

## **NOTICE INVITING TENDER**

Office of the Accountant General (A&E) Haryana, Chandigarh, invites sealed quotations from reputed firms by 3:00 PM of 20.05.2009 for rate contract of Stationery items costing about Rs. 4.00 lakhs and Sanitary items costing Rs.1.50 lakhs (approx.).

The terms and conditions along with the details of items can be had from the Sr. Accounts Officer (CRT) on all working days from 10 A.M. to 5 P.M. on or before dated 15.5.09. These can also be downloaded from our office website <http://www.aghry.nic.in>.

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**Dy. Accountant General (Admn)**

## **TERMS AND CONDITIONS**

- 1) The sealed quotations must be submitted up-to 20.5.09 addressed to Deputy Accountant General (Admn) Office of the Accountant General (A&E), Haryana, Plot No. 4 &5 Lekha Bhawan, Sector 33-B, Chandigarh, along with the earnest money of Rs.10,000/- in the shape of Bank Draft drawn in favour of the Accountant General (A&E), Haryana, payable at Chandigarh.
- 2) The quotations envelope must be super scribed with the words 'Quotations for Stationery Items' or 'Quotations for sanitary Items' as the case may be.
- 3) The rate contract will remain valid up to 31.5.10. Any breach of contract will be liable for penalty as per following clause (4).
- 4) In case any of the supplier failed to supply the material as contracted upon than the earnest money will be forfeited and the same material will be purchased from the open market at the risk and cost of the supplier.
- 5) The quotations received without earnest money or after the due date or time will be rejected.
- 6) The quotations must reach in the office latest by 20.05.09 up-to 3 P.M. and will be opened at 3 P.M. on the next day. In case any of the date is declared holiday the next working day will be treated as the due date.
- 7) The representatives of the firms are allowed to remain present at the time of opening of tender.
- 8) The earnest money of the unsuccessful bidders will be returned within 30 days after the opening of tender on receipt of written request from the firm.
- 9) The payment will be made to the firm within one month from the receipt of material.
- 10) The supply order will be in batches.
- 11) The contract of items can be given to a single party or a group of parties depending on the lowest rate quoted and quality of the items mentioned by the firms.
- 12) The list of different items is enclosed to be referred as 'Rate List' The firms are required to quote the rates in the column 'Rate per unit. The rates quoted separately will be rejected.
- 13) The rates quoted must be inclusive of all taxes and F.O.R. Chandigarh.
- 14) Wherever in the rate list samples are demanded the same may be attached and without samples the rate of that item will not be included/ considered.
- 15) Sr. A.O.(CRT) reserves the right to increase or decrease the quantity of any of the item or all the items without assigning any reason.
- 16) Wherever samples are not called for, the details of the item can be seen in the office by contacting Sr. A.O.(CRT).
- 17) The payment will be released if the supply is strictly according to the sample or the make prescribed in the quotation or the samples shown to the party as per clause 14 above.
- 18) Deputy Accountant General (Admn) reserves the right to cancel any or all the quotations without assigning any reason.

**Accounts Officer (CRT)**

## List of Stationary Items

| Sr. No | Name of Item                                      | Make           | Sample Required or not | Appxt quantity Upto31.5.10 | Rate per unit |
|--------|---|----------------|------------------------|----------------------------|---------------|
| 1.     | Photostat Paper JK Red                            |                |                        |                            |               |
|        | A-4 size  | 75 GSM         | Yes                    | 1000 reams                 |               |
|        | Full Scape  | 75 GSM         | Yes                    | 150 reams                  |               |
|        | A-3 size  | 75 GSM         | Yes                    | 20reams                    |               |
| 2.     | Straw Board<br>13" X 10"                          | 32 Onz         | Yes                    | 60000 pieces               |               |
| 3.     | Lamination<br>pouches 6"X 7"                      | 150<br>microns | Yes                    | 30000                      |               |
| 4.     | Long Laces 36"<br>(Green) 144<br>Laces per Bundle | Superior       | Yes                    | 1000 Packets               |               |
| 5.     | Duplicating paper<br>Ballarpur                    |                |                        |                            |               |
|        |   | 65 GSM         | Yes                    | 500 reams                  |               |
|        |   | 70GSM          | Yes                    |                            |               |
|        |   | 75 GSM         | Yes                    |                            |               |
|        |   | 80 GSM         | Yes                    |                            |               |
| 6.     | White Fluid &<br>Diluter (15ml.)                  | Kores          | No                     | 500                        |               |
| 7.     | Red Fluid   | Kores          | No                     | 50                         |               |
| 8.     | All pin packets                                   | Grace          | No                     | 500                        |               |
| 9.     | Note Sheet Single<br>line White                   | 70 GSM         | Yes                    | 300                        |               |
| 10.    | Note Sheet Single<br>line Green                   | 70 GSM         | Yes                    | 200                        |               |
| 11.    | Ball Pens   | Cello Clear    | No                     | 1000                       |               |
| 12.    | Cello Tape ½"                                     | Prime          | Yes                    | 100                        |               |
| 13.    | Dumper Superior                                   | Superior       | Yes                    | 100                        |               |
| 14.    | Dak Pad   | Neelgagan      | Yes                    | 25                         |               |
| 15.    | Pin Cushion                                       | Royal Sup      | Yes                    | 50                         |               |
| 16.    | Signature Pad                                     | Neelgagan      | No                     | 100                        |               |
| 17.    | Gum Powder  | Superior       | Yes                    | 50Kg                       |               |
| 18.    | File flapper Band                                 | Superior       | Yes                    | 5000                       |               |
| 19.    | Stamp Pad Ink                                     | Ashoka         | No                     | 100                        |               |
| 20.    | Pencil Black Soft                                 | Natraj         | No                     | 1000                       |               |
| 21.    | Plastik Folder<br>double punch                    | Superior       | Yes                    | 200                        |               |
| 22.    | Hi Lighter Pen                                    | Luxor          | No                     | 50                         |               |
| 23.    | Single Punch                                      | Kangaroo       | No                     | 25                         |               |

