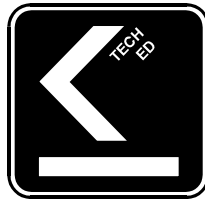


**E-TENDER DOCUMENT**  
**FOR**  
**SUPPLY OF STATIONERY ITEMS**



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Rs. 500/-

**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING(PSBTE & IT)**

**PHONE NO.0172-2615389, 2622586**

## Section I

1	Tender No.	PSBTEIT/Stat/2017-18/8
2	Total pages	17
3	Description	Supply of Stationery Items
4	EMD	Rs. 50,000/-
5	Sale of E-Tender Document	27.06.2018
6	Tender document cost	Rs 500/-
7	Last Date of Submission of online tender	19.07.2018 5:00 p.m.
8	Date of Opening of Technical bid	20.07.2018 11:00 a.m.
9	Tenderer shall upload bids on the website	<a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
10	The tender document shall also be available on the Board's website	<a href="http://www.punjabteched.com">www.punjabteched.com</a> and <a href="http://www.punjabteched.net">www.punjabteched.net</a>
11	Opening of Commercial Bid	To be intimated later
12	If the date of opening of e-tenders happens to be a holiday then the e-tenders will be opened on the next working day at the same time.  Tenderers must ensure that their Digital Signature must be valid at the time of tender evaluation	
13	The Punjab State Board of Technical Education and Industrial Training, Chandigarh shall not be responsible for any failure in uploading of the tender documents.	

## Section II

### TABLE OF CONTENTS

<b>SECTION</b>	<b>PAGE NO.</b>
General Conditions - Section III	4-5
Conditions Governing The Tender – Section IV	6-9
Proforma for Technical Bid	10
Details of specifications – Schedule A	11-14
Commercial Bid (Part 1 and Part 2)	15-17

## **Section III**

### **General Conditions**

1. The Punjab State Board of Technical Education and Industrial Training (PSBTE & IT), Chandigarh invites bids "Supply of Stationery Items" through e-tendering. Tenderers are advised to study the E-tender document carefully. Submission of E-Tender shall be deemed to have been done after careful study and examination of the E-tender document with full understanding of its implications.
2. Bids are to be submitted online. A Valid Digital Signature Certificate (DSC) is mandatory to participate in the e-tendering process which may be procured from any of the authorized Certifying Authority (CA), such as; MTNL, TCS, emudhra, N-code, Sify. For participating in the e-tendering process, the tenderer shall have to get themselves registered with <https://eproc.punjab.gov.in> and get user ID, Password. For any clarification/difficulty regarding e-tendering process e-Procurement helpdesk may be contacted 0172-2791226/2791326.
3. Interested tenderers can download the e-tender documents online from website <https://eproc.punjab.gov.in>
4. E-tender document fee as given in Section I (page 2) as applicable shall be strictly paid through online mode. Other mode of payment will not be considered.
5. The tenderers will have to deposit Earnest Money deposit (EMD)/Bid Security (Refundable) as given in Section I (page 2) which is to be paid through online mode. Other mode of payment will not be considered.
6. E-tender processing fee (Non-Refundable) as applicable shall be paid to concerned firm involved in e-procurement strictly through online mode. Other mode of payment will not be considered.
7. Corrigendum / Addendum / Corrections, if any will be published on the website <https://eproc.punjab.gov.in>
8. This E-Tender document is not transferable.
9. All bids are to be submitted online and no manual receipt of bids shall be entertained.
10. Tenders which are not on the prescribed E-tender form will be rejected straightway. Telegraphic quotations will not be accepted.
11. Tenders not meeting specifications as per the E-tender document will be ignored.
12. The E-tender document fee/ E-tender processing fees shall not be refundable under any circumstances.
13. The successful tenderer will have to deposit a security amount as specified in this document.
14. Secretary, The Punjab State Board of Technical Education & Industrial Training, Chandigarh, reserves the right to amend the bid documents or extend the deadline for submission of bids.
15. The tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
16. The tenderer shall upload all the relevant documents on the e-tendering portal.



