

NOTICE INVITING TENDER

Office of the Accountant General (A&E) Haryana, Chandigarh, invites sealed quotations from reputed firms up-to 3:00PM of 23.5.06 for rate contract of Stationery costing about Rs.4.00 lakhs and Sanitary Items costing Rs.1.50 lakh (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. up-to 19.5.06. These can also be downloaded from our website <http://www.aghry.nic.in>.

Sd/-
Sr. Dy. Accountant General(Admn)

TERMS AND CONDITIONS

- 1) The sealed quotations must be submitted up-to 23.5.06 addressed to Sr. 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.5000/- in the shape of Bank Draft drawn in favour of the Accountant General (A&E), Haryana, payable at Chandigarh.
- 2) The quotations envelop must super scribe 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 31.5.2007. Any breach of contract will liable for penalty as per following clause (4).
- 4) In case any of the supplier failed to supply the material as contracted upon the same will be purchased 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 23.5.06 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 to the unsuccessful bidders will be returned within 15 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.
- 15) Sr. A.O.(CRT) reserves the right to increase or decrease the quantity of any of the 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) Sr. Deputy Accountant General (Admn) reserves the right to cancel any or all the quotations without assigning any reason.

Sd/-
Sr. Accounts Officer (CRT)

List of Stationary Items

Sr. No	Name of Item	Make	Sample Required or not	Approx. quantity Upto30.4.07	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 13 ½ ”X10 ½”	32 Onz	No	50000 pieces	
3.	Lamination pouches 6”X 7”	150 microns	Yes	25000	
4.	Long Laces 36” long with 144 Nos (superior)	Green	Yes	1000 Packets	
5.	Duplicating paper Billarpur				
		65 GSM	Yes	500 reams	
		70GSM	Yes		
		75 GSM	Yes		
		80 GSM	Yes		
6.	White Fluid	Kores	No	500	
7.	Red Fluid	Kores	No	50	
8.	All pin packets	Grace	No	500	
9.	Note Sheet Single line White	60 GSM	Yes	300	
10.	Note Sheet Single line Green	70 GSM	Yes	200	
11.	Ball Pens	Cello Clear	No	500	
12.	Cello Tape ½”		Yes	100	

Sr. No	Name of Item	Make	Sample Required or not	Approx. quantity Upto30.4.07	Rate per unit
13.	Dumper Superior	Superior	Yes	100	
14.	Dak Pad	Neelgagan	No	25	
15.	Pin Cushion	Royal Sup	Yes	50	
16.	Signature Pad	Neelgagan	No	100	
17.	Gum Powder	Superior	No	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 double punch	Superior	Yes	200	
22.	Hi Lighter Pen	Luxor	No	50	
23.	Single Punch	Kangaroo	No	25	
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 6"	Superior	Yes	100 Bdls	
32.	Carbon Paper	Kores	No	100 packets	
33.	Gum bottle Big 700 ml	Kores	No	20	

Sr. No	Name of Item	Make	Sample Required or not	Approx. quantity Upto30.4.07	Rate per unit
34	Gum bottle Small 150ml	Kores	No	500	
35	Gum Tube	Kores	No	100	
36	Sketch Pen	Luxor	No	50	
37	Fevicol MR	Pidilite	No	2000	
38	Glue Stick 15 gm	Kores	No	100	
39	Stamp Pad Self inking	Ashoka	no	100	
40	Thread 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	
45	Plastic Suti	Superior	Yes	200 Kg	
46	Rice paper Bilt	40GSM	Yes	300 reams	
47	Rice Paper Bilt	70 GSM	Yes	200 reams	
48	Ruled Register				
	2 Quire	Ballarpur	No	700	
	3 Quire	Ballarpur	No	500	

Sr. No	Name of Item	Make	Sample Required or not	Approx. quantity Upto30.4.07	Rate per unit
	4 Quire	Ballarpur	No	200	
	5 Quire	Ballarpur	No	100	
	6 Quire	Ballarpur	No	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	No	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	

**Signature of authorised signatory of
the tenderer**

RATE LIST OF SANITARY ITEMS

S No.	Name of item	Make	Whether sample Required or not	Approx. quantity upto 30-4-07	Rate per unit
1.	White Phenyle	Raksak	No	1500	
2.	Black Phenyle	-do-	No	400	
3.	Acid		No	250	
4.	Phenyle Goli		No	50 Kg	
5.	Odonil	Small	No	140	
6.	Liq. Soap	Rakshak	No	250 lts	
7.	Colin		No	100 No	
8.	Floor duster		No	350 No	
9.	Ful Jharoo		No	400	
10.	Bans Jharoo		No	300	
11.	Nirma Powder		No	200 Kg	
12.	Vim Powder		No	250 Kg	
13.	Lux Soap100 gm		No	150	
14.	Lifebouy Soap		No	500	
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 freshner	Fresco	No	70	
21.	Harpik Toilet Cleaner		No	50	
22.	Lizol Floor Cleaner		No	10	
23.	Domex Floor Cleaner		No	10	

S No.	Name of item	Make	Whether sample Required or not	Approx. quantity upto 30-4-07	Rate per unit
24.	All Out Refill pack (60 Nights)		No	30	
25.	Harpik Cake (Tikki)		No	10	
26.	Dusters (Yellow) 24x24		Yes	50	
27.	Broom Stick Jharoo		Yes	20	
28.	Dust Bin 10 Ltr Approx Medium	Superior	Yes	150	
29.	Dust Bin with lid 10 Ltr Approx Medium	Superior	Yes	10	
30.	Hit Spray Mosquito		No	30	

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