

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

(Ministry of Education)

ARUNA ASAF ALI MARG, NEW DELHI – 110 067

Tel.: 26741849/51 (EPABX) Fax: 26741836

Website: www.icssr.org

F.No.2-14/2019-20-A

Dated 25/02/2021

NOTICE INVITING QUOTATIONS

Sealed quotations under Limited Tender Enquiry are invited on or before 18.03.2021 upto 1:00 pm from the Manufactures/Suppliers/Firms/Agencies/Vendors for the supply of **General Stationery Items as per Annexure – 'A'** in the Indian Council of Social Science Research. The prescribed quotation form along with applicable terms & conditions can be downloaded from ICSSR website **www.icssr.org**.

Quotation form can also be collected from the office of the undersigned on all working days between 11.00 a.m. to 4.00 pm upto **17.03.2021**.

TERMS AND CONDITIONS:

1. The supply of **General Stationery Items** should be made as per ICSSR requirement from time to time.
2. The Supply Order will be for one year period or as required by the Council.
3. The Council reserves the right to accept or reject any or all the quotations so received without assigning any reason.
4. The sealed quotation of General Stationery Items will be received latest by 18.03.2021 upto 1:00 pm. The same will be opened on 18.03.2021 at 3:00 pm in the presence of vendors, if any.
5. The quotation should be addressed to the Administrative Officer, ICSSR, Aruna Asaf Ali Marg, New Delhi – 110 067.
6. All necessary tax deductions/ recoveries as per Govt. of India's rules shall be made as applicable.
7. Items are to be delivered at ICSSR office.
8. The vendors are required to enclose a copy of PAN No./GST No. If the above said documents are found wrong, the action against the firm/vendor will be taken as per rules.
9. The envelope must be marked with **Tender Notice for supply of General Stationery Items and date**.
10. The quotation should be accompanied by Earnest Money Deposit (EMD) of Rs.20,000/- through Demand Draft in favour of ICSSR (name of the firm with contact number should be written on the backside of DD), without EMD the quotation will not be considered.
11. The sealed quotation should reach to the undersigned either in person or by Registered / Speed Post / Courier on or before **18.03.2021 upto 1:00 p.m.**
12. The vendors registered with MSME will be exempted from depositing the Earnest Money Deposit (EMD), on submission of MSME Certificate.

(Ashish Deolia)
Administrative Officer

Copy to:-

1. Systems Analyst for uploading on official web site www.icssr.org.
2. Suppliers of **General Stationery Items**, as per list

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Sl. No.	Description of the items (General Stationery)	Make/ Brand/ Specification	Unit	Rete Per Unit (GST extra as per applicable)
(1)	(2)	(3)	(4)	(5)
1	Correcting Fluid Bottle (15 Ml.)	Kores	Per Piece	
2	Eraser (Pencil)	Natraj	Per Piece	
3	Lead Pencil	Natraj	Per Piece	
4	Sharpner	Natraj	Per Piece	
5	Pilot Pen 0.5	Luxor	Per Piece	
6	Ball Pen 0.45	Reynold	Per Piece	
7	Ball Pen	Montex Smooth Flow	Per Piece	
8	Use and throw Pen	Natraj	Per Piece	
9	Pilot Pen (V-7) High-tech Point (0.7)	Luxor (0.7)	Per Piece	
10	Gel Pen	Hauser Active	Per Piece	
11	Jotter Ball Pen Refill (Jettra Classic)	Rorito	Per Piece	
12	Jotter Pen	Rorito	Per Piece	
13	Ink Pen	Uni Ball (Eye)	Per Piece	
14	Stamp Pad (70 x 110mm)	Ashoka	Per Piece	
15	Gum Bottle (700 ml.)	Camel	Per Bottle	
16	Clips (28, 33mm) (50 clips Pack)	Plastic quoted	Per pack	
17	All Pin	Apex	Per Packet	
18	Punch (Single) SHP-20	Kangaroo	Per piece	
19	Stapler HD-10D	Kangaroo	Per piece	
20	Stapler HD-45	Kangaroo	Per piece	
21	Cello Tape (1" x 50 mtrs.)	Premier	Per piece	
22	Packing Tape (Transparent) (2½"x 65 mtrs.)	Wonder	Per piece	
23	Permanent Marker Product No.970	Luxor	Per Piece	
24	Steel Scale 12"	Elora	Per piece	
25	Glue Stick (15g.)	Fevicol	Per piece	

