



REGIONAL INSTITUTE OF EDUCATION : BHUBANESWAR
(National Council of Educational Research & Training)
Sachivalaya Marg, Bhubaneswar-751022

Advt. No. 242

Dated: 29/04/2015

TENDER NOTICE

Sealed Tenders are invited for supply of office stationary, Cleaning Materials & Computer & its peripherals for the year 2015 to 2017 to Regional Institute of Education, Bhubaneswar for which interested parties may obtain the tender documents from the General store of the Institute on any working day on payment of Rs.500/- (Rupees Five Hundred) only by cash before 3:00 pm or by way of D.D in favour of **“General Fund Account, RIE, Bhubaneswar payable at Bhubaneswar** as cost of tender documents. The Period of issue of tender form is from **21-05-2015 to 08-06-2015** up to **5:00 pm**. The tenders will be received till **08-06-2015** up to 5:00 p.m. and the same shall be opened on **10-06-2015** at **11.30 a.m.** in the presence of intended parties/their authorized representatives who may like to be present at that time. For further details of tender documents with complete terms and conditions, please visit our website. www.riebbs.ori.nic.in or contact Assistant Store Officer, Regional Institute of Education, Bhubaneswar for the purpose.

ADMINISTRATIVE OFFICER

Sl. No.
Cost of Tender Document :-Rs. 500/-

REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR,
SACHIVALAYA MARG, BHUBANESWAR-22

Tender Document for

Supply of General Stationery items, Cleaning Materials & Computer & its peripherals for the
use in the Regional Institute of Education, Bhubaneswar.

Last Date & Time for Submission of Bids : 08/06/2015 up to 5:00 P.M

Venue : General Store,
Regional Institute of Education
Sachivalaya Marg
Bhubaneswar-751022

REGIONAL INSTITUTE OF EDUCATION**Bhubaneswar****NOTICE INVITING TENDER**

Sealed tenders are invited from reputed firms for Supply of General Stationery items, Cleaning Materials & Computer & its peripherals for use in the Regional Institute of Education, Bhubaneswar.

The Tender Documents are available on payment of Rs. 500/- (Rupees Five Hundred) only by way of D.D in favour of "General Fund Account, RIE, Bhubaneswar payable at Bhubaneswar".

The Tender document may be downloaded from the RIE website: **www.riebbs.ori.nic.in**. The complete Tender documents with Crossed Demand Draft of Rs. 500/- in favour of General Fund Account, Regional Institute of Education, Bhubaneswar drawn on any Nationalized Bank payable at Bhubaneswar may be sent to the Administrative Officer, Regional Institute of Education, Bhubaneswar-751022.

The tenders received after due date: 08/06/2015 time and in unsealed condition will not be taken into consideration under any circumstances.

Principal, Regional Institute of Education, Bhubaneswar reserves the right to accept or reject any or all Tender without assigning any reason thereof.

Administrative Officer

REGIONAL INSTITUTE OF EDUCATION
BHUBANESWAR

Schedule of Invitation to Tender

Tender Documents for supply of General Stationery items, Cleaning Materials & Computer & its peripherals for the use in the Regional Institute of Education, Bhubaneswar.

- a) Description of the Tender : General Stationery items, Cleaning Materials & Computer & its peripherals
- b) Period issue of Tender form : 21/05/2015 to 08/06/2015 up to 5:00 P.M
- c) Last date & time for submission of Tender : 08/06/2015 up to 5:00 P.M
- d) Date & Time of opening of Tender : 10/06/2015 at 11:30 A.M
- e) Place of submitting Tender : General Store, (Room No.3)
Regional Institute of Education
Bhubaneswar-751022

Note: RIE shall not be responsible for non-receipt / non-delivery of the Tender documents due to any reason whatsoever.

1. INVITATION OF BIDS

1.1 Regional Institute Of Education, Sachivalaya Marg, Bhubaneswar, invites sealed tenders from reputed and registered Firms/Manufacturers/ Dealers/ Agencies/ Companies /contractors having minimum three years experience in the field of supply of General Stationery items, Cleaning Materials & Computer & its peripherals etc. with minimum annual turnover of Rs.2.00 lakhs. The bidders having experience of supply of such items to Educational Institution / Govt. Organisation / Public Sector shall be given preference.

