

F.No.D-15015/8/2005-Gen.II  
Government of India  
Planning Commission

Yojana Bhawan, Sansad Marg,  
New Delhi-110001  
Date : 25<sup>th</sup> Jan, 2006.

To,

Sub: **Procurement of Misc. Stationery/Crockery Items for the Planning Commission - calling of quotations reg.**

Sir,

Planning Commission has proposed to call for sealed quotations for finalizing the contract for supply of Misc. Stationery/Crockery items for the Planning Commission. A copy of the proforma and detailed terms & conditions are enclosed.

In case, your firm/agency desires to participate in the tender, you may submit your rates in the enclosed proforma alongwith other relevant documents (specified in the terms & conditions) and deposit the same in the sealed cover in the tender box placed at the Reception of the Yojana Bhawan on or before 3.00 PM on 03.02.2006. The quotations will be opened in the presence of the representatives of the participating firms/agencies who wish to be present on the same day at 3.30 PM in the room of Under Secretary (GA), Planning Commission, New Delhi. (Room No.411).

Yours faithfully,

(PAWAN KUMAR)  
Under Secretary to the Govt. of India

**Copy to :- C& I, Yojana Bhawan, New Delhi with the request to display a copy of the enclosed tender form in the official site of NIC, Planning Commission.**

## Terms & Conditions

1. The period of the contract shall be effective from the date it would be awarded and shall remain in force till 31-3-2006.
2. The firm, willing to participate in the tender will be required to deposit a bank draft Pay Order, of Rs.10,000/-(refundable) drawn in favour of Pay & Accounts Officer, Planning Commission, being earnest money, alongwith the quotation in the prescribed form. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money deposited would be forfeited.
3. The successful bidder shall be required to deposit a sum of Rs.20,000/- (Rs.Twenty Thousand only) as security money in form of a Demand Draft/Postal Order drawn in favour of Pay & Accounts Officer, Planning Commission. The same would be refunded after the successful completion of the term of the contract.
4. Mere quoting lowest rates will not amount to commitment for award of contract.
5. At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and security money would be forfeited.
6. The firm should be having sufficient experience and expertise in the relevant field with sound financial standing.
7. The normal period for supply would be a maximum of 7 days form the date supply order is placed.
8. Supply should be strictly in accordance to the quality, specifications, dimensions etc. as would be specified in the supply order. In case of any variation with respect to the nature/dimensions or quality of the order, supply would be liable to be rejected and no loss/expenditure incurred by the firm on this account will be payable by the Planning Commission. The firm will be required to provide the exact replacement.
9. The firm would be required to deliver the goods at their cost with in the premises/stores of the Planning Commission located at Yojana Bhawan, Sansad Marg, New Delhi & also at EAC office, Vigyan Bhawan Annexe, New Delhi.
10. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the contract.
11. The quotations may be dropped in a tender box kept at the Reception, Yojana Bhawan, Sansad Marg, New Delhi on or before 03-02-2006 at 3.00 PM hrs. The sealed envelope containing the quotation should be superscripted “ Tender / quotation for supply of Stationery/crockery items ”.
12. In case of any dispute, the decision of the Planning Commission shall final and binding
13. Planning Commission reserves the right to accept or reject any or all quotation(s) without assigning any reason(s) thereof.
14. These terms & conditions are not exhaustive but general in nature. Planning Commission shall have the right to explain any clause or part thereof of the terms & conditions.

Terms & Conditions are acceptable.