## **Section IV**

### **CONDITIONS GOVERNING THE E-TENDER FOR SUPPLY OF STATIONERY ITEMS**

1. E-tenders for supply of stationery items are invited from well established reputed parties having annual turnover above Rs. 30 lacs for the last three years i.e. 2014-15, 2015-16 & 2016-17. The Tenderer should be registered under GST. Only e-tenders received as per schedule given in section I (Page 2) will be eligible for consideration as per Tender Notice and shall be further subject to the other mentioned terms and conditions.
2. Tenderer should not have been penalized for any reason by the Board in past for supply of stationary items (Attach Undertaking).
3. The party participating in the tender should not have been blacklisted by any Govt./Non Govt. Agency(Attach Undertaking). In case such information brought to the knowledge of the Board, the suitable action shall be taken against such party and security deposited shall be forfeited
4. Tenderer not registered with GST (Goods and Service tax) will not be eligible to participate in the e-tender.
5. Each e-tender should be accompanied with earnest money as given in Section I (page 2), which is to be paid through online mode. Other mode of payment will not be considered as mentioned in Section III(6). 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.
6. Online Technical bids will be opened first as per schedule given in Section I (page 2) in the presence of those tenderers who may wish to be present. The Commercial Bids of only those tenderers will be opened, who are found to qualify as per "Technical Bid". Commercial Bids will be opened after finalizing the Technical Bids.
7. Stationery items are to be supplied strictly as per the specifications indicated in Schedule 'A'. If the supply is not in accordance with the specifications indicated in Schedule 'A' (other than GSM) the whole or part of supply may be rejected by the Board and the supplier is liable to take back the supply at its own cost and the amount of EMD /security money and supplied material will be forfeited.
8. The supplier will have to deposit 10% of value of the work allotted of the tender as security for the due performance of contract, in the form of Fixed deposit for at least one year duly pledged in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh within 7 days from the date of issue of print orders failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. In case of forfeiture of earnest money, the decision of the Secretary of the Board shall be final.
9. Rate should be quoted per item in the Proforma of "Commercial Bid" attached with Schedule 'A', which should be inclusive of all taxes, printing/ binding/ freight/ GST/ Toll taxes etc. (if required) as may be applicable at any time during the execution of the order by the supplier.

10. The tenderer 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 borne by Board in case material supplied is as per specification of GSM or within admissible tolerance limit as mentioned below. But in case 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 @ 3% on bill amount for per less GSM from specification i.e. if variation in GSM is 2 then penalty @ 6% and if variation in GSM is 3 then penalty @ 9% may be imposed on total bill amount and so on.
- (c) Laboratory Charges.

- 11. 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.
- 12. The paper/item should be of first quality. In case inferior paper/item found by the committee, the whole/part of supply can be returned to the party and penalty will be imposed.
- 13. The Board may also have the right to reject 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/delayed-supply or inferior quality.
- 14. E-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 the concerned party will be forfeited. In case of forfeiture of earnest money, the party 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.
- 15. No advance shall be made to the supplier. Payment will be made on the successful completion of the job/delivery of goods.
- 16. 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 installments on the discretion of the Board.
- 17. 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:-

- |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) for delay upto seven days of the time limit prescribed in the supply order                         | 5% of the value of tender not complied with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ii) For delay more than seven days and upto 15 days of the time limit prescribed in the supply order. | 7% of the value of tender not complied with.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| iii) If the delay is more than 15 days of limit prescribed in the supply order                        | 10% of the value of tender not complied the time with <i>plus</i> 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 party without giving any notice. |

