



**GOVERNMENT OF INDIA
PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION
A-1, A-2 Wing 5TH FLOOR, CGO COMPLEX,
CBD BELAPUR-400614**

Tel. No.: 022-27575946

Fax.No: 022-27575967

TENDER FORM

**FOR STATIONARY/
COMPUTER STATIONARY/
OTHER CONSUMABLES**

Rs.100/-

TERMS AND CONDITIONS OF TENDER

1. Only those Tenders received along with necessary documents submitted on or before 27/04/2011 up to 11.00 PM in the office of Jt. Chief Controller of Explosives, Mumbai will be considered. The tenders without E.M.D. enclosed D.D. shall be rejected. The parties registered with DGS&D/NSIC/ for supply of material for which party intends to quote are exempted from payment of E.M.D.
2. Tender will be accepted or rejected on recommendation of the Committee appointed for this purpose.
3. The Jt. Chief Controller of Explosives, Mumbai reserves the right to reject the tender without assigning any reasons and shall be final .
4. Two certified copies of the Income Tax clearance certificate in the form prescribed by the Income Tax Department for the year 2009-2010 and shop establishment /Registrar of co-operative societies certificate, as applicable should be submitted. List of reputed parties to whom supplies made should be submitted.
5. Offer of Tender must be firm. Conditional offer will not be considered.
6. Only experienced persons having more than 2 years experience in the field of supplying stationary articles to the reputed organization should only quote the Tender.
7. The E.M.D. of **Rs 15000/-** should be deposited along with the Tender by Demand Draft drawn in favour of **Jt. Chief Controller of Explosives, Mumbai**, paid at **CENTRAL BANK OF INDIA Mumbai** which will be returned to the unsuccessful bidder without interest on demand.
8. The rates quoted should be FOR delivery at the office of **Jt. Chief Controller of Explosives, Mumbai**
9. The ordered quantity should be supplied immediately and should be of the quality as prescribed. No sub-standard material should be supplied. If ever it is detected the successful bidder will loose its contract and the balance payment of the bills will not be made.
10. If supplies are not made within the stipulated period 2% penalty charges per fortnight will be realized.
11. No delivery charges will be paid.
12. All payments will be made through cheque only.
13. All payments will be made after timely submission of bill in triplicate.
14. No advance will be made for the ordered quantity to the tenderer.
15. **Tender should be quoted for all items incomplete tender will not be accepted.**
16. The rates should be inclusive of all taxes for the financial year 2011-12
17. The E.M.D /security deposit will be forfeited if the tenderer fails to supply the tendered demand as per the requirement.
18. The quantity is tentatively required during financial year 1st April 2011 to 31st March 2012 and order will be placed as per our requirement.

DISCRIPTION OF ITEMS

Sr. No.	ITEMS	MAKE	Quantity required yearly	Rate per pce/d oz/box/pkt	Total Amount (in Rupees.) Col. 4 X Col 5 =	vat	Total
1	2	3	4	5	6		
1.	J.K. Copier paper A-3 (500 sheets)	J.K.	05 Ream				
2.	J.K. Copier paper A-4 (500 sheets)	J.K.	450 Ream				
3.	J.K. Copier paper A-5 full scape (500 sheets)	J.K.	450 Ream				
4.	Note sheet pad (Green) A-5	Bond	400 Pads				
5.	Shorthand note book	200 pgs	120 pce.				
6.	Dust cover white Cloth		24 Pce				
7.	Dust cover Yellow velvet cloth		24 pce.				
8.	Gum (10 ltr. jerry cane white)		08 cane				
9.	Gum bottle (150/200 grms)	Camel	24				
10.	Envelop SE-4 (as per sample) with printed material	Buff Bond	18000				
11.	Envelop SE-5 (as per sample) with printed material	Buff Bond	18000				
12.	Envelop SE-6 (as per sample) with printed material	Buff Bond	18000				
13.	Envelop SE-7 (as per sample) with printed material	Buff Bond	10000				
14.	Envelop SE-8 (as per sample) with printed material	Buff Bond	10000				
15.	Envelop SE-8A (As per sample) with printed material	Buff Bond	5000				
16.	Scud Pins		125 Pkt.				
17.	Register Four quire (400 pages) Full Size		12 Doz.				
18.	Register Four quire (200 pages) Full Size		12 Doz.				
19.	Register Four quire (100 pages) Full Size		05 Doz.				
20.	Ruled Statement Paper		(200 Sheet)				
21.	Plastic Clip File (for Conference / Meeting)		200 pce.				
22.	Self adhesive Notes-Pronoti 2"x 3"	Pronoti	24 Pkt.				
23.	Highlighter Pen	Camel	36 No.				
24.	Sketch Pen Set	Camel	5 Set				
25.	Stamp Pad (Big)	Kores	60 Pce.				
26.	Stamp Pad (Small)	Kores	60 pce.				
27.	Stamp Pad Ink Bottle- Violet 100 ml	Wheel	24 No.				
28.	Stapler Machine (Big)	Kangaro	30 Pce				
29.	Stapler Machine (Small)	Kangaro	30 Pce				
30.	Stapler Pins Big (1 box – 20 Nos)	Kores	24 boxes				

