

**GOVERNMENT OF INDIA STATIONERY OFFICE
MINISTRY OF URBAN DEVELOPMENT
3, CHURCH LANE, KOLKATA - 700001.**

File No. SO/Misc./124-2012/G(2)

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NOTICE OF SALE OF OLD/OBSOLITE STATIONERY ITEMS.

Controller of Stationery invites sealed tender for and on behalf of the President of India for sale of the under-mentioned old/obsolete stationery items on Two-Bid system from the interested buyers.

Sl. No.	Description of items.	Vocab No.	Remarks.
1.	Paper Carbon Typewriting 21 X 29.7 cms. Black Std. Wt. - 1.2 kg.	E076	
2.	Sealing Wax- 20 stick in a Pkt.	M059	
3.	Paper Badami- 42 X 34 cms. - 4.5 Kgs.	D026	
4.	Ink Powder Blue/Black- 1 Pkt. to 675 in a phial.	I022	
5.	Slate Pencil 50 sticks in a bag.	I062	
6.	Pencil Carbon Paper - 40.5 X 33 cms.	E037A	
7.	Ink Black for DRD(450/500 gms.) (Plastic Bottle) in a tube.	K061	
8.	Ink Black for DRD(Aluminum Bottle) in a tube.	K011	
9.	Tracing Cloth -(91 cms. X 18)	H041	
10.	Tracing Cloth(107 X 18 mtrs.)	H040	
11.	Jaconet Cloth(110cms. wide 22.866 mtrs. in than)	J008	
12.	Tape White unbleached 1.3 cms. wide in a roll of 50 mtrs.	M079	
13.	Paper Manila Buff(51 X 76 cms.) - 43.66 kgs.	N.V.	
14.	Paper Drawing recording chart N+3 Patent (Imported)	A136	
15.	Refill.	I066	
16.	Pen Nib Latern Pattern.	I047	
17.	Pen Nib Red Ink.	I048	
18.	Ink Powder Red.	I023	
19.	Brushes dusting long handle for T.W.	K002	
20.	Brushes for Type Cleaning (Tooth Brush Pattern)	K005	
21.	Ink Pad Roneo Duplicating	K016	

Contd.....2

-: (2) :-

Sl. No.	Description of items.	Vocab No.	Remarks.
22.	Empty Phial with Crock	M045A	
23.	Metal Clip Red & Blue.	N.V.	
24.	Metal Clip Blue.	N.V.	
25.	Metal Clip Red.	N.V.	
26.	Ink Black for Numbering Machine.	M028	
27.	Ink Black for Marking Cloth.	M027	
28.	Paper White Art(M.C) 85.5 X 31 cms.- 29.3 kgs.	N.V.	
29.	Paper Unbleached Printing - 51 X 66 cms. - 10.1 kgs.	N.V.	
30.	Paper Artigas Wove 26" X 40" - 56 Ibs.	N.V.	
31.	Ink green Fon-F pen 100 cc	I016	
32.	Pencil China Graph yellow.	I035	
33.	Pencil Coloured Red & Blue.	I036	
34.	Pencil Coloured Red.	I036	
35.	Pencil Lead ordinary middling.	I039	
36.	Pen Nibs waverly pattern small.	I046	
37.	Ruler round wooden 100 cm. long.	I057	
38.	Rulers Red /Blue.	I066	
39.	Ink glass ordinary 2/2	I024	
40.	Chalk pencil on Crayans.	I002	
41.	Ink Blue Black for F.Pen.	I012	
42.	Brushes Drawing Squirrel hair.	H031	
43.	Ink Black for Romeo Duplicate-300 gm. A tin oil based.	K013	
44.	Ink Lithe in cake (Imp)	K015	
45.	T.W.Ribbon Bichrome.	K033	
46.	T.W.Ribbon Black Red 13 mm for Underwood.	K044	
47.	T.W.Ribbon Purple copying 13 mm for Remington.	K046	
48.	Ink Black for Rotary Dup. 500 gms. a tube.	K061	
49.	Paper Cartidge White 13.9 kgs. 44.5 X 57 cms.	D058	
50.	Paper Carbon Pencil Black both side 11.5 X 21.5 cms.	E036	
51.	Paper Carbon Pencil Black one side similar genetic 40.5 X 51 cms.	E037C	

