

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA

Fax No. : 0091-135-2656402  
Phone No.: 0091-135-2656402-16  
Ext. : 223  
Email : uk\_westupgdc@yahoo.co.in  
Store Tel. No. :(Ext 2008, 2061)



उत्तराखण्ड एवं पश्चिम उ०प्र०  
भू-स्थानिक आंकड़ा केन्द्र  
17 ई०सी० रोड, पत्र पेटी सं० 122  
17 E-C Road, Post Box No. 122  
देहरादून Dehradun - 248001

सं०/ No. 354 /15-P-CPB(2015-16)

Dated: 02/2/2016

To,

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**Sub: Tender for the Supply of Stationery Items.**

Sir,

You are invited to tender for the supply of the stores mentioned in the annexure 'A' (03 Nos. of Pages) on the prescribed format for Tender enclosed herewith. Please quote as per serial orders of items.

1. Your tender duly-signed should be sent under sealed cover to **The Chairman, CPB/ Director, UK&W UP GDC Survey of India, 17-E.C. Road, Post Box No. 122, Dehra Dun** and not to any individual by name.
2. Your tender will not be considered if received after **14:00** hours on **23/02/2016** and will be opened on **23/02/2016** at **15:00** hours in presence of representative of the firms willing to attend the same but with proper authority letter. This office will not be responsible for any postal delay.
3. Samples/make of unbranded items listed in attached annexure 'A' are required.
4. Please say if supply can be made immediately ex-stock or if not, how long after the supply order is placed.
5. An earnest money of **Rs. 10,000/- (Rupees Ten Thousand Only)** is to be attached alongwith your tender in the shape of Demand Draft in favour of Senior Pay & Accounts Officer, CP&AO, Dehradun payable at Dehradun. However the firms exempted for E.M.D. need not to submit.
6. **Performance Security**  
Successful bidder will have to furnish performance security @ 10%(Ten percent) of the value of the contract awarded by Chairman, CPB of Survey of India, Dehra Dun. The performance security should be in shape of Account Payee Fixed Deposit Receipt/Bank Guarantee of any Nationalized bank of Dehra Dun drawn in the favour of "**Senior Account Officer**" CP&AO, Dehradun. It should have the validity of thirteen month from the date of award of contract.
7. **DELIVERY:**  
In the case of local firms:- Price to include delivery charges at consignee's office and should be inclusive of all local taxes including Sales Tax/Trade Tax/VAT etc. These taxes will not be paid separately.
8. While quoting rates, please certify that you are paying your assessed income tax regularly. Mention Registration No. of Income Tax/Trade Tax etc. (photocopies must be enclosed).
9. "Tender for "**STATIONERY ITEMS due on 23/02/2016**" should be written on the cover and dropped in tender box.

10. Tender will not be awarded on totality basis i.e. each item will be awarded to the firm quoting the lowest rates.
11. The bids offered should be valid for 90 days from the date of opening of tender. Non compliance with this clause will result in forfeiting of EMD.
12. The **Chairman CPB, SURVEY OF INDIA** reserves the right to reject any tender without assigning any reason thereof.
13. Your rates must be valid for one year from the actual date of award of tender.
14. In case of any latent defects in the material you will have to replace same at your cost.
15. For judicial adjudication, the disputes if any, arising out of the orders against the contract will be subject to the jurisdiction of the courts in Dehradun only.
16. The following information must be furnished along with tender positively.
  - a. Name and address of A/c holder where e-payment to be made
  - b. Name of Bank
  - c. Bank's Account No.
  - d. IFSC Code
  - e. MICR No.
17. In the event of any dispute arising with regards to any of the clauses mentioned herein before the same shall be referred to the Surveyor General of India and his decision shall be final and binding upon the parties of this agreement. Notwithstanding whatsoever stated above and in case of any controversy regarding the scope of work of any other terms and conditions of tender, the decision of the Surveyor General of India shall be final.
18. The quantity/number of articles required in respect of any goods/stores given in the Annexure 'A' may vary.
19. Tender enquiry may be downloaded visiting Survey of India website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and interested firms may apply accordingly.
20. The quantity/number of articles required in respect of any goods/stores given in the Annexure 'A' may vary. It may increase or decrease at the time of placing of supply order.