Dated :-

(Authorized signatory)  
Name of the Firm/Agency

With full Postal Address & Contact Number

## PROFOMA

<b>S. No.</b>	<b>Article</b>	<b>Rate / unit</b>
1.	Pen - Add gel (PG-500)	
2.	Refill - Add Gel (PG-500)	
3.	All Pin	
4.	Attendance Register	
5.	Agreement Pad (Ord) Agreement Pad (leather)	
6.	Adhesive Slip (2x3)	
7.	Adhesive Slip (3x3)	
8.	Adhesive Slip (3x4)	
9.	Adhesive Slip (3x5)	
10.	Adhesive Flag (3 colour)	
11.	Assistant Diary	
12.	Pen - Ball (Reynolds)	
13.	Paper – Blotting	
14.	Paper – Typing	
15.	Paper – Packing	
16.	Paper – Photocopy (A-4 size) Power	
17.	Paper – Photocopy (A-4 size) MX-75	
18.	Paper – Photocopy (FS size)	
19.	Paper – Photocopy (A-3 size)	
20.	Paper – Colotech	
21.	Paper – Glossy	
22.	Register - Ruled (1 qr.)	
23.	Register - Ruled (2 qr.)	
24.	Register - Ruled (3 qr.)	
25.	Register - Ruled (4 qr.)	
26.	Register - Ruled (5 qr.)	
27.	Register - Ruled (6 qr.)	
28.	Register - Ruled (8 qr.) Register - Ruled (8 qr.) LB	
29.	Register - Ruled (6 qr.) LB (Alpha)	
30.	Register - Ruled (8 qr.) LB	
31.	Register – Stock (8qr.)	
32.	Register - Diary	
33.	Register - File	
34.	Register – File Movement	
35.	Register – Dispatch	
36.	Register - Pay Bill (300 pages) LB	
37.	Register - Pay Bill (250 pg.) LB	
38.	Register - Pay Bill (200 pg.) LB	
39.	Register - Pay Bill (150 pg.) LB	
40.	Register - Pay Bill (100 pg.) LB	
41.	Register - Cash Book (300 pg.) LB	
42.	Register - Cash Book (250 pg.) LB	
43.	Register - Cash Book (150 pg.) LB	
44.	Register - Bill (6 qr.) LB	
45.	Register - Contingent (6 qr.)	
46.	Register - Outward Claim	
47.	Register - Inward Claim	
48.	Register - Telephone (Alphabetic)	
49.	Pay Bill Outer Sheet	

50.	Pay Bill Inner Sheet	
51.	GPF Bill Form	
52.	Fully contingency Bill form	
53.	DIS Sheet	
54.	Form - 16 no.	
55.	Form - 16 (A)	
56.	Form - 24 no.	
57.	Service Book (40 pg.)	
58.	Pension Payment Book	
59.	Cheque Drawn Register	
60.	Cheque Issue Register	
61.	Correcting Fluid (White)	
62.	Binder Clip - 19 mm	
63.	Binder Clip - 25 mm	
64.	Binder Clip - 32 mm	
65.	Gem Clip – Ordinary	
66.	Gem Clip - Plastic Coated (30 mm)	
67.	Gem Clip - Star type	
68.	Cello Tape - ½ inch small	
69.	Cello Tape - 1 inch	
70.	Cello Tape - 1 inch ( Brown)	
71.	Cello Tape - 2 inch	
72.	Carbon Paper (Blue)	
73.	Carbon Paper (Black)	
74.	Cutter - Big (Photo cutter)	
75.	Cutter – small	
76.	Cutter - Small (Steel)	
77.	Dak Pad	
78.	Signature Pad	
79.	Desk Calendar Stand (Ordinary)	
80.	Desk Calendar Stand (Transparent)	
81.	Desk Calendar Refill (Medium)	
82.	Desk Calendar Refill (Small)	
83.	Desk Calendar Refill (Jumbo)	
84.	Index Diary	
85.	Engagement Stand (A-4 size)	
86.	Engagement Stand (8/10)	
87.	Diary – Pocket	
88.	Drawing Pin	
89.	Dater Machine	
90.	Dumper	
91.	Duplicating Paper	
92.	Computer Paper (10/12)	
93.	Computer Paper (15/12)	
94.	Computer Paper (10/12) Triplicate	
95.	Cellophane Paper	
96.	Chelpark Ink	
97.	Call Bell (Sharp)	
98.	Correction Pen	
99.	File Board	
100.	File Flap	
101.	Foot Roll	
102.	File Tray	
103.	Fax Roll	
104.	File Box	

