

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

HSCC/HRM/NIT/08

30.09.2008

**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 07/10/2008 04:00 p.m. For forms and other details please visit our website at [www.hsccltd.co.in](http://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.

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## 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 **07.10.2008** during working hours and will be opened on **07.10.2008** at **4.30 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.
11. Bids without the documents mentioned the above terms & conditions will be rejected.

**Annexure-I****Price Bid****[Supply of Office Stationery]**

S.N.	Description	Make	Qty	Rate 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 BCL 15	Canon	Each	
44	Cartridge BCL 16	Canon	Each	
45	Cartridge P1505	HP	Each	
46	Tonner (Q6000A)	HP	Each	
47	Tonner (Q6001A)	HP	Each	
48	Tonner (Q6002A)	HP	Each	
49	Tonner (Q6003A)	HP	Each	
50	CDR[box of 10]	Samsung	Per Box	
51	CDR[box of 10]	MoserBear	Per Box	
52	CDWR	Samsung	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	Plastic	Per Pc	
71	Duster	2'x2'	Per Doz.	
72	DVD	Samsung/Mosebear	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	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 (Trimax)	Reynold	Per Pc	
112	Pen (V-5)	Luxor	Box of 10	
113	Pen Drive (2 GB)	MoserBear	Per Pc	
114	Pen Drive (4 GB)	MoserBear	Per Pc	
115	Pen Drive (8 GB)	MoserBear	Per Pc	
116	Pencil Bonded Lead 621	HB Natraj/Apsara	Per Box	
117	Pencil (For drawing stubbing) Red,Green, Yellow	Natraj	Per Pkts.	
118	Pencil Eraser	Natraj	Per Box of 20	
119	Pencil Shapner	Natraj	Per Box of 20	
120	Permanent Marker	Luxor	Per Box (10 Pcs)	
121	Permanent Marker	Reynold	Per Box (10 Pcs)	
122	Plastic Scale 12"	Natraj	Per Box (10 Pcs)	
123	Plastic Scale 12"	KBI	Per Box (10 Pcs)	
124	Post it Pad 3"x3"	3M	Each	
125	Post it Pad 3"x3"	Century	Each	
126	Post it Pad 3"x3"	Desmart	Each	
127	Post it Pad 3"x4"	3M	Each	
128	Post it Pad 3"x4"	Century	Each	
129	Post it Pad 3"x4"	Desmart	Each	
130	Punch Single HD	?	Each	
131	Punch Double HD	Kangaro/Iron Base	Each	
132	Punch DH 600	Kangaro	Each	

133	Register 1Qr 11x7" size 96 pages	Saraswati	Each	
134	Register 1Qr 11x7" size 96 pages	Neelgagan	Each	
135	Register 1Qr 11x7" size 96 pages	Lotus	Each	
136	Register 11x7" size 192 pages	Saraswati	Each	
137	Register 11x7" size 192 pages	Neelgagan	Each	
138	Register 11x7" size 192 pages	Lotus	Each	
139	Register 11x7" size 288 pages	Saraswati	Each	
140	Register 11x7" size 288 pages	Neelgagan	Each	
141	Register 11x7" size 288 pages	Lotus	Each	
142	Register 11x7" size 360 pages	Saraswati	Each	
143	Register 11x7" size 360 pages	Neelgagan	Each	
144	Register 11x7" size 360 pages	Lotus	Each	
145	Register( Rockman) 11x7" size 96 pages	Saraswati	Each	
146	Register( Rockman) 11x7" size 96 pages	Neelgagan	Each	
147	Register( Rockman) 11x7" size 96 pages	Lotus	Each	
148	Register(Stock) (Rockman) 2 Qr.	Saraswati	Each	
149	Register(Stock) (Rockman) 2 Qr.	Neelgagan	Each	
150	Register(Stock) (Rockman) 2 Qr.	Lotus	Each	
151	Register(Stock) (Rockman) 3 Qr.	Saraswati	Each	
152	Register(Stock) (Rockman) 3 Qr.	Neelgagan	Each	
153	Register(Stock) (Rockman) 3 Qr.	Lotus	Each	
154	Scotch Tape		Each	
155	Skatch Pen	Luxor	Per Pkts.	
156	Stamp Pad	Chalpark	Each	
157	Stamp Pad	Ashoka	Each	
158	Staper 10 D	Kangaroo/Max	Each	
159	Staper 45 N	Kangaroo/Max	Each	
160	Staper Pin 10 D	Max	Per Box (20 pkts)	
161	Staper Pin 10 D	Kangaroo	Per Box (20 pkts)	
162	Staper Pin 45 N	Max	Per Box (20 pkts)	
163	Staper Pin 45 N	Kangaroo	Per Box (20 pkts)	
164	Steadler/Rotring Clutch Pencil 0.5	Steadler/Rotring	Each	
165	Steadler/Rotring Clutch Pencil 0.7	Steadler/Rotring	Each	
166	Steadler/Rotring Clutch Pencil 0.9	Steadler/Rotring	Each	
167	Steadler/Rotring Clutch Pencil 0.5 Lead	Steadler/Rotring	Per Pkts.	
168	Steadler/Rotring Clutch Pencil 0.7 Lead	Steadler/Rotring	Per Pkts.	
169	Steadler/Rotring Clutch Pencil 0.9 Lead	Steadler/Rotring	Per Pkts.	
170	Tracing Paper Roll 36"/110 gsm suitable for HP 750 C Colour plotter	Desmart	Per Roll	
171	Tranprancy Color CG3460 50 Sheet	HP	Per Box	
172	Tranprancy OHP 100 micron 100 Sheet	Garware	Per Box	
173	Tranprancy OHP 100 micron 100 Sheet	Century	Per Box	
174	Triangular Scale Mtrs./Feet/Inch	Rotring German	Each	
175	Towel (Full Size White)	Bombay deying(Tulip)	Each	
176	Visting Card Folder	120 Cards Corporate	Each	
177	Visting Card Folder	240 Cards Corporate	Each	
178	Visting Card Folder	208 Cards Shipra leather	Each	
179	Visting Card Folder	288 Cards Shipra leather	Each	

180	Visting Card Folder	144 Card Leather	Each	
181	Visting Card Folder	144 Card Premium	Each	
182	Visting Card Folder	240 Card Leather	Each	
183	Visting Card Folder	240 Card Premium	Each	
184	Water Jug (1/2 Lt.)	Miton	Each	
185	White Tag	-	Per Pkts.	
186	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)