



खरीद आदेश /Purchase order

आदेश सं. एएआई/क्ष.मु/पक्षे/ एमएम/स्टेशनरी आइटम/2022-23/ एमएम-01

दिनांक: 06.09.2022

Order No. No. AAI/RHQ/WR/MM/Stationery items/2022-23/ MM-01

Date: 06.09.2022

To,

M/s. Kiran Stationary & Xerox
Shop No.RM119, 1st floor, Municipal Chl. No.8,
Janata Squatters Cly., Cavas Road, Jogeshwari (E),
Mumbai – 400060
Contact no. 97620 58338 Mr.Rahul Makwana

Sir,

विषय: ई-निविदा - "प्रिंटिंग वस्तुओं की आपूर्ति के लिए दर ठेका

Subject: E-Tender – "Rate contract for Supply of Stationery items"

11.07.2022 पर प्रकाशित किया गया ई-टेंडर संख्या 2022_AAI_121891_1 के माध्यम से "वर्ष 2021-22 के लिए स्टेशनरी वस्तुओं की आपूर्ति के लिए दर ठेका" पर अपने उद्धरण का संदर्भ लें।

Reference your quotation against E-Tender No. 2022_AAI_121891_1 published on 11.07.2022 for "Rate contract for Supply of Stationery items for the year 2021-22"

कृपया इस आदेश के माध्यम से निम्नलिखित सामग्रियों की आपूर्ति अनुबंध के अनुसार हमारी inquiry में दिए गए Annexure.-ए के विवरण के अनुसार करें। यह सक्षम अधिकारी के अनुमोदन के साथ है। Please supply the following materials against this order in accordance with the Specifications given overleaf against our inquiry as per Annexure.-A. This is with approval of competent authority

शब्दों में कुल वित्तीय सीमा राशि : Rs. 5,19,588.25 plus GST

शब्दों में कुल वित्तीय सीमा राशि/Total Financial Limit Amount in words:

रुपए पांच लाख उन्नीस हजार पांच सौ अठासी और पच्चीस पैसे मात्र प्लस जी.एस.टी.

Rupees Five Lakhs Nineteen Thousand Five Hundred Eighty Eight and Twenty Five paise only plus GST

निम्नलिखित अनुलग्नकों के साथ संलग्न हैं / The following annexures are enclosed herewith :-

- Annexure - A : आइटम, विवरण / विनिर्देशों की मात्रा, दर, कर, कुल राशि, आदि का विवरण।
Details of item, Descriptions /specifications quantity,rate,taxes,total amount, etc.
- Annexure - B : विशेष नियम और शर्तें / Special Terms & Conditions.
- Annexure- C : नियम और शर्तें (पार्टी द्वारा प्रस्तुत एनआईटी दस्तावेज इस आदेश के लिए समझौते का हिस्सा बनेंगे।)

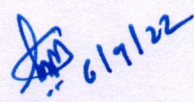
Terms and conditions (NIT documents submitted by the party shall form a part of Agreement for this order.)

Handwritten signature and date 6/9/22

Contd .. 2/-

Terms and conditions:

1. <u>डिलिवरी की शर्तें</u> Delivery Terms	:	1. अनुमोदित नमूने के अनुसार अनुलग्नक-ए में उल्लिखित मात्रा की आपूर्ति की जानी है। Quantity mentioned in Annexure-A are to be supplied as per the approved sample. 5. The quantity of the items to be supplied is of tentative nature and the actual quantity of items to be procured shall be based on requirement basis and the party has to supply any of the items within the financial limit as indicated in their Purchase order value. The quantity may increase or decrease from the tentative quantity but restricted to total financial limit.
2. <u>भुगतान की शर्तें</u> Payment Terms	:	वित्त विभाग को विधेयकों को अग्रप्रेषित करने के 30 दिनों के भीतर। Within 30 days of forwarding the Bills to Finance Deptt.
3. <u>करों / Taxes</u>		Inclusive of all taxes and transportation and free delivery at our Office at Mumbai
4. <u>वितरण निर्देश</u> Delivery instructions	:	At: Airports Authority of India , Materials Management Department, Porta cabin, New Airport cabin, Parsiwada, Vile Parle (E), Mumbai – 400 099. Contact Person : Ms. Smita Jande – 9870116656 Telephone : 022-2921 7706/ 7708
5. <u>एग्रीमेंट /Agreement</u>		The party is requested to submit a non-judicial stamp paper of Rs.100/- within fifteen (15) days from the date of our confirmed order for making agreement for the subject work.


