

F.No.D.19011/10/2015 Admn II  
Ministry of Law & Justice  
Department of Legal Affairs

New Delhi , the 28.12.2015

**QUOTATION/TENDER NOTICE**

Subject: Tender for supply of Stationery items. Computer toner /Fax toner, sundry items .

The undersigned is directed to invite Quotations/Tenders from authorized firms for supply of Stationery items /Computer toner/Fax toner/ sundry items as per the format of Quotation (Annexure-III,IV&V).

2. Interested firms may send their quotation/tender quoting rates at which they would be able to supply Stationery items computer toner /fax toner/sundry items in the Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, New Delhi, as per terms and conditions mentioned at Annexure-1. Details of the firm should be provided as per Annexure -II.

3. The cover containing the quotations/tenders should be sealed and superscripted "**Quotations/Tenders for Stationery items "Computer Toner/Fax Toner/ Sundry items**" and should be addressed to the Deputy Secretary (Ad-II), Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, New Delhi and put in the **Tender Box kept in the Facilitation Centre, Garage No. 15, Shastri Bhawan New Delhi 110001. The Quotation/Tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected.** The schedule of receipt and opening of quotation is as under:-

**Last Date and time for receipt of Quotations/Tenders is 8<sup>th</sup> January, 2016 (5.00PM ) and dated & time of opening of Quotations /Tenders is 11<sup>th</sup> January, 2016 (3.45PM)**

4. A Bank Draft of Rs.1,00000/- (Rupees one lakh only ) in favour of DDO, Department of Legal Affairs as earnest money is also to be deposited along with the quotation/tender.

5. The quotations/tenders will be opened In the presence of the participating bidders or their authorized representative, who may like to be present at the time of opening the tender.

6. The Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan reserves the right to reject any or all the quotations without assigning reason therefore.

( K.Ginkhan Thang )  
Deputy Secretary to the Govt. of India  
Tele:- 011-23384607

1. Tech. Director (NIC), Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, New Delhi with the request to upload this letter.
2. All Ministries and Departments of Govt. of India located at New Delhi/Delhi with the request that the firms/vendors engaged by them for the purpose may be requested to submit their bids , if interested.

TERMS AND CONDITIONS

1. The invitation is open to all manufactures, their authorized suppliers and general order supplies, who are having at least 05 years of experience in supply of stationery items/computer Toner/ Fax Toner/ Sundry items to the Ministry Department of the Central Government and also NCCF/Kendriya Bhandar, other Govt. Consumer Co-operative Stores located in the National Capital Region of Delhi.
2. Rates mentioned in the quotation, if accepted, shall remain same during the currency of rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. Interested firm(s) may visit Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan to survey sample of non-branded items with special requirement during office hours from 04.01.2016 to 06.01.2016.
4. Sample on non-branded items should be submitted in advance in a sealed cover separately and super scribed **“Samples for non-branded Stationery items”, computer toner/FAX Toner/ Sundry items** with the name of the firm to Deputy Secretary (Admn-II), Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan by 12,00 noon on closing date of submission of tender.
5. The sample deposited by L-1 bidder(s) shall remain in the custody of this office during the contact period.
6. Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan will not accept any duplicate/substandard items and not matching with the sample. If the supplier is not able to supply the items as per sample. Appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture of EMD/ Security including that of blacklisting of the firm.
7. The firm should be in a position to supply Stationery items/computer toner /Fax toner/ sundry items even at short notice and on holidays/Saturday/Sunday also.
8. If the supplied items are found defective, the same should be replaced within a period of 2 days.
9. All items are required to be supplied at Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, New Delhi. The supplier will be responsible for delivery of goods in good condition at their own risk and cost. No. charges for supply of items will be paid by this Department.

