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अंडमान तथा निकोबार प्रशासन

Andaman and Nicobar Administration

सचिव (सहकारिता)-व-पंजीकार सहकारी समितियों का कार्यालय

Office of the Secretary (Coop.)-Cum-RCS

वी.आई.पी रोड/V.I.P Road, पोर्ट ब्लेयर Port Blair-744103

Port Blair, dated the 22<sup>nd</sup> September, 2016

**QUOTATION NOTICE**

Unique No.:

Sealed quotations are invited from all the local authorized dealers, registered cooperative societies, unemployed educated youth cooperative societies, CCS Ltd. and CCWS Ltd. for supply of the following **Stationery Items, Computers and Photocopier Machines Consumables** to the Office of the Registrar of Cooperative Society, Port Blair as and when required basis for a period of **one year** from the date of acceptance of quotation/rate.

**Stationery Items**

Sl. No.	Name of the Items	Recommended brand/make	Unit/Rate
1.	Add Gel Pen (Blue, Black, Green & Red)	Add Gel	Each
2.	Add Gel Pen Refill (Blue, Black, Green & Red)	Add Gel	Each
3.	Attendance Register (100 pages in full scape) in bilingual	Good quality	Each
4.	Attendance Register (Small) (100 pages ) in bilingual	Good quality	Each
5.	Arch file (Plastic coated)	Good quality	Each
6.	Ball Pen (Blue, Black & Red)	Cello Butter Flow	Each
7.	Ball Pen Refill (Blue, Black & Red)	Cello Butter Flow	Each
8.	Ball Pen Gripper (Blue, Black & Red)	Cello Gripper	Each
9.	Battery (Pencil)	Eveready/ Nippo	Each
10.	Battery (Remote - AAA)	Eveready/ Nippo	Each
11.	Bleaching Powder (500gms in packet)	Good quality	Per packet
12.	Broom (Coconut)	Good quality	Each
13.	Broom (grass)	Good quality	Each
14.	Brown Paper Sheet (plastic coated)	Good quality	Per sheet
15.	Bar Soap (150gms)	Good quality	Each
16.	Board Pin (Thumb Pin)	Good quality	Per packet
17.	Calling Bell (Electric)	Good quality	Each
18.	Calling Bell (Table) Manual	Good quality	Each
19.	Calculator (12 digits with warranty of 01 year)	Cashio/ Citizen	Each
20.	Candle (Big size) (packet of 6 pieces)	Good quality	Per packet
21.	Carbon Paper Typing- FS (Black/Blue)	Kores	Per packet
22.	Carbon paper (Double Sheet)	Kores	Per packet
23.	Cello Tape (½ inch 72 yard)	Good quality	Per packet
24.	Cello Tape (1 inch 72 yard)	Good quality	Per packet
25.	Cello Tape (2 inch 72 yard )	Good quality	Per packet
26.	Cleaning Mop	Good quality	Each
27.	Coaster Stand (12 Nos per Packet)	Good quality	Per packet
28.	Collin Spray	Good quality	Per packet
29.	Court paper (Azura) (A5) (250 Sheets)	Good quality	Per Ream
30.	Correction fluid (white) pen type	Good quality	Each
31.	Cup & Saucer (6 pieces in set)	Bone China	Per set
32.	Dak Bag	Good quality	Each

