



**GOVERNMENT OF INDIA  
PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION  
A-1, A-2 Wing 5<sup>TH</sup> FLOOR, CGO COMPLEX,  
CBD BELAPUR-400614**

Tel. No.: 022-27575946

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**TENDER FORM**

**FOR STATIONARY/  
COMPUTER STATIONARY/  
OTHER CONSUMABLES**

Rs.100/-

## **TERMS AND CONDITIONS OF TENDER**

1. Only those Tenders received along with necessary documents submitted on or before 26/08/2013 up to 1.30 PM in the office of Jt. Chief Controller of Explosives, Mumbai will be considered. The tenders without E.M.D. enclosed D.D. shall 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 Jt. Chief Controller of Explosives, Mumbai reserves the right to reject the tender without assigning any reasons and shall be final .
4. Two certified copies of the Income Tax clearance certificate in the form prescribed by the Income Tax Department for the year 2011-2012 and shop establishment /Registrar of co-operative societies 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 2 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 15000/-** should be deposited along with the Tender by Demand Draft drawn in favour of **Jt. Chief Controller of Explosives, Mumbai**, paid at **CENTRAL BANK OF INDIA Mumbai** which will be returned to the unsuccessful bidder without interest on demand.
8. The rates quoted should be FOR delivery at the office of Jt. **Chief Controller of Explosives, Mumbai**
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 cheque 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. The rates should be inclusive of all taxes for the financial year 2013-14
17. The E.M.D /security deposit will be forfeited if the tenderer fails to supply the tendered demand as per the requirement.
18. The quantity is tentatively required during financial year 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014 and order will be placed as per our requirement.

DISCRIPTION OF ITEMS

| Sr. No. | ITEMS  | MAKE             | Quantity required yearly | Rate per pce/d oz/box/pkt | Total Amount (in Rupees.)<br>Col. 4 X<br>Col 5 = | vat | Total |
|---------|--|------------------|--------------------------|---------------------------|--|-----|-------|
| 1       | 2  | 3                | 4                        | 5                         | 6  |     |       |
| 1.      | <b>J.K. Copier paper A-3 (500 sheets)</b>                  | <b>J.K.</b>      | 20 Ream                  |                           |  |     |       |
| 2.      | <b>J.K. Copier paper A-4 (500 sheets)</b>                  | <b>J.K.</b>      | 250 Ream                 |                           |  |     |       |
| 3.      | <b>J.K. Copier paper A-5 full scape (500 sheets)</b>       | <b>J.K.</b>      | 250 Ream                 |                           |  |     |       |
| 4.      | <b>Shorthand note book</b>                                 | <b>200 pgs</b>   | 24 pce.                  |                           |  |     |       |
| 5.      | <b>Dust cover white Cloth</b>                              |                  | 24 Pce                   |                           |  |     |       |
| 6.      | <b>Dust cover Yellow welvet cloth</b>                      |                  | 24 pce.                  |                           |  |     |       |
| 7.      | <b>Gum (10 ltr. jerry cane white)</b>                      |                  | 08 cane                  |                           |  |     |       |
| 8.      | <b>Gum bottle (150/200 grms)</b>                           | <b>Camel</b>     | 24                       |                           |  |     |       |
| 9.      | <b>Envelop SE-4 (as per sample) with printed material</b>  | <b>Buff Bond</b> | 1000                     |                           |  |     |       |
| 10.     | <b>Envelop SE-5 (as per sample) with printed material</b>  | <b>Buff Bond</b> | 18000                    |                           |  |     |       |
| 11.     | <b>Envelop SE-6 (as per sample) with printed material</b>  | <b>Buff Bond</b> | 18000                    |                           |  |     |       |
| 12.     | <b>Envelop SE-7 (as per sample) with printed material</b>  | <b>Buff Bond</b> | 10000                    |                           |  |     |       |
| 13.     | <b>Envelop SE-8 (as per sample) with printed material</b>  | <b>Buff Bond</b> | 10000                    |                           |  |     |       |
| 14.     | <b>Envelop SE-8A (As per sample) with printed material</b> | <b>Buff Bond</b> | 5000                     |                           |  |     |       |
| 15.     | <b>Register Four quire (400 pages) Full Size</b>           |                  | 6 Doz.                   |                           |  |     |       |
| 16.     | <b>Register Four quire (200 pages) Full Size</b>           |                  | 6 Doz.                   |                           |  |     |       |
| 17.     | <b>Register Four quire (100 pages) Full Size</b>           |                  | 06 Doz.                  |                           |  |     |       |
| 18.     | <b>Highlighter Pen</b>                                     | <b>Camel</b>     | 36 No.                   |                           |  |     |       |
| 19.     | <b>Sketch Pen Set</b>                                      | <b>Camel</b>     | 5 Set                    |                           |  |     |       |
| 20.     | <b>Stamp Pad Ink Bottle- Violet 100 ml</b>                 | <b>Wheel</b>     | 24 No.                   |                           |  |     |       |
| 21.     | <b>Stapler Machine ( Big )</b>                             | <b>Kangaro</b>   | 12 Pce                   |                           |  |     |       |
| 22.     | <b>Stapler Machine ( Small )</b>                           | <b>Kangaro</b>   | 12 Pce                   |                           |  |     |       |
| 23.     | <b>Stapler Pins Big ( 1 box – 20 Nos)</b>                  | <b>Kores</b>     | 24 boxes                 |                           |  |     |       |
| 24.     | <b>Stapler Pins Small (1 box – 20 Nos)</b>                 | <b>Kores</b>     | 24 boxes                 |                           |  |     |       |
| 25.     | <b>File Tags (Thick Bootlace)</b>                          |                  | 60 bundles               |                           |  |     |       |
| 26.     | <b>U-Pins Box</b>  | <b>Perfect</b>   | 120 box                  |                           |  |     |       |
| 27.     | <b>Sealing Wax (Ashoka)</b>                                | <b>Ashoka</b>    | 05 box                   |                           |  |     |       |
| 28.     | <b>White Twin Thread Ball (1 box –4 nos)</b>               |                  | 12 box                   |                           |  |     |       |
| 29.     | <b>Phynile ( 5 Liter)</b>                                  |                  | 04 cane                  |                           |  |     |       |