105.	File Carrying Box	
106.	Glass Tumblers (Ordinary)	
107.	Glass Cover /Mat	
108.	Glass Tumbler (Fancy)	
109.	Glass - Table (3x2)	
110.	Glass - Table (1.5x 2)	
111.	Hammer	
112.	Poker	
113.	Highlighter – Pen	
114.	High-tech Pen (0-5)	
115.	High-tech Pen (V-5)	
116.	Ink - High-tech Pen (B/B/R)	
117.	Ink - Stamp Pad	
118.	Stamp Pad (small)	
119.	Stamp Pad (big)	
120.	Knife (steel)	
121.	Knife (Blade)	
122.	Knife (Vegetable/Fruit)	
123.	Heavy Duty Cutter	
124.	Key Purse (Ord) Key Purse (Leather)	
125.	Envelop (SE-5) Brown	
126.	Envelop (SE -6) Brown	
127.	Envelop (A4 size) Brown	
128.	Envelop (SE-8) Brown (cloth)	
129.	Envelop (Post card size) white	
130.	Envelop (SE-5) white	
131.	Envelop (SE-6) white	
132.	Register - Log Book	
133.	Register – Booking	
134.	Match Box	
135.	Candle (400 gm.)	
136.	Folder (L-shape) Neelgagan	
137.	Folder (L-shape)	
138.	Folder (Transparent) Button	
139.	Folder (Two Ring)	
140.	Folder (Three Ring)	
141.	Folder (Clip file)	
142.	Folder (Elastic - Blue)	
143.	Folder (Transparent) Two Leaf	
144.	Folder (Transparent) Three Leaf	
145.	Expansion Case	
146.	Album (Visiting Card) A-4 size	
147.	Album (Visiting Card) Single	
148.	Magnifying Glass	
149.	Magic Tape	
150.	Name Plate Cards (4.5 x 11)	
151.	Name Plate Cards (5.25 x 14)	
152.	Note sheet Pad (Green)	
153.	Needle	
154.	Numbering Machine	
155.	Marker - OHP (Bold)	
156.	Marker - OHP (Transparent)	
157.	Marker - White Board	
158.	Weight – Paper	

159.	Weight - Paper (Plastic)	
160.	Weight - Paper (Fancy)	
161.	Stand - Pen (2 socket)	
162.	Stand - Pen (4 socket)	
163.	Stand - Pen (Executive)	
164.	Bowl - Pen (Ord.)	
165.	Bowl - Pen (Transparent)	
166.	Pencil (Lead)	
167.	Pencil (Shorthand)	
168.	Pin cushion	
169.	Pencil Tray	
170.	Peon Book (Ord.)	
171.	Peon Book (Hard Binding)	
172.	Punch (single)	
173.	Punch (Double)	
174.	Pen Stand Roll	
175.	Paper Tape	
176.	Pin remover	
177.	Parchment Paper	
178.	Refill – Parker	
179.	Quick Fix (15 gm)	
180.	Rubber Band (500 gm) 3”	
181.	Rubber Band (500gm) 1”	
182.	Sketch Pen (Luxor)	
183.	Spare Sheet	
184.	Stapler (No.10) Kangaroo	
185.	Stapler (No.24/6) Kangaroo	
186.	Stapler (Heavy Duty)	
187.	Pin - Stapler (No.10)	
188.	Pin - stapler (24/6)	
189.	Pin Stapler (23/8)	
190.	Pin - Stapler (12/17)	
191.	Pin - Stapler (23/10)	
192.	Scissors (KB) 7”	
193.	Scissors (KB) 9”	
194.	Sealing Wax	
195.	Shorthand Note Book	
196.	Signature Book	
197.	Telephone Mat	
198.	Sutli	
199.	Tag (cotton)	
200.	Thread Ball	
201.	Typing Ribbon	
202.	Transparency Sheet (100 m)	
203.	Pen - Uni - Ball	
204.	Water Jug	
205.	Waste Paper Basket (Jali)	
206.	Pen – Fountain	
207.	Pen - Golden for Pen stand	
208.	Pen – Jotter	
209.	Refill – Jotter	
210.	Refill – Ordinary	
211.	Refill - Cello Gel	
212.	Sharpener – Pencil	
213.	Sharpener – Table	

214.	Eraser – Pencil	
215.	Ruled Sheets	
216.	Writing Pad (No.44)	
217.	Writing Pad (No.55)	
218.	Pouch (Plastic) CGHS card	
219.	Pouch (Plastic) I. Card	
220.	Full Plate ord Full Plate med Full Plate fine	
221.	Half Plate ord Half Plate med Half Plate fine	
222.	Thermos Flask ord Thermos Flask eagle	
223.	Cups & Saucers ord Cups & Saucers med Cups & Saccers fine	
224.	Tray (small)	
225.	Tray (big)	
226.	Spoons (Table)	
227.	Spoons (Tea)	
229.	Bowl (small) unbreakable Bowl (small) B.C	
234.	Mayur Jug (5 Ltr.)	
235.	Mayur Jug (10 Ltrs.)	
236.	Fork	