**Encl:** As above

**Yours Faithfully**



**(Dr. S.K. SINGH)**

**Chairman/Director**

**UK & West UP GDC**

**Common Procurement Board**

To,  
**The Chairman CPB & Director,  
 UK & W UP GDC  
 Survey of India, 17-E.C. Road,  
 Post Box No. 122, Dehradun-248001**

**Sub: TENDER FOR SUPPLY OF STATIONARY ITEMS**

**Ref: Your Tender Enquiry No. /15-P-CPB(2015-16) dated /02/2016**

Sir,

With reference to your above tender enquiry for supply of Stationary Items we are submitting our tender as detailed below.

Terms and Conditions as mentioned in your above tender enquiry are acceptable to us.

Sl. No.	Description of Items	A/U	Approximate Qty. Reqd.	Rates
1.	Add Gel Pen Achiever B/G/R/B	Nos.	570	
2.	All pin pkt. rust proof 100 gm. Bell	Pkt.	576	
3.	Attendance Register	Nos.	104	
4.	Ball Pen Cello Butter flow B/G/R/B	Nos.	1800	
5.	Ball Pen Cello Gripper	Nos.	500	
6.	Ball Pen Renold Jotter with Refill	Nos.	1150	
7.	Ball Pen Renold Ordinary R/B	Nos.	400	
8.	Ball Pen Montex	Nos.	100	
9.	Brown Tape	Roll	20	
10.	CD Marker (Set of 4 Color)	Nos.	60	
11.	Cello Tape Roll ½" Transparent	Roll	450	
12.	Cello Tape Roll 1" Transparent	Roll	490	
13.	Cello Tape Roll 2" Transparent	Roll	10	
14.	Correcting Pen White	Nos.	514	
15.	Colour Pencil	Set	40	
16.	Colour Pen Set	Set	16	
17.	Coloured Tape R/B/G/B	Roll	30	
18.	Colour Flag	Nos.	150	
19.	Call Bell Ordinary	Nos.	10	
20.	Dak pad made of card board	Nos.	234	
21.	Drafting Pad 100 sheet 30x20cm (white)	Pad	1000	
22.	Drawing Pin	Pkt.	10	
23.	Duplicating Note Book	Nos.	80	
24.	Diary/Dispatch Register	Nos.	240	
25.	Envelop Medium Dak (Brown)	Nos.	1500	
26.	Envelop Medium Dak (White)	Nos.	2500	
27.	Envelop 16 x 12 Mount Cloth	Nos.	1100	
28.	Envelop 16 x 6 Laminated	Nos.	1500	
29.	Envelop 16x12 Laminated	Nos.	2300	
30.	Envelop A4 Size Laminated	Nos.	1050	
31.	Envelop White SE-7 8x10	Nos.	500	
32.	Envelop SE-5 White 9"x4"	Nos.	8500	
33.	Envelop SE-5 White 9"x4" Laminated	Nos.	8000	

