



**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

ICSI House', 22 Institutional Area, Lodi Road, New Delhi 110003.  
E-mail:[info@icsi.edu](mailto:info@icsi.edu) Website : [www.icsi.edu](http://www.icsi.edu)

**Sub: Quotations for Supply of Stationery Items.**

**Ref: ICSI/PC-2013/RFQ-2524**

**Date: 29-11-2013**

Sealed Quotations are invited for supply of **Stationery Items** as per the details given in **Annexure 'A'**. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
2. The sealed quotations duly super scribed, "**Quotation for Supply of Stationery Items**" due on **10th December 2013**", should be addressed by name to **Shri Sutanu Sinha, Chief Executive**, The ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute's Headquarter & should reach on or before **10<sup>th</sup> December 2013 by 3:00 PM.**

Address:

**Shri Sutanu Sinha**  
**Chief Executive**  
The Institute of Company Secretaries of India  
ICSI House, 22, **(III<sup>rd</sup> Floor : Tender Box)**  
Institutional Area, Lodi Road  
New Delhi-110003

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

3. The quotations shall be opened on **10<sup>th</sup> December 2013 at 3.30 PM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
4. Items tendered should confirm to the specifications / samples shown in the list mentioned in the enclosed Annexure 'A' which may be inspected at the Institute.
5. Sample(s) of the material to be used / supplied should be enclosed with the quotation indicating complete specifications otherwise your quotation is liable to be rejected summarily.
6. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.



7. **Delivery of the goods is to be made at Delhi only. The vendor has to make his own arrangements to deliver Material.**
8. Goods found defective / not in accordance with specifications will have to be replaced at supplier's cost. In case supplier fails to do same within time frame provided by Institute, the Institute shall be constrained to go for open market and shall be at liberty to recover the differential cost from supplier.
9. **The tenderers are required to deposit an earnest money of Rs. 3,000/- (Rupees Three Thousand only) for supply of stationery articles by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The tender not accompanied with earnest money shall be rejected summarily. The earnest money of the tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party.**
10. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour and material component, taxes, forwarding, packing charges and octroi etc.
11. **A penalty @ 2% per week subject to maximum of 5% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Institute in the work order/ Purchase order.**
12. **The successful bidder is required to submit the security deposit equivalent to 3% of the total value of the order by way of Demand Draft in favour of The Institute of Company Secretaries of India, payable at New Delhi which will be refunded without interest after expiry of the contract.**

**GENERAL:**

- (a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- (b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned
- (c) For any details / clarifications, **Shri A.K. Thareja, Administrative Officer, (011-45341053) / Shri Firay Ram, Desk Officer (011-45341052) may be contacted.**

**( B PRADHAN )  
JOINT DIRECTOR**



### Annexure-A

RFQ No 2524	Dated 29-NOV-13
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RATES QUOTED SHOULD BE NET RATE (UNIT PRICE + VAT + CARTAGE, IF ANY)

#### RATE CONTRACT OF STATIONERY ARTICLES FOR ADMN. STORES FOR ONE YEAR

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below.

- We shall have rate contract for supply of below mentioned material for One Year and depending on the requirement, Purchase Order will be issued separately for each supply. **The below mentioned quantity is for one quarter and yearly supply will be approximately 4 times the quantity mentioned.**
- Vendors are advised to quote the rates for all items.
- Please quote the rates only for branded items as required in the quotation form.
- Rates \* items as marked on item Nos. 1,17, 20, 28, 52, 65 & 73 will be considered subject to receipt of samples.