31.	Stapler Pins Small (1 box – 20 Nos)	Kores	24 boxes				
32.	File Tags (Thick Bootlace)		60 bundles				
33.	U-Pins Box	Perfect	120 box				
34.	Sealing Wax (Ashoka)	Ashoka	05 box				
35.	Candles Big size		20 box				
36.	White Twin Thread Ball (1 box –4 nos)		24 box				
37.	Docket Punch (Kangaroo)	Kangaroo	24 pce				
38.	Phynile (5 Liter)		04 cane				
39.	Naphthalene balls (big)		3 kgs.				
40.	Ink for Frnking Machine	Kores	4 bottle				
41.	Eraz-ex-fluid white	Kores	40 pce.				
42.	Ball Pens	Cello Grip	110 Nos.				
43.	Scissors Medium Size		06 Pce.				
44.	Computer Printer Cartridge black HP 2420	HP	04 pce.				
45.	Computer Printer Cartridge black All In one 21	HP	120 pce.				
46.	Computer Printer Cartridge Color HP 22	HP	120 pce.				
47.	Computer Printer Cartridge Black –HP -15	HP	4 pce				
48.	Computer Printer Cartridge color –HP -17	HP	4 pce				
49.	Computer Printer Cartridge Black –HP -818	HP	50 Pce.				
50.	Computer Printer Cartridge Colar –HP -818	HP	50 Pce				
51.	Computer Printer Cartridge Black –HP -27	HP	18 pce.				
52.	Computer Printer Cartridge Black –HP -28	HP	18 pce				
53.	Computer Printer Cartridge Mlt-D20s/XIP Samsung	HP	10pce.				
54.	Computer Printer Cartridge black –HP -900	HP	10 Pce				
55.	Computer printer Cartridge 900 –color	HP	10Pce.				
56.	Computer Printer Cartridge Black –HP -853	HP	12 Pce				
57.	Computer printer Cartridge 857 Color	HP	10pce.				
58.	Computer Printer Cartridge 12 A	HP	10Pce				
59.	Fax Toner Cartridge scx-4216 F	HP	4 pce.				
60.	Toner Cartilage 36A	HP	24 Pce				
61.	Risograph CR1610AS Black ink	canon	10 Pce				
62.	Xerox Tonner/Drum JJC3502708235	Modi	20 Pce				
63.	Pen Driver 8 GB	Transcend	12 Pce				
64.	Cello Tape Tixo	Big	06 pce				
65.	Brown Cello Tape (width-2inch)	Big	06 pce				

66.	Blank CD	HP	100 pce				
67.	CD-Cover Plastic Rounded	Sony	100 pce.				
68.	Calculator 10 digit CT-512	citizen	06 pce.				
69.	Paper Weight	Steel	12 pce				
70.	Writing Pad 200 pages		100 pce.				
71.	Post pad	Camel	50 pce				
72.	Carbon Paper	camel	12 pce				
73.	Xerox Master Tonner	Modi	10 pce.				
74.	Bold Marker Pen	Camel	30 Nos.				
75.	Green License paper with embossing logo of the department	As per sample	100 Rim				
75	Draft Pad		50 pce				
76	Pin Remover		50pce				
77	Paper Clip		50 Box				
78	Stamp Pad Ink		10 Battles				
79	Rubber Band		40Box				
80	Duplicating Note Book		50 Pce				
81	Hand Deliver Note Book		30 Pce				
82	File Cover with printing		10000 Nos				
83							
			TOTAL →				