

No.D-15014/9/2013- S

Dated the 5<sup>th</sup> February , 2014.

To,

SUBJECT :-SUPPLY OF STATIONERY ITEMS-YEARLY REQUIREMENT FOR FILMS DIVISION, MUMBAI.

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai-400 026 invites sealed bid for **procurement of Stationery materials on yearly contract for Films Division, Mumbai.** The details are enclosed in the Annexure-I. The quality indicated is tentative & liable to change.

**For details please visit our Official Website : [www.filmsdivision.org](http://www.filmsdivision.org)** Last date for receipt of Bid is 26.2.2014. **at 1.00 p.m.**

2. The firms/suppliers/proprietors those who are interested to supply the stationery as mentioned above can visit Films Division for clarification/specification, on any working day viz. Monday to Friday from 11.00 am to 5.00 pm in the office of Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026.

3. The bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC) must enclose with the Bid an Earnest Money ( Bid Security) at 2% of the tendered value in the form of either cross Demand Draft, Fixed Deposit Receipt, Banker's Cheque ( Pay Order) or Bank Guarantee from any of the Commercial Bank drawn in favour of "Accounts Officer, Films Division, Mumbai" valid for a period of 45 days beyond the final bid validity period. The bid which is not accompanied by Earnest Money will not be considered. The validity period/price on acceptance of bid will remain valid for a period of six months.

4. The Earnest Money (Bid Security) shall be forfeited by Films Division in the following events :-

- (i) If bid is withdrawn during validity period or any extension there on.
- (ii) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension there of.
- (iii) If a bidder whose bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 30 days of acceptance of bid.

5. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalization of bid. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee.

6. The taxes/duties i.e. VAT, Service Tax etc. leviable if any may be mentioned separately. If these details are not indicated, it will be assumed that the rates are inclusive of all the taxes, Service Tax excluding Octroi.

7. The bidder should mention his PAN/TAN/VAT number in the bid. A copy of the PAN/TAN Card should be attached with the bid.

8. The bid should be on LETTER HEAD of the bidder. (The bid will clearly be superscripted with "**Supply of stationery materials for Films Division, Mumbai**" and same is to be submitted in sealed cover. The bid number and date of closing/opening prominently underlined along with the address of this office.

9. The bidders should not mention their name on the outer cover and the bid, addressed to The Director General, Films Division, Mumbai. It should be dropped in drop box kept near the main gate (opposite chowki)24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m** on **26.2.2014**. All outstations bids, if sent by post, should be sent under registered cover. This Organization will not be responsible for the loss of bid or for delay in postal transit. Bidders are advised in their own interest to ensure that their bid reaches this office well before the closing date and time of the bid as the bids received after the closing date and time of the bid will not be considered. The bid will be opened at **3.00pm** on the closing date in the presence of the bidders or their representatives who may be present.

10. The successful bidder will furnish a performance Security Deposit at the rate of 5% of the value of the total in the form of Demand Draft/ Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank drawn in favor of "Accounts Officer, Films Division, Mumbai" within 30 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, for the contract period of one year that will be returnable at the expiry of the agreement and on fulfillment of the terms and condition.

11. The bidder has to note that if it is found that the materials supplied by the bidder is defective then the same is to be replaced by the firm at his own cost within 48 hours. If it is not replaced in stipulated time, no payment will be made to the supplier

12. The successful bidder should deliver the material immediately as per specifications at the Films Division, Mumbai premises without charging any extra cost, as and when required basis at the same rate for a period of one year from the date of acceptance of the bid.

13. Right to accept, reject, split the entire bid or any part thereof without assigning any reason rests with the Director General, Films Division, Mumbai and his decision in this regard is final and binding.
14. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.
15. Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

