

BY SPEED POST

**DELHI LEGISLATIVE ASSEMBLY SECRETARIAT  
OLD SECRETARIAT DELHI-110054**

No.15(2)/2012-13/LAS/CT/ 6169

Dated 19/12/13

To

Departmental website,

-----

-----

Sub:- Regarding fresh rates for supply of stationery/general store/computer stationery items.

Sir/Madam.

It is stated that on the basis of the profile and documents submitted, your firm had been placed in the category of "registered suppliers" for the period of three years in terms of rule 142 of GFR 2005 for the purpose of supply of stationery/general store/computer stationery items commencing from Dec-2012. Rates for supply of items were invited for one year. Now this Secretariat intends to invite fresh rates for another one year. Your rates in sealed covers "Rates for supply of stationery/general store/computer stationery items" and addressed to the Deputy Secretary (Admn), Delhi Legislative Assembly, Old Sectt, Delhi-54, should reach this Secretariat up to 3.00 p.m on **18th December,13 positively**, Rates so quoted and, if accepted, on "First Lowest Basis", shall remain valid for one year. Rates received after the scheduled date and time shall not be entertained.. All papers to be submitted and terms & conditions in token of having accepted them, should be signed by the proprietor of the firm. Samples should also be provided along with quotations.

Encl:- As above

Yours faithfully,



**DY. SECRETARY (A)**



## TERMS AND CONDITION

### SUPPLY OF STATIONERY, GENERAL STORE AND COMPUTER STATIONERY ITEMS

- (1) Covering letter should clearly indicate the list of enclosures.
- (2) Each paper of the tender should be signed by the tenderers with the seal of the firm.
- (3) The rates should be inclusive of all taxes.
- (4) The Stationery /General Store items will be for the Secretariat and rates should be quoted for supply at Delhi Legislative Assembly, Old Sectt. Delhi-54. No extra cartage shall be paid.
- (5) Only those items should be quoted which the firm can supply within 15 days of the supply order
- (6) The specification of the items quoted by the firm should confirm to the required Specification. The supply of items can be taken in full or in parts during the years on his quoted rates as per requirement.
- (7) The sample of the items is to be submitted by the tenderers in the Care Taking Branch of this secretariat.
- (8) If the firm is not able to submit the sample required by this secretariat within required date and time, the earnest money will be forfeited without any notice.
- (9) The rejected/unapproved samples will have to be removed by the firm within 7 days of the issue of the letter and if not lifted this secretariat will not be responsible for any loss/damage of the sample .
- (10) The supply, if it is rejected, has to be removed and/or replaced within 7 days for the issue of the notice.
- (11) The tenderer is bound to supply the store items during the validity of tender, which is for a period of one year from the date of acceptance of the rates. The rates quoted should be certified as the lowest quoted rate in any office of the GNCTD, as per specification.
- (12) The payment will be made after the receipt of items. No advance payment will be made.
- (13) The Secretary, Delhi Legislative Assembly has full and exclusive right to accept or reject any or all the quotations/tenders without assigning any reasons and also to cancel the supply order at any time



- (14) Quantity of the store items can be increased /decreased as per requirement at the discretion of the Competent Authority.
- (15) Rates should be quoted both in figures and words. The rates are valid for one year from the date of supply order.
- (16) The validity can be further increased for one year or as decided by the Department on same rates and terms and condition if agreed by the firm. It will be at sole discretion of the Secretary (LA).
- (17) If breach of contract by the firm at any stage is done the Security Deposit shall be forfeited.
- (18) Sub standard items shall not be accepted and the rejected items shall have to be removed by the firm at its own risk and cost. No payment shall be made by the Sectt. for defective/ sub standard items; besides appropriate action will be taken against the firm.

**RATE FOR GENERAL STORE ITEMS****\*Rates should be inclusive of all taxes\***

S.N o.	Items General store	Unit Approximately	Unit	Rates with VAT in figure	Rates in words
1.	Phool Jharu big size 400gm	300nos	Per unit		
2.	Nariyal jharu 500gm	300 nos	Per unit		
3.	Homocol cube ISI	300	Per unit		
4.	Plastic Jug 2Lit ISI	100 nos	Per unit		
5.	Bucket plastic ISI 10 Liter (Nasa)	100 nos	Per unit		
6.	Colins 200Ml	100 nos	Per unit		
7.	Dettol liquid 100ml	100 nos	Per unit		
8.	Lock Harison 60/90MM	100each	Per unit		
9.	Towels for Chair 27"x 54"	200 nos	Per unit		
10.	Towels for Car seat 30"x60"	50 nos	Per unit		
11.	Duster small" 24"x 24"	500 nos	Per unit		
12.	Duster big 36"x 36"	500 nos	Per unit		
13.	Acid ISI 5Lit tin	60 tin	Per unit		
14.	Phenyl(Trishol/Ganda) Cleanzo	60tin / cane	5Lit in (plastic)		
15.	Tube-light 4'ISI	100 nos	Per unit		
16.	Soap (Lifebouy) in 150gm	500 nos	Per unit		
17.	Dettol Hand wash 200ml	200 nos	Per unit		
18.	Tea Thurmus (Milton) 1liter	50 nos	Per unit		
19.	Naphthalene ball ISI in (Bengal)	10kg	Per Kg		
20.	Cleaning Powder ISI Vim	200kg	Per Kg		
21.	Room freshener 250ml (Yarely/ premium)	200 nos	Per unit		
22.	Hit 250Ml Black/Red	500 nos	Per unit		
23.	Knight queen/Allout Liquid	200 nos	Per unit		
24.	Tissue paper roll (Toilet)	100 nos	Per unit		



