

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
K– BLOCK: VIKAS BHAWAN: I.P. ESTATE: NEW DELHI – 110002.
(GENERAL BRANCH)

NOTICE INVITING TENDER FOR PROCUREMENT OF STATIONERY ITEMS.

e-tender are invited under two–Bid system from reputed firms/agencies in the Department of Food Supplies & Consumer Affairs, Govt. of NCT of Delhi. **The bid documents along with terms and condition etc. are available on the website www.fs.delhigovt.nic.in and <https://govtprocurement.delhi.gov.in> and can be downloaded there from.**

SCHEDULE OF TENDER

Tender Enquiry Number	2016_FSCAD_96533_1	
Date of release of tender through e-procurement solution.	06.01.2016	5.00 P.M.
Last date/time for downloading of Bid document.	01.02.2016	1.00 P.M.
Last date/time for submission of online Bid.	01.02.2016	1.00 P.M.
Date/Time of opening of pre-qualification Bid.	01.02.2016	3.00 P.M.
Date/Time of opening of Financial Bids.	05.02.2016	3.00 P.M.

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Secretary-cum-Commissioner
Department of Food Supplies & Consumer Affairs
K-Block, Vikas Bhawan, I.P. Estate New Delhi-110002.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
K – BLOCK: VIKAS BHAWAN:I.P. ESTATE: NEW DELHI – 110002.
(GENERAL BRANCH)**

Online Tenders through e-procurement are invited for the purchase of Stationery items mentioned in **Annexure-B** for the **year ending March, 2017**. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. **01/02/2016 up to 1.00 PM.**

TERMS AND CONDITIONS

1. The rates must be quoted only for reputed brand items and should be clear in all respect. The estimate cost/ expenditure of this tender is Rupees 20,00,000/- (Rupees twenty lakh only) approximately.
2. All documents relating to the bid and contract shall be in the English language.
3. The tenderer should submit the tender in following two bids:
 - A. Technical Bid - Should contain the documents mentioned vide Clause 7 of Tender document.
 - B. Financial Bid - Should have only Prices/rates quoted by the tenderer.
4. The Tenderer should submit Technical bid and financial bid online only. The bids should be valid for a period of 60 days from the last date of submission of bid.
5. The technical bid will be opened at first instance and samples submitted by the tenderer will be evaluated by the Tender evaluation committee of Food & Supplies Department. At the second stage, financial bids of only the technically accepted firms will be opened for evaluation of rates.
6. The bidder should have experience of satisfactory performing similar contracts during last 3 years in Govt. department / PSU as per detail given below :-
 - (A) Three similar completed works costing not less than the amount equal to 40% of the estimated cost: OR
 - (B) Two similar completed works costing not less than the amount equal to 50% of the estimated cost: OR
 - (C) One similar completed works costing not less than the amount equal to 80% of the estimated cost.
7. The tenderer should submit the following documents as Technical Bid along with tender, failing which the tender will not be entertained/considered:-
 - I. An earnest Money of **Rs.1,00,000/- (One lakh only)** in the form of only Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favour of Commissioner, Food Supplies and Consumer Affairs Department, GNCT of Delhi and submitted in the office of Assistant Commissioner (General) of Department of Food Supplies and

Consumer Affairs. Earnest money will not be accepted in the form of Cash/Money order/cheques. The bid security shall remain valid up to **Forty five (45) days beyond the final bid validity period**. Bid Security of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required Performance Security within the specified period, its Bid Security (EMD) will be forfeited. **The EMD must be submitted physically before the last date and time of submission of tender.**