( A. Subramanian )  
Asstt. Administrative Officer  
For Director General

Encl.: - As above

**ANNEXURE****YEARLY REQUIREMENT OF STATIONERY ITEMS FROM February 2014 to January, 2015.**

<b>Sr.No</b>	<b>Description</b>	<b>Approx Quantity</b>	<b>Rate</b>
1	Court/Ledger Paper (F/s) (90GSM)Paper Deluxe	25 Reams	
2	Bilt Copy Power Xerox-A/4 (500 sheet)mill pack)(70GSM)Paper	1000 Reams	
3	Copy Power Xerox-F/S mill pack (70GSM)Paper	200 Reams	
4	Ruled Sheets-F/S Ordinary (500 sheet) (70GSM)Paper	5 Reams	
5	Scribbling Pads-Small 7"x4.5" (70GSM)Paper(Sundaram)	500 Pads	
6	Scribbling Pads-Big) (70GSM) Paper –do-	200 Pads	
7	Note Sheets Pad A/4(White)100 pagesEach pad As per sample ) (70GSM)Paper (Copy Power Paper)	300 pads	
8	Ruled Register F/s 1Qrs(Deluxe) (70GSM)Paper(Maruti/Sunny)	100Nos.	
9	Ruled Register F/s 2 Qrs (Deluxe) 70GSM)Paper(Maruti/Sunny)	100 Nos.	
10	Ruled Register F/s 3Qrs(Deluxe) (70GSM)Paper(Maruti/Sunny)	100 Nos.	
11	Ruled Register F/s 4 Qrs (Deluxe) 70GSM)Paper(Maruti/Sunny)	50Nos.	
12	Rules Register F/s 5 Qrs (Deluxe) 70GSM)Paper(Maruti/Sunny)	50 Nos.	
13	Ruled Register F/s 6 Qrs (Deluxe) 70GSM)Paper(Maruti/Sunny)	50 Nos.	
14	Rules Register(Half Index) 2 Qrs)(70GSM)Paper(Delux) (Maruti/Sunny)	50 Nos.	
15	Rules Register(Half Index) 4 Qrs)(70GSM)(Delux) (Maruti/Sunny)	50 Nos.	
16	Ruled Register (Half Index) 6	50 Nos.	

	Qrs)(70GSM)Paper(Delux) (Maruti/Sunny)		
17	Ruled Register (Half Index)8 Qrs)(70GSM)Paper (Delux)/ (Maruti/Sunny)	50 Nos.	
18	Ruled Register (Full Index)4 Qrs)(70GSM)Paper (Delux) (Maruti/Sunny)	50 Nos.	
19	Ruled Register(Full Index)8 Qrs)(70GSM)Paper (Delux) (Maruti/Sunny)	20 Nos.	
20	Ruled Register (Full Index) 10Qrs)(70GSM) Paper (Delux) (Maruti/Sunny)	10 Nos.	
21	Short Hand Book (70GSM)Paper(Maruti/Sunny)	50 No	
22	Box File (Kangaroo )with clips Kangaroo	100 Nos	
23	Cello Tape (1.5inch)(Tixco)	100 No.	
24	U Clips-26mm-Vikram-Nickel	20Boxes	
25	Double Hole Punch-(Kangaroo)	50Nos.	
26	Single Hole Punch	50 No	
27	Eraser- (Natraj)	100No	
28	Gum Bottle-150 ml-Camel	100 No.	
29	Gum Bottle-300 ml-Camel	100 No	
30	Gum Bottle-700 ml-Camel	100 No	
31	Ordinary Ball Pen (Lexi)	1000 No	
32	Jotter Refills(Red)(Armous)	150 No	
33	Jotter Refills(Blue)(Armous)	150 Nos.	
34	Jotter Pen(Red, Blue & Black)(Armous)	50 Nos.	
35	Marker Pen (C.D.) Faber Castle	300 Nos.	
36	Armous Pen stand with pen Holders (Red &Blue)	50 Nos.	
37	Cello Expert Pen (Red,Blue,Green&Black )	50 No	
38	Marker Pen Camlin (Colors)	100No	
39	Perm. Marker Pen (Jumbo)Reynold	50No	
40	Sketch Pen Set (Reynold/Camel)	50 No	
41	Paper Pin 100 Gm.( Vikram )	100Pkts	
42	Plastic File Folder with Plastic Cover with clips (Good Quality) Morocco	100Nos.	

43	File Folder (plastic) Morocco	200 No	
44	Pencil-(Nat raj)	500 Nos.	
45	Plastic Scale-Big-12inches(Camel)	100Nos.	
46	Stapler Small (No.10)Kangaroo Steet.HD-10D	100 Nos.	
47	Stapler Pins Big-No.10(Max Steel)	100No.	
48	Stapler Big-24/G-Max Steel	100 Nos.	
49	Stapler Pins-24/G(Max Care)	100Nos.	
50	Stamp Pad(Big) Camlin	50 Nos.	
51	Stamp Pad (Small) Camlin	50 Nos.	
52	Single Hole punch(Steel) Kangaroo	50 Nos.	
53	Waste Paper Basket (Plastic/Metal)	200 Nos.	
54	Vim Correction Tape white Away(Plus)	200 Nos.	
55	Rubber Band-Ordinary(Vandana)	100 Nos.	
56	Permanent Marker Pen(Renold)	500 Nos.	
57	Kores White Fluid with diluter	500 No	
58	Correction Pen (Reynold/Kores)	50No	
59	Fevi Stick (50gm)	50 No	
60	Fevi Quick	50 No	
61	Pencil Cell (Eveready)	300 No	
62	Medium Cell (Eveready)	100 No	
63	Small Pencil Cell (For Remote)	50No	
63	Big Cell (Eveready)	200No	
64	Dura Cell(AAA)	50 No	
65	Dura Cell(AAA)9V	20 No	

The above quantity is approximate and will be increased or decreased as and when required basis.