

**National Safai Karamcharis Finance & Development Corporation**  
**Tender Document**

Tender No. : NSKFDC/P&A/ Stationery /275/2018 /2163

Date:13.02.2018

**Subject:- Annual contract for supply of Stationery and General Use Items in NSKFDC for the year March 2018 to March 2019.**

National Safai Karamcharis Finance & Development Corporation (NSKFDC) invites sealed quotations for **Supply of Stationery and General Use Items** on annual contract basis. The details of the items are as given in Annexure. The tenders in sealed covers should be submitted to the undersigned **on or before 11:00 AM on 13.03.2018** along with earnest money deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) through Digital mode in favour of **National Safai Karamcharis Finance & Development Corporation**. The quotations will be opened on **the same day at 3:30 PM** in NSKFDC, Ground and First Floor Greater Kailash Enclave Part-II, New Delhi-110048 in the presence of the tender who wish to be present. The procedure adopted by the NSKFDC for evaluation and comparison of quotes shall be final and binding. The terms and conditions of the contract are as under:-

1. The contract will be for a period of March 2018 to March 2019 from the date of its award but can be terminated at any time without assigning any reason. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
2. In no case NSKFDC shall pay the higher rate than printed rates irrespective of quoted/agreed rates.
3. Tender should enclose PAN/VAT/TIN.
4. Preference will be given to those firms/agencies who are registered with Micro Small & Medium Enterprise (MSME).
5. The firm submitting quotations should be well equipped and should have the required infrastructure and expertise to undertake the job of supply of stationery and general use items. The firm should have achieved a minimum turnover of Rs. 20.00 lakh (Rupees Twenty Lakh only) through sale of stationery and general use items during last three financial years i.e., 2015-16, 2016-17, 2017-18.
6. The Contractor/Supplier will be required to contact the Administration Division of NSKFDC to take orders for supply of stationery and general use items.
7. Contractor/Supplier would be required to deliver items at his own cost. No transportation charges would be paid separately.
8. Since the items under the contract are very often required on urgent supply basis, the contractor must be based in Delhi/Delhi NCR with the capability to ensure timely supplies. Delay in supply by more than 2 days from no change of request to deliver will be considered as non-performance of the contract resulting into termination of the contract and forfeiture of the security.
9. The firm will supply stationery and general use items only on written orders from the Department from time to time.
10. The successful Contractor/Supplier will have to deposit Rs.5,000/- (Rupees Five thousand only) in advance as security deposit (Non-Intent bearing) in the form of through digital mode in favour of National Safai Karamcharis Finance & Development Corporation to be retained during the contract period.


11. In case of violation of the above terms of the contract, the security deposit would be forfeited.
12. The EMD of Rs. 5,000/- (Rupees Five Thousand only) mentioned above will be returned after the contract has been finalized and contractor selected.
13. The firm should have the experience of supplying stationery and general use items in Government Departments/PSUs.
14. The firm should enclose a certificate that it has not been black-listed by any Ministry/Government Department/PSU.
15. The contract for supply of stationery and general use items may be extended for another one year on the same rates and same terms & conditions.
16. If the Corporation desires to purchase any other stationery and general use item other than mentioned in the Annexure, the Contractor will also have to supply the same.

2. Accordingly, you may, if interested send your quotation in sealed covers to the undersigned **on or before 11:00 AM on 13.03.2018** along-with earnest money deposit(EMD) of Rs. 5,000/- (Rupees Five thousand only) in the form of digital mode in favour of National Safai Karamcharis Finance & Development Corporation.

3. The Corporation reserves the right to select or reject any quotation/entire tender without assigning any reason thereof.

Thanking you,

Yours sincerely,

  
(Suresh Kumar)  
Dy. Manager (P&A)

Annual Rate Contract for supply of Stationery items to National Safai Karamcharis Finance & Development Corporation, New Delhi

