

**U. T. Administration of Daman & Diu,
Office of the Executive Engineer,
PWD, WD-II, Diu**

No. PWD/WD-II/DIU/Accts(Estt)-Stat./2019-20/ **1315**

Dated 19.11.2019
20


LIMITED TENDER

Limited Tender are invited from your firm for supply of following Stationery articles for the use of Public Works Department, WD-II, Diu as per the terms and conditions given below :

Sr. No.	Name of the Articles with full details	Cost Per / Nos. items	Remarks
.....List of Stationery Attached.....			

TERMS AND CONDITIONS:

1	Final and net rates, including Sales Tax, packing / forwarding charges etc. may be given.
2	The amount will be paid on receipt of the articles as soon as bill is passed.
3	The goods will have to be supplied within 10 days from the date of receipt of supply order at F.R.O. Diu i.e. Public Works Department, WD-II, Diu.
4	The item which are not found Stationery will be returned and to be replaced at supplier own cost.
5	The Limited Tender should be submitted in sealed cover superscribing "LIMITED TENDER FOR SUPPLY OF STATIONERY ARTICLES" on 30/11/2019 at 11:00 A.M. and will be opened on the same day 11:30 A.M.
6	Bill should be submitted in duplicate, original one should be duly affixed with Revenue Stamp.
7	The dealer should be registered with GST.
8	The dealer should be dealing in tendered items.
9	The Tenderers shall fill in the tender properly and carefully.
10	The Tenderers shall not quote absurd rates or make corrections / over writing in the tender.
11	The amount / rates quoted by the Tenderers must be legible and clearly indicated.
12	The Tenderers should offer the rate as per brand / quality given in the attached list.
13	Any tenders found containing any corrections / over writings shall be liable to be rejected as such.
14	Limited Tender will be available on the on the Government website www.diu.gov.in . Which can be downloaded.
15	The Right to accept or reject all or any part of Tender without assigning any reasons thereof is reserved by the undersigned


I/c. EXECUTIVE ENGINEER,
HEAD OF OFFICE,
PWD, WD-II, DIU.

To,

1. DIC, NIC, DiuWith a request to flash this notice on website.
2. The Notice Board of PWD, WD-II, Diu....for wide publicity.


E S T I M A T E

Name Purchase of Stationary/Article Items for PWD, WD-II, Diu for the
of year 2019-20.

Work:-

Sr. No.	Description of Items.	Qnty.	Rate
1	Paper A4 Size (75 GSM)	1.00	
2	Paper A4 Size (100 GSM) Excel Pro	1.00	
3	Legal Paper (75 GSM)	1.00	
4	Paper Roll (for Ploter) (2 ft x 50 mts.)	1.00	
5	Paper Roll (for Ploter) (3 ft x 50 mts.)	1.00	
6	Folders 'L' type (F/S)	1.00	
7	Folders Clip type (Button)	1.00	
8	Note Pad (Spiral A/5)	1.00	
9	Punching Machine (52 No.)	1.00	
10	Punching Machine Jumbo (500 No.)	1.00	
11	Stapler (Small) (HP 10)	1.00	
12	Stapler (Big) (HP 45)	1.00	
13	Outward Register	1.00	
14	Binder Three less	1.00	
15	'U' Pin (Coloured)	1.00	
16	T Pin	1.00	
17	Paper Marker(Big Size) yellow	1.00	
18	Paper marker(Small Size) 3 colour	1.00	
19	Stam ped Big size	1.00	
20	Stam ped Ink Big	1.00	
21	Less White	1.00	
22	A/4 Canvass Cover	1.00	
23	Envelops size 6.5 x 3.75	1.00	
24	Envelops size 9 x 4	1.00	
25	Envelops Size 11 x 5	1.00	
26	Envelops Big size 16 x 12 Canvass	1.00	
27	Attendance Register	1.00	
28	Whitner Pen	1.00	
29	Cotton Cloth (Selected Colour) Standard	1.00	
30	Yellow Cloth standard	1.00	
31	Scissor standard make Big	1.00	
32	Cello Tap (Big)	1.00	
33	Cello Tap (Small)	1.00	
34	Marker Pen	1.00	
35	CD Marker Pen	1.00	
36	Calculator	1.00	
37	Ball Pen V7/V5 (Blue)	1.00	
38	Ball Pen (Regular) Blue	1.00	
39	Ball Pen (Regular) Black	1.00	
40	Ball Pen (Regular) Red	1.00	

Sr. No.	Description of Items.	Qty.	Rate
41	Pencil standard make.	1.00	
42	Eraser standard make.	1.00	
43	Sharpner standard make.	1.00	
44	Pin/Clip Box	1.00	
45	Highlighter	1.00	
46	Room Freshener standard Airwick	1.00	
47	Air Freshener standard.	1.00	
48	Mosquito Liquid	1.00	
49	Batteries (Cell) (AA type)	1.00	
50	Fevistic (Small)	1.00	
51	Fenile standard (1 ltr.)	1.00	
52	Acid standard (1 ltr.)	1.00	
53	Harpic Liquid	1.00	
54	Handwash standard	1.00	
55	Napthalin Ball	1.00	
56	Dustbin (Office use) Standard make	1.00	
57	Bucket with jug	1.00	
58	Dustpan (Supdi)	1.00	
59	Floor Cleaning 360 Spin Mop standard	1.00	
60	Floor Cleaner Stick standard	1.00	
61	Doormat standard	1.00	
62	Napkin standard	1.00	
63	Towel standard	1.00	
64	Broom Regular	1.00	
65	Collin	1.00	


(G.N. Jadhav)

I/c. Executive Engineer,
P.W.D. WD-II, Diu.