

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY
Delhi Centre

F. 02/011/2016/NDL/GAC

28.02.2017

NOTICE INVITING TECHNICAL AND FINANCIAL BIDS FOR SUPPLY OF STATIONERY AND PRINTER CONSUMABLES

Schedule of Events

Nature of the Work	Supply of Stationery and Printer Consumables
Details of contact person for collection/clarifications/ queries of Tender Document	Mr. B. B. Dua, Joint Director (Technical), NIELIT Delhi Centre, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi - 110052
Details of contact person for clarifications/approvals with regard to "Scope of Work" under Tender Document	Mr. ArvindRawat, Deputy Director (F & A), NIELIT Delhi Centre, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi - 110052
Cost of Tender Document	Rs. 500/-
Annual Estimated Cost	Rs. 3.00 Lakhs
Earnest Money Deposit (EMD)	Rs. 12,000/-
Security Deposit	10% of the total order value to be deposited at the time of submission of acceptance of Work Order
Website for downloading Tender Document, Corrigendum's, Addendums etc.	http://www.nielit.gov.in , http://meity.gov.in
Bid Submission Closing Date & Time	24.03.2017, 02:00 PM
Address where the Tenders are to be Submitted	The Director, NIELIT Delhi Centre, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi - 110052
Date, Time and Venue of opening of Technical Bids	24.03.2017, 03:00 PM Venue: NIELIT Delhi Centre, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Delhi - 110052
Bid Validity	90 Days from the Bid Submission Closing Date
Date, Time and Venue of opening of Financial Bids	Will be intimated later to the technically qualified bidders

TENDER DOCUMENT FOR SUPPLY OF STATIONERY AND PRINTER CONSUMABLES

1. Background:

1.1 National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector. At present, NIELIT has thirty five (35) offices located across length & breadth of India with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 800 institutes.

1.2 NIELIT Delhi Centre is looking for reputed and well experienced General Order Suppliers and authorized reseller/selling agent/distributor of HP/Canon Computer Consumables Items/Printer Toners for award of annual rate contract(s) for supply of various Stationery and Printer Consumables on as and when required basis as included in the Scope of Work in the Tender Document.

2 Eligibility Criteria:

- 2.1** The average annual turnover of the Bidder for past three years (2013-14, 2014-15, 2015-16) should be at least Two Lakh Rupees.
- 2.2** The bidder should have been in the business of supplying of various stationery, consumables and printer toners for a minimum of three years as on 1st January 2016.
- 2.3** During past two years (2014-15, 2015-16), the bidder should have satisfactorily completed a similar single contract for a value of at least Fifty Thousand Rupees.
- 2.4** The bidder must furnish a Chartered Accountants' Certificate or signed copies of Balance Sheet as a proof of its turnover for past three years (2013-14, 2014-15, 2015-16) with Technical Bid failing which the bid shall be rejected.
- 2.5** The bidder must furnish details of PAN, Service Tax No., Sales Tax No., VAT No. and also attach a copy of each of the above documents with Technical Bid failing which the bid shall be rejected.

2.6 Earnest Money Deposit (EMD)

- a)** The Bidders will be required to submit the EMD of Rs.12,000/- (Rupees Twelve Thousand only) along with the Technical Bid failing which the bid shall be rejected.
- b)** The EMD will be submitted through a Demand Draft (DD)/Banker Cheque (BC) drawn on any commercial bank in favour of NIELIT, payable at Delhi.

2.6.1 Forfeiture of EMD: The EMD will be forfeited:

- a) If the bidder withdraws the bid after quoting and submission / acceptance;
- b) If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry for the bid;
- c) If the bidder fails to comply with any of the provisions of the terms and conditions of the bid specification;
- d) If the selected bidder fails to submit the Performance Security.

2.6.2 Refund of EMD

- a) EMD shall be refunded to the selected bidder only after furnishing of performance guarantee by way of Bank Guarantee as mentioned below in section Performance Security Deposit.
- b) EMD of unsuccessful bidders will be refunded, without any interest, after the tender finalization or expiry of the tender validity, whichever is earlier, by Cheque after intimating them about the rejection of their tender bid.
- c) No interest will be payable on the amount of EMD.