Sl.No.	Name of Items	Units	Rate/Unit (Excluding taxes)
1.	All Pin (T-Type)	Per Packet	
2.	All Out Machine	Each	
3.	All Out Riffle	Each	
4.	Alphabetical Register	Each	
5.	Binder Clip (12 Mm)	Per Packet	
6.	Binder Clip (19 Mm)	Per Packet	
7.	Binder Clip (32 Mm)	Per Packet	
8.	Binder Clip (51 Mm)	Per Packet	
9.	Brown Tap (Big) (2 Inch)	Each	
10.	Bucket (Plastic) 20 Ltr.	Each	
11.	Brush (Jala)	Each	
12.	Brush (Toilet)	Each	
13.	Brooms (Phool)	Each	
14.	Brooms (Bans)	Each	
15.	Coaster	Each	
16.	Correction Pen	Each	
17.	Coloured Flag	Each	
18.	Carbon Paper	Per Packet	
19.	Cello Tap (Small) (One Inch)	Each	
20.	Cello Tap (Big) (Two Inch)	Each	
21.	Double Tap (Roll) one inch	Each	
22.	Double Tap (Roll) Two inch	Each	
23.	CD (Re-Writable)	Each	
24.	CD (Writable)	Each	
25.	CD Folder	Each	
26.	Cups & Saucers(Bone-China)	Per Set	
27.	Cup without plate (Bone China)	Per Set	
28.	Cutlet Set (Good Quality)	Per Set	
29.	Calculator (12 Dgt) Casio	Each	
30.	Clengo 5ltr	Each	
31.	Car Perfume 1. Ambipur 2 Godrej	Each	
32.	Colin (Big Size)	Each	
33.	Desk Knife (Kebica)	Each	
34.	Dustbin (Small) (Plastic)	Each	
35.	Dustbin 80 Ltr	Each	
36.	Dura Cell (AA)	Each	
37.	Dura Cell (AAA)	Each	
38.	Door Mats (4x2) (Plastic)	Each	
39.	Door Mats (4x2) (Coir)	Each	
40.	Duster White ( 40x40 Fine Quality)	Each	
41.	Duster White (36x36fince Quality)	Each	
42.	Duster Yellow (40x40)	Each	
43.	Floor Duster (Pochha)	Each	
44.	Dettol Liquid Soap 250 MI	Each	
45.	DVD (Re-Writable)	Each	
46.	DVD (Writable)	Each	
47.	Eraser (Kores)	Each	
48.	Engagement Stand A-4 Size	Each	
49.	Engagement Stand A-5 Size	Each	
50.	Fevi Quick (Big Size)	Each	



51.	Gum Bottle (Big)	Each	
52.	Cut Glass	Each	
53.	Glass Tumbler (Year)	Each	
54.	Glass Small ( Borosil)	Per Set	
55.	Glass Medium ( Borosil)	Per Set	
56.	Glass Big ( Borosil)	Per Set	
57.	Water Jug (Plastic)	Each	
58.	White Board (3x2)	Each	
59.	Glue Stick (Kores) (Big)	Each	
60.	Green Note Sheet (Neelgagan)	Each	
61.	Highlighters (Luxor)	Per Packet	
62.	Hit Sparay (Red) 500 Ml	Each	
63.	Hit Spray (Black) 500 Ml	Each	
64.	Harpic 500 Ml	Each	
65.	Urinal Cube 400 Gm	Each	
66.	Knife	Each	
67.	Lux Soap 150 Grm	Each	
68.	Odonil	Each	
69.	Solo Button folder	Each	
70.	Pen Reynolds 045	Each	
71.	Pen Add Gel Achiever	Each	
72.	Pen Cello Finegrip 0.5	Each	
73.	Reynold pen (Jotter)	Each	
74.	Pen Pilot V-7	Each	
75.	Pen (Luxor Pilot 05)	Each	
76.	PEN (LUXOR PILOT V-5)	Each	
77.	Pen (Uniball Micro Eys Ub-150)	Each	
78.	Pen (Uniball Eye Fine Ub-157)	Each	
79.	Parker Pen	Each	
80.	Parker Refile	Each	
81.	Jotter Pen	Each	
82.	Pencil (Natraj Hb)	Each	
83.	Pencil (Apsara)	Each	
84.	Pen Drive Sandisk (4 Gb)	Each	
85.	Pen Drive Sandisk ( 8 Gb)	Each	
86.	Pen Drive Sandisk ( 16 GB)	Each	
87.	Pen Drive Sandisk ( 32 GB)	Each	
88.	Pen Drive Sandisk ( 64 GB)	Each	
89.	Permanent Marker ( Luxor)	Each	
90.	POST IT PAD ( Oddy Re-Stick Notes 3x3 Inch)	Each Pad	
91.	POST IT PAD ( Oddy Re-Stick Notes 4x3 Inch)	Each Pad	
92.	POST IT PAD ( Oddy Re-Stick Notes 5x3 Inch)	Each Pad	
93.	Punch Single Hole (Kangaroo Brand)	Each	
94.	Punch Double Hole (Kangaroo Brand)	Each	
95.	Phenyl (Black) 5 Ltr	Each	
96.	Pencil Cell (Evereday)	Each	
97.	Room Freshener (Mysore Sandal) <b>Yardley</b>	Each	
98.	Ring File	Each	
99.	Plastic Scale	Each	
100.	Steel Scale	Each	
101.	Sharper	Each	
102.	Signature Pad (Neelgagan)	Each	
103.	Sketch Pen Multi Colour	Each	
104.	Slip Pad	Each	
105.	Spril Pad	Each	
106.	Stamp Pad Self Ink	Each	