25.	Napkin paper good quality	100 nos	Per pkt		
26.	Mayur Jug 10 Lit ISI	25 nos	Per unit		
27.	Cup-plate (Bone china)	100sets	Per set		
28.	Vip -cut glass	100sets	Per set		
29.	Glass ordinary	200 nos	Per glass		
30.	Pencil cell Nippo	200 nos	Per unit		
31.	Dustbin one and half kg	50 nos	Per unit		
32.	Finit ISI	10cane	5lit tin		
33.	Odonil 100gm	200nos	Per unit		
34.	Door Foot mate Jute3x1	25nos	Per unit		
35.	Duster/floor swap big size 36"x 36"	300 nos	Per unit		
36.	Allout machine	300 nos	Per unit		
37.	Plastic glass (Disposable) 200/250ml	20,000 nos	Per pcs		
38.	Rubber band 3"	50pkt	Per kg		
39.	Plastic tray 15"x10"	50 nos	Per pcs		
40.	Fevi bond small	100 nos	Per pcs		
41.	Iron chain heavy 2mtr	10nos	Per pcs		
42.	Electric Kettle (2 ltr) ISI	10 nos	Per unit		
43.	Fevi quick 10gm	50 nos	Per unit		
44.	Quarter plate bone china	50 nos	Per unit		
45.	Full plate bone china	50 nos	Per unit		
46.	Knife	5 nos	Per unit		
47.	Plastic cover A-4(leaf)	600 nos	Per unit		
48.	Pin cushion	50 nos	Per unit		
49.	Sutli(plastic)	50 nos	Per pkt		
50.	Bursh Jala(standard)	50 nos	Per pcs		
51.	Brasso250ml	10 nos	Per bottle		
52.	Soap Lux 150gm	300 nos	Per unit		
53.	Torch (standard) Eveready Two cell	10 nos	Per unit		
54.	Wall clock (Quatz/Ajanta)	50 nos	Per unit		
55.	Harpic 500ml	100 nos			
56.	Visiting cards albums 500cards	10 nos	Per pcs		
57.	C.D. blank ordinary	200 nos	Per pcs		
58.	Pillow	25 nos	Per pcs		
59.	Pillow cover	50 nos	Per pcs		
60.	Bed sheet white single	50 nos	Per pcs		
61.	Bed sheet white double	10 nos	Per pcs		
62.	Sofa cushion single seater	100 nos	Per pcs		
63.	Dettol Soap 150gm	300 nos	Per pcs		
64.	Baygon Spray ½ ltr	100 nos	Per tin		
65.	Leather brief case vip 44x37x11cm (approximately)	25 nos	Per pcs		
66.	Ladies purse	10 nos	Per pcs		