| <b>Sr. No</b> | <b>Name of Item</b>                | <b>Make</b>        | <b>Sample Required or not</b> | <b>Appxt quantity Upto31.5.10</b> | <b>Rate per unit</b> |
|---------------|------------------------------------|--------------------|-------------------------------|-----------------------------------|----------------------|
| 24.           | Plastik folder Milky with Sticks   | Superior           | Yes                           | 200                               |                      |
| 25.           | Table Diary Stand                  | Omega              | No                            | 20                                |                      |
| 26.           | File Card Board White with Flapper | Superior           | Yes                           | 2000                              |                      |
| 27.           | Add Gel Refill                     | Add Gel            | No                            | 50                                |                      |
| 28.           | Ordinary Refills                   | Superior           | yes                           | 600                               |                      |
| 29.           | Jetter Refills                     | Reynolds           | Yes                           | 3100                              |                      |
| 30.           | Type Rubber Non Dust               | Apsara             | No                            | 100                               |                      |
| 31.           | Small Tag                          | Superior           | Yes                           | 100 Bdl                           |                      |
| 32.           | Carbon Paper                       | Kores Silver Black | No                            | 100 packets                       |                      |
| 33.           | Gum bottle Big 700 ml              | Kores              | No                            | 20                                |                      |
| 34            | Gum bottle Small 150ml             | Kores              | No                            | 500                               |                      |
| 35            | Gum Tube                           | Kores              | No                            | 100                               |                      |
| 36            | Sketch Pen                         | Luxor              | No                            | 50                                |                      |
| 37            | Fevicol MR 30 grams                | Pidilite           | No                            | 2000                              |                      |
| 38            | Glue Stick 15 gm                   | Kores              | No                            | 100                               |                      |
| 39            | Stamp Pad Self inking              | Ashoka             | no                            | 100                               |                      |
| 40            | Theread Ball (100 gms)             | Superior           | yes                           | 200 balls                         |                      |
| 41            | White board marker                 | Luxor              | No                            | 100                               |                      |
| 42            | Permanent marker                   | Luxor              | No                            | 50                                |                      |
| 43            | Slip pad                           |                    |                               |                                   |                      |
|               | 22 No                              | Neelgagan          | No                            | 100                               |                      |
|               | 33 No                              | Neelgagan          | No                            | 50                                |                      |
| 44            | Stapler Pins                       |                    |                               |                                   |                      |
|               | 10 No                              | Kangaroo           | No                            | 300 pkts                          |                      |
|               | 24/6                               | Kangaroo           | No                            | 50 pkt                            |                      |
|               | Stapler 10 D                       | Kangaroo           | No                            | 50                                |                      |