107.	Stapler (Kangaro 24/6)	Each	
108.	Stapler (Kangaro Hp-45)	Each	
109.	Stapler (Kangaro Hd 10d)	Each	
110.	Stapler (Heavy Duty)	Each	
111.	Stapler Pin (Kangaro 24/6)	Each	
112.	Stapler Pin (Kangaro Hd 10)	Each	
113.	Stapler Pin (Heavy Duty) Kangaro	Each	
114.	Tea Spoon	Each	
115.	Table Spoon (Medium)	Each	
116.	Table Spoon (Big)	Each	
117.	Tissue Paper (Wintex)	Each Box	
118.	Tray Big Acrylic 20"X24"	Each	
119.	Tray Big Acrylic	Each	
120.	Towel Full Size	Each	
121.	Towel Colour (Big Size)	Each	
122.	Towel Colour (Medium)	Each	
123.	Hand Towel	Each	
124.	Toilet Paper Roll	Each	
125.	Vim Power	Per Packet	
126.	White Board Marker Pen	Each	
127.	Wiper Plastic Coated With Steel Pile (Big)	Each	
128.	Wall Clock (Ajanta)	Each	
129.	All Pin Cushion	Each	
130.	Acquaintance Roll	Each	
131.	Cotton Tag (White Superior)	Each	
132.	Dak Pad (Neelgagan)	Each	
133.	Envelope white window 10x4 (80 GSM)	Per Thousand	
134.	Envelope Brown (SE-5) (80 GSM)	Per Thousand	
135.	Envelope Brown (SE-6) (80 GSM)	Per Thousand	
136.	Envelope Brown (SE-7) (80 GSM)	Per Thousand	
137.	Envelope Brown (SE-8) (80 GSM)	Per Thousand	
138.	Envelope Brown (SE-8a) (80 GSM)	Per Thousand	
139.	Envelope Yellow (SE-8a) (80 GSM)	Per Thousand	
140.	Envelope White (SE-5) (80 GSM)	Per Thousand	
141.	Envelope White (SE-6) (80 GSM)	Per Thousand	
142.	Envelope Yellow plastic Laminated A4	Each	
143.	Envelope cloth Laminated A4 (80 GSM)	Each	
144.	Envelope cloth Laminated A3 (80 GSM)	Each	
145.	Envelope Yellow plastic Laminated A3 (80 GSM)	Each	
146.	File Board (Neelgagan)	Each	
147.	Plastic L Folder Ordinary	Each	
148.	Plastic Folder Transparent	Each	
149.	Gems Clip (Colour Plastic)	Each	
150.	Gems Clip (Stell)	Each	
151.	Note Book (Neelgagan)	Each	
152.	Paper Weight	Each	
153.	Peon Book	Each	
154.	Pen Stand (4 Hole)	Each	
155.	Pen/Pencil Stand Tumbler	Each	
156.	Pen/Pencil Stand Tumbler (Wooden)	Each	
157.	Ruled Register (2 Quire) (Neelgagan)	Each	
158.	Ruled Register (3 Quire) (Neelgagan)	Each	
159.	Ruled Register (4 Quire) (Neelgagan)	Each	
160.	Ruled Register (6 Quire) (Neelgagan)	Each	
161.	Ruled Register (8 Quire) (Neelgagan)	Each	
162.	Despatch Register (8 Quire) (Neel Gagan)	Each	

163.	Service Book (191 Page	Each	
164.	Scissor(Big)	Each	
165.	Scissor(Medium)	Each	
166.	Sealing Wax	Each	
167.	Full Plate (Bone China)	Each	
168.	Quarter Plate (Bone China)	Each	
169.	Dak Box (With Four Wheal)	Each	
170.	Rubber Band	Each	
171.	Photocopy Paper Rim A-4 (Size-21 Cmx 29.7) 75 GSM (J.K. Copier)	Per Box	
172.	Lizol 500 ml	Each	

If the NSKFDC desire to purchase any other stationery items other than those mentioned above, the Contractor will also have to supply the same.

Date:

Place:

Signature of Authorised Person

Name

Seal