33.	Dak Pad (Plastic)	Deluxe	Each
34.	Desk Calendar stand with refill	Good quality	Each
35.	Duplicating Paper (FS)	Good quality	Per ream
36.	Detergent Powder (500 grams)	Vim/ Surf	Per packet
37.	Dustbin – Plastic (Medium)	Good quality	Each
38.	Duster Cloth	Good quality	Per piece
39.	Electric Tea Kettle (01 Ltr)	Bajaj	Each
40.	Envelop clothed (Big size) 16 X 12 (100 Nos)	Good quality	Per bundle
41.	Envelop clothed (Medium size) 12X10 (100 Nos)	Good quality	Per bundle
42.	Envelop clothed (Small size) 5 X 11 (100 Nos)	Good quality	Per bundle
43.	Envelop – white (9 X 4) (100 Nos)	Good quality	Per bundle
44.	Envelop – white (10 X 4) (100 Nos)	Good quality	Per bundle
45.	Envelop – white (6 X 4) (100 Nos)	Good quality	Per bundle
46.	Eraser	Nataraj/ Apsara	Per packet
47.	Fevi Stick (small) 8 gms	Pidilite	Each
48.	Fevicol 250 gms Jar	Pidilite	Each
49.	Fevicol 500 gms Jar	Pidilite	Each
50.	Fevicol 100 Gms Tube	Pidilite	Each
51.	File Flap - clothed (bundle of 100 Nos)	Good quality	Each
52.	Folder File	Good quality	Each
53.	File Cover (Bilingual-sample can be obtain from office)	Good quality	Each
54.	File Board with Calico Corner	Lekhak	Each
55.	File tag (Short) (bundle of 100 Nos.)	Good quality	Per bundle
56.	File Tag (Long) (bundle of 100 Nos)	Good quality	Per bundle
57.	File Tray ( Plastic)	Good quality	Each
58.	Finger Grip	Good quality	Each
59.	Flask – 01 liter (Stainless Steel Vacuum)	Milton/ Eagle	Each
60.	Glass Marker Pen (Black, Red & Blue)	Good quality	Each
61.	Gum (250 gms)	Good quality	Per bottle
62.	Hi-lighter Pen	Luxor	Each
63.	Jotter Pen (Blue & Red)	Good quality	Each
64.	Jotter Refill (Blue & Red)	Good quality	Each
65.	Lock & Key (Brass) 5 - Lever	Godrej	Each
66.	Lock & Key (Brass) 6 – Lever	Godrej	Each
67.	Lock & Key (Brass) 7 - Lever	Godrej	Each
68.	Lamination Film size 8*10 Cms	Good quality	Each
69.	Liquid Hand Wash	Dettol/ Lifebuoy	Each
70.	Match box	Good quality	Per packet
71.	Mat – Coir (Medium Size)	Good quality	Each
72.	Mosquito spray 320 ml	Mortein/Good Night	Per bottle
73.	Mosquito Repellant Machine	Mortein/Good Night	Each
74.	Mosquito Repellant refill	Mortein/Good Night	Each
75.	Mug- plastic (Medium size)	Good quality	Each
76.	Naphthalene Ball (500 gms)	Good Quality	Per packet
77.	Note sheet pad (100 leaves) (95GSM)	Ashwani/Good Quality	Per pad
78.	Odonil (25 gms)	Jasmine/ Rose	Each
79.	Paper pin	Good Quality	Per packet
80.	Paper Cutting Knife	Good quality	Each
81.	Packing Tape (Brown 2 inch)	Good Quality	Per Packet
82.	Paper Clip (Plastic Coated)	Good quality	Per Packet
83.	Paper Clip (Steel)	Good quality	Per Packet
84.	Paper Weight (Glass)	Good Quality	Each
85.	Pencil-HB	Classmate/ Apsara	Per packet
86.	Pencil Sharpener	Good Quality	Each
87.	Pen stand (Executive) 4 pen holder with pens	Good quality	Each
88.	Pen stand (Ordinary) 4 pen holder with pens	Good quality	Each
89.	Pen (Vector)	Parker	Each
90.	Peon Book (100 pages)	Good quality	Each

