



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

Advt. No. 295

Dated: 26/04/2017

TENDER NOTICE

Sealed Tenders are invited for supply of office Stationary, Consumables and Cleaning Materials for the year 2017 to 2019 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 DD/BC 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 **28-04-2017 to 15-05-2017** up to **5:00 pm**. The tenders will be received till **15-05-2017** up to **5:00 p.m.** and the same shall be opened on **16-05-2017** at **11.30 a.m.** through a committee 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](http://www.riebbs.ori.nic.in)/[www.riebbs.ac.in](http://www.riebbs.ac.in) or contact at General Store, 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 , Consumables & Cleaning Materials  
for the use in the Regional Institute of Education, Bhubaneswar.

Last Date & Time for Submission of Bids : 15/05/2017 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**

Advt. No. 295

Dated: 26/04/2017

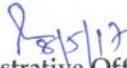
Sealed tenders are invited from reputed firms for Supply of General Stationery items , Consumables & Cleaning Materials for use in the Regional Institute of Education, Bhubaneswar.

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](http://www.riebbs.ori.nic.in)/[www.riebbs.ac.in](http://www.riebbs.ac.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: 15/05/2017 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.

  
y/c. Administrative Officer

## REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR

### Schedule of Invitation to Tender

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

- |   |   |
|---|---|
| a) Description of the Tender                        | : General Stationery items , Consumables & Cleaning Materials                         |
| b) Period issue of Tender form                      | : 28/04/2017 to 15/05/2017 up to 5:00 P.M   |
| c) Last date & time for submission of sealed Tender | : 15/05/2017 up to 5:00 P.M   |
| d) Date & Time of opening of Tender                 | : 16/05/2017 at 11:30 A.M   |
| e) Place of submitting Tender                       | : General Store, (Room No.3)<br>Regional Institute of Education<br>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 , Consumables & Cleaning Materials 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 **31.03.2019**.

### **2. EARNEST MONEY DEPOSIT.**

Offer for contract of General Stationery items , Consumables & Cleaning Materials 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 **28/04/2017 to 15/05/2017** by making payment of Rs.500/- (Rupees Five hundred only) in shape of D.D before 3:00 pm and the demand draft in favour of General Fund Account, Regional Institute of Education, Bhubaneswar.

3.2. The sealed tenders shall be opened on **16/05/2017** 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 super scribed "*Tender for Supply of General Stationery items , Consumables & Cleaning Materials 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 , Consumables & Cleaning Materials 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 , Consumables & Cleaning Materials etc. Annexure /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 , Consumables & Cleaning Materials 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 (2014-15, 2015-16, 2016-17) 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 , Consumables & Cleaning Materials 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: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE 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 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)