10. The firm should be registered with the Government for the purpose of VAT/Sales Tax etc. and the certified copies should be attached with the bid documents.
11. Rates should be quoted in the prescribed Performa as per Annexure III, IV & V. The rates should be inclusive of excise duty, freight, transportation, packing forwarding, handling etc. but excluding of VAT/CST and local taxes, if any, which shall be paid by this Department.
12. The competent authority in the Ministry of Law & Justice Department of Legal Affairs reserves the right to amend any of the terms and conditions contained in the Tender Documents after giving required notice. The decision of competent authority in this regard will be final and binding.
13. Duty constituted committee shall open and evaluate the bids item wise and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.
14. Validity of the contract will be initially for a period of one year. After expiry of the contract, Department of Legal Affairs may extend the contract for a period not exceeding one year.
15. The items as per the approved specification should be supplied within three days after receipt of the purchase/supply order, failing which a penalty will be imposed equal to 1% indent cost per days of delay.
16. The Stationery items are generally purchased on monthly/ quarterly basis without any ceiling of minimum quantity. Further, the procurement of the items would be purely 'on need' basis. Accordingly Department of Legal Affairs, Ministry of Law & Justice shall not be liable to take any or all items included in the Rate Contract (s) with L-1 bidder(s) during the validity of the contract.
17. EMD of an amount of Rs.1,00000/- (Rupees one lakh only ) has to be deposited in the form of Demand Draft/pay order in favour of DDO, Ministry of Law & Justice Shastri Bhawan New Delhi. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders within 15 days after finalization of the contract. The EMD of successful bidder will be refunded once he deposits Performance security.
18. In case of repeated failures to supply the items indented by the Department of Legal Affairs within the requested period of time on formal order or order on telephone in the event of extreme urgency, the supply order shall be cancelled and the performance security shall also be forfeited and the firm shall also be barred from participating in any future tender(s) of the Ministry of Law & Justice.

19. In case, the supplier is found to have breached any condition(s) of the contract at any stage or services of the supplier is found not to be the satisfaction of the Department of Legal Affairs, the contract may be terminated. The decision of the Department of Legal Affairs, Ministry Law & Justice, in this regard, shall be final and binding.
20. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Department of Legal Affairs, Ministry of Law & Justice.
21. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located in Delhi.
22. The firm should have minimum annual turnover of ₹30 lakh for Stationery items. The firm should attach documents in support of annual turnover during the preceding three years as per tender document.
23. They should be well equipped and have required infrastructure & experience to undertake the job Necessary documents and facts may also be brought out in a separate sheet.
24. The firm should also furnish a certificate that it has not been blacklisted by any Ministry /Department of Govt. of India or State Government.
25. The EMD/performance Security shall be fortified in case of producing fake documents by the bidders.

Signature of authorized representative  
of the firm with date and seal

**ANNEXURE-II****Information related to firm /Supplier**

S.No	Particulars	To be filled by the Tender
1.	(a) name of Firm/Agency	
	(b) Address	
	(c) Name of Proprietor	
	(d) Telephone No	
	(e) Mobile No	
	(f) Email address	
	(g) Name of business partner ,it any	
2.	PAN Number(copies to enclosed)	
3.	CST/VAT Registration Certificate (copies to enclosed along with TIN Numbers)	
4.	Service Tax Registration No. copies to enclosed	
5.	List of Government Ministries /Department /Clients showing experience in the field (copies of contracts/orders placed on the agency during 5 year should be attached)	
6.	Whether copies of income Tax Return for 5 years attached	
7.	Details of EMD i. Amount ii. Draft No. iii Date iv. Issuing Bank	
8.	Whether terms and conditions is acceptable or not ?	
9.	Whether the firm is blacklisted by any Government /Department or any criminal case is registered against the firm or its owner/Partners anywhere in India (If an undertaking to this effect may be attached)	

Date

Place:-

(Signature of the authorized person)

Name :-

Designation:-

Seal:

PHOTOCOPIER PAPERS/Stationery items.

