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UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F.No. (27)(8) /UCMS/CS/Rate Contract for Office Stationery items/2017-19

Dated: 19.09.2017

M/s.....
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Sub:- Quotation for the Supply Office Stationery items 2017-19

Sir,

Sealed quotations are invited for the supply of items as per list attached at Annexure-I:-

1. Quotation must be marked "**Quotation for the Supply of Office Stationery items**" addressed & submitted to the Central Store Section, Room No.06 (Ground Floor), University College of Medical Sciences, Dilshad Garden, Delhi-110095 so as to reach on 14.10.2017 upto 12.00 p.m., the bids will be opened on 16.10.2017 at 11.00 a. m.
2. Quotation must be submitted only for the articles which can be supplied within a period of 21 days from the date of issuance of order.
3. The supply / installation will be made at University College of Medical Sciences, Dilshad Garden, Delhi-110095.
4. The College reserves all rights to accept/reject/ cancel the proposal at any stage without assigning any reason.
5. The firms must quote the rates in figure as well as in words for all the items. The rates should be quoted clearly without any overwriting/ cutting.
6. The rates quoted will be binding for a period of two years approximately, which can be considered for further extension on the mutual agreement between College & approved supplier and supply will be subjected to the approval of the College.
7. No request for increase in rates will be entertained during the period of contract.
8. Quotation letter is non-transferable and should be submitted as per our prescribed format on company's letter head duly signed by the competent signatory.
9. Where brand name is not specified in the list the samples must be submitted at the time submission of tender.
10. **EMD/Security Money of Rs. 5,000/- (Rupees Five Thousand Only)** in the form of DD in favour of "**The Principal, University College of Medical Sciences**", payable at Delhi shall be submitted along with the quotation, failing which the bid will be rejected. The EMD amount shall be converted as Security Money for the approved supplier for the contracted period. The EMD will be returned without any interest after completion of the contract period.

Yours faithfully,

**sd/-
Assistant Registrar**

Encl: As above

Office Stationery items

DEPARTMENT:-- CENTRAL STORE

Annexure – I

S.No.	Name of the items & Brand	Rate per Unit/Box/Ream /Piece (in Rs.)	Percentage of GST item wise	Total Price Item wise (Including Taxes)
1.	All Pin (100) gm. (Bell Pins)	Per pkt.		
2.	Ball Pen Cello Technotip (Red/Blue/Black)	Per piece		
3.	Ball Pen Rorito (BeMax) (Red/Blue /Black)	Per Piece		
4.	Ball Pen Classmate Octane	Per Piece		
5.	Gel Pen Classmate Octane	Per Piece		
6.	Stamp Pad Ink (Ashoka)	Per Piece		
7.	Correction fluid Bottel/Pen white (Kores)	Per piece		
8.	Cello-Tape 1"x72 yds.	Per Piece		
9.	Calendar Refill 2018 Good Quality	Per refill		
10.	Cello- Tape Brown "2.5" (35 Mtr) (de'Smat)	Per piece		
11.	Dak pad (Neelgagan) Good Quality	Per piece		
12.	File Board Heavy (India Mart)	Per board		
13.	U Clip (Med. Size) Nickel plated (Vikram Brand)	Per pkt.		
14.	Gum Bottle Big 700 ml (National)	Per piece		
15.	Gum Bottle Small 300 ml (National with stick)	Per piece		
16.	Stick Notes Pads (de'Smat)	Per Pad		
17.	Glue Stick 15gm (Fevistick)	Per piece		
18.	Fevicol Tube 50 gm (Pidilite)	Per piece		
19.	Paper Cutter (Good Quality)	Per Piece		
20.	Plastic File Trey (Omega)	Per piece		
21.	Paper Weight (Squire) (Heavy Quality)	Per piece		

22.	Peon Book 100 Sheet (Sarswati)	Per piece		
23.	Permanent Marker (Luxor) Different colour	Per piece		
24.	Pen Marker White Board (Luxor) Different colour	Per piece		
25.	Punching Machine Double Hole (kangaro)	Per machine		
26.	Punching Machine Single Hole (kangaro)	Per machine		
27.	Highlighter pen (Luxor) Different Colours	Per piece		
28.	Paper A-4 Size (White) 75 GSM 500 Sheet 2.34 kg mill pack (J.K. Paper)	Per ream		
29.	Paper F/S (White) (Legal Size) 500 sheets 2.78 Kg. Mill Pack 75 Gsm (J.K. Paper)	Per ream		
30.	Paper DFS (White) (A-3 Size) 500 Sheet 4.68 Kg Mill Pack (J.K. Paper) 75 Gsm	Per ream		
31.	Staple pin Small (No.10 – 1M) (Kangaro)	Per pkt.		
32.	Staple pin Big (No. 24/6 – 1 M) (Kangaro)	Per pkt.		
33.	Stamp pad (Small) Self Inked (Ashoka)	Per piece		
34.	Stamp pad (Big), Self Inked (Ashoka)	Per piece		
35.	Tag machine made 7" Best Quality (Big Size 25 piece per Guchhi)	Per Guchhi		
36.	Stapler Machine HD-10 D(Kangaro)	Per piece		
37.	Stapler Machine with remover (Kangaro - 555 N)	Per piece		
38.	Gem Clip (Plastic Coated) Globe	Per piece		
39.	Tape Dispenser-Large (Omega)	Per piece		
40.	Pin up Magnetic	Per piece		
41.	Pilot Pen Hi-Tecpoint V5	Per Piece		
42.	Pilot Pen Hi-Tecpoint V7 with cartridge system	Per Piece		
43.	Uniball Pilot Pen Gel Eye UB-150 Mitsubishi Pencil Co., Ltd. (Different Color)Fine Quality	Per piece		
44.	Page Marker (Flags) 3 Neon Colours (Oddy)	Per piece		
45.	3x3 yellow stick pad (Oddy)	Per piece		

46.	Page Marker (Flags) 5 Neon Colours (Oddy)	Per piece		
47.	Index File (Laminated) (Solo Brand)	Per piece		
48.	Multi Pen Station (Plastic) (Solo Brand)	Per piece		
49.	Desktop Organizer (Plastic) (Solo)	Per piece		

Note: Where brand name is not specified, the samples must be submitted at the time submission of tender.