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

18. The rate should be FOR Board's Office, Sector 36, Chandigarh and the delivery of the Stationery Items will be taken at the premises of the Board on a working day.
19. There will be no revision of rates due to any reason during the period of the contract.
20. 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.
21. The tenderer should attach after signing all the pages of the tender document and affix stamp of the party with E tender.
22. In case a Supplier surrenders the work after accepting the same, a penalty @25% will be imposed on the amount of surrendered work. Party will not be entertained for the next tender.
23. Any condition imposed by the participating party other than those mentioned in the Board's e-tender document will not be considered and this tender will be straight away rejected.
24. The rates should be quoted strictly as per Board's requirement/terminology mentioned in the tender document.
25. The Board may change any term of the tender document at any stage during the pendency of the contract.
26. All disputes are subject to jurisdiction of Chandigarh Courts.
27. In case date for opening of this tender falls on holiday, tender will be opened on next working days at the same time.
28. Party should be nearby Chandigarh.
29. Tender document may be submitted for complete or for partial items.
30. The tentative quantity of tender items can increase or decrease by 20%.



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

Name of Party

---

Address

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

- 1. Name of the Tenderer \_\_\_\_\_
- 2. Location of the Tenderer \_\_\_\_\_
- 3. Established since \_\_\_\_\_
- 4. Constitution of Tenderer \_\_\_\_\_
- 5. GST Number (attach proof) \_\_\_\_\_

i. Turnover in the last three years  
(Please attach photocopies of Income Tax return for financial year 2016-17 alongwith audited Balance sheet & Profit and Loss Account

2014-15	2015-16	2016-17

iii. Major Customers of the Tenderer

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

**Particulars of Earnest Money**

Earnest Money: Amount. \_\_\_\_\_ Deposit Date (through e-tender) \_\_\_\_\_

Name of the Tenderer \_\_\_\_\_

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

Stamp & Signature

SCHEDULE 'A'DETAILED SPECIFICATIONS FOR SUPPLY (IN FULL OR PARTS) OF STATIONERY ITEMS

S.NO.	DESCRIPTION	TENTATIVE QTY.
<u>Part-I Office Stationery</u>		
1.	Adhesive Tape (Brown) Size 1.5" x 35 meters	100 Piece
2.	Ball Pens (Red 20%, Blue30%, Black 40%, green10%) (Cello uno)	2000
3.	Ball Pens Refills (Cello)	400
4.	Add Gel Achiever Pen	150 Nos.
5.	Add Gel Refills	50 Nos.
6.	Sketch Pen, Luxor	50 Piece
7.	Permanent Marker Pen, Luxor	100 Piece
8.	Stapler Small, Kangaroo	50 Piece
9.	Stapler Big, Kangaroo	20 Piece
10.	Stapler Pins Big, Kangaroo	200Packets
11.	Stapler Pins Small, Kangaroo	200 Packets
12.	Registers Bond excel 240 page (Neel Gagan) 5 Quire	150 Nos.
13.	Pencil Camlin	200 Piece
14.	Paper Pins, Grace	20 Packets
15.	Paper Cutter, Glory (Small Size)	100 Piece
16.	Pilot Pen V7 (Red 5%, Blue70%, Black 20%, green5%)	200 nos.
17.	Stamp pad (Small) – Blue	50 nos.
18.	Tag Green (Big) Sample required	100 Bundles
19.	Tag White (Small) Sample required	200 Packets
20.	Sutali	1000 kg
21.	Seal Wax (Lakh) (Ashoka/Kumar)	10 boxes
22.	Drawing Sheet (22" x 28"), 140 GSM First Quality	3,00,000
23.	File Covers, 300 GSM (Board's name printed on it) (Sample required)	10,000
24.	Paper clip (small)	50
25.	File cover plastic (With Button sun make)	300
26.	Envelope with cloth/ jaali (16" x 12"), Yellow on Ballarpur paper, (With printing) Sample required	15000
27.	Envelope Laminated (10" x 12"), Yellow on Ballarpur paper, 120 GSM	20000
28.	White Envelope Window Type with Self Adhesive 70 GSM (Board's name printed on it), Size 9" x 4"	5000 Nos.
29.	White Envelopes, 80 GSM, Size 9" x 6" (including printing on it)	5,000 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",	5,000 Nos.