S No.	Item & Specifications	Unit of Measurement	Quantity	Nett Unit Rate in Rupees
1	( STN0000082) PAPER CUTTER (HEAVY DUTY)	Each	20	
2	(STN0000001) SPICO (6MM) GBC	1 Box 100 pcs	2	
3	(STN0000002) SPICO (8MM) GBC	1 Box 100 pcs	2	
4	(STN0000003) SPICO (10MM) GBC	1 Box 100 pcs	2	
5	(STN0000004) SPICO (12MM) GBC	1 Box 100 pcs	2	
6	(STN0000005) SPICO (14MM) GBC	1 Box 100 pcs	2	
7	(STN0000006) SPICO 19 MM GBC	Each	150	
8	(STN0000007) SPICO 25 MM GBC	Each	100	



9	(STN0000010) TRANSPARENCY 175 MICRON(GBC)	1 pkt 100 pcs	6	
10	(STN0000012) COMPUTER FOLDER (BIG) ICON MEGHA	Each	20	
11	(STN0000018) SCALE STEEL12"	Each	10	
12	(STN0000019) DUSTER 22"X24" (GOOD QUALITY)	Each	360	
13	(STN0000020) OIL PIN BELL ORIGINAL (100 GR PACKET)	1 PKT. 100 GRAMS	10	
14	(STN0000021)GUM TIN (5 LITRE)	Each	6	
15	(STN0000023) BINDER CLIP 19MM SDI BRAND ONLY	1 Box 12 pcs	24	
16	(STN0000024) BINDER CLIP 25MM SDI BRAND ONLY	1 Box 12 pcs	24	
17	(STN0000031) FILE COVER SUBJECT (COBRA) (*)	Each	600	
18	(STN0000033) FILE COVER MEMBERSHIP (COBRA)	Each	1000	
19	(STN0000034) CARD BOARD FOLDER (SS) 19"x12.5" WITH CENTRE FOLD AT 9.5" (Sample enclosed)	Each	2000	
20	(STN0000036) FILE BOARD WITH FLAP (*)	Each	240	
21	(STN0000037) INDEX FILE (MEGHA T-24) (No other Brand)	Each	40	
22	(STN0000041) PACKING GUM TAPE BROWN (2") APEX 65 MT	Each	100	
23	(STN0000042) INDEX FILE COVER (O) WITH DAIMOND CLIP	Each	150	
24	(STN0000048) FILE COVER PLASTIC (MEGHA 103) WITH INSTITUTE LOGO	Each	500	
25	(STN0000049) REGISTER STOCK 8 QR HARD BOUND SHIPRA BRAND ONLY	Each	3	
26	(STN0000052) PUSH PIN INFINITY CODE NO. INF-PP101  (100 PCS IN ONE BOX)	Packet	3	



27	(STN0000056) CELLO TAPE PREMIER EASY TEAR SELF ADHESIVE(12MMX36MT)	Each	30	
28	(STN0000058) GUM BRUSH (*)	Each	5	
29	(STN0000059) STICK PAD (FLAG) De'smat Page Maker Product Name (PM31380S) (No Other Brand)	Each	30	
30	(STN0000060) STAPLER PIN KANGAROO BIG 24/6	Each	10	
31	(STN0000061) GLUE STICK 15 GRAM (FEVI STICK BRAND) (NO OTHER BRAND)	Packet	40	
32	(STN0000063)WHITE BOARD MARKER PEN CAMLIN	Each	5	
33	(STN0000064)CARBON PENCIL KORES CODE NO. 021-151-01	Box	10	
34	(STN0000065) BALL PEN (REGULAR) MONTEX HY SCALE	Each	600	
35	(STN0000071) ERASER-PENCIL NATRAJ 621 PLASTO	Each	30	
36	(STN0000072) GEM CLIPES ZEBRA 30 MM	Each	50	
37	(STN0000074) GUM TUBE CHEL PARK 30 ML	Each	15	
38	(STN0000075) GUM BOTTLE (S) CHELPARK 150 ML	Each	5	
39	(STN0000076) HIGH LIGHTER (STIC BOLD MARKER LITE) FLUORESCENT COLOR CODE BM-50	Each	20	
40	(STN0000077) GUM BOTTLE (B) CHEL PARK 700 ML	Packet	5	
41	(STN0000079) INK-STAMP PAD ASHOKA-30ML	Each	5	
42	(STN0000080) INK MARKER (PEN) 15 ML LUXAR	Each	3	
43	(STN0000081) PEN MARKER(PERMANENT) LUXAR 960	Each	30	



