

**GOVT. OF ASSAM**  
**OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT**  
**Tezpur Medical College & Hospital, Bihaguri-784010, Assam.**  
*(Under Society for Medical Education Tezpur)*

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**Memo No.SMET/TMC/NIT/354/2014/**

**Date: 22/11/2016**

**TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS**

Sealed quotations affixing non-refundable court fee stamp of Rs.8.25(Rupees Eight and paisa twenty five) only are invited in two bid system from the Manufacturer/Authorized dealer/Distributor/ Vendor having at least three years experience for supplying Stationery items on prescribed form up to the dates mentioned for the supply of Stationery items to the **Principal cum Chief Superintendent Tezpur Medical College & Hospital, Bihaguri, Tezpur, Sonitpur, Assam-784010.**

Prescribed Tender documents containing Terms and conditions will be available at the undersigned from **25-11-2016 to 9-12-2016**. It can be also downloaded from the official websites [www.tmcassam.org](http://www.tmcassam.org) which should be accompanied by the requisite Tender cost of Rs. 1000/- in the form of demand draft in favour of "**The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur**" payable at Tezpur.

Sealed envelope containing the completed tender documents along with cost of tender form and EMD superscribed as "**TENDER FOR THE SUPPLY OF STATIONERY ITEMS** " should be dropped in the Tender Box kept in the first floor of O/o Principal cum Chief Superintendent, Tezpur Medical College & Hospital, Bihaguri, Tezpur upto **02.00 P.M on 12-12-2016**. The Tender shall be opened on **12-12-2016 at 3 P.M** at the Conference Hall of TMC & H, Bihaguri, Tezpur in the presence of the tenderers or their authorized representative who may wish to be present.

**Member Secretary SMET**  
**and Principal cum Chief Superintendent**  
**Tezpur Medical College & Hospital, Tezpur**

## **TENDER FOR SUPPLY OF STATIONERY ITEMS**

**PRICE PER TENDER SET : Rs. 1000 /- (Rupees One Thousand) only**

**TIME & DATE OF RECEIPT OF TENDER : From 25/11/2016 to 12-12-2016 upto 2:00 P.M**

**TIME AND DATE OF TENDER OPENING : 3:00 P.M ON 12-12-2016**

### **1) TENDERER'S ELIGIBILITY AND QUALIFICATIONS**

Sealed quotations are invited from the eligible **Manufacturer/Authorized dealer/Distributor/ Vendor** at least three years experience of supplying **Stationery items** .

### **2) EARNEST MONEY DEPOSIT**

Tenderer shall furnish along with their tender, a Earnest Money deposit for **Rs. 10,000/-** in the form of Demand draft/ Earn Deposit in favour of "**The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur**", payable at Tezpur. Failure of the tenderer to furnish required earnest money deposit along with their tender will result in rejection of their tender. The EMD of unsuccessful bidders will be returned as promptly as possible after the expiry of the period of tender validity without interest. Advance stamp receipt for refund of EMD should be enclosed with the tender documents.

a) Earnest money in any other form of cash or Cheque shall not be accepted. EMD of unsuccessful Tender shall be refunded on their application only after an intimation of rejection of their tender is sent to them or on expiry of the validity period whichever is earlier.

b) No pages shall be removed from or replaced in the tender. The tenderer shall have to sign each page of the Tender document at the time of submission of the tender.

### **3) PRICE SCHEDULE AND PAYMENT TERMS:-**

a) Tenderers should quote rate of discount for each Item in **Annexure-III**. **If quotation is not made for a particular item of Stationery the same should be filled up with the words "Not Quoted"**. The Chairman, Tender Committee is not bound to accept the lowest bid or any tender and also reserves the right of rejecting all or any of the tender without assigning any reason.

b) The Rates should be quoted for single unit price.

### **5) TERMS OF DELIVERY:-**

All the Items should be delivered free of cost at the Stationery Store of Tezpur Medical College & Hospital, Bihaguri, Tezpur, Sonitpur, Assam-784010.

## 6) DELIVERY PERIOD:-

- a) The Items should be supplied within 15 days and in from the date of Purchase order.
- b) The delivery shall be through Parcel/Courier/in person on the risk and responsibility of the firm. No postage, Insurance or any other charges whatsoever extra shall be paid.