- II. The tenderer should be registered with Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of VAT/TIN Registration Certificate along with copy of VAT return for the quarter ending March, 2015.
- III. Audited balance sheet or Income Tax Return for preceding three financial years i.e. 2011-12, 2012-13, 2013-14. The bidder should have average annual financial turn over of Rs.6,00,000/- (Rupees Six Lakh only) & above during last 3 financial years, duly authenticated by a registered Chartered Accountant.
- IV. An undertaking executed on stamp paper, duly attested that their firm/agency has not been black listed by any Govt./Authority/Department.
- V. Samples submitted by the firm should be in accordance with the Sl. Nos. of list of items mentioned in tender form. (Must be submitted physically).
- VI. Copy of work order / certificate regarding experience of satisfactory performing similar contracts during last 3 years in Govt. department /PSU as per details given below:-
 - a) Three similar completed works costing not less than the equal to 40% of the estimated cost: OR
 - b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost: OR
 - c) One similar completed works costing not less than the amount equal to 80% of the estimated cost.
- VII. Copy of the valid PAN card of the firm.
8. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. **01/02/2016 up to 1.00 PM**. Tenders will not be accepted, if sent by post or any other medium, under any circumstances. All the tenders will be opened online on the same day i.e. **01/02/2016 at 3.00 PM** in Room No. 210, K-Block, Vikas Bhawan, New Delhi-110002 or at e-tendering branch at Delhi Sachivalya, in the presence of tenderers or their authorized representatives, who wish to be present on the occasion.
9. The person signing the tender (including the accompanying documents) must clearly indicate in what capacity he has signed.
 - a. If the tender is submitted by an individual, it shall be signed by him with his full name and current business.
 - b. If the tender is submitted by a sole proprietorship concern, it shall be signed by the proprietor above his full name and the full name and current business address of his concern.

- c. In case the tender is submitted by a partnership concern, the partner who signs the tender must have the authority (either by virtue of the partnership deed or by virtue of power of attorney duly executed by all the partners of the firm) to bind the firm/all partners in contracts, including the authority to enter into arbitration agreement on behalf of the firm, the partnership deed or power of attorney duly executed by all the partners of the firm must be enclosed along with the tender. In case of partnership concerns where no authority to enter into arbitration agreement on behalf of the firm has been conferred, the tender as well as all accompanying documents must be signed by all the partners of the firm above their full names and current addresses.
 - d. If the tender is submitted by a company, it shall be signed by a duly authorized representative of the company and shall be accompanied by the power of attorney/board resolution for signing the tender along with certified copy of Memorandum & articles of association and the current business address of all the Directors of the company.
- 10. The authorized signatory must sign all the paper of the tender submitted by the tenderer.
 - 11. Any person who is in Government service or an employee of the Department should not be and should not made a prop./partner/Director to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
 - 12. All information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the contract award shall not be disclosed until the award to the successful bidders has been announced.
 - 13. All the samples, as per specification, should also be deposited in sealed bag duly super-scribed "**SAMPLES OF STATIONERY ITEMS**" on **01/02/2016 up to 1.00 PM** and a list of samples provided should be given separately. The approval/selection of items would be on the basis of their samples.
 - 14. The rates quoted should be **exclusive** of all applicable taxes.
 - 15. The tenderer should quote only one rate for any particular item for which he is capable of supplying as per the specification.
 - 16. The rates must be valid for one year, with effect from the date of acceptance of the tender and may be extendable, if required by this Department, on same terms and conditions. However, in case the market rates of the items falls below the quoted rates, the successful bidders have to provide the items at the prevailing market rates.
 - 17. Successful bidder/tenderer shall submit Performance Security in the form of Account payee Demand draft, Fixed Deposit Receipt or Bank Guarantee from a nationalized bank in favour of Commissioner (F&S), Govt. of NCT of Delhi along-with a signed contract/agreement on Stamp paper of Rs.100/- (paid by tenderer) to supply the approved items. The performance security would be 10% of the expected annual purchases to be made by this department for their approved items. The earnest money draft submitted along-with tender document will be returned by the department on receipt of said performance security and duly

signed contract/agreement for supply of approved goods. The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. In the event of failure to deposit performance security and/or execute the agreement the tender shall be awarded to the next lowest bidder and Earnest Money Deposit shall be forfeited.

