

GOVERNMENT OF MEGHALAYA  
SECRETARIAT ADMINISTRATION DEPARTMENT (NAZARAT)

No SAN 31/2023/1

Dated Shillong the 19<sup>th</sup> May 2023

**TENDER NOTICE**

Quotation in sealed cover affixing a court fee stamp of Rs 25/- (Rupees twenty-five) only (Non-Refundable) are invited and will be received by the undersigned up to 12.30 pm on 23.6.23 in connection with the supply of Paper and Stationery Articles specified below to the Meghalaya Civil Secretariat for the year 2023-2026 and until fresh appointment is made, whichever is earlier. The quotation (s) will be opened on the same date from 1pm in the presence of the quotationer(s) or without them.

Sl No.	ARTICLES	UNITS
1.	Azurelaid paper (bilt) 43 x 69 cms) – 11. 1kg a ream	Per Ream
2.	Bond paper (J.K Bond) (45.5x66.5 cms) – 7.7	Per Ream
3.	Brown paper – Wrapping paper ( 43 x 69 cs.) 30 kg. a ream	Per meter
4.	Pen fluid ( for correction) – kores – 10 ml	Per Dozen
5.	Duplicating Paper :- (a) Sunlit ( 21 . 5 x 34.5 cms)- 2.3 kg (b) 3 Aces ( 21 x 34.5 cms) -2.2 kg (c) Kores (21.5 x 34.5 cms) – 2.3 kg. (d) H.P. C. ( 21 x 33 cms.) – 2.5 kg.	Per Ream Per Ream Per Ream Per Ream
6.	Desk Knife (best quality) – 20 cms Long (Plastic handle) 2 cms. blade	Per Dozen
7.	Eraser for :- Ink & Pencil	Per Dozen.
8.	Gem Clip :- (a) King Brand( 100) pieces a packet (b) Lion Brand (100) pieces a packet (c) Nylon (kores) (100) pieces a packet.	Per Packet Per Packet Per Packet
9.	Gum Paste :- (a) 150 ml. (Camel) (b) 300 ml. (Camel) (c) 700 ml. (Camel)	Per Dozen Per Dozen Per Dozen
10.	Ink for Rubber Stamp ( 60 ml.) a bottle (Gripex) Faber Castle / Kores/ Camlin	Per Dozen
11.	Magnetic Box (Pin – up) Superior Anmol / Delux	Per Dozen
12.	Officer's Pen stand with date:- (a) 34 cms. Long (Superior quality). (b) 28 cms. Long (Superior quality) (c) Pen Stand	Each Each Each
13.	Pin Cushion (Ordinary)	Per Dozen
14.	Paper Weight (Decorated – Round)	Per Dozen
15.	Poker	Per Dozen
16.	Lead Pencil (Camel/ Hind/ Apsara) (10 nos. in box) Dooms/ Kores	Per Dozen
17.	Shorthand Pencil (Kohinoor) (10 nos. in a box)	Per Box
18.	Short Hand Note Book (Capital/ Speedy/ Commander) Nielgagan	Per Dozen
19.	Steel Pins ( a packet of 100 grams) King Brand T Pin	Per Packet
20.	Stappling Machine :- (a) Kangaro No. 10 (b) Kangaro (24/ 6)	Each Each
21.	Stappling Wire :- ( packet of 1000 pieces): (a) Super King – 24/6 & 10 (b) Kores 24/6 & 10 (c) Heavy Duty – 23/17-H (d) Heavy Duty - 555	Per Packet Per Packet Per Packet Per Packet
22.	Self Ink Stamp Pad ( 11 x cms) :- (a) Gripex. (b) Kores	Per Dozen Per Dozen
23.	Tag Nylon (Bundle of 100 nos)	Per Bundle
24.	Thread - In – Ball (White) :- (a) Ball	Per Dozen.

