

**REGIONAL OFFICE  
EMPLOYEES STATE INSURANCE CORPORATION  
5/1 GRANT LANE, KOLKATA-12**

No. C/AG-2/15/32/Tender/Genl Items/2015(G)

07 Dec 15

To  
M/S

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**Sub- Limited Tender for procurement of Stationery 2015-16**

Sir,

This office intends to procure the following items. You are requested to quote your best rate in a sealed envelope latest by 28/12/15 .

Sl No	Item	Brand	Qty Reqd	Denomin ation	Rate (Delivery at 5/1 Grant Lane, Kol-12
(a)	(b)	(c)	(d)	(e)	(f)
1	A-4 Xerox Paper	Copy Power	1020	Rim	
2	Assistant Diary Register	APS	30	Nos	
3	<b>Attendance Register</b>	APS	10	Nos	
4	<b>Audit Register</b>	APS	20	Nos	
5	Botkin	APS	60	Nos	
6	Brown Pencil For Audit	APS	180	Nos	
7	Carbon Paper	Kores	400	Nos	
8	Cash Book A/C 2	APS	30	Nos	
9	Cash Book Imprest TR-4	APS	30	Nos	
10	Cello Tape 1"	Wonder Plus	160	Nos	
11	Certificate Control Register	APS	30	Nos	
12	Cheque Drawan Register	APS	15	Nos	
13	Correcting Fluid	Oval/Camlin	300	Nos	
14	Dak Pad	APS	15	Nos	
15	DB Register (ESIC 40)	APS	24	Nos	
16	Despatch Register	APS	15	Nos	
17	Diary Register	APS	20	Nos	
18	Envelope 8A	<b>APS #</b>	200	Nos	

19	Envelope long with cotton lining	APS #	200	Nos	
21	Envelope SE 5 Non Window	APS #	22000	Nos	
22	Envelope SE 5 Window	APS #	18000	Nos	
23	Envelope SE 6 Window	APS #	25000	Nos	
24	Envelope SE 6 Non Window	APS #	5500	Nos	
25	Envelope SE 7A with cotton A4	APS #	400	Nos	
26	Envelope SE 8A Window big	APS #	100	Nos	
27	Envelope SE 8B with cotton big	APS #	100	Nos	
28	Eraser	Apsara	36	Nos	
29	Fevi Stick	Camlin	50	Nos	
30	File Cover	APS	42000	Nos	
31	File Flap	APS	7000	Nos	
32	Gem Clip	APS	220	Box	
33	Gum Bottle (Big)	Eureka	15	Nos	
34	Gum Bottle (Small)	Eureka	36	Nos	
35	Knife Desk	APS	36	Nos	
36	<b>Ledger Binder</b>	APS	15	Nos	
37	Marker Pen	Camlin	220	Nos	
38	Notesheet Pad	APS	500	Pad	
39	Paper Conquest (Legal Size)	APS	9500	Nos	
40	Paper Weight (Glass Oval shape)	APS	115	Nos	
41	Pay Bill Register	APS	18	Nos	
42	Pay Bill TR -22 Loose Sheet	APS	500	Nos	
43	PDB Register	APS	24	Nos	
44	Pencil Shorthand	Camlin	20	Nos	
45	Pin Cushion	APS	15	Box	
46	Pin Steel	APS	600	Nos	
47	Punching Machine	kangaroo	75	Nos	
48	Register Cash Book A/C 1	APS	24	Nos	
49	Register 12/39	APS	55	Nos	
50	Register 4 Qr	APS	120	Nos	
51	Register 6 Qr	APS	160	Nos	
52	Register 8 Qr	APS	30	Nos	
53	Register A/C 2	APS	25	Nos	
54	Register C 18/19	APS	12	Nos	
55	Register ESIC 61	APS	15	Nos	
56	Revised Leave Account	APS	250	Nos	
57	Rubber Band (Colour big)	APS	15	Pkt	

58	Scale Stainless Steel	APS	20	Nos	
59	Scissor	APS	50	Nos	
60	Service Book	APS	175	Nos	
61	Sharpener	APS	55	Nos	
62	Short Hand Book	APS	30	Nos	
63	Sponge Water	APS	18	Nos	
64	Stamp Pad	Giripex	180	Nos	
65	Stamp Pad Ink	Giripex	80	Nos	
66	Stapler (Big)	kangaroo	50	Nos	
67	Stapler (Small)	kangaroo	260	Nos	
68	Stapler Pin (Small)	kangaroo	200	Box	
69	Sticker Flag	APS	100	Nos	
70	Stock Register	APS	18	Nos	
71	Tag Cotton	APS	650	Bndl of 100 each	
72	White Board Marker Pen	Camlin	15	Nos	
	<b>* APS- As per sample</b>				
	<b>#APS – As per sample with Sachha Bharat Logo</b>				

**Terms and conditions are as follows:**

1. Security deposit @ 5% of order value to be deposited by the successful bidder within 07 days of issuance of purchase order. The said amount will be released after 14 months
2. Supply to be made at Regional Office Store within 15 days of receipt of the purchase order.
3. The rate quoted should be valid for one year from the date of issuing of purchase order. This office may place supply order of any quantity subsequent to this procurement, at any time during the one year to the successful bidder who shall be liable to supply the items at the quoted rate.
4. Bidders are required to submit one demand draft in favour of ESI A/C for Rs. 6000/- (Rupees six thousand only) along with the quotation as EMD.
5. APS stands for 'As per sample' which is available at Regional Office Store Vendor participating in tender may visit RO store between 11 am to 5 pm on any working day to take cognizance of the sample.
6. Agency will invariably quote as per Sl. No. and format given. In case agency is unable to participate in any item, the column Sl. No. for the respective items will be filled up with 'NP' (Not participating) but skipping of Sl. No. may lead the

tender cancelled. All SI No .i.e. 1 to 72 have to be filled up.

7. ESI Corporation reserves the right of rejection/acceptance of tender without assigning any reason. The decision of the Regional Director will be final.

8. Participating agency will submit mandatory documents namely copy of PAN Card/Trade Licence/One Supply Order issued by any govt. agency within last two years.

9. Vendor should ensure that all pages of tender documents are invariably duly authenticated by an authorised person of the vendor with rubber stamp.

10. Envelope should be superscribed "Quotation for supply of Stationery 2015-16"

Yours faithfully,



(Rudradeep Dutta)  
Dy. Director (General Branch)  
For Regional Director