2.7 Performance Security Deposit

- 2.7.1** The successful Supplier/ Bidder shall, within Two (02) days of the notification of contract award, provide a Performance Security Deposit for an amount of 10% of the value of the awarded contract.
- 2.7.2** The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's/ Bidder's failure to comply with its obligations under the Contract.
- 2.7.3** Form of Performance Security deposit: Security Deposit in the form of cash will not be accepted. Performance Security may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in favour of NIELIT, payable at Delhi.
- 2.7.4** Performance Security Deposit should remain valid for a period of 60 (Sixty) days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.
- 2.7.5** Forfeiture of Performance Security deposit: Performance Security deposit shall be forfeited/invoked in the following cases:
 - 2.7.5.1** When any terms and conditions of the contract are breached by the vendor/service provider.
 - 2.7.5.2** When the Supplier/ Bidder fails to commence supply or stops making the supplies or fail to provide deliverables after partially executing the purchase/ work order.
 - 2.7.5.3** When the supplier/contractor fails to fulfill its obligation under the contract.
 - 2.7.5.4** No interest will be paid by NIELIT on the amount of performance security deposit.

2.7.5.5 Proper notice will be given to the Supplier/ Bidder with reasonable time before earnest money/ performance security deposit is forfeited.

2.7.5.6 Forfeiture of earnest money / performance security deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as well as to take such action against the Supplier/ Bidder such as severing future business relation or black listing, etc, as may be deemed fit.

3 Duration of contract: The contract awarded shall be valid for a period of two years and no change in rates shall be allowed.

4 Value of Contract: The estimated cost of the works is about Rs. Three Lakhs. This is, however, only indicative and subject to change as per actual.

5 Scope of Work:

The scope of contract includes supply of 104 General Stationery items and 10 Printer Consumables/Toners grouped in two separate packages as indicated in Price Schedule Package A – Appendix II (Annexure I) and Price Schedule Package B – Appendix II (Annexure II), respectively. Vendors may quote their rates of all the items and then brands/varieties included in both or any one of Price Schedule Package A and Price Schedule Package B at their choice. **However, the vendors will have to quote rates for all items included in a particular Package. If a vendor does not quote for all the items & their brands/varieties, in any of the Price Schedule, the same shall not be entertained & rejected.** The Purchase Orders for supply of items will generally be placed on quarterly basis. However, there may be some urgent requirement for which specific Purchase Orders shall be placed as and when need arises. The supplier selected will have to supply the items against all such orders on the rates finalized as a result of this Tender.

6 Terms and Conditions:

6.1 Bids should be valid for a minimum period of ninety days after the due date.

6.2 The rates quoted should be firm and in Indian rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the latter shall prevail.

6.3 The bidder selected will be required to supply items on very short notice as and when required even on holidays.

6.4 The items should be genuine and of standard make. In case it is found that the items are duplicate/ fictitious, it would be open to the NIELIT to terminate the Agreement, forfeit the Performance Security and black list the firm.

6.5 Documentary evidence of commencement of Business/experience of three years should be enclosed.

6.6 Copies of purchase orders of similar items placed by Government Departments, PSUs and reputed business organizations in the last two financial years (2013-14& 2014-15).

6.7 Copies of profit and loss account along with balance sheet clearly showing turnover for the three financial years (2012-13, 2013-14& 2014-15) duly certified by Chartered Accountant indicating the Average Annual turnover of at least Rs. two lakhs in compliance with Item 7 of Appendix I.

6.8 Copy of CST/VAT Registration Certificate and PAN number allotted by concerned authorities.

6.9 Documentary evidence about legal entity of the bidder and the authorized person who would interact with NIELIT must be enclosed.

