



## TEA BOARD

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Dated : 28.02.2011

Subject: Procurement of Stationery Items for the year 2011-12

### Tender No.99

The Tea Board requires the stationery items/Cleaning materials/Crockery as shown in the table for its use. These items are generally purchased on month-to-month basis.

#### Name of the Stationery Items

Sl No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum	Brand Name	Rate/unit
1	Ball Pen (Reynold/Faber-Castell or similar)	Nos	800		
2	Ball Pen refill (Reynold/Faber-Castell or similar)	Nos	600		
3	Candle (6 pcs per pkt) 9"	Pkt	76		
4	Gel Pen (0.5) – Cello/Faber Castell	Pcs	200		
5	Gel Refill – Cello/Faber Castell	pcs	200		
6	Permanent Marker Pen (Luxor/Faber Castell) (Yellow/Green/Red)	Nos	72		
7	Pencil HB (Natraj/Faber Castell or similar type)	Nos	1000		
8	Short Hand Pencil (Apsara/Faber Castell or simlar)	Nos	72		
9	Pencil Sharpner (Natraj/Faber Castell or similar tyhpe)	Nos	72		
10	Multimarker pen Faber Castell or similar	Nos	72		
11	Textliner Faber Castell or simlar	Nos	72		
12	Pen Stand Medium size with two jotter pen	Nos	25		
13	Pencil Eraser (Natraj/Faber Castell or similar type)	Nos	360		
14	Desk Calendar Stand Plastic Make Gripex or similar	Nos	25		
15	Scale (Stainless Steel) 12"	Nos	50		
16	White Correcting Fluid and diluter Set (Kores)	Nos	300		
17	Carbon Sheet Black (Kores)	Pkt	40		

18	Carbon Sheet Blue (Kores)	Pkt	15		
19	Cello Tape (Small) 1"	Nos	200		
20	Cello Tape (Medium) 1½"	Nos			
21	Cello Tape (Big)2"	Nos	250		
22	Damper (Water sponge) Gripex or similar	Nos	50		
23	Double Punch (Kangaroo or similar)	Nos	72		
24	Index File (Ambassador or similar)	Nos			
25	Note Sheet Green - File Size (FS) 80 GSM (1 - Pad : 100 pages)	Nos	300		
26	Gum (Camel or similar type) 750 ML	Nos	36		
27	Gum (Camel or similar type) 150 ML	Nos	48		
28	Packing tape (Brown) 2 inch	Nos	72		
29	Paper Weight Medium Size	Nos	100		
30	Paper Clip 18/32 mm powder coated (Bulldog clip)	Pkt	72		
31	Paper A4 Size 75 g/m2 – Ream (JK or similar)	Nos	1400		
32	Paper A3 Size – Ream (JK or similar)	Nos	20		
33	Paper FS Size – Ream (JK or similar)	Nos	110		
34	Pin (Bell Brand or similar type)	Pkt	220		
35	Pin Cushion	Nos	72		
36	Plastic folder one upside transparent file size	Nos	700		
37	Punch Single Steel for 10-25 pages (Kangaroo) 4.5 mm	Nos	96		
38	Sealing Wax (Standard)	Pkt	20		
39	Signature Pad (Best)	Nos	25		
40	Stamp Pad (Plastic Faber Castell or similar type) (Standard size)	Nos	72		
41	Stamp Pad Ink (Plastic Faber Castell or similar type)	Nos	72		
42	Stapler Machine No.10 (Kangaroo brand)	Nos	180		
43	Stapler Pin No.10 (Kangaroo)	Pkt	200		
44	Stapler Machine No.24/6 (Kangaroo)	Nos	72		
45	Stapler Pin No.24/6 (Kangaroo)	Pkt	150		
46	Duster Cloth 60 cm x 20 cm	Nos	1000		
47	Towel Standard Size 60" x 36 cm (Branded)	Nos	100		
48	Towel Small Size (Branded)	Nos	50		
43	Towel (Medium) White 24/16"	pcs			
50	Transparent Sheets (100 Sheets)	Nos	20		
51	Plastic Channels	Nos	800		
52	Twin Ball Brown	Nos	80		
53	Twin Ball White	Nos	50		
54	Box File (Plastic) 16"/10"	Nos	75		
55	Clip Board 13"/9"	Nos	40		
56	Gems Clip (Bell Brand)	Pkt	480		
57	Tag (Cotton) (Standard Size)	Bundle	100		
58	Waste Paper Basket	Nos	75		

59	Yellow Polishing Cloth 24/18"	Nos	480		
60	Odonil (Small Size) 50 gm	Nos	300		
61	Room Spray (Branded) 160 ml	Nos	180		
62	Brown Packing Paper	Nos	600 sheets		
63	Correction Pen (White) Flair 10 ml/ Faber Castell	pcs	50		
64	Paper 'F' Cap (Plain)	sheets	500		
65	Paper 'F' Cap (Ruled)	Sheets	500		
66	Type Ribbon (Kores)	pcs	18		
67	Brown Tape 1"	Pcs	80		
68	Brown Tape ½"				
69	Sticky Pad (various colours) 3m	pkts	100		
70	Glue stick Fevistick/Faber Castell or similar 15gm	pcs	180		
71	Scissors (Medium size)	Pcs	60		

