

**NOTICE INVITING TENDER FOR STATIONERY AND OTHER CONSUMABLE ITEMS FOR
TRADE MARKS REGISTRY FROM SEPTEMBER 2006 TO MARCH 2007**

Applications are invited from reputed manufacturers/suppliers/dealers having previous experienced(copies to be enclosed) for supplying of the stationeries and consumable items indicated below. The Trade Marks Registry reserves the rights to place progressive orders according to office requirements during the period and payment will be limited to the actual consumables purchased from the lowest bidder. The terms and conditions are indicated below the list.

The details of Tender is as under : -

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| 1. Last date for submission of applications
(No specific form is prescribed) | 28 th August, 2006 upto 1400 hrs |
| 2. Tender Opening date and time | 28 th August, 2006 at 1600 hrs |
| 3. Estimated Cost of tender | Rs. 20 lacs |
| 4. Earnest Money Deposit | Rs. 1 lac. |

LIST OF STATIONERY AND CONSUMABLES

Sr.No	Name of the Item	Specification	Quantity	Lowest Rates Quotes
1	Xerox Paper – A3 ,	70 GSM, BILT	400 Reams	
2	Xerox Paper- A/4	, 70 GSM, BILT	1000 Reams	
3	-do- F/C	70 GSM, BILT	50 Reams	
4	Duplicating Paper F/C	60 GSM	200 Reams	
5	Window Envelopes 11x5 Brown with printing	Gemini	3000	
6	Cloth Envelopes 11x5 with printing	Gemini	1000	
7	Brown Envelopes 16x12 with printing	Gemini	8000	
8	Cloth Envelopes 16x12 with printing	Gemini	1000	
9	F/C Ledger Register – 4 Q	Anupam	50	
10	F/C Ledger Register – 8Q	-do-	10	
11	-do - 1 Q	-do-	100	
12	-do - 2Q	-do-	30	
13	-do -3Q	-do-	20	
14	Box File Plastic	Good Quality	15	
15	Box File Ordinary	=do=	100	
16	Scissors –	Fiskar	25	
17	Paper Pin –	Vikram (20g)	400 Packets	
18	Rubber Bands-	Vandan 18	25 Boxes	
19	File Cover (Shell Cover) with printing	Thick	60000	
20	Pens – Blue, Black,Green,Red	Lexi 5	1000	
21	Cello Tapes White		50 Nos	
22	Cello Tapes Brown		200 Nos	
23	Brown Tapes (Parcel)		50 Nos	
24	Water Sponge		100 Nos	
25	CD ROMS (RW)	Moserbear	7500	
26	File Tags – 8 "	Tiger	120 Bundles	

27	Pencil Carbon Paper	Kores	70 Boxes	
28	Typing Carbon Paper	Kores	10 Boxes	
29	Stapler Pins No 10 Max	Max	500 Packets	
30	Stapler Pins No. 24/6 Max	Max	50 Packets	
31	Camel Paste- 5 lts Drum	Camel	7 Drums	
32	Jotter Refill	Cruzer	120 Nos	
33	Sony Floppies 2HD	Sony	12 Boxes	
34	Writing Pads 1/8	Anupam	50 Nos	
35	Diaries- 500 pages with printing	60 GSM	200	
36	Visiting Cards with printing	Crown	1200	
37	CD Mailing Cover with printing	Good Quality	7500	
38	CD Plastic Cover	-do-	7500	
39	10x12x1 Continuous Stationery 70 GSM	Punchline	12 Boxes	
40	Pencils Natraj	Natraj	24 Packets	
41	Stamp Pad Big	Camel	50	
41	Stamp Pad Medium	Camel	100	
42	Pocker Plastic	Kores	110	
43	Short hand books	Anupam	48	
44	Marker Pens – White Board	Kores	20	
45	Marker Pens – Permanent	Kores	100	
46	Jotter Ball Pens	Sharp	150	
47	Add Gel Pens – Black, Blue, Red	Add	25	
48	Sketch Pens – Black and Coloured	Luxor	200	
49	Two Flap File Binder		50	
50	Four Flap File Binder		10	
51	Continuous Stationery 10x12x1 70 GSM	Punchline	15 boxes	
52	-do- 10x12x2 70 GSM	Punchline	25 Boxes	
53	-do- 10x 12x3 70 GSM	Punchline	15 Boxes	
54	-do- 15x12x1 80 GSM	Punchline	10 Boxes	
55	Pay Bill Outer/Inner	60 GSM	500	
56	Leave Account Book	60 GSM	100	
57	Gem Clips	Vikram	240 Packets	
58	UPS Computer Stickers	Punchline	10 Packets	
59	National Diary	Anupam	12	
60	Scale Plastic – 12"	Camlin	50	
61	Correcting Fluid – White(set)	Kores	75	
62	Pencil Eraser	Camlin	60	
63	Pencil Sharpner	Camlin	60	
64	Full Scape Ruled Paper	Anupam	500 Sheets	
65	Attendance Register		50	
66	Cello Gripper Pen	Cello	50	
67	Plastic Sutli		20 Rolls	
68	Stamp Pad Ink Bottle- Medium	Camlin	12 Boxes	
69	Gum Brush	Kores	36	
70	Single Punch Machine	Kangaroo	12	
71	Double Punch Machine	Kangaroo	20	
72	Marker Pen Ink	Camlin	10	
73	Glue Stick	Camlin	12	
74	Tonner Cartridge – 4182X		48	

