



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, DELHI – 110078
Tel: 011- 25302149 – 150, website: ipu.ac.in

F.13.6(1)/IPU/PUR/Store/Stationary/2014-15/1250

Dated. 21.01.2014

NOTICE INVITING TENDER

Subject: Supply various consumable items like stationary, crockery, electrical and other miscellaneous items

Sealed item rate tenders are invited from eligible firms in two bid system (Technical and Financial) to supply of the items as per details given in the tender documents:

Detailed Tender Document can be obtained between 10:00 am to 3:00 pm up to 14.02.2014 from Office of Dy. Registrar, Purchase Branch, Room No. L010, Ground Floor, Library Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110075 on payment of Rs.1000/- (One Thousand) through Demand Draft in favour of 'Registrar, GGSIP University, Dwarka, Delhi'. Tender Documents can also be downloaded from the University's website: www.ipu.ac.in. The downloaded tender document can be used by depositing Rs.1000/- in the form of demand draft/ pay-order drawn in favour of 'Registrar, GGSIP University, Dwarka, Delhi' to be enclosed with the tender form.

Duly completed tender forms should be dropped in the Tender box in Office of Dy. Registrar, Purchase Branch, Room No. L010, Ground Floor, Library Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078 latest by 01:00 pm on 18.02.2014. The tenders shall be opened at 02:30 pm on 18.02.2014 in the presence of tenderers or their authorized representatives, if any.

Registrar

TERMS AND CONDITION

1.0 Eligibility Criteria

- 1.1 A firm (Proprietary/partnership) or an organization (registered under the company act) should be registered with Trade and Taxes Deptt., Govt. of NCT of Delhi and should have a Permanent Account Number (PAN).
- 1.2 The Tenderer shall have an experience and past performance on similar contract for last three years in Govt. departments/ Govt. Organization/ PSUs.
- 1.3 The Tenderer shall have a minimum annual turnover of Rs 60 Lacs for the preceding 3 financial years (2010-11, 2011-12 and 2012-13).
- 1.4 The tenderer should not have any legal suit/ criminal case pending against its proprietor/ partners or having been earlier convicted on grounds of moral turpitude or for violation of laws in force.
- 1.5 The Tenderer should be an authorized dealer of the particular brand for Ink/Toner Cartridge.
- 1.6 The tendering firm/ organization should not have been black listed by any Govt./Authority/ Department.

2.0 Submission of Tender

- 2.1 The tenderer should submit the tender in following two bids:
 - A) Technical Bid - In one sealed envelope marked with Technical Bid and should contain the documents mentioned vide Para 2.4 (Two point four) of Tender Document.
 - B) Financial Bid - In another sealed envelope marked with Financial bid & should have only prices/ rates quoted by the tenderers.
- 2.2 Above two envelopes (The technical bid and the financial bid) are to be put in a bigger cover which should also be sealed and duly superscribed as **“TENDER FOR STATIONERY, CROCKERY, ELECTRICAL AND OTHER MISCELLANEOUS ITEMS”**
- 2.3 All the samples, as per specification, should also be deposited in sealed bag duly superscribed **“SAMPLES OF STATIONERY, CROCKERY AND OTHER MISCELLANEOUS ITEMS (Excl Cartridges)”** and a list of samples should be inside the sample bag and a copy of the same should be a part of the technical bid. The approval/ selection of items would be on the basis of their samples. The sample should be affixed with firm's name, item no. The sample submitted along with the tenders will not be returned.
- 2.4 The technical bid should have the following documents:
 - i) A copy of the demand draft/ pay-order / Receipt issued by the University for the deposit of Rs 1000/- towards the tender purchase or a Demand draft/ pay-order of Rs 1000/- in original, in case the tender is downloaded from the website.
 - ii) An Earnest Money of Rs. 50,000/- (Rupees Forty thousand only) in the form of Demand draft/ Banker's cheque in favor of Registrar, Guru Gobind Singh Indraprastha University, Delhi. Earnest money will not be accepted in any other form such as Cash/ Cheque/ Money order/ Bank Guarantee.
 - iii) The certificate/ proof of registration with Trade and Taxes Deptt., Govt. of NCT of Delhi. Attach a copy of PAN (permanent account Number), VAT/ TIN Registration Certificate.

- iv) Audited balance sheet for preceding three financial years 2010-11, 2011-12 and 2012-13 clearly showing the minimum annual turnover as stated in eligibility criteria, duly authenticated by a registered Chartered Accountant.
- v) The bidder shall submit an undertaking on the companies letter head stating that :
 - it has not been debarred or blacklisted by any of the Central Government/Departments/Organizations/Central PSU.
 - it will ensure fair trade practice
 - the firm has no personnel dealing with the Officials of the University
- vi) For ink/Toner Cartridge, a dealership certificate should also be enclosed.
- vii) The certificate from the other organizations/ purchase orders indicating experience and past performance on similar contract for at least three years in Govt. departments/ Govt. Organization/ PSUs.
- viii) As a token of acceptance and having understood / agreed to the terms and conditions as specified in the tender document, duly signed Tender document (24 pages) by an authorized signatory along with the seal of the firm, in original.
- ix) A certificate to the effect that no legal suit/ criminal case pending against firm or its proprietor/partners or having been earlier convicted on grounds of moral turpitude or for violation of law in force.
- x) All the information as required in the Tender document should be signed by the Prop./ Partner/ Authorized signatory. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/ partner / Company/ firm should attach an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. In case of registered or unregistered Partnership firm, all the partners should sign the tender.

2.5 The Financial bid should have the following:

- i) The rates must be quoted only for the reputed brand items and should be clear in all respect and typed/ legible handwritten on the Annexure 'A' attached herewith. No addition / alteration / over writing are permissible.
- ii) All the cells / boxes of the attached list shall duly filled. In case the tenderer doesn't want to quote for a particular item should mention 'Not Applicable' clearly.
- iii) The financial bid should have the stamp of the firm and signed by the tenderer or his authorized signatory on every page.
- iv) The rates quoted should be excluding of all Taxes. The taxes should be indicated separately.
- v) The tenderer should quote only one rate for any particular item for which the tenderer is capable of supplying as per the specification and the sample provided.
- iv) **The rates must be valid for one-year or 31st March of concerned financial year which ever is later with effect from the date of acceptance of the tender and may be extendable for another one year on the mutual consent of vender and the University. On the same rates and same terms & conditions of the tender.**

2.6 Tenders complete in all respect and duly signed on each page should be dropped by the Tenderer or their authorized representative in the "TENDER BOX" placed in the Office

of Dy. Registrar (Purchase), Purchase Branch, Room No. L010, Ground Floor, Library Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078 between 10.00 am to 01.00 pm on 18.02.2014. Any tender received after the specified time/ date will not be entertained and the University shall not be responsible for any delay. Tenders will not be accepted by post/ courier. The tenders will be opened on the same day i.e., on **18.02.2014 at 02.30 pm** in Office of Dy. Registrar (Purchase), Purchase Branch, Room No. L010, Ground Floor, Library Block, Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi – 110078 in the presence of tenderers or their authorized representatives, who wish to be present on the occasion.