32.	Stick file Plastic folder A4	200 nos
33.	Card Brown Boxes 7 Ply, 150 GSM, Size 17" x 12" x 9"	100 Nos.
34.	Graph Papers	1,00,000
35.	Noting Sheet (Green colour) 80 GSM (JK Brand)	300 ream
36.	Citizen Computer Stickers, Size 74mm x 35mm 80 GSM (Each packet containing 2000 Stickers)	5 Packets
37.	Glue pen / Gum tube 20 ml (Kores/Fevicol/camlin)	50 piece
38.	Eraser (Natraj)	50 piece
39.	Post It notes (coloured) (oddy)	200 piece
40.	E3 Envelope 10"X12" 120 GSM with lamination coloured (with printing)	1,60,000
41.	E1, Envelopes with lamination 10x12 with Printing (White ), 140 GSM	1,60,000
42.	Paper Board Kin (Sua) National	30 nos

Part-II Other Items

43.	TISCO Tape for pasting on cheques	20 nos.
44.	Rubber Band (Big)	20 kg
45.	Rubber Band (Small)	2 kg
46.	Plastic folder (L type sun make )	200 Nos.
47.	Short Hand Note Book (Neel Gagan)	50 Nos
48.	Table Duster (Big Size)	100 piece
49.	Phenol Liquid ( 5 ltr packing each) (Gnada/ Max)	10 ltr
50.	Toilet Soap small packing (Lux)	200 piece
51.	Liquid Hand Wash Dettol	30 piece
52.	Lizol Liquid 3 in 1	10 bottles
53.	Phenol tablets/goli (Trishul)	5 kg
54.	Allout Refill	200 piece
55.	Allout Machine	30 piece
56.	Bagon Spray	30 piece
57.	Brasso	5 piece
58.	Cello Butter Flow pen (for meeting purpose)	100 piece
59.	Pen Stand with note pad	15
60.	Slip Pad No. 33 (Neel Gagan)	700 piece
61.	80 Col (Two Part ), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	20 packet
62.	132 Col (Single Part), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	120 packet
63.	132 Col (Two Part), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	120 packet
64.	80 Col (Single Part), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	120 packet
65.	Computer Stickers, ST-16, A4 Size, Oddy Make	100 packet
66.	Carbon Paper (Kores)	10 Box
67.	A4 Ream (make HPC/Ballarpur/JK/ITC) 75 GSM	1000 Ream
68.	A3 Ream (make HPC/Ballarpur/JK/ITC) 75 GSM	200 Ream

69.	Legal Size Paper (make HPC/Ballarpur/JK/ITC) 75 GSM	200 Ream
70.	Correction Pen (Faber Castle)	50 piece
71.	Flapper (150 GSM) 4" x 24" with centre cloth	20000 nos
72.	Polythene Bags with Gazet, 15"x22x150 GSM	1000 Kg
73.	Scissors (Big)	50 piece
74.	Full Jharhu(Broom)	50 piece
75	Harpic	25 piece
76	Colin spray	20
77	Pencil cell Eveready Make (AA)	300
78	Pencil cell Eveready Make (AAA)	100
79	Floor duster	100
80	Plastic tape with Logo	100
81	Card box (16*12*10)	200
82	Polythene bag cover for Card box	50
83	Envelope laminated with Printing (12*16 Green color)	40,000
84	Envelope laminated with Printing (12*16 White color)	40,000
85	Envelope laminated with Printing (12*16 Red color)	40,000
86	Sharpener, Kores	50 piece
87	Scale big size, Iron (30 cms)	30
88	Highlighter (Luxor)	50
89	Calculator (Big size) Citizen Make	12
90	Damper	50
91	Dak Pad	12
92	Note Pad Spiral (9 " X 6 ")	50
93	Tilla jharu	24
94	Dustbin (Medium)	24
95	Taat for pocha	100 Mtr.
96	Toilet Brush	24
97	Wiper	24
98	Odonil (Air freshner)	24
99	Cloth bag	500
100	Old White Plastic Bag(Used Sugar)	500

\* Note :

1. The colour of Computer Stickers should be white.
2. Computer Stickers should have proper gum so as to stick properly on sheets.

