

ODISHA BUILDING & OTHER CONSTRUCTION WORKERS' WELFARE BOARD,
O/O. THE LABOUR COMMISSIONER, ODISHA, BHUBANESWAR

TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

1. Sale of quotation paper: The prospective bidders may download the complete set of the quotation documents directly from the website website- hocboard.labdirodisha.gov.in. and submit the same to **OB&OCWWB** along with the cost of the quotation paper of Rs.2,000/- (**Rupees Two Thousand**) only (including Odisha VAT) (non-refundable) in shape of Demand Draft/ Pay Order from any Nationalized/ Scheduled Bank in favour of, **Odisha Building & Other construction Workers' Welfare Board** payable at **Bhubaneswar**. The cost of the quotation paper of Rs.2,000/- (**Rupees Two Thousand**) only and EMD amount of Rs..5,000/- (**Rupees Five Thousand**) only should be submitted separately in separate Demand Drafts/ Pay Orders in favour of **Orissa Building & Other Construction Workers' Welfare Board, Bhubaneswar**. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the Office notice board of **OB&OCWWB** or download from the above mentioned websites before last date & time of submitting the quotation document.

2. The quotation should reach the office of the **Labour Commissioner, Odisha -cum- Member Secretary, OB&OCWWB, Bhubaneswar** by **12.07.2016 at 4.00 P.M.** and the quotations will be opened at **4.30 P.M. on the same day**. In case this date happens to be a holiday for **OB&OCWWB** for any reason, the quotation will be received and opened on the immediate next working day at the same designated time & place.

3. Bidders may be present in person or through their representative (s) during the opening of quotation at scheduled date and time.

4. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

5. Bid Price:

- a) The quotation shall be submitted in two bid system i.e. Technical Bid & Financial Bid. The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the quotation terms along with EMD & quotation paper cost except Price Format. The Technical Bid & Financial Bid should be covered in two separate envelopes clearly writing on the top of the envelop as Technical Bid & Financial Bid respectively and these two bids shall be covered in a Big envelop writing on the top of that **"Quotation for Office Stationery in reference to Advertisement No.-----dt.-----"**.

- b) The quotation is for all the items as mentioned in the Price Format for each Package of the Financial Bid. The list of items along with package-wise format of quotation is placed at **Annexure-I**, *The Package price will be taken into consideration instead of individual item price*. If rate for any of the items in a package is not quoted, the quotation may not be taken into consideration.
- c) The quoted rates shall include all taxes.
- d) The price quoted shall remain unchanged for a period of one year from the date of award contract.
- e) The quantity mentioned may vary at the time of procurement.

6. Bid Security/ EMD:

The bidder shall furnish bid security/ EMD of **Rs. 5,000/-** in shape of Demand Draft/ Pay Order in favour of **Orissa Building & Other Construction Workers' Welfar Board, payable at Bhubaneswar**. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity.

- 7. Each bidder shall submit only one bid for both the packages or for individual package.
- 8. The bidder shall furnish attested photocopies of up-to-date Odisha VAT clearance and photocopy of VAT certificate.
- 9. Notwithstanding the above, the authority reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Purchase Order.
- 10. Order will be placed in a phased manner for a period of one year and the quantity mentioned can increase or decrease at the time of placement of Purchase Order.
- 11. Supply of material should be completed within 15 days from the date of receipt of the order.

12 .Performance Security:

- a) The successful Bidder will submit Performance Security for **Rs.10,000/- (Rupees Ten Thousand)** only for each package in shape of Account payee Demand Draft/Pay Order from any Nationalized/ Scheduled Bank in favour of "Odisha Building & Other construction Workers' Welfare Board payable at Bhubaneswar", payable at Bhubaneswar.

- b) The EMD of all the Bidders shall be returned immediately after the successful Bidder submits the performance security as per the Order. If the successful Bidder fails to submit the Performance Security, the EMD of that Bidder will be forfeited, Order will be cancelled and the Bidder will be debarred from OB&OCWWB for three years.
- c) The Performance Security of the successful Bidder will be returned to the Bidder without interest only after successful completion of the work as per order.

13. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm. In such case, OB&OCWWB shall have the liberty to purchase those items from other sources and the excess amount which OB&OCWWB may have to incur on account of purchase of the items from other sources shall be recovered from the successful bidder by forfeiting the Performance Security deposited by the successful bidder.

14. Eligibility Criteria:

The Bidders must fulfil the following eligibility criteria to participate in the quotation process -

- a) Must have supplied office stationery to at least two Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. **2013-14, 2014-15 & 2015-16**. (Self-attested copies of Purchase Orders received from Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. **2013-14, 2014-15 & 2015-16**, are to be furnished along with information in **Annexure -II**.)
- b) Minimum Annual Turnover of Rs. 20 Lakh during each of the last 3 Financial Years i.e. **2013-14, 2014-15 & 2015-16**. (Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets are to be furnished. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.)

Apart from above, the Bidders shall also furnish the following documents-

- Self-attested copy of PAN Card
- Self-attested copy of VAT Registration Certificate.
- Self-attested copy of up-to-date VAT Clearance Certificate.
- Required EMD
- Required Quotation Paper Cost
- Quotation in the prescribed Format.
- Undertaking that the firm has not been blacklisted by any Govt. Organization.

15. Evaluation and Selection

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person.

Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

16. Award of Contract:

- (a) Contract will be awarded to the bidder whose bid has been determined as the lowest evaluated bid price.
- (b) In case two or more technically qualified firms quote the lowest price in same items, the firm with the higher average turnover during the last 3 F.Y.s shall be awarded the contract.
- (c) Any effort by a bidder to influence the authority in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- (d) Any legal dispute arising out of this is subject to Bhubaneswar jurisdiction only.

17. Payment.

- (a) Payment will be made after completion of full supply as per order.
- (b) In case any defect is noticed while using the items, the same will be replaced by the Supplier immediately and no payment will be made for the defective items.

Sd/-

**Labour Commissioner, Odisha-cum-
Member Secretary, OB&OCWW Board.**

Inside the O/o. the Labour Commissioner, Odisha, Bhubaneswar), Unit-III, Kharavel Nagar, Bhubaneswar Bhubaneswar – 751007, Odisha, Ph. No.- (0674) 2397029, 2397028, Website: www.bocboard.labdirodisa.gov.in .

FINANCIAL BID**Price Format for Package - I**

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate(Rs.)	Total (Rs.)
1	Alpin	No.			
2	Arch File Card Board with Liver (14" x 10")	No.			
3	Binder Clip 19. Mm	No.			
4	Binder Clip 25 mm	No.			
5	Binder Clip 32 mm	No.			
6	White Board Marker	No.			
7	Brown Tape for Packing 2" and 50 mtr.	No.			
8	Calculator(12 Digit) (Bistec. No. BS-786) with warranty	No.			
9	Calling Bell (Plain & with Remote) (Cona)	No.			
10	Cello Tape(1" , 2") (Miracle)	No.			
11	Clip Board File(Solo)	No.			
12	Coloured Flag Slip (Odddy)	Set			
13	Correction Fluid/ Pen/ (Kores)	No.			
14	Colin	No.			
15	Cup and Saucer , Bone China (OASIS) - Good Quality	No.			
16	Cover File Polly-Coated	No.			
17	Cello Tape Dispenser	No.			
18	Dak Bag (Good quality)	No.			
19	Dak Pad (Ordinary & Superrior)(Master)	No.			
20	Dettol Hand Wash(Liquid)	No.			
21	Door Mat (Plastic with Rubber ground per Sq/Ft)	No.			
22	Dustbin , Plastic (Big)	No.			
23	Duster Cloth (1 mtr)	No.			
24	Envelope (11" * 5") (Good quality)	No.			
25	Envelope (6" * 4") (Good quality)	No.			
26	Envelope (9" * 4") (Good quality)	No.			
27	Emergency Light (BPL)	No.			
28	Extension Cord (Cona 5 Mtrs.)	No.			
29	Fly leaf	No.			
30	Plastic Bottom Folder (Full Scape) with Single Bottom	No.			
31	Folder Executive (Full Scape)	No.			
32	Executive Folder Leather Finish	No.			
33	Glass Cover (Diamond)	No.			
34	Glass Pad (6mm) Sq/ft.	No.			
35	Glass Tumbler (Ordinary , Superior) (Era)	No.			
36	Guard File (Plastic)	No.			