## 7) PENALTY CLAUSE:-

a. **For delays:-** If the supplier fails to supply the Items as per purchase order within the time period specified in the contract, the purchaser shall deduct from contract price/EMD a sum equivalent to 0.5% of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of 10(ten) percent. Once the maximum is reached, the purchaser may consider termination of the contract.

b. **Termination of default:-** The purchaser may, without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part if the supplier fails to deliver any or all items ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation(S) under the contract. In the event of the termination of the contract by **TMC & H, Bihaguri, Tezpur** in whole or in part, the TMC & H, Bihaguri, Tezpur may procure, upon such terms and in such manner as it deems appropriate the undelivered Items and the supplier shall be liable to pay for any excess cost for such purchases. However, the supplier shall continue performance of the contract to the extent not terminated.

c. **Force majeure:-** The supplier shall not be liable for (a) and (b) above, if its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure (Means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable). Such events may include, but or not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolution, fires, floods, epidemics, quarantine restrictions and freight embargo. The supplier shall promptly notify the purchase of such conditions and the causes.

9) The Chairman Tender Committee reserves the right to accept or reject any tender or the whole tendering process and reject any or all tenders at any time prior to award of the contract, without thereby incurring any liability to the affected Bidders or any obligations to inform the affected Bidders of the grounds for the purchaser's action.

## 10) RESOLUTION OF DISPUTES:

11) In case of a dispute or difference arising between supplier and purchaser relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole Arbitrator duly appointed by The Member Secretary SMET and Principal cum Chief Superintendent, Tezpur Medical College & Hospital, Bihaguri, Tezpur. The award of the arbitrator shall be binding to the parties concern.

**Tenderer should submit the tender in two separate sealed envelopes as detailed below.**

A. **Envelope No. I** (Documents): The first envelope clearly marked as **Envelope No 1** shall contain the following documents:

- a) D.D.s for the amount of the Earnest Money & Tender fee.
- b) Sales Tax registration and clearance certificate should be attached.
- c) Attach experience certificate of last three years in the supply of proposed product and should have supplied to reputed Govt. institutes/Universities.
- d) Authorization certificate from principal company.
- e) Proprietary certificate from principal company (if any).
- f) Items to be supplied as per Annexure III (without mentioning the rate).

**B. Envelope No. II:** (Tender/Financial Bid): The second envelope marked as Envelope No.II shall contain only the main tender. The tenderer should quote his offer as per **Annexure III enclosed** in the tender documents to be submitted only in envelope II. **He should not quote his offer anywhere directly or indirectly in Envelope No I.**

**Submission of Tender:**

The two sealed envelopes No.I and II shall be again put together in one common cover and sealed. This sealed cover shall be marked on the left hand top corner **“Tender for the Supply of Rate Contract for Stationery items.**

**The full name and address including Phone number of the tenderer delivering the sealed cover containing the tender shall be written on the bottom left hand corner.** If submitted by Post, the sealed envelope marked as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post. **The Tenders must be submitted to The Principal cum Chief Superintendent, Tezpur Medical College & Hospital, Bihaguri, Tezpur, Sonitpur, Assam-784010.**

The date and time for the receipt of envelope containing tender shall strictly apply in all cases. The tenderer should ensure that their tender is received by the **The Principal cum Chief Superintendent, Tezpur Medical College & Hospital, Bihaguri** , before the expiry of the date and time. No delays on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over will either not be accepted or if inadvertently accepted will not be opened and shall be returned to the tenderer unopened.

**While submitting the tender, the following procedure may please be observed and other points borne in mind.**

01. The maker's name must be specified.

02. The "Terms and conditions" for supply and delivery of items, should be Clearly indicated in the tender, stating whether rates quoted are, inclusive of all Taxes, Packing and forwarding charges freight charges etc. or not, However rates offered as including all taxes will be more welcome.

03. Please mention clearly whether consignment would be Ex-Godown, Ex-shop F.O.R. dispatching stations. Preferably terms offered as "delivery consignment of stores, on F.O.R.

