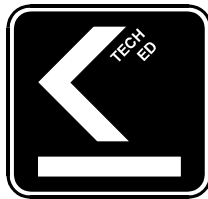


**TENDER DOCUMENT**

**FOR**

**SUPPLY OF STATIONERY ITEMS**  
**AND CARTRIDGES/TONERS**



*Price : Rs. 500/-*

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**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**

**GENERAL TERMS AND CONDITIONS OF THE TENDER  
FOR SUPPLY OF STATIONERY ITEMS AND CARTRIDGES/TONERS**

1. Sealed Tenders for supply of Stationery Items and Cartridges/Toners in parts or full mentioned in schedule 'A' are invited from well established reputed firms and having annual turn over of above Rs. 30 lacs for the last three years i.e. 2009-10, 2010-11 & 2011-12. Only Tenders received upto **20-6-2013** till 2.00pm will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. Each tender should be accompanied with earnest money of Rs. 20,000/- in form of FDR/Drafts in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. Tender not accompanied with earnest money shall not be entertained. Earnest money in cash or by cheque shall not be accepted. No concession/exemption regarding deposit of earnest money will be given on any ground, what so ever and tenders not accompanied with earnest money will be rejected straightway. The earnest money of successful bidder will be retained as security deposit.

Particulars of draft/deposit at call etc. on account of earnest money must be filled in the Performa of Technical Bids and the draft/deposit at call should be put in the envelope containing Technical Bid. Tender should be filled in two separate parts and in two envelopes. First envelope should contain technical details/turnover of the firm. Technical details should be filled in the Performa supplied along with this tender and may be subscribed on the envelope "Technical Bid". Second envelope will contain the Commercial Bid and rates should be quoted in the Performa supplied for this purpose along with this tender and may be subscribed as "Commercial Bid".

Technical bids will be opened first at **20-06-2013** on **3.00 P.M.** in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened on 21-06-2013 at 11.00 A.M. who are found to qualify as per "Technical Bid". Officers of the Board may inspect the premises of the printers/suppliers in order to verify the particulars mentioned in the Technical Bid. Commercial Bids will be opened after finalising the Technical Bids, the date of which will be intimated at the time of finalising the Technical Bids.

3. The firm participating in the tender should not have been blacklisted by any Govt./Non govt. Agency, in case such information brought to the knowledge of the Board, the suitable action shall be taken against such firm and security deposited shall be forfeited.
4. The bidder shall supply stationery exactly as per specifications indicated in Schedule 'A'. Any number of sample of paper used for printing stationery may be drawn by the Board's official from the material, at random, and got tested from any laboratory of repute. Expenses of laboratory charges will be born by Board incase material supplied is as per specification of GSM or within admissible tolerance limit as mentioned below. But incase material supplied is not as per specification and beyond tolerance limit then expenses of laboratory testing will be charged from supplier. The following percentage of variation in GSM shall be tolerable :-

(i) Envelopes	- 2.5%
(ii) Computer Stickers	- 2.5%
(iii) Drawing Sheets	- 2.5%

In case variation in GSM is more than above said tolerance limit, following price cut/ penalties shall be levied: -

- (a) Price of supply material will be reduced directly in proportions to the less GSM supplied, and
  - (b) Penalty @ 1.25% on bill amount for per less GSM from specification i.e. if variation in GSM is 2 then penalty @ 2.50% and if variation in GSM is 3 then penalty @ 3.75% may be imposed on total bill amount and so on.
  - (c) Laboratory Charges.
5. Sample of each item mentioned in part -I (Office Stationery) must be supplied to the Board by the lowest tenderer. The acceptance of rates of the items will be accepted subject to the approval of samples by the committee. The supply will be made by the party exactly as per sample.
  6. The Board may also have the right not to accept and also to return the material, if the quality and brand of paper/stationery items or the printing quality is not up to the mark / defective/substandard or not conforming to the specification, the same will not be accepted and no payment will be made. Board will have right to claim damage from supplier for any loss caused due to non-supply/delay-supply or inferior quality.