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate(Rs.)	Total (Rs.)
37	Gum Bottle (750 ml.) (Kores)	No.			
38	Gum Bottle (100 ml.) (Kores)	No.			
39	Herpghic	No.			
40	Khadika Jhadu	No.			
41	Phula Jhadu	No.			
42	James Clip Plastic Coated (100 Clips)	Set			
43	Highlighter Pen (Fabercastella)	No.			
44	Key Pad	No.			
45	Knives, Paper cutting(Flair)	No.			
46	Liquid Soap (250 ml.) (Dettol)	No.			
47	Lock (Godrej-7 levers, 6levers & Mobaj - No. 41)	No.			
48	marker Pen Permanent (Fabercastella)	No.			
49	Paper Cutter MRP Rs.10/-	No.			
50	Mug (Plastic) (Medium, Cello)	No.			
51	Numbering Machine	No.			
52	Note Book, Ordinary (Page-40)	No.			
53	Note Book, Spiral Super quality (Page-100)	No.			
54	Odonil	No.			
55	Paper Clip (Omega)	No.			
56	Paper Weight, Big Size Make - Crocodile (Egg Type)	No.			
57	Pen (Gel, Add Achiever)	No.			
58	Pen Ball Point (Cello Gripper)	No.			
59	Pen Ball Point (Cello Topball)	No.			
60	Pen for pen stand	No.			
61	pen (Use & throw)	No.			
62	Pen Stand with pen, paper roll (4 Pen Holder) (Make - Kebica No.1493)	No.			
63	Pen Stand with pen (2 Pen Holder) (Make - Kebica No. 202)	No.			
64	Pencil (Natraj)	No.			
65	Pencil Sharpener (Natraj)	No.			
66	Plastic (L) Folder with pocket (No. 503)	No.			
67	Plastic Chair (Ankur) with cushion	No.			
68	Punching Machine (Single (Kangaro)	No.			
69	Punching Machine (Double) (Kangaro)	No.			
70	Peon Book	No.			
71	Phynyle	No.			
72	Rat Killer	No.			
73	Refill (Add Gel)	No.			
74	Refill (Cello gripper)	No.			
75	Refill (Cello Topball)	No.			
76	Refill (Jotter)(Link)	No.			

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate(Rs.)	Total (Rs.)
77	Refill Plain (Big & Small) (Link) per 100 pc	No.			
78	Letter Despatch/Register	No.			
79	Letter Receipt /Register	No.			
80	Movement Register	No.			
81	Cash Register - Legal Size (number-wise)	No.			
82	Cash Received Register	No.			
83	Ledger Register	No.			
84	Index Register	No.			
85	Plain Register	No.			
86	Rolling Register (No. 36, 20, 16) (Sweta/ Bharat)	No.			
87	Room Freshener (Riya) (Rajanigandha/ Sandal/ lemon/ sonnet)	No.			
88	Room Freshener (200ml) (Rian)	No.			
89	Room Freshener (Lovin)	No.			
90	Scale Steel 12" Good Quality	No.			
91	Scissor 12" Plastic Handle	No.			
92	Scissor 6" Plastic Handle	No.			
93	Signature Pad	No.			
94	Sketch Pen (Pkt. of 10)	No.			
95	Stamp Pad 8 cm x 12 cm	No.			
96	Stamp Pad Ink 100ml.	Set			
97	Stapler Pin Medium 24/6	Set			
98	Stapler Pin Small No.-10 1M	Set			
99	Stapler Pin Medium HD 45	Set			
100	Stapler Small 10M	Set			
101	Stapler Pin Big 26/10 (20 x 50 Pack)	Set			
102	Steno Khata 100 Pages	No.			
103	Sticky Pad (3" x 3")	No.			
104	Stock Register 360 Pages (Legal Size)	No.			
105	Soap (Small Size)(Dettol)	No.			
106	Soap Case (Cello)	No.			
107	Spoon (Good quality)	No.			
108	Surf	No.			
109	Table Top	No.			
110	Tag (White) (per 500 Nos.) (Good quality)	Set			
111	Tea Tray (Plastic, Cello) Medium	No.			
112	Thermo flask (Size - 1 ltr) Milton (imagination)/ Eagle	No.			
113	Thread Ball	No.			
114	Towel (Big Size for Car) (Size - 36" X 72") - Atex	No.			
115	Towel (Medium Size for Chair) (Size -30"X 60") - Priyanka Good Quality	No.			
116	Towel (Small Size for Bathroom) (Size - 27" X 54")- Atex	No.			