91.	Permanent Marker Pen	Luxar	each
92.	Phenyl 450 ml	Good Quality	Per bottle
93.	Pilot V5 Hi-Tech Point Pen(Blue, Black, Green & red)	Luxor	Each
94.	Pilot V5 Hi-Tech Point Ink (Blue, Black, Green & red)	Luxor	Each
95.	Pin Box	Good Quality	Each
96.	Pin holder containing Magnetic	Good quality	Each
97.	Plastic Bucket – 20 litres	Good Quality	Each
98.	Plastic Jug (Medium)	Good Quality	Each
99.	Punching Machine (single hole)	Kangaroo	Each
100.	Punching Machine (double hole)	Kangaroo	Each
101.	Raincoat (Pant Shirt type)	Duckback	Each
102.	Removal self stick pad (small)	Good quality	Per pad
103.	Removal self stick pads (medium)	Good quality	Per pad
104.	Room Freshener	Good quality	Per bottle
105.	Ruled Paper (double sheet) 60 GSM	Kores/Lion	Per ream
106.	Ruled Register No.6 (with page nos.)	Good quality	Each
107.	Ruled Register No.8 (with page nos.)	Good quality	Each
108.	Ruled Register No.10 (with page nos.)	Good quality	Each
109.	Ruled Register No.12 (with page nos.)	Good quality	Each
110.	Ruled Register No.16 (with page nos.)	Good quality	Each
111.	Ruled Register No.20 (with page nos.)	Good quality	Each
112.	Ruled Register No.32 (with page nos.)	Good quality	Each
113.	Ruled Register No.40 (with page nos.)	Good quality	Each
114.	Rubber Band (250 gm)	Good quality	Per packet
115.	Scale – Plastic ( 12 inches)	Good quality	Each
116.	Sealing Wax (medium size)	Good quality	Per packet
117.	Scissor ( 21 X 5 cms) Big	Good quality	Each
118.	Scissor (Small)	Good quality	Each
119.	Serving Tea Tray Set – Fibre	Good quality	Per set
120.	Short Hand Note Book (100 leaves)	Good quality	Each
121.	Sketch Pen	Good quality	Per packet
122.	Soap	Dettol / Lifebuoy	Each
123.	Sooja (Medium)	Good quality	Each
124.	Stamp Pad (Blue & Red)	Kores/ Chelpark	Each
125.	Stamp Pad Ink (Blue & Red)	Kores/ Chelpark	Per bottle
126.	Stapler Machine (Heavy Duty No. 23)	Kangaroo	Each
127.	Stapler Machine (Big) No. 24/6	Kangaroo	Each
128.	Stapler Machine (Small) No. 10	Kangaroo	Each
129.	Stapler pin (small) No.10	Kangaroo	Per packet
130.	Stapler pin (Big) No. 24/6	Kangaroo	Per packet
131.	Stationary Stock Register (500 pages)	Good quality	Each
132.	Steel Mug (1/2 litre)	Good quality	Each
133.	Steel Tea Spoon	Good quality	Each
134.	Stick File	Good quality	Each
135.	Stick File (L type)	Good quality	Each
136.	Table Cloth (Raxene)	Good quality	Per meter
137.	Table Cloth (Velvet)	Good quality	Per meter
138.	Table Glass – Regular size (10mm) (3x4 ft)	Good quality	Each
139.	Toilet Brush	Good quality	Each
140.	Toilet Cleaner	Harpik/ Sanifresh	Each
141.	Toilet Wash Acid	Good quality	Each
142.	Torch Light ( 3 cells-metal body) LED Bulb	Eveready	Each
143.	Torch Light Cell	Eveready	Each
144.	Typing Paper FS	Kores/ BCR	Per ream
145.	Turkey Towel (White) Big size	Good quality	Each
146.	Turkey Towel (White) Medium size	Good quality	Each
147.	Turkey Towel (White) Hand towel	Good quality	Each
148.	Twin Ball (white)	Good quality	Per Roll
149.	Vim Powder (500 gms)	Good quality	Per packet

150.	Wall clock without music (Medium)	Ajanta	Each
151.	Writing Note Pad (Spiral)	Good quality	Per pad
152.	Writing Board	Good quality	Each
153.	Water Filter (Steel) 20 litres	Bajaj	Each
154.	Water Filter Candle	Bajaj	Each
155.	Water Glass	Borosil	Each
156.	White Paper (double sheet) (DFS)	Good quality	Per ream
157.	White Board Writing Pen	Luxur	Each
158.	Xerox paper – A4 ( 75 GSM) (500 papers)	JK/ Paperkraft	Per ream
159.	Xerox paper – A4 ( 75 GSM) (500 papers)	JK/ Paperkraft	Per ream
160.	Xerox paper – A3 ( 75 GSM) (500 papers)	JK/ Paperkraft	Per ream