Sl. No.	Names /details of items	Unit	Amounts		
			Rate	Tax	Total
1.	Photostat paper A/4 –mill Pack,75 gsm(500sheet) Power /JK Brand	Per packet			
2.	Photostat paper(FS)-Mill pack ,75 gsm (500 Sheet) Power /JK Brand	Per packet			
3.	Photostat paper (colour) A-4 Mill Pack, 85 gsm(500 sheet) –Ballapur mill	Per packet			
4.	All Pin (Bell) 100 grms	Packet			
5.	Binder clip 12 mm-SDI	Packet			
6.	Binder clip 19 mm-SDI	Packet			
7.	Binder clip 25 mm-SDI	Packet			
8.	Binder clip 41mm-SDI	Packet			
9.	Cello tape (small)-premier(24 Mtrs x ½ inch	Piece			
10.	Computer label Sticker (oddy ST-12	Packet			
11.	Correction pen –(Faber caste/kores	Piece			
12.	Eraser (Apsara/natraj	Piece			
13.	File Board (No-31) Neelgagan	Piece			
14.	Gem clip 28/33,, pkts Bun-chin)	Packet			
15.	Glue stick (kores/Camlin-15g)	Piece			
16.	Highlighter (Pkt of 5 pcs. Fabre castell	Packet			
17.	Knife (Kebica)	Piece			
18.	Luxer sketch pen	Piece			
19.	Market for Board(Luxer)	Piece			
20.	Permanent Market (Luxer)	Piece			
21.	Note sheet green (A-4 size) 8 gsm	Packet			
22.	Packing paper(100gsm size36x46	Piece			
23.	Packing tape big brown (Bun chin) self –adhesive tape size -50 mtrs x 2 .50.	Piece			
24.	Pen- Jotter (Reynolds	Piece			
25.	Pen- Pilot 0.5. Luxor	Piece			
26.	Pen- pilot Vs-5/7 Luxor	Piece			
27.	Pen-Add gel (Tri-max)	Piece			
28.	Pen-Ball (Reynolds-045	Piece			
29.	Pen Uniball eye micro UB 150	Piece			
30.	Pen-impact	Piece			
31.	Pencil (Apsara/Nat raj extra dark	Piece			
32.	Plastic folder F4 (transparent ) Solo LF101	Piece			
33.	Plastic Folder FS (transparent Solo LF-111	Piece			
34.	Plastic folder blue (Double Fold) –as per	Piece			
35.	Post-it slip (3m) 75X50) 100 sheet	Piece			
36.	Post –it slip pad (3M) 75x75 100 sheet	Piece			

37	Post it slip pad (3M) 76x76 100 sheet	Piece			
38	Post-it slip pad (3M) 76x126 100 sheet	Piece			
39	Punch (Double hole (Kangaroo)	Piece			
40	Punch (single hole (kangaroo)	Piece			
41	Register 1 quire 17X27 96 page	Piece			
42.	Register2 quire 17x27 192 page	Piece			
43.	Register 3 quire 17x27 288 page	Piece			
44.	Register 4 quire 17x27 384 page	Piece			
45.	Register 6 quire 17x27 576 Page	Piece			
46	Register 8 quire 17x27 768 page	Piece			
47.	Register 10 quire 17x27 960 Page	Piece			
48	Register 12 quire 17x27 1152 page	Piece			
49	Full index register 4 quire leather bond	Piece			
50	Full index register 6 quire leather bond	Piece			
51.	Full index register 8 quire leather bond	Piece			
52	Scissor No. 207 (Medium) Kebica	Piece			
53	Sealing wax (standard/3 star	Piece			
54	Sharper (Natraj/Apsara)	Piece			
55.	Shorthand Note Book (Neelgagan/Saraswati	Piece			
56	Slip Book No. 33 (Neelgagan/Saraswati	Piece			
57	Stamp pad (small) –Fäbre Castell	Piece			
58	Stamp pad (big) Kores	Piece			
59	Steppler (Small )HD -10D Kangaroo	Piece			
60	Steppler (Medium) HD-45D Kangaroo	Piece			
61	Steppler PinSmall (10no.) Kangaroo	Piece			
62	Steppler pin 24/6 (Kangaroo	Piece			
	<b>Non-branded items/Items as per sample</b>				
63	Tag white=200 piece in a bundle (as per sample	Piece			
64.	Tag green long	Piece			
65	COS Printed File covers 259 gsm , sirpur mill, As Per sample	Piece			
66	Envelopes Brown SE-6(80 gsm) Star craft paper Printed as per sample	Piece			
67	Envelopes Brown SE-6 (120 gsm) sun Shine paper, Printed as per sample.	Piece			
68	Envelopes Yellow SE-7 (new white Jail cloth in inner side as per sample	Piece			
69	File cover (Printer as per sample 300 gsm (Sirpur Mill) in different colours	Piece			
70	Spiral Slip Book (Printed as per sample) 50 sheets each, made of 85 gsm bond paper	Piece			
71.	Routine note (Acc)A-4 size duly printed as per Sample on 85 gsm bond paper	Piece			

