

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110 002**

**NOTICE INVITING TENDER**

**TERMS AND CONDITIONS FOR SUPPLY OF GENERAL STATIONERY ITEMS.**

1. The rates should be quoted as per details given in **Annexure-I**. (Specification of each item should be clearly mentioned against each item). Over writing must be avoided, other wise quotation is liable to be rejected.
2. The quotations will be opened by a Committee in the UGC office.
3. A Demand Draft of Rs. 20,000/- (Rupees twenty thousand only) in favour of the Secretary, University Grants Commission, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered. The tender should be subscribed as "Quotation for supply of general stationery items".
4. The Earnest Money will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tenderer will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
5. Non-compliance of terms and conditions will result in forfeiture of Security Deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money.
6. The items should be supplied within three days after receipt of the order (seven days in case of printing work is involved) if the items not supplied after the given period, the contract will be cancelled without any notice.
7. If the items supplied are not found upto the approved specification, then the contract will be cancelled without giving any notice.
8. The contract will abide by the terms & conditions of the tender strictly.
9. This contract shall be valid for one year.
10. The TIN number of the firm may be indicated. The tenderers who do not have TIN number will not be considered.

11. The sample may be seen in any working day from 9.00 AM to 5.30 PM.
12. Sealed quotations may be addressed to Mrs. Shakuntla Kashyap, Deputy Secretary (Admn.II), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002 and should reach the UGC office in Room No.322 latest by 30 days of publish the advertisement of Notice inviting tender for general stationery items in Times of India, Indian Express (English), Punjab Kesari and Nav Bharat Times (Hindi).
13. The Secretary University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.

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### Stationery Items (Annexure-1)

<b>S.No.</b>	<b>Name of the Items</b>	<b>Specification</b>
1.	All pin pkt.	Bell -70 Grms.
2.	Answer Sheet	Rulled paper Printed UGC Address (as per sample)
3.	Bucket (Balti) big	Wonder 20 L.
4.	Bucket (Balti) Small	Wonder 10 L.
5.	Baygon Spray	5 L. Tin
6.	Carbon pkt. Blue	Blue kores – 100 sheet
7.	Carbon pkt. Black	Kores – 100 sheet
8.	Cell pencil	Evereday
9.	Medium	- do-
10.	Big	-do-
11.	Candle	Bright ( medium)
12.	Clip – pkt.	Zen size-28 33 50mm (100 pcs)
13.	CD-R	Sony – 700mb
14.	CD-RW	Sony – 700mb
15.	Colin spray	500ml
16.	Cutter (paper)	Unbranded good quality
17.	Computer Sticker pkt.	Size 89mm x 35mm Qty- 1000 label
18.	Computer Sticker	Desmart AST-4 (99.1381mm) 140 10 sheet
19.	Desk (Calander plate)	Kebica ART No.2005 Executive Junior
20.	Dak pad & Signature Pad	Neelgagan
21.	Duster white	24"x24" fine
22.	Duster white	36"x36" fine
23.	Duster yellow	40"x40" fine
24.	Duster floor	40"x40" fine
25.	Dhara	Liquid polish 400ml
26.	Dater	General
27.	Envelope	9"x4" white without window (as per sample)
28.	- do-	9"x4" white window type (as per sample)
29.	- do-	12"x10" (as per sample)
30.	- do-	16"x12" --do--
31.	- do-	12"x8" --do--
32.	-do-	10"x8" --do--
33.	-d0-	13"x10" as per sample) ( Brown Khakhi Lamination)
34.	File cover	( as per sample)
35.	File cover (spi)	Inner portion with cloth ( as per sample)
36.	File board	As per sample

37.	Folder (plastic)	Neelgagan NO. 102
38.	Flag pkt. (colour)	UB post - Neon colour
39.	Fax Roll	Mitsubishi size 210/216mmx30mtrs. Thermarpae
40.	Floppy box	Mouserbear 2HD or Sony
41.	Floppy disk storage	3 ½ disk case 50 diskettss model No. DC 0350
42.	Gum Bottle (small)	Kores 300ml
43.	Gum bottle big	Kores 700ml
44.	Gum tube	Kores Stickwell
45.	Glue stick	Kores netwt 159ms
46.	Glass cover	Good qty.
47.	Glass tumbler	Yera
48.	Hammer	As per sample
49.	Jug	Cello
50.	Lock (big)	Harrison ART No.051 60mm
51.	Lock (small)	-do- J.6 CODE 207 40mm
52.	Lock (Telephone)	-do-
53.	Log book	ABD general
54.	Library box	Raxine UB
55.	Markin cloth	Good Tiger special 160 cmx
56.	Mug	Plastic (small)
57.	Note sheet pad	F/s green 100 sheet (as per sample)
58.	Needle	Renu Superior Qty.
59.	Note Holder	Dolly plastic better multipurpose clip
60.	Nirma	I kg
61.	Pencil – Rubber	Apsara non dust small
62.	Pencil	Natraj hb Bonded lead
63.	Pen ball pen	Cello finegripper
64.	Gel pen	Cello pointic gel pen 0.5
65.	Hiteck/ pilot pen	Pilot tec point 0.5
66.	Hiteck pen ink	Hi Tecpoint colour
67.	Marker pen	Luxor/ Renold permanent marker
68.	Hi lighter pen	Gloliter
69.	Holder pen	Wilson jotter
70.	Pen stand	Kebica 2 holder
71.	Pen stand	Kebica 4 holder
72.	Paper weight	Glass glowered
73.	Pin Cousin	Rolex
74.	Pad – slip pad	(As per sample)
75.	Visitor pad	(As per sample)
76.	Writing pad	Unbranded
77.	Cheqe forwarding pad	General (as per sample)
78.	Subscribing pad	Unbranded
79.	Pasting slip pad (yellow)	Post-it–pad 2”x3” (3M)