### **Computer Peripherals:**

Sl No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum	Brand Name	Rate/unit
1	CD Re-writable 700 MB (Moserbear/Sony)	Nos	100		
2	CD Recordable 700 MB (Moserbear/Sony)	Nos	1000		
3	DVD Re-writable 4.7 GB (Moserbear/Sony)	Nos	100		
4	DVD Recordable 4.7 GB (Moserbear/Sony)	Nos	100		
5	Floppy Box (10 floppies)	Nos	75		
6	Pen Drive (2/4/8 GB) (Transcend or similar)	Nos	25		
7	Toner Cartridge 12 A (HP Laserjet 1020)	Nos			
8	Ink Cartridges different Model of HP Printers				
Refilling of cartridges:					
8	Refilling of Toner Cartridge 12 A (HP Laserjet 1020)	Nos	67 printers		
9	Refilling of Ink Cartridges different Models Black 41, 45, 15, 78, 23, 27, 56	Nos			
10	Refilling of Ink Cartridges different Models Colour 41, 45, 15, 78, 23, 27, 56	Nos			
11	Refilling of Ink Cartridges (different model black/colour) 6000A, 6001A, 6002A, 6003A	Nos			
12	Refilling of Ink Cartridges Model black/colour - Q4836A, Q4837A, Q4838A	Nos			
13	Refilling of Ink Cartridges Model black/colour - Q4844	Nos			

**Cleaning Materials:**

Sl No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum	Brand Name	Rate/unit
1	Phenoil Black (5 Ltr Jars)	Nos	148 Jars		
2	Phenoil White (5 Ltr Jars)	Nos	148 Jars		
3	Bleaching Powder (500 gm)	Pkt	300 Kgs		
4	Liquid Soap (Hand wash) 5 L jar	Nos	80		
5	Liquid Soap (Floor wash) 5 L jar	Nos	125		
6	Broom stick Standard Size good quality	Nos	120 Kgs		
7	Phool Jadu (Broom Stick-Good quality)	Nos	375		
8	Naphthalin Balls 200 gm pkt	Pkt	300		
9	Cleaning Powder (Vim) 500 gm	Pkt	800		
10	Red Kharwar (6m – than)	Nos	115 (Than)		
11	Soap Toilet (Margo 75/100 gm)	Nos	160		
12	Soap Washing (501 Bar or similar)	Nos	450		
13	Bucket (Plastic) 16 L	Nos	100		
14	Mug (Plastic) Medium	Nos	150		
15	Feather Duster	Nos	300		
16	Comode Brush (Good quality)	Nos	120		
17	Acid 1 L (Glass bottle – Good quality)	Nos	500		
18	Jute (Pat)	Nos	120		
19	Jute (Cotton)	Nos	30 Kgs		

**Crockery:**

Sl No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum		Rate/unit
1	Cups & Saucers (Good Quality)	Nos	500		
2	Glass Tumbler (Yera or similar)	Nos	600		
3	Lunch Plate (La Opala or similar)	Nos	56		
4	Quarter Plate (La Opala or similar)	Nos	56		
5	SS Spoons Good quality	Nos	56		
6	SS Forks Good quality	Nos	56		
7	Bowls Small Size (La Opala or similar)	Nos	56		

2. Firms, who fulfill the following criteria should apply:

- i) The dealer should have at least three years of experience of supplying of Stationery items in at least 3(three) Government of India offices in each of last three years.
- ii) The firm should not have been blacklisted by any Government of India offices.

3. Interested parties may send their quotations quoting rates for all the items with complete details about the Stationery items as mentioned in the table above. It may be noted that the selected tenderer would be required to supply Stationery Items at the Central Stores of Tea Board at the Basement of Tea Board building, 14 BTM Sarani, Kolkata 700 001.

4. The rates quoted should be valid till **31.03.2012**.

5. Sealed quotations, duly super-scribed "Quotation for Stationery Items" and addressed to the undersigned may be sent in sealed cover may be deposited in the Tender Box kept in the Ground floor of Tea Board office not later than **21-03-2011** for the date of issue may indicated . Quotations received after stipulated date/time shall not be entertained.

6. An earnest money of Rs.5,000/- has to be deposited in the form of bank draft drawn in favour of Tea Board along with the quotation. Registered suppliers under DGS&D are exempted from security deposit. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. Successful tenderers will have to deposit or convert the earnest money as security money in the shape of Bank Guarantee/Fixed Deposit for the period of contract. Security money will be forfeited if the firm fails to perform any of the terms or conditions of our tender enquiry.

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

- a) The firm should be in a position to supply Stationery items mentioned in the above table on very short notice as and when needed.
- b) The stationery items should be delivered to the Central Stores at the basement of Tea Board.
- c) The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone. The mobile number also may be given. The firm should be able to provide Stationery items on holidays also.
- d) No request for escalation of rates would be entertained after approval of the rates.
- e) The **stationery items should be of standard make**. Full particulars as to the Specifications, brand and makers name should be stated.
- f) In case it is noted that the items are not of standard make, it would be open for the Tea Board to cancel the contract forthwith and forfeit the security.
- g) The firms must be registered with West Bengal VAT Tax Department.
- h) The firm/company should produce the photocopies of documents related to PAN Number, TAN Number and Service Tax Numbers etc. Undertaking in favour of eligibility criteria mentioned in para 2 above must be submitted.
- i) Incomplete quotations in any manner will not be accepted and are liable to be rejected.

8. Tenderers may please quote their unconditional rates strictly as per list of items enclosed. Cutting/overwriting, if any, should be countersigned.

9. The Tea Board reserves the right to accept or reject any tender in full or in part without assigning any reason thereof.

Secretary  
Tea Board