7. Tender once submitted shall not be allowed to be withdrawn, altered, or cancelled in part or in whole. Any departure from these conditions will be liable to disqualify the tenderer and the earnest money of concerned firm will be forfeited. In case of forfeiture of earnest money, the firm may appeal against decision of the Secretary of the Board to the Chairman of the Board within 15 days of the decision of the Secretary. The decision of the Chairman shall be final and binding on all the parties
8. No advance shall be made to the supplier. Payment will be made on the successful completion of the job/delivery of goods.
9. The rates will remain valid for one year from the date of tender acceptance letter. However this period can be extended for another one year on the discretion of the Chairman. Supply orders may be issued in one or more instalments on the discretion of the Board.
10. The complete supply as per supply order will have to be made within 15 days from the issue of the order, failing which a penalty for the late execution of the job may be levied on the amount payable as under:-

- |  |  |
|--|--|
| <b>i) for delay upto seven days of the time limit prescribed in the supply order</b>                         | <b>5% of the value of tender not complied with</b>   |
| <b>ii) For delay more than seven days and upto 15 days of the time limit prescribed in the supply order.</b> | <b>7% of the value of tender not complied with.</b>  |
| <b>iii) If the delay is more than 15 days of the time limit prescribed in the supply order</b>               | <b>10% of the value of tender not complied with plus 0.25% additional penalty per day than the above mentioned penalty on the unexecuted order value of tender and the Board may also have the right to cancel the bargain and to forfeit the earnest money. The Board may also claim damages which it may suffer on account of non supply of the material. It will be at the discretion of the Board to accept or reject the late supplied material and also to get the work done from any other source at the cost of defaulting firm without giving any notice.</b> |

**Note :** Only one above said clause shall be applicable on one supply, depending upon delayed period of supply.

11. The rate should be FOR Board's Office, Sector 36, Chandigarh and the delivery of the Stationery Items and Cartridges/Toners will be taken at the premises of the Board on a working day.
12. There will be no revision of rates due to any reason during the period of the contract.
13. The Board reserves the right to reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all or any of the suppliers that participate in tender.
14. The tenderer should sign all the pages of the tender document and affix stamp of the firm.
15. In case a Supplier surrenders the work after accepting the same, a penalty @25% will be imposed on the amount of surrendered work.
16. Any condition imposed by the participating firm other than those mentioned in the Board's tender document will not be accepted and the tender will be straight away rejected.
17. The rates should be quoted strictly as per Board's requirement/terminology mentioned in the tender document.
18. The Board may change any term of the tender document at any stage during the pendency of the contract.
19. All disputes are subject to Chandigarh jurisdiction.
20. Incase date for opening of this tender falls on holiday, tender will be opened on next working days at the same time.

21. The tentative quantity of tender items can increase or decrease by 20%.
22. The firm should have registered Office at Chandigarh/ Panchkula/ Mohali.

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY. FURTHER CERTIFIED THAT I/WE WILL BE ABLE TO SUPPLY THE REQUIRED ITEMS WITHIN THE STIPULATED PERIOD.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**(Stamp and Signature of Firm)**

**Proforma of Technical Bid**  
**TECHNICAL DETAILS OF THE FIRM.**

1. Name of the Company/Firm \_\_\_\_\_
2. Location of the Company/Firm \_\_\_\_\_
3. Established since \_\_\_\_\_
4. Constitution of Company/Firm \_\_\_\_\_
5. Earnest Money: Bank Draft/FDR No. \_\_\_\_\_ Dated \_\_\_\_\_

Other details of the firm

- i. Turnover in the last three years  
(Please attach photocopies of Income Tax return for the year 2011-12 alongwith audited Balance sheet & Profit and Loss Account

2009-10	2010-11	2011-12
_____	_____	_____

- iii. Major Customers of the Firm

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

**Particulars of Earnest Money**

Earnest Money: Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Stamp & Signature