### Computers and Photocopier Machines Consumables

Sl. No	Name of the items	Brand / Make	Unit
1.	Toner 925 Cannon	HP	Each
2.	Cannon 303 Laser Jet	Hp	Each
3.	Toner HP Laser Jet-P1007(88A)	HP	Each
4.	Toner Type 1230-D	Ricoh	Each
5.	Cannon Printer Cartridge(925)	HP	Each
6.	Ricoh-MP2001L	Ricoh	Each
7.	Antivirus	NP	Each
8.	DVD Disc-4.7 gb(10 disc per Box)	Sony	Per Box
9.	CD Disc-700 MB(10 disc per Box)	Sony	Per Box
10.	Computer Dust Cover	Best Quality	Each
11.	OPC Drum(B0399510) for 2020D Xerox Machine	Ricoh	Each
12.	Developer Type-28(B07999640) for 2020D Xerox Machine	Ricoh	Each
13.	Extension Cord	Good Quality	Each
14.	Ricoh-SP-203SF	Ricoh	Each
15.	DVD combo Drive (LG)	LG	Each
16.	Canon Printer Cartige-LBP3000	HP	Each
17.	Canon-925	HP	Each
18.	Photostat Machine	Good Quality	Each

### Terms and Conditions

1. The quotations should be submitted under sealed cover duly super scribed "quotation for supply of "Stationery Items, Computers and Photocopier Machines Consumables" and should reach to this office latest by 2016 at 3.00 PM and the same will be opened on the same day at 3.30PM in the presence of the quotationer or their representative, if any present.
2. The quotations should be accompanied with Earnest Money Deposit of Rs. 5000/- (Rupees Five Thousand Only) in the form of Call Deposit/Fixed Deposit Receipt drawn from any nationalized scheduled bank duly pledged in favour of "the Resistrar of Cooperative Society, Port Blair". The quotations without EMD shall not be accepted.

3. The Cooperative Societies/Unemployed Educated Youth Cooperative Societies should furnish attested copy of certificate of registration from the Registrar of Cooperative Societies, A & N Administration along with quotations for exemption from furnishing EMD.
4. The EMD of successful quotations shall be kept with the department as Security Deposit and shall be refund only on completion of the supply order issued to the satisfaction of the undersigned.
5. The rate quoted should be inclusive of all taxes/charges and delivery should be made in the Registrar of Cooperative Society, Port Blair. No extra delivery & packing charges and no escalation will be paid.
6. Cutting / overwriting / fluiding in the Quotation should be avoided.
7. The make/brand of the item for which the rate is quoted should also be indicated specifically in the quotation and the rate should be quoted in figure as well as words.
8. The firms should have a registered office at Port Blair, Andaman & Nicobar Islands.
9. Only original manufacturer/ authorized distributors / authorized dealership will be taken into consideration (for the supply of Computers and Photocopier Machines Consumables).
10. In case of authorized dealer, attested copy of Authorized Dealership Certificate from the manufacturer should be enclosed along with the quotation (for the supply of Computers and Photocopier Machines Consumables).
11. The accepted rates shall be valid for a period of one year from the date of acceptance of quotation/rate.
12. Payment shall be made only on receipt of materials in full and good quality as per the approved samples after the verification of quality and quantity.
13. If any materials supplied are found to be of sub-standard, the materials will be returned at cost, risk & responsibility of suppliers and no payment will be paid for such materials.
14. All the items for which the bid has been submitted should be readily available with the bidder. Items should be delivered within 10 days of date of issue of supply order. Failing which the EMD will be forfeited to Government Account and the quotation will be cancelled.
15. The the Registrar of Cooperative Society, Port Blair reserves the right to accept or reject or part of the tender without assigning any reason thereof.

Registrar of Cooperative Society  
22/9/21  
Port Blair