

## TENDER NOTICE

Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula call Tenders for purchase of office items and computer stationary items from registered firm/society/shop establishment/company etc. on the following terms and conditions:-

1. Quotations must be enclosed in properly sealed envelope address to the Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula.
2. In the event of the quotations being submitted by registered firm/society/shop establishment/company etc. it must be sign separately by each member thereof, or in the event of the absence any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, or in case of company the Quotation should be executed in the manner laid down in the said company's Articles of Association. The signature on the quotations should be deemed to be authorized signatures.
3. All the columns of the quotations form should be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The words "No quotation" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
4. Any omission in filling the columns of "units" and "rates": shall alongether debar a quotation from being considered.
5. All corrections must be signed by the tenderers.
6. Samples must be sent of all items quoted for even when specification or descriptions are laid down. Such samples must be sent freight paid' or delivered free to the Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula. Each sample should bear a sealed label marked with the tenderers name and address and reference to the item number in the Schedule. All samples except those against accepted quotations must be removed by the supplier on a date to be specified by the Secretary, HSSC, failing which the samples will become the property of Government and no claim, therefore, will be considered.
7. The rates should be FOR.
8. The tenderers shall deposit earnest money of Rs.10,000/- (Rupees ten thousand only) in the shape of Demand Draft in favour of Secretary, Haryana Staff Selection Commission, Panchkula
9. The Secretary Haryana Staff Selection Commission will have the right of rejecting all or any of the Tenders without any assigning reasons.

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10. No tender will be considered unless and until all the documents are properly signed.
11. The rates of items will be remain valid for one year.
12. The Tenders shall be accepted upto 3.00P.M. on 16.06.2016 and opened at 3.30 PM on the same day in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

Each page of the Tender document should be signed by the tenderer.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place:

Date:

Name:

Telephone No.

Address:

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(Signature of the Tenderer)

  
Secretary,  
Haryana Staff Selection Commission,  
Panchkula. ✓

## LIST OF STATIONARY ITEMS AND RATE QUOTED

Sr. No.	Stationery Items	Unit	Quoted Rate
1.	Blade		
2.	Candle (Size 10A)		
3.	Cello Tape 2" (length 5 meter)		
4.	Cloth Bag (1 ½ x 2 ½ )		
5.	Color Flag		
6.	Fluid Pen		
7.	Gel Pen		
8.	Ball Pen		
9.	Gum Stick		
10.	Highlighter		
11.	Khakhee envelop (inside cloth) size 12"x16"		
12.	Khakhee Tape 2"		
13.	L-Folder A4 Size		
14.	L-Folder FS Size		
15.	Match Box		
16.	Permanent Marker		
17.	Photostat paper (power/JK) A-4		
18.	Photostat paper (power/JK) FS		
19.	Pilot pen		
20.	Pilot V-5 pen		
21.	Safety pin		
22.	Sealing Wax		
23.	Sketch Pen		
24.	Stamp Pad		
25.	Stapler (Big)		
26.	Stapler pins (Big)		
27.	Needle 3"		
28.	Plastic Sutli		
29.	Thread Real		
30.	TRIO ring binder 2D Size A-4		
31.	TRIO Clear Bag		
32.	TRIO 40 pocket folder		
33.	TRIO ring binder 2D Size FS		
34.	Trident Towel Full Size		
35.	Trident Hand Towel		
36.	Infinity Clear Bag		
37.	FEVI Stick		
38.	Electronic Calculator (Citizen CT-512)		
<b>Sanitary Items</b>			
39.	Acid		
40.	Borosil Water Glass		
41.	Colin		
42.	Duster		
43.	Liquid Hand Wash		
44.	Lizol		
45.	Odonil		
46.	Phenyl Goli		
47.	Phenyl Liquid		
48.	Phenyl Liquid		
49.	Phool Jharu		
50.	Pocha		
51.	Rin Soap		
52.	Room Freshener Spry		
53.	Tilla Jharu		
54.	Tea Set (Cup & Plate)		
55.	Toilet Brush		
56.	Vim Powder		
57.	Wiper (Full Size)		
58.	Water Glass		
59.	Water Jug		
<b>Computer Items</b>			
60.	External Hard Disk (500GB/1TB/2TB) WD/Toshiba brand		
61.	Quick Hill Anti Virus		
62.	Pen Drive (Sandisk/HP Brand) (8GB/16GB/32GB)		
63.	HP Laser Jet (Cartridge) 78 A		
64.	HP Laser Jet (Cartridge) 12 A		
65.	HP Laser Jet (Cartridge) 88 A		
66.	Canon Laser Jet (Cartridge)103/310		
67.	Canon Laser Jet (Cartridge) 925		
68.	HP Laser Jet (Cartridge) 05		
69.	Canon Laser Jet (Cartridge) 327		
70.	Canon Laser Jet (Cartridge) 310/710		