04. Tender received after the stipulated date and time may not be taken into consideration.

05. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accept standards against each item tendered. Where reference to catalogue is made the relevant catalogues / pamphlets / Literature should accompany the tender.

06. The tender should be for all new items and not for second hand.

07. Please state whether items will be available Ex-stock, if not the minimum period for delivery, or for supplying the items or stores.

08. It should be clearly stated whether, Excise duty, Sales Tax, General Tax, Central sales Tax, Insurance Freight or Packing and Forwarding charges, or any other taxes and duties etc. Livable.

09. It would be appreciated if illustrated catalogues/ Literature etc are furnished with the Tender.

**Opening of Tenders:** - Following procedure shall be adopted for the opening of Tenders:

a) **Envelope No. I:** First of all, **Envelope No. I** of the tender will be opened to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements of the University, a note will be recorded accordingly by the tender opening authority and the said tenderer Envelope No.II will not be considered for further action but the same will be recorded.

b) **Envelope No.II:** This envelope shall be considered to open for those tenderers whose Envelope I are found acceptable to the TMC & H, Tezpur. **The qualified tenderer must be present at the time of opening of Financial Bids (Envelope-II) and must exhibit the samples of each item for which they have quoted the rate before the Committee for acceptance in terms of quality. Price Bids of the tenderers absent on the day of its opening or price quoted for the items without exhibiting the samples before the Committee shall not be considered for final evaluation.**

**Acceptance of Tender:**

01. Acceptance of tender may be communicated to the supplier by Fax or E mail or by Telephone or otherwise by the authorized officer of the TMC &H, Tezpur.

02. The right of not accepting the lowest offer is reserved with the TMC & H, Tezpur.

03. Selection:

**A) Both quality and Price will be taken into account while selecting items for purchase.**

**B)** Although selection as per procedure is on lowest quoted basis from technically qualified vendors. Vendors qualified for less than 50(Fifty) items may not be accepted for placing order, instead attempt may be made to get the said item/s supplied by the selected vendors, starting from the next lowest quoted firm willing to supply the said items as per the make quoted by them but in the rate quoted by the LQ vendor or as per make price of the lowest quoted vendor.

04. A conference if required shall be called by the Chairman, Tender Committee to negotiate or ascertain the financial offer given by the tenderer in comparison with the sub clauses mentioned above and the tenderer shall be informed well in advance regarding the date, time and venue of the conference.

05. The right to accept or reject any or all the tenders without assigning any reason is reserved with the TMC & H, Tezpur.

### **PRICE BIDS**

#### **IMPORTANT POINTS TO BE NOTED:**

**(i) The tenderer must quote rate for the items against the Brand name mentioned. In no case items supplied other than the Brand name mentioned shall be accepted.**

**(ii) The tenderer shall have to mention the existing M.R.P. of the item as on last date of the receiving of this tender.**

**(iii) The qualified tenderer must be present at the time of opening of Financial Bids (Envelope-II) and must exhibit the samples of each item for which they have quoted the rate before the Committee for acceptance in terms of quality.**

**(iv) Price Bids of the tenderers found absent on the day of its opening or price quoted for the items without exhibiting the samples before the Committee shall not be considered for final evaluation.**

**(v) Samples supplied by the Tenderer and accepted will be kept in the Stationery Store of the TMC & H, Tezpur.**

**(vi) The exact quantity required may vary at the time of placing of purchase Order.**

## TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

- 1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for purchase of Stationery items.
- 2) Quotations will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive agent, who may quote along with authorization. Authorized Agent Tendering for the supply should attach authorization from the manufacturers to ensure prompt supply, failing which the quotation will be summarily rejected.
- 3) The details of items are given at **Annexure III**.
- 4) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.
- 5) List of other organizations where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 6) Price offered shall be valid for a period up to **6** months and for **free delivery** at TMC & H, Tezpur. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to TMC & H, Tezpur to any other clients.
- 7) The supply of stationery items has to be made within a period of 1 month from the date of issue of supply order in the TMC & H, Central Store. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries, TMC & H, Tezpur reserves the right to levy liquidated damages at the rate of 0.5% per week or part thereof or up to maximum of 10%.
- 8) Discounts offered shall be indicated clearly on the manufacturer's price lists.
- 9) Special discount / prices, if any, applicable to the Educational Institutions aided by the govt. of Assam should be quoted separately.
- 10) Statutory increases like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
- 11) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. Area Code.
- 12) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from the list of suppliers.
- 13) Replacement: Damages/ Broken / Inferior quality articles should be replaced by proper ones at the cost of the suppliers.
- 14) No Advance Payment will be made for indigenous purchase. No part payment will be made. Payment will be made on completion of the full supply.

