

भारतीय सर्वेक्षणविभाग  
SURVEY OF INDIA

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



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

सं०/ No. 2074 /15-P-CPB(2017-18)

Dated: 02 / 09 / 2017

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' (02 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 **01/09/2017** and will be opened on **04/09/2017** 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. Such firms enclose relevant certificate for execution as mentioned in Annexure "A"
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 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 GST.
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 01/09/2017**" 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**



**(Rajive Srivastava)  
Director  
UK & West UP GDC**

**Chairman 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. 2074/15-P-CPB(2017-18) dated 02/08/2017**

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.	Ball Pen Cello Gripper	Nos.	500	
4.	Ball Pen Renold Jotter with Refill	Nos.	1150	
5.	Ball Pen Renold Ordinary R/B	Nos.	400	
6.	Brown Tape	Roll	20	
7.	CD Marker (Set of 4 Color)	Nos.	60	
8.	Cello Tape Roll 1/2" Transparent	Roll	450	
9.	Cello Tape Roll 1" Transparent	Roll	490	
10.	Cello Tape Roll 2" Transparent	Roll	10	
11.	Correcting Pen White	Nos.	514	
12.	Colour Pen Set	Set	16	
13.	Colour Flag	Nos.	150	
14.	Dak pad made of card board	Nos.	234	
15.	Drafting Pad 100 sheet 30x20cm (white)	Pad	1000	
16.	Diary/Dispatch Register	Nos.	240	
17.	Envelop Medium Dak (Brown)	Nos.	1500	
18.	Envelop Medium Dak (White)	Nos.	2500	
19.	Envelop 16 x 12 Mount Cloth	Nos.	1100	
20.	Envelop 16 x 6 Laminated	Nos.	1500	
21.	Envelop 16x12 Laminated	Nos.	2300	
22.	Envelop A4 Size Laminated	Nos.	1050	
23.	Envelop A4 Size Mount Cloth	Nos.	1000	
24.	Envelop White SE-7 8x10	Nos.	500	
25.	Envelop SE-5 White 9"x4"	Nos.	8500	
26.	Envelop SE-5 White 9"x4" Laminated	Nos.	8000	
27.	Envelop SE-6 White 10"x 5"	Nos.	5000	
28.	Envelop SE-6 White 11"x 5" Laminated	Nos.	8500	
29.	Envelop SE-8 White 10"x12" Laminated	Nos.	1250	
30.	Envelop Commercial	Nos.	500	
31.	Eraser Soft (Natraj)	Nos.	2750	
32.	Fevi Stick 15 gm	Tube	645	
33.	Fevicol Tube	Nos.	190	
34.	File Board Super Quality	Nos.	2700	
35.	File Cover	Nos.	2100	
36.	Gum Bottle 300 ml & 150 ml	Bottle	410	

37.	Gum Tube	Nos.	520	
38.	Highlighter	Nos.	230	
39.	OHP Marker Pen Luxor	Set	115	
40.	Ink for stamp pad (violet) 30ml(ASH)	Phil	144	
41.	Note Pad A5 Desmat writing pad	Nos.	500	
42.	Paper Borwn 110x70 cm	Ream	8	
43.	Paper Photostat White A3 Century	Ream	210	
44.	Paper Photocopy FS Century	Ream	220	
45.	Paper Photostat White A4 Century	Ream	2460	
46.	Pencil HB	Nos.	2500	
47.	Photoglossy Paper 180 GSM A4 Size	Ream	5	
48.	Peon Book	Nos.	210	
49.	Pilot Pen	Nos.	30	
50.	Punch Machine Single	Nos.	40	
51.	Punch Machine Double Hole	Nos.	45	
52.	Refill Add Gel Achiever B/G/R/B	Nos.	1100	
53.	Refill Jetter Reynolds	Nos.	100	
54.	Refill Cello Gripper	Nos.	1500	
55.	Register Ruled 96 Pages.	Nos.	250	
56.	Register Ruled 2Qr. 192 Pages.	Nos.	440	
57.	Register Ruled 3Qr. 288 Pages.	Nos.	650	
58.	Register Ruled 4Qr. 384 Pages.	Nos.	440	
59.	Register Ruled 5Qr. 480 Pages.	Nos.	85	
60.	Register Ruled 6Qr. 576 Pages.	Nos.	20	
61.	Sketch Pen Set Luxor & Camlin	Set	190	
62.	Stamp Pad Self Inking Faber Castle	Nos.	187	
63.	Stapling M/c Heavy Weight No. 24/6.	Nos.	20	
64.	Stapling M/c Light Duty No. 10	Nos.	90	
65.	Stapler Pin No. 10 Kores/Kangaroo	Pkt.	330	
66.	Stapler Pin No. 24/6 Kores/Kangaroo	Pkt.	200	
67.	Scale Plastic 12"	Nos.	60	
68.	Scale Plastic 18"	Nos.	30	
69.	Teg cotton superior quality	Bunch	1490	
70.	Thread Ball/Real	Real.	390	
71.	White Board Marker	Nos.	60	

The above rates are inclusive of all taxes.

**Name of Firm**

**Address**

Mention your Mobile No.

Phone No.

EMD Details

Fax No.

Name of Bank

Bank's Account No.

IFSC Code

MICR No.

**Income Tax Registration No.**

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

**Signature of Authorised Signatory**

**Stamp of Firms**