Signature of Proprietor



**RATE FOR STATIONERY ITEMS****\*Rates should be inclusive of all taxes\***

S.No.	Items Stationery	Unit Approximately	Unit	Rates in figure	Rates in words
1.	U-clip plastic	One lakh	Per 1000		
2.	Dispatch Register 8Qr (swastic/Neelgagan)	50 nos	Per unit		
3.	Stapler 24/6 No. (Kangaro)	100nos	Per unit		
4.	Postage slip 2"x3" Best	200nos	100sheets		
5.	Rubber Natraj	100nos	Per pc		
6.	Pen stand 15" (four Holes)	50nos	Per unit		
7.	Tag good quality	500nos	Per bundle		
8.	Uniball impact pen (1.0)	100nos	Per unit		
9.	Refill black (uniball)	100nos	Per unit		
10.	Add Gel Achiever/V5 Pen	500nos	Per unit		
11.	Add Gel Achiever/V5 Refill	100nos	Per unit		
12.	Shorthand copy Neelgagan/swastic 200pages	500nos	Per unit		
13.	Pencil Natraj	100nos	Per Pkt		
14.	Stapler 10 No (Kangaro)	100nos	Per unit		
15.	All pin Bell	100pkt	per pkt		
16.	Stapler 10 pin (Kangaro)	100pkt	per pkt		
17.	Gum bottle Hansa national 150Mg	100nos	per unit		
18.	Log book register 4Q	50nos	Per unit		
19.	Diary register 8Q Neelgagan/swastic	100nos	Per unit		
20.	Dak Pad	50nos	Per unit		
21.	Glue sticks 15gm	300nos	Per unit		
22.	Highlighter (luxer)	100nos	Per pen		
24.	Permanent Marker (Luxer)	50nos	Per pen		
25.	Cello Tape small 1/2, 10yard	100nos	Per unit		
26.	Scissors medium	50nos	Per unit		
27.	Sharpener Natraj	100nos	Per unit		
28.	Stampad Ashoka Medium	100nos	Per unit		
29.	Signature pen black (luxer)	100nos	Per unit		
30.	Punching Machine Kangaro	25nos	Per unit		
31.	Poker wooden handle	100nos	Per unit		
32.	Stapler 24 No pin (Kangaro)	100nos	Per pkt		
33.	Duplicating paper Balar/swastic	100nos	Per ream		
34.	Peon Book good quality 100page	100nos	Per unit		
35.	Note sheet pad good quality 10.4kg/BP	100nos	Per unit		
36.	White fluid National	100nos	Per unit		
37..	White fluid pen 12ml	100nos	Per unit		
38.	Signature pad	25nos	Per unit		
39.	Plastic Scale KBI	50nos	Per unit		
40.	Page Marker 1"x3" colours (Flags) oddi	100nos	Per unit		
41.	File Board Neelgagan 32(Oz)	1000nos	Per unit		
42.	Pen holder KBI	500nos	Per unit		
43.	Photostat paper Century T.N.P.L/Power,	1000reams	Per ream		
44.	Pen Reynolds 0.45	1000nos	Per unit		
45.	File Cover with printing of name office	5000nos	Per unit		
46.	Register 2Qr Swastika	200nos	Per unit		
47.	Register 4Q Swastic	200nos	Per unit		



48.	CD -RW (Mouser bear)	100nos	per unit		
49.	DVD (Mouser bear)	100nos	per unit		
50.	Paper cutter per unit	100nos	Per unit		
51.	Pen Drive 4GB Kingston	20nos	Per unit		
52.	Pen Drive 8GB Kingston	20nos	Per unit		
53.	Slip Pad Neelgagan 33No	300nos	Per unit		
54.#	HP Original Cartridge 57	10nos	Per unit		
55.#	HP Original Cartridge 56	10nos	Per unit		
56.#	HP Original Cartridge 17	10nos	Per unit		
57.#	HP Original Cartridge 96A	5nos	Per unit		
58.#	HP Original Cartridge 3906	10nos	Per unit		
59.#	HP Original Cartridge 92298X	5nos	Per unit		
60.#	HP Original Cartridge 87set	5nos	Per unit		
61.#	HP Original cartridges 10no 11No sets, 12A(1010), 15 No.	15nos	Per unit		
62.#	Samsung original ML-1610 cartridges	15nos	Per unit		
63.#	Fax Cartridge 1690(Konica) set	5nos	Per unit		
64.#	Fax Cartridge 1390(Konica) set	5nos	Per unit		
65.#	Fax Cartridge 565PR	5nos	Per unit		
66.#	Fax Cartridge 565P	5nos	Per unit		
67.	Spiral note book shipra colour page Rulling	100nos	Per unit		
68.	Register 2Qre bitto/neelgagan	100nos	Per unit		
69.	Register 4Qre bitto/neelgagan	100nos	Per unit		
70.	Cello tape medium	100nos	Per pcs		
71.	Cello tape big	50nos	Per pcs		
72.	Cello tape brown big	50nos	Per pcs		
73.	Pen Montex gel-05	300nos	Per pcs		
74.	Plastic folder A-4	300nos	Per pcs		
75.	Gum Tube Kores 30ml	100nos	Per pcs		
76.	Cello maxriter ball pen	500nos	Per pcs		
77.	Pen Reynolds 0.45 Red	100nos	Per unit		
78.	Pen Reynolds 0.45 Green	100nos	Per unit		
79.	Pen Reynolds 0.45 black	100nos	Per unit		
80.#	Duplo ink s550	25nos	Per unit		
81.#	Duplo ink s520	25Nos	Per unit		
82.#	Master Roll s550	25nos	Per unit		
83.#	Master Roll s 520	25 nos	Per unit		
84.#	Toner Toshiba 200	25nos	Per unit		
85.#	Toner tohsiba 205	25nos	Per unit		
86.#	Samsung fax scx 4521F	15nos	Per unit		

\* Wherever applicable please mention the Brand name for which the price has been quoted.

# Price should be for original make of product. Product(s) should not be refilled or of any other brand name. Particularly cartridges in any case shall not be accepted if these are not of original brand.

- Wherever applicable please mention appropriate quantity for which the price is quoted.

Signature of Proprietor