15) **DISTRIBUTORSHIP CERTIFICATE:** Sole selling Agents/Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the Manufacturers and that they are authorized to supply to the Tezpur Medical College & Hospital, Bihaguri, Tezpur.

16) The Stationery Items being quoted should be of Original Manufacturer and no non-standard item should be quoted. Make of the items to be quoted should be clearly mentioned in the Technical offer as per requirement given in the Tender Document.

The items and rates should be quoted only of the particular make as mentioned in the tender document.

17) Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:

(a) The tenderer has understood all requirements as described in the Tender document.

b) Agreeing to execute order to the satisfaction TMC & H, Tezpur authorized representatives within the stipulated time.

18) TMC & H, Tezpur will not be liable for any obligation until such time has communicated to the successful bidder of its decision to release the Purchase Order.

19) TMC & H, Tezpur will not be responsible for any postal delays.

20) Bidders shall note that TMC & H, Tezpur will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.

21)Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

22) The price quoted shall remain valid for at least **6 (six) months**.

23) In the event of the order being placed against the tenders and if the tenderer fails to supply any items according to the terms and conditions of acceptance of tender or fails to replace any items rejected by the authorized Officer or by any person on his behalf within such time as may be stipulated, the authorized Officer shall be entitled to purchase such items from any other source and at such price in his sole discretion as think fit & following action may be taken against the supplier as deem fit:

(i). The offer of the defaulting contractor will not be considered.

(ii). The defaulting contractor will be penalized to the extent of the difference in the rates or 10 per cent of the value of the earlier order, whichever is higher.

(iii). If the defaulting contractor fails to pay the penalty he will be permanently de-listed from the list of approved contractors and the E. M. D. shall be forfeited.



24) Tenderers are advised to see the items physically in the General Branch for the quality required for the TMC & H, Tezpur.

25) All disputes arising in connection with the execution the orders will be subject to the jurisdiction of the courts in Tezpur.

26) TMC & H, Tezpur is not bound to accept the lowest quotation and reserves the right to reject or partly accept any or all quotations received without assigning any reason.

**Member Secretary SMET  
and Principal cum Chief Superintendent,  
Tezpur Medical College & Hospital, Tezpur**

**INSTRUCTIONS TO THE TENDERER:**

***Please do not forget to Attach:***

1. Demand Draft in favour of The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur, payable at Tezpur for the amount of Rs. 10,000/- for the tenders against Earnest Money Deposit.
2. Proof of payment of non refundable Tender fee of Rs 1000/- ( in the form of Demand Draft payable to The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur payable at Tezpur)
3. Attached copy of authorization certificate issued by Principal Company.
4. Proprietary Certificate if available
5. Attested copy of Sales Tax Registration Certificate should be attached.
6. The authorized dealer or distributor should have at least three years experience in the supply of the Stationery Items and should have supplied to reputed Government institutes/ Universities. Attach proofs of the same.

**Important Note:**

Please do note that omission to attach any of the above listed documents may cause rejection of the Tender.

**Member Secretary SMET  
and Principal cum Chief Superintendent,  
Tezpur Medical College & Hospital, Tezpur**

**TENDER FOR SUPPLY OF STATIONERY ITEMS**

1. Name and address of Firm/Agency/ \_\_\_\_\_  
Company and Telephone/Cell phone \_\_\_\_\_  
Numbers \_\_\_\_\_

2. Registration No and Date \_\_\_\_\_

3. Name, Designation, Address \_\_\_\_\_  
and Telephone No. of \_\_\_\_\_  
Authorized Signatory \_\_\_\_\_

4. Please specify as to whether  
tenderer is sole proprietor/  
Partnership firm/Private or  
Limited company.

5. Name, Address and Telephone No  
of Directors/partners.

6. Name & Address of the Banker:

7. Details of Bid Security/Earnest  
Money Deposit:

(a) Amount with details :

(b) Demand Draft No :

(c) Date of Issue :

(d) Name of issuing Bank :

8. Any other information :

9. Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

(Signature of the Bidder)  
Name and Address

(with Seal)

**ANNEXURE-II**

<b>CHECK LIST</b>	
Copy of PAN Card enclosed	YES/NO
ITR for the year 2013-14, 2014-15, 2015-16 enclosed	YES/NO
Month/Year of Incorporation with proof	YES/NO
Experience certificate of last three years in the supply of proposed product from Govt. institutes/Universities.	YES/NO
Declaration regarding capability for the supply of Stationery & Electrical Items	YES/NO
Duly filled, signed and sealed Annexure I, II and III	YES/NO
Full details of ownership and name of Directors/Owner(S)	YES/NO
Whether self attested copies of all documents attached.	YES/NO
Whether every page of tender document signed and sealed	YES/NO
Details of EMD	YES/NO
D.D for Rs. 1000/- being the cost of tender form	YES/NO
Rate as per list along with discount	YES/NO

(Signature of the Bidder)  
Name and Address  
(with Seal)

**List of Stationery Items**

Sl No.	Name of Particulars/ Items	Brand/ Make	Rate of the items (inclusive of all taxes)			Remarks
			Unit	M.R.P	Quoted Rate	
1	Alpin	King/ equivalent quality	80 gm			
2	Alpin T Pin 50 gm packet	Nice/ equivalent quality	Each			
3	Adhasive Tape 65 Mtr.(Brown) 2"	Fuji/ equivalent quality	Each			
4	Adhasive Tape 65 Mtr.(Transparent) 2"	Fuji/ equivalent quality	Each			
5	Black Tape	Nichibhan/ equivalent quality	Each			
6	Auto Clip File	Ambassador/ equivalent quality	Per Pkt			
7	Box File (Dak File Big)	Oxford/ equivalent quality	Each			
8	Bucket Plastic 14 Ltrs.	Marco/ equivalent quality	Each			
9	Bucket Plastic 20 Ltrs	Marco/ equivalent quality	Each			
10	Bleaching Powder	Suraksha/ equivalent quality	500 gm			
11	Ball Pen Black/Red/Blue	Rotomac/Maxwrite/ equivalent quality	Each			
12	Ball Pen Refill (Red/Blue/Black)	Cello/ equivalent quality	Each			
13	Battery (1.5v)	Eveready	Each			
14	Battery (9v))	Eveready	Each			
15	Battery (AA)	Eveready	Each			
16	Battery (AAA)	Eveready	Each			
17	Binder Clip	Best Quality	Each			
18	Calculator (10 digit)	Orpat/ equivalent quality	Each			
19	Calculator (12 digit)	Orpat/ equivalent quality	Each			
20	Calling Bell (Spring)	Best Quality	Each			
21	Coconut Jaru	Best Quality	Each			
22	Clip Board	Best Quality	Each			
23	CD Marker	Best Quality	Each			
24	Ceilling broom	Best Quality	Each			
25	Carbon Paper KORES 1000 SAPPHERE of Size 210 mm x 330 mm	Kores	Per 1000 Nos.			
26	Chelpark Ink (Black )110 ml	Angel/ equivalent quality	Each			