44	(STN0000083) PIN CUSHION/MAGNET BOX AIRCON (ART NO. 1131)	Each	5	
45	(STN0000087)SHARPNR PENCIL NATRAJ 621	Each	20	
46	(STN0000088) PUNCHING MACHINE-SINGLE KANGARO 1 HOLE 4.5 MM	Each	5	
47	(STN0000089) PUNCHING MACHINE DOUBLE (SMALL)KANGARO 280	Each	5	
48	(STN0000090) PUNCHING MACHINE 520/540 (BIG)KANGARO	Each	5	
49	(STN0000092) STAM PAD SUPREME BIG (SIZE 97 MM x 160 MM )	Each	5	
50	(STN0000094) SLIP PAD POST IT (YELLOW) DES'MAT 76.2 X 101.6 MM (CODE 341Y)	Packet	20	
51	(STN0000095) PENCIL - LEAD NATRAJ 621	Each	200	
52	(STN0000097) RUBBER BAND NYLON 3" (500GR) (*)	Packet	20	
53	(STN0000100) REGISTER-RULED 4 QR HARD BOUND SHIPRA BRAND ONLY	Each	15	
54	(STN0000101) REGISTER -RULED 2 QR WITH BINDING	Each	30	
55	(STN0000104) REGISTER SEMI INDEX 4 QUIR SHIPRA HARD BOUND	Each	3	
56	(STN0000105) REGISTER STOCK 6 QR SHIPRA HARD BOUND	Each	3	
57	(STN0000107) REFILL BALL PEN MONTEX HY SCALE	Each	500	
58	(STN0000108) STAPLER-KANGAROO(10-D) (NO OTHER BRAND)	Each	20	
59	(STN0000109) STAPLER KANGAROOHP-45(HEAVY-DUTY)	Each	2	



60	(STN0000110) STAPLER PIN-SMALL (NO.10) KANGARO	Each	300	
61	(STN0000111) SCALE (PLASTIC) KBI CHAIRMAN 12"	Each	20	
62	(STN0000113) VACUM FLASK FOCUS MILTON 1 LITRE	Each	5	
63	(STN0000114) CELL PENCIL PANASONIC GOLD PLUS AA (1.5V)	Each	15	
64	(STN0000116) SOPNGE/DUMPER ROLEX T.M. NO. 859944 ONLY	Each	20	
65	(STN0000117) TAGS-SMALL/BIG (6") (*)	1pkt 40 pcs	50	
66	(STN0000122) VISITING CARD HOLDER SOLO (240 CARDS) BC 802	Each	3	
67	(STN0000124) RIGID/PVC HARD SHEET A-4 (GBC) FOR SPIRAL BINDING	1 pkt 100 pcs	4	
68	(STN0000127)CORRECTING FLUID KORES	Each	50	
69	(STN0000130) GLASS TUMBLER (YERA 300 ML)	Each	30	
70	(STN0000134) WASTE PAPER BASKET ROYAL BRAND 11" WITHOUT JALI	Each	6	
71	(STN0000135) PAPER TRAY KBI	Each	6	
72	(STN0000138) SHORTHAND BOOK 200 PAGES NEELGAGAN BRAND	Each	10	
73	(STN0000144) BLUE KHADI FOLDER/ PUBLICITY KIT 15" WITH VELCRON LOCK and ICSI's Logo printed on it to be used as Publicity & Career Councelling Kits for meeting with Media, School college Principals having the capacity of keeping 10 brochures in it. (*)	Each	150	
74	(STN0000145) BINDER CLIP 41MM SDI BRAND	1 Box 12 pcs	3	