34.	Envelop SE-6 White 10"x 5"	Nos.	5000	
35.	Envelop SE-6 White 11"x 5" Laminated	Nos.	8500	
36.	Envelop SE-8 White 10"x12" Laminated	Nos.	1250	
37.	Envelop Commercial	Nos.	500	
38.	Eraser Soft (Natraj)	Nos.	2750	
39.	Fevi Stick 15 gm	Tube	645	
40.	Fevicol Tube	Nos.	190	
41.	File Board Super Quality	Nos.	2700	
42.	File Cover	Nos.	2100	
43.	Gel Pen Add Achiever	Nos.	300	
44.	Gum Bottle 300ml	Bottle	410	
45.	Gum Tube	Nos.	520	
46.	Guard File	Nos.	50	
47.	Highlighter	Nos.	230	
48.	OHP Marker Pen Luxor	Set	115	
49.	Ink for stamp pad (violet) 30ml(ASH)	Phil	144	
50.	Ink for Pilot Pen, B/G/R/B	Nos.	20	
51.	Marker Pen R/B Reynold	Nos.	200	
52.	Note Pad A5 Desmat	Nos.	500	
53.	Paper Borwn 110x70 cm	Ream	8	
54.	Paper Carbon DFS(Kores) 420x330mm.	Box	18	
55.	Paper Carbon FS(Kores)210x330mm	Box	53	
56.	Paper Photostat White A3 Century	Ream	210	
57.	Paper Photocopy FS	Ream	220	
58.	Paper Photocopy DFS	Ream	50	
59.	Paper Photostat White A4 Century	Ream	2460	
60.	Paper Ruled DFS	Ream	540	
61.	Paper Typing FS	Ream	30	
62.	Paper Typing DFS	Ream	40	
63.	Paper Weight	Nos.	30	
64.	Permanent Marker (Big)	Nos.	30	
65.	Pencil HB	Nos.	2500	
66.	Pencil Sharpener	Nos.	30	
67.	Pen Stand for Pen	Nos.	20	
68.	Photoglossy Paper 180 GSM A4 Size	Ream	5	
69.	Plastic Folder Transparent	Nos.	1000	
70.	Peon Book	Nos.	210	
71.	Pin Cushion	Nos.	174	
72.	Pilot Pen	Nos.	30	
73.	Punch Machine Single	Nos.	40	
74.	Punch Machine Double Hole	Nos.	45	
75.	Quick Fix 30 ml.	Tube	270	
76.	Refill Add Gel Achiever B/G/R/B	Nos.	1100	
77.	Refill cello butter flow	Nos.	3300	
78.	Refill Jetter	Nos.	100	
79.	Refill Montex for Ball Pen	Nos.	100	
80.	Refill Cello Gripper	Nos.	1500	
81.	Refill Reynold Ordinary	Nos.	300	
82.	Refill Holder	Nos.	100	
83.	Register Ruled 96 Pages.	Nos.	250	
84.	Register Ruled 2Qr. 192 Pages.	Nos.	440	
85.	Register Ruled 3Qr. 288 Pages.	Nos.	650	
86.	Register Ruled 4Qr. 384 Pages.	Nos.	440	

87.	Register Ruled 5Qr. 480 Pages.	Nos.	85	
88.	Register Ruled 6Qr. 576 Pages.	Nos.	20	
89.	Rotaring Pen 0.1 & 0.2	Nos.	10	
90.	Sealing wax box of 10 sticks	Pkt.	300	
91.	Sketch Pen Set Luxor & Camlin	Set	190	
92.	Sponge Cup with lid (Damper)	Nos.	184	
93.	Stamp Pad Self Inking Faber Castle	Nos.	187	
94.	Stapling M/c Heavy Weight No. 24/6.	Nos.	20	
95.	Stapling M/c Light Duty No. 10	Nos.	90	
96.	Stapling Wire No. 10 KANGARO	Pkt.	320	
97.	Stapling Wire No. 24/6 KANGARO	Pkt.	85	
98.	Stapler Pin No. 10 Kores/Kangaroo	Pkt.	330	
99.	Stapler Pin No. 24/6 Kores/Kangaroo	Pkt.	200	
100.	Sticky Pad	Nos.	390	
101.	Steno Note Book (Shorthand Book)	Nos.	47	
102.	Scale Plastic 12"	Nos.	60	
103.	Scale Plastic 18"	Nos.	30	
104.	Teg cotton superior quality	Bunch	1490	
105.	Tracing Cloth	Roll	1	
106.	Thread Ball/Real	Real.	390	
107.	U Clip Coated	Pkt.	270	
108.	White Board Marker	Nos.	60	
109.	Packing Tape 2" (Printed Survey of India)	Roll	1000	

The above rates are inclusive of all taxes.

**Name of Firm**  
**Address**

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Mention your Mobile No.

Phone No.

EMD Details

Fax No.

Name of Bank

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Bank's Account No.

IFSC Code

MICR No.

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**Income Tax Registration No.**

**Sale Tax/Trade Tax/VAT Registration No.**

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**Signature of Authorised Signatory**

**Stamp of Firms**