27	Citronala	Best Quality	100 ml			
28	Cup Plate Fine Bond	JCPL/ equivalent quality	Per 6 Pcs set.			
29	Chair Cushion 16x16x3	Kurlon/ equivalent quality	Each			
30	Correcting Fluid	Flair/ equivalent quality	Each			
31	Copy Writer Ink GPI-6	Best Quality	Each			
32	Cover File Four Fold	Ambassador/ equivalent quality	Each			
33	Dustbin Plastic (Padel Bin)	Brite/Cello/ equivalent quality	Each			
34	Coir Door Mat 38"X18" big size	Best Quality	Each			
35	Coir Door Mat small size 24"X16"	Best Quality	Each			
36	Plastic Waste paper for Basket	Marco/ equivalent quality	Each			
37	Dot Pen (Red/Blue)	Linc Prince/ equivalent quality	Each			
38	Doormat	Best Quality	Each			
39	Drinking Glass	VIP	Per 6 Pcs set.			
40	Dustbin(20 Ltrs) Plastic	Marco	Each			
41	Date Stump Revolving	Best Quality	Each			
42	Envelope 9"x4"	Best Quality	Per 100 Nos.			
43	Envelope 10"x4 .5' white'	Best Quality	Per 100 Nos.			
44	Envelope 11"x5' '	Best Quality	Per 100 Nos.			
45	Envelope white 10"x4 ½"	Best Quality	Per 100 Nos.			
46	Envelope 12"x5' '	Best Quality	Per 100 Nos.			
47	Envelope 12"x6' '	Best Quality	Per 100 Nos.			
48	Envelope 8"X10"	Best Quality	Per 100 Nos.			
49	Envelope 12"10"	Best Quality	Per 100 Nos.			
50	Envelope 14"X10"	Best Quality	Per 100 Nos.			
51	Envelope 16"X12"	Best Quality	Per 100 Nos.			
52	Eraser	Natraj/Apsara	Each			
53	Cash Book Register (10 Nos)	Commander	Each			
54	Cloth pasted envelope 17"x12	Best quality	Per 100 Nos.			
55	Cloth pasted envelope 14"x12"	Best quality	Per 100 Nos.			

56	Cloth pasted envelope 12"X5.5"	Best quality	Per 100 Nos.			
57	Cloth pasted envelope 12"X7.5"	Best quality	Per 100 Nos.			
58	Cloth pasted envelope 12.5"X9.5"	Best quality	Per 100 Nos.			
59	Cloth pasted envelope 16"X12"	Best quality	Per 100 Nos.			
60	Cloth pasted envelope 8.5" X12.5"	Best quality	Per 100 Nos.			
61	Envelope Laminated 10"X12"	Best Quality	Per 100 Nos.			
62	Envelope Laminated 8"X10"	Best Quality	Per 100 Nos.			
63	Envelope Laminated 14"X10" 51.	Best Quality	Per 100 Nos.			
64	Envelope Laminated 12"X6"	Best Quality	Per 100 Nos.			
65	Envelope 14" X 12"	Best Quality	Per 100 Nos.			
66	Envelope 9 X 4	Best Quality	Per 100 Nos.			
67	F C Paper(Dista Paper)	Best Quality	Per Dista			
68	Fax Roll	Best Quality	Each			
69	File Cover with Board	Best Quality	Each			
70	File Tray	Top Quality	Each			
71	Filter 14 Ltrs	Best Quality	Each			
72	Flag (page marker) in 3 colours	Best Quality	Each			
73	Flat Clip File(Class mate/Ambassador DX)	Best Quality	Each			
74	Full Jaru Long size	Best Quality	Each			
75	Gum bottle 100 ml	Kores	Each			
76	Gum bottle 200 ml	Kores	Each			
77	Gum stick 8gm.	Kores	Each			
78	Gurder 500gm	Best Quality	Each			
79	Glass Tumbler	Best Quality	Each			
80	Hand wash (apprx.250)	Dettol	Each			
81	Hawai Chappal (per Paar)	Relexo/ equivalent quality	Size 8/9 no			
82	Harpic Liquid 500 ml	Harpic/ equivalent quality	Each			
83	Index File: I- Big, II- Medium, III-Small-	Kangaroo	Each			
84	Jug (steel)	Best Quality	Each			
85	Key Ring	Best Quality	Each			
86	Kyocera TK-4109 (Xerox toner)	Best Quality	Each			
87	Konika Minolta TN- 118(Xerox toner)	Best Quality	Each			

88	Ledger Register (22 Nos)	Commander/ equivalent quality	Each			
89	Dettol Soap 75 gm	Dettol	Each			
90	Naphthalene Ball: Big size(per Kg)	Best Quality	Each			
91	Lock & Key 30mm	Godrej/Naylex/ equivalent quality	Each			
92	Lock & Key 50mm	Godrej/ Naylex/equivalent quality	Each			
93	Lock & Key 80mm	Naylex/ equivalent quality	Each			
94	Marker Pen (permanent) (big size) black/blue	Cello/ equivalent quality	Each			
95	Marker Pen(small size) black/blue	Cello/ equivalent quality	Each			
96	Mosquito Refil	Good night/all out	Each			
97	Mosquito Destroyer with refill	Allout/ Good night	Each			
98	Mug (Plastic)	Brite/ equivalent quality	Each			
99	Mug (steel)	Best quality	Each			
100	Neptholine Balls	Best quality	50 gm			
101	Note Pad (80-100 pages)	Best quality	Each			
102	Odonil (Big size)/ Air Freshner	Odonil/ Airwick/ equivalent quality	Each			
103	Office Attendance Register Book	Best Quality	Each			
104	Paper weight	Best quality	Each			
105	Pencil sharpner	Natraj/ HB	Each			
106	Peon Book (80-100 pages)	Best quality	Each			
107	Phenyl Black (5 Ltr. Jar)	Cross/ equivalent quality	Each			
108	Phenyl White (5 Ltr. Jar)	Cross/ equivalent quality	Each			
109	Plastic Box (size- 10"X6.5"X2.5)	Best quality	Each			
110	Plastic Chair	Neelkamal/ equivalent quality	Each			
111	Plastic Container (Medium size)	Best quality	Each			
112	Plastic Drum (100 Ltrs)	Best quality	Each			
113	Plastic Scale	Oxford/ Natraj/ equivalent quality	Each			
114	Poly Coated File cover	Best quality	Each			
115	Push Pin	Best Quality				
116	Punching Machine (double hole)	Kangaroo	Each			
117	Punching Machine (single hole)	Kangaroo	Each			
118	Pink Paper	Best Quality	Per sheet			



119	Register Book (General Binding): No.- 8,10, 12,16,18,20,30,40	Progressive/ equivalent quality	Per No.			
120	Register Book (Rexin Binding): No.-8,10, 12,16,18,20,26,30,40	Edulight paper/ equivalent quality	Per No.			
121	Register Book Leather Binding (Elite): Edulight Paper No. 8,10, 12,16,18,20,26,30,40	Edulight paper/ equivalent quality	Per No.			
122	Razor (blade changeable)	Gellet/ equivalent quality	Each			
123	Room Freshner (approx. 160ml)	English Leather/ equivalent quality	Each			
124	Room Heater (Haogen)	Orpat or equivalent quality	Each			
125	Edulight paper (Rim)	Best Quality	Per Rim			
126	Staple Pin Max 10	Kangaroo	Per Pkt			
127	Staple Pin 24/6	Kangaroo	Per Pkt			
128	Scissor Plastic Handle 9"	Kangaroo	Each			
129	Scissor Plastic Handle 8"	Kangaroo	Each			
130	Staple Machine Max 10	Kangaroo	Each			
131	Staple Machine 24/6	Kangaroo	Each			
132	Staple Machine Jumbo	Kangaroo	Each			
134	Staple Machine HD-1217	Kangaroo	Each			
135	Stamp Pad Big (Plastic cover)	Kores	Each			
136	Stamp Pad Ink Kores 60 ml	Kores	Each			
137	Sealing Wax Grepex (1 packet containing 12 pc.)	Grepex/ equivalent quality	Per Pkt			
138	Spoon small	(Best Quality Stainless Steel)	Each			
139	Spoon big	(Best Quality Stainless Steel)	Each			
140	Sign Pen	Camlin/ equivalent quality	Each			
141	Glass Cleaning Liquid 500ml.	Colin	Each			
142	Stock Register(Big size)	Neelgagan/ equivalent quality	Each			
143	Scale Plastic 12"	Kores	Each			
144	Tag Long	Best Quality	Per pkt			
145	Table Cloth (White Cotton)	Best Quality	Per Mtr			
146	Toilet brush (both sides)	JSR(expert)/ equivalent quality	Each			
147	Towel: 61x45cm DCM/Bombay Dying	DCM/Bombay Dying/ equivalent quality	Each			

148	Torch Light (pencil battery)	Eveready/ equivalent quality	Each			
149	Towel: 130x75cm DCM/Bombay Dying	DCM/Bombay Dying/ equivalent quality	Each			
150	Towel DCM/Bombay Dying 112X53 cm	DCM/Bombay Dying/ equivalent quality	Each			
151	Towel DCM/Bombay Dying 45X11 cm.	DCM/Bombay Dying/ equivalent quality	Each			
152	Detergent Powder 500 gm	Tide/ Rim	Per Pkt			
153	Voucher Pasting File	Best Quality	Each			
154	Markin Cloth	Best Quality	Per Mtr			
155	Photostat Paper- A4	My Choice/JK/Century/equiv alent quality	Per Pkt			
156	Photostat Paper- L/S	My Choice/ JK/Century/ equivalent quality	Per Pkt			
157	Executive Bond Paper (Royal )	Best Quality	Per Pkt			
158	Sutly (Per Kg)	Best Quality	Per Kg			
159	Mosquito repellent with Machine	Good Night Advance/ equivalent quality	Each			
160	Needle Medium	Best Quality	Each			
161	Type Ribbon Cotton	Best Quality	Per Pcs			
162	Plastic Folder L. Open	Best Quality	Each			
163	Peon Book No. 6	Best Quality	Each			
164	Stick File, Transparent	Best Quality	Each			
165	Dot Matrix 10x12 part 170 & 60 GSM	Brahmaputra				
166	Dot Matrix 10x12 part II 70 & 60 GSM	Brahmaputra				
167	Dot Matrix 10x12 part III 70 & 60 GSM	Brahmaputra				
168	Cartridge Ribbon 24 pin (Inked ribbon print Head High densi ty fabri c)	Best Quality	Each			
169	Staple Pin size: - (1) 23/6, (2) 23/8, (3) 23/10, (4) 23/13, (5)23/15, (6) 23/17	Best Quality	Per pkt			
170	Marking sticker Flag size: 3"x4"	Best Quality	Each			
171	Sticky Pad size: 2"x3"	Best Quality	Each			
172	Marker pen ( non permanent)	Kores	Each			
173	Wooden Pencil	Nataraj/Apsara	Each			
174	Wall Clock	Ajanta/ Orpat	Each			
175	Wipe (Floor Cleaner)	BRW (Today)/ equivalent quality	Each			
176	Rubber Stump self ink	Best Quality	Each			
177	Rubber stump General	Best Quality	Each			
178	Floor Cleaner (Moper)	Best Quality	Each			

179	Dettol Soap 45 gm	Dettol	Each			
180	Printer Toner- 305 A	HP	Each			
181	Printer Toner (388A)	Prodot	Each			
182	Printer Toner (12A)	Prodot	Each			
183	File Folder	Best Quality	Each			
184	Thumb Track	Best Quality	Each			
185	Jute bag	Best Quality	Each			
186	Plastic coated paper clip	Best Quality	Each			
187	Sharpener	Best Quality	Each			
188	Glue Stick	Best Quality	Each			
189	Plastic File	Best Quality	Each			
190	Pen Drive 8 GB	SandDisk /Equivalent	Each			
191	Pen Drive 16 GB	SandDisk /Equivalent	Each			
192	Pen Drive 32 GB	SandDisk /Equivalent	Each			
193	White Board Duster	Best Quality	Each			
194	White Chalk Pencil	Best Quality	Each			
195	Colin - 500ml	Best Quality	Each			
196	Candle	Best Quality	Each			
197	Brown paper	Best Quality	Each			
198	Rat Killer	Mortain/Equivalent	Each			
199	Red Hit	Mortain/Equivalent	Each			
200	Rubber Brand	Best Quality	Each			
201	Driver Car Diary	Best Quality	Each			
202	Binder Clip	Best Quality	Each			
203	Remote Pencil Battery	Eveready /Equivalent	Each			
204	TVS -E- ribbon ( dot-matrix printer)	Best Quality	Each			
205	Battery ( Lithium C R 2032)	Duracell				