26	Tag (white) (200 tags pack)	As per sample	Per Bundle	
27	Long Tag (Green)	As per sample	Per Bundle	
28	Spiral Pad (80 GSM) (50 Sheets A 5 size) (Digital printing ICSSR Logo and Address)	As per sample	Per Pad	
29	Spiral Pad (80 GSM) (50 Sheets A 5 size)	As per sample	Per Pad	
30	Pencil Cell	Red Eveready	Per piece	
		Duracell	Per Piece	
31	Highlighter Pen (Gloliter 5 in a set)	Luxor	Per Set	
32	Packing Paper (Brown) (29 x 44)	100 GSM star mills	Per sheet	
33	Packing Cloth (white Markin)	As per sample	Per Meter	
34	Glass Tumbler Plain	cera	Per piece	
35	Dispatch Register (8 Quires)	Amir Book	Per piece	
36	Attendance Register	Amir Book	Per piece	
37	Scissors (Medium size) (Stainless Steel)	Fine quality Indian make	Per piece	
38	Flags (Stick Notes) (3 colour set in one Packet)	Oddy	Per Set	
39	Dustbin	National	Per piece	
40	Water Jug (Glass) 2 Litre	As per Sample	Per piece	
41	Plastic Folder transparent (L) shape	Solo	Per piece	
42	Calculator (12 digits)	Casio	Per piece	
43	Rubber Band (500 g)	As per sample	Per packet	
44	White Envelopes (with window) (5x11) Digital Printed (ICSSR Logo and Address) 100 SMS	As per sample	Per Envelop	
45	White Envelopes (without window) (5x11) 100 SMS	As per sample	Per Envelop	
46	Plastic Sutli Ball (500g)	As per sample	Per Ball	
47	Pin Cushion	As per sample	Per Piece	
48	File Cover (10' x 14') (Digital Printed) ICSSR Logo & Address	As per sample	Per Piece	
49	File Board	As per sample	Per Piece	
50	Photocopy Paper (A-4 Size) 75 GSM	J.K. Copier	Per Ream	
51	Photocopy Paper (A-3 Size) 75 GSM	J.K. Copier	Per Ream	
52	Photocopy Paper (FS/Legal Size) 75 GSM	J.K. Copier	Per Ream	

53	Note Sheet - Legal size (Green 100) sheet 80 GSM Ledger)	As per sample	Per pad	
54	Letter Head Pad (A-4 Size) J.K. Excel Paper (Digital Printing)	As per sample	Per Pad	
55	Colour Covering Sheet A-4 size 220 GSM	As per sample	Per sheet	
56	Register 2 qrs.	Neeraj	Per Piece	
57	Register 4 qrs.	Neeraj	Per Piece	
58	Towels (76 x 152cm)	Bombay Dying	Per Piece	
59	Dura cell AAA	Dura Cell	Per Piece	
60	Duracell plus (9 Volt)	Dura Cell	Per Piece	
61	Heavy Duty Stapler 23/17 -H	Kangaro	Per Piece	
62	Heavy Duty Stapler Pins 23/17-H (1000 pins box)	Kangaro	Per Piece	
63	Yellow Envelop (16 x 12) (Digital Printed with cloth lining) ICSSR Logo & Address	As per sample	Per Envelop	
64	Yellow Envelop (12 x 10) (Digital Printed with cloth lining) ICSSR Logo & Address	As per sample	Per Envelop	
65	Pen Stand Big size	As per sample	Per Piece	
66	Hand Towel (40 X 58 cm)	Bombay Dying	Per Piece	
67	Fax Roll (210/216 MM x 30 MT)	Mitsubishi Thermal Paper	Per Piece	
68	Paper Cutter (Knife)	Metro	Per Piece	
69	Stamp Pad Ink	Ashok	Per Piece	
70	Pen drive 16 GB	SanDisk Cruzer Force	Per Piece	
		HP V220 USB 2.0		
71	Pen drive 32 GB	SanDisk Cruzer Force	Per Piece	
		HP V220 USB 2.0		
72	PVC Paper weight	As per sample	Per Piece	
73	Stapler Pin 10-1M (1000 pins box)	Kangaroo	Per Box	
74	Stapler Pin 24/6 M (1000 pins box)	Kangaroo	Per Box	
75	Packing Tape (Brown) (2½"x 65 mtrs.)	Wonder	Per piece	
76	Computer Paper (10x12) 2 Column (60 GSM)	Century	Per Ream	
77	Computer Paper (10x12) 1 Column (60 GSM)	Century	Per Ream	
78	Computer Paper (10x12) 2 Column (80 GSM)	Century	Per Ream	
79	Computer Paper (10x12) 1 Column (80 GSM)	Century	Per Ream	

80	C.D. Marker	Cello	Per Piece	
81	Double Punch	Kangaro	Per Piece	
82	Paper Punch Heavy	Kangaro Hdp-1320	Per Piece	
83	Shorthand notebook (160 pages)	Neelgagan	Per Piece	
84	Shorthand Pencil (HB)	Apsara	Per Piece	
85	Keyboard (USB)	HP K1500 Wired	Per Piece	
85	Fevicol (Instant Glue)	MR 100 ml Bottle	Per Piece	
86	Computer Mouse (USB)	HP X1000 Wired Optical	Per Piece	

Signatures & Seal of bidder