Contd.....3

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Please note the under-mentioned instructions carefully before submission of Tender:-

1. The sealed tender duly signed and stamped must be addressed to the Assistant Controller of Stationery(Stores), G.I.S.O., 3,Church Lane, Kolkata - 700001 on or before 15.03.2013 up to 2 P.M. No tender will be accepted after 2 P.M. on the same date. The tender will be opened at 3 P.M. on the same date in presence of the tenderers or their authorized representatives.
2. The tender should be submitted in Two - Bid System in separate double covers - the "TECHNICAL BID" containing the Letter of Offer and EMD in proper form and the other containing the rates i.e. "PRICE BID" duly superscribed with name of Tenderer. These double sealed covers should again be put in one main cover which should also be superscribed with Name of Tenderer and Date of Opening duly stamped and sealed. In case the envelope/cover containing EMD and Letter of Offer i.e. Technical Bid which will be opened first is found without EMD or EMD not in proper form, then the other envelope containing Price Bid will not be opened at all and that offer will automatically stand rejected.
3. EMD of Rs.10,000/- (Rupees Ten thousand only) should be furnished in the form of Demand Draft/Fixed Deposit Receipt/ Banker's Cheque of any Nationalized Bank and drawn in favour of Deputy Controller, Stationery(Admn.), G.I.S.O., 3, Church Lane, Kolkata - 700001.
4. The rates is to be quoted clearly in figures and words. No over-writing or rates will be accepted.
5. Xerox copy of current Sales Tax Clearance Certificate and Trade Licence Certificate duly attested by Gazetted Officer or Notary should be furnished with the Technical Bid.
6. The Tenderers may inspect the stationery stores w.e.f. 01.03.2013 to 08.03.2013 between 12 P.M. to 3 P.M.

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7. The items mentioned above shall be sold on "AS IS WHERE IS", "AS IS WHAT IS BASIS" & "WHAT EVER THERE IS BASIS."
8. The interested buyers or their authorized representatives , upon producing valid proofs and authority letters, may attend the opening of Tender both Technical Bid and Price Bid.
9. The successful Tenderers shall bear all the expenses regarding transportation charges, labour charge and loading/unloading charges.
10. The successful Tenderer will have to deposit full payment of Bid Price in the form of Demand Draft/Fixed Deposit Receipt/Banker's Cheque from any Nationalized Banks drawn in favour of Deputy Controller, Stationery (Admn.), G.I.S.O., 3, Church Lane, Kolkata - 700001 within a week of confirmation of sale. **In case of failure to deposit the full amount within the prescribed period, the amount deposited as Earnest Money shall be forfeited.**
11. Tenderers are requested to offer their e-mail address for communication.
12. Controller of Stationery reserves the right to cancel any or all the tenders without assigning any reason thereof.
13. The offer is valid for 90 days from the date of opening of "Technical Bid."

(B. N. Halder)
Assistant Controller, Stationery(Stores)
for Controller of Stationery.

LETTER OF OFFER.

From:

M/s.....
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To

**The Controller of Stationery,
Govt. of India Stationery Office,
3, Church Lane,
Kolkata - 700001.**

Sir,

With reference to the NIT bearing No.....dated..... regarding the sale of old/obsolete stationery stores lying at the Government of India Stationery Office, 3, Church Lane, Kolkata - 700001, the undersigned is willing to quote rate for purchase of the unserviceable stationery items.

2. I have carefully gone through and understood the enclosed instructions to the Tenderers and am bound to abide by the terms and conditions laid down therein in the web-site.
3. The undersigned also agrees to hold this office open for acceptance up to 90 days from the date of opening of tender.
4. The Demand Draft / Fixed Deposit Receipt / Banker's Cheque bearing no. dt..... for Rs. of(Bank) drawn in favour of Deputy Controller, Stationery(Admn.), G.I.S.O., 3, Church Lane, Kolkata - 1 as Earnest Money Deposit for the purchase of old/obsolete stationery items is enclosed in the envelope superscribed as "Technical Bid."
5. Consolidated Rate of old/obsolete stationery items is furnished in the sealed envelope superscribed as "Price Bid."