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate (Rs.)	Total (Rs.)
117	Towel Bombay Dyeing (for officers) all size)	No.			
118	Umbrella (Big, K.C. Paul)	No.			
119	Urinal Tube	No.			
120	Visiting Card Holder	No.			
121	Wall Clock (Ajanta) with battery (No 1547)	No.			
122	Waste Paper Basket (Big)	No.			
123	Xerox Paper , JK Copier (A3/A4) good quality with red cover	No.			
124	Xerox Paper , JK Copier (A3/A4) good quality with green cover	No.			
125	Water Bottle Plastic (1 ltr.) Decorative Coloured	No.			
126	Water Bucket	No.			

Gross Total Cost: Rs. (Rupees) only
(Including all Taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:

Signature of the Bidder

Place:

Name & Business Address:

Price Format for Package - II

Sl. No.	Name of the Items	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate (Rs.)	Total (Rs.)
1.	CD - RW 700 MB / 52 x with cover (Moserbaer)	Pc.			
2.	DVD - RW 4.7 GB / 4 x with cover, (Moserbaer)	Pc.			
3.	Toner/Printer Cartridge Black for HP LaserJet Printer (Pro MFP M128fn)	Pc.			
4.	Toner/Printer Cartridge Black for Ricoh Printer (mp 250 1L)	Pc.			
5.	Toner/Printer Cartridge for HP 1505P Laser Printer.	Pc.			
6.	Tonner/Printer Catridge for HP-2015	Pc.			
7.	Tonner/Printer Catridge for HP make model P-1108	Pc.			
8.	Computer Mouse USB port (Good Quality i. e. Lositech, I Bal)	Pc.			
9.	Computer extension cord (having four plug point)	Pc.			
10.	Pen Drive (8 GB Capacity) brand like Transcend/ SanDisk/ HP)	Pc.			

Sl. No.	Name of the Items	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate	Total (Rs.)
11.	Pen Drive (16 GB Capacity) brand like Transcend SanDisk / HP)	Pc.			
12.	Mouse pad (Good Quality)	Pc.			
13.	Portable Hard disk drive with cover: {(1 TB capacity, USB connectivity, Features: USB powered, increase transfer speeds easily by upgrading to thunderbolt technology or fire wire 800, easy plug and play backups, dedicated backup software. Form Factor:- Portable and OS supported: Window: XP SP3 (32-bit and 64-bit)}	Pc.			
14.	CD Mailer 20 Nos. Pack	Pc.			
15.	CD Album A4 Size 100 CD	Set			
16.	CD Jewell Case 10 Nos. Pack	Set			

Gross Total Cost: Rs. (Rupees) only
(Including all Taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:

Place:

Signature of the Bidder

Name & Business Address:

Format for submission of past performance

Sl. No.	Year	Order No. with Date	Order Value	Name of the Organization	Type of Organization (Govt/Semi Govt/ Public Sector
1.	2015-16				
2.	2014-15				
3.	2013-14				
Total					

Date:

Signature of the bidder

Place:

