



TENDER DOCUMENT

e-Tender for Supply of Printing & Stationery

**Vishwavidyalaya Karyalaya, University Campus, Jnanasahyadri, Shankaraghatta-577451
Telephone No.:08282-256301-307 (Extn.205). Fax No-08282-256262**

**e-TENDER FOR THE SUPPLY OF PRINTING AND STATIONERY
TO KUVEMPU UNIVERSITY**

Tender Reference No. KU/SPD-1/P&S/ 3954 /2018-19 Dated: 14-09-2018

Last Date for Uploading the Filled Tender Document :

Time and Date of Opening of Technical Bid :

Time and Date of Opening of Financial Bid :

**Place of Opening of Tenders : Registrar Office
Kuvempu University
Vishwavidyalaya Karyalaya,
Jnanasahyadri,
Shankaraghatta-577451.
Shimoga-Dist.**

**Address for Communication : The Registrar
Kuvempu University
Vishwavidyalaya Karyalaya,
Jnanasahyadri,
Shankaraghatta-577451.
Shimoga.
Ph:08282-256301-307 (Extn.202).
Fax No:08282-256262**

**e- TENDER FOR THE SUPPLY OF PRINTING AND STATIONERY
TO KUVEMPU UNIVERSITY**

**INVITATION FOR Short Term TENDERS (THROUGH E-PROCUREMENT ONLY)
(TENDER NOTIFICATION)**

1. Kuvempu University, Shankaraghatta invites e-tender from eligible tenderers for the supply of Printing and Stationery as per the details furnished in the table given below. The tenderers may submit tenders for the supply of Printing and Stationery.
2. e-Tender documents may be downloaded from Government of Karnataka e-procurement website (<https://eproc.karnataka.gov.in>) from index scan under login for suppliers. After login please scroll down to the right side bottom to view list of tenders. Click there to find Kuvempu University tender document and download copy of the tender. The tender can be downloaded in the portal as per schedule prescribed in the portal. Only interested tenderers who wish to participate shall remit online transaction fee for the tender after registering in the portal. The transaction fee is non-refundable.
3. Tenders must be accompanied by Earnest Money Deposit (EMD), which shall be paid online through e-procurement Portal using any of the following Payment Modes: Credit Card, Direct Debit, National Electronic Fund Transfer (NEFT), and Over the Counter (OTC).
4. Tenders must be electronically submitted (online through internet) within the date and time prescribed in e-procurement Portal. Bid cover of the tender will be opened at the prescribed time and date as mentioned in the e-procurement Portal at Kuvempu University, Vishwavidyalaya Karyalaya, Jnanasahyadri, Shankaraghatta.
5. Other details can be seen in the tender documents.

Table

SI No.	Name of the Work	Approx. Value (Rs. in Lakh)	EMD (Rs. in Lakh) 2.0%	Tender Processing Fee (in Rs.)	System of bidding
01	Supply of Printing and Stationery	30.00	60,000	As per e-procurement	Two cover system

GENERAL CONDITIONS OF CONTRACT

I DEFINITIONS:

1. In this Contract, the following terms shall be interpreted as indicated:-
 - 1.1 “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.2 “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
 - 1.3 “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
 - 1.4 “Purchaser” means Kuvempu University, Shankaraghatta.
 - 1.5 “Bidder” means the Company or firm or consortium or corporate body that participates in the tender and submits its bid.
 - 1.6 “Supplier” means the Company or firm or consortium or corporate body whose bid to supply the goods/provide the services, has been accepted by the Purchaser under the Purchase Order.
 - 1.7 “Order” means the technically & commercial clear order placed by the Purchaser on the Supplier duly signed by the Purchaser’s authorized representative to Procure/purchase certain goods or services from the vendor/contractor.
 - 1.8 AMENDMENTS TO TENDER DOCUMENTS: At any time, prior to the date of submission of bids, the Purchaser may have amendment to the tender document for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendments.
 - 1.9 The amendments will be notified on E-procurement website:<https://eproc.karnataka.gov.in/>. These amendment(s)/ clarification(s)/ corrigendum(s) will be binding on all bidders.
 - 1.10 EXTENSION OF TIME: Purchaser may at its discretion extend the deadline for submission of bid suitably.
 - 1.11 APPLICABLE LAWS: This contract shall be interpreted, construed and governed by the laws of the Republic of India.
 - 1.12 ‘KTTP Act’ means The Karnataka Transparency in Public Procurement Act. 1999.
 - 1.13 ‘KTPP Rules’ means the Karnataka Transparency in Public Procurement Rules 2000.