| Sr. No | Name of Item           | Make         | Sample Required or not | Appxt quantity Upto 31.5.10 | Rate per unit |
|--------|------------------------|--------------|------------------------|-----------------------------|---------------|
| 45     | Plastic Sutli          | Superior     | Yes                    | 200 Kg                      |               |
| 46     | Rice paper Bilt        | 40GSM (A-4)  | Yes                    | 300 reams                   |               |
| 47     | Rice Paper Bilt        | 70 GSM (A-4) | Yes                    | 600 reams                   |               |
| 48     | Ruled Register         |              |                        |                             |               |
|        | 2 Quire                | Ballarpur    | Yes                    | 700                         |               |
|        | 3 Quire                | Ballarpur    | Yes                    | 500                         |               |
|        | 4 Quire                | Ballarpur    | Yes                    | 200                         |               |
|        | 5 Quire                | Ballarpur    | Yes                    | 100                         |               |
|        | 6 Quire                | Ballarpur    | Yes                    | 100                         |               |
| 49     | Cello Tape 1”          | Superior     | Yes                    | 50                          |               |
| 50     | Pilot Pen              | Luxer        | No                     | 40                          |               |
| 51     | Double Punch           | Kangaroo     | No                     | 50                          |               |
| 52     | Flag strip Colored     | Superior     | Yes                    | 50                          |               |
| 53     | Court Paper (Green) FS | Ballarpur    | Yes                    | 10 Reams                    |               |
| 54     | Add Gel Achiever Pen   | Add Gel      | No                     | 50                          |               |
| 55     | Color Paper Clips      | Superior     | Yes                    | 30 Packets                  |               |
| 56     | Sharpener              | Natraj       | No                     | 50                          |               |
| 57     | Jotter Refill          | Luxor        | Yes                    | 50                          |               |
| 58.    | Conference pad         | Neelgagan    | Yes                    | 5000                        |               |
| 59.    | Refill Cello           | LP 3000      | Yes                    | 2500                        |               |
| 60.    | Refill Cello           | Follmate     | Yes                    | 100                         |               |
| 61.    | Pilot Pen              | Hi-Tech V-5  | No                     | 50                          |               |
| 62     | Uniball Pen            |              | No                     | 50                          |               |
| 63.    | File cover (Red)       | Superior     | Yes                    | 500                         |               |

**Signature of authorized signatory of the tenderer**

## RATE LIST OF SANITARY ITEMS

| S No. | Name of item                       | Make    | Whether sample Required or not | Appxt quantity upto 31.5.09 | Rate per unit |
|-------|------------------------------------|---------|--------------------------------|-----------------------------|---------------|
| 1.    | White Phenyle                      | Raksak  | No                             | 1500 Bottles                |               |
| 2.    | Black Phenyle                      | -do-    | No                             | 400 Bottles                 |               |
| 3.    | Acid                               |         | No                             | 250 Bottles                 |               |
| 4.    | Phenyle Goli (Trishul Brand)       |         | No                             | 50 Kg                       |               |
| 5.    | Odonil                             | Small   | No                             | 140                         |               |
| 6.    | Liq. Soap                          | Rakshak | No                             | 250 lts                     |               |
| 7.    | Colin                              |         | No                             | 100 Nos.                    |               |
| 8.    | Floor duster 24 X 24               |         | No                             | 450 Nos.                    |               |
| 9.    | Ful Jharoo 350 grams               |         | No                             | 400                         |               |
| 10.   | Bans Jharoo                        |         | No                             | 300                         |               |
| 11.   | Nirma Powder (1 Kg.)               |         | No                             | 300 Kg                      |               |
| 12.   | GEM Powder (1Kg.)                  |         | No                             | 250 Kg                      |               |
| 13.   | Lux Soap100 gm                     |         | No                             | 250                         |               |
| 14.   | Lifebouy Soap                      |         | No                             | 700                         |               |
| 15.   | Duster 24x24                       | White   | No                             | 700                         |               |
| 16.   | Duster 36x36                       | White   | No                             | 700                         |               |
| 17.   | Glass Tumbler                      | Yera    | No                             | 1000                        |               |
| 18.   | Candles with stand                 |         | No                             | 500                         |               |
| 19.   | Baygon Spray(5Lt)                  |         | No                             | 50 tins                     |               |
| 20.   | Room freshener                     | Fresco  | No                             | 70                          |               |
| 21.   | Room freshener                     | Premium | No                             | 70                          |               |
| 22.   | Harpik Toilet Cleaner<br>500 mg.   |         | No                             | 50                          |               |
| 23.   | Lizol Floor Cleaner<br>500 mg.     |         | No                             | 50                          |               |
| 24.   | Domex Floor Cleaner<br>500 mg.     |         | No                             | 50                          |               |
| 25.   | All Out Refill pack<br>(45 Nights) |         | No                             | 100                         |               |
| 26.   | Harpik Cake (Tikki)<br>50 gms.     |         | No                             | 50                          |               |
| 27.   | Dusters (Yellow) 24x24             |         | Yes                            | 50                          |               |

| <b>S No.</b> | <b>Name of item</b>                            | <b>Make</b> | <b>Whether sample Required or not</b> | <b>Appxt quantity upto 31.5.09</b> | <b>Rate per unit</b> |
|--------------|--|-------------|---------------------------------------|------------------------------------|----------------------|
| 28.          | Ful Jharoo (Hari Ram Gulab Rai)                |             | Yes                                   | 200                                |                      |
| 29.          | Dust Bin 10 Ltr Approx Medium (Cello)          | Superior    | Yes                                   | 150                                |                      |
| 30.          | Dust Bin with lid 10 Ltr Approx Medium (Cello) | Superior    | Yes                                   | 10                                 |                      |
| 31.          | Hit Spray Mosquito/Flies 250 ml.               |             | No                                    | 30                                 |                      |
| 32.          | Urinal and sanitary cube                       |             | Yes                                   | 200                                |                      |

**Signature of authorised signatory of the tenderer**