|     |  |                      |                |  |  |  |  |
|-----|--|----------------------|----------------|--|--|--|--|
| 30. | <b>Eraz-ex-fluid white</b>                                       | <b>Kores</b>         | 40 pce.        |  |  |  |  |
| 31. | <b>Ball Pens</b>   | <b>Cello Grip</b>    | 110 Nos.       |  |  |  |  |
| 32. | <b>Scissors Medium Size</b>                                      |                      | 06 Pce.        |  |  |  |  |
| 33. | <b>Computer Printer Cartridge black All In one 21</b>            | <b>HP</b>            | 36 pce.        |  |  |  |  |
| 34. | <b>Computer Printer Cartridge Color HP 22</b>                    | <b>HP</b>            | 12 pce.        |  |  |  |  |
| 35. | <b>Computer Printer Cartridge Black – HP -818</b>                | <b>HP</b>            | 24 Pce.        |  |  |  |  |
| 36. | <b>Computer Printer Cartridge Colar – HP -818</b>                | <b>HP</b>            | 12 Pce         |  |  |  |  |
| 37. | <b>Computer Printer Cartridge Mlt-D209s/XIP Samsung</b>          | <b>HP</b>            | 10pce.         |  |  |  |  |
| 38. | <b>Computer Printer Cartridge black –HP -55 A</b>                | <b>HP</b>            | 24 Pce         |  |  |  |  |
| 39. | <b>Computer Printer Cartridge Black – HP -853</b>                | <b>HP</b>            | 12 Pce         |  |  |  |  |
| 40. | <b>Computer printer Cartridge 857 Color</b>                      | <b>HP</b>            | 12pce.         |  |  |  |  |
| 41. | <b>Computer Printer Cartridge 12 A</b>                           | <b>HP</b>            | 10Pce          |  |  |  |  |
| 42. | <b>Fax Toner Cartridge scx-4216 F</b>                            | <b>HP</b>            | 4 pce.         |  |  |  |  |
| 43. | <b>Toner Cartilage 36A</b>                                       | <b>HP</b>            | 24 Pce         |  |  |  |  |
| 44. | <b>Pen Driver 8 GB</b>   | <b>Transcend</b>     | 12 Pce         |  |  |  |  |
| 45. | <b>Cello Tape Tixo</b>   | <b>Big</b>           | 06 pce         |  |  |  |  |
| 46. | <b>Brown Cello Tape (width-2inch)</b>                            | <b>Big</b>           | 06 pce         |  |  |  |  |
| 47. | <b>Calculator 10 digit CT-512</b>                                | <b>citizen</b>       | 06 pce.        |  |  |  |  |
| 48. | <b>Post pad</b>  | <b>Camel</b>         | 50 pce         |  |  |  |  |
| 49. | <b>Bold Marker Pen</b>   | <b>Camel</b>         | 30 Nos.        |  |  |  |  |
| 50. | <b>Green License paper with embossing logo of the department</b> | <b>As per sample</b> | 100 Rim        |  |  |  |  |
| 51  | <b>Draft Pad</b>   |                      | 50 pce         |  |  |  |  |
| 52  | <b>Pin Remover</b>   |                      | 50pce          |  |  |  |  |
| 53  | <b>Paper Clip</b>  |                      | 50 Box         |  |  |  |  |
| 54  | <b>Rubber Band</b>   |                      | 40Box          |  |  |  |  |
| 55  | <b>Duplicating Note Book</b>                                     |                      | 50 Pce         |  |  |  |  |
| 56  | <b>Hand Deliver Note Book</b>                                    |                      | 30 Pce         |  |  |  |  |
| 57  | <b>File Cover with printing</b>                                  |                      | 10000 Nos      |  |  |  |  |
| 58  | <b>Hand wash liquid</b>  | <b>Lifeboy</b>       | 36 Nos.        |  |  |  |  |
|     |  |                      | <b>TOTAL →</b> |  |  |  |  |