(स्मिता जांदे /Smita Jande)

प्रबंधक (एम. एम.)/ Manager (MM)

क्षेत्रीय कार्यपालक निदेशक के लिए/ for R.E.D.

भा. वि. प्रा., प.क्षेत्र, मुंबई / AAI, W.R. Mumbai

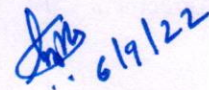
संचार के लिए पता: एम.एम. विभाग, ग्राउंड फ्लोर, पोर्टा केबिन, न्यू एयरपोर्ट कॉलोनी, सहर रोड, पारसीवाड़ा, विले पार्ले (पूर्व), मुंबई 400 099. दूरभाष 022-29217704 ईमेल: mmrhqwr@aai.aero.

Address for communication : MM. Deptt., Ground floor, Porta cabin, New Airport Colony, Sahar Road, Parsiwada, Vile Parle (East), Mumbai 400 099. Tel. 022-29217704. Email : mmrhqwr@aai.aero

Special Terms & Conditions

(यह क्लॉज अन्य क्लॉज के अतिरिक्त है जैसा कि निविदा में सामान्य नियम और शर्तों में उल्लिखित है / This clause is in additional to other clause as mentioned therein in tender General Terms & Conditions)

1. बयाना राशि / EARNEST MONEY DEPOSIT :
जैसा कि पार्टी MSE पंजीकृत फर्म है, बयाना मनी डिपॉजिट (EMD) को छूट दी गई थी, इसलिए MSE के आदेश 2012 और NIT के नियम और शर्तों के अनुसार, प्रत्येक डिपॉजिट बिल से सिक्योरिटी डिपॉजिट काट लिया जाएगा।
As party is MSEs registered firm Earnest Money Deposit (EMD) was exempted, hence Security Deposit will be deducted from each running account bills as per MSEs order 2012 and NIT terms and conditions
2. Payment -Clause No. 14 of General Terms & Conditions
भुगतान की शर्तें / Payment terms : बिल जमा करने के एक महीने के भीतर। Within one month after submission of bill.
3. दर अनुबंध खरीद आदेश की तारीख से 6 महीने की अवधि के लिए है अर्थात् 05.03.2023 तक वैध है | The rate contract is for a period of 6 months from the date of purchase order ie valid upto 05.03.2023


(स्मिता जांदे /Smita Jande)
प्रबंधक (एम. एम.)/ Manager (MM)
क्षेत्रीय कार्यपालक निदेशक के लिए/ for R.E.D.
भा. वि. प्रा., प.क्षेत्र, मुंबई / AAI, W.R. Mumbai

संचार के लिए पता: एम.एम. विभाग, ग्राउंड फ्लोर, पोर्टा केबिन, न्यू एयरपोर्ट कॉलोनी, सहर रोड, पारसीवाड़ा, विले पार्ले (पूर्व), मुंबई 400 099. दूरभाष 022-29217704 ईमेल: mmrhqwr@aai.aero.
Address for communication : MM. Deptt., Ground floor, Porta cabin, New Airport Colony, Sahar Road, Parsiwada, Vile Parle (East), Mumbai 400 099. Tel. 022-29217704. Email : mmrhqwr@aai.aero

Annexure A of PO MM -01

Sl. No.	Item Description	Quantity	Units	Brand/ make	Rate (without GST)	GST Per Unit	TOTAL AMOUNT with GST	TOTAL AMOUNT Without GST
1	C-Ruled Register 1(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	175	nos	jagruti	39.00	4.68	7644.00	6825.00
2	C-Ruled Register 2(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	200	nos	jagruti	85.00	10.20	19040.00	17000.00
3	C-Ruled Register 3(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	100	nos	jagruti	120.00	14.40	13440.00	12000.00
4	C-Ruled Register 4(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	75	nos	jagruti	136.00	16.32	11424.00	10200.00
5	C-Ruled Register 5(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	25	nos	jagruti	191.00	22.92	5348.00	4775.00
6	C-Ruled Register 6(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	7	nos	jagruti	231.00	27.72	1811.04	1617.00
7	C-Ruled Register 8(Quire) F/size (Approx. 8" x 13") paper quality 80 gsm	5	nos	jagruti	350.00	42.00	1960.00	1750.00
8	Stapler Machine no. 10	125	nos	kangaro (blue)	22.88	2.75	3203.20	2860.00
9	Stapler Pin no. 10-m (pkt of 1000 staples)	375	pkt	kangaro (blue)	4.41	0.53	1852.20	1653.75
10	Stapler Medium Size HD 45 (26/6-24/6)	75	nos	kangaro (blue)	74.89	8.99	6290.76	5616.75
11	Stapler Pin 24/6 Medium size (pkt of 1000 staples)	200	packet	kangaro (blue)	10.20	1.22	2284.80	2040.00
12	Stapler Machine Heavy Duty Model HD-23S17	12	nos	kangaro (blue)	874.50	104.94	11753.28	10494.00
13	Stapler Pin for heavy duty stapler 23517-HD, (pkt of 1000 staples)	25	packet	kangaro (blue)	34.00	4.08	952.00	850.00
14	Punch machiner Single Hole punch FP-20	12	nos	kangaro (blue)	53.00	6.36	712.32	636.00
15	Punching Machine no- 280	50	Nos	kangaro (blue)	55.00	6.60	3080.00	2750.00
16	Punching Machine no-DP-600	75	Nos	kangaro (blue)	85.00	10.20	7140.00	6375.00