1.2. The bidders are required to accept all terms & conditions mentioned in the Tender Document. RIE Bhubaneswar reserves the right to reject any or all offers without assigning any reason thereof.

1.3. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected.

1.4. Tenders received after the due date and time will not be entertained.

1.5. The contract shall be valid up to **31.03.2017**.

2. EARNEST MONEY DEPOSIT.

Offer for contract of General Stationery items, Cleaning Materials & Computer & its peripherals etc. to Regional Institute Of Education, Sachivalaya Marg, Bhubaneswar-22, must be accompanied by a Bank draft of the Nationalized /Schedule Bank for *Rs.5,000/- (Rupees Five Thousand only)* drawn in favour of *General Fund Account of Regional Institute of Education, payable at Bhubaneswar* as Earnest Money, which will be refundable in due course to the unsuccessful bidder without any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED.

Offer submitted with in-complete information will not be considered.

The earnest money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions: -

i) The successful bidder should supply of the indent items etc. strictly in accordance to the order placed to the firm as per the terms and conditions as mentioned in the order.

The earnest money of the successful bidder will be refundable after completion of the above mentioned formalities, without any interest thereon.

3. SCHEDULES OF TENDER

3.1 The Tender Document may be obtained from the General Store of the Institute from 10.00 a.m. to 1 p.m. and 3.00 pm to 5.00 pm on all working days from 21/05/2015 to 08/06/2015 by making payment of Rs.500/- (Rupees Five hundred only) in cash before 3:00 pm or by demand draft in favour of General Fund Account, Regional Institute of Education, Bhubaneswar.

3.2.The sealed tenders shall be opened on 10/06/2015 at 11.30 a.m.

3.3.Any tender received after due date and time given above will not be entertained under any circumstances.

3.4.The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bind it-self to accept any tender and reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OF BIDS.

4.1. The Bids shall be submitted in sealed envelopes as under:-

- a) Should contain the Bank Drafts (s) for the Earnest Money Deposit (EMD).
- b) Tender Document duly signed by the bidder at respective page and all necessary documents to be submitted along with the valid TIN No and PAN NO.

4.2. The sealed tenders /quotations may be submitted within due date and addressed to Administrative Officer, Regional Institute of Education, Bhubaneswar and superscribed “*Tender for Supply of General Stationery items, Cleaning Materials & Computer & its peripherals for the use in the RIE, BBSR.*”. The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be submitted to the office by hand or by post to be reached within the due date.

4.3. The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

5. BIDDER QUALIFICATION.

The bidder should have minimum three years experience in the field of supply of General Stationery items, Cleaning Materials & Computer & its peripherals in Educational Institution / Govt. Organisation / Public Sector. The minimum annual turnover of the prospective bidder should be Rs.2.00 lakh per annum during the last three preceding years.

6. SCOPE OF WORKS

6.1 To provide *General Stationery items & Cleaning Materials* etc. Annexures /Format enclosed.

7. TERMS AND CONDITION OF CONTRACT

7.1 The bids must be accompanied with a Bank Draft issued by any Nationalized/ Scheduled Bank for Rs.5,000/- (Rupees Five thousand only) in favour of General Fund Account of Regional Institute of Education, Bhubaneswar towards EMD.

7.2 The Bids shall be opened at RIE, Sachivalaya Marg, Bhubaneswar-22 by a duly constituted Committee in the presence of such Bidders or their authorized representatives who may desire to be present at the time of opening of bids.

7.3 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he / she has read the complete tender document and will abide by its terms & conditions.

7.4 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

7.5 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.6 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.7 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., RIE reserves the right to terminate the contract.

7.8 The Earnest Money Deposit will be refunded to the unsuccessful bidders within the validity period of rate as mentioned in the tender notice, subject to receipt of the request letter from the firms for release of the same.

7.9 In case of any dispute between the successful bidder and its employee, RIE, Sachivalaya Marg, Bhubaneswar will have no responsibility and shall not be responsible for any compensation in any form to such contractor or to any of such employees during the currency of and/or after the expiry of this agreement.