2.7 Incomplete or conditional tenders will not be entertained.

3.0 Evaluation Criteria

3.1 The technical bids will be opened at 02:30 pm on 18.02.2014 in the presence of authorized representative of the tenderers, if any. The Evaluation committee of the University will examine the technical bids, whether the bid is fulfilling the eligibility criteria as specified in the tender document and all the documentation and EMD has been provided. The samples of the Tenderer fulfilling the eligibility criteria will be opened and examined. The committee will approve the samples and document the qualified tenderers and their list of approved samples. The samples which are not approved will not be considered while comparing financial bids

3.2 Subsequently to the technical bid evaluation, the qualified tenderers will be informed for financial bid opening date and time, and their financial bids will be opened in the presence of authorized representatives of the technically qualified tenderers, who wish to be present on the occasion. Item wise quotations from the qualified tenderers will be compared and the lowest quotation for the approved sample from the qualified tenderers will be considered successful for that particular item.

4.0 Other Term and Conditions:

4.1 Any person who is in Government service or an employee of the University should not be made a partner to the tenderer directly or indirectly in any manner whatsoever.

4.2 Joint ventures and Sub tendering of the job shall not be permitted. The Tender document issued to any organization/ firm is non transferable.

4.3 The requirement of the consumable items are mentioned in the attached list which can increase or decrease and the tenderer has to supply the items as per the purchase order during the period of contract.

4.4 Successful tenderers should have to submit a Performance Security in the form of DD/ FDR in favor of Registrar GGSIPU or irrevocable bank guarantee from any of the nationalized bank in the format attached along with a signed contract/ agreement on stamp paper of Rs.100/- (paid by tenderer) to supply the approved items, within 15 days of issue of Letter of Intent. The performance security would be 10% of the expected annual purchases made by this University for their approved items. The earnest money draft submitted along with tender document will be returned by the University on receipt of said performance security and duly signed contract/ agreement. The performance security shall remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

- 4.5 In the event of non submission of Performance security as a token of acceptance which is binding upon the successful tenderer, within 15 days of issue of Letter of Intent by the University, the EMD of the successful tenderer shall be forfeited.
- 4.6 The Earnest money and performance security will bear no interest.
- 4.7 No advance payment will be made to the successful tenderers.
- 4.8 Statutory deduction as applicable such as TDS at prevailing rates will be deducted from the tenderers bills.
- 4.9 No escalation in rates will be allowed during the contract period of one year from the date of awarding the work.
- 4.10 The Payment to the tenderer will be made only after the satisfactory delivery and working of supplied items in the University.
- 4.11 Purchase will be made on Quarterly basis or as per requirements.
- 4.12 The supply shall have to be made within a week from the date of issue of the supply order or as desired in the order, failing which competent authority reserves the right to take necessary action against the firm. The delivery of goods in good condition shall be responsibility of tenderer at the University without any extra charges. No incidental charges will be paid by the University.
- 4.13 The supply, if found not up-to the mark as per approved sample or deficient due to any other reason, shall be rejected at once and will have to be removed/ replaced immediately. In case of failure, rejected supply can be disposed off by the University and no claim for the same shall be entertained. In addition to above, the Performance Security shall also be forfeited,
- 4.14 The submission of the tender will not bind the University under any obligation to place the order. The expenses incurred by tenderer in this regard will not be payable by the University. The University reserves the right to reject any or all tenders without assigning any reason.
- 4.15 The University reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventually, the University further reserves the right to get the work done from open market at the cost of the contractor. Tenderer will be black listed by the University for a period of four years from participating in such type of tender & his security money shall also be forfeited.
- 4.16 If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the earnest money/ performance security is liable to be forfeited.
- 4.17 The University reserves the right to terminate the tender without assigning any reason by giving the tenderer one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
- 4.18 The tenderer shall indemnify the University against all damages/ charges and expenses for which the University 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.

- 4.19 In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the tender agreement, will be subject to jurisdiction of Courts of Delhi / New Delhi
- 4.20 In the case of delay in supply within stipulated period referred in work order, Penalty @ 0.5% per day subject to maximum of 5% of the work order shall be levied and recovered.

Tenderer Summary and checklist

- 1 Name of the firm : _____
- 2 Address : _____

- 3 Name & Address of Prop./ Partner/Authorised signatory : _____

S. No.	Name of desired Documents	Whether copy of desired certificate/ documents are enclosed
1	Copy of the demand draft/ pay-order receipt of Rs 1000/- for the purchase of tender or a demand draft of Rs 1000/- in original, in case downloaded from website.	<u>Yes/ No</u> D/D No: _____ Dated: _____ Name of Bank and Branch:
2	Pay order/ Bank Draft for Rs. 50,000/- in favors of Registrar, GGSIPU as Earnest Money	<u>Yes/ No</u> D/D No: _____ Dated: _____ Name of Bank and Branch:
3	Copy of self attested Income Tax/, Sales Tax/ VAT/ TIN Regn. Certificate. Copy of the PAN enclosed.	<u>Yes/ No</u>
4	Audited Balance Sheet showing annual minimum turn over of Rs. 60 lakh for the year 2010-11, 2011-12 and 2012-13	<u>Yes/ No</u>
5.	The bidder shall submit an undertaking on the companies letter head stating that : i. it has not been debarred or blacklisted by any of the Central Government/Departments/Organizations/Central PSU. ii. it will ensure fair trade practice. iii. the firm has no personnel dealing with the Officials of the University	<u>Yes/ No</u> <u>Yes/ No</u>
6.	Copy of Dealership/Reseller Certificate	<u>Yes/ No</u>
7	An authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in favour authorized signatory to sign the tender document	<u>Yes/ No</u>
8	Duly signed tender document in original	<u>Yes/ No</u>
9	Certificate/ purchase orders showing the experience & past performance on similar contracts for last three years in Govt. departments/ PSU	<u>Yes/ No</u>
10	Certificate that no legal suits/criminal proceedings pending etc.	<u>Yes/ No</u>
11	List of samples and samples in separate bags	<u>Yes/ No</u>
12	Financial bid	<u>Yes/ No</u>

(Signature of Authorized Signatory)
With name and seal

Form of Performance Security (Guarantee)
Bank Guarantee Bond

1. In consideration of the GGSIPU (hereinafter called "The University")having offered to accept the terms and conditions of the proposed agreement between _____and _____(hereinafter called "The said Tenderer(s)" for the work _____(hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____(Rupees _____only) as a Performance Security from the Tenderer for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, (Indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____only) on demand by the University.