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17	Punching Machine Heavy Duty DP-800	5	Nos	kangaro (blue)	885.00	106.20	4956.00	4425.00
18	PENCIL EXTRA DARK	750	Nos	Apsara platinum/faber castle	3.29	0.39	2763.60	2467.50
19	Pencil Eraser Non-Dust plasto	375	Nos	Apsara/Faber castle/Natraj	2.00	0.24	840.00	750.00
20	Pencil Sharpner (med)	250	Nos	Natraj/Faber castle/Apsara	1.89	0.23	529.20	472.50
21	Gum Bottle- Camel Paste net content 150ml	50	Nos	camlin	25.00	3.00	1400.00	1250.00
22	Glue Stick 25gms	350	Nos	fevistick	34.66	4.16	13586.72	12131.00
23	Rubber Band box of assorted size (Net wt 37.5 gms)	100	box	Lera/Vandan	12.59	1.51	1410.08	1259.00
24	Note sheet paper green. (ledger paper). Size F/s (210mm x 345mm). 80 GSM. Ream of 480 sheets.	25	reams	JK ledger	257.99	30.96	7223.72	6449.75
25	Scissor (medium size) 7" to 8"	100	Nos	Gorilla/Kangaro	41.98	5.04	4701.76	4198.00
26	Correction Fluid (bottle of 15 ml)	75	nos.	Kores	17.95	2.15	1507.80	1346.25
27	Correction Pen of 7ml - Mfg by Kores (India) Ltd	125	nos	Camlin	12.00	1.44	1680.00	1500.00
28	Writing Pad (100 pages) 1/8 size with Top cover, Book size - 14 cms x 22 cms, 50 sheets per book	500	nos	Ajanta	12.00	1.44	6720.00	6000.00
29	Spiral pad no-4 (100 pages)	250	nos	Ajanta	14.99	1.80	4197.20	3747.50
30	Conference Pad (For Conference 20 pages) - 1/8 size with Top cover, Book size - 14 x 21.5 cms, 10 sheets per book	500	nos	sundaram/Ajanta	10.00	1.20	5600.00	5000.00
31	Brown Tape 3" for packing - Wonder tape 555 3". 50 MTRS BROWN. Net wt 2.65 gms	150	Nos	Wonder	30.00	3.60	5040.00	4500.00
32	Cello Transparent Tape 1" 65 mtr roll Net wt 86 gms	150	nos	Wonder-555	11.00	1.32	1848.00	1650.00