**List of Office Stationary & Cleaning Material for FY 2017-2019.**

<b>Sl.No.</b>	<b>Name of the items/size etc</b>	<b>Specification/Brand</b>	<b>Rate /Unit price</b>
1.	Alpin	King/ Bell/ Od	
2.	Arch File	Jyoti (Om Sai)	
3.	Acid Bottle	Hydrochloric	
4.	All Out (Machine with Oil)/ Good Night	Allout	
5.	All Out Machine	Allout	
6.	All Out Oil Liquid	Allout	
7.	All Out Machine for Mat	All Out	
8.	All Out Mat	All Out / Pkt.	
9.	A.C Remote Battery.	Everady/Philips/Samsung.	
10.	Brown Paper (thick)	Ballarpur	
11.	Battery ( Pencil) A A/Everady/Panasonic	Eveready	
12.	Battery (Remote) A A A	Eveready	
13.	Black Board Duster(Wooden)/ Plastic Handle	Surya	
14.	Bodkin (Fodoni)	Plastic Handle	
15.	Board Pin	King	
16.	Bleaching Powder (1/2 Kg.) Packet	Subhadra Chemicals	
17.	Brown Tape 1" /Brown Tape 2"	Miracle	
18.	Bed sheet (6' X 4' )	Bombay dying	
19.	Candle per Pkt.	Hindustan	
20.	Cello Tape 1" / Cello Tape 2" Transparent	Miracle-555	
21.	Carbon Paper (Blue)	Kores	
22.	Carbon Paper (Black)	Kores	
23.	Chalk (White)/	Sarju/Sangur	
24.	Chalk (Colour)	Sarju/Sangur	
25.	Chalk Dustfree (White)	Sarju/Sangur	
26.	Calling Bell ( Manual )	Konark	
27.	Cup & Saucer (Pack of Six)	Bone China	
28.	Desk Calendar Stand (table)	Plastic	
29.	Chit Pad /Paper Flag (50 pages) coloured	13 X 10 Cm.	
30.	Cloth Duster	Glassmar	
31.	Coir Brush 2"	Standard	
32.	Cotton Thread ( per ball )	Trisul	
33.	Calculator Cello/Orpat-12 digit/OT800	100 steps check	
34.	Calculator Cello/Orpat-12 digit/OT512	120 steps check	
35.	Calculator Cello/Orpat-Heavy duty	120 steps check	
36.	Collin Spray 01 Lt.	Colin	
37.	Drawing sheet	Emami	
38.	Dak file cover	plastic	
39.	Detergent Vim 250gm.	Vim	
40.	Detergent Vim 500gm.	Vim	
41.	Detergent Tide 250gm.	Tide/Arial/Surf	
42.	Detergent Tide 500gm.	Tide/Arial/Surf	
43.	Door Mat (Big) (Size 4''X2'')	Kurnol	
44.	Door Mat (Medium)(Size 3''X2'')	Kurnol	
45.	Door Mat (small) (Size 3''X 1. 1/2'')	Kurnol	
46.	Diary-New Years(Executive)	Executive	
47.	Desk calender refill-Both side	Prince	
48.	Desk calender refill-One side	Prince	
49.	Dustbin Plastic (for office room use)	Best	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
50.	Erez-ex (type fluid)	Kores	
51.	Executive Planner (Yearly)	Best quality	
52.	Engagement pad	Good Quality	
53.	Emergency light LED	BPL	
54.	Fevicol Mr. White Adhesive 100 gm./500 gm	Fevicol	
55.	Fevistic (Medium)	Kores	
56.	Feviquick Medium	Feviquick	
57.	File Board (Hard)	Sweta	
58.	File cover (Plastic folder)	Sweta	
59.	Feather Duster	Standard	
60.	File cover (Plastic) Ordinary	"L" folder	
61.	Gum (700 ml)	Day Tone	
62.	Gum (300 ml)	Camel	
63.	Gum Tube (50 ml)	Daytone	
64.	Glass Tumbler(Plain)	YEAR/TREO	
65.	Glass Lid / Pad (Plastic)	Bharat	
66.	Graph Paper (A-4 Size)	Standard Quality/navneet	
67.	Gamaxine Powder (insect killer) BHC	Hunter-10	
68.	Guard File	Jyoti	
69.	Hand Wash 500ml.	Dettol/Savlon/Lifebuoy	
70.	Hand Wash refill pack 500 ml.	Dettol/Savlon /Lifebuoy	
71.	Harpic -500 ml	Harpic	
72.	Harpic -1 Lit.	Harpic	
73.	Highlighter (Big)	Faber Castell	
74.	Highlighter (Small)	Pikpens	
75.	James Clip (Steel)	Bell	
76.	James Clip (Plastic)	Omega	
77.	Jhadu Phool	Standard	
78.	Jhadu Khadika (Long Size)	Standard quality	
79.	Jute Thread (Per ball)	Standard	
80.	Jug with cap Plastic 1 ltr	Plastic	
81.	Knife for paper cutting	Plastic Handle	
82.	Key Purse--04 keys (Closed)	Unique	
83.	Key Purse--06 Keys (Closed)	Unique	
84.	Long cloth (white) per mtr.	Standard	
85.	Latrine Brush	Standard	
86.	Lock ( Navtal-5 levers)	Godrej	
87.	Lock ( Navtal-6 levers)	Godrej	
88.	Lock ( Navtal-7 levers)	Godrej	
89.	Lock ( Navtal-8 levers)	Godrej	
90.	Mug Plastic 1/2 Ltr. Size	Standard	
91.	Mope Floor Cleaner with Handle Flat	Standard	
92.	Mopes with Big Handle (Mopping)	Standard	
93.	Match Box	Horse	
94.	Mosquito Coil (Big)	Goodnight/Morteen	
95.	Mosquito Coil (Small)	Goodnight/Morten	
96.	Marking Cloth	Standard	
97.	Naphthalene Ball 1/2 Kg	Bengal chemical	
98.	Naphthalene Ball 250 Gm	Bengal chemical	
99.	Note-Sheet Pad (100 Sheets) 11.5 Kg.	Ballarpur	
100.	Note-Sheet Pad (100 Sheets) 14.7 Kg.	Ballarpur	
101.	Odonil (7.5 gm.)(small/big pkt)	Odonil	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
102.	Pencil	Natraj	
103.	Pencil (Shorthand)	Apsara	
104.	Pencil cutter/ Pencil Eraser (Rubber)	Natraj	
105.	Phenyle-1 ltr Black/ Phenyle-1 ltr White	Double Bull/ Doctors	
106.	Paper for Xerox. ( A-4 )/ (A-3)	J.K. Copier	
107.	Paper. ( A-4 )	J.K. Bond	
108.	Paper for Xerox. ( A-4 ) Colour/(F. S) Colour	J.K.	
109.	Paper for Xerox (F. S)	J.K.	
110.	Paper ( SFS ) White Best Quality Per Rem	Ballarpur	
111.	Paper ( DFS) White Best Quality Per Rem.	Ballarpur	
112.	Paper ( Executive Bond)	J.k/100 sheets/Royal	
113.	Pen stand for Executive/Officers	Wilson	
114.	Paper Rolling (DFS)	J.K. Bond	
115.	Paper Rolling (SFS)	J.K. Bond	
116.	Paper for stencil (Blue)	Kores	
117.	Paper for Type (Thick)/ (Thin)	Swan/ Kores	
118.	Plastic Tray (for 4 plates)	Bharat	
119.	Plastic Bucket (16 Ltr.) size	Standard	
120.	Pen stand with 2 pens (Plastic)	Kebica	
121.	Pen Stand with 4 pens (Plastic)	Kebica	
122.	Paper Weight (Flower Design)	Yera	
123.	Paper Punch ( Single Eye)	Kangaroo	
124.	Paper Punch (double eye) Small	Kangaroo	
125.	Pin Cushion	Aircon	
126.	Pen for Correction, Metal tip	Oddy	
127.	Pen Use & Throw	Starline/Link	
128.	Pen Dr. Elko Gel Pen	Elko Gel	
129.	Pen Dr. Elko Gel Pen Refill	Elko Gel	
130.	Pen Cello Technotip-8	Cello	
131.	Pen Cello Technotip-8 Refill	Cello	
132.	Pen cello Gripper	Cello	
133.	Pen cello Gripper Refill	Cello	
134.	Pen (Red & Blue) for Official Use	Link	
135.	Pen (Red & Blue) Refill for Official Use	Link	
136.	Pen for Executive pen stand(Golden colour)	Link	
137.	Pen For White Board(Marker)	Camlin	
138.	Pen Multi Mark for CD/OHP writing	Faber Castell	
139.	Pen Ink for White Board Marker Blue/Black/Green/Red	Camlin	
140.	Rulled Register Rixin Bound No.4	Laxmi	
141.	Rulled Register Rixin Bound No.6	Laxmi	
142.	Rulled Register Rixin Bound No.8	Laxmi	
143.	Rulled Register Rixin Bound No.10	Laxmi	
144.	Rulled Register Rixin Bound No.12	Laxmi	
145.	Rulled Register Rixin Bound No.14	Laxmi	
146.	Rulled Register Rixin Bound No.16	Laxmi	
147.	Rulled Register Rixin Bound No.18	Laxmi	
148.	Rulled Register Rixin Bound No.20	Laxmi	
149.	Alphabetic Register No.4	Sweta	
150.	Alphabetic Register No.6	Sweta	
151.	Alphabetic Register No.8	Sweta	
152.	Alphabetic Register No.10	Sweta	
153.	Alphabetic Register No.12	Sweta	

