

Website : <http://peso.gov.in>
Email: explosives@explosives.gov.in
दूरभाष / Telephone: 0712-2510248
फैक्स/FAX : 0712-2510577

कार्यालयीन उद्देश के सभी पत्रादि मुख्य विस्फोटक नियंत्रक के पदनाम से भेजे जाएं उनके व्यक्तिगत नाम से नहीं ।

All communications intended for this office should be addressed to the 'Chief Controller of Explosives' and NOT to him by name.



भारत सरकार

GOVERNMENT OF INDIA

पेट्रोलियम तथा विस्फोटक सुरक्षा संघटन (पेसो)
Petroleum and Explosives Safety Organisation (PESO)

(पूर्व नाम – विस्फोटक विभाग)

(Formerly- Department of Explosives)

“ए” ब्लॉक, पाँचवा तल, केन्द्रीय कार्यालय परिसर,

“A” Block, 5th Floor, CGO Complex,

सेमिनरी हिल्स, नागपुर – 440 006

Seminary Hills, Nagpur- 440006

संख्या / No: D-15014/1/2015-16/Stationery/PESO

fnuakd / Dated: 01.06.2015

To,
M/s. All Registered Stationery and other suppliers.
Nagpur.

Sub: Purchase of Stationery/Computer Stationery/Other Consumable Articles for the financial year 2015-2016 – regarding.

Sir,

It is proposed to procure the Stationery/Computer Stationery/Other Consumable Articles (List Enclosed) for this office through Limited Tender Enquiry and you are requested to offer your quotations with respect to the same in the prescribed Tender Form (Enclosed herewith).

You are requested to submit the quotations in sealed envelop as per enclosed Tender Form on or before 15/06/2015 before 12.00 hrs. It may please be noted that Technical and Commercial bids are to be submitted in a separate sealed envelopes. The quotations received from various bidders will be opened and evaluated by purchase committee in the presence of all the bidders or their representatives at the scheduled time of 14.30 hrs on 18/06/2015.

Yours faithfully,
Sd/-

(Rajnish Piplani)

Dy. Chief Controller of Explosives (Admn)
For Chief Controller of Explosives



**GOVERNMENT OF INDIA
“A” BLOCK, 5TH FLOOR, CGO COMPLEX,
SEMINARY HILLS,
NAGPUR – 440 006**

Tel. No.: 0712-2510248, Fax.No: 0712-2510577

TENDER FORM

**FOR STATIONERY/COMPUTER
STATIONERY/OTHER
CONSUMABLES**

TERMS AND CONDITIONS OF TENDER

1. Only those Tenders received along with necessary documents submitted on or before **15/06/2015** up to 12.00 am in the office of Chief Controller of Explosives, Nagpur will be considered. The tenders without E.M.D. (enclosed D.D.) will be rejected. The parties registered with DGS&D/NSIC/ for supply of material for which party intends to quote are exempted from payment of E.M.D.
2. Tender will be accepted or rejected on recommendation of the Committee appointed for this purpose.
3. The Chief Controller of Explosives/Committee reserves the rights to reject the tender without assigning any reasons.
4. Two certified copies of the Income Tax clearance certificate in the form prescribed by the Income Tax Department for the year 2013-2014 and 2014-2015 and shop establishment /Registrar of co-operative society's certificate, as applicable should be submitted. List of reputed parties to whom supplies made should be submitted.
5. Offer of Tender must be firm. Conditional offer will not be considered.
6. Only experienced persons having more than 03 years experience in the field of supplying stationary articles to the reputed organization should only quote the Tender.
7. The E.M.D. of **Rs.10,000/-** should be deposited along with the Tender by Demand Draft drawn in favour of **Chief Controller of Explosives**, paid at **Nagpur** which will be returned to the unsuccessful bidder without interest on demand.
8. The rates quoted should be FOR delivery at the office of **Chief Controller of Explosives Nagpur, including of all applicable taxes, octrai etc.** The rates should be given for the specific make only/or as per sample as mentioned against the item in the list enclosed with the tender form.
9. The ordered quantity should be supplied immediately and should be of the quality as prescribed. No sub-standard material should be supplied. If ever it is detected the successful bidder will loose its contract and the balance payment of the bills will not be made.
10. If supplies are not made within the stipulated period 2% penalty charges per fortnight will be realized.
11. No delivery charges will be paid.
12. All payments will be made through **NEFT/RTGS** only.
13. All payments will be made after timely submission of bill in triplicate.
14. No advance will be made for the ordered quantity to the tenderer.
15. **Tender should be quoted for all items. Incomplete tender will not be accepted.**
16. Rates should be quoted only for the make/models of the items mentioned in the list. Rates quoted for other make/models will stand invalid and bid will not be considered at all for other items also.
17. **The rates should be inclusive of all taxes for the financial year 2015-2016.**
18. The E.M.D /security deposit will be forfeited if the tenderer fails to supply the tendered demand as per the requirement.
19. The quantity is tentatively required during financial year 2015-2016 and order will be placed as per our requirement.
20. TAN No./PAN No. documents evidence to be submitted in Technical Bid.