7.10 The successful bidder will have to supply General Stationery items, Cleaning Materials & Computer & its peripherals etc. at RIE, Bhubaneswar as per items and Rate as given in the Annexure - A attached with price schedule / document to this Tender Document.

7.11 In case of supply of Cleaning Materials & General Stationery items of such articles, if found same or less in quantity or quality and not of standard quality or not supplied in time, a deduction of 10% will be made from the bill as penalty or as decided by the Principal RIE, Sachivalaya Marg, Bhubaneswar-22 repeated fault may result in forfeiture of part or whole of money and even termination of the contract.

7.12 Regional Institute of Education, Sachivalaya Marg, Bhubaneswar-22 reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected. Also in case any information provided by the bidder is found to be false, his/her bid can be rejected and part or whole security forfeited.

7.13 The successful bidder will submit bill in duplicate to Administrative Officer, RIE, Bhubaneswar for payment. Payment will be as far as possible made within 15 (fifteen) days from the date of receipt of bill after deduction of tax as per rules through A/c Payee Cheque or to be transferred to his/her account through electronic system mode.

7.14 These are only proposed draft terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.

7.15 Conditional/Incomplete/offers not conforming to tender document will be rejected.

7.16 Arbitration clause to be inserted at the time of final Agreement.

7.17 The bidder shall submit the ITR for the last three years (2012-13, 2013-14, 2014-15) of the firm/Proprietorship firm. However, no individual ITR will be considered/ accepted at any cost by the RIE.

8. INSTRUCTIONS FOR BIDDER

8.1. It is mandatory on the part of prospective bidder to submit offer for supply of Cleaning Materials & General Stationery items etc. as per the requirement & rates approved for the same.

8.2 It is mandatory for the bidders to quote the rates for each and every items in respect of the items as per the list of items i.e General Stationery items, Cleaning Materials & Computer & its peripherals respectively, failing which the tender will not be considered & rejected

8.3 Each page of the offer shall be numbered and bear the signature of the tenderer at the bottom. All offers shall be either type written/printed neatly in indelible ink. Any corrections should be properly attested by tender signing authority.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions mentioned in the tender documents.

Signature: _____

Name (In block letters) : _____

Designation: _____

Name of the firm: _____

Address: _____

Tele No.: _____

Date: _____

ANNEXURE – I
For EMD

REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR,
SACHIVALAYA MARG, BHUBANESWAR-22
Institute General Store, C&W Section

Bidding Document for supply of General Stationery items, Cleaning Materials & Computer
& its peripherals for the use in the RIE, BBSR.

PARTICULARS OF EMD

1. NAME OF AGENCY : _____

2. DATE OF RECEIPT OF TENDER DOCUMENT : _____

3. LAST DATE & TIME FOR RECEIPT OF TENDER : _____

4. TIME & DATE OF OPENING OF TENDER : _____

5. DETAILS OF EMD:

a) AMOUNT : Rs.5,000/- (RUPEES FIVE THOUSAND ONLY)

b) NAME OF BANK : _____

c) PAY ORDER/BANK DRAFT NUMBER & DATE : _____

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR,
SACHIVALAYA MARG, BHUBANESWAR-22

Institute General Store, C&W Section

Bidding Document for supply of General Stationery items, Cleaning Materials & Computer & its peripherals for the use in the RIE, BBSR.

1. NAME OF BIDDER : _____

2. ADDRESS OF BIDDER: _____

3. DETAILS OF DOCUMENTS TO BE SUBMITTED:

(i) Details of Permanent Account Number (PAN No. of the firm) _____
(PAN card of Proprietor in case of Proprietorship firm, provided the same should be reflected in the ITR of proprietary firm. Attached documentary proof & mention page no.):

(v) Certificate of Registration of VAT/Sales Tax:
(Attached documentary proof & mention page no.): _____

(ii) Registration No. of the Firm if any: _____
(Attached documentary proof & mention page no.):