**DETAILED SPECIFICATIONS FOR SUPPLY (IN FULL OR PARTS) OF STATIONERY ITEMS AND CARTRIDGES/TONERS**

<b>S.N.</b>	<b>DESCRIPTION</b>	<b>TENTATIVE QTY.</b>
<b>Part-I Office Stationery</b>		
1.	Adhesive Tape (Brown) Size 1.5" x 35 meters (with printed Board's logo on it)	2200 Piece
2.	Ball Pens (Red, Blue and Black) (Cello)	12000
3.	Ball Pens Refills (Cello)	1200
4.	Reynold Racer Gel Active Pen	200 Nos.
5.	Reynold Racer Gel Active Pen Refills	150 Nos.
6.	Sketch Pen, Luxor	150 Piece
7.	Permanent Marker Pen, Luxor	50 Piece
8.	Stapler Small, Kangaroo	100 Piece
9.	Stapler Big, Kangaroo	40 Piece
10.	Stapler Pins Big, Max	450 Packets
11.	Stapler Pins Small, Max	500 Packets
12.	Registers (Ruled) 5 Quire	200 Nos.
13.	Pencil Camlin	100 Piece
14.	Paper Pins, Grace	50 Packet
15.	Paper Cutter, Glory (Small Size)	250 Piece
16.	File Board	2000 nos.
17.	Stamp pad (Small) - Blue (Ashoka)	250 nos.
18.	Tag Green (Big)	200 Bundle
19.	Tag White (Small)	800 Packet
20.	Sutali	1500 kg
21.	Seal Wax (Lakh) (Ashoka / Kumar)	60 boxes
22.	Drawing Sheet (22" x 28"), 140 GSM	3,50,000
23.	File Covers, 300 GSM (including printing of Board's Name on it)	35,000
24.	Envelopes Brown Kraft Paper (10" x 12") Star paper, 80 GSM	50,000
25.	Envelopes Brown Kraft Paper (16" x 12") Star paper, 80 GSM	50,000
26.	Envelope with cloth (16" x 12"), Yellow on Ballarpur paper, (With printing)	1,00,000
27.	Envelope Laminated (10" x 12"), Yellow on Ballarpur paper, 120 GSM	3500
28.	White Envelope Window Type with Self Adhesive 70 GSM (including printing of name of the Board on it), Size 9" x 4"	70,000 Nos.
29.	White Envelopes, 80 GSM, Size 9" x 6" (including printing on it)	80,000 Nos.
30.	White Plain Envelopes, 70 GSM, Size 9" x 4"	1000 Nos.
31.	White Envelopes Window Type with Self Adhesive, 80 GSM, (including printing on it) size 9" x 6",	70,000 Nos.
32.	Envelope Laminated (12' x 16"), Yellow on Ballarpur paper, 120 GSM	2000 Nos.
33.	Card Brown Boxes 7 Ply, 150 GSM, Size 17" x 12" x 9"	450 Nos.
34.	Graph Papers	1,00,000
35.	Noting Sheet (Green colour) 80 GSM (JK)	100 ream
*36.	Citizen Computer Stickers, Size 74mm x 35mm 80 GSM (Each packet containing 20,000 Stickers)	50 Packets
37.	Glue pen / Gum tube 20 ml - Faber Castle/Kores/Fevicol	200 piece
38.	Eraser(Natraj)	50 piece
39.	Post It notes (coloured)(Oddy)	100 piece

S.N.	DESCRIPTION	TENTATIVE QTY.
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**Part-II Other Items**

40.	Panasonic Fax Machine Film Role	10 No.
41.	Flapper (150 GSM) 4" x 24" with centre cloth	3000 nos
42.	Paper Board Kin (Sua) National	50 nos
43.	TISCO Tape for pasting on cheques	30 nos.
44.	Rubber Band (Big)	10 kg
45.	Rubber Band (Small)	2 kg
46.	Plastic folder	200 Nos.
47.	Short Hand Note Book (Neelgagan)	50 Nos
48.	Table Duster	100 piece
49.	Phenol Liquid ( 5 ltr packing each) (Ganda /Max)	100 ltr
50.	Toilet Soap small packing (Lux)	100 piece
51.	Liquid Hand Wash Dettol	10 piece
52.	Lizol Liquid 3 in 1	25 bottles
53.	Phenol tablets/golli, Trishul	10 kg
54.	Allout Refill	20 piece
55.	Allout Machine	20 piece
56.	Bagon Spray	10 piece
57.	Brasso	10 piece
58.	Cello Butter Flow pen (for meeting purpose)	200 piece
59.	Slip Pad No. 33, Neelgagan	100 piece
60.	132 Col (Single Part), 60 GSM, Citizen Make	200 packet
61.	132 Col (Single Part), 70 GSM, Citizen Make	200 packet
62.	132 Col (Two Part), 70 GSM, Citizen Make	200 packet
63.	80 Col (Single Part), 60 GSM, Citizen Make	200 packet
64.	Computer Stickers, ST-16, A4 Size, Oddy Make	100 packet
65.	Carbon Paper, Kores	20 Box
66.	A4 Ream Power Make (Ballarpur)	1000 Ream
67.	A3 Ream Power Make (Ballarpur)	1000 Ream
68.	Legal Size Paper Power Make (Ballarpur)	500 Ream
69.	Correction Pen, (Faber Castle)	50 piece
70.	E1, Envelops with lamination 10x12 with Printing (coloured), 140 GSM	1,00,000
71.	E3, Envelops with lamination 10x12 with Printing (coloured), 140 GSM	1,00,000
72.	E5, Envelops with lamination 16x12 with Printing (coloured), 140 GSM	1,00,000
73.	Polythene Bags with Gazet, 15"x22x150 GSM	2000 Kg