18. The bid security should remain valid for a period of 45 days beyond the final bid validity period (please refer rule 157 GFR). The Bid Security of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogated from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required Performance Security within the specified period, its Bid Security (EMD) will be forfeited.
19. In case of breach of contract by the contractor the Performance Security shall be forfeited by the Department and the firm shall be blacklisted in addition to termination of contract in question.
20. The Bid Security of unsuccessful bidder should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of contract.
21. The supply shall have to be made within fifteen days from the date of receipt of the supply order or as desired in the order, failing which 10% penalty of total of supply order shall be imposed.
22. The supply, if found not upto the mark as per approved samples or deficient due to any other reason, shall be rejected at once and will have to be removed/replaced immediately without extra charge. In case of failure to do so, the rejected supply can be disposed of by the Department and no claim for the same shall be entertained. In addition to above, the Performance Security shall also be forfeited to the extent decided by the Secy–Cum-Commissioner, F&S.
23. The delivery of goods shall have to be made at the above given address of this Department without any extra charges or as directed by this Department. No incidental or cartage charges will be paid by the Department.
24. All kinds of payments to the supplier will be made through Electronic Fund Transfer (EFT). The supplier should provide necessary details of the bank accounts for this purpose, at the time of signing/submitting the written agreement.
25. The Department reserves the right to terminate the supply order or to withhold payment in the event of non-supply or unsatisfactory supply of goods by the Supplier/ Contractor. Supplier/ Contractor will be black listed by the Government for a period of four years to participate in any type of tender & security money shall also be forfeited.
26. If any information furnished by Supplier/Contractor is found to be incorrect or false at any time, the Supply order/contract will be liable to be terminated without any notice and the security deposit is liable to be forfeited.

27. The Department reserves the right to increase or decrease quantities of supplies and the supplier shall be bound to supply the same on the same rate as has been agreed to.
28. If bidder have any doubt in quantity or quality specification of items, they may meet the Assistant Commissioner (General) before the last date of submission of online bid i.e. on **01/02/2016 at 1.00 PM** for their clarification. The bidder may raise any question about the bidding condition/bidding process or rejection of the bid.
29. The Department reserves the right to terminate the Supply Order/Contract without assigning any reason by giving the Supplier/Contractor one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the supply order/contract shall come to an end without prejudice to any right or remedy.
30. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
31. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the tender Contract, or otherwise the matter shall be referred to a sole Arbitrator appointed by the Hon'ble lieutenant Governor, Government of National Capital Territory of Delhi. Subject to the foregoing The Courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
32. They may also visit website <https://govtprocurement.delhi.gov.in> for detail information and may inquire at Phone No. **23378130** for any clarification.

Assistant Commissioner (General)

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(Signature of the Tenderer)
(Rubber seal)

ANNEXURE-A

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
K – BLOCK: VIKAS BHAWAN:I.P. ESTATE: NEW DELHI – 110002.
(GENERAL BRANCH)

PERFORMA FOR TECHNICAL BID FOR STATIONERY ITEMS FOR THE YEAR ENDING MARCH 2017

1. Name of the firm :
2. Address :
(Wing Tel. No.)
3. Name & Address of Prop. / :
Partner/Authorized signatory
(in case of Pvt. Ltd. firm)

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1.	Copy of self attested Sales Tax/VAT/TIN Regn. Certificate. Copy of the VAT return for the quarter ending March, 2015.	Yes/NO
2.	Pay order/Bank Draft for Rs.1,00,000/- in favour of Commissioner Food Supplies & Consumer Affairs as Earnest Money	Yes/NO Pay order/Bank Draft No. _____ Dated _____ Name of Bank and Branch _____
3.	Audited Balance Sheet showing annual turn over of Rs. 6,70,000 and above for the year 2011-12 2012-13 2013-14	For the year 2011-12 Yes/No For the year 2012-13 Yes/No For the year 2013-14 Yes/No
4.	Undertaking that their firm/agency is not declared black listed by any Govt./Authority/Department	Yes/No
5.	List of samples	Yes/No
6.	Whether signatory is an Authorized signatory (Authorization letter by the firm)	Yes/No
07	Experience and Past performance on similar contracts with copies of work orders for last two years in Govt. departments/PSU	Yes/No

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(Signature of tenderer/Authorized signatory)

(Rubber seal)

ANNEXURE-“B”

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER: FOOD SUPPLIES & CONSUMER AFFAIRS
K – BLOCK: VIKAS BHAWAN:I.P. ESTATE: NEW DELHI – 110002.
(GENERAL BRANCH)

**PROFORMA FOR FINANCIAL BID FOR STATIONERY ITEMS FOR THE
ENDING YEAR MARCH 2017**

1. Name of the Firm :
2. Address of the firm :
3. Name of the Proprietors / Partner :

List of the Stationery items for which rates are to be given for the quantity/make/brand name mentioned against each item: -

<u>S. No.</u>	<u>Name of the items</u>	<u>Quantity for which rates are to be given</u>	<u>Expected quantity to be purchased</u>	<u>Rate excluding applicable taxes</u>
1	All Pin Nickel plated steel pins with solid head, needle point Non rust, Pkt of 100gm	Per packet	165 pkts.	
2	Attendance Register Size 9"x7" having 100sheets of white maplitho paper of good quality	Per piece	110 nos.	
3	Ball pen Jotter Half steel body half plastic body with refill of good quality	Per piece.	2300nos.	
4	Ball pen holder (Golden) Jotter With jotter refill of good quality	Per piece.	550nos.	
5	Ball pen ordinary with micro tip/fine carbure 045 refill of blue colour of good quality	Per piece.	15000nos.	
6	Carbon Paper Size 210mmx330mm in Blue/Black colour	Per packet of 100 sheets	30 pkts.	
7	Correction fluid pen type Non CFC, fine point of good quality	Per piece	2000 nos.	
8	U-Clip Coloured Gem clips Rust proof size 28, 33MM Pkt of 50pcs.	Per packet of 50pcs	1200 pkts.	
9	Despatch Register 768 pages approx. size 13½" x 8-1/2" with hardboard binding with good quality paper	Per piece	350 nos.	
10	Diary Register 768 pages approx. size 13 ½"x81/2" with hardboard binding with good quality paper	Per piece	350 nos.	

11	Dak Pad Made of hardboard with high quality Rexene duly embossed with golden leaf	Per piece	400 nos.	
12	Signature Pad Made of hardboard with high quality Rexene duly embossed with golden leaf	Per piece	200nos.	
13	Assistant Diary Register 2 qr.(192 pages) approx. size 13½"x8½" of good quality paper with hardboard binding	Per piece	550 nos.	
14	Envelop khaki size 9"x4" (SE-5) made from paper of good quality	Per 1000 Nos.	45000 nos.	
15	Envelop White size 9"x4" (SE-5) made from paper of good quality	Per 1000 Nos.	45000 nos.	
16	Envelope Khaki size 10-1/2"x4-1/2" (size SE-6) made from paper of good quality	Per 1000 Nos.	40000 nos.	
17	Envelop Khaki A4 size made from paper of good quality	Per 1000 Nos.	14000 nos.	
18	Envelope Khaki size 16"x12" (size SE-8) made from paper of good quality	Per 1000 Nos.	22000 nos.	
19	Envelope Khaki-clothline size 16"x12" (size SE-8) made from paper of good quality	Per 1000 Nos.	22000 nos.	
20	Eraser Non dust-Non toxic Small size	Per piece	900 nos.	
21	File Board approx size of 10"x14" made from Hardboard. All corners and all sides covered with pasted binding cloth. Strong flaps made from fine quality material on both sides made of 4" binding cloth duly inserted with high quality white lace to tie the file covers	Per piece	19000 nos.	
22	Gum bottle 300 ml. In plastic bottle of good quality	Per piece	400nos.	
23	Note Sheet pad made of azurlaid paper of light green colour with one green line on both side or above of A GRADE paper mill approx. 13.5"x8.5" size. Duly punched (one hole) on upper left side	Per pad of 100 pages	2500 nos.	
24	Pen Non toxic extra fine 0.5 Tungsten carbide ball Refillable with Hi-tecpoint ink	Per piece.	2000nos.	
25	Hi-Tecpoint V5 pen Extra fine	Per piece	900 nos.	

26	Pencil HB Bonded lead Black Non Toxic having length of 172mm good quality	Per piece.	10000nos.	
27	Punching machine single punch having capacity to hole 4.5mm with punching capacity of 1mm thickness good quality	Per piece	300nos.	
28	Pen stand acrylic sheet having 2 pens holder built in Pen pot & calendar of good quality	Per piece	50nos.	
29	Paper cutter to cut paper materials of good quality non rust, grip made from plastic, elegant look of good quality	Per piece	600nos.	
30	Pin cushion/Box to keep awl pins and u clips Made from good quality coloured transparent plastic with magnet in head of good quality	Per piece	200 nos.	
31	Ruled Register 4 qr.384 pages Made from paper white maplitho good quality	Per piece	800 nos.	
32	Ruled Register 2 qr.192 pages Made from paper white maplitho good quality	Per piece	800 nos.	
33	Refill jotter for jotter pens Blue and black of good quality	Per piece	1200 nos.	
34	Slip pad of 80 pages size 22cmx14cm made from white maplitho paper of good quality	Per piece	2500 nos.	
35	Stamp pad Having micro cellular foam pad of violet colour Covered with plastic body having capacity to Re-ink length 5"	Per piece	1200 nos.	
36	Stamp pad Ink Bottle of 30ml Violet colour superior quality of good quality	Per piece	160 nos.	
37	Stapler small HD 10D with loading capacity of 100staple pin, stapling capacity of 20 papers and pin remover on tail, covered with moulded plastic	Per piece	1000 nos.	
38	Stapler big HD 45 With loading capacity of 50-100 staple pins, stapling capacity of 30 sheets throat depth 64mm and pin remover on its tail covered with moulded plastic	Per piece	800 nos.	
39	Stapler pin small size pkt of 20x50 staples No.10	Per Pkt.	1800 pkts.	
40	Stapler pin big size 24/6 Pkt of 20x50 staples	Per Pkt.	1200 pkts.	

41	Shorthand note book 200 pages made from paper of good quality	Per piece	650 nos.	
42	Sealing wax of good quality	Per Pkt. of 10 sticks	50pkts.	
43	Sharpener plastic to sharpen bonded lead pencil Made from good quality having capacity to sharpen pencil without break	Per piece	900 nos.	
44	Tag cotton white having length of minimum 15 cms made of high quality thread	Per bundle of 10 Nos.	2500 Bundles	
45	Ink for use in Pilot Hi-tecpoint pens per bottle of 4ml colour blue and black	Per piece	325 nos.	
46	Highlighter pen Fluorescent in different colours for marking on paper copy and fax of good quality	Per piece.	1000 nos.	
47	Plastic folder size FS side open, upper sheet made from soft transparent plastic and lower with non transparent plastic with leaf of good quality	Per piece	9000 nos.	
48	Plastic folder top open, upper sheet made from soft transparent plastic and lower with non transparent plastic with welcro on flap from good quality	Per piece	3500 nos.	
49	Transparent plastic folder	Per nos.	2500 nos.	
50	Self sticker pad 75mmX75mm size in single yellow colour of 100 removable self adhesive sheets of good quality	Per piece	850 nos.	
51	Self sticker pad 50mmX75mm size in single yellow colour of 100 removable self adhesive sheets of good quality	Per piece	850 nos.	
52	Self sticker pad 75mmX125mm size in single yellow colour of 100 removable self adhesive sheets of good quality	Per piece	30 nos.	
53	Self adhesive three Colours flags, Size 3"x1" (75x25mm), pack of 150 sheets of good quality	Per pkt.	450 pkt.	
54	Self adhesive tape small size, width 12mm super transparent clear length 10 yds. of good quality	Per piece	750 nos.	

55	Transparent Self adhesive tape Big size, width 12mm super transparent clear film of good quality	Per piece	550 nos.	
56	Self adhesive Brown colour packing tape Big size, width 50 mm film of good quality	Per piece	300 nos.	
57	Sutli plastic made of 1 st quality plastic having bundle/roll of approx. 500gm of good quality	Per bundle	125 bundle	
58	Glue stick Non toxic without solvents Net weight 15 gms of good quality	Per piece	1000 nos.	
59	Scissor small to cut papers etc. with stainless steel blades plastic handles elegant look of good quality	Per piece	300 nos.	
60	Photostat paper A-4 size 75 GSM ream of 500 sheets size 210x297mm having capacity for double sided copying (ISI Mark)	Per ream	8000 ream	
61	Photostat paper FS size 75 GSM ream of 500 sheets Size 215x345mm Having capacity for double sided copying (ISI Mark)	Per ream	1500 ream	
62	Scale plastic of 12" having measurement capacity in mm/Cm and inches super clear transparent of good quality	Per piece	500 nos.	
63	Peon book 200 pages approx. soze 7-1/2"x6" with good quality paper and hardboard binding	Per piece	650 nos.	
64	Printed file cover 10"x14"approx. 550 GSM colored hard board (light khaki colour) of good quality duly pasting of cloth patti on central verge & minimum 2.5 cm pasted cloth patti on right side of upper flap (pasted as 1/2 " outside & 1/2" inside of the board with good quality eye lit fixed on upper left corner. (Matter for printing to be provided by the department)	Per piece	45000 nos.	
65	Paper weight made of acrylic sheet medium size of good quality	Per piece	200 nos.	
66	Uniball eye pen micro, water proof of good quality	Per Pkt. of 10 nos.	500 nos.	

67	Spiral copy of 80 pages size 21cmx17cm spiral binding on side of good quality	Per piece	300 nos.	
68	Spiral copy of 80 pages size 22.5cmx14.5cm spiral binding on one side of good quality	Per piece	400 nos.	
69	Visitor Slip pad made from good quality papers	Per piece	500 nos.	
70	Printed Service book with leave account in medium size made from good quality paper	Per piece	50 nos.	
71	Gel Ink Pen of good quality	Per piece	1000 nos.	
72	Add Gel Achiever Pen	Per nos.	300 nos	
73	Timex pen	Per nos.	300 nos.	
74	Uniball pen UM-153	Per nos.	200 nos.	
75	Uniball refill UM-153	Per nos.	100 nos.	
76	GPF Passbook	Per nos.	100 nos.	
77	Pen Drive HP 4 GB	Per nos.	50 nos.	
78	All out Liquid with Machine	Per nos.	1000 nos.	

(Signature of Tenderer)
(Rubber seal)

List of Samples

<u>S. No.</u>	<u>Name of the items</u>	<u>Quantity for which rates are to be given</u>	<u>Samples attached or not</u>
1	All Pin Nickel plated steel pins with solid head, needle point Non rust, Pkt of 100gm	Per packet	
2	Attendance Register Size 9"x7" having 100sheets of white maplitho paper of good quality	Per piece	
3	Ball pen Jotter Half steel body half plastic body with refill of good quality	Per piece.	
4	Ball pen holder (Golden) Jotter With jotter refill of good quality	Per piece.	
5	Ball pen ordinary with micro tip/fine carbure 045 refill of blue colour of good quality	Per piece.	
6	Carbon Paper Size 210mmx330mm in Blue/Black colour	Per packet of 100 sheets	
7	Correction fluid pen type Non CFC, fine point of good quality	Per piece	
8	U-Clip Coloured Gem clips Rust proof size 28, 33MM Pkt of 50pcs.	Per packet of 50pcs	
9	Despatch Register 768 pages approx. size 13½" x 8-1/2" with hardboard binding with good quality paper	Per piece	
10	Diary Register 768 pages approx. size 13 ½"x81/2" with hardboard binding with good quality paper	Per piece	
11	Dak Pad Made of hardboard with high quality Rexene duly embossed with golden leaf	Per piece	
12	Signature Pad Made of hardboard with high quality Rexene duly embossed with golden leaf	Per piece	
13	Assistant Diary Register 2 qr.(192 pages) approx. size 13½"x81/2" of good quality paper with hardboard binding	Per piece	
14	Envelop khaki size 9"x4" (SE-5) made from paper of good quality	Per 1000 Nos.	
15	Envelop White size 9"x4" (SE-5) made from paper of good quality	Per 1000 Nos.	
16	Envelope Khaki size 10-1/2"x4-1/2" (size SE-6) made from paper of good quality	Per 1000 Nos.	
17	Envelop Khaki A4 size made from paper of good quality	Per 1000 Nos.	
18	Envelope Khaki size 16"x12" (size SE-8) made from paper of good quality	Per 1000 Nos.	
19	Envelope Khaki-clothline size 16"x12" (size SE-8) made from paper of good quality	Per 1000 Nos.	
20	Eraser Non dust-Non toxic Small size	Per piece	
21	File Board approx size of 10"x14" made from Hardboard. All corners and all sides covered with pasted binding cloth. Strong flaps made from fine quality material on both sides made of 4" binding cloth duly inserted with high quality white lace to tie the file covers	Per piece	

22	Gum bottle 300 ml. In plastic bottle of good quality	Per piece	
23	Note Sheet pad made of azurlaid paper of light green colour with one green line on both side or above of A GRADE paper mill approx. 13.5"x8.5" size. Duly punched (one hole) on upper left side	Per pad of 100 pages	
24	Pen Non toxic extra fine 0.5 Tungsten carbide ball Refillable with Hi-tecpoint ink	Per piece.	
25	Hi-Tecpoint V5 pen Extra fine	Per piece	
26	Pencil HB Bonded lead Black Non Toxic having length of 172mm good quality	Per piece.	
27	Punching machine single punch having capacity to hole 4.5mm with punching capacity of 1mm thickness good quality	Per piece	
28	Pen stand acrylic sheet having 2 pens holder built in Pen pot & calendar of good quality	Per piece	
29	Paper cutter to cut paper materials of good quality non rust, grip made from plastic, elegant look of good quality	Per piece	
30	Pin cushion/Box to keep awl pins and u clips Made from good quality coloured transparent plastic with magnet in head of good quality	Per piece	
31	Ruled Register 4 qr.384 pages Made from paper white maplitho good quality	Per piece	
32	Ruled Register 2 qr.192 pages Made from paper white maplitho good quality	Per piece	
33	Refill jotter for jotter pens Blue and black of good quality	Per piece	
34	Slip pad of 80 pages size 22cmx14cm made from white maplitho paper of good quality	Per piece	
35	Stamp pad Having micro cellular foam pad of violet colour Covered with plastic body having capacity to Re-ink length 5"	Per piece	
36	Stamp pad Ink Bottle of 30ml Violet colour superior quality of good quality	Per piece	
37	Stapler small HD 10D with loading capacity of 100staple pin, stapling capacity of 20 papers and pin remover on tail, covered with moulded plastic	Per piece	
38	Stapler big HD 45 With loading capacity of 50-100 staple pins, stapling capacity of 30 sheets throat depth 64mm and pin remover on its tail covered with moulded plastic	Per piece	
39	Stapler pin small size pkt of 20x50 staples No.10	Per Pkt.	
40	Stapler pin big size 24/6 Pkt of 20x50 staples	Per Pkt.	
41	Shorthand note book 200 pages made from paper of good quality	Per piece	
42	Sealing wax of good quality	Per Pkt. of 10 sticks	
43	Sharpener plastic to sharpen bonded lead pencil Made from good quality having capacity to sharpen pencil without break	Per piece	