DISCRIPTION OF ITEMS

Sr. No.	ITEMS	MAKE	Quantity required yearly	Rate per pce/doz/box / pkt	Total Amount (in Rupees.) Col. 4 X Col 5
1.	2	3	4	5	6
1.	J.K. Copier paper A-3 (500 sheets)	J.K.	03 Ream		
2.	J.K. Copier paper A-4 (500 sheets)	J.K.	1500 Ream		
3.	J.K. Copier paper A-5 (500 sheets)	J.K.	200 Ream		
4.	Note sheet pad (Green) A-5	Bond	300 Pads		
5.	Shorthand note book	200 pgs	120 pce.		
6.	File Flappers (Thick)	As per specification	15000 pce		
7.	Dust cover Yellow velvet cloth		24 pce.		
8.	Gum (10 ltr. jerry cane white)		12 cans		
9.	Gum bottle (150/200 grms)	Camel	50		
10.	Envelop SE-4 (as per sample) with printed material	Buff Bond	15000		
11.	Envelop SE-5 (as per sample) with printed material	Buff Bond	15000		
12.	Envelop SE-6 (as per sample) with printed material	Buff Bond	15000		
13.	Envelop SE-7 (as per sample) with printed material	cloth	15000		
14.	Envelop SE-8 (as per sample) with printed material	cloth	15000		
15.	Register Four quire (400 pages) Full Size		12 Doz.		
16.	Register Four quire (200 pages) Full Size		12 Doz.		
17.	Register Four quire (100 pages) Full Size		05 Doz.		
18.	Ruled Statement Paper		(100 Sheet)		
19.	Plastic Clip File (for Conference / Meeting)		200 pce.		
20.	Self adhesive Notes-Pronoti 2" x 3"	Pronoti	100 Pkt.		

21.	Highlighter Pen	Camel	60 No.		
22.	Sketch Pen Set	Camel	10 Set		
23.	Bold Marker Pen	Camel	60 Nos.		
24.	Stamp Pad (Big)	Kores	60 Pce.		
25.	Stamp Pad Ink Bottle- Violet 100 ml	Wheel	50 No.		
26.	Stapler Machine (Big)	Kangaro	36 Pce		
27.	Stapler Machine (Small)	Kangaro	30 Pce		
28.	Stapler Pins Big (1 box - 20 Nos)	Kores	50 boxes		
29.	Stapler Pins Small (1 box - 20 Nos)	Kores	50 boxes		
30.	File Tags (Thick Bootlace) 1 bundle -100 nos. tag		400 bundls		
31.	U-Pins Box	Perfect	120 box		
32.	Scud Pins		75 Pkt.		
33.	Sealing Wax (Ashoka)	Ashoka	15 box		
34.	Candles Big size		20 box		
35.	Docket Punch (Kangaroo)	Kangaroo	20 pcs		
36.	Phynile (5 Liter)		24 cans		
37.	Naphthalene balls (big)		15 kgs.		
38.	Pencil Cell	Novino	200 pcs.		
39.	Glass Tumbler Plain	Year	80 Nos		
40.	Glass Tumbler Decorative	Year	30 Nos.		
41.	Towel Turkish White / colour (Bombay Dying)	DCM	40 Nos		
42.	Dak Pad		06 pce.		
43.	Eraz-ex-fluid white	Kores	50 pcs.		
44.	Glue sticks	Prime stick	200 pcs.		
45.	Calculator 10 digit	Casio	10 pcs.		
46.	Scissors Medium Size		12 Pce.		