Encl: As above.

Yours faithfully,

(Signature of Tenderer with Seal)

PRICE BID.

Sl. No.	Description of items.	Consolidated Rate.
1.	Paper Carbon Typewriting 21 X 29.7 cms. Black Std. Wt. - 1.2 kg.	
2.	Sealing Wax- 20 stick in a Pkt.	
3.	Paper Badami- 42 X 34 cms. - 4.5 Kgs.	
4.	Ink Powder Blue/Black- 1 Pkt. to 675 in a phial.	
5.	Slate Pencil 50 sticks in a bag.	
6.	Pencil Carbon Paper - 40.5 X 33 cms.	
7.	Ink Black for DRD(450/500 gms.) (Plastic Bottle) in a tube.	
8.	Ink Black for DRD(Aluminum Bottle) in a tube.	
9.	Tracing Cloth -(91 cms. X 18)	
10.	Tracing Cloth(107 X 18 mtrs.)	
11.	Jaconet Cloth(110cms. wide 22.866 mtrs. in than)	
12.	Tape White unbleached 1.3 cms. wide in a roll of 50 mtrs.	
13.	Paper Manila Buff(51 X 76 cms.) - 43.66 kgs.	
14.	Paper Drawing recording chart N+3 Patent (Imported)	
15.	Refill.	
16.	Pen Nib Latern Pattern.	
17.	Pen Nib Red Ink.	
18.	Ink Powder Red.	
19.	Brushes dusting long handle for T.W.	
20.	Brushes for Type Cleaning (Tooth Brush Pattern)	
21.	Ink Pad Roneo Duplicating	
22.	Empty Phial with Crock	
23.	Metal Clip Red & Blue.	
24.	Metal Clip Blue.	
25.	Metal Clip Red.	
26.	Ink Black for Numbering Machine.	
27.	Ink Black for Marking Cloth.	
28.	Paper White Art(M.C) 85.5 X 31 cms.- 29.3 kgs.	
29.	Paper Unbleached Printing - 51 X 66 cms. - 10.1 kgs.	
30.	Paper Artigas Wove 26" X 40" - 56 Ibs.	

Contd...2

-: (2) :-

Sl. No.	Description of items.	Consolidated Rate.
31.	Ink green Fon-F pen 100 cc	
32.	Pencil China Graph yellow.	
33.	Pencil Coloured Red & Blue.	
34.	Pencil Coloured Red.	
35.	Pencil Lead ordinary middling.	
36.	Pen Nibs waverly pattern small.	
37.	Ruler round wooden 100 cm. long.	
38.	Rulers Red /Blue.	
39.	Ink glass ordinary 2/2	
40.	Chalk pencil on Crayans.	
41.	Ink Blue Black for F.Pen.	
42.	Brushes Drawing Squirrel hair.	
43.	Ink Black for Romeo Duplicate-300 gm. A tin oil based.	
44.	Ink Lithe in cake (Imp)	
45.	T.W.Ribbon Bichrome.	
46.	T.W.Ribbon Black Red 13 mm for Underwood.	
47.	T.W.Ribbon Purple copying 13 mm for Remington.	
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50.	Paper Carbon Pencil Black both side 11.5 X 21.5 cms.	
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Signature of the Tenderer with Seal.

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NOTICE OF SALE OF OLD/OBSOLITE STATIONERY ITEMS BY TENDERER.

Controller of Stationery invites sealed tenders on Two-Bid system for sale of a good number of old/obsolete stationery items on "AS IS WHERE IS BASIS" , "AS IS WHAT IS BASIS", & "WHATEVER THERE IS BASIS".

The prospective Tenderers may visit this office web-site www.giso.nic.in for detailed procedure, terms and conditions and any other support / assistance. For inspection and other details, contact with the Assistant Controller, Stationery(Stores), G.I.S.O., 3, Church Lane, Kolkata - 1 between 12 p.m. to 3 p.m w.e.f. 01.03.13 to 08.03.2013.

(B. N. Halder)
Assistant Controller, Stationery(Stores)
for Controller of Stationery
for and on behalf of the President of India.

