

DELHI POLLUTION CONTROL COMMITTEE

4th - 6TH FLOOR: ISBT BUILDING: KASHMERE GATE: DELHI-6

No.F:DPCC/5(4)5/CT/07/ 82-83

Date:- 17/4/15

E-Tender Notice

Sub: Rate Contract for supply of Stationery Items on annual basis in DPCC.

As directed it is informed that sealed tender are invited through **E-procurement platform** (<https://govtprocurement.delhi.gov.in>) for supply of Stationery Items on annual basis rate contract for one year. The details of Stationery Items is enclosed as "**Annexure-A**".

A. DETAILS OF TENDER

- a) Last date of downloading & uploading Tender Documents: - 18-05-2015 at 01.00 PM.
- b) Opening of Technical Tender :- 18-05-2015 at 04.00 PM

B. Eligibility Criteria:-

Following Essential Documents should be submitted with the technical bid failing which the tender shall be rejected.

1. Earnest Money of Rs. 10,000/- (Ten Thousand Only) in the form of DD / FD receipt in favour of "**Delhi Pollution Control Committee**".
2. Self attested copy of valid registration certificate of TIN Number issued by Govt. of Delhi and PAN Number shall be enclosed with technical bid .

The technical bids not complying with above procedure shall be rejected

C. Terms & Conditions

1. Sealed Technical Bids comprising of Earnest Money & documents listed under "Eligibility Criteria" should be addressed to The Member Secretary, Delhi Pollution Control Committee, 5th Floor, ISBT Bldg., Kashmere Gate, Delhi-110006 and should reach latest by 1.00 PM on 18.05.2015 and shall invariably be dropped in quotation box placed at Enquiry Counter of this office at 6th Floor, failing which tender shall be rejected. Only sealed Technical bids superscribing "**Technical quotation for Stationery Items**" will be accepted.


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MS [Signature]

630 / IT Cell
17/4/15
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2. The technical bids will be opened individually and examined for short listing of the vendors. The financial bids of only those vendors who have qualified technically will be opened and compared.
3. All the Stationery Items should be original and latest manufactured. The supplied items of inferior quality shall be replaced at the bidder's cost.
4. Successful bidder / Approved agency will have to supply the Stationery items as per requirement from time to time within 5 days after placing the purchase order by department. If the vendor fails to deliver any or all the items within stipulated time, not only contract may be cancelled unilaterally but also EMD amount may be forfeited.
5. **Interested bidders are advised to inspect / check the samples of all stationery items on any working day from 11.00 AM to 4.00 PM in the caretaking branch before submitting the tender. Any plea raised subsequently by successful bidder raising any dispute regarding the quality of the stationery items will not be entertained thereafter.**
6. M.S., DPCC reserves all right to reject or accept any or all quotations without assigning any reason.

This issues with the approval of competent authority vide UO No.MS/3793 dated 19.03.2015.

 17/04/2015

Administrative Officer

Copy to:-

1. SEE (IT):- with request to direct the concerned to upload on DPCC website.
2. SEE (Enquiry counter), DPCC.

Ms Anubha
P
17/4/15

Annexure-A

List of Stationery Items-Reference E-Tender Notice

Sl. No	Description of Items	Expected Quantity
1	Correcting fluid Pen (Uniball)	200 Nos
2	Cello Tape (24X65 mtr)	250 Nos
3	Dak Pad (Neelgagan)	100 Nos
4	Despatch Register (ABD-8 Qr.)	100 Nos.
5	Diary Register (ABD-8 Qr.)	100 Nos.
6	Envelop (11X5) – White -120 GSM (duly printed with pasting gum)	5000 Nos
7	Envelop (Window-11X5) – White -120 GSM (duly printed with pasting gum)	5000 Nos
8	Envelop inside laminated (16x12)-White -120 GSM (duly printed with pasting gum)	1000 Nos.
9	Envelop inside laminated (14x10)-White - 120 GSM (duly printed with pasting gum)	1000 Nos.
10	File board (Neelgagan-51 nos)	2000 Nos
11	Gum bottle (Camel-700 ML)	100 Nos
12	Glue Stick 22 gms. (Fevistik)	200 Nos
13	Highlighter (Fabre Castle)	200 Nos
14	Note sheet (Balarpur-Green) Full Scape (95 GSM-100 sheet) duly printed department name & logo.	300 Nos
15	Pen (Reynolds Jetter)	1500 Nos
16	Pilot Pen V5	500 Nos
17	Pencil (Apsara Platinum Extra Dark)	200 Nos
18	Pasting Slip / Colour Flag (3m-Pastit)	200 Nos
19	Register 8 qr (size 32 cm x 19 cm) Neelgagan-384 green pages	100 Nos
20	Register 12 qr (size 32 cm x 19 cm) Neelgagan-576 green pages	50 Nos
21	Stapler pin HP-10 (Kangaro)	500 Nos
22	Slip book (100 Sheet – 1/6 duly printed on 80 gsm paper)	1000 Nos
23	Stapler HP-10 (Kangaro)	100 Nos
24	Single Punch-SHP-20 (Kangaro) Punching capacity 2 mm (Black)	100 Nos
25	Tag cotton – good quality – 8 inch long (1 No = 100 Tags)	100 Nos
26	Colin Spray (Colin) – 500 ml	100 Nos.
27	Cup & plate set (Bon china)-heavy gold line	200 Nos.
28	Duster cotton (big) 36” x 36 “	1000 Nos
29	Glass Ordinary (Yera-T 10C Decor)	500 Nos
30	Glass officer (Fancy-good quality)-Eagle	300 Nos
31	Hit spray (Black Hit)-450 ml	50 Nos
32	Room Freshner (Premium) 150 ml.	100 Nos
33	Soap (Detol) -150 gms.	500 Nos
34	Towel big (White 75x150) Bombay Dyeing	100 Nos
35	Waste paper basket/Dustbin with cover (Cello / Milton)	100 Nos