6.10 The rates should be quoted in Indian Rupees for delivery at the premises of the NIELIT and shall remain fixed during the currency of the contract (for a period of two years) and should not be subject to escalation of any description. The rates must be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT/CST and local taxes, if any, which shall be paid by NIELIT as applicable. The rates must be quoted as per the Price Schedule Performas in Appendix-II. Bidders have to quote for all the items of a particular package concerned for qualifying eligibility criteria. Incomplete bids are liable to be rejected. The authorized signatory/ bidder must attest corrections, insertions, overwriting, if any. For the items listed in Price Schedule Package A, the bidders may like to see the samples kept in Stores Section of this Office as per the schedule given in the covering letter, before quoting. The rates for these items must be quoted for the similar brands (wherever it is mentioned) in the Price Schedule Performa of comparable quality, workmanship, specification etc. as per samples kept in NIELIT Store. For items listed in Price Schedule Package B in appendix-II, the rates are to be quoted for all Genuine Brand computer consumables.

6.11 Selected lowest Bidder(s) shall be empanelled for the respective package as authorized supplier on the fixed rates for two years from the date of acceptance of work order/ submission of Performance Security Deposit. The yearly requirement quantities indicated in tender document are estimates only. NIELIT does not make any commitment to purchase any or all items. Further quantities for which purchase order shall be placed may vary depending on the actual requirement. The Agreement may be extended on same terms and conditions for next two years (yearly basis) if mutually agreed to by both the parties. In case, the empanelled supplier is found in breach of any condition(s) of tender/ agreement at any stage or services of supplier are found not to the satisfaction of the NIELIT, the agreement may be terminated. The decision of the NIELIT shall be final in this regard.

6.12 The vendors awarded the contract shall have to provide the services for the entire period and any failure on this account shall entail invocation of the Bank Guarantee/Forfeiture of

amount paid through DD towards Performance Security Deposits in addition to any other action as may be deemed fit.

6.13 In case of breach of Contract by the vendor, NIELIT shall have the authority to cancel/terminate the Contract besides forfeiting the Security Deposits.

6.14 It may specifically be mentioned whether quotation is strictly as per tender specification/conditions. If not, deviation must be spelt out specifically in Technical Bid.

6.15 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, NIELIT reserves the right to purchase or not to purchase any item listed in the price schedule appendix -II.

6.16 The contract shall be subject to Delhi jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.

6.17 All disputes arising out of this contract shall be settled amicably by NIELIT and the contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.

6.18 The bidders are free to question the bidding conditions, bidding process and/or rejection of the Bid.

7 Payments:

7.1 No advance payments of handling /service charges etc. under any circumstances shall be made to the vendors.

7.2 Payments shall be made by NIELIT only on receipt and satisfactory acceptance of the items as well as receipt of pre-receipted bill in duplicate. In case, any item is found to be not as per ordered specification/ brand/ make/ model or does not meet the requirement or found to be of substandard quality, the same shall be rejected and supplier will have to replace the same without extra charge within the specified delivery schedule.

7.3 The rates quoted should be firm and in Indian rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the latter shall prevail.

7.4 No change in prices quoted shall be permitted during the validity period of the contract.

8 Other Information:

- 8.1 Termination of the Contract:** Either party may terminate the contract by giving a notice of two months.
- 8.2** The Director, NIELIT Delhi Centre reserves the right to reject any or all the quotations without assigning any reason.
- 8.3** In case, the bidder has any difficulty with any clause of this document it should be explicitly indicated against the relevant column of the Proforma for submitting Technical Bid. The bidder must also indicate suitable alternative in the form of solution. A decision on the matter shall be taken by NIELIT, which shall be final and binding. In case the decision of NIELIT in the matter is not acceptable to the bidder, the bidder's Financial Bid would not be opened.
- 8.4** Since the activities involved are operational in nature, placing firm orders every time may not be possible and as such email/SMS/phone call from NIELIT Delhi Centre should be considered as firm order.

9 Procedure for submission of the bids:

- 9.1** The bidders desirous of participating in tender shall submit Technical Bid in the proforma at Appendix I and Financial Bid in the Proforma at Appendix II duly sealed in separate covers superscribed with "Technical Bid" and "Financial Bid", as the case may be, and then finally sealed in a single bigger cover superscribed with "QUOTATION FOR SUPPLY OF STATIONERY AND PRINTER CONSUMABLES" and addressed to Director, must reach this Office on or before 24.03.2017, 02:00 PM.
- 9.2** The Technical Bids would be opened on 24.03.2017, 03:00 PM in this Institute. Bidders may depute their representative(s) for attending the proceedings with prior intimation to this office. The proposal received without Annexure –I duly signed will be treated as incomplete and hence liable to be rejected.
- 9.3** Any overwriting/cutting/use of whitener etc. will lead to rejection of the Bid.
- 9.4** Incomplete Bids (including non-submission of fee of the tender document downloaded from the website) shall not be considered and will be summarily rejected.
- 9.5 Financial Bid**

All columns of the proformas should be correctly and clearly filled. Depending upon the capabilities and capacity, the Bidders may submit their bids for either one package or both the packages. However, the bidders will have to quote for all the items included in a particular package.

9.6 Bid Evaluation Criteria

- 9.6.1** The Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available, as per the schedule given in this document.

- 9.6.2** The Bidders may depute their representatives at the time of Financial Bid opening event.
- 9.6.3** The bidders will be decided by taking into account the rates quoted as per Appendix II taking into consideration Price Schedule Package A (As per Annexure I)&Price Schedule Package B(As per Annexure II) separately. The L1 (least total cost of eachSchedule Package separately as perAppendix-II)bidder will normally be awarded the contract. However, NIELIT reserves the right to ignore any (including L1) bidder for the reasons, to be recorded in writing.
- 9.6.4** The decision of the Director, NIELIT Delhi Centre shall be final and binding in all matters.

10 Arbitration, Laws and Jurisdiction

- 10.1** The contract shall be governed by and construed in accordance with the laws of India and would come under the exclusive jurisdiction of the Courts in Delhi, India.
- 10.2** The contract shall be executed in duplicate and the original copy of the contract will be retained by either party of the contract.
- 10.3** All disputes arising out of this contract shall be settled amicably by NIELIT and the bidder. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed by NIELIT, as per the provisions of "Arbitration and Conciliations Act, 1956". The decision of the Arbitrator shall be final and binding.
- 10.4** The place of Arbitration and other legal issues shall be Delhi for the purposes of this contract/work/agreement.

11 Force Majeure

Any delay or failure in the performance by either party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, other than those of the party or its suppliers, that prevent party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Agreement.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this Clause (Force Majeure).

Proforma for furnishing Technical Bid

(Please go through the terms and conditions stipulated in Annexure I before filling up this Proforma)

1. Name, Registered Address, Telephone Number :
& e-mail ID of the Organization.
2. Date of commencement of Business - Details :
of incorporation of the company (Please
furnish proof in support of your statement)
3. Status of the organization (i.e. whether :
Proprietorship, Partnership, Private Limited /
Public Limited Company, Registered under
Societies Registration Act, etc.)
4. Registration Number of the Organization. :
(Please attach Certificate of Registration /
Incorporation).
5. Name & e-mail ID of the C.E.O. / Proprietor :
6. Name, designation and address, including :
phone/mobile/e-mail of the Contact Person.
7. Annual Turnover (In Lakh Rupees) : 2013-14
(Attach Photostat copies of Balance Sheet / I.T. 2014-15
Returns / C.A.'s Certificate). 2015-16
8. Sales Tax / VAT No., if any (Must, if ST /VAT :
is charged, copies enclosed)
9. Service Tax No., if any (Must, if ST is charged, :
copy enclosed)
10. P.A.N. of the Organization / Owner (in case of :
proprietorship organization where no P.A.N.
has been issued in the name of the
organization, copy enclosed)
11. Details of three prominent organizations served / being served with similar services (attach a
comprehensive list along-with copies of contracts/Purchase Orders and satisfactory supply
certificate from customer organization)

Name & Address	Name & Phone No. of contact person	Annual cost of contract (In Lakh Rupees)	Since when such services are being provided.

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12. Details of E.M.D. enclosed : D.D.
 No. _____ dated _____ for Rs./-
 drawn on _____
 _____ Bank in favour of
 NIELIT, payable at Delhi.

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature _____

Name _____

Designation _____

Seal of the Company _____

Date: _____

PROFORMA FOR FINANCIAL BID

1 Name, Address, Telephone Number
and E-mail ID of the Organization :

Sales Tax/VAT No. :

PAN No. :

2 **Total Cost offered (in Rupees) in respect of :**

i) Items included in Price Schedule Package A :
(As per Annexure II)

ii) Items included in Price Schedule Package B :
(As per Annexure III)

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

Seal of the Company

UNDERTAKING FOR REASONABLENESS

It is certified that I am authorized by the bidder to fill and verify the costs in this bid. To the best of my knowledge & belief,

1. The information furnished in this bid is correct.
2. Tendered rates are at par with the prevailing market rates and not more than the price usually charged for same code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
3. In respect of indigenous items for which there is a controlled price fixed by law, the prices quoted are not higher than the controlled price.
4. Services/Products/Goods supplied, will be of requisite specification and quality.
5. We understand that the decision of the NIELIT to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
6. We understand that the decision of the NIELIT to accept / reject the bid without assigning any reason whatsoever would be final and binding.
7. We understand that the decision of the NIELIT to split the order in any way and/or award work to multiple bidders at L1 price without assigning any reason whatsoever would be final and binding.
8. We accept the decision of the NIELIT to reject the bid if we don't quote for all the Groups.
9. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Seal of the Company

SELF-DECLARATION – NO BLACKLISTING

To

The Director
National Institute of Electronics and Information Technology,
NIELIT Delhi Centre,
2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station,
Delhi - 110052

In response to this tender, I/ We hereby declare that presently our Company/Firm M/s _____ is having unblemished record and is not declared ineligible for corrupt and /or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/Firm _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission and no Criminal Case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/ our security deposit may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled.

Thanking you,

Place: _____

Signature: _____

Date: _____

Name: _____

Seal of the Company

Designation: _____

Appendix II (Annexure-II)

Price Schedule Package A

S.No.	Item Name/Description	Unit	Probable Annual Consumption (1)	Unit Rate in Rupees (2)	Total Cost in Rupees = (1) X (2)
1.	Pencil Cell AA, 1.5 V (Eveready)	Nos.	30		
2.	Correction Pen, Metal Tip 10 ml	Nos.	10		
3.	Glue Stick, 15 Grams	Nos.	20		
4.	Gum Tube 30 ml	Nos.	50		
5.	Gum Bottle 500 ml	Bottle	02		
6.	Fevicol 500 GMs	Jar	04		
7.	Large Size Flapper	Nos.	01		
8.	HiLighters/Glolyter (Luxor)	Nos.	20		
9.	Copier Paper(Only 1 out of the 2 brands/makes will be ordered)				
a)	Paper JK A-4 , 75 GSM Ream having 500 sheets	Nos.	650		
b)	Paper Century A-4, 75 GSM Ream having 500 sheets	Nos.	650		
10.	Copier Paper(Only 1 out of the 2 brands/make will be ordered)				
11.	Paper JK Fullscape/Legal , 70 GSM Ream having 500 sheets	Nos.	01		
12.	Paper Century Fullscape/Legal, 70 Ream having 500 sheets GSM	Nos.	01		
13.	Pens of following three varieties				
a)	Jetter Metallica	Nos.	40		
b)	Add Gel Pen PG 500	Nos.	100		
c)	Reynolds Trimax Pen (Red/Blue)	Nos.	600		
14.	Correction (Whitener) Pen	Nos.	10		
15.	White Fluid with Thinner	Set	05		
16.	Pen Marker Permanent	Nos.	10		
17.	Pen Marker OHP/CD/DVD	Nos.	01		
18.	Pen White Board Marker	Nos.	450		
19.	White Board Duster	Nos.	22		
20.	Pen Pilot Hitec Point 05	Nos.	10		