47	Collin Bottle (Glass Cleaner)	Collin	10 pce		
48	Odonil		30 pce		
49	Spiral Cube	Rainbow	15 pce.		
50	Laser Toner Printer Cartridge 53-A	HP	35 pce.		
51	Laser toner Printer Cartridge 05-A	HP	35 pce.		
52	Laser toner Printer Cartridge 36-A	HP	35 pce.		
53	Laser toner Printer Cartridge 12-A	HP	08 pce.		
54	Laser toner Printer Cartridge MLT-D209S	Samsung	35 pce.		
55	HP Deskjet 3940 inkjet cartridge	HP	15 Nos.		
56	Laser toner Printer cartridge 55-A	HP	35 Nos.		
57	Laser toner Printer cartridge 78-A	HP	10 Nos.		
58	Colour Toner 22	HP	10 Nos		
59	Black Toner 21	HP	10 Nos		
60	Colour Inkjet Toner 28	HP	10 Nos		
61	Cello Tape Tixo	Big	24 pcs		
62	Brown Cello Tape (width-2inch)	Big	24 pcs		
63	Blank CD	HP	25 pcs		
64	Pen Drive 2 GB	HP	5 Nos		
65	Pen Drive 4 GB	HP	10 Nos		
66	Pen Drive 8 GB	HP	15 Nos		
67	Pen Stand (Big size for officer) with date and other facility		06 pce.		
68	Ball Pens	Cello Grip	100 Nos.		
69	Refill - Cello fine grip big size	Cello	100 Nos.		
70	Reynolds Metallica Pen	Reynolds	50 pcs.		
71	Reynolds Jeter Refills	Reynolds	50 Nos.		
72	Jotter Refills	Delta	50 pcs.		

73.	Tube Rods (Philips)	Philips	200 pce.		
74.	Philips Genic - 11 w (Cool day Light)	Philips	20 pcs		
75.	Compton Greaves (2pin CFL- 11 -W 6500k/G23)	Compton Greaves	50 pcs		
76.	Bajaj 36 w/86/cool day light/energy saver	Bajaj	20 pcs		
77.	Bajaj 08 w (CFL)/cool day light / energy saver	Bajaj	50 pcs.		
78.	Bajaj 18 w (CFL)/cool day light / energy saver	Bajaj	50 pcs.		
79.	Radium Economy (Compact Fluorescent) 18-W/G24d	Radium Economy	20 pcs.		
80.	Broom Stick	Monkey Brand	40 pcs		
81.	Floor Mapping pad		30 pcs.		
82.	Floor Mapping pad Complied accessories		06 set		
83.	Duster Cloth (Khadi Best Quality)		40 mtrs.		
84.	Match Box	Chavi	50 Nos.		
85.	Green License paper with embossing logo of the department	As per sample	25000 Nos		
86.	Cannon Xerox tonner NPG 28	Cannon	12 Nos.		
87.	Xerox Toner Modi/Xerox 420	Xerox	06 Nos.		
88.	LED Bulb - 12 W	Philips	12 Pcs		
89.	LED Bulb - 8 W	Philips	12 Pcs		
90.	LED Bulb - 5 W	Philips	12 Pcs		