Sl.No.	Name of the items/size etc	Specification/Brand	Rate /Unit price
154.	Alphabetic Register No.14	Sweta	
155.	Alphabetic Register No.16	Sweta	
156.	Alphabetic Register No.18	Sweta	
157.	Alphabetic Register No.20	Sweta	
158.	Stock Register Rexin Bound No.10 (Alphabetical)	Laxmi	
159.	Stock Register Rexin Bound No.12 (Alphabetical)	Laxmi	
160.	Stock Register Rexin Bound No.14 (Alphabetical)	Laxmi	
161.	Stock Register Rexin Bound No.18 (Alphabetical)	Laxmi	
162.	Stock Register Rexin Bound No.20 (Alphabetical)	Laxmi	
163.	Stock Register Leather Bound No.20 conquest paper (Alphabetical)	Laxmi/Sweta	
164.	Stock Register Leather Bound No.30 conquest paper (Alphabetical)	Laxmi/Sweta	
165.	Stock Register Leather Bound No.40 conquest paper (Alphabetical)	Laxmi/Sweta	
166.	Room Freshener	Odonil/Lovin	
167.	Rubber Band 500gm.	Good quality	
168.	Scale-30 Cm.(Plastic)	Camel	
169.	Stapler Pin (Big)	Kangaroo	
170.	Stapler Pin (small)	Kangaroo	
171.	Stappler-10	Kangaroo	
172.	Stappler-24/6/Stapler (Large Size Heavy duty)	Kangaroo	
173.	Stamp Pad (Big) Fiber Made	Camel	
174.	Stamp Pad (Self ink)	Kores	
175.	Sealing Wax	Kumar Bras	
176.	Stamp Pad Ink-100 ml.	Kores	
177.	Soap (Big)	Lifebuoy	
178.	Soap (Small)	Lifebuoy	
179.	Soap (Big)	Dettol	
180.	Soap (Small)	Dettol	
181.	Sketch Pen pkt	Rangoli	
182.	Sponge Pad	Kebica	
183.	Scissor	Butterfly	
184.	Scissor Safe cut	Bell	
185.	Sanitol-01 ltr. Cap	Sanitol	
186.	Sanitol-01 ltr. Cap	Disprin	
187.	Stick on pad	Magnavision	
188.	Soap case (Plastic)	Novelty	
189.	Short hand Note Book	Apsara	
190.	Tag (Nylon) Long size	Best Quality	
191.	Tag ( Cotton )	Best Quality	
192.	Twin thread ( per ball )	Trisul	
193.	Thumb pin Pkt	Cello	
194.	Table Cloth ( 5X 4 )	Bombay Dying	
195.	Torch Light Rechargeable	Eveready	
196.	Torch Light ( 3 cell)	Eveready	
197.	Towel Turkish (27" X 54" )	Bonda Tax	
198.	Towel Turkish - White ( 30" X 60" )	Bonda Tax	
199.	Towel Turkish ( 30" X 60" ) Colour	Bonda Tax	
200.	Towel Turkish (Small) ( 24" X 17" ) Bathroom use	VIP	
201.	Tissue Paper	Standard Quality	
202.	Thermo Flask (1 ltr)	Milton	
203.	Tea Kettle	Bajaj	
204.	Wall Clock	Ajanta	
205.	Wall Clock Electronic Digital	Orpat/Citizen	