S.No.	Printer Model	Cartridge/Toner No.	Tentative Qty.
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**Part-III Cartridges/Toners**

1	HP LJP-1022	Q-2612-A	20 nos.
2	HP DESKJET K-209	(Set of 2 Cartridges) 703 (Black), 703 (Tricolor)	5 sets
3	HP DeskJet F-735	(Set of 2 Cartridges) 703 (Black), 703 (Tricolor)	5 Sets
4.	HP LJ P-1007	CC388-A	15 nos.
5.	HP LJ P-1108	88-A	15 nos.
6	HP LJ P-1505	CB436-A	4 nos.

7.	HP DESKJET 948-C (3)	15 No (Black), 78 No( Colour)	5 nos. 5 nos.
8.	HP LJ P-2015 (5)	Q7553-A	35 nos.
9.	HP Office Jet L7580 (1)	18 No. (black, cyan, magenta, yellow)	8 nos (Black) 6 nos (other each)
10.	HP LJ-3005DN	Q7551-A	15 nos.
11.	HP Color LJ CP2025DN	CC530A, CC531A, CC532A, CC533A,	5 each
12.	HP DeskJet D2360	21 No	16 nos.
13.	HP DeskJet 3940	21 No 22 No	10 nos 4 nos
14.	HP LJ P-2035	CE505-A	5 nos.
15.	HP LJ P-2055	05 A	5 nos.
16.	HP LJ 4100N	C8061X	6 nos.
17.	TVS Speed 40 ribbon	Cheque Printer	4 nos.
18.	DOT MSP 145+	Ribbon	10 nos
19.	Epson L 300	T6641, T6642, T6643, T6644	5 set
20.	HP LJ 3015	51-A	15 nos

\* Note :

1. Size of Citizen Computer Stickers should be 74 mm x 35 mm.
2. On one page there should be 16 Citizen Computer Stickers. Page Size has to be 12" x 7".
3. In one packet there should be 20,000 Citizen Computer Stickers.
4. The colour of Citizen Computer Stickers should be white.
5. Holes should be proper so as to run on Line Matrix Printer.
6. Citizen Computer Stickers should have proper gum so as to stick properly on sheets.
7. Perforation between different pages should be exact so as to be printed on Line Matrix Printer.
8. The quality of the Citizen Computer Stickers should be exactly as per the samples attached.

**DETAILS OF THE FIRM**

1. Name of the Company/Firm \_\_\_\_\_
2. Location of the Company/Firm \_\_\_\_\_
3. Established since \_\_\_\_\_
4. Constitution of Company/Firm \_\_\_\_\_
5. Earnest Money: Bank Draft/FDR No. \_\_\_\_\_ Dated \_\_\_\_\_