2. GENERAL CONDITIONS

- 2.1 Tender documents, shall be submitted in the prescribed format after downloading the same from e-procurement portals.
- 2.2 The Bidder should pay EMD of Rs.60,000/- and tender processing fee as per e-procurement portal.
- 2.3 The Bidder shall ensure credit of tender processing fee in a single transaction payment in the respective receiving bank accounts of e-procurement on or before last date of Bid submission.
- 2.4 The detailed specification for the Printing and Stationery is given in **Annexure – 'III'**. The last date and time for submission of tender is as shown in e-Procurement portal. The opening of technical bid will be held at this office on the date as mentioned in the e-Procurement portal.
- 2.5 Two cover system is adopted and the vender is required to upload both Technical and Financial bids simultaneously giving full details in a tender documents as per the tender requirement.
- 2.6 The Bidder shall ensure credit of tender processing fee and EMD in a single transaction payment in the respective receiving bank accounts of e-procurement on or before last date of bid submission. In any case if the bidder made in part payment are liable for rejection.
- 2.7 The participant's shall produce all the original documents for verification whenever necessary.
- 2.8 Scanned Broachers / Information / Profile of the firm / Company shall be submitted.
- 2.9 Printing and Stationery shall be supplied to the Places / Departments / Office as may be specified in the supply order or as may be directed by the Registrar.
- 2.10 This contract shall be valid for Two Years or can be extended for a further period from the date of Tender agreement.
- 2.11 The vendor is to supply items within 07 days of placing orders. In case of delay in supply or service of Printing and Stationery for more than one day penalty of Rs.500/- per day will be imposed.
- 2.12 Notwithstanding anything contained in KTPP Act / Rules quantity specified in the tender is approximate and the quantity may vary according to the requirements.
- 2.13 The rates quoted should be exclusive of taxes and and including transportation to the University.
- 2.14 For disputes if any, the courts at Shivamogga shall have jurisdiction to try/settle the matter.
- 2.15 The Bidder should submit all certificates, documents as per the conditions in the bid documents.
- 2.16 No advance payment will be made for the supply of material.

- 2.17 The University reserves right to depute an Expert Committee to verify the facilities or information furnished by the vendor is as per the tender document is correct or would meet the requirements of University.
- 2.18 Conditional Tenders will not be accepted.
- 2.19 Payment will be made only after supply of the Printing and Stationery.
- 2.20 In case the material supplied is not in conformity with the specification such materials will be rejected and any loss sustained by the University on this account will be recovered from the vendor.
- 2.21 Lowest bidder will be evaluated as per KTPP Act/Rules and also keeping in view with their expertise, past experience, financial stability, track record of the firm and such other relevant information.
- 2.22 The Tender Accepting Authority may arrange for negotiations of the rates as per KTPP Act/ Rules, after opening of the tender, in order to obtain competitive rates for the best quality of materials.
- 2.23 The tenderer shall indemnify the Procuring entity against all third party claims of infringement of Patent, Trademark, arising from use of the Goods or any part thereof in India.
- 2.24 The tenderer shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
- 2.25 The bidder is to supply only branded Printing and Stationery.
- 2.26 The goods supplied under the contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage and delivery to the University.
- 2.27 Corrections or alterations without proper attestation will not be considered.
- 2.28 Only Manufacturer/ Authorised distributor/ Sole distributor/ Dealers are eligible for submitting tenders. Provide documents regard this with Technical bid.
- 2.29 In case of Small Scale Industries and MSME's certified copy issued by the competent authority is to be enclosed.
- 2.30 VAT/GST is excluded for SSI/MSME's for the evaluation of the price.
- 2.31 Goods manufactured by SSI/MSME's located in the state will be given 15% price preference against the Medium/Large Scale Industries.
- 2.32 The successful Bidder is required to enter into an Agreement within seven days from intimation with the University with all terms and conditions on Rs.500/- Non Judicial stamp paper. The Tender document will form the Part and Parcel of the agreement.
- 2.33 The University reserves right either to accept or reject tenders without assigning any reason. The decision taken by the university in this regard shall be final.