21.	Refill for Gel Pen PG - 500	Nos.	10		
22.	Pencil HB of following two varieties				
a)	Camlin Flora	Nos.	190		
b)	Apsara	Nos.	190		
23.	Pencil Eraser Non-dust(30X15X10)mm	Nos.	60		
24.	Pencil Sharpner, Blade size(25X6)mm	Nos.	20		
25.	Post IT Pads 2"x3" (Yellow Slips)pkt of 100 sheets	Packet	01		
26.	Post IT Pads 3"x3" (Yellow Slips)pkt of 100 sheets	Packet	01		
27.	Double punch machine, Centre distance 8 cm	Nos.	20		
28.	Single punch plier(40 mm), chrome plated	Nos.	15		
29.	Plastic Folders F/S, Size(14"x10") As per sample	Nos.	455		
30.	Lamination Puches A4 Size, 125 Microns	Packet	40		
31.	Spiral Pad Small Size(1/8) 30 Sheet	Nos.	150		
32.	Spiral Pad Small Size(1/8) 80 Sheet	Nos.	150		
33.	Stapler for pin size 10 mm	Nos.	04		
34.	Big size Stapler for pin size 24/6	Nos.	18		
35.	Staple Pin Size 10 mm	pkts	140		
36.	Staple Pin 24/6 1M	pkts	04		
37.	Calculator 10 Digits, Dual power				
a)	Casio	Nos.	01		
b)	Citizen	Nos.	02		
38.	Stainless Steel Scissor(hard & tampered) with plastic handle, blade size-5"	Nos.	03		
39.	Packing Tape, Transparent Size 1", 24 mmX65 mtrs	Roll	35		
40.	Packing Tape, Transparent Size 2", 48 mmX65 mtrs	Roll	25		
41.	Packing Tape, Brown Size 1", 24 mmX50 mtrs	Roll	20		
42.	Packing Tape, Brown Size 2", 48 mmX50 mtrs	Roll	20		

43.	Index File Covers	Nos.	100		
44.	File Board, F/S(As per Sample)	Nos.	100		
45.	Note Sheet Pad A-4 Size, 80 GSM(Green Sheet)	Pad of 100 sheets	130		
46.	Note Sheet Pad Fullscape/Legal Size, 80 GSM(Green Sheet)	Pad of 100 sheets	130		
47.	Paper Cutter with steel blade of size (80x18)mm	Nos.	10		
48.	Register ruled with hard cover, thickness- 2Qr , size 12"x7.5"	Nos.	20		
49.	Register ruled with hard cover, thickness- 4 Qr, size 12"x7.5"	Nos.	10		
50.	Register ruled with hard cover, thickness- 6Qr, size 12"x7.5"	Nos.	09		
51.	Register ruled with hard cover, thickness- 8Qr, size 12"x7.5"	Nos.	11		
52.	Dak receiving/dispatch register 6 Quire	Nos.	05		
53.	Dak receiving/dispatch register 8 Quire	Nos.	01		
54.	Dak receiving/dispatch register 10 Quire	Nos.	01		
55.	Dak receiving/dispatch register 12 Quire	Nos.	01		
56.	Pay Bill Register	Nos.	10		
57.	Stock Register4 Quire	Nos.	06		
58.	Stock Register6 Quire	Nos.	01		
59.	Stock Register 8 Quire	Nos.	01		
60.	Fixed Assets Register GER - 40	Nos.	01		
61.	Dak Pad	Nos.	02		
62.	Dak Tray	Nos.	01		
63.	Acknowledgement Book (100 sheets)	Nos.	01		
64.	Attendance Register One Quire	Nos.	20		
65.	Attendance Register Two Quire	Nos.	20		
66.	Attendance Register Three Quire	Nos.	10		
67.	Carbon Paper	Packet	01		