**Stamp and Signature of Firm**



**PART-I   PROFORMA OF COMMERCIAL BID**

<b>S.N.</b>	<b>DESCRIPTION</b>	<b>TENTATIVE QTY.</b>	<b>RATE IN RS.</b>
<b>Part-I</b>	<b>Office Stationery</b>		
1.	Adhesive Tape (Brown) Size 1.5" x 35 meters (with printed Board's logo on it)	= 2200 Piece	_____ (Per piece)
2.	Ball Pens (Red, Blue, Black) (Cello)	= 12000	_____ (Per 100)
3.	Ball Pens Refills (Cello)	= 1200	_____ (Per 100)
4.	Reynold Racer Gel Active Pen	= 200 Nos.	_____ (Per unit)
5.	Reynold Racer Gel Active Pen Refills	= 150 Nos.	_____ (Per unit)
6.	Sketch Pen, Luxor	= 150 Piece	_____ (Per piece)
7.	Permanent Marker Luxor	= 50 Piece	_____ (Per piece)
8.	Stapler Small, Kangaroo	= 100 Piece	_____ (Per piece)
9.	Stapler Big, Kangaroo	= 40 Piece	_____ (Per piece)
10.	Stapler Pins Big, Max	= 450 Packets	_____ (Per pkt)
11.	Stapler Pins Small, Max	= 500 Packets	_____ (Per pkt)
12.	Registers (Ruled) 5 Quire	= 200 Nos.	_____ (Per unit)
13.	Pencil Camlin	= 100 Piece	_____ (Per piece)
14.	Paper Pins, Grace	= 50 Packet	_____ (Per pkt)
15.	Paper Cutter, Glory (Small Size)	= 250 Piece	_____ (Per piece)
16.	File Board	= 2000 nos.	_____ (Per unit)
17.	Stamp pad (Small) - Blue (Ashoka)	= 250 nos	_____ (Per unit)
18.	Tag Green (Big)	= 200 Bundle	_____ (Per bundle)
19.	Tag White (Small)	= 800 Packet	_____ (Per pkt)
20.	Sutali	= 1500 kg	_____ (Per kg)
21.	Seal Wax (Lakh) (Ashoka/Kumar)	= 60 boxes	_____ (Per box)
22.	Drawing Sheet (22" x 28"), 140 GSM	= 3,50,000	_____ (Per 1000)
23.	File Covers, 300 GSM (including printing of name of the Board on it)	= 35,000	_____ (Per 1000)
24.	Envelopes Brown Kraft Paper (10" x 12") Star paper, 80 GSM	= 50,000	_____ (Per 1000)
25.	Envelopes Brown Kraft Paper (16" x 12") Star paper, 80 GSM	= 50,000	_____ (Per 1000)
26.	Envelope Laminated (12' x 16"), Yellow on Ballarpur paper, 120 GSM (With printing)	= 1,00,000	_____ (Per 1000)
27.	Envelope Laminated (10" x 12"), Yellow on Ballarpur paper, 120 GSM	= 3500	_____ (Per 1000)
28.	White Envelope Window Type with Self Adhesive 70 GSM (including printing of name of the Board on it), Size 9" x 4"	= 70,000 Nos.	_____ (Per 1000)
29.	White Envelopes, 80 GSM, Size 9" x 6" (including printing on it)	= 80,000 Nos.	_____ (Per 1000)
30.	White Plain Envelopes, 70 GSM, Size 9" x 4"	= 1000 Nos.	_____ (Per 1000)
31.	White Envelopes Window Type with Self Adhesive, 80 GSM, (including printing on it) size 9" x 6",	= 70,000 Nos.	_____ (Per 1000)
32.	Envelope Laminated (12' x 16"), Yellow on Ballarpur paper, 120 GSM	= 2000 Nos.	_____ (Per 1000)
33.	Card Brown Boxes 7 Ply, 150 GSM, Size 17" x 12" x 9"	= 450 Nos.	_____ (Per unit)
34.	Graph Papers	= 1,00,000	_____ (Per 1000)
35.	Noting Sheets (Green Colour) 80 GSM (JK)	= 100 ream	_____ (Per ream)
*36.	Citizen Computer Stickers, Size 74mm x 35mm 80 GSM (Each packet containing 20,000 Stickers)	= 50 Packets	_____ (Per pkt)
37.	Glue pen / Gum tube 20 ml (Faber Castle/Kores/Fevicol)	= 200 piece	_____ (Per piece)
38.	Eraser(Natraj)	= 50 piece	_____ (Per piece)
39.	Post It notes (coloured) Oddy	= 100 piece	_____ (Per piece)