44	Tag cotton white having length of minimum 15 cms made of high quality thread	Per bundle of 10 Nos.	
45	Ink for use in Pilot Hi-tecpoint pens per bottle of 4ml colour blue and black	Per piece	
46	Highlighter pen Fluorescent in different colours for marking on paper copy and fax of good quality	Per piece.	
47	Plastic folder size FS side open, upper sheet made from soft transparent plastic and lower with non transparent plastic with leaf of good quality	Per piece	
48	Plastic folder top open, upper sheet made from soft transparent plastic and lower with non transparent plastic with welcro on flap from good quality	Per piece	
49	Transparent plastic folder	Per nos.	
50	Self sticker pad 75mmX75mm size in single yellow colour of 100 removable self adhesive sheets of good quality	Per piece	
51	Self sticker pad 50mmX75mm size in single yellow colour of 100 removable self adhesive sheets of good quality	Per piece	
52	Self sticker pad 75mmX125mm size in single yellow colour of 100 removable self adhesive sheets of good quality	Per piece	
53	Self adhesive three Colours flags, Size 3"x1" (75x25mm), pack of 150 sheets of good quality	Per pkt.	
54	Self adhesive tape small size, width 12mm super transparent clear length 10 yds. of good quality	Per piece	
55	Transparent Self adhesive tape Big size, width 12mm super transparent clear film of good quality	Per piece	
56	Self adhesive Brown colour packing tape Big size, width 50 mm film of good quality	Per piece	
57	Sutli plastic made of 1 st quality plastic having bundle/roll of approx. 500gm of good quality	Per bundle	
58	Glue stick Non toxic without solvents Net weight 15 gms of good quality	Per piece	
59	Scissor small to cut papers etc. with stainless steel blades plastic handles elegant look of good quality	Per piece	
60	Photostat paper A-4 size 75 GSM ream of 500 sheets size 210x297mm having capacity for double sided copying (ISI Mark)	Per ream	
61	Photostat paper FS size 75 GSM ream of 500 sheets Size 215x345mm Having capacity for double sided copying (ISI Mark)	Per ream	
62	Scale plastic of 12" having measurement capacity in mm/Cm and inches super clear transparent of good quality	Per piece	
63	Peon book 200 pages approx. soze 7-1/2"x6" with good quality paper and hardboard binding	Per piece	

64	Printed file cover 10"x14"approx. 550 GSM colored hard board (light khaki colour) of good quality duly pasting of cloth patti on central verge & minimum 2.5 cm pasted cloth patti on right side of upper flap (pasted as 1/2 " outside & 1/2" inside of the board with good quality eye lit fixed on upper left corner. (Matter for printing to be provided by the department)	Per piece	
65	Paper weight made of acrylic sheet medium size of good quality	Per piece	
66	Uniball eye pen micro, water proof of good quality	Per Pkt. of 10 nos.	
67	Spiral copy of 80 pages size 21cmx17cm spiral binding on side of good quality	Per piece	
68	Spiral copy of 80 pages size 22.5cmx14.5cm spiral binding on one side of good quality	Per piece	
69	Visitor Slip pad made from good quality papers	Per piece	
70	Printed Service book with leave account in medium size made from good quality paper	Per piece	
71	Gel Ink Pen of good quality	Per piece	
72	Add Gel Achiever Pen	Per nos.	
73	Timex pen	Per nos.	
74	Uniball pen UM-153	Per nos.	
75	Uniball refill UM-153	Per nos.	
76	GPF Passbook	Per nos.	
77	Pen Drive HP 4 GB	Per nos.	
78	All out Liquid with Machine	Per nos.	

(Signature of Tenderer)
(Rubber seal)