



सं / REGN NO: INSTM/R/2015/60014

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

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दिनांक / Date: 3<sup>rd</sup> November, 2015

To

Shri Vikas Kumar  
C-71, Rohit Kunj  
Pitampura  
Delhi

**Subject : Information sought under RTI Act, 2005**

Madam,

Please refer to your RTI application received on 13<sup>th</sup> October, 2015.

2. The response to your request is enclosed.
3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Col. Ashwini Salaria, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [ashwini.salaria@gov.in](mailto:ashwini.salaria@gov.in) within 30 days of the receipt of this information.

Yours faithfully

एच. गोविंद

(H. Govind)

Deputy Director & CPIO  
E-Mail: [govind.h13@nic.in](mailto:govind.h13@nic.in)

Institute of Secretariat Training & Management

Subject: Information sought under RTI Act, 2005 by Shri Vikas Kumar, C-71, Rohit Kunj, Pitampura, Delhi-110034-reg.

Reference CPIO's note No. INSTM/R/2015/60014 dated 13<sup>th</sup> October, 2015 on the subject cited above in which Shri Vikas Kumar, C-71, Rohit Kunj, Pitampura, Delhi has asked the under mentioned information. Reply in respect of the question asked by the applicant is as under:

Question	Reply
1. What is the procedure for Purchase/procurement of all stationery & housekeeping items. If through tender, whether it is advertising in newspapers or uploaded on your websites if not, then how do you call tender.	Stationery items have been procured from Kendriya Bhandar/ NCCF. Printing work has been outsourced. Housekeeping services have been outsourced and no housekeeping items are procured by ISTM.
2. Whether purchase/procurement of all stationery & housekeeping items done through tender If yes, then please furnish the copies of tender document for the last 2 years (i.e. 2013-14 & 2014-15).	N.A.
3. What is the total number of quantity of each item purchased annually as per list of items mentioned in your tender document in the last 2 years (i.e. 2013-14 & 2014-15).	List of items is enclosed.
4. What is the rate/price (including or excluding of VAT) per piece/unit of each item purchased annually as per list of items mentioned in your tender document in the last 2 years (i.e. 2013-14 & 2014-15) with name of supplier/vendor of each items.	As per rate of M/s Kendriya Bhandar/ NCCF
5. How many bidder have participated in the tender of purchase/procurement of all stationery & housekeeping items Please furnish their names & address.	N.A.
6. What are the criteria of awarding order to the bidder Is it a L1 in all items or some other criteria followed by the department.	N.A.

Copy to  
Shri Herkal Govind, CPIO ISTM

  
(Vadali Rambabu)  
Deputy Director (Admn)  
बदाली रामबाबु  
उप निदेशक

**LIST OF ITEMS TO BE PURCHASED BY ISTM**

Sl. No.	Name of the Items with brand	Annual consumption (Approx)
1.	MOSQUITO REPELLANT REFIL	28
2.	ALL PIN	24
3.	BATTERY CELL (AAA) – Eveready/Nippo	124
4.	BATTERY CELL (AA/PENCIL) – Eveready/Nippo	208
5.	BATTERY CELL (D size) – Eveready/Nippo	33
6.	BILL REGISTER	6
7.	CALCULATOR (CASIO)	8
8.	CANDLE	19
9.	CASH BOOK	6
10.	CD WITH COVER – Moser Baer	299
11.	CELLO TAPE (2 ")	29
12.	CELLO TAPE (1 ")	58
13.	COLOUR FLAG (Tri-colour)	172
14.	CORRECTION PEN – Camlin/Cores	137
15.	DAK PAD – Neelgagan)	6
16.	DESPATCH REGISTER	2
17.	DIARY REGISTER	9
18.	DRAWING PIN	8
19.	DUMPER (SPONGE)	10
20.	DUST BIN - Cello	35
21.	DUST BIN with cover - Cello	
22.	DUSTER COTTON	193
23.	DUSTER YELLOW (Flannel)	103
24.	DVD (BLANK ) – Moser Baer	49
25.	ENVELOP (No. 5) with printing	17500
26.	ENVELOP (No. 6) with printing	6000
27.	ENVELOP (No.7) with printing - (cloth inside)	3200
28.	ENVELOP (No.8) with printing - (cloth inside)	250
29.	ERASER – Apsara Non-dust	874
30.	FILE BOARD – Neelgagan – No. 31	1718
31.	FILE COVER – Neelgagan – No.60	1876
32.	FILE MOVEMENT REGISTER	3
33.	FILE TRAY	05
34.	FLIP CHART	115
35.	FLIP CHART MARKER	16
36.	FOLDER (CLIP)- Neelgagan do-it No. 221 with printing of logo and address	2300
37.	FOLDER (RING)- Neelgagan do-it No. 220 with printing of logo and address	200
38.	FOLDER BUTTON	387
39.	FOLDER ONE SIDE TRANSPARENT - Neelgagan with printing of logo and address	2095
40.	GEM CLIP – Plastic coated	91
41.	GLASS COVER/TEA COASTER	86

42.	GLASS TUMBLER FANCY	20
43.	GLASS TUMBLER NORMAL	136
44.	GLUE STICK	70
45.	GUM BOTTLE	30
46.	GUM TUBE	186
47.	HIGHLIGHTER	103
48.	HANDBOOK ON WRITING CABINET NOTE	567
49.	LEAVE ACCOUNT FORM	Depending upon No. of courses
50.	LETTER HEAD	14
51.	LOCK	26
52.	MASKING TAPE	21
53.	MAYUR JUG	6
54.	MEMENTO	67
55.	MONOGRAPH - ADR	Depending upon No. of courses
56.	MONOGRAPH - LEVEL 'D'	Depending upon No. of courses
57.	MONOGRAPH - SDR	Depending upon No. of courses
58.	NAPHTHALENE BALL	28
59.	NOTE SHEET	213
60.	OHP MARKER	15
61.	PAPER WEIGHT	21
62.	PAY BILL FORM	500
63.	PAY BILL REGISTER (PBR)	5
64.	PEN (GEL)	765
65.	PEN (BALL POINT)	4859
66.	PENCIL	2140
67.	PEN DRIVE	140
68.	PEON BOOK	5
69.	PERMANENT MARKER	280
70.	PHOTOCOPY PAPER	400
71.	PIN CUSHION	7
72.	POCKER	4
73.	POST IT PAD	56
74.	PUNCH SINGLE	30
75.	PUNCH (DOUBLE)	06
76.	REGISTER (2 Qr)	56
77.	REGISTER (4 Qr)	40
78.	RUBBER BAND	8
79.	SCALE	68
80.	SCISSORS	30
81.	SERVICE BOOK	500
82.	SHARPENER	812
83.	SHORTHAND NOTEBOOK	808
84.	SLIP PAD	225
85.	STAMP PAD	24
86.	STAMP PAD INK	3

87.	STAPPLER (BIG)	6
88.	STAPPLER (SMALL)	57
89.	STAPPLER PIN (BIG)	10
90.	STAPPLER PIN (SMALL)	294
91.	SUTLI	12
92.	TAG	209
93.	TOWEL	10
94.	TISSUE PAPER	2
95.	VIM	15
96.	WALL CLOCK	7
97.	WHITE BOARD DUSTER	11
98.	WHITE BOARD MARKER	395
99.	WRITING PAD (BIG)	2370
100.	WRITING PAD (MEDIUM)	693
101.	WRITING PAD (SMALL)	1530