

**F.No. D.13020/PrAO/UD/E&W/Stationery/2008-09/858**  
**PRINCIPAL ACCOUNTS OFFICE**  
**MINISTRY OF URBAN DEVELOPMENT**  
**'F' WING, II FLOOR, NIRMAN BHAWAN**  
**NEW DELHI – 110011.**  
**TEL. NO. 23062320, 23061283 & FAX NO. 23062989.**

**Dt.06-05-2008**

**TENDER NOTICE**

1. The Principal Accounts Office and field PAOs located at Delhi of Ministry of Urban Development require Stationery/General items for their day to day official use. These items are generally purchased on month-to-month basis.
2. Detailed information/terms and conditions can either be obtained from the Asstt. Controller of Accounts (Admn), Pr. Accounts Office, M/o Urban Development, F-Wing, II Floor, Nirman Bhawan, New Delhi or downloaded from the Ministry's Website <http://www.ccamoud.nic.in>.
3. Interested parties may send their quotation quoting rates for all the items.
4. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the copies of quotations. The rates quoted shall be valid till 30-04-2009.
5. Sealed quotations, duly super scribed "Quotation for Stationery/General items" and addressed to the undersigned be sent by post to this office latest by 3.00 P.M. on 26.05.08. Quotation received after stipulated date/time will not be accepted/entertained. The quotations will be opened on the same day at 4.00 P.M. in Principal Accounts Office, 'F' Wing, II Floor, Nirman Bhawan, New Delhi in the presence of the tenderers or their representatives who may like to be present.

**( A. K. RALHAN )**  
**ASSTT. CONTROLLER OF ACCOUNTS (ADMN.)**

**GOVERNMENT OF INDIA  
PRINCIPAL ACCOUNTS OFFICE  
MINISTRY OF URBAN DEVELOPMENT**

**Detailed informations/terms and conditions for the procurement of stationery/general items.**

1. The Principal Accounts Office and field PAOs based at Delhi of Ministry of Urban Development requires Stationery/General items for its use. These items are generally purchased on month-to-month basis. It must be noted that the rates quoted should be for the approved items or must have the approval of some other recognized agency, national or international.
2. Interested parties may send their quotations with complete details about the stationery/ general items as mentioned in the list enclosed. It may be noted that the Stationery/General items will be delivered at Pr. Accounts Office, 'F' Wing, II Floor, Nirman Bhawan, New Delhi & other PAOs at Delhi at the addresses given on the requirement/indent.
3. In case any firm is already providing the Stationery/General items to any other Ministry/Department of Central Government details thereof may also be furnished along with the quotations. The rates quoted shall be valid till 30.04.2009.
4. Sealed quotations, duly subscribed "Quotation for Stationery/General items" and addressed to the undersigned may be sent by post to this office latest by 3.00 P.M. on 26.05.08. Nirman Bhawan, New Delhi and not later than 3.00 P.M. on 26.05.08. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on the same day at 4.00 P.M. in 'F' Wing, II Floor, Nirman Bhawan, New Delhi in the presence of the tenderers or their representatives who may like to be present.
5. The following terms and conditions may be kept in view while sending your tender:-
  - (a) The firm should be in a position to supply stationery/consumable items mentioned in the list enclosed on short notice as and when needed.
  - (b) All expenses will be borne by the firm for sending the stationery/consumable items to the Pr. Accounts Office/Pay & Accounts Offices.
  - (c) The Stationery/consumable items should be delivered in Pr. Accounts Office, 'F' Wing, II Floor, Nirman Bhawan, New Delhi & other PAOs within 3 days of receipt of the orders.

(d) The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent cases. The Mobile number may also be given. The firm should be able to provide stationery/consumable on holidays/Sundays also if need arises.

(e) This office will not accept duplicate/substandard items or items not matching the samples/prescribed specifications. Replacement should be done within 2 days, failing which, this office will take suitable action against short/defective supply.

(f) Bill duly certified for receipt of indented articles/stationery items may be obtained from the respective PAOs under proper attestation may be sent to this office for payment within 10 days from the date of delievery.

6. Tenderers may please quote their unconditional rates strictly as per list of items enclosed. Cutting/overwriting, if any, should be countersigned.
7. This office reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm(s).

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**Copy to :-**

The Asstt. Accounts Officer (E&W), Pr. Accounts Office, Ministry of Urban Development for displaying this in the website of this office.

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## ANNEXURE - I

S.No.	Name of the item
1.	Register 2 Qr.
2.	Register 4 Qr.
3.	Register 6 Qr.
4.	Register 8 Qr.
5.	Register 10 Qr.
6.	Register 12 Qr.
7.	Reynolds Pen 0.5
8.	Reynolds Pen Refill
9.	Add Gel Pen
10.	Add Gel Pen Refill
11.	Reynolds Jetter Pen
12.	Reynolds Jetter Pen Refill
13.	Uniball Pen
14.	Glue Stick
15.	Dustbin (Plastic)
16.	Fevi Quick
17.	Stapler Big (HP.10) Kangroo
18.	Brooms (Phool Jharu)
19.	Towel Good Quality (All Sizes)
20.	Pencil Eraser
21.	Correction Fluid
22.	Glass Tumbler (Fancy)
23.	Cello Tape (1/2 Inch)
24.	Post-it (Yellow Slip) Big & Small
25.	Post – it (Multi Colour) Flag Slip
26.	Glass Tumbler (Ordinary)
27.	Computer Plastic Folder (381 X 305mm)
28.	Pencil
29.	Sharpener
30.	Floppy Box (IBM & Moserbear)
31.	Stapler (10-H) Kangroo
32.	Phenyl (5 Ltr.)
33.	Pencil Cell
34.	Note Sheet Pad
35.	Dispatch register
36.	Diary register
37.	Plastic Folder, Solo TM Clear Holder
38.	Candles
39.	Flask Eagle (2 Ltr. & 1 Ltr. )
40.	Thermal Transfer Roll Panasonic KX-FM386
41.	Calculator 10 Digit & 12 digit (Citizen)
42.	Fax Roll Panasonic KX-FM131