Name and Address of the Bidder

CHECK LIST

<u>Sl. No.</u>	<u>Name of Document</u>	<u>Submitted (Yes/No)</u>	<u>Page No.</u>
1.	Earnest Money Deposit (EMD)		
2.	Quotation Paper Cost		
3.	Self-Attested copy of VAT Registration Certificate		
4.	Self-Attested copy of PAN Card		
5.	Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets for F.Y.s 2013-14 to 2015-16	2013-14	
		2014-15	
		2015-16	
6.	Self-Attested copy of up-to-date VAT Clearance Certificate		
7.	Price Sheet as per price format		
8.	Self-Attested Proof Copy of Past Experience		
9.	Undertaking that the firm has not been blacklisted by any Govt. Organization		

Seal with Signature of the Bidder

APPLICATION FOR SUPPLY OF OFFICE STATIONARY

TECHNICAL BID

(To be furnished by the Firm / Supplier)

Sl. No	Name of the Firm / Supplier		
1	Name of the Owner:		
2	Year of Established:		
3	Registration No./ Year:		
4	PAN Card No.	Name of the Card Holder:	
		PAN Card No.	
5	Quotation Paper Cost	Amount :	
		DD No.:	
		Date of Issue:	
		Issuing Bank:	
6	Earnest Money Deposit (EMD)	Amount :	
		DD No.:	
		Date of Issue:	
		Issuing Bank:	
7	VAT Registration Certificate	Registration No.	
		Year of Registration:	
		Name of the Issuing Authority:	
		Valid up to:	

8	VAT Clearance Certificate	Registration No.		
		Year of Registration:		
		Name of the Issuing Authority:		
		Clear up to:		
9	Address of the Firm/ Supplier	Present Address	At:	
			Post:	
			Via:	
			Dist:	
			Pin:	
			Ph No.:	(Land Line)
				Mobile:
			E-mail ID:	
		Permanent Address	At:	
			Post:	
			Via:	
			Dist:	
			Pin:	
			Ph. No.:	(Land Line)
				Mobile:
			E-mail ID:	

Date

Signature of the Quotationer

APPLICATION FORM FOR SUPPLY OF OFFICE STATIONARY
FINANCIA BID

(To be furnished by the Firm / Supplier)

Sl. No	Name of the Firm / Supplier		
1	Name of the Owner:		
2	Year of Established:		
3	Registration No./ Year:		
4	PAN Card No.	Name of the Card Holder:	
		PAN Card No.	
5	VAT Registration Certificate	Registration No.	
		Year of Registration:	
		Name of the Issuing Authority:	
		Valid up to:	
6	VAT Clearance Certificate	Registration No.	
		Year of Registration:	
		Name of the Issuing Authority:	
		Clear up to:	

7	Address of the Firm/ Supplier	Present Address	At:	
			Post:	
			Via:	
			Dist:	
			Pin:	
			Ph No.:	(Land Line)
				Mobile:
		E-mail ID:		
		Permanent Address	At:	
			Post:	
			Via:	
			Dist:	
			Pin:	
			Ph. No.:	(Land Line)
	Mobile:			
E-mail ID:				

Declaration

The information furnished above is true and correct to the best of my knowledge and belief and if at any stage found incorrect, I shall be held responsible and action as deemed proper will be initiated against me.

Date

Signature of the Quotationer

FINANCIAL BID**Price Format for Package – I**

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate
1	Alpin	Set.		
2	Arch File Card Board with Liver (14" x 10")	No.		
3	Binder Clip 19. Mm	No.		
4	Binder Clip 25 mm	No.		
5	Binder Clip 32 mm	No.		
6	White Board Marker	No.		
7	Brown Tape for Packing 2" and 50 mtr.	No.		
8	Calulator(12 Digit) (Bistec. No. BS-786) with warranty	No.		
9	Calling Bell (Plain & with Remote) (Cona)	No.		
10	Cello Tape(1" , 2") (Miracle)	No.		
11	Clip Board File(Solo)	No.		
12	Coloured Flag Slip (Oddy)	Set		
13	Correction Fluid/ Pen/ (Kores)	No.		
14	Colin	No.		
15	Cup and Saucer , Bone China (OASIS) - Good Quality	No.		
16	Cover File Polly-Coated	No.		
17	Cello Tape Dispenser	No.		
18	Dak Bag (Good quality)	No.		
19	Dak Pad (Ordinary & Superior)(Master)	No.		
20	Dettol Hand Wash(Liquid)	No.		
21	Door Mat (Plastic with Rubber ground per Sq/Ft)	No.		
22	Dustbin , Plastic (Big)	No.		
23	Duster Cloth (1 mtr)	No.		
24	Envelope (11" * 5") (Good quality)	No.		
25	Envelope (6" * 4") (Good quality)	No.		
26	Envelope (9" * 4") (Good quality)	No.		
27	Emergency Light (BPL)	No.		
28	Extension Cord (Cona 5 Mtrs.)	No.		
29	Fly leaf	No.		
30	Plastic Bottom Folder (Full Scape) with Single Bottom	No.		
31	Folder Executive (Full Scape)	No.		
32	Executive Folder Leather Finish	No.		
33	Glass Cover (Diamond)	No.		
34	Glass Pad (6mm) Sq/ft.	No.		
35	Glass Tumbler (Ordinary , Superior) (Era)	No.		
36	Guard File (Plastic)	No.		