(iii) Three years experience of supply of Cleaning Materials _____
& General Stationery items (Attached documentary proof & mention page no.):

(iv) Total Turnover during last 3 preceding year	2012-13	_____
duly certified by CA i.e.	2013-14	_____
(mention page no.):	2014-15	_____

(vi) Income Tax Return for the last 3 preceding year	2012-13	_____
	2013-14	_____
(& mention page no.):	2014-15	_____

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

Telex : _____

Telephone : _____

Fax No : _____

E-Mail : _____

Website : _____

: _____

Note: -

List of Office Stationary & Cleaning Material

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
1.	Alpin	King/ Bell/ Od	
2.	Arch File	Jyoti (Om Sai)	
3.	Acid Bottle	Hydrochloric	
4.	Adhesive Tape 1" Size	Cello	
5.	Adhesive Tape 2" Size	Cello	
6.	All Out (Machine with Oil)	Allout	
7.	All Out Machine	Allout	
8.	All Out Oil Liquid	Allout	
9.	All Out Machine for Mat	All Out	
10.	All Out Mat	All Out / Pkt.	
11.	A.C Remote Battery.	Everady/Philips/Samsung.	
12.	Brown Paper (thick)	Ballarpur	
13.	Battery for Torch	Eveready(Leak Proof)	
14.	Battery (Pencil) A A	Eveready	
15.	Battery (Remote) A A A	Eveready	
16.	Black Board Duster(Wooden)/ Plastic Handle	Surya	
17.	Bodkin (Fodoni)	Plastic Handle	
18.	Board Pin	King	
19.	Baygon Spray (liquid 05 Ltr.)	Johnson	
20.	Baygon Spray Machine	Johnson	
21.	Bleaching Powder (1/2 Kg.) Packet	Subhadra Chemicals	
22.	Brown Tape 1"	Miracle	
23.	Brown Tape 2"	Miracle	
24.	Bed sheet (6' X 4')	Bombay dying	
25.	Candle per Pkt.	Hindustan	
26.	Cello Tape 1" Transparent	Miracle-555	
27.	Cello Tape 2" Transparent	Miracle-555	
28.	Carbon Paper (Blue)	Kores	
29.	Carbon Paper (Black)	Kores	
30.	Chalk (White)	Sarju	
31.	Chalk (White)	Sangur	
32.	Chalk (Colour)	sarju	
33.	Chalk (Colour)	Sangur	
34.	Chalk Dustfree (White)	Sarju	
35.	Chalk Dustfree (White)	Sangur	
36.	Calling Bell (Manual)	Konark	
37.	Cup & Saucer (Pack of Six)	Bone China	
38.	Desk Calendar Stand (table)	Plastic	
39.	Chit Pad (50 pages)	13 X 10 Cm.	
40.	Cloth Duster	Glassmar	
41.	Cushion for Chair	Cotton	
42.	Coir Brush 2"	Standard	
43.	Cotton Thread (per ball)	Trisul	
44.	Calculator Orpat-12 digit/OT800	100 steps check	
45.	Calculator Orpat-12 digit/OT512	120 steps check	
46.	Car Spray	Lovin	
47.	Collin Spray	Colin	
48.	Dak Pad (folder file) Good Quality	Jyoti	
49.	Dak Receipt Register No 30	Conquest paper Sweta	
50.	Dak Despatch Register No 30	Conquest paper Sweta	
51.	Dak Despatch Register No .20	Conquest paper Sweta	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
52.	Drawing sheet	Emami	
53.	Dak file cover	plastic	
54.	Detergent Vim 250gm.	Vim	
55.	Detergent Vim 500gm.	Vim	
56.	Detergent Wheel 250gm.	Wheel	