- 2.34 The tender rate will remain valid for a period of Two years from the date of Service Level Agreement. The duration of the rate contract may be extended for a further period on mutual agreement but without variation of price.
- 2.35 Warranty for Printing and Stationery shall be for a period of Minimum one year.
- 2.36 EMD is exempted for Small Scale Industries (SSI) & Micro, Small & Medium Enterprises (MSME) units registered under the Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC).
- 2.37 NON SSI/MSME bidders are required to submit the EMD through DD directly to the Registrar, Kuvempu University, Shankaraghatta drawn in favour of Finance Officer, Kuvempu University payable at Shankaraghatta on or before last date of Bid submission. Otherwise the bid will liable for rejection.
- 2.38 SSI/MSME registered bidders are required to furnish the appropriate documents attested by the Gazette Officer in relation to the registration under Department of Industries & Commerce, Govt. of Karnataka and National Small Industries Development Corporation Ltd.(NSIC).
- 2.39 In case the last date falls on Government Holiday, the next working day will be considered as last date.

TECHNICAL CONDITIONS

1. The Bidder shall have supplied successfully Printing and Stationery to Government or Autonomous Institutions for two years. In support of this, the bidder shall furnish two certificates duly certified by the competent authority as on 31-03-2018.
2. The Annual turnover of the Bidder should be of minimum Rs.20.00 lakhs for each of the preceding financial years. Copy of the Purchase orders executed during the past two years to be submitted.
3. The Bidder should have a net worth of minimum of Rs.10.00 lakhs for the preceding financial year i.e., for 2017-18. This should be supported by Balance sheet of the Company.
4. Corrections or alterations in tender form without proper attestation will not be considered.
5. Bidder should submit an affidavit certified by the Notary regarding the firm was not blacklisted by any government organization/institution.
6. Certified documents shall be furnished for having paid tax. Viz. VAT/GST of other states during the previous financial year.
7. The tenderer are required to exhibit their sample models before opening of the tender and they are required to upload or send company catalogue/ Broacher before opening the tender.
8. Tender of such firm who have not exhibited their sample models will not be considered.

Registrar

Technical Bid - Annexure-1**e- Tender for the Printing and Stationery**

(To be submitted with technical bid)

Sl. No.	Details of Information	Information to be furnished by the vendor
1.	Name of the Firm / Company	
2.	Year of Establishment of the Firm / Company	
3.	Registered office of the company / Firm	
4.	Address for communication (Business office)	
5.	Phone and Mobile No of contact person:	
6.	Fax No:	
7.	E-Mail ID:	
8.	GST Registration No	
9.	Income Tax PAN No.	
10.	Central Sales Tax No if any	
11.	EMD remittance details	No: Amount: Date:
12.	Tender processing fee remittance details	No: Amount: Date:
13.	Name of the person authorized to sign this tender with contact details	
14.	No. of years of Experience	
15.	Amount of Transaction made by the Firm / Company during the last two financial years (2016-17, 2017-18)	
16.	References to Minimum two institutions to which supply has been made during two years	
17.	No of days required for supply of Materials	
18.	Whether the vender is a Manufacturer or a Sole distributor or a Authorised dealer or a Distributor.	
19.	Whether the Vendor has entered into a Rate contract with the State Government or central Govt. or any other institution. If yes, Please furnish copy is the rate contract.	
20.	Any other information Firm/ Company wishes to furnish	

Declare

I hereby declare that the information above is correct and I further delicate that the Firm/Company will abide by the tender regulation. I am aware that the decision of the University is final and binding on all firms/companies.

Place:**Date:****Signature of the Bidder****(Name, Address & Seal)**

TECHNICAL BID**CHECKLIST - Annexure-II****e- Tender for Supply of PRINTING AND STATIONERY**

(To be submitted with technical bid)