DETAILS OF THE TENDERER

1. Name of the Tenderer \_\_\_\_\_
2. Location of the Tenderer \_\_\_\_\_
3. Established since \_\_\_\_\_
4. Constitution of Tenderer \_\_\_\_\_

Particulars of Earnest Money

Earnest Money: Amount \_\_\_\_\_ Deposit date (through e-tender) \_\_\_\_\_

Name of the tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Stamp & Signature of the tenderer

**PART- I    PROFORMA OF COMMERCIAL BID**

Part-I Office Stationery

RATE in Rs

1.	Adhesive Tape (Brown) Size 1.5" x 35 meters	100 Piece	
2.	Ball Pens (Red 20%, Blue30%, Black 40%, green10%) (Cello uno)	2000	
3.	Ball Pens Refills (Cello)	400	
4.	Add Gel Achiever Pen	150 Nos.	
5.	Add Gel Refills	50 Nos.	
6.	Sketch Pen, Luxor	50 Piece	
7.	Permanent Marker Pen, Luxor	100 Piece	
8.	Stapler Small, Kangaroo	50 Piece	
9.	Stapler Big, Kangaroo	20 Piece	
10.	Stapler Pins Big, Kangaroo	200Packets	
11.	Stapler Pins Small, Kangaroo	200 Packets	
12.	Registers Bond excel 240 page (Neel Gagan) 5 Quire	150 Nos.	
13.	Pencil Camlin	200 Piece	
14.	Paper Pins, Grace	20 Packets	
15.	Paper Cutter, Glory (Small Size)	100 Piece	
16.	Pilot Pen V7 (Red 5%, Blue70%, Black 20%, green5%)	200 nos.	
17.	Stamp pad (Small) – Blue	50 nos.	
18.	Tag Green (Big) Sample required	100 Bundles	
19.	Tag White (Small) Sample required	200 Packets	
20.	Sutali	1000 kg	
21.	Seal Wax (Lakh) (Ashoka/Kumar)	10 boxes	
22.	Drawing Sheet (22" x 28"), 140 GSM First Quality	3,00,000	
23.	File Covers, 300 GSM (Board's name printed on it) (Sample required)	10,000	
24.	Paper clip (small)	50	
25.	File cover plastic (With Button sun make)	300	
26.	Envelope with cloth/ jaali (16" x 12"), Yellow on Ballarpur paper, (With printing) Sample required	15000	
27.	Envelope Laminated (10" x 12"), Yellow on Ballarpur paper, 120 GSM	20000	
28.	White Envelope Window Type with Self Adhesive 70 GSM (Board's name printed on it), Size 9" x 4"	5000 Nos.	
29.	White Envelopes, 80 GSM, Size 9" x 6" (including printing on it)	5,000 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",	5,000 Nos.	
32.	Stick file Plastic folder A4	200 nos	

33.	Card Brown Boxes 7 Ply, 150 GSM, Size 17" x 12" x 9"	100 Nos.	
34.	Graph Papers	1,00,000	
35.	Noting Sheet (Green colour) 80 GSM (JK Brand)	300 ream	
36.	Citizen Computer Stickers, Size 74mm x 35mm 80 GSM (Each packet containing 2000 Stickers)	5 Packets	
37.	Glue pen / Gum tube 20 ml (Kores/Fevicol/camlin)	50 piece	
38.	Eraser (Natraj)	50 piece	
39.	Post It notes (coloured) (oddy)	200 piece	
40.	E3 Envelope 10"X12" 120 GSM with lamination coloured (with printing)	1,60,000	
41.	E1, Envelopes with lamination 10x12 with Printing (White ), 140 GSM	1,60,000	
42.	Paper Board Kin (Sua) National	30 nos	