75	(STN0000146) BINDER CLIP SDI 32MM	1 Box 12 pcs	3	
76	(STN0000150) REGISTER GATE ABD BRAND (200 PAGES ) LEATHER BOUND	Each	5	
77	(STN0000151) CALCULATOR ORPAT OT 400 T/CALTRIX	Each	3	
78	(STN0000152) PEN GEL (UNIBALL) SIGNO GELSTICK 0.7 UM 170	Each	30	
79	(STN0000154) PEN GEL (CAMLIN EXAM)	Each	200	
80	(STN0000155) PEN GEL MONTEX Activa	Each	100	
81	(STN0000156) PEN CORRECTION (CAMLIN)	Each	10	
82	(STN0000157) PEN LUXAR SIGN-921 (SKETCH)	Each	100	
83	(STN0000158) CELL PENCIL PANASONIC GOLD PLUS AAA (1.5V)	Each	10	
84	(STN0000160) Gel Pen SIGNO 207 (Gel Ink-Roller Ball 0.7 MM Ball	Each	15	
85	(STN0000161) PROTECTIVE SHEET A-4 MEGHA SP-112	Each	200	
86	(STN0000162) REFILS UNIBALL SIGNO FOR UMN 207 PEN	Each	10	
87	(STN0000163) 2 D RING FILE MEGHA DELUXE A-4 (RB-402)	Each	8	
88	(STN0000164) PEN ADD GEL ACHIEVER INTERNATIONAL	Each	100	
89	(STN0000165) MEETING FOLDER (CHACCU)  MEETING FOLDER (CHACCU) MEGHA DELUXE (RC-601)	Each	100	
90	(STN0000167) MINUTES SHEET A-4 SHIPRA BRAND ONLY (100 SHEETS IN ONE PACKET)	1 pkt 100 pcs	5	
91	STN0000009) COMPUTER FOLDER (SMALL) ICON MEGHA	Each	20	



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92	STN0000050) STAMP PAD-SMALL FABER CASTELL (110X69 MM)	Each	12	
93	STN0000054) SCISSORS ODDY SS-650A (6.50") (No Other Brand)	Each	15	
94	STN0000073) PEN GEL CELLO FLO-GEL(0.5MM)	Each	50	
95	STN0000169) DATA KING CORRECTION PEN & FLUID	Each	10	
96	STN0000170) PEN-FABER- CASTELL MUTI-MARK (F-0.8 MM)	Each	20	

**TERMS & CONDITIONS**

**Delivery Period : 10 days**

**Validity of Offer : ONE YEAR**

**Any Special Terms :  
(Please Specify)**

**Delivery : New Delhi**

**Any clarification regarding the above items may please be obtain  
from Shri A.K.Thareja, AO(Purchase Cell)/Shri Firay Ram**

**Date:**

**Name and Signature of Bidder with  
Corporate Seal mobile number**



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**List Of Suppliers**

**RFQ Number: 2524**

**ANIL SALES CORPORATION  
2393/218 Vindhya Market  
Chatta Shahji  
Chawri Bazar  
New Delhi-110006**

**HINDUSTAN COMPUTER PAPER INDUSTRIES  
2393/103 , 1ST FLOOR  
CHATTA SHAHJEE  
CHAWRI BAZAR  
NEW DELHI-110 006**

**Mittal File Manufacturing Co.  
2220 Gali Hanuman Prashad  
Masjid Khajoor  
Chawri Bazar  
Delhi-110006**

**JAIN FILE PRODUCTS (INDIA)  
437, Chitla Gate  
Chawri Bazar  
Delhi-110006**

**S M ENTERPRISES  
2393/218( 2nd FLOOR)VIDHYA  
MARKET,CHATTA SHAHJI  
CHAWRI BAZAR  
DELHI-110 006**

**S S STATIONERS  
4535 Roshanpura,  
Nai Sarak  
New Delhi-110006**

**SHARP TRADING COMPANY  
1307 Gulian Street  
Near Dariba  
Delhi-110006**

**AO(AKT)**