68.	Chart Paper	Nos.	01		
69.	Cheque Issue Register	Nos.	01		
70.	Cash Book Bank Columnar 4 Quire	Nos.	01		
71.	Cash Book Bank Columnar 6 Quire	Nos.	01		
72.	Cash Book Bank Columnar 8 Quire	Nos.	01		
73.	Computer Stationery 57 GSM 80 Column – Two Part	Box	01		
74.	Computer Stationery 57 GSM 80 Column – Three Part	Box	01		
75.	Computer Stationery 70 GSM 80 Column – Single Part	Box	01		
76.	Plastic Scale 12"	Nos.	90		
77.	Stainless Steel Scale- 12"	Nos.	10		
78.	Sutli (Plastic) for packing of Parcels	kgs	01		
79.	Nylon Rubber Band Big/Small	kgs	02		
80.	Al Pin	pkts	01		
81.	Gem Clip Big Size(30 mm)	pkts	10		
82.	Gem Clip Plastic Coated(30 mm)	pkts	10		
83.	Flag Gumming Post IT (Coloured Flags), Size - 1"x3"	pkt of 150 sheets	07		
84.	Binder Clips, Size-25 mm	pkts	28		
85.	Drawing Pin	pkts	01		
86.	Tag small white, L-5.5"	Bundle	10		
87.	Tag big size, green, L-14"	Bundle	10		
88.	Slip /Conference Pad,size 1/8 of 20 sheets	Nos.	225		
89.	Slip /Conference Pad,size 1/8 of 40 sheets	Nos.	225		
90.	Stamp Pad , Blue/Black/Red	Nos.	15		
91.	Ink for Stamp Pad Blue/Black/Red	Bottle	01		
92.	CD R , single packing,80/700MB	Nos.	150		
93.	CD RW , single packing,80/700 MB	Nos.	150		
94.	DVD R, single packing, 4.7GB	Nos.	70		
95.	DVD RW, single packing, 4.7 GB	Nos.	10		
96.	CD Mailer, single packing	Nos.	03		

97.	Two Cross Computer Labels/Stickers(100X48X2)	1000 Labels/pkt	01		
98.	Dustbins(Blind Plastic),Bottom diameter 7" & H-10"	Nos.	10		
99.	Plastic Water Jugs, 2 Ltr capacity, Grade 5 or above	Nos.	01		
100.	Damper/Water sponge	Nos.	01		
101.	Numbering Machine	Nos.	01		
102.	Paper Binder 10 X 12	Nos.	01		
103.	Paper Binder 16 X 12	Nos.	01		
104.	Pen Drive 8 GB (USB with Cap)				
a)	hp	Nos.	10		
b)	Transcend	Nos.	10		
c)	SanDisk	Nos.	10		
				Total	
				Sales Tax/Vat	
				Grand Total	

Price Schedule Package B

Sl. No.	Toner/Cartridge - Model	Laser/Ink/Office Jet Printer - Model	Probable Annual Consumption (1)	Unit Rate in Rupees (2)	Total Cost in Rupees = (1) X (2)
1.	HP Laser Jet P-1606 dn Printer	CE 278 A	15		
2.	HP Laser Jet M-1522 WF Printer	CB 436 A	01		
3.	HP Laser Jet P- 1106/1108 Printer	CC388 A/88 A	01		
4.	HP Laser Jet 100 Colour, MFP, M1759	CE310 A (Black)	01		
5.	HP Desktop 678	107 AA (Black), 108 AA (Colour)	01 01		
6.	HP Deskjet2545	678 (Black &Colour)	01		
7.	HP Offset 7612 Wide Format	932 (Black), 933 (Magenta, Cyan, Yellow)	01		
8.	HP Laser Jet 1020 Printer	Q2612 A	01		
9.	Canon IR 2525 Printer	NPG 51 Toner	10		
10.	Canon IR 4225 Printer	NPG 57 Toner	01		
				Total	
				Sales Tax/VAT	
				Grand Total	