43.	Toner Cartridge Samsung SCX 4216D3
44.	Brown Tape (Size-3 Inch)
45.	Poocha
46.	Pilot Pen 0.5
47.	Pilot Pen V-5
48.	Gum Bottle (Small)
49.	Fountain Pen Ink (Blue, Red, Black & Turquoise Blue)
50.	Highlighter
51.	Inalsa Electric Kettle ( 1 Ltr. & 2 Ltr.)
52.	H.P. 20 Black
53.	H.P. 49 Colour
54.	HP 853 (Black)
55.	HP 857 (Colour)
56.	Cartridge HP.2612A
57.	Cartridge HP.3903F
58.	Cartridge HP.C.7115A
59.	Cartridge HP.5949A
60.	Cartridge HP.9700C
61.	Epson T.007
62.	Epson T.009
63.	Cartridge HP.2971A
64.	Cartridge HP.2972A
65.	Cartridge HP.2973A
66.	Printer Ribbon Wipro LQ 5235
67.	Printer Ribbon Lipi T.6050
68.	Cartridge CB 436-A
69.	Cartridge HP C4844a
70.	Cartridge HP C4836a
71.	Cartridge HP C4837a
72.	Cartridge HP C4838a
73.	Cartridge HP C4937 A
74.	Cartridge HP C4938 A
75.	Cartridge HP C4939 A
76.	Cartridge HP C4936 S
77.	Cartridge HP 18 (Black)
78.	Cartridge HP 18 (Yellow)
79.	Cartridge HP 18 (Magenta)
80.	Cartridge HP 18 (Blue)
81.	Cartridge No. Q.6470.A (Black)
82.	Cartridge No. Q.6471.A (Blue)
83.	Cartridge No. Q.6472.A (Yellow)
84.	Cartridge No. Q.6473.A (Magenta)
85.	Cartridge No. Q.6511.A
86.	File Cover (Printed with Official Address)
87.	File Cover (Ordinary)

88.	File Flappers
89.	File Board
90.	Tag
91.	All Pin
92.	Sketch Pen
93.	Dak Pad
94.	Signature Pad
95.	Markeen
96.	Full Plates (Hitkari)
97.	Half Plate (Half)
98.	Quarter Plate
99.	Gum Bottle (Big)
100.	J.K. Photocopy Paper (A-4 Size)
101.	J.K. Photocopy Paper (A-6 Size)
102.	Index Register
103.	Jug (Plastic) (2 Litres)
104.	Jug Mayur (5 Litres)
105.	Punch Kangaro (Single Hole)
106.	Paper Weight
107.	Peon Book (T.R.)
108.	Envelope (5-A) Yellow & White laminated
109.	Envelope (8-A) Yellow & White laminated
110.	Envelope (6-A) Yellow & White laminated
111.	Scale
112.	Soap (Lux)
113.	Slip Pad
114.	Stamp Pad
115.	Short hand book
116.	Sealing Wax
117.	Scissor (Mini)
118.	Table Glass
119.	Vim (Ultra)
120.	Gem Clip (Plastic coated)
121.	Gem Clip (Ordinary)
122.	C.D – RW (SONY & Moserbear)
123.	C.D. – R (SONY & Moserbear)
124.	Tissue Paper
125.	Cup-Plate set
126.	Baygon Spray Finit (5 Ltr.)
127.	Extension Board 3+1 230 Volt
128.	Wiper
129.	Hot Case
130.	Computer Paper all sizes (With & Without Carbon both)
131.	Plastic Bucket (Medium Size)
132.	Optical Mouse

133.	Mouse Pad
134.	Tube Light
135.	Tube Light (T 5/28 Wt. Milky White)
136.	Room Freshner (Sandal, Rose, Jasmine)
137.	Franking Sticker
138.	Coaster set
139.	Wall Clock (Ajanta & Samay)
140.	Punch Double Kangaroo
141.	Good Night Liquidizer
142.	Good Night Machine
143.	Hit Spray
144.	Toner Cartridge Minolta Digital Copier Model Di2510
145.	Stapler Pin No. 10
146.	Dumper
147.	Colin Spray
148.	Poker
149.	Carbon Paper (Kores)
150.	Duster (White & Yellow)
151.	Nepthlene Balls
152.	Permanent Marker
153.	Tag Green Big
154.	Pilot Pen Ink
155.	Acid (5 Ltr.)
156.	Typing Paper
157.	Pin Cushion
158.	Computer file of Hard Board with two steel clamp
159.	Computer Cover
160.	Printer Cover
161.	FAX Roll Panasonic KX FA 85
162.	HP Black 39338 Z
163.	HP Colour 39341 Z
164.	HP Colour 39357 Z
165.	HP Colour 39339 Z
166.	HP Colour 39358 Z
167.	HP Colour 39340 Z

**TOTAL = 167 ITEMS**

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