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate
37	Gum Bottle (750 ml.) (Kores)	No.		
38	Gum Bottle (100 ml.) (Kores)	No.		
39	Herpghic	No.		
40	Khadika Jhadu	No.		
41	Phula Jhadu	No.		
42	James Clip Plastic Coated (100 Clips)	Set		
43	Highlighter Pen (Fabercastella)	No.		
44	Key Pad	No.		
45	Knives, Paper cutting(Flair)	No.		
46	Liquid Soap (250 ml.) (Dettol)	No.		
47	Lock (Godrej-7 levers, 6levers & Mobaj - No. 41)	No.		
48	marker Pen Permanent (Fabercastella)	No.		
49	Paper Cutter MRP Rs.10/-	No.		
50	Mug (Plastic) (Medium, Cello)	No.		
51	Numbering Machine	No.		
52	Note Book, Ordinary (Page-40)	No.		
53	Note Book, Spiral Super quality (Page-100)	No.		
54	Odonil	No.		
55	Paper Clip (Omega)	No.		
56	Paper Weight, Big Size Make - Crocodile (Egg Type)	No.		
57	Pen (Gel, Add Achiever)	No.		
58	Pen Ball Point (Cello Gripper)	No.		
59	Pen Ball Point (Cello Topball)	No.		
60	Pen for pen stand	No.		
61	pen (Use & throw)	No.		
62	Pen Stand with pen, paper roll (4 Pen Holder) (Make - Kebica No.1493)	No.		
63	Pen Stand with pen (2 Pen Holder) (Make - Kebica No. 202)	No.		
64	Pencil (Natraj)	No.		
65	Pencil Sharpener (Natraj)	No.		
66	Plastic (L) Folder with pocket (No. 503)	No.		
67	Plastic Chair (Ankur) with cushion	No.		
68	Punching Machine (Single (Kangaro)	No.		
69	Punching Machine (Double) (Kangaro)	No.		
70	Peon Book	No.		
71	Phynyle	No.		
72	Rat Killer	No.		
73	Refill (Add Gel)	No.		
74	Refill (Cello gripper)	No.		
75	Refill (Cello Topball)	No.		
76	Refill (Jotter)(Link)	No.		
77	Refill Plain (Big & Small) (Link) per 100 pc	No.		