75	-do-	3900A		12	
76	-do-	ML1710		72	
77	-do-	C4096		10	
78	-do-	4127X		5	
79	-do-	3906F		6	
80	-do-	9721A		6	
81	-do-	9722A		6	
82	-do-	51649A		6	
83	Ink Cartridge	51629A		10	
84	-do-	8727A		5	
85	-do-	27X		5	
86	Cannon Fax Cartridge – BX3			5	
87	Printer Ribbon – FX 2070			120	
88	Sutli Roll			4000 Rolls	
89	Check Duster			600	
90	Turkish Towel – Full Size			12	
91	-do-	Medium		48	
92	Napkin			144	
93	Parcel Thread			12 Bundles	
94	Air Freshner		Midas	12	
95	Lex Mark Cartridge – 17G0050			12	
96	-do-	51629A		12	
97	DLT Cartridge – C5141F 40/80			12	
98	Parcel Cloth			400 Mts	
99	Ribbon LQ 1050			120	
100	Ink Cartridge – 6614D			4	
101	Gunny Bags			600	
102	Date Stamps			12	
103	Rubber Stamps		Nylon	150	
104	DLT Cleaning Cartridge 5142A			2	
104	Locks 7 lever , 5 lever		Godrej	12	
105	CD Pouch			12	
106	Leather Bag – 24"		VIP	3	
107	Calculator 12 DIGIT		Citizen 512	12	
108	Spike Guard		Rider	10	
109	Paper Cutter Big		Camlin	1	
110	Paper Cutter Small		Camlin	48	
111	Cordless Bell		Sony	3	
112	Anti Glair Glass			5	
113	Flex Board			3	
114	Trolley Type Bags		VIP	5	
115	Brief case 21"		VIP	50	
116	USB Pen Drive – 512			10	
117	Torch – with 6 Cell		Eveready	5	
118	Plastic Buckets – Medium		Neelkamal	12	
119	Dust Bin – Medium		Neelkamal	25	
120	Plastic Mugs -		Neelkamal	25	
121	Tea Tray			4	
122	Thermos Flask – Steel		Eagle	4	

123	Cup/Plates (set of 12)		4	
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TERMS AND CONDITIONS

1. The Tenderers should submit Banker's terms and conditions solvency certificate issued by the Nationalized Bank for advertised tender value.
2. Tender applications not accompanied with documents in support of credentials of tendering firm shall not be considered and will be rejected.
3. List of similar supply made in last three financial year giving description of material supplied to organisation where given, approximate value of contract along with other detail material supplied
4. The EMD will be adjusted against security deposit to be furnished by the successful bidder
5. The Tenderer should have PAN number and submit the copy of PAN Card duly attested by a Gazetted Officer/Notary
6. The Tender document in original should be signed by the tenderer or his authorised representative along with seal on each relevant page. All corrections and over-writing must be initialed by the tenderer or his authorised representative.
7. The Registration of the firm (the Affidavit and Stamp Paper regarding proprietorship of the firm in original or attested copy is to be enclosed). Authenticated copy of Partnership Deed in case of partnership firm is also to be enclosed.
8. The bidder shall furnish a bid security (EMD) for an amount of Rs. **One Lac**
9. The bid security shall be paid in the form a crossed Demand Draft issued by a scheduled Bank drawn in favour of Registrar of Trade Marks, payable at Mumbai.
10. A bid not accompanied by EMD of Rs. **One Lac** shall be rejected by the Registrar of Trade Marks as non responsive
11. The successful bidder's bid security will compulsory be converted to part performance security deposit
12. The bidder shall give the total composite price inclusive of all levies and taxes, packing, forwarding, freight and insurance.
13. The price quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to any variation. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected
14. Discount if any offered by the bidder shall not be considered unless they are specifically indicated and the total cost shall reflect only the net price taking all such factors like discount, free supply etc into account
15. The bid shall remain valid for a period of one year from the date of opening. The bid valid of shorter period shall be rejected by the Registrar as non responsive. The bidder shall submit the tender document in original duly signed on each and every page. The bidders are advised to keep a photo copy (at his own cost) of the bid document for his own reference.
16. The selected bidder is required to supply the ordered items from time to time and in specified quantities indicated to the Branch Offices of the Trade Marks Registry at Delhi, Kolkata, Chennai and Ahmedabad in addition to periodical supply of such consumables and stationeries to the Head Office at Mumbai at his own cost and at his own expenses within seven days from the date of order failing which a penalty of 2% of the order value is liable to be imposed for every day's delay in supply of the ordered material.

Interested bidders may submit their bid in sealed envelope super scribed "TENDER FOR STATIONERY AND CONSUMABLES ITEMS FOR TMR" addressed to The Administrative Officer, Trade Marks Registry, Baudhik Sampada Bhavan, Near Antop Hill Post Office, S.M. Road, Antop Hill, Mumbai – 400 037.