25.	Carbon Paper (kores) :- (a) Light weight (brief size- plastic coated).	Per 100 Sheet
26.	Type Writer Paper :- (a) Sunlight - (25 x 33 cms.) – 1.4 kg. (per ream) (b) H.P.C.- (21x 33cms.) – 1.5 kg. (per ream)	Per Ream Per Ream
27.	White D.F.C. Paper (43 x 69 cms. ) – 8.9 kg. ( per ream)	Per Ream
28.	White Tape :- (a) (12 mm. Width – 45 meters) (b) (18 mm Width- 45 meters)	Per Roll Per Roll
29.	Refills :- (a) Jotter( Line/Maxriter) – Red/Blue (b) Ordinary pointed ( Maxriter/Linc) – All colour	Per Dozen Per Dozen
30.	Ball Pen :- (a) With Jotter refill (for Officer's). (b) With ordinary refill.	Per Dozen Per Dozen
31.	Jute Twine	Per kg.
32.	Xerox Paper :- (a) F.S, J.K (21./5 x 34.5) – 2.8 kg. per ream (b) Power (21.5 x 34.5) – 2.7 kg. per ream (c) A – 4, J.K– 2.3 kg. per ream (d) A-3, J.K.- 4.10 kg.- per ream (e) Coloured Xerox A-4 (Desmat/Replika) per ream (f) A/5 Xerox paper. (g) Photo Glossy Paper 180 gsm (h) Photo Glossy Paper 220 gsm (i) Matt Coated Paper 254 gsm.	Per Ream Per Ream Per Ream Per Ream Per Ream Per Ream Per Ream Per Ream Per Ream
33.	Counting Sponge (ordinary)	Per Dozen
34.	(a) Flat Ruler Plastic – (kores)- 30 cms (b) Flat Ruler Steel 30 cms	Per Dozen Per Dozen
35.	Scissor (good quality) (a) Big/Small. (b) Heavy Quality	Each Each
36.	Sealing Wax (Grip seal) – Round 500 grams a packet	Per Packet
37.	Marker Pen :- (a) White Board Marker Pen (b) Permanent Marker Pen (c) OHP Marker Pen	Per Dozen
38.	Sticky Pad (Claro/3m.) :- (a) 18x 75mm-4 colour/3 colour or yellow (b) 25x 75 mm.- 4 colour/3 colour or yellow (c) 20 x 50 mm. -4 colour / 3 or yellow (d) 50 x 75 mm. -4 colour/ 3 colour or yellow (e) 100x 75mm--4 colour/ 3 colour or yellow	Each Each Each Each Each
39.	Pink paper Full Scape	Per Ream
40.	Spring Calling Bell (Taj)	Each
41.	Flourescent Pen (Luxor) (Set of 5 colour)	Per Dozen
42.	Envelope:- (a) <u>Cloth pasted envelope:-</u> (i) (24 x 25 cms) (ii) (30 x 40 cms)	Per 100 Nos. Per 100 Nos
	(b) <u>Envelope brown:-</u> (i) 23 x 10 cms (ii) 25 x 11 cms (iii) 25 x 13 cms (iv) 30 x 13 cms (v) 24 x 35 cms. (vi) 40 x 15 cms (vii) 40 x 30 cms.	Per 100 Nos Per 100 Nos. Per 100Nos. Per 100 Nos Per 100 Nos. Per 100 Nos. Per 100 nos.

	<p>(c) <u>Laminated envelope (yellow/ White):-</u></p> <p>(i) 25 x 11 cms</p> <p>(ii) 28 x 13 cms</p> <p>(iii) 25 x 35 cms</p> <p>(iv) 40 x 30 cms</p> <p>(d) <u>White envelope :-</u></p> <p>(i) 23 x 10 cms.</p> <p>(ii) 25 x 11 cms</p> <p>(iii) 21 x 14 cms</p> <p>(e) <u>Window Envelope.</u></p> <p>(i) 23 x 10 cms.</p> <p>(ii) 25 x 11 cms</p> <p>(iii) 21 x 14 cms</p>	<p>Per 100 Nos.</p> <p>Per 100 Nos</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p>
43.	<p><u>Punching Machine :-</u></p> <p>(a) <u>1 hole – Kores.</u></p> <p>(b) <u>2 holes – Kores.</u></p>	<p>Each</p> <p>Each</p>
44.	<p>Bound Register- F/S size (Neelgagan / Diplomat)</p> <p>(a) 160 pages</p> <p>(b) 200 pages</p> <p>(c) 300 pages</p> <p>(d) 400 pages</p> <p>(e) 1000 pages</p> <p>(f) Leather Bound Register – 400 pages.</p> <p>(g) Ledger Paper - 200 pages.</p> <p>(h) Ledger Paper - 600 pages.</p>	<p>Per Dozen</p> <p>Per Dozen</p> <p>Per Dozen</p> <p>Per Dozen</p> <p>Per Dozen</p> <p>Per Dozen</p> <p>Per Dozen</p> <p>Per Dozen</p>
45.	<p>(a) File cover with cloth pasting at the centre ( Neelgagan/ Commander)</p> <p>(b) File cover ordinary brown colour</p>	<p>Per 100 Nos.</p> <p>Per 100 Nos.</p>
46.	<p>File Board :-</p> <p>(a) Ordinary</p> <p>(b) Neelgagan no. 31</p> <p>(c) Neelgagan – no. 51</p>	<p>Per 100 Nos.</p> <p>Per 100 Nos.</p> <p>Per 100 Nos.</p>
47.	<p>Note Sheet Ledger Paper ( J. K )</p>	<p>Per Ream.</p>
48.	<p>Binder Clip:-</p> <p>(a) 15 mm.</p> <p>(b) 19 mm.</p> <p>(c) 25 mm.</p> <p>(d) 32 mm.</p> <p>(e) 41 mm.</p> <p>(f) 51 mm.</p>	<p>Per packets</p> <p>Per packets</p> <p>Per packets</p> <p>Per packets</p> <p>Per packets</p> <p>Per packets</p>
49.	<p>Glue Stick (Faber Castle – 15 gram) /Kores.</p>	<p>Per Dozen.</p>
50.	<p>Pilot Pen. :-</p> <p>A. 0.5 Hitech</p> <p>B. VS</p> <p>C. V7</p> <p>D. V10</p>	<p>Per Rice</p>
51.	<p>Pen Holder</p>	<p>Each</p>
52.	<p>Slip Pad No 33 ( Neelgagan/Paper Craft )</p>	<p>Each</p>
53.	<p>Spiral Note Pad</p>	<p>Each</p>
54.	<p>Uniball Pen.</p>	<p>Each</p>