SL. No.	Conditions and Documents Required	Documents Enclosed (Yes/No)
01	Firm/Company Registration Certificate.	
02	SSI/MSME Registration Certificate from the concerned authority (If applicable)	
03	Previous year (2017-18) Income Tax annual returns copy submitted to the Concerned Authority.	
04	Previous year (2017-18) VAT / GST clearance copy submitted to the concerned authority or Commercial Tax clearance copy / In case of other states copy of Commercial Tax remittance.	
05	The Bidder shall have supplied successfully Printing and Stationery to Government or Autonomous Institutions for two years. In support of this, the bidder shall furnish two certificates duly certified by the competent authority as on 31-03-2018	
06	Previous experience in similar type of work in the last two years as on 31-03-2018. Copy of the Purchase orders executed during the last two years shall be enclosed. (2016-17 & 17-18)	
07	Last two years annual turnover should not be less than Rs.20.00 lakhs.	
08	Net worth of the vender shall be of minimum Rs.10.00 lakhs in the last preceding year (2017-18). (Supported by Balance sheet copy)	
09	In case of a Dealer or Distributor Authorisation Letter from the Manufacturer/ Dealer (Latest).	
10	Non Black Listed certificate certified from the Notary	
11	Whether the tenderer exhibited sample models before opening of the tender.	

Declare:

I hereby declare that, the above information furnished by me is true and correct as far as my knowledge is concerned and will abide by the university terms and conditions.

Place:
Date:

Signature
Name, Address & Seal of the bidder

Annexure-III**Financial Bid and Bill of quantities****Tender for the Supply of PRINTING AND STATIONERY**

(To be submitted with Financial bid)

Stationary Items : Group – I

Sl. No	Items	Unit	Unit Price
1.	Carbon sheets Black 210 mm x 330 mm (per box)(100 sheets)	1 Box	
2.	Carbon sheets Royal blue 210 mm x 330 mm (per box)(100 sheets)	1 Box	
3.	Cloth lined Covers with printing Size 16" x 12" 1st QUALITY (each cover)	1 No.	
4.	Cloth lined Covers with printing Size 12" x 10" 1st QUALITY (each cover)	1 No.	
5.	Cloth lined Covers with printing Size 10" x 8" 1st QUALITY (each cover)	1 No.	
6.	Cloth lined Covers with printing Size 11" x 5" 1st QUALITY (each cover)	1 No.	
7.	Colour papers covers with printing 11" x 5" (each cover)	1 No.	
8.	Exam time table A4 size single side print (100 sheets per pad)	1 No.	
9.	Exam time table A4 size both side print (100 sheets per pad)	1 No.	
10.	Exam time table A3 size single side print. (100 sheets per pad)	1 No.	
11.	Exam time table A3 size both side print (100 sheets per pad)	1 No.	
12.	Formats printing in 60 GSM paper 1/8 size single side print (per 100 sheets pad)	1 No.	
13.	Formats printing in 60 GSM paper A4 size single side print (per 100 sheets pad)	1 No.	
14.	Formats printing in 60 GSM paper A4 size double side print (per 100 sheets pad)	1 No.	
15.	Formats printing in 60 GSM paper A3 size single side print (per 100 sheets pad)	1 No.	
16.	Formats printing in 60 GSM paper A3 size double side print (per 100 sheets pad)	1 No.	
17.	Graph Sheets/ Semi log sheet Size A4 per 100 sheets 1st QUALITY (with university logo) (each)	1 No.	
18.	Paper duplicating Full Scape size (per ream)- 63 GSM 2.3kg	1 ream	
19.	Paper duplicating A4 size (per ream) – 63 gsm 2.3 kg	1 ream	
20.	Paper Executive Bond A4 size (70 Gsm) (100 sheets in each box)	1 Box	
21.	Paper- Green , yellow, blue, pink, maplitho 80 Gsm Cut sheets ¼ size (21.3 k.g.) (per ream)	1 ream	
22.	Paper- yellow maplitho 80 Gsm Cut sheets ¼ size (100 sheets in each box)	1 Box	

		Unit	Unit Price
23.	Paper Ruled 60 Gsm 3.65 kg Full Scape ½ size (per ream)	1 ream	
24.	Paper White Cut sheets ¼ size 60 Gsm 8.4 kg (per ream)	1 ream	
25.	Paper White Full Scape ½ size 60 Gsm 8.4 kg (per ream)	1 ream	
26.	Paper Xerox A4 Size 75 GSM (per ream)	1 ream	
27.	Paper Xerox A4 Size 80 GSM (per ream)	1 ream	
28.	Paper Xerox A3 Size 75 GSM (per ream)	1 ream	
29.	Paper Xerox A3 size 100 GSM (per ream)	1 ream	
30.	Paper Xerox Full Scape 75 GSM (per ream)	1 ream	
31.	Pre-printed envelops 9" x 4" (per 1000)	1 No.	
32.	Pre-printed envelops 9" x 6" (per 1000)	1 No.	
33.	Pre-printed envelops 10" x 4 ½" (per 1000)	1 No.	
34.	Pre-printed envelops 10" x 7" (per 1000)	1 No.	
35.	Pre-printed envelops 10" x 8" (per 1000)	1 No.	
36.	Pre-printed envelops 11" x 5" (per 1000)	1 No.	
37.	Pre-printed envelops 11" x 5" window (per 1000)	1 No.	
38.	Pre-printed envelops 12" x 5" (per 1000)	1 No.	
39.	Pre-printed envelops 12" x 10" (per 1000)	1 No.	
40.	Pre-printed envelops 14" x 5 ½" (per 1000)	1 No.	
41.	Pre-printed envelops 14" x 6 ½" (per 1000)	1 No.	
42.	Pre-printed envelops 14" x 10" (per 1000)	1 No.	
43.	Pre-printed envelops 15" x 11" (per 1000)	1 No.	
44.	Pre-printed envelops 16" x 12" (per 1000)	1 No.	
45.	Pre printed file wrapper size 12" x 9" craft paper for 1000 sheets	1 No.	
46.	Pre printed file wrapper size 13" x 10" craft paper for 1000 sheets	1 No.	
47.	Pre printed file opening sheets white paper 70 gsm Size 8" x 12.5" (100 sheet each pad)	1 No.	
48.	Pre printed file continuation sheets white paper 60 Gsm Size 8" x 12.5" (100 sheets each pad)	1 No.	

Stationery items Group – 2

Sl. No	Items	Unit	Unit Price
1.	Bell pin per kg (100 gm x 10 box)	1 Kg	
2.	Drawing pins (1 pkt) Brass	1 Pkt	
3.	Gem clips- per kg (100gm x 10 box)	1 Kg	
4.	Needles size 3"	1 Pkt	
5.	Plastic paper clips per box	1 Box	
6.	Stapler pin box No. 10 (pkt. each)	1 Pkt	
7.	Stapler pin box No. 24/6 (pkt. each)	1 Pkt	
8.	Stapler pin box Heavy duty (pkt. each)	1 Pkt	

Stationery item Group – 3

Sl. No	Items	Unit	Unit Price
1.	Cello pin gum tape -per roll 1"	1 roll	
2.	Cello pin gum tape -per roll 2"	1 roll	
3.	Cello pin gum tape -per roll 3"	1 roll	
4.	Cello pin gum tape -per roll 4"	1 roll	
5.	Coffee colour paper gum tape Size 1" (60 Mtr role)	1 No.	
6.	Fevi stick gum per stick 8 gm	1 No.	
7.	Fevi stick gum 15 gm	1 No.	
8.	Fevicol Big Tube (each)	1 No.	
9.	Gum –camel 300 ml (each)	1 No.	
10.	Gum –camel 700 ml (each)	1 No.	
11.	Gum tape per roll 1" (60mtr per each role)	1 roll	
12.	Gum tape per roll 2" (60mtr per each role)	1 roll	
13.	Gum tape per roll 3" (60mtr per each role)	1 roll	
14.	Gum tape per roll 4" (60mtr per each role)	1 roll	
15.	Maida Gum Per KG	1 KG	

Stationery items Group – 4

Sl. No	Items	Unit	Unit Price
1.	Printer Inkjet cartridges black HP Deskjet 410 C series cartridge (per cartridge)	1 No.	
2.	Printer Inkjet cartridges black HP Deskjet 3325/3745/853 black C8 727 A (per cartridge)	1 No.	
3.	Printer HP 2100 M series © toner Cartridge (C40 96 A) (per toner) (Q6000A, Q6001A, Q6002A, Q6003A)	1 No.	
4.	Printer HP 2100 M series © toner cartridge (C40 49A) (per toner)	1 No.	
5.	Printer HP Q 2612 A (per toner)	1 No.	
6.	Printer HP ML 1640 (per toner)	1 No.	
7.	Printer HP 1020 toner 12 A (per toner)	1 No.	
8.	Printer HP 6L PRO C3906F (per toner)	1 No.	
9.	HP A3060 color printer (Black) (per toner)	1 No.	
10.	HP colour printer –NPG-67 Yellow, Cyan, Megenta	1 No.	
11.	HP colour printer –NPG-67 Black	1 No.	
12.	Laser jet Printer CLT-Black 409 S/XIP (per toner)	1 No.	
13.	Printer Samsung 2010 (per toner)	1 No.	
14.	Printer Samsung 1640 (per toner)	1 No.	
15.	Printer Samsung Xpress M2826ND	1 No.	
16.	HP P1007- 88A (per toner)	1 No.	
17.	Canon Laserjet –LBP2900B (per toner)	1 No.	
18.	Canon Laserjet - -328 (per toner)	1 No.	
19.	HP LaserJet 36A (per toner)	1 No.	
20.	Brother laser Printer (HL 2140) TN-2130	1 No.	
21.	Printer Ribbon for Printer web P-7, 13mm x 15 meter (per ribbon)	1 No.	
22.	Printer Ribbon for Printer web 1500 QN, 13mm x 15 meter (per ribbon)	1 No.	
23.	Printer Ribbon for Printer web 6215 8mm x 15 meter (per ribbon)	1 No.	
24.	Xerox toner with cartridge – Model 6123 – Master roll	1 No.	
25.	Xerox Toner - SHARP MX-M 450 N each	1 No.	

Stationery items Group – 5

Sl. No	Items	Unit	Unit Price
1.	Bleaching powder 5 kg pocket	1 pkt.	
2.	Bleaching powder 10 kg packet	1 pkt.	
3.	Candle All size (per kg)	1 kg	
4.	CD writer pen	1 No.	
5.	Cloth Bags kora cloth- Size 47 x 39 cm each bag	1 No.	
6.	Colin Spray bottle 500 ml	1 No.	
7.	Cleaning Liquid 500ml	1 No.	
8.	Dusters- per 10 pieces cot wool	1 No.	
9.	Dusters- per 10 pieces Sponge	1 No.	
10.	Erase Ex- 15ml each correction fluid and diluter	1 No.	
11.	Eraze Ex- 15ml - Pen type each	1 No.	
12.	Godrej locks Navtal 6 livers (3 keys) per lock	1 No.	
13.	Godrej locks Navtal 7 livers (3 keys) per lock	1 No.	
14.	Marker pen - standard Size each	1 No.	
15.	Match Box Per 10 pieces in each box Standard	1 Box	
16.	Napthalin Balls (per kg)	1 kg	
17.	Plastic Pouch -- Full Scape	1 No.	
18.	Pen stand with 2 pens Golden colour	1 No.	
19.	Pen stand day and date with pens – Golden colour	1 No.	
20.	Paper weight - Glass	1 No.	
21.	Paper cutter - Small -	1 No.	
22.	Paper cutter blade -- Big	1 No.	
23.	Paper cutter blade -- Small	1 No.	
24.	Pen ball 0.45 -Blue , Black	1 No.	
25.	Pen Gel Blue , Black, Green	1 No.	
26.	Pen Refill Black, Blue	1 No.	
27.	Pen Refill Gel - Green, Black, Blue	1 No.	

		Unit	Unit Price
28.	Pen (highlighter) -	1 No.	
29.	Pencil per box standard Size	1 Box	
30.	Pencil Eraser Per piece	1 No.	
31.	Phenyl Black 5 ltr. Can white perfumed per can	1 ltr.	
32.	Phenyl Black 10 ltr. Can white perfumed per can	1 ltr.	
33.	Piece of chalk non dust white per box	1 Box	
34.	Piece of chalk non dust colour per box	1 Box	
35.	Pin cushion with magnet Size BIG	1 No.	
36.	Pin cushion with magnet Size SMALL	1 No.	
37.	Plastic dust bin Medium plain or netted	1 No.	
38.	Plastic office tray Per piece	1 No.	
39.	Plastic PVC L Shape folder – plain	1 No.	
40.	Poker	1 No.	
41.	Punching Machine single hole 280 (SMALL)	1 No.	
42.	Punching Machine Double hole 520 (BIG)	1 No.	
43.	Rubber Band All sizes per kg	1 KG	
44.	Scale Plastic –30 cm	1 No.	
45.	Scale Plastic – 15 cm	1 No.	
46.	Scale Steel 30 cm -	1 No.	
47.	Scale Steel 15 cm -	1 No.	
48.	Scissors medium 130 m	1 No.	
49.	Scissors medium 165 m	1 No.	
50.	Sketch pen box Regular	1 No.	
51.	Calling Bell	1 No.	
52.	Stamp Pad - Size medium	1 No.	
53.	Stamp Pad - Size big	1 No.	
54.	Stamp pad ink bottle Blue 100 ml	1 No.	
55.	Stamp pad ink bottle Red 100 ml	1 No.	
56.	Stamp pad ink bottle Black 100 ml	1 No.	
57.	Stapler No. 10	1 No.	
58.	Stapler No. 10 (gold)	1 No.	
59.	Stapler No. 24/6	1 No.	

