

21 SEP 2016

21<sup>st</sup> September, 2016

To,

National Museum Website, E-Journal

Sub.: Call for quotations for "Stationery items" for the use in the National Museum- regarding Sir,

National Museum, Janpath invites sealed quotations from established/registered suppliers for supply of stationery items for its use. Sealed quotations may be submitted in sealed envelopes super scribed as Quotation for "Stationery items" addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.00 p.m . on or before 30<sup>th</sup> September 2016. *Quotations will be opened on the same day i.e. 30<sup>th</sup> September, 2016 at 3.00 PM by the Local Purchase Committee of the National Museum* in the presence of the tenderers or their representatives who may like to be present. Specification of the items required are mentioned in Annexure -A

Eligibility Criteria and Terms and Conditions

- 01 The invitation is open to all established genuine suppliers who are having PAN/TAN/VAT/TIN registration in their name
- 02 'QUOTATION for "Stationery items" should be written in block letters on the top of the Envelope. Last date of submission of the quotation and office reference no. may also be mentioned, on the envelope
- 03 It must be noted the rates quoted are for the ISI-approved items or must have the approve of some other recognized rating agency. Specification and brand of each items must be mentioned against each item.
- 04 The supplier will also be responsible for delivery of the goods in good condition in the office of National Museum at his own risk and cost.
- 05 It should be mentioned whether the products for which rates are quoted are from authorized dealer or not.
- 06 PLEASE SUBMIT EMD(EARNEST MONEY DEPOSIT)FOR AN AMOUNT OF RS.10000/- (RUPEES TEN THOUSAND ONLY)IN THE FORM OF DEMAND DRAFT IN FAVOUR OF D.D.O, NATIONAL MUSEUM, NEW DELHI, QUOTATIONS WITHOUT EMD SHALL BE LIABLE FOR REJECTION.
- 07 In case the supplier is not able to supply goods for which supply order has been placed within the stipulated time is 15 days from issue of supply order, the

supply order shall be cancelled and earnest money deposit by supplier of Rs. 10000/- shall be forfeited.

08 Tenderers may please quote their unconditional rates strictly as per schedule of goods enclosed.

09 The National Museum reserve the right to reject any or all the tender in full or part without assigning any reason therefore and without giving any compensation. The decision of the D.G. National Museum in this regard shall be final and binding on all.

10 It should be clearly mentioned whether the rates are inclusive of Vat, taxes, cartage etc. or otherwise. In case nothing is mentioned in this regard then it will be presumed that the rates quoted by the firm are inclusive of vat, taxes. Cartage etc. and no fresh claim in this regard will be entertained.

11 In case the rates are found to be more than prevailing market rates at any stage, the payment will be restricted to that rate/price and the firm/agency will not have any right to challenge this. No representation will be entertained in this regard.

**12 Quotation of Rates should be typed and no handwriting will be accepted.**

13 The items required by National Museum are generally purchased on monthly basis and some items on need basis as and required basis. **Validity of rates shall remain in force for six months from the date of opening the tender.**

**14 In case L1 declined to supply the material as per work order, the security deposit of Rs. 10000.00 will be forfeited without giving any notice. .**

**15 Rates should be quoted only on the format annexure-1.**

*16. Those who had applied earlier, need not to apply.*

Yours faithfully

*Parveen Singh Parihar*  
( Parveen Singh Parihar )  
Administrative Officer

Administrative Officer  
National Museum  
New Delhi

Copy to:

1. All L.P.C .Members, National Museum,
2. C.I.S.F. National Museum
3. Web site National Museum.
4. Notice Board
5. CPP Portal

**Annexure-A**

S.No	Name of items	Make and brand of stationery items	Price	Tax/Vat etc.
1	Flag good quality	25mmX76mmX 150sheets(1"X3")		
2	Glue Stick 15 gm.	(Faber castell)/fevical		
3	Note sheet(100pages 21cmX34cm )	Neelgagan		
4	Register (288 pages)	Neelgagan/Bitto/Classmate Ragister bound Excel(19.00 cmX30.50cm)/classmate/bittoo		
5	Register (384 pages)	Neelgagan/Bitto/Classmate Ragister bound Excel (19.00 cmX30.50cm )/classmate/bittoo		
6	Register (480 pages)	Neelgagan/Bitto/Classmate Ragister bound Excel (19.00 cmX30.50cm )/classmate/bittoo		
7	Pen(blue)0.45	Reynolds /cello Pack of 10		
8	Pen(black)0.45	Reynolds /cello Pack of 10		
9	Pen(Red)0.45	Reynolds /cello Pack of 10		
10	Reynolds gel pen(Blue) Trimax	Per pen		
11	File cover	Neelgagan File No.15 26cm X35.50cm		
12	File Board	Neelgagan file board thick No.31		
13	Pilot Hi-tech point 07	Per pcs.		
14	Stapler Small(HD-45 D)	Kangaro		
15	Stapler Big (HD-10 D)	Kangaro		
16	Plastic folder L shape(A4 size	Solo A4 size,Pack of 10		
17	Stamp Pad	Sentax		
18	J.K. copier A4 size paper(75 GSM(500 sheet in one pkt.)	J.K. copier		
19	Pencil Natraj(HB) Pack of 10	Natraj(HB)		
20	High Lighter Pack of 5	Luxer		
21	Sketch Pen Pack of 12	Luxer		
22	U clip	Plastic		
23	Reynolds permanent	Reynolds		

	marker (black color) Pack of 5			
24	Fevicol	50 gm.		
25	Reynolds Refill 0.45			
26	Peon book (Hard bound)	ABD		
27	Calculator(casio) MJ-120T			
28	Scale(Plastic) 12"	Apsara Delux		
29	Scissor Steel (kangaroo/Munix GL-2185)	kangaroo/Munix GL-2185		
30*	Hand made paper full size	As per sample		
31	Tissue paper ream(white)20"X30" 14 gams	Per pkt.(480 in one pkt.)		
32	Butter paper ream(white)20"X30" 95 GSM	Per pkt.(100 in one pkt.)		
33	Envelops white box(9X4) use for letters) 90 GSM without window	(250 in one box)		
34	Drawing sheet A-3 size			
35	Masks			
36.	Gloves	surgical		
37	Permanent Marker Pen size(White and black)Pack of 5	Camlin		
39.	Gloves cotton white			
39.	Wall clock	Ajanta		

- For sample and any enquire kindly contact Store keeper, National Museum, Janpath, New Delhi.

( Parveen Singh Parihar )  
Administrative Officer

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