80.	-do-	Post-it-pad 3"x4" (3M)
81.	-do-	Post-it- pad 4"x5" (3M)
82.	Packing paper	Khakhi good qty.
83.	Phenyl	Trishul 5l tin
84.	Plastic sheet	A-4 size good qty. (as per sample)
85.	Plastic sheet	Big size (Different size) (as per sample)
86.	Pocker	Iron Good qty.
87.	Plastic binding element	GBC 6mm
88.	--do--	12 mm
89.	--do--	16 mm
90.	--do--	19 mm
91.	--do--	22 mm
92.	--do--	25 mm
93.	--do--	32 mm
94.	Ribbon – Computer	LQ 2170 Epson
95.	Ribbon – Computer	Epson Lx800
96.	Rulled paper ream	Per pkt. (1x500 sheet) good quality
97.	Red fluid	Kores
98.	Rubber band pkt	250 grms good qty. (small & big size)
99.	Room freshner	Yardley 200ml
100.	Receipt book	(As per sample)
101.	Register 1Q	Neelgagan (plain)
102.	Register 2Q	Neelgagan (plain)
103.	Register 4Q	Neelgagan (plain)
104.	Register 6Q	Neelgagan (plain)
105.	Register 9Q	Neelgagan (plain)
106.	Stock register	Neelgagan (with leather bingding)
107.	Register dispatch	ABD 6Q
108.	Register Visitor	As per sample
109.	Register index	ABD 6Q
110.	Alpha Betical Register	ABD 6Q
111.	TA/DA Register	(As per sample)
112.	Minutes Register	As per sample (small) as per sample (big) with lather binding
113.	Register pay bill	--do--
114.	Grant in-Aid Register	--do--
115.	Asset Register	--do--
116.	Ledger Register	--do--
117.	Gpf Register	--do--
118.	Graduity Register	--do--
119.	Budget control register (BCR)	--do--
120.	Budget control register (BCR)	(As per sample) printed
121.	Attendance Register	ABD with binding
122.	Riffle jotter	Plair

123.	Riffle jel	Cell pointer gel R-10
124.	Riffle ball pen	Cello fine gripper
125.	Ream typing	`A-4 size 500 sheet
126.	Ream photocopier	Bilt copy power ballarpur A-4 size 75 Gsm
127.	Ream Photocopy	F/s copy power ballarpur A-4 size 75 Gsm
128.	Ream Photocopy	B-3/B-4 copy power ballarpur A-4 size 75 Gsm
129.	Colored	A-4 size max superfine qty. 500 sheet
130.	Computer paper Pkt 80 GSM (80 column century)	Plain (10x12x1)
131.	Computer paper Pkt 80 GSM (80 column century)	Plain (10x12x2)
132.	Computer paper Pkt 80 GSM (80 column century)	Plain (10x12x3)
133.	Computer paper Pkt 80 GSM (80 column century)	Printed address (10x12x1)
134.	Computer paper Pkt 80 GSM (132 column century)	Plain (15x12x1)
135.	Computer paper Pkt 80 GSM (132 column century)	Printed address (15x12x1)
136.	Short hand note book	Swastik
137.	Slip- Immediate Question, etc	(As per sample)
138.	Sealing wax	Standard 400 Grms 10 stick
139.	Stapler pin pkt.	Kangaroo No. 384556, 1000 staples No.10-1M
140.	--do--	Kangaroo No.384556, 1000 staples (24/6-1M)
141.	--do--	Kangaroo No. 384556,heavyduty 1000 staples 23/17
142.	Stamp pad	Supreme
143.	Stamp pad ink	Supreme 30ml
144.	Sharpner	Natraj
145.	Scissor	Good qty. unbranded
146.	Scale	Apsara
147.	Stapler (small)	Kangaroo No. 376224 gold -10
148.	Stapler (medium)	Kangaroo No. 384556 H-D 45
149.	Stapler (big)	Kangaroo No. 376224 hp-10
150.	Spoungh	As per sample
151.	Sutli pkt.	Plastic 250 grm each good quality
152.	Slide sheet with stick	(As per sample)
153.	Soap	Lifeboy 125 grms
154.	Service book	As per sample)
155.	TA G White	--do--

156.	Typing Ribbon	--do--
157.	Thread ball	--do--
158.	Totaling Roll	Vardman 57x65 Adding paper roll
159.	Tray plastic	Unbranded
160.	Telephone diary	--do--
161.	Table top (3'x2')	Modi guard 5 mm
162.	Table top (any size) per sq.ft. rate	Modi guard 5 mm
163.	Torch	Everyday with steel 3cell
164.	Tape white	Kores ½ x25m/s
165.	Tape brown	65 MIS wonder 555
166.	Tape transparent	2"
167.	Transparent sheet pkt (micron)	For one shead for 100shi/ 75/100/125/ms/ms/mic
168.	Vim	1 kg pkt.
169.	White fluid with diluter	Kores 30ml
170.	Waste paper basket	Bright big
171.	Waste paper basket closed	Veerplast WPV-109
172.	Form – LTC from	ABD (as per sample)
173.	T/A/DA form	(as per sample)
174.	Xerox high capacity black print cartage	We 490/365(B No.8R-7881