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate
78	Letter Despatch/Register	No.		
79	Letter Receipt /Register	No.		
80	Movement Register	No.		
81	Cash Register - Legal Size (number-wise)	No.		
82	Cash Received Register	No.		
83	Ledger Register	No.		
84	Index Register	No.		
85	Plain Register	No.		
86	Rolling Register (No. 36, 20, 16) (Sweta/ Bharat)	No.		
87	Room Freshener (Riya) (Rajanigandha/ Sandal/ lemon/ sonnet)	No.		
88	Room Freshener (200ml) (Rian)	No.		
89	Room Freshener (Lovin)	No.		
90	Scale Steel 12" Good Quality	No.		
91	Scissor 12" Plastic Handle	No.		
92	Scissor 6" Plastic Handle	No.		
93	Signature Pad	No.		
94	Sketch Pen (Pkt. of 10)	No.		
95	Stamp Pad 8 cm x 12 cm	No.		
96	Stamp Pad Ink 100ml.	Set		
97	Stapler Pin Medium 24/6	Set		
98	Stapler Pin Small No.-10 1M	Set		
99	Stapler Pin Medium HD 45	Set		
100	Stapler Small 10M	Set		
101	Stapler Pin Big 26/10 (20 x 50 Pack)	Set		
102	Steno Khata 100 Pages	No.		
103	Sticky Pad (3" x 3")	No.		
104	Stock Register 360 Pages (Legal Size)	No.		
105	Soap (Small Size)(Dettol)	No.		
106	Soap Case (Cello)	No.		
107	Spoon (Good quality)	No.		
108	Surf	No.		
109	Table Top	No.		
110	Tag (White) (per 500 Nos.) (Good quality)	Set		
111	Tea Tray (Plastic, Cello) Medium)	No.		
112	Thermo flask (Size - 1 ltr) Milton (imagination)/ Eagle	No.		
113	Thread Ball	No.		
114	Towel (Big Size for Car) (Size - 36" X 72") - Atex	No.		
115	Towel (Medium Size for Chair) (Size -30"X 60")- Priyanka Good Quality	No.		
116	Towel (Small Size for Bathroom) (Size - 27" X 54")- Atex	No.		
117	Towel Bombay Dyeing (for officers) all size)	No.		
118	Umbrella (Big, K.C. Paul)	No.		

Sl. No.	Name of the Item	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate
119	Urinal Tube	No.		
120	Visiting Card Holder	No.		
121	Wall Clock (Ajanta) with battery (No 1547)	No.		
122	Waste Paper Basket (Big)	No.		
123	Xerox Paper , JK Copier (A3/A4) good quality with red cover	No.		
124	Xerox Paper , JK Copier (A3/A4) good quality with green cover	No.		
125	Water Bottle Plastic (1 ltr.) Decorative Coloured	No.		
126	Water Bucket	No.		

Gross Total Cost: Rs. (Rupees) only
(Including all Taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:

Signature of the Bidder

Place:

Name & Business Address:

Price Format for Package - II

Sl. No.	Name of the Items	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate
1.	CD - RW 700 MB / 52 x with cover (Moserbaer)	Pc.		
2.	DVD - RW 4.7 GB / 4 x with cover, (Moserbaer)	Pc.		
3.	Toner/Printer Cartridge Black for HP LaserJet Printer (Pro MFP M128fn)	Pc.		
4.	Toner/Printer Cartridge Black for Ricoh Printer (mp 250 1L)	Pc.		
5.	Toner/Printer Cartridge for HP 1505P Laser Printer.	Pc.		
6.	Tonner/Printer Catridge for HP-2015	Pc.		
7.	Tonner/Printer Catridge for HP make model P-1108	Pc.		
8.	Computer Mouse USB port (Good Quality i. e. Lositech, I Bal)	Pc.		
9.	Computer extension cord (having four plug point)	Pc.		
10.	Pen Drive (8 GB Capacity) brand like Transcend/ SanDisk/ HP)	Pc.		

Sl. No.	Name of the Items	Unit	Unit Rate inclusive of all Taxes (Rs.)	% of VAT included in the Unit Rate
11.	Pen Drive (16 GB Capacity) brand like Transcend SanDisk / HP)	Pc.		
12.	Mouse pad (Good Quality)	Pc.		
13.	Portable Hard disk drive with cover: {(1 TB capacity, USB connectivity, Features: USB powered, increase transfer speeds easily by upgrading to thunderbolt technology or fire wire 800, easy plug and play backups, dedicated backup software. Form Factor:- Portable and OS supported: Window: XP SP3 (32-bit and 64-bit)}	Pc.		
14.	CD Mailer 20 Nos. Pack	Pc.		
15.	CD Album A4 Size 100 CD	Set		
16.	CD Jewell Case 10 Nos. Pack	Set		

Gross Total Cost: Rs. (Rupees) only
(Including all Taxes)

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Signature of the Bidder

Date:

Place:

Name & Business Address: