

PRASAR BHARATI
(Broadcasting Corporation Of India)
News Services Division:All India Radio

No.7(6)/2007-08-G

New Delhi, Dated 29/03/2011

To,

M/S _____

Sir,

The News Services Division, All India Radio, New Delhi requires Printer Cartridges/Fax Cartridges and Consumable items for its use. These items are generally purchased on monthly basis. It may be noted that the rates quoted should be valid for one year.

2. Interested parties may send their quotation with complete details about the items mentioned in the list enclosed. It may be noted that these items will be delivered at Room No.317,N.B.H.,New Delhi.

3. The firm should be in existence for over 5 years in the city and registered with Delhi Sales Tax Department. Sales Tax Assessment Report of last 3 years should be submitted along with copies of Income Tax return filed in last 3 years.

4. The firms are required to prove their competence for undertaking the job in question and shall therefore furnish proof of their standing and goodwill. Certificate/ Documentary proof of supply to other Ministry/Department (with complete address and telephone numbers),if available may also be attached.

5. Income Tax clearance certificate for last three years must be attached.

6. If firms meet the above requirement, it may apply in the prescribed Performa at Annexure I in sealed cover duly subscribed. Quotation of the above items may be sent to the undersigned so as to reach by 2.00 P.M. on 13.04 2011 or deposited in the tender Box kept in the room of undersigned of N.B.H. NSD, AIR, New Delhi not later than 2.00 P.M. on 13.04.2011 along with self attested photocopies of Income Tax Return for last three years, VAT Registration Number, PAN number, Quotation received after

stipulated date/time shall not be entertained. The Quotation will be opened on 13.4.2011 at 3.00 P.M. in the room of Deputy Director (Admn), N.B.H. NSD, AIR, New Delhi in the presence of the tenderers or their representatives who may like to be present

7. The following terms and conditions may be kept in view while sending your tender:-

a) The firms should be position to supply listed items in enclosed list.

b) This department will not accept the refilled/duplicate cartridges.. As such, the item offered should be quality/ branded items from the original manufactures. The suppliers will ensure replacement, within a week time, in respect of the defective items, at his own cost.

c. The owner/firms should give his own direct telephone (Office as well as residence) and also mobile3 phone for delivery of material in emergent case during Sunday and Holidays.

d) In case of owner/firm for late supply or backing out in mid terms without any explicit consent of this Department, this Division will purchase the material from open market with the risk and cost of the defaulting contractor.

8. An earnest money of Rs.15,000/- (Rs Fifteen Thousand Only) has to be deposited through a demand draft or any scheduled bank in Delhi drawn in favor of DG(News), NSD, AIR, New Delhi along with the quotation. Quotation received without earnest money will not be considered. The earnest money deposited by successful tender shall be retained as the security deposit for the fulfillment of performance of the terms and conditions of the contract.

The security deposit will be refundable after successful completion of the contract to the adjustment of dues against the contractors. Earnest money will be refunded to the unsuccessful tenders on the finalization of the contract.

9. The above act of the backing out would automatically debar the firm dealing with this department and security amount would be forfeited.

10. No advance payment would be made. However, it is the interest of the department to make the payment in respect of satisfactory supplies received within the month from the date of supply.

11. Tenderers may quote their unconditional rates strictly as per list of items enclosed. Cutting over-writing, if any, should be any countersigned.

12. A sample each of all the items, where ever possible .

13. The department reserved the right to accept or reject any tender in full or in a part without assigning any reason thereof and giving any compensation. The decision of the department in this regard shall be final and binding for the firms.

Your faithfully

(GITA RAM)
Sr. Administrative Officer,
NSD,AIR, New Delhi
For Director General (News)

Copy to:-

1. ADG (A) for information.
2. In-Charge IT unit placing on website.
- 3 Notice Board.

LISIT OF STATIONERY ITEMS

<i>S.No</i>	<i>Name of items</i>	<i>Quantity</i>	<i>Rate</i>	<i>Remarks</i>
1.	<i>Translator Paper 500 sheets</i>	<i>Per PKT + multiply of 50/100</i>		
2.	<i>Photo paer Modi Chanllenger A-4 Suze 5x2.30 Kg 75 gsm</i>	<i>Per Reem + multiply of 100/200/300</i>		
3.	<i>File cover</i>	<i>100 & multiply there of</i>		
4.	<i>File Board</i>	<i>100 & multiply there of</i>		
5.	<i>Ball Pen Ordinary</i>	<i>Multiply of 50/100</i>		
6.	<i>UNI Ball Pen</i>	<i>-do-</i>		
7.	<i>Add.Jal Pen</i>	<i>-do-</i>		
8.	<i>Pillot Pen V-5</i>	<i>-do-</i>		
9.	<i>Reynold Ball Pen</i>	<i>-do-</i>		
10.	<i>Jotter Pen</i>	<i>-do-</i>		
11.	<i>Seketch Pen Luxor</i>	<i>Multiply 5/10 Per pkt</i>		
12.	<i>High Lighter Pen Luxor</i>	<i>Multiply 5/10 Per pkt</i>		
13.	<i>Marker Pen Luxor</i>	<i>Multiply 5/10 Per pkt</i>		
14.	<i>Reynold Riffles</i>	<i>Multiply of 100/200</i>		
15.	<i>Ordinary Riffles JPH</i>	<i>One Pkt + multiply 50</i>		
16.	<i>Plastic File Cover</i>	<i>50/100 multiply thereof</i>		
17.	<i>Glue Sticks (Kores)</i>	<i>10/20 & multiply thereof</i>		
18.	<i>Fevicol Tube</i>	<i>-do-</i>		
19.	<i>Gum Bottle camel 100gms</i>	<i>-do-</i>		
20.	<i>Colure Flag Oddy 150 Sheet</i>	<i>-do-</i>		
21.	<i>Gum Stick Pad 3x3</i>	<i>-do-</i>		
22.	<i>Gum Stick Pad 4x4</i>	<i>-do-</i>		
23.	<i>Pencil HB</i>	<i>One Pkt</i>		
24.	<i>Note Sheet Green Square</i>	<i>50/100 multiply there of</i>		
25.	<i>Carbon Koreas Blue</i>	<i>One Pkt</i>		
26.	<i>All Pin Gem 100 gsm</i>	<i>50 pkt and multiply there of</i>		

27.	<i>Spiral Pad Pocket Size</i>	-do-		
28.	<i>Spiral Pad Big size Neelgagan</i>	-do-		
29.	<i>Gem Clip Plastic Coated</i>	-do-		
30.	<i>Gem Clip Steel</i>	-do-		
31.	<i>Paper weight</i>	<i>Per pic</i>		
32.	<i>Fax Rolls 15 mts</i>	<i>One each + 10 & multiply there of</i>		
33.	<i>Tag Cotton Good Quality</i>	<i>One Bundle +10/20 multiply there of</i>		
34.	<i>Stapler machine Kangaroo Medium</i>	<i>One each---do-</i>		
35.	<i>Stapler machine Kangaroo Small</i>	<i>One each -do-</i>		
36.	<i>Stapler Pin Medium</i>	<i>One Pkt—do-</i>		
37.	<i>Stapler Pin Small</i>	<i>--do-</i>		
38.	<i>Pin Cousin Plastic</i>	<i>One each—do-</i>		
39.	<i>Scale Plastic 12 inches</i>	<i>One each—do-</i>		
40.	<i>Punch Machine single hole</i>	<i>One each—do-</i>		
41.	<i>Punch Machine Double hole</i>	<i>--do--</i>		
42.	<i>Printer Ribbon LQ-100</i>	<i>--do--</i>		
43.	<i>White Correction Fluid Koreas</i>	<i>--do-</i>		
44.	<i>Register 1 Qr</i>	<i>--do-</i>		
45.	<i>Register 2 Qr</i>	<i>--do-</i>		
46.	<i>Register 3 Qr</i>	<i>---Do--</i>		
47.	<i>Register 4 Qr</i>	<i>--do--</i>		
48.	<i>Register 6 Qr</i>	<i>--do--</i>		
49.	<i>Index Register Alphabetic 4 Qr</i>	<i>One each+10/20 multiply thereof</i>		
50.	<i>Dak Pad Neelgagan</i>	<i>--do-</i>		
51.	<i>Desk Clander Stand Big</i>	<i>--do--</i>		
52.	<i>Desk Clander Stand Small</i>	<i>---do--</i>		
53.	<i>Desk Clander Riffle Big</i>	<i>--do-</i>		

54.	<i>Desk Clander Riffle Small</i>	--do-		
55.	<i>Borad Pin</i>	--do-		
56.	<i>Telephone Folder Solo 20 Pages</i>	--do-		
57.	<i>Engagement Stand A-4 Plastic</i>	--do-		
58.	<i>Plastic File Try</i>	--do--		
59.	<i>Pen Stand Big size Plastic with four holder</i>	--do--		
60.	<i>Pen Stand Small size plastic with two holder</i>	---do-		
61.	<i>Lock Harrison 40 mm Brass</i>	--do-		
62.	<i>Lock Harrison 60 mm Brass</i>	--do-		
63.	<i>Numbering Lock Medium Size</i>	--do-		
64.	<i>Packing Tape 2 inches</i>	--do-		
65.	<i>Floppy Sony 3.5 MB</i>	--do-		
66.	<i>Card Board Plastic</i>	--do--		
67.	<i>PVC Tape steel grip 1 inches</i>	--do--		
68.	<i>Cello Tape Taxo 30 years ½ inches</i>	--do--		
69.	<i>Cello Tape Taxo 1 inches</i>	--do--		
70.	<i>Stamp Pad self Inking Supreme</i>	--do--		
71.	<i>Stamp Pad Ink</i>	--do--		

1.	<i>Attendance Register</i>	<i>One each multiply 10/20 there of</i>		
2.	<i>Proposal and contract Register 4 Qrs</i>	<i>---do-</i>		
3.	<i>Section Diary Register 6 Qrs</i>	<i>--do-</i>		
4.	<i>Dispatch Register 6Qrs</i>	<i>--do-</i>		
5.	<i>P.B.R. Plastic Binding 100 pages</i>	<i>--do-</i>		
6.	<i>P.B.R. Plastic Binding 200 pages</i>	<i>---do-</i>		
7.	<i>P.B.R. Plastic Binding 300 pages</i>	<i>---do--</i>		
8.	<i>Bill Register GAR-9 200 pages</i>	<i>---do-</i>		
9.	<i>Cheque Issue Register 200 pages</i>	<i>---do-</i>		
10.	<i>E.C.R CAM-9 pages</i>	<i>--do--</i>		
11.	<i>Contingent Charge Register 200 pages</i>	<i>--do--</i>		
12.	<i>Supplier Bill Register 200 pages</i>	<i>--do--</i>		
13.	<i>Stock register SY240,200 pages</i>	<i>--do--</i>		
14.	<i>Stock register S-150,200pages</i>	<i>--do-</i>		
15.	<i>Increment Register 3 Qrs</i>	<i>--do--</i>		
16.	<i>Acquaintance Roll 6 Qrs</i>	<i>--do--</i>		
17.	<i>Peon Book</i>	<i>--do--</i>		
18.	<i>Car Log Book 4 Qrs</i>	<i>--do--</i>		
19.	<i>Pay order Book AIR-A2-200 pages</i>	<i>--do--</i>		
20.	<i>Bank Book with printing 200 pages</i>	<i>--do--</i>		
21.	<i>Contract Form AIR P-1</i>	<i>500 Sheet-do--</i>		
22.	<i>Reapply Sheet</i>	<i>500 Sheet -do--</i>		

23.	<i>Receipt</i>	<i>500 Sheet -do--</i>		
24.	<i>File Cover with printing</i>	<i>One each multiply of 1000 there of</i>		
25.	<i>Slip Pad Printing 80 pages medium simple</i>	<i>One each multiply of 500 thereof</i>		
26.	<i>Pay Bill outer</i>	<i>100 each+ multiply of 500 thereof</i>		
27.	<i>Pay bill inner</i>	<i>---do--</i>		
28.	<i>TDS Form 16</i>	<i>One pad multiply of 20/20 thereof</i>		
29.	<i>TDS Form 16 A</i>	<i>---do--</i>		
30.	<i>Medical Claim form</i>	<i>100 each multiply of 20/30 there of</i>		
31.	<i>TA Form for Tour</i>	<i>---do--</i>		
32.	<i>TA Form</i>	<i>---do---</i>		
33.	<i>LTC Advance Form</i>	<i>---do---</i>		
34.	<i>LTC Claim form</i>	<i>---do---</i>		
35.	<i>EL From</i>	<i>--do-</i>		
36.	<i>LPC Form</i>	<i>---do--</i>		
37.	<i>Service Book</i>	<i>One each ---do--</i>		
38.	<i>Envelop Brown S-5 with printing</i>	<i>1000Nos.+multifly of 5000 thereof</i>		
39.	<i>Envelop BrownS-6 with printing</i>	<i>---do---</i>		
40.	<i>Envelop BrownS-7 with printing</i>	<i>---do----</i>		
41.	<i>Envelop Brown ColothS-8 printing</i>	<i>---do---</i>		
42.	<i>Window Envelop S-6</i>	<i>---do---</i>		
43.	<i>Envelop white A4Size</i>	<i>---do---</i>		

<i>S.No.</i>	<i>Name of Items</i>	<i>Quantity</i>	<i>Rate</i>	<i>Remarks</i>
1.	<i>Cup plate Bone china (Fine)</i>	<i>2,5 Dozen & multiply there of</i>		
2.	<i>Tea Mug Bone China</i>	<i>--do--</i>		
3.	<i>Full Plates Bone China</i>	<i>--do-</i>		
4.	<i>Quarter Plate Bone China</i>	<i>---do----</i>		
5.	<i>Dinner Set 40 Pices and 60 Pieces (Fine Bone China)</i>	<i>2,5,10 Sets</i>		
6.	<i>Tea Spoons</i>	<i>1,2,5,10 Dozens</i>		
7.	<i>Service Spoons</i>	<i>---do--</i>		
8.	<i>Glass Tumbler Yera</i>	<i>--do--</i>		
9.	<i>Cut Glass Fancy</i>	<i>---do---</i>		
10.	<i>Glass Coaster Plastic</i>	<i>1,,2,5, Set</i>		
11.	<i>Big Cell Eveready</i>	<i>5,10,20 Dozens</i>		
12.	<i>Medium Cell Eveready</i>	<i>---do---</i>		
13.	<i>Pencil Cell Eveready</i>	<i>---do---</i>		
14.	<i>Pencil Cell Durra</i>	<i>--do--</i>		
15.	<i>charges Pencil cell sony</i>	<i>---do---</i>		
16.	<i>Cell AAA Size Eveready</i>	<i>--do--</i>		
17.	<i>Broom Sticks</i>	<i>1,2, Dozen</i>		
18.	<i>Broom Phool</i>	<i>---do--</i>		
19.	<i>Liquid Soap Dettol</i>	<i>One dozens</i>		
20.	<i>Soap Breeze</i>	<i>1,2,5,10, Dozen</i>		
21.	<i>Soap Lux 100 gm.</i>	<i>--do--</i>		
22.	<i>Water Jug Plastic Good Quality</i>	<i>---do--</i>		
23.	<i>Mayur water jug 10 ltr</i>	<i>One each</i>		
24.	<i>Towel Big Size 36x52</i>	<i>1,2,5, Dozon</i>		
25.	<i>Key Purse</i>	<i>One dozon</i>		

	<i>Medium Size leather</i>			
26.	<i>Room Freshener 300 ml.</i>	<i>---do--</i>		
27.	<i>Tharmas Flask Eagle 1Ltr./2ltr</i>	<i>---do--</i>		
28.	<i>Hit Spray 250 ml</i>	<i>---do--</i>		
29.	<i>Waste Paper Basket Good quality</i>	<i>---do--</i>		
30.	<i>Dustbin 60 Ltr.with cover</i>	<i>One Dozon</i>		
31.	<i>CDR with cover (Sony)</i>	<i>10,20,30 & multiply there of</i>		
32.	<i>CD (RW) with cover (Sony)</i>	<i>----do---</i>		
33.	<i>Colin Spray 500 ml.</i>	<i>----do---</i>		
34.	<i>Harpic 500 ml</i>	<i>----do---</i>		
35.	<i>Tissue paper perfumed 200 sheet</i>	<i>----do---</i>		
36.	<i>Jute</i>	<i>5,10 Kg & multiply of 10 Kgs</i>		
37.	<i>Vim</i>	<i>Per kg</i>		
38.	<i>Feena</i>	<i>--do--</i>		
39.	<i>Gutta</i>	<i>Per Hundred</i>		
40.	<i>Umbrella Folding</i>	<i>1,2, & multiply there of</i>		
41.	<i>Odonil</i>	<i>--do---</i>		
42.	<i>Phenyle Trishul 5 ltr</i>	<i>Five ltr</i>		
43.	<i>Finit</i>	<i>--do--</i>		
44.	<i>Finit Pump</i>	<i>1,23,& multiply there of</i>		
45.	<i>White Duster 36x36</i>	<i>1,5,10,20,Dozens</i>		
46.	<i>Yellow Duster 36x36</i>	<i>---do---</i>		
47.	<i>Floor Duster 36x36</i>	<i>--do---</i>		
48.	<i>Scissor Medium Size</i>	<i>1,5, & multiply there of</i>		
49.	<i>Scissor Steel Biz Size</i>	<i>---do---</i>		

50.	<i>All out with riffle</i>	--do---		
51.	<i>All out riffle</i>	--do--		

<i>SL.No</i>	<i>Name of items</i>	<i>Rate per each</i>	
<i>1.</i>	<i>Tonner 5100 SF Samsung</i>		
<i>2.</i>	<i>Tonner 4216 D Samsung</i>		
<i>3.</i>	<i>Tonner 4720 Samsung</i>		
<i>4.</i>	<i>Tonner FX-3 Cannon</i>		
<i>5.</i>	<i>Tonner 1560 Toshiba Photocopier machine</i>		
<i>6.</i>	<i>Tonner e Studio-352 Photocopier machine</i>		
<i>7.</i>	<i>Tonner e studio-282 photocopier machine</i>		
<i>8.</i>	<i>Tonner e studio-455 photocopier machine</i>		