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33	Cello Transparent Tape 2" 65 mtr roll Net wt 171.5 gms	150	nos	Wonder-555	21.00	2.52	3528.00	3150.00
34	Pencil Cell AA (Single packing)	250	Nos	Everready/Ni ppo	13.00	1.56	3640.00	3250.00
35	Pencil Cell AAA (Single packing)	250	Nos	Everready/Ni ppo	8.20	0.98	2296.00	2050.00
36	Sketch Pen of size approx. 14 cms. Of Black/Blue/Red/Green colours	300	Nos	luxor	1.60	0.19	537.60	480.00
37	Pin Container (Magnetic)	50	Nos	Omega/Prime	15.00	1.80	840.00	750.00
38	Paper Pin Pkts Nickle plated (Packet of 50 Gms)	25	Packet	Rolex	11.99	1.44	335.72	299.75
39	U Clips plastic colour coated 30mm(Packet of 100nos)	200	packet	Music 555	8.50	1.02	1904.00	1700.00
40	Binder clip 15mm (packet of 12 nos)	50	packet	Music	9.89	1.19	553.84	494.50
41	Binder clip 32mm (packet of 12 nos)	50	packet	Music	24.99	3.00	1399.44	1249.50
42	Binder clip 41mm (packet of 12 nos)	100	packet	Music	45.00	5.40	5040.00	4500.00
43	Dak folder clip on one side	75	nos	good quality	28.00	3.36	2352.00	2100.00
44	Box File clip type	500	nos	Anita/SPS	37.99	4.56	21274.40	18995.00
45	Plastic Spring file A/4 301	250	nos	SPS	26.40	3.17	7392.00	6600.00
46	Plastic Spring file F/s 302	150	nos	SPS	28.10	3.37	4720.80	4215.00
47	File Board with wrapper weighing 20 gms or more	500	nos	good quality	8.70	1.04	4872.00	4350.00
48	File wrappers with lace	500	nos	good quality	3.60	0.43	2016.00	1800.00
49	Stamp Pad (med size) size - 70 mm x 111mm	50	Nos	camel/kores	24.00	2.88	1344.00	1200.00
50	Stamp Pad (big size) - size 95 X 159 MM.	15	Nos	camel/kores	34.00	4.08	571.20	510.00
51	Ink bottle (for Stamp pad violet/red) (bottle of 100 ml)	10	Nos	Camlin/Kores	34.55	4.15	386.96	345.50
52	Waste Paper Metal Basket without lid size - 10 1/2 " height and diameter 9 "	25	nos	good quality	115.00	13.80	3220.00	2875.00

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53	Plastic paper tray without JALI. F/S size.	62	Nos	Ratan	76.00	9.12	5277.44	4712.00
54	Plastic Office Tray Jali type double decker (two trays with support)	25	set	Omax	119.50	14.34	3346.00	2987.50
55	Paper Cutter (Big) (size 6-7 inch length)	125	Nos	Gorilla	8.90	1.07	1246.00	1112.50
56	Highlighters	200	Nos	Pikpens/luxor/faber castle/Kores	9.95	1.19	2228.80	1990.00
57	Calculator MJ120 D 12 digit original	75	Nos	Casio	165.00	19.80	13860.00	12375.00
58	Permanent Marker pen (of different colours ie, Blue, Black, Red)	150	Nos	Camlin	9.99	1.20	1678.32	1498.50
59	White Board Marker	200	Nos	camlin	15.00	1.80	3360.00	3000.00
60	OHP Marker (Super OHP Pens)	75	nos	camlin	6.05	0.73	508.20	453.75
61	Post it pad (3"X 3") 7.6 cms X 7.6 cms - pkt of 100 sheets- of size 75mm x 75mm	150	packet	3M	30.00	3.60	5040.00	4500.00
62	Post it pad (3" x 1" x 3") (Flag coloured) - pkt of 150 sheets of size 2.5 cms x 7.6 cms	300	packet	3M	29.30	3.52	9844.80	8790.00
63	Plastic A/4 Report file with pocket inside Model no. 307 T	750	nos	SPS	11.05	1.33	9282.00	8287.50
64	Plastic F/s size Report File with pocket inside Model no. 308 T	150	nos	SPS	11.85	1.42	1990.80	1777.50
65	D-Ring folder of high quality A4 Size (403)	125	nos	SPS	33.00	3.96	4620.00	4125.00
66	Four-Flap File with thick cloth of 100 gsm	100	nos	good quality	20.00	2.40	2240.00	2000.00
67	Plastic Folder A/4 size L-type transparent	250	nos	good quality	4.20	0.50	1176.00	1050.00
68	Plastic Folder F/s size L-type transparent	250	nos	good quality	6.10	0.73	1708.00	1525.00
69	Packing cloth white	25	metres	good quality	30.00	3.60	840.00	750.00