57.	Detergent Wheel 500gm.	Wheel	
58.	Detergent Tide 250gm.	Tide	
59.	Detergent Tide 500gm.	Tide	
60.	Detergent Arial 250gm	Arial	
61.	Detergent Arial 500gm.	Arial	
62.	Detergent Surf 250gm	Surf	
63.	Detergent Surf 500gm	Surf	
64.	Dendrite-20 ml	Dendrite	
65.	Door Mat (Big) (Size 4''X2'')	Kurnol	
66.	Door Mat (Medium)(Size 3''X2'')	Kurnol	
67.	Door Mat (small) (Size 3''X 1. 1/2'')	Kurnol	
68.	Diary-New Years(Executive)-2012	Executive	
69.	Desk calender refill-Both side	Prince	
70.	Desk calender refill-One side	Prince	
71.	Dustbin Plastic (for office room use)	Best	
72.	Erez-ex (type fluid)	Kores	
73.	Executive Planner-2012	Best	
74.	Engagement pad	Good Quality	
75.	Emergency light	BPL	
76.	Fevicol Mr. White Adhesive 100 gm.	Fevicol	
77.	Fevistic (Medium)	Kores	
78.	Feviquick Medium	Feviquick	
79.	File Board	Sweta	
80.	File cover (Plastic folder)	Sweta	
81.	FAX paper-30 mtr. Cartridge	Modi	
82.	Feather Duster	Standard	
83.	Fluid Red (Stencil fluid)	Kores	
84.	File cover (Plastic) Ordinary	"L" folder	
85.	Good Night (Machine with Oil)	Good Night	
86.	Good Night Machine	Good Night	
87.	Good Night Oil	Good Night	
88.	Good Night Mat Machine	Good Night	
89.	Good Night Mat	Good Night	
90.	Gum (700 ml)	Day Tone	
91.	Gum (300 ml)	Camel	
92.	Gum Tube (50 ml)	Daytone	
93.	Glass Tumbler(Plain)	YEAR/TREO	
94.	Glass Lid / Pad (Plastic)	Bharat	
95.	Graph Paper	DFS	
96.	Graph Paper (A-4 Size)	Standard Quality	
97.	Graph Paper	Navnita	
98.	Gamaxine Powder (insect killer) BHC	Hunter-10	
99.	Guard File	Jyoti	
100.	Hand Wash 500ml.	Dettol/Fem	
101.	Hand Wash refill pack 500 ml.	Dettol/Fem	
102.	Harpic -500 ml	Harpic	
103.	Highlighter (Big)	Faber Castell	
104.	Highlighter (Small)	Pikpens	
105.	James Clip (Steel)	Bell	
106.	James Clip (Plastic)	Omega	
107.	Jhadu Phool	Standard	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
108.	Jhadu Khadika (Long Size)	Standard quality	
109.	Jute Thread (Per ball)	Standard	
110.	Jute Shampoo (Per Kg).Jhotta.	Standard	
111.	Jug with cap Plastic 1 ltr	Plastic	
112.	Knife for paper cutting	Plastic Handle	
113.	Key Purse--04 keys (Closed)	Unique	
114.	Key Purse--06 Keys (Closed)	Unique	
115.	Knife	Standard	
116.	Long cloth (white) per mtr.	Standard	
117.	Latrine Brush	Standard	
118.	Lock (Navtal-5 levers)	Godrej	
119.	Lock (Navtal-6 levers)	Godrej	
120.	Lock (Navtal-7 levers)	Godrej	
121.	Lock (Navtal-8 levers)	Godrej	
122.	Mug Plastic 1/2 Ltr. Size	Standard	
123.	Mope Floor Cleaner with Handle Flat	Standard	
124.	Mopes with Big Handle (Mopping)	Standard	
125.	Match Box	Horse	
126.	Mosquito Coil (Big)	Goodnight/Morteen	
127.	Mosquito Coil (Small)	Goodnight/Morten	
128.	Marking Cloth	Standard	
129.	Naphthalene Ball 1/2 Kg	Bengal chemical	
130.	Naphthalene Ball 250 Gm	Bengal chemical	
131.	Note-Sheet Pad (100 Sheets) 11.5 Kg.	Ballarpur	
132.	Note-Sheet Pad (100 Sheets) 14.7 Kg.	Ballarpur	
133.	Odonil (7.5 gm.)	Odonil	
134.	Pencil	Natraj	
135.	Pencil (Shorthand)	Apsara	
136.	Pencil cutter	Natraj	
137.	Phenyle-1 ltr Black	Double Bull	
138.	Phenyle-1 ltr White	Doctors	
139.	Paper for Xerox. (A-4)	J.K. Copier	
140.	Paper. (A-4)	J.K. Bond	
141.	Paper for Xerox. (A-4) Colour	J.K.	
142.	Paper for Xerox (A-3)	J.K.	
143.	Paper for Xerox (F. S)	J.K.	
144.	Paper for Xerox (F. S) Colour	J.K.	
145.	Paper (SFS) White Best Quality Per Rem	Ballarpur	
146.	Paper (DFS) White Best Quality Per Rem.	Ballarpur	
147.	Pencil Eraser (Rubber)	Natraj	
148.	Pen stand with 2 pens (Plastic)	Kebica	
149.	Pen Stand with 4 pens (Plastic)	Kebica	
150.	Paper Weight (Flower Design)	Yera	
151.	Paper Punch (Single Eye)	Kangaroo	
152.	Paper Punch (double eye) Small	Kangaroo	
153.	Pin Cushion	Aircon	
154.	Plastic Bucket (16 Ltr.) size	Standard	
155.	Paper (Executive Bond)	J.k/100 sheets	
156.	Paper (Executive Bond)	Royal	
157.	Pen stand for Executive	Wilson	
158.	Paper Rolling (DFS)	J.K. Bond	
159.	Paper Rolling (SFS)	J.K. Bond	
160.	Paper for stencil (Blue)	Kores	
161.	Paper for Type (Thick)	Swan	
162.	Paper for Type (Thin)	Kores	
163.	Plastic Tray 04 plates	Bharat	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
164.	<i>Pen for Correction, Metal tip</i>	Oddy	
165.	<i>Pen Use & Throw</i>	Starline	
166.	<i>Pen dot (Use & throw)</i>	Link	
167.	<i>Pen Dr. Elko Gel Pen</i>	Elko Gel	
168.	<i>Pen Cello Technotip-8</i>	Cello	
169.	<i>Pen cello Gripper</i>	Cello	
170.	<i>Pen Reynold</i>	Reynold	
171.	<i>Pen (Red & Blue) for Official Use</i>	Link	
172.	<i>Pen parker</i>	Parker	
173.	<i>Pen Montex Hy-speed-10</i>	Montex	
174.	<i>Pen for Executive pen stand(Golden colour)</i>	Link	
175.	Pen For White Board(Marker)	Camlin	
176.	Multi Mark Pen for CD/OHP writing	Faber Castell	
177.	Pen Ink for White Board Marker Blue/Black/Green/Red	Camlin	
178.	Register Rulled Rexin Bound No.4	Laxmi	
179.	Register Rulled Rexin Bound No.6	Laxmi	
180.	Register Rulled Rexin bound No.8	Laxmi	
181.	Register Rulled Rexin Bound No.10	Laxmi	
182.	Register Rulled Rexin Bound No.12	Laxmi	
183.	Register Rulled Rexin Bound No.14	Laxmi	
184.	Register Rulled Rexin Bound No.16	Laxmi	
185.	Register Rulled Rexin Bound No.18	Laxmi	
186.	Register Rulled Rexin Bound No.20	Laxmi	
187.	Room Freshener	Odonil	
188.	Room Freshener	Lovin	
189.	Register Alphabetic No.4	Sweta	
190.	Register Alphabetic No.6	Sweta	
191.	Register Alphabetic No.8	Sweta	
192.	Register Alphabetic No.10	Sweta	
193.	Register Alphabetic No.12	Sweta	
194.	Register Alphabetic No.14	Sweta	
195.	Register Alphabetic No.16	Sweta	
196.	Register Alphabetic No.18	Sweta	
197.	Register Alphabetic No.20	Sweta	
198.	Register (BIG) Ledger Size	Laxmi	
199.	Rubber Band 500gm.	Good quality	
200.	Refill Jotter	Link	
201.	Refill (BIG) Blue	Link	
202.	Refill (BIG) Red	Link	
203.	Refill (Small) Blue	Link	
204.	Refill (Small) Red	Link	
205.	Refill Blue	Reynold	
206.	Refill (Blue) Cello Gripper	Cello	
207.	Scale-30 Cm.(Plastic)	Camel	
208.	Stapler Pin (Big)	Kangaroo	
209.	Stapler Pin (small)	Kangaroo	
210.	Stappler-10	Kangaroo	
211.	Stappler-24/6	Kangaroo	
212.	Stamp Pad (Big) Fiber Made	Camel	
213.	Stamp Pad (Self ink)	Kores	
214.	Sealing Wax	Kumar Bras	
215.	Stamp Pad Ink-100 ml.	Kores	
216.	Stock Register Leather Bound No.20 with conquest paper (Alphabetical)	Laxmi	
		Sweta	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
217.	Stock Register Leather Bound No.30 with conquest paper (Alphabetical)	Laxmi	
		Sweta	
218.	Stock Register Leather Bound No.40 with conquest paper (Alphabetical)	Laxmi	
		Sweta	
219.	Stock Register Rexin Bound No.10 (Alphabetical)	Laxmi	
220.	Stock Register Rexin Bound No.12 (Alphabetical)	Laxmi	
221.	Stock Register Rexin Bound No.14 (Alphabetical)	Laxmi	
222.	Stock Register Rexin Bound No.18 (Alphabetical)	Laxmi	
223.	Stock Register Rexin Bound No.20 (Alphabetical)	Laxmi	
224.	Soap (Big)	Lifebuoy	
225.	Soap (Small)	Lifebuoy	
226.	Soap (Big)	Lux	
227.	Soap (Small)	Lux	
228.	Soap (Big)	Dettol	
229.	Soap (Small)	Dettol	
230.	Sketch Pen pkt	Rangoli	
231.	Sponge Pad	Kebica	
232.	Scissor	Butterfly	
233.	Scissor Safe cut	Bell	
234.	Sanitol-01 ltr. Cap	Sanitol	
235.	Sanitol-01 ltr. Cap	Disprin	
236.	Stick on pad	Magnavision	
237.	Soap case (Plastic)	Novelty	
238.	Short hand Note Book	Apsara	
239.	Stock Register (Leather Bound with Conquest Paper) Alphabetical	Per No.	
240.	Stock Register Rexin Bound (Alphabetical)	Per No.	
241.	Type Ribbon (Black)	Kores	
242.	Tag (Nylon) Long size	Standard Quality	
243.	Tag (Cotton)	Standard Quality	
244.	Twin thread (per ball)	Trisul	
245.	Table Cloth (5X 4)	Bombay Dying	
246.	Torch Light Rechargeable	Eveready	
247.	Torch Light (3 cell)	Eveready	
248.	Towel Turkish (27" X 54")	Bonda Tax	
249.	Towel Turkish - White (30" X 60")	Bonda Tax	
250.	Towel Turkish (30" X 60")	Bonda Tax	
251.	Towel Turkish (Small) (24" X 17") Bathroom use	VIP	
252.	Tea Tray	Bharat/Flora	
253.	Tiffin Plate	Bone China	
254.	Tissue Paper	Standard Quality	
255.	Thermo Flask (1 ltr)	Milton	
256.	Tea Cattle	Bajaj	
257.	Umbrella (Folding)	K . C . Pal	
258.	Wall Clock	Ajanta	
259.	Wall Clock Electronic Digital	Orpat/Citizen	
260.	White Board Duster	Standard/Good Quality	
261.	Flip Chart	Oddy/ Each Pkt.	
262.	Table Top Glass (5mm Thickness)	Per Sqft.	
263.	Door Mat	Per Sqft.	

(SIGNATURE OF THE TENDERER WITH SEAL)

List of Computer Consumables & its peripherals

Sl. No.	Item Description	Specifications	Unit Price
1.	C.D Writable with jewel case	Moser baer	
2.	C.D Rewritable with jewel case	Moser baer	
3.	C.D. Writable PRO	Moser baer (PRO) 10Pcs. Moser baer (PRO) 25Pcs.	
4.	Black Inkjet Cartridge for HP DeskJet Printer. (15D)	610 C 810 C/840 C/845 C	
5.	Colour Inkjet Cartridge for HP DeskJet Printer.(25A)	610 C 810 C/840 C/845 C	
6.	Toner for HP 3005 DN (51A) Laser Printer Black	H.P-3005 DN	
7.	Toner cartridge for HP Laser Jet P-1007 (88A)	HP P-1007	
8.	Toner Cartridge for Samsung Laser Printer	ML-1710 Samsung	
9.	Toner cartridge for Samsung ML-2150 Printer	Samsung ML-2150	
10.	Toner Cartridge HP Laser Jet-2100	H.P Laser Jet-2100	
11.	Refilling charges for ink cartridge for HP DeskJet Printer(Black) 15 D	810 C/840 C/845 C 610 C	
12.	Refilling charges for ink cartridge for HP DeskJet Printer (Colour) 25 A	810 C/840 C/845 C 610 C	
13.	Riffling for Toner for HP 3005 DN Laser Printer Black	H.P-3005 DN	
14.	Riffling for Toner cartridge for HP Laser Jet P-1007 (88A)	HP P-1007	
15.	Refilling for Toner Cartridge for Samsung Laser Printer	ML-1710 Samsung	
16.	Refilling for Toner Cartridge for Samsung ML- 2150 Printer	ML-2150 LaserJet HP	
17.	Refilling for Toner Cartridge for HP LaserJet 2100 Printer	HP-2100 LaserJet HP	
18.	Replacement of Drum for Toner for HP 3005 DN Laser Printer Black	H.P-3005 DN	
19.	Replacement of Drum for Toner cartridge for HP Laser Jet P-1007 (88A)	HP P-1007	
20.	Replacement of Drum for Toner Cartridge for Samsung Laser Printer	ML-1710 Samsung	
21.	Replacement of Drum for Toner Cartridge for Samsung ML- 2150 Printer	ML-2150 LaserJet HP	
22.	Replacement of Drum for Toner Cartridge for HP LaserJet 2100 Printer	HP-2100 LaserJet HP	
23.	Antivirus Software Quick Heal (Total Security)	Single User 1Yr Single User 3 Yrs Multiple User(10 user pack) 1Yr Multiple User(10 user pack) 3Yrs	
24.	Fanfold PAPER 10×12×1 - Single	70 – GSM Data form	
25.	Fanfold Paper 10×12×2 - Double	70-GSM Data form	
26.	Fanfold Paper 10×12×3 - Triple	70-GSM Data form	
27.	Fanfold paper 15×12×1 - single	70-GSM Data form	
28.	Fanfold paper 15×12×2 – Double	70-GSM Data form	

29.	Fanfold paper 15×12×3 – Triple	70-GSM Data form	
30.	White Board Marker	Art line / Camlin/ Reynolds	
31.	Permanent Marker	Luxor/ Camlin/ Artline	
32.	Ink For Marker	Luxor/ Camlin/ Artline	
33.	Print Head for LQ-1050+DMP	EPSON	
34.	Print Head for LQ-1150 II DMP	EPSON	
35.	Print Head for LQDMP	WIPRO	
36.	Print Head for LQ-335 DMP	WIPRO	
37.	Print Head for TVS-335 DMP	TVS	
38.	Ribbon cartridge for LQ-1050+Printer	Lipi	
39.	Ribbon cartridge for TVS/MSP-335	Lipi	
40.	Ribbon Refilling pack for LQ-1050+DMP	Lipi	
41.	Ribbon Refilling pack for TVS/MSP-335 DMP	Lipi	
42.	Ribbon Refill 17 MI HD fabric 12 x 7 mm x 17 mts.	WIPRO	
43.	Pen Drive – 4 GB	Transcend	
		HP	
		i-Ball	
44.	Pen Drive-8 GB	Transcend	
		HP	
		i-Ball	
	Pen Drive-16 GB	Transcend	
		HP	
		i-Ball	
45.	Hard Disk (External) 1 TB, 2TB, Backup Plus (Portable)	Seagate	
46.	Media Converter mode 10/100 D-Link	D-link	
47.	OFC D-link patch cord Sc/sc	Sc/Sc	