2. We, (Indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Tenderer. Any such demand made on the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____(Rupees _____only)
3. We, the said bank further undertake to pay the University any money so demanded not withstanding any dispute or disputes raised by the Tenderer(s)in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Tenderer (s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) _____further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Tenderer (s) and accordingly discharges this guarantee.
5. We, (indicate the name of the Bank) _____ further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Tenderer (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said Tenderer (s) and to forbear or enforce any of the term and

condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tenderer (s) or for any forbearance , act of omission on the part of the University or any indulgence by the University to the said Tenderer (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Tenderer (s).
7. We, (indicate the name of the bank) ----- lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. ----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for----- (indicate the name of the Bank)

(Signature of authorized signatory of the Bank)
With name and seal

To,
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY,
SECTOR- 16C, DWARKA, DELHI

Affix duly
attested P.P. size
photograph of
the tenderer/-
authorized
signatory

Tender form

- 1 Name of the tenderer (in block letters) _____
- 2 Status of the Agency whether public Ltd./
Pvt Ltd./Partnership Firm/Proprietorship Firm _____
- 4 Name and Designation of the authorized signatory
of the tenderer _____
- 5 Name of Father/Husband of the authorized
signatory of the tenderer _____
- 6 Full Residential address of the authorized
Signatory _____
- 7 Tenderer's Registered office address _____
- 8 Tenderers address for correspondence: _____
- 9 Details of Earnest money _____
- 10 Draft/pay order no. _____
- I Dated _____
- li Bank _____
- iii Amount (Rs. In words) _____
- Iv Due Date of Draft/pay order _____

I/WE the undersigned being the tenderer as mentioned above, hereby apply to the University for **Supply of Stationery, Crockery, Electrical and Other Miscellaneous Items** in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender Form

(Signature of the Authorized Signatory)
With Name and Seal

Place:.....

Date:.....

- Any correction in the application form should be fully signed by the authorized signatory of the tenderer.
- All pages of the tender application form should be fully signed by the authorized signatory of the tenderer.

Annexure “A”

LIST OF STATIONERY, CROCKERY, ELECTRIC, MISC. & GEN ITEMS

Annexure “A”

LIST OF STATIONERY, CROCKERY, ELECTRIC, MISC. & GEN ITEMS

(Total 262 Nos of items)

**The logo of the University should be printed on item at S.No. 30,33,34,37,38
39,40,41,42, 43,54,56,72,73,74,75,104,123,124.**