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70	Drawing Pins (with Multi-coloured plastic head) Pkts (Pkt of 50 pieces)	25	packe t	Music 555	12.00	1.44	336.00	300.00
71	Self-adhesive multi-purpose A/4 Sticker Size 21.0cm x 29.7cm, thickness 157+/- 5 gsm(packet of 100 Sheet)	5	Pkt	Novajet MPL/Multi	186.00	22.32	1041.60	930.00
72	Paper weight made of Glass round	10	Nos	good quality	15.50	1.86	173.60	155.00
73	White Board (Magnetic) (2' x3')	12	nos.	Milan	510.00	61.20	6854.40	6120.00
74	White Board (Magnetic) (3' x4')	12	nos.	Milan	1100.00	132.00	14784.00	13200.00
75	Felt/Display Board (Notice Board Set (2' x3'))	12	nos.	Milan	580.00	69.60	7795.20	6960.00
76	Felt/Display Board (Notice Board Set (3' x4'))	12	nos.	Milan	1150.00	138.00	15456.00	13800.00
77	Sponge Cup with cover	50	Nos	good quality	5.20	0.62	291.20	260.00
78	File Hole guard sheets. 1 sheet of 168 hole guards (Packet of 3 nos)	10	Packe t	Printastick	17.50	2.10	196.00	175.00
79	Sutli Roll (75 gms)	35	Rolls	good quality	9.00	1.08	352.80	315.00
80	Nylon Roll (500 gms)	45	Rolls	good quality	38.10	4.57	1920.24	1714.50
81	Pen stand Prime Supreme Model No. JP-107	25	Nos	Prime	23.00	2.76	644.00	575.00
82	Peon Book - 2 Quire	25	nos	good quality	59.00	7.08	1652.00	1475.00
83	Magnetic White Board Duster	25	Nos	Omax	50.00	6.00	1400.00	1250.00
84	PLASTIC PUNCH FOLDER A/4 size	250	nos	SPS	3.15	0.38	882.00	787.50
85	PLASTIC PUNCH FOLDER F/s size	250	nos	SPS	4.25	0.51	1190.00	1062.50
86	Wall Clock Quartz 10" x 10" (Square or round) with continous free movement	50	Nos	Ajanta make	192.00	23.04	10752.00	9600.00
87	RE-Chargable Torch LED 3W, 3.4V Plastic body	25	Nos	Everready	380.00	45.60	10640.00	9500.00
88	Acrylic Clip Board (Exam Pad)	50	nos.	good quality	49.25	5.91	2758.00	2462.50
89	Locks 7 lever Navtal with 4 keys	50	nos	godrej	800.00	96.00	44800.00	40000.00
90	File Tag (Red Colour) of length 6 "(bundle of 100 tags) thread with metalic tip	250	bundl es	good quality	10.40	1.25	2912.00	2600.00

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91	File Tag (White Colour) of length 6 "(bundle of 200 tags) thread with metallic tip	250	bundl es	good quality	27.00	3.24	7560.00	6750.00
92	Scale 15 cm Plastic	25	Nos	camlin	3.10	0.37	86.80	77.50
93	Scale 12" Plastic	125	Nos	camlin	8.23	0.99	1152.20	1028.75
94	Steel Scale 12"	75	Nos	Ajanta	11.00	1.32	924.00	825.00
95	Pencil Carbon paper SAPPHIRE. Box of 100 sheets Size 210mm x 330mm.	12	packe t	Kores	145.00	17.40	1948.80	1740.00
96	Pencil Carbon paper. Kores make SAPPHIRE. Box of 100 sheets Size 297mm x 420mm	5	packe t	Kores	335.00	40.20	1876.00	1675.00
97	Ball Pen (Blue Black Red)	2000	Nos	Lexi	6.00	0.72	13440.00	12000.00
98	Ball pen (one-time use)	2000	Nos	Natraj	5.00	0.60	11200.00	10000.00
99	Pilot Pen Hi-tech 0.5 mm(Blue, Black, Red, Green) V5	250	Nos	luxor	5.00	0.60	1400.00	1250.00
100	Add Gel Pen Achiever	250	Nos	Add Gel	34.99	4.20	9797.20	8747.50
101	Paper Soft Pen	250	Nos	Paper soft cello	15.40	1.85	4312.00	3850.00
102	Refills (Blue Black Red) for Ball pen	250	Nos	Lexi/cello	4.00	0.48	1120.00	1000.00
103	Refills Add-Gel for Add-Gel Pen Acheiver	100	Nos	Add Gel	25.00	3.00	2800.00	2500.00
104	Refills Paper Soft	100	Nos	Paper soft cello	5.90	0.71	660.80	590.00
105	Cup saucer bone china for Jt. GM level & above (set of 6) white with golden border	50	set	good quality	205.00	24.60	11480.00	10250.00
106	Tea coasters for Jt GM level & above (set of 6)	25	set	good quality	100.00	12.00	2800.00	2500.00
107	Electric Kettle 1/2 ltr. Steel for Jt. GM level & above	50	nos.	Philips/Bajaj/ Morphy Richards	1400.00	168.00	78400.00	70000.00
108	Serving tray for Jt. GM & above	25	nos.	good quality	205.00	24.60	5740.00	5125.00
Total in Figures:								519588.25

Handwritten signature and date: 17/12