<b>Sl.No.</b>	<b>Name of the items/size etc</b>	<b>Specification/Brand</b>	<b>Rate /Unit price</b>
206.	White Board Duster	Standard/Good Quality	
207.	Flip Chart	Oddy/ Each Pkt.	
208.	Table Top Glass (5mm Thickness)	Per Sqft.	
209.	Door Mat	Per Sqft.	
210.	Fanfold PAPER 10X12X1 - Single	70 – GSM date form	
211.	Fanfold Paper 10X12X2 - Double	70-GSM Data form	
212.	Fanfold Paper 10X12X3 - Triple	70-GSM Data form	
213.	Fanfold paper 15X12X1 - single	70-GSM Data form	
214.	Fanfold paper 15X12X2 – Double	70-GSM Data form	
215.	Fanfold paper 15X12X3 – Triple	70-GSM Data form	
216.	White Board Marker	Art line / Camlin/Reynolds	
217.	Permanent Marker	Luxor/ Camlin/ Artline	
218.	Ink For Marker	Luxor/ Camlin/ Artline	
219.	Print Head for LQ-1050+DMP	EPSON	
220.	Print Head for LQ-1150 II DMP	EPSON	
221.	Print Head for LQDMP	WIPRO	
222.	Print Head for LQ-335 DMP	WIPRO	
223.	Print Head for TVS-335 DMP	TVS	

(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 3Yrs	
		Multiple User(10 user pack) 1Yr	
		Multiple User(10 user pack) 3Yrs	
24.	Ribbon cartridge for LQ-1050+Printer	Lipi	
25.	Ribbon cartridge for TVS/MSP-335	Lipi	
26.	Ribbon Refilling pack for LQ-1050+DMP	Lipi	
27.	Ribbon Refilling pack for TVS/MSP-335 DMP	Lipi	
28.	Ribbon Refill 17 MI HD fabric	WIPRO	

	12 x 7 mm x 17 mts.		
29.	Pen Drive – 4 GB	Transcend	
		HP	
		i-Ball	
30.	Pen Drive-8 GB	Transcend	
		HP	
		I-Ball	
	Pen Drive-16 GB	Transcend	
		HP	
		I-Ball	
31.	Hard Disk (External)1 TB, 2TB, Backup Plus (Portable)	Seagate	
32.	Media Converter mode 10/100 D-Link	D-link	
33.	OFC D-link patch cord Sc/sc	Sc/Sc	