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
1.	Awl Pin Nickel plated steel pins with solid head, needle point Non rust, Pkt of 100gm & net weight 70gm of reput brand Diamond etc.	Per packet	50 Pkts		
2.	Attendance Register Size 9”x7” having 100 sheets of 70GSM white map litho paper of good quality	Per Piece	80 Nos		
3.	Attendance Register for Students attendance Size 9”x11” having 100 sheets of 100GSM white map litho paper of good quality with name and logo of university as per sample	Per Piece	1000 Nos		
4.	Ball pen Jotter Half steel body half plastic body with jotter refill of reputed brand	Per packet of 10 Nos.	100 Nos		
5.	Ball pen holder (Golden) Jotter With jotter refill of reputed brand	Per packet of 10 Nos.	100 Nos		
6.	Ball Pen Jotter Refill for Ball pen Holder	Per Nos	50 Nos		
7.	Ball pen ordinary With micro tip/fine carburet 045 refill of reputed brand (Rotomac Gripper)	Per packet of 5/10 Nos.	1000 Nos		
8.	Ball pen ordinary With micro tip/fine carburet 045 refill of reputed brand (Reynolds)	Per packet of 5/10 Nos.	8000 Nos		
9.	Ball pen ordinary With micro tip/fine carburet 045 refill of reputed brand (Cello)	Per packet of 5/10 Nos.	8000 Nos		
10.	ADD-GEL Ball Pen of repute brand Roll Tech Brand	Per Piece	100 Nos		
11.	Gel ink pen Of reputed brand	Per piece	800 Nos		
12.	Refill for ADD Gel pen of Roll Tech Brand	Per piece	20 Nos		
13.	Refill for ADD Gel pen Ordinary	Per piece	50 Nos		
14.	Refill for Ball pen (Cello/Reynold/Rotomac Brand)	Per piece	1000 Nos		
15.	Uniball eye pen micro, water proof of reputed brand	Per pkt. of 10 nos.	200 Nos		
16.	Ball pen ordinary with ball point refill Of reputed brand	Per piece	500 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
17.	Pilot pen Non toxic extra fine 0.5 Tungsten carbide ball Refillable with hi-tech point ink (Luxor High Tech) (Blue/Black/Red)	Per packet of 10nos.	500 Nos		
18.	Pilot pen V-5 Hi-Tec point Extra fine V-5 with high tech point ink (Luxor) (Blue/Black/Red/Green)	Per packet of 10 Nos.	1500 Nos		
19.	Pilot pen V-7 Hi-Tec point Extra fine V-7 with high tech point ink (Luxor) (Blue/Black/Red/Green)	Per packet of 10 Nos.	100 Nos		
20.	Pilot Pen Ink bottle of 5ml ink of repute brand Luxor brand etc.	Per piece	50 Nos		
21.	Electronic Calculator 8 Digit with facility of two power, 99 steps to check and correct of reputed brand like equivalent to Casio Brand	Per piece	50 Nos		
22.	Electronic Calculator 12 Digit with facility of two powers, 99 steps to check and correct of reputed brand like equivalent Casio Brand.	Per piece	20 Nos		
23.	Electronic Calculator (Scientific) 10 Digit with facility of two power, 99 steps to check and correct of reputed brand like equivalent Casio Brand	Per piece	5 Nos		
24.	Chalk Box, Dustless Chalk white / colored, Box having 40 Chalks of repute brand School Time etc.	Per Box	500 Box		
25.	Carbon Paper Blue Size 210mmx330mm in blue colors of Korus brand.	Per packet of 100 sheets	20 Pkts		
26.	Correction fluid white-bottle of 15ml (Korus Brand)	Per piece	100 Nos		
27.	Correction fluid pen type Non CFC, Fine point of repute brand Reynolds etc.	Per piece	250 Nos		
28.	Clip Board with 4" paper holding Clips, Board of 12mm wooden /6mm Acrylic Sheet A4 Size of reputed Brand	Per piece	35 Nos		
29.	U-Clip Colored/ Gem clips Rustproof size 28,33mm pkt of 50 Pcs of repute brand Oxford Brand etc.	Per packet of 50pcs	400 Pkts		
30.	Dispatch Register 600 pages size 13 1/2"x81/2" of 60 GSM paper with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	100 Nos		
31.	Damper Pad, Water Pad Kebika Brand	Per piece	50 Nos		
32.	Diary Register 600 pages size 13 1/2"x81/2" of 60 GSM paper with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	100 Nos		
33.	File Movement Register 600 pages size 13 1/2"x81/2" of 60 GSM paper with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	100 Nos		
34.	Dak Pad Made of 40 Oz hardboard with high quality Rexene duly embossed with golden leaf (Neelgagan)	Per piece	200 Nos		
35.	Duster Black Board , with wooden handle for Erasing of white board marker	Per piece	500 Nos		
36.	Duster Black Board , with wooden handle for Erasing of Chalk	Per piece	500 Nos		
37.	Envelope size (6"x3.5") without window, made from 100 GSM white paper of good quality/branded name with Printed	Per 1000 Nos.	1000 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
	of University Name & Logo				
38.	Envelope SE-5 size (9"x4") 225mmx 100mm without window, made from 100 GSM white paper of good quality/branded name with Printed of University Name & Logo	Per 1000 Nos.	15000 Nos		
39.	Envelope SE-5 size (9"x4") 225mmx100mm with window White made from 100 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per 1000 Nos.	15000 Nos		
40.	Envelope SE-6 size (11"x5") 275mmx120mm white without window made from 100 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per 1000 Nos.	20000 Nos		
41.	Envelope SE-6 size (11"x5") 275mmx120mm White with window made from 100 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per 1000 Nos.	20000 Nos		
42.	Envelope size A4 (12"x10") 255mmx305mm sky blue Laminated with (cloth jali), made from 110 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per 1000 Nos.	25000 Nos		
43.	Envelope SE-8 size 405mmx305mm sky blue laminated with cloth jali made from 110 GSM paper of good quality/ branded name with Printed of University Name & Logo	Per 1000 Nos.	25000 Nos		
44.	Eraser Non dust- Non toxic Small Size (Natraj Brand)	Per piece	2000 Nos		
45.	Printed file cover 10" X 14" 350 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5 cm 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 left corner(with printed the name and logo of our university on front side)	Per piece	35000 Nos		
46.	Printed file cover 10" X 14" 550 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5 cm 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 left corner(with printed the name and logo of our university on front side) & inside laminated by plastic jali	Per piece	22000 Nos		
47.	Printed file cover 10" X 14" 700 GSM colored hard board of good quality duly pasted of 5cm cloth patti on central verge & 2.5 cm 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 left corner(with printed the name and logo of our university on front side)	Per piece	30000 Nos		
48.	File Board 10" X 14" size made from 56 oz. Hardboard covered with full binding cloth & flap made of 4" binding cloth duly inserted with high quality white lace (Neelgagan brand)	Per piece	8000 Nos		
49.	Glue stick Non toxic without solvents Net weight 15 grams of reputed brand Korus/Glue Stick	Per piece	500 Nos		
50.	Gum tube Synthetic Net weight 50 Gms Korus brand	Per Piece	1000 Nos		
51.	Gum bottle 150 ml. Of reputed brand (Korus / camel)	Per piece	200 Nos		
52.	Gum bottle 700 ml. Of reputed brand (Korus/camel)	Per piece	200 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
53.	High Lighter Pen , different colures , of repute brand Luxor, Reynolds Brand Etc.	Per piece	1000 Nos		
54.	Log Book printed 400 pages 13 ½"x81/2" of 70 GSM paper with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	15 Nos		