Part-II Other Items

43.	TISCO Tape for pasting on cheques	20 nos.	
44.	Rubber Band (Big)	20 kg	
45.	Rubber Band (Small)	2 kg	
46.	Plastic folder (L type sun make )	200 Nos.	
47.	Short Hand Note Book (Neel Gagan)	50 Nos	
48.	Table Duster (Big Size)	100 piece	
49.	Phenol Liquid ( 5 ltr packing each) (Gnada/ Max)	10 ltr	
50.	Toilet Soap small packing (Lux)	200 piece	
51.	Liquid Hand Wash Dettol	30 piece	
52.	Lizol Liquid 3 in 1	10 bottles	
53.	Phenol tablets/goli (Trishul)	5 kg	
54.	Allout Refill	200 piece	
55.	Allout Machine	30 piece	
56.	Bagon Spray	30 piece	
57.	Brasso	5 piece	
58.	Cello Butter Flow pen (for meeting purpose)	100 piece	
59.	Pen Stand with note pad	15	
60.	Slip Pad No. 33 (Neel Gagan)	700 piece	
61.	80 Col (Two Part ), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	20 packet	
62.	132 Col (Single Part), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	120 packet	
63.	132 Col (Two Part), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	120 packet	
64.	80 Col (Single Part), 70 GSM, Citizen Make (Each pkt containing 1000 sheet)	120 packet	
65.	Computer Stickers, ST-16, A4 Size, Oddy Make	100 packet	
66.	Carbon Paper (Kores)	10 Box	
67.	A4 Ream (make HPC/Ballarpur/JK/ITC) 75 GSM	1000 Ream	



68.	A3 Ream (make HPC/Ballarpur/JK/ITC) 75 GSM	200 Ream	
69.	Legal Size Paper (make HPC/Ballarpur/JK/ITC) 75 GSM	200 Ream	
70.	Correction Pen (Faber Castle)	50 piece	
71.	Flapper (150 GSM) 4" x 24" with centre cloth	20000 nos	
72.	Polythene Bags with Gazet, 15"x22x150 GSM	1000 Kg	
73.	Scissors (Big)	50 piece	
74.	Full Jharhu(Broom)	50 piece	
75.	Harpic	25 piece	
76.	Colin spray	20	
77.	Pencil cell Eveready Make (AA)	300	
78.	Pencil cell Eveready Make (AAA)	100	
79.	Floor duster	100	
80.	Plastic tape with Logo	100	
81.	Card box (16*12*10)	200	
82.	Polythene bag cover for Card box	50	
83.	Envelope laminated with Printing (12*16 Green color)	40,000	
84.	Envelope laminated with Printing (12*16 White color)	40,000	
85.	Envelope laminated with Printing (12*16 Red color)	40,000	
86.	Sharpener, Kores	50 piece	
87.	Scale big size, Iron (30 cms)	30	
88.	Highlighter (Luxor)	50	
89.	Calculator (Big size) Citizen Make	12	
90.	Damper	50	
91.	Dak Pad	12	
92.	Note Pad Spiral (9 " X 6 ")	50	
93.	Tilla jharu	24	
94.	Dustbin (Medium)	24	
95.	Taat for pocha	100 Mtr.	
96.	Toilet Brush	24	
97.	Wiper	24	
98.	Odonil (Air freshner)	24	
99.	Cloth bag	500	
100.	Old White Plastic Bag (Used Sugar)	500	

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: Amount \_\_\_\_\_ Deposit date (through e-tender) \_\_\_\_\_

Name of the tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Stamp & Signature of the tenderer