		Unit	Unit Price
60.	Stapler Heavy duty 2317	1 No.	
61.	Stapler Heavy duty	1 No.	
62.	Stapler HP 45 with Handle	1 No.	
63.	Tags (per 1000) Ist quality Size 6"	1 No.	
64.	Tags (per 1000) Ist quality Size 8"	1 No.	
65.	Tags (per 1000) Ist quality Size 10"	1 No.	
66.	Thabluk Thread (five layer) Per KG	1 Kg	
67.	Thapal Box small -	1 Box	
68.	Thapal Box Big -	1 Box	
69.	Thread Roll Qnty. no.10	1 Roll	
70.	Wax 6" size round stickers 06 in each box	1 Box	
71.	Water sponge	1 No.	
72.	Twain Tread (Chaladuri) (per kg)	1 Kg.	

Stationery items Group – 6

Sl. No	Items	Unit	Unit Price
1.	CDs recordable 700 MB with case	1 No.	
2.	CDs re-writable 700 MB (per CD with case)	1 No.	
3.	DVD recordable	1 No.	
4.	DVD re-writable (per DVD with case)	1 No.	
5.	Computer USB Pen Drive 8.0 GB	1 No.	
6.	Computer USB Pen Drive 16.0 GB	1 No.	
7.	Computer USB Pen Drive 32.0 GB	1 No.	
8.	Computer USB Pen Drive 64.0 GB	1 No.	
9.	Calulator CT 500J	1 No.	
10.	Calulator CT 555	1 No.	
11.	Calulator MT 120	1 No.	

Stationery items Group – 7

Sl. No	Items	Unit	Unit Price
1.	Clip board – laminated	1 No.	
2.	File board Size 14" x 10" 3 pounds	1 No.	
3.	File board Size 12" x 9" 3 pounds	1 No.	
4.	File board (velvet cloth Stitched)	1 No.	
5.	File board Mill (thick) Board Size 14" x 10"	1No.	
6.	File board Mill (thick) Board Size 12" x 9"	1 No.	
7.	File board Mill (thin) Board Size 14" x 10"	1 No.	
8.	Board file 14" x 10"	1 No.	
9.	File (lever files)	1 No.	
10.	Pusti Filing with Four wrapper by Cloth cover with long top with top Print (File Board)	1 No.	
11.	Registers Deluxe 60 Gsm 4 quire	1 No.	
12.	Registers Deluxe 60 Gsm 3 quire	1 No.	
13.	Registers Deluxe 60 Gsm 2 quire	1 No.	
14.	Registers Deluxe 60 Gsm 1 quire	1 No.	
15.	Short hand Note Standard Size	1 No.	
16.	Transparency sheets A4 size 100 micron per box	1 box	
17.	Writing pad - Laminated	1 No.	
18.	Writing Board Green Chalk 4x6 fts. (Magnetic & Ceramic)	1 No.	
19.	Writing Board Green chalk 8x4 fts (Magnetic & Ceramic)	1 No.	
20.	Writing White Board (Pen) 4x3 fts (Magnetic & Ceramic)	1 No.	

Sl. No	Stationery Items Groups	Total
1	Stationery items Group – 1	
2	Stationery items Group – 2	
3	Stationery items Group – 3	
4	Stationery items Group – 4	
5	Stationery items Group – 5	
6	Stationery items Group – 6	
7	Stationery items Group – 7	

Note: Quoting of rates to all items in all groups is mandatory.

Signature and Seal