Clip 32mm	Yihai	Per Doz.	
11	Binder Clip 32mm	SDI	Per Doz.	
12	Box File	Sona	Per Doz	
13	Box File	Neelgagan	Per Doz	
14	Box File	Chetan	Per Doz	
15	Brown Tape 1"	Standard	Per Doz.	
16	Brown Tape 2"	Standard	Per Doz.	
17	Brown Tape 3"	Standard	Per Doz.	
18	Calculator (12 digit)	Casio	Each	
19	Calculator (12 digit- Scintific)	Casio	Each	
20	Calculator (10 digit)	Citizen	Each	
21	Calculator (10 digit)	Casio	Each	
22	Cartridge 10(4844A)	HP	Each	
23	Cartridge 12A Inkjet	HP	Each	
24	Cartridge 15A	HP	Each	
25	Cartridge 21	HP	Each	
26	Cartridge 22	HP	Each	
27	Cartridge 23	HP	Each	
28	Cartridge 27	HP	Each	
29	Cartridge 28	HP	Each	
30	Cartridge 36A	HP	Each	
31	Cartridge 45	HP	Each	
32	Cartridge 78 (6578D-Colour)	HP	Each	
33	Cartridge 82 (4911A-C)	HP	Each	
34	Cartridge 82 (4912A-M)	HP	Each	
35	Cartridge 82 (4913A-Y)	HP	Each	
36	Cartridge 9730A	HP	Each	
37	Cartridge 9731A	HP	Each	
38	Cartridge 9732A	HP	Each	
39	Cartridge 9733A	HP	Each	
40	Cartridge 6L	HP	Each	

41	Cartridge BCL 15	Canon	Each	
42	Cartridge BCL 16	Canon	Each	
43	Cartridge P1505	HP	Each	
44	Tonner (Q6000A)	HP	Each	
45	Tonner (Q6001A)	HP	Each	
46	Tonner (Q6002A)	HP	Each	
47	Tonner (Q6003A)	HP	Each	
48	CDR	Samsung	Per Box	
49	CDR	Sony	Per Box	
50	CDR	MoserBear	Per Box	
51	CDWR	Samsung	Per Box	
52	CDWR	Sony	Per Box	
53	CDWR	MoserBear	Per Box	
54	Correction Fluid	Kores	Per Pkts.	
55	Correction Fluid (Pen)	Kores/Reynold	Per Pen	
56	Correction Fluid (Pen)	Any Other()	Per Pen	
57	Cello Tape 1"	Wonder	Per Box(12 Pcs)	
58	Cello Tape 1/2"	Wonder	Per Box(12 Pcs)	
59	Cello Tape Roll 1/2" x 72 yds	Panfix	Each	
60	Coloured Pencil (Drawing)	Steadler	Per Pkts.	
61	Coloured Pencil (Drawing)	Ordinary	Per Pkts.	
62	Coiloured Paper (A4 size)	Print	Per Ream	
63	Computer Paper 10x12x1 70GSM	Masterplus/Des Mart	Per Ream	
64	Computer Paper 10x12x1 70GSM	Century/Des Mart	Per Ream	
65	Computer Paper 10x12x1 70GSM	Swaroop/ Des Mart	Per Ream	
66	Computer Paper 15x12x1 70GSM	Masterplus/Des Mart	Per Ream	
67	Computer Paper 15x12x1 70GSM	Swaroop/ Des Mart	Per Ream	
68	Computer Paper 15x12x1 70GSM	Century/Des Mart	Per Ream	
69	DO Pad Royal Executive Bond 85 GSM	Ballarpur	Per Pkts.	
70	Dustbin		Per Pc	
71	Duster	2'x2'	Per Doz.	
72	DVD	Samsung	Per Box	
73	DVDR	Samsung	Per Box	
74	Electric Kettle 1.2 Ltr	Inalsa/Usha	Each	
75	Electric Kettle 1.5 Ltr	Birla	Each	
76	Electric Kettle 2Ltr	Inalsa/Usha	Each	
77	Electric Kettle 2Ltr	Birla	Each	
78	Floppy 1.44 MB	Samsung	per (Box) 10 Pcs	
79	Floppy 1.44 MB	Sony	per (Box) 10 Pcs	
80	Floppy 1.44 MB	MoserBear	per (Box) 10 Pcs	
81	Gem Clip Plastic coated	Libra	Per Box (10 pkts)	
82	Gem Clip Plastic coated	Vikram	Per Box (10 pkts)	
83	Gem Clip Plastic coated	Vinyl	Per Box (10 pkts)	
84	Glass Tumbler (300 m.l.)	Year	Per Doz	
85	Glass Tumbler (200 m.l.)	Yera	Per Doz	
86	Gum Stick 15 gm	Fevistic	Each	
87	Gum Tube 30 ml	Kores	Each	

88	Gum Tube 30 ml	Vamigum	Each	
89	High lighter	Luxor	Each 5 color set	
90	Inkjet snow white plotting Paper Roll 36"width suitable for HP 750 C Colour plotter	Desmart/Gateway	Per Roll	
91	Lipi Data MT-661	Lipi	Per Piece	
92	Page Marker (3X3)	Desmart	Per Pkts.	
93	Paper A3 75 GSM	JK	Per Ream	
94	Paper A3 75 GSM	Century	Per Ream	
95	Paper A3 80 GSM	Century	Per Ream	
96	Paper A3 80 GSM	Modi	Per Ream	
97	Paper A-4 75 GSM	Century	Per Ream	
98	Paper A-4 75 GSM	Modi	Per Ream	
99	Paper A-4 75 GSM	JK	Per Ream	
100	Paper A-4 80 GSM	Century	Per Ream	
101	Paper A-4 80 GSM	Modi	Per Ream	
102	Paper A-4 85 GSM	Royal Exe Bond	Per Ream	
103	Paper A-4 75 GSM	Royal Exe Bond	Per Ream	
104	Papper - Coloured A-4 (75 GSM)-Pastle Shade	Color Sprint	Per Ream	
105	Paper Weight	Plastic Square	Per Box (10 Pcs)	
106	Paper Weight	Round Flowered	Per Box (10 Pcs)	
107	Pen (Add Gel)	Achiva	Box of 10	
108	Pen (Ordinary)	040 Bold Reynold	Box of 10	
109	Pen (Ordinary)	045 Bold Reynold	Box of 10	
110	Pen (Racer)	Reynold	Per Pc	
111	Pen (MeraGel)	Reynold	Per Pc	
112	Pen (V-5)	Luxor	Box of 10	
113	Pen Drive		Per Pc	
114	Pencil Bonded Lead 621	HB Natraj/Apsara	Per Box	
115	Pencil (For drawing stubbing) Red,Green,Yellow	Natraj	Per Pkts.	
116	Pencil Eraser	Natraj	Per Box of 20	
117	Pencil Shapner	Natraj	Per Box of 20	
118	Permanent Marker	Luxor	Per Box (10 Pcs)	
119	Permanent Marker	Reynold	Per Box (10 Pcs)	
120	Plastic Scale 12"	RBI	Per Box (10 Pcs)	
121	Plastic Scale 12"	KBI	Per Box (10 Pcs)	
122	Post it Pad 3"x3"	3M	Each	
123	Post it Pad 3"x3"	Century	Each	
124	Post it Pad 3"x3"	Desmart	Each	
125	Post it Pad 3"x4"	3M	Each	
126	Post it Pad 3"x4"	Century	Each	
127	Post it Pad 3"x4"	Desmart	Each	
128	Punch Single HD	?	Each	
129	Punch Double HD	Kangaro/Iron Base	Each	
130	Punch DH 600	Kangaro	Each	
131	Register 1Qr 13x7" size 96 pages		Each	
132	Register 13x7" size 192 pages	Saraswati/Shiva/Neelgagan/ Citizen	Each	

133	Register 13x7" size 288 pages	Saraswati/Shiva/Neelgagan/ Citizen	Each	
134	Register 13x7" size 384 pages	Saraswati/Shiva/Neelgagan/ Citizen	Each	
135	Register(Rockman) 13x7" size 96 pages	Saraswati/Shiva/Neelgagan/ Citizen	Each	
136	Register(Stock) (Rockman) 2 Qr.	Saraswati/Shiva/Neelgagan/ Citizen	Each	
137	Register(Stock) (Rockman) 3 Qr.	Saraswati/Shiva/Neelgagan/ Citizen	Each	
138	Register(Stock) (Rockman) 4 Qr.	Saraswati/Shiva/Neelgagan/ Citizen	Each	
139	Scotch Tape		Each	
140	Skatch Pen	Luxor	Per Pkts.	
141	Stamp Pad	Chalpark	Each	
142	Stamp Pad	Ashoka	Each	
143	Staper 10 D	Kangaroo/Max	Each	
144	Staper 45 N	Kangaroo/Max	Each	
145	Staper Pin 10 D	Max	Per Box (20 pkts)	
146	Staper Pin 10 D	Kangaroo	Per Box (20 pkts)	
147	Staper Pin 45 N	Max	Per Box (20 pkts)	
148	Staper Pin 45 N	Kangaroo	Per Box (20 pkts)	
149	Steadler/Rotring Clutch Pencil 0.5	Steadler/Rotring	Each	
150	Steadler/Rotring Clutch Pencil 0.7	Steadler/Rotring	Each	
151	Steadler/Rotring Clutch Pencil 0.9	Steadler/Rotring	Each	
152	Steadler/Rotring Clutch Pencil 0.5 Lead	Steadler/Rotring	Per Pkts.	
153	Steadler/Rotring Clutch Pencil 0.7 Lead	Steadler/Rotring	Per Pkts.	
154	Steadler/Rotring Clutch Pencil 0.9 Lead	Steadler/Rotring	Per Pkts.	
155	Tracing Paper Roll 36"/110 gsm suitable for HP 750 C Colour plotter	Desmart/Gateway	Per Roll	
156	Tranprancy Color CG3460 50 Sheet	HP	Per Box	
157	Tranprancy OHP 100 micron 100 Sheet	Garware	Per Box	
158	Tranprancy OHP 100 micron 100 Sheet	Century	Per Box	
159	Triangular Scale Mtrs./Feet/Inch	Rotring German	Each	
160	Towel (Full Size White)	Bombay deying(Tulip)	Each	
161	Visting Card Folder	120 Cards Corporate	Each	
162	Visting Card Folder	240 Cards Corporate	Each	
163	Visting Card Folder	208 Cards Shipra leather	Each	
164	Visting Card Folder	288 Cards Shipra leather	Each	
165	Visting Card Folder	144 Card Leather	Each	
166	Visting Card Folder	144 Card Premium	Each	
167	Visting Card Folder	240 Card Leather	Each	
168	Visting Card Folder	240 Card Premium	Each	
169	Water Jug (1/2 Lt.)	Miton	Each	
170	White/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)