ANNEXURE -IV

Sl.No.	Names/details of items	Unit	Amounts		
			Rate	Tax	Total
1.	Hp Toner -12A	Piece			
2.	HP Toner -310A	Piece			
3.	HP Toner -311A	Piece			
4.	HP Toner -312A	Piece			
5.	Hp Toner -313A	Piece			
6.	Hp.Toner -36A	Piece			
7.	HP Toner 88A	Piece			
8.	HP toner -49A	Piece			
9.	CE278-toner	Piece			
10.	Samsung 101S( 2116)	Piece			
11.	Samsung 1043 Toner	Piece			
12.	Samsung 1053 Toner	Piece			
13.	Samsung 4521 Toner	Piece			
14.	Samsung 108 4300 Toner	Piece			
15.	Cannon 416 colour Black blue pink yellow	Set			
16.	Hp Cartridge 818 (colour)	Piece			
17.	Hp Cartridge 851	Piece			
18.	HP Cartridge 901	Piece			
19.	Hp Cartridge 901	Piece			
20.	Canon Cartridge FX-3	Piece			
21.	Canon Cartridge FX-3	Piece			
22.	Kyocera , FS 1120 MFP	Piece			
23.	Panasonic KX-FA 83E	Piece			



ANNEXURE-V

## SUNDRY ITEMS.

Sl. No	Names /details	Unit	Amount		
			Rate	Tax	Total
1.	Colin Bottle	Piece			
2.	Good Knight machine	Piece			
3.	Good Knight Refills	Piece			
4.	All Out machine	Piece			
5.	All out refills	Piece			
6.	Harpik Power Plus (500ML)	Piece			
7.	Clenzo 5 liter	Piece			
8.	Homocol liquid soap (five liter pack	Piece			
9.	Odonil , nature spired fragrances	Piece			
10.	Soap lux 100g	Piece			
11.	Dura Cell AAA	Piece			
12.	Dura cell AA	Piece			
13.	Scotch Barite	Piece			
14.	Vim powder	Piece			
15	Soap Surf excel 250g	Piece			
<b>Non-branded items/items as per sample</b>					
16	Sanitary cube	Piece			
17	Pencil cell	Piece			
18.	Glass plain	Piece			
19.	Tea spoon	Piece			
20	Table spoon	Piece			
21	Duster white small (12x12)	Piece			
22	Duster floor full size	Piece			
23	Duster yellow small (12x12)	Piece			
24.	Duster Yellow Medium (18x18)	Piece			
25.	Glass Cut (as per sample	Piece			
26.	Candles packed (6)	Packet			
27	Hit spray black , red	Piece			
28	Room Freshener Rose /Lemon 470 ML	Piece			
29.	Match box	Piece			
30	Napeline ball trishul brand 500g packet	Packet			