55.	Clip Board (Plastic)	
56.	Sliding Cutter :- (a) Small (b) Big	Each Each
57.	White Board/ Notice Board (a) 2F x 3 F (b) 3 F x 4 F (c) 4 F x 6 F	Each Each Each
58.	White Board Duster	Each
59.	Notice Board Pin	Per Box.

The rates quoted should be exclusive of all taxes etc ...payable including free delivery at the site of the indenting office.

The selected Firm(s) will have to supply the same from time to time on demand.

The samples of the Miscellaneous Articles should be furnished along with the quotation failing which no quotation will be considered.

The following particulars should be submitted by the Firm(s) along with their quotation failing which no quotation will be considered.

1. An Earnest money of Rs 10,000/- (Rupees ten thousand) only by the Non-Tribal Firm(s) and Rs 5000/- (Five Thousand) only by the Tribal Firms in the form of a Call Deposit/ Term Deposit pledged in favour of the undersigned and furnished along with the quotation which will be converted into Security Deposit or refunded immediately in case the Quotation is accepted or rejected as the case may be. The Security Deposit (Earnest Money) of the selected Firm(s) will be retained for a period of 1(one) year or till fresh appointment is made.
2. GST Registration No/Certificate.
3. Attested Copy of up-to-date Professional Tax from the authority concerned.
4. Attested Copy of up-to-date Municipal Trading License should be submitted by the Non-Tribal Firm(s) operating business in Jail Road, Police Bazaar and European Ward and where their trade does not extend beyond the schedule areas but for Non-Tribal Firm(s) operating business outside the schedule areas are required to produce the District Council Trading License. The purpose for which license is issued should be clearly indicated.
5. Attested copy of Schedule Tribe Certificate by the Tribal Firm(s).
6. Attested copy of photograph of the quotationers (suppliers).
7. An undertaking in plain paper duly signed and sealed to the effect that the supply will be carried out by the quotationer himself/herself.
8. In a situation where a large number of tenderers quoted the same rate, it will be at the discretion of the authority to accept or reject any quotation.
9. Exemption Certificate if any, should also be produced.

The Undersigned does not bind himself to assign any reason for accepting or rejecting any quotation.

The Security Deposit is liable to forfeiture to the Government as may deem fit and proper in the event of the Firm(s) supplying inferior quality and making delay in supplying the Paper and Stationery Articles etc indented for. The Supplier(s) may also be debarred from taking any Govt contract (supply) in future in the event of breach of any of the terms and conditions of the contract (supply).

The envelope containing the quotation should be superscribed with the words "QUOTATION FOR SUPPLY OF PAPER AND STATIONERY ARTICLES FOR THE YEAR 2023-2026".

  
(P. Bareh)

Under Secretary to the Govt of Meghalaya,  
Secretariat Administration Department (Nazarat).

Copy to: -

1. The Deputy Commissioner, East Khasi Hills, Meghalaya, Shillong for displaying in the Notice Board.
2. Director of Printing and Stationery (Meghalaya Gazette), Meghalaya, Shillong for favour of publication in the next issue of the Meghalaya Gazette.
3. Printing and Stationery Department.
4. The Commissioner of Taxes, Shillong.
5. Director of Industries Meghalaya, Shillong.
6. General Manager, District Industries Centre, East Khasi Hills, Meghalaya, Shillong for information.
7. Notice Board (Main & Addl Secretariat Building).
8. The General Secretary, Meghalaya Suppliers Association.

By Order etc.,



Under Secretary to the Govt of Meghalaya,  
Secretariat Administration Department (Nazarat).