S.N.	DESCRIPTION	TENTATIVE QTY.	RATE IN RS.
<b>Part-II Other Items</b>			
40.	Panasonic Fax Machine Film Role	10 No.	_____ (Per piece)
41.	Flapper (150 GSM) 4" x 24" with centre cloth	3000 nos	_____ (Per piece)
42.	Paper Board Kin (Sua) National	50 nos	_____ (Per piece)
43.	TISCO Tape for pasting on cheques	30 nos.	_____ (Per piece)
44.	Rubber Band (Big)	10 kg	_____ (Per kg)
45.	Rubber Band (Small)	2 kg	_____ (Per piece)
46.	Plastic folder	200 Nos.	_____ (Per piece)
47.	Short Hand Note Book(Neel gagan)	50 Nos	_____ (Per piece)
48.	Table Duster	100 piece	_____ (Per piece)
49.	Phenol Liquid ( 5 ltr packing each) (Ganda/Max)	100 ltr	_____ (Per lt)
50.	Toilet Soap small packing (Lux)	100 piece	_____ (Per piece)
51.	Liquid Hand Wash Dettol	10 piece	_____ (Per piece)
52.	Lizol Liquid 3 in 1	25 bottles	_____ (Per bottle)
53.	Phenol tablets/golli, Trishul	10 kg	_____ (Per kg)
54.	Allout Refill	20 piece	_____ (Per piece)
55.	Allout Machine	20 piece	_____ (Per piece)
56.	Bagon Spray	10 piece	_____ (Per piece)
57.	Brasso	10 piece	_____ (Per piece)
58.	Cello Butter Flow pen (for meeting purpose)	200 piece	_____ (Per piece)
59.	Slip Pad No. 33, Neelgagan	100 piece	_____ (Per piece)
60.	132 Col (Single Part), 60 GSM, Citizen Make	200 packet	_____ (Per pkt)
61.	132 Col (Single Part), 70 GSM, Citizen Make	200 packet	_____ (Per pkt)
62.	132 Col (Two Part), 70 GSM, Citizen Make	200 packet	_____ (Per pkt)
63.	80 Col (Single Part), 60 GSM, Citizen Make	200 packet	_____ (Per pkt)
64.	Computer Stickers, ST-16, A4 Size, Oddy Make	100 packet	_____ (Per pkt)
65.	Carbon Paper, Kores	20 Box	_____ (Per box)
66.	A4 Ream Power Make (Ballarpur)	1000 Ream	_____ (Per ream)
67.	A3 Ream Power Make (Ballarpur)	1000 Ream	_____ (Per ream)
68.	Legal Size Paper Power Make (Ballarpur)	500 Ream	_____ (Per ream)
69.	Correction Pen, Faber Castle	50 piece	_____ (Per piece)
70.	E1, Envelops with lamination 10x12 with Printing (coloured), 140 GSM	1,00,000	_____ (Per piece)
71.	E3, Envelops with lamination 10x12 with Printing (coloured), 140 GSM	1,00,000	_____ (Per piece)
72.	E5, Envelops with lamination 16x12 with Printing (coloured), 140 GSM	1,00,000	_____ (Per piece)
73.	Polythene Bags with Gazet, 15"x22x150 GSM	2000 Kg	_____ (Per piece)

S.No.	Printer Model	Cartridge/Toner No.	Tentative Qty.	Rate in Rs.
<b>Part-III Cartridges/Toners</b>				
1	HP LJ P-1022	Q-2612-A	20 nos.	_____ (Per unit)
2	HP DESKJET K-209	(Set of 2 Cartridges) 703 (Black), 703 (Tricolor)	5 sets	_____ (Per unit)
3	HP DeskJet F-735	(Set of 2 Cartridges) 703 (Black), 703 (Tricolor)	5 Sets	_____ (Per unit)
4.	HP LJ P-1007	CC388-A	15 nos.	_____ (Per unit)
5.	HP LJ P-1108	88-A	15 nos.	_____ (Per unit)
6	HP LJ P-1505	CB436-A	4 nos.	_____ (Per unit)
7.	HP DESKJET 948-C (3)	15 No (Black), 78 No( Colour)	5 nos. 5 nos.	_____ (Per unit) _____ (Per unit)
8.	HP LJ P-2015 (5)	Q7553-A	35 nos.	_____ (Per unit)
9.	HP Office Jet L7580 (1)	18 No. (black, cyan, magenta, yellow)	8 nos (Black) 6 nos (each)	_____ (Per unit) _____ (Per unit)
10.	HP LJ-3005DN	Q7551-A	15 nos.	_____ (Per unit)
11.	HP Color LJ CP2025DN	CC530A, CC531A, CC532A, CC533A,	5 each	_____ (Per unit)
12.	HP DeskJet D2360	21 No	16 nos.	_____ (Per unit)
13.	HP DeskJet 3940	21 No 22 No	10 nos 4 nos	_____ (Per unit) _____ (Per unit)
14.	HP LJ P-2035	CE505-A	5 nos.	_____ (Per unit)
15.	HP LJ P-2055	05 A	5 nos.	_____ (Per unit)
16.	HP LJ 4100N	C8061X	6 nos.	_____ (Per unit)
17.	TVS Speed 40 ribbon	Cheque Printer	4 nos.	_____ (Per unit)
18.	DOT MSP 145+	Ribbon	10 nos	_____ (Per unit)
19.	Epson L 300	T6641, T6642, T6643, T6644	5 set	_____ (Per unit)
20.	HP LJ 3015	51-A	15 nos	_____ (Per unit)

Note: Rates should be quoted including all taxes, if any, and other incidental charges including freight and octroi charges.

**Particulars of Earnest Money**

Earnest Money: Bank Draft/FDR No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Stamp and Signature of Firm**