55.	Note Sheet pad green made of 80 GSM azurlaid paper of A GRADE paper mill size 13.5"x8.5" (Full Scale size) Neelgagan brand, each pad having 100 pages with printing on each page the name & logo of the university .	Per pad of 100 pages	1000 Pad		
56.	Ruled Note Pad No. 55, Having 160 Pages of repute brand Neelgagan etc.	Per pad	2000 Nos		
57.	Plastic File Cover having three sides open with stick.	Per piece	2000 Nos		
58.	Plastic File Cover having L type Shape two side open	Per piece	2000 Nos		
59.	Pen / Pencil Container Made by Acrylic Sheet in a Tumbler Shape of repute brand Kebika etc.	Per piece	50 Nos		
60.	Pencil HB Bonded Lead, Black Non Toxic having length of 172mm and eraser on one side from reputed brand (Faber castle/ Staedtler Norica 132 46 HB)	Per packet of 10 Nos.	10000 Nos		
61.	Clutch Pencil of Reputed Brand	Per piece	20 Nos		
62.	Punching machine single punch having capacity to hole 4.5mm with punching capacity of 1mm thickness/reputed brand Korus etc.	Per piece	300 Nos		
63.	Punching machine double punch of 8cm with punching capacity of 1mm thickness of reputed brand Korus etc.	Per piece	50 Nos		
64.	Punching machine double punch Heavy Duty HD 800 of reputed brand	Per piece	5 Nos		
65.	Pen stand acrylic sheet having 2 pens holder along with holder pen of jotter refill and , built in Pen pot & having paper roll, table calendar and diary of reputed brand Kebika	Per piece	50 Nos		
66.	Pen stand acrylic sheet having 4 pen holder with 4 holder ball pens of jotter refills and roller pad Also having built in pen pot, space to keep pins and other items paper roll, table calendar, diary etc. of good brand name Kebika	Per piece	50 Nos		
67.	Paper cutter to cut papers materials of good quality non rust, grip made from plastic, elegant look of reputed brand	Per piece	250 Nos		
68.	Pin cushion/Box to keep awl pins and u clips Made from good quality colored trans-parent plastic with magnet in head of reputed brand	Per piece	100 Nos		
69.	Poker Steel with Wooden Handle / Steel Handle	Per Piece	50 Nos		
70.	Binding Clip, Clip of 3" long grip 19 mm	Per Piece	200 Nos		
71.	Binding Clip, Clip of 3" long grip 30 mm	Per Piece	200 Nos		
72.	Ruled Register 1 qr. 90 pages Size19CM x 31 CM, Made from 60GSM paper white map litho good branded quality Neelgagan brand	Per piece	500 Nos		
73.	Ruled Register 2qr.192 pages, Size19CM x 31 CM, Made from 60GSM paper white map litho good branded quality Neelgagan brand	Per piece	1000 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
74.	Ruled Register 3 qr.288 pages Size19CM x 31 CM, Made from 60GSM paper white map litho good branded quality Neelgagan brand	Per piece	1000 Nos		
75.	Ruled Register 4 qr.380 pages Size19CM x 31 CM, Made from 60GSM paper white map litho good branded quality Neelgagan brand	Per piece	200 Nos		
76.	Rubber Band Pkt of 400 Gms bands of 1" long of repute brand	Pkt of 400 Gms	50 Kgs		
77.	Rubber Band Pkt of 400 Gms bands of 2" long of repute brand	Pkt of 400 Gms	30 Kgs		
78.	Sharpener for sharpening of pencils , of a reputed Brand , Natraj	Per piece	1000 Nos		
79.	Sketch Pen , Colures pens of reputed Brand Luxor/Reynolds Blue/Black/Red colures	Nos	200 Nos		
80.	Self sticker pad 75mm X125 mm size in single yellow colour of 100 removable self adhesive sheets of reputed brand Post IT etc.	Per piece	100 Nos		
81.	Self Sticker pad 50mmx37 mm size in single yellow colour of 100 removable self adhesive sheets of reputed brand Post IT etc.	Per piece	500 Nos		
82.	Self adhesive four Colures flags, Size 50mmx12mm , pack of 100 sheets Of reputed brand (Stick on)	Per piece	400 Nos		
83.	Self adhesive three Colures flags, Size 3"x1" (75x25 mm), pack of 150 sheets Of reputed brand		400 Nos		
84.	Visitor slip pad of 500 sheets size 9 cm x 12 cm made of 70 GSM map litho paper of fine quality. for official use of reputed brand	Per piece	20 Nos		
85.	Transparent Self adhesive tape small size, width 12mm super transparent clear length 10 yds. Of 30 Micron film of reputed brand	Per piece	100 Nos Roll		
86.	Transparent Self adhesive tape Big size, width 25mm super clear Length 72 Yds/65 mtrs 30 micron film of reputed brand	Per piece	500 Nos Roll		
87.	Transparent Self adhesive tape Big size, width 50 mm super clear length 72 yds. 65 mtrs. 30 micron film of reputed brand	Per piece	1000 Nos Roll		
88.	Brown Tape Roll (Self adhesive Brown colour) packing tape Big size, width 50 mm length 72 yards. / 65 mtrs. Of 30 micron film of reputed brand	Per piece	1000 Nos Roll		
89.	Sutli plastic made of 1st quality plastic of reputed brand	Per kg.	20 Kgs		
90.	Sutli Jute made of 1st quality of reputed brand	Per Kg.	20 Kgs		
91.	Photostat paper A-4 size (210x297mm) 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer Century	Per ream	10000 Ream		
92.	Photostat paper A-4 size (210x297) 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer (JK Brand)	Per ream	1000 Ream		
93.	Photostat paper A-4 size (210x297mm) 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer (Ballarpur)	Per ream	1000 Ream		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
94.	Photostat paper FS size (215x345mm) 75 GSM ream of 500 sheets net weight 2.78Kg having capacity for double sided copying from reputed manufacturer (Century)	Per ream	100 Ream		
95.	Photostat paper FS size (215mmx345mm) 75 GSM ream of 500 sheets net weight 2.78Kg having capacity for double sided copying from reputed manufacturer (JK Brand)	Per ream	50 Ream		
96.	Photostat paper FS size (215x345mm) 75 GSM ream of 500 sheets net weight 2.78Kg having capacity for double sided copying from reputed manufacturer (Ballarpur)	Per ream	100 Ream		
97.	Photostat paper A3 size (297x420mm) 75 GSM ream of 500 sheets net weight 4.70Kg having capacity for double sided copying from reputed manufacturer (Century)	Per ream	10 Ream		
98.	Photostat paper A3 size (297x420mm) 75 GSM ream of 500 sheets net weight 4.70Kg having capacity for double sided copying from reputed manufacturer (JK Brand)	Per ream	10 Ream		
99.	Photostat paper A3 size (297x420mm) 75 GSM ream of 500 sheets net weight 4.70Kg having capacity for double sided copying from reputed manufacturer (Ballarpur)	Per ream	10 Ream		
100.	Photostat paper A-4 Coloured, size 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer Century	Per ream	60 Ream		
101.	Photostat paper A-4 Coloured, size 75 GSM ream of 500 sheets net weight 2.34Kg per ream having capacity for double sided copying from reputed manufacturer (Ballarpur)	Per ream	30 Ream		
102.	Scale plastic of 12" having measurement capacity in mm/Cm and inches super clear transparent of reputed brand	Per piece	300 Nos		
103.	Scale Steel of 12" having measurement capacity in mm/Cm and inches super clear transparent of reputed brand	Per piece	100 Nos		
104.	Peon book 200 pages made from 60GSM paper size 7-1/2"x6" with good quality hardboard binding (Neelgagan)	Per piece	500 Nos		
105.	Paper weight medium size from reputed brand (having weight of 200/300 gms)	Per piece	200 Nos		
106.	Index File size 10"x14" having lever clip with locking facility made from good quality Hardboard mounted with high quality raxine (Neelgagan brand)	Per piece	200 Nos		
107.	Index file (Ring binder) R B 902 A4 Size Solo Make Having Capacity of 200-300 papers	Per Piece	100 Nos		
108.	Computer label/sticker Size A4 Sheet , per pkt of 100 sheet of reputed brand	Per pkt. of 100 Sheets	50 Pkts		
109.	Printed Service Book 180 pages On 70GSM azurlaid paper with Leave Account form	Per piece	200 Nos		
110.	Slip Pad No 33 of Neelgagan Brand having 80 pages	Per piece	1000 Nos		
111.	Slip Pad No 1/16 (Conference pad of 40 pages of Neelgagan Brand	Per piece	6000 Nos		
112.	Steno Note Book Pad of 200 Pages, of Neelgagan Brand	Per piece	100 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
113.	Spiral note Pad/copy No 99 of 80 pages size 25cmx18cm spiral binding on side Of reputed brand (Neelgagan)	Per piece	100 Nos		
114.	Spiral note Pad/copy No 6 of 80 pages size 19cmx12.5cm, spiral binding on side Of reputed brand (Neelgagan)	Per piece	100 Nos		
115.	Stamp Pad, Blue/ Black , of reputed brand Ashoka/ National etc.	Per piece	100 Nos		
116.	Stamp Pad Ink Bottle of 50 ml ink Blue/ Black ink bottle of reputed brand	Per piece	30 Nos		
117.	Stapler Machine 10 D, having with plastic hand grip of reputed Brand of Kangaroo/Korus etc.	Per piece	200 Nos		
118.	Stapler Machine 24/6 Max, having with plastic hand grip of reputed Brand of Kangaroo / Korus etc.	Per piece	200 Nos		
119.	Stapler Machine Heavy duty HD 125x17, of reputed Brand of Kangaroo / Korus etc.	Per piece	5 Nos		
120.	Stapler pin 10 D, pkt of 1000 staples 1 box having 20 small pkts of reputed brand Korus etc.	Per pkt	1000 Pkts		
121.	Stapler pin 24/6 Max pkt of 1000 staples 1 box having 20 small pkts of reputed brand Korus etc.	Per pkt	1000 Pkts		
122.	Stapler pin for Stapler Machine of Heavy Duty HD 125x17 pkt of 1000 staples of reputed brand Korus	Per pkt	20 Pkts		
123.	Stock Register 4 qr.380 pages Made from 60GSM paper white map litho good branded quality with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	100 Nos		
124.	Stock Register 8 qr.700 pages Made from 60GSM paper white map litho good branded quality with hardboard binding of 56oz with good quality paper (Neelgagan brand)	Per piece	20 Nos		
125.	Permanent marker Xylem & Toluene free, Dry safe ink (Black/Blue/Red/Green) (Reynolds/Luxor Brand)	Per piece	500 Nos		
126.	White Board Marker of good quality in deferent colors reputed brand of Reynolds/ Laxer etc.	Per piece	2000 Nos		
127.	OHP Marker Pen, Set of 5 piece of different colors pen of repute brand (Luxor/Reynolds Brand)	Per Set	500 Set		
128.	Transparency Sheet, A4 Size Pkt of 100 Sheet of repute brand (Neelgagan Brand)	Per Pkt	400 Pkt		
129.	Tags , white file tags ,bundle of 20 bunches and one bunch having 50 Tags	Bundle	500 Bundle		
130.	Telephone Diary Neelgagan Brand having good quality paper and with good binding of hard board	Per piece	50 Nos		
131.	Visiting Card Holder Book of repute brand neelgagan etc.	Per piece	50 Nos		
132.	Drawing pin golden color Of reputed brand (Thumb pin)	Per pkt. Of 100 pins	120 Pkts		
133.	Tape Dispenser 2" of reputed brand	Per piece	30 Nos		
134.	Tape Dispenser 1" of reputed brand	Per piece	30 Nos		
135.	Tape Dispenser 1/2" of reputed brand	Per piece	20 Nos		
136.	Hand Numbering Machine of reputed brand	Per piece	50 Nos		
137.	Ink for Hand Numbering Machine	Per piece	200 Nos		
138.	Table Top Adjustable, of reputed brand Kebika etc.	Per piece	30 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
139.	Cup-plate made from bone chine in white colour with gold line on cup and plate of reputed brand UPC/Hitkari with printed of University name & Logo	Per set of 6 cups and plates	120 Set		
140.	Coffee mug made form Bone chine in white colour with sober look of reputed brand name UPC/Hitkari with printed of University name & Logo	Per set of 6 mug	400 Nos		
141.	Dinner set (36pieces) Made form Bone chine in white colour of reputed brand name UPC/Hit Kari	Per set	10 Set		
142.	Dinner plate made from Bone chine in white colour of reputed brand name UPC/Hitkari with printed of University name & Logo	Per piece	250 Nos		
143.	Quarter plate made from fine quality white Bone china of reputed brand UPC/Hit Kari with printed of University name & Logo	Per piece	250 Nos		
144.	Glass (Tumbler) plane in transparent colour of reputed brand with printed of University name & Logo	Per set of 6 glasses	600 Nos		
145.	Glass (Tumbler) officers with self designing (cut glass) Single transparent colour of reputed brand name with printed of University name & Logo	Per set of 6 glasses	100 Set		
146.	Glass (Tumbler) officers with self designing (Borosil glass) Single transparent colour of reputed brand name with printed of University name & Logo	Per set of 6 glasses	30 Set		
147.	Coaster Set (Glass Tumbler cover mat) made from fine quality plastic with elegant look of reputed brand name with printed of University name & Logo	Per set of 6 nos.	50 Set		
148.	Water jug colour, elegant look, 2 ltr capacity, made from fresh plastic of reputed brand cello/bright with printed of University name & Logo	Per piece	200 Nos		
149.	Service tray plastic-big size of reputed brand cello etc.	Per piece	50 Nos		
150.	Service tray plastic medium size of reputed brand cello etc.	Per piece	100 Nos		
151.	Service tray plastic Small size of reputed brand cello etc.	Per piece	50 Nos		
152.	Thermos having filling quantity of one liter of reputed brand Valentine etc. with printed of University name & Logo	Per piece	50 Nos		
153.	Mug plastic 1 ltr capacity of reputed brand	Per piece	10 Nos		
154.	Spoon steel normal size, good finish of reputed brand	Per dozen	30 Dzn		
155.	Mayur Jug 5 Ltr. of reputed brand Milton/Cello etc.	Per piece	20 Nos		
156.	Mayur Jug 10Ltr. Of reputed brand Milton/Cello etc.	Per piece	20 Nos		
157.	Tea Kettle Electric 1.5 Ltrs Capacity having 15 Amp Plug with lid and wiring lead of Reputed ISI brand	Per piece	50 Nos		
158.	Electric bell/ Musical door chime having pleasant melody sound of Ding dong of reputed brand.	Per piece	20 Nos		
159.	Table Bell of reputed brand	Per piece	20 Nos		
160.	Remote/Cordless Bell of branded name	Per piece	50 Nos		
161.	Pencil cell 1.5V long life of reputed brand Eveready/Nobino etc.	Per piece	500 Nos		
162.	Pencil Cell small 1.5 Volt for remote	Per piece	100 Nos		
163.	Cell Big 1.5 Volt of reputed Brand	Per piece	50 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
164.	Electric operated Hot cases Big size of reputed ISI brand name	Per piece	20 Nos		
165.	Electric Extension Board with wire, 6-16 Amps. With fuse, indicator light one switch and 3-4 points to connect having cord length 10 Meters of reputed brand	Per piece	300 Nos		
166.	Extension Board 5 AMP With fuse, indicator light one switch and 3-4 points to connect having cord length 5 Meters of reputed brand	Per piece	10 Nos		
167.	Tube light rod for Table Lamp Philips	Per piece	10 Nos		
168.	3 Pin Plug 5 Amp of reputed brand Cona etc.	Per piece	20 Nos		
169.	3 Pin Plug 15 Amp of reputed brand Cona etc.	Per piece	20 Nos		
170.	Bucket plastic with handle to carry, Capacity of 20 Liters, made from fresh plastic of reputed brand cello etc.	Per piece	30 Nos		
171.	Candle white in colors made from good quality wax size 8" per pkt of 400gm of reputed brand.	Per Pkt. of 6 nos.	200 Pkts		
172.	Car Perfume with stand of reputed brand	Per piece	50 Nos		
173.	Duster white colour size 600mmx600mm made form cotton of reputed brand/ manufacturing unit	Per piece	5000 Nos		
174.	Duster yellow colour size 600mmx600mm made form cotton of reputed brand/ manufacturing unit	Per piece	200 Nos		
175.	Dustbin without lid-Medium size of reputed brand Wonser/Cello etc.	Per piece	200 Nos		
176.	Dustbin 20 Liters capacity with cover, of reputed brand Wonser/Cello etc.	Per piece	10 Nos		
177.	Dustbin 80 Liters capacity with cover, of reputed brand Wonser/Cello etc.	Per piece	10 Nos		
178.	Pedal Dustbin with cover medium size 12"x12" made from fresh plastic of reputed brand name cello /wonser /polysetsiter	Per piece	80 Nos		
179.	Colin , Liquid cleaner/Glass &Household cleaner with spray, bottle of 500ml, of reputed brand Colin	Per piece	200 Nos		
180.	Room Freshener in tin can of 300 ml, having good fragrances of reputed brand Premium	Per piece	100 Nos		
181.	Toilet soap 75 gms. of reputed brand Lux	Per piece	600 Nos		
182.	Soap case colored plastic of reputed brand name	Per piece	50 Nos		
183.	Liquid Soap in 500 ml bottles of reputed brand Dettol	Per piece	200 Nos		
184.	Empty Liquid Soap Container of 500 ml bottles of reputed brand	Per piece	10 Nos		
185.	Hand Towel White/colored size 40cmX60cm of reputed brand made from 100% cotton Bombay Dyeing (Plain color / White) with Printed of University Name & Logo	Per piece	400 Nos		
186.	Towel White/colored size 27"X54" made form 100% cotton of reputed brand name Bombay Dyeing (Plain color / White)) with Printed of University Name & Logo	Per piece	250 Nos		
187.	Towel in single colour only size 30"X60" made from 100% cotton of reputed brand Bombay Dye-ing etc.) with Printed of University Name & Logo	Per piece	100 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
188.	Tissue paper /paper Napkin Pkts, white facial tissue size 20cmX20 cm. each sheet, having Number of sheet 200 of reputed brand	Per Pkts	200 Pkts		
189.	Washing Powder 1 Kg pack Good Branded Name Surf/Nirma/Wheel etc.	Pkt. of one kg.	200 Pkts		
190.	Utensil cleaner /Dish wash powder 1 kg. good branded name	Pkt. of one kg.	200 Pkts		
191.	Baygon Spray, Household Insecticide- de for Flying & Crawling insects. Tin of 500 ml. of reputed brand name Bygone/Bayer etc	Per tin	50 Nos		
192.	Naphthalene Balls per pkt of 400gm/500gm of reputed brand name	Per pkt. of 0.5 Kg.	10 Pkts		
193.	Coir Foot Mat size 3' x 1.5' of reputed brand	Per piece	50 Nos		
194.	Coir Foot Mat size 3' x 2' of reputed brand	Per piece	50 Nos		
195.	Lock Big 60/65mm with 3 Keys of reputed brand (Harrison/ Plaza etc.)	Per piece	300 Nos		
196.	Lock Small 40/47mm with 3 Keyes of reputed brand Harrison/ Plaza etc.	Per piece	50 Nos		
197.	Scissor Medium	Per piece	100 Nos		
198.	Scissor Big with 10" Blade	Per piece	20 Nos		
199.	Sealing Wax in 6"-8" long sticks in pkt of 500 gms of reputed Brand	Per pkt of 500 gms	300 Pkts		
200.	Notice Board with Aluminum beading and with Installation , Size 4' x 3'	Per Sq Ft	20 Nos		
201.	Notice Board , Size 3' x 2'	Per Sq Ft	20 Nos		
202.	Heat Convector , a branded Name Remsen/Olympus etc.	Per Piece	20 Nos		
203.	Oil Heater a reputed brand Usha/ Bajaj Make etc.	Per Piece	10 Nos		
204.	Table Lamp Crown with tube a reputed brand name Crown	Per Piece	10 Nos		
205.	Wall Clock , a branded name Ajanta	Per Piece	50 Nos		
206.	Wall Mirror Size 2' x 1.1/2'	Per Piece	20 Nos		
207.	Printer Ribbon for LIPI Printer 25.5X45 Mtr MT 661	Per Piece	10 Nos		
208.	Printer Ribbon for LIPI Printer T-6306/6312	Per Piece	10 Nos		
209.	C D 650/700 MB Writable Sony/ Moser bear	Per Piece	200 Nos		
210.	C D 650/700 MB Re-Writable Sony/ Moser bear	Per Piece	200 Nos		
211.	DVD Writable Sony/Moser bear	Per Piece	200 Nos		
212.	DVD Re-Writable Sony/Moser bear	Per Piece	200 Nos		
213.	Pen Drive 1 GB Kingston/Moser Bear	Per Piece	20 Nos		
214.	Pen Drive 2 GB Kingston/Moser Bear	Per Piece	50 Nos		
215.	Pen Drive 4GB Kingston/Moser Bear	Per Piece	100 Nos		
216.	Pen Drive 8 GB Kingston/Moser Bear	Per Piece	50 Nos		
217.	Pen Drive 16GB Kingston/Moser Bear	Per Piece	20 Nos		
218.	Laser Jet Toner Cartridge 1710 D3 Samsung	Per Piece	5 Nos		
219.	Laser Jet Toner Cartridge 1610 D2 Samsung	Per Piece	2 Nos		
220.	Laser Jet Toner Cartridge SCX-4300 Samsung	Per Piece	2 Nos		
221.	Laser Jet Toner Cartridge ML-2850 Samsung	Per Piece	2 Nos		
222.	Laser Jet Toner Cartridge ML-2010 Samsung	Per Piece	5 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
223.	Toner Cartridge Samsung CLPK 300 set of 4 colure	Per Piece	4Set		
224.	Laser Jet Toner Cartridge Samsung MLT108 (1640D)	Per Piece	10 Nos		
225.	Laser Jet Toner Cartridge Samsung ML-3710	Per Piece	02Nos		
226.	Laser Jet Toner Cartridge Samsung 4073 Black	Per Piece	02 Nos		
227.	Laser Jet Toner Cartridge Samsung 4073 Colored	Per Piece	02 Set		
228.	Fax Cartridge for Samsung M-40	Per Piece	10 Nos		
229.	Fax Cartridge for Samsung M-43	Per Piece	10 Nos		
230.	Toner Cartridge for Sharp Machine4216 D	Per Piece	04 Nos		
231.	Toner Cartridge for Sharp Machine5320	Per Piece	04 Nos		
232.	Fax cum toner Cartridge 3119	Per Piece	02 Nos		
233.	Fax Cartridge for Canon Fax BJ/BC-3	Per Piece	05 Nos		
234.	Fax Toner Cartridge 50F for Toshiba (HCL)	Per Piece	04 Nos		
235.	Photocopier Toner Cart for Photostat Machine Toshiba-1620D (HCL)	Per Piece	06 Nos		
236.	Photocopier Toner Cart for Photostat Machine Toshiba-1600D (HCL)	Per Piece	10 Nos		
237.	Photocopier Toner Cart for Photostat Machine Toshiba E Studio 205/206/207(HCL) 1640D	Per Piece	10 Nos		
238.	Photocopier Toner Cart for Photostat Machine Toshiba-2340D (HCL)	Per Piece	05 Nos		
239.	Photocopier Toner Cart for Photostat Machine Toshiba E Studio 306 (HCL) T-4590 D	Per Piece	20 Nos		
240.	Photocopier Toner Cart for Photostat Machine Toshiba E Studio 255/305/355/455 (HCL) T-4530 D	Per Piece	20 Nos		
241.	Photocopier Toner Cart for Photostat Machine Toshiba-161 (HCL)	Per Piece	05 Nos		
242.	Photocopier Toner Cart for Photostat Machine Toshiba-T-1810 (HCL)	Per Piece	05 Nos		
243.	Photocopier Toner Cart for Photostat Machine Toshiba-T-3520D (HCL)	Per Piece	05 Nos		
244.	Photocopier Toner Cart for Photostat Machine Toshiba-T-655 (HCL)	Per Piece	05 Nos		
245.	Photocopier Toner Cart for Photostat Machine Konika Minolta 1390 (HCL)	Per Piece	06 Nos		
246.	Photocopier Toner Cartridge Model (XEROX 5020 Work station)	Per Piece	05 Nos		
247.	Photocopier Toner Cartridge Model (XEROX 5025 Work station)	Per Piece	05 Nos		
248.	Photocopier Toner Cartridge Model (XEROX 5022 Work station)	Per Piece	05 Nos		
249.	Photocopier Toner Cartridge Model (XEROX 3200Work station)	Per Piece	10 Nos		
250.	Photocopier Toner Cartridge Model (XEROX 5834 Work station)	Per Piece	05 Nos		
251.	Photo Copy Toner Ricoh 1230 D	Per Piece	06 Nos		
252.	Ink Cartridge Black 600 ml (CPI7)for Gestetner machine no 5308 (RICOH)	Per Piece	20 Nos		
253.	Master Roll for Gestetner machine no 5308 (RICOH)	Per Piece	15 Nos		
254.	Ink Cartridge Black 600 ml (CPI 6)for Gestetner machine no	Per Piece	10 Nos		

S. No.	Name of the Items	Qty for which rates are to be given	Expected Qty.	Rate in Rs.	Rate in figure (Rs).
	(RICOH)				
255.	Master Roll for Gastetner Machine DX 4640	Per Piece	15 Nos		
256.	Ink for Gastetner Machine DX 4640	Per Piece	15 Nos		
257.	Ink Cartridge Black for Duplo Machine 600CC (HCL)	Per Piece	20 Nos		
258.	Master Roll for Duplo Machine (HCL)	Per Piece	10 Nos		
259.	Umbrella	Per Piece	05 Nos		
260.	Glossy White Paper Pkt (Pkt of 100 Papers)	Per Pkt	20 Pkts		
261.	Riso Ink cartridge "Z" Type Black (S-4251) for Risograph Digital Duplicating Machine EZ- 2000 AG	Per Piece	10 Nos		
262.	Riso Master Roll "Z" Type 70 A-4 (S-4284) for Risograph Digital Duplicating Machine EZ- 2000 AG	Per Piece	05 Nos		
263.	Photocopier Toner RICOH, Aficio MP 2000 Le	Per Piece	02 Nos		
264.	Minolta Photocopier Cartridge (Modal No. Di251)	Per Piece	01 Nos		
265.	Match Box	Per Piece	500 Nos		
266.	RICOH Printer Type-1230-D Toner	Per Piece	02 Nos		