



क्षेत्रीय शिक्षा संस्थान, भवनधर

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

Advt. No. 352

Dated: 11.03.2019

TENDER NOTICE

Sealed Tenders are invited for supply of General Office Stationary Materials for the year 2019-2020 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 at 1:00 pm 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 15-03-2019 to 25-03-2019 up to 5:00 pm. The tenders will be received till 25-03-2019 up to 5:00 p.m. and the same shall be opened on 27-03-2019 at 11.00 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](http://www.riebbs.ori.nic.in)/[www.riebbs.ac.in](http://www.riebbs.ac.in) or Assistant Store Officer, Regional Institute of Education, Bhubaneswar for the purpose.

ADMINISTRATIVE OFFICER

Sl. No. ....

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

**Tender for Supply of General Office Stationery Materials for the use in the  
Regional Institute of Education, Bhubaneswar.  
For the FY 2019-20**

**Cost of Tender Document :-Rs. 500/-  
Last Date & Time for Submission of Bids : 25/03/2019 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 Office Stationary 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.ac.in/](http://www.riebbs.ori.ac.in/) [www.riebbs.ori.nic.in](http://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: **25/03/2019** 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**

**Schedule of Invitation to Tender**

Tender Documents for supply of General Office Stationary Materials for the use in the Regional Institute of Education, Bhubaneswar.

- |  |   |
|--|---|
| a) Description of the Tender                 | : General Office Stationary Materials.                      |
| b) Period issue of Tender form               | : <b>15/03/2019 to 25/03/2019 up to 5:00 P.M</b>            |
| c) Last date & time for submission of Tender | : <b>25/03/2019 up to 05:00 P.M</b>                         |
| d) Date & Time of opening of Tender          | : <b>27/03/2019 at 11:00 A.M</b>                            |
| e) Place of submitting Tender                | : O/o 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 Office Stationary 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 **31.03.2020**.

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

Offer for contract of General Office Stationary 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.3,000/- (*Rupees Three 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 15/03/2019 to 25/03/2019 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 27/03/2019 at 11.00 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 photocopies of the necessary documents to be submitted along with the **GST Regd.No certificate, 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 Office Stationary 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 If the rate written in handwriting text, must not be rewritten 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 Office Stationary 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 Office Stationary 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.3,000/- (Rupees Three 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** 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 Office Stationary Materials 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.3,000/- (RUPEES THREE THOUSAND ONLY)

b) NAME OF BANK : \_\_\_\_\_

c) PAY ORDER/BANK DRAFT NUMBER & DATE : \_\_\_\_\_

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

ANNEXURE - II  
For Technical Bid

REGIONAL INSTITUTE OF EDUCATION,  
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.):

(ii) Certificate of Registration of GST:  
(Attached documentary proof & mention page no.): \_\_\_\_\_

(iii) Registration No. of the Firm if any: \_\_\_\_\_  
(Attached documentary proof & mention page no.):

(iv) Three years experience of supply of Cleaning Materials \_\_\_\_\_  
& General Stationery items (Attached documentary proof of orders etc. & mention page no.):

(v) Total Turnover during last 3 preceding year duly certified by respective audit/CA

(vi) Income Tax Return for the last 3 preceding year

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

Telex/ Telephone : \_\_\_\_\_

Bank Details in : \_\_\_\_\_  
respective firm : \_\_\_\_\_  
A/c No. : \_\_\_\_\_

MICR Code : \_\_\_\_\_

IFSC Code : \_\_\_\_\_

Fax No : \_\_\_\_\_

E-Mail Website : \_\_\_\_\_

Note : \_\_\_\_\_



**List of General Office Stationary Materials**

| <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 (1ltr)                            | Hydrochloric               |                         |
| 4             | Adhesive Tape 1" Size                         | Cello                      |                         |
| 5             | Adhesive Tape 2" Size                         | Cello                      |                         |
| 6             | Remote Battery.AA                             | Everady/Philips/Samsung.   |                         |
| 7             | Remote Battery.AAA                            | Everady/Philips/Samsung.   |                         |
| 8             | Brown Paper (thick)                           | Ballarpur                  |                         |
| 9             | Black Board Duster(Wooden)/ Plastic Handle    | Surya                      |                         |
| 10            | Bodkin (Fodoni)                               | Plastic Handle             |                         |
| 11            | Board Pin                                     | King                       |                         |
| 12            | Baygon Spray (liquid 01 Ltr.)                 | Johnson                    |                         |
| 13            | Bleaching Powder (1/2 Kg.) Packet             | Subhadra Chemicals         |                         |
| 14            | Brown Tape 1"                                 | Miracle                    |                         |
| 15            | Brown Tape 2"                                 | Miracle                    |                         |
| 16            | Bed sheet (6' X 4' )                          | Bombay dying               |                         |
| 17            | Candle per Pkt.                               | Hindustan                  |                         |
| 18            | Cello Tape 1" Transparent                     | Miracle-555                |                         |
| 19            | Cello Tape 2" Transparent                     | Miracle-555                |                         |
| 20            | Mounting Tape (Double Side Foam Tape) 5 mtrs. | Oddy                       |                         |
| 21            | Carbon Paper (Blue)                           | Kores                      |                         |
| 22            | Carbon Paper (Black)                          | Kores                      |                         |
| 23            | Chalk Dustfree (White/Colour)                 | Sarju/ Sangur              |                         |
| 24            | Crayons wax (06 Pcs )                         | Doms                       |                         |
| 25            | Crayons wax (12 Pcs )                         | Doms                       |                         |
| 26            | Cup & Saucer (Pack of Six)                    | Bone China                 |                         |
| 27            | Desk Calendar Stand (table)                   | Plastic                    |                         |
| 28            | Chit Pad (50 pages)                           | 13 X 10 Cm.                |                         |
| 29            | Cloth Duster                                  | Glassmar                   |                         |
| 30            | Coir Brush 2"                                 | Standard                   |                         |
| 31            | Cotton Thread ( per ball )                    | Trisul                     |                         |
| 32            | Calculator Orpat-12 digit/OT800               | 100 steps check            |                         |
| 33            | Calculator Orpat-12 digit/OT512               | 120 steps check            |                         |
| 34            | Collin Spray                                  | Colin                      |                         |
| 35            | Dak Pad (folder file) Good Quality            | Jyoti                      |                         |



|    |                                       |                           |  |
|----|---------------------------------------|---------------------------|--|
| 36 | Drawing sheet                         | Emami                     |  |
| 37 | Dak file cover                        | plastic                   |  |
| 38 | Detergent Vim 250gm.                  | Wheel/Ariel/Vim           |  |
| 39 | Detergent Vim 500gm.                  | Vim                       |  |
| 40 | Door Mat (Big) (Size 4''X2'')         | Kurnol                    |  |
| 41 | Door Mat (Medium)(Size 3''X2'')       | Kurnol                    |  |
| 42 | Door Mat (small) (Size 3''X 1. 1/2'') | Kurnol                    |  |
| 43 | Diary-New Years(Executive)-2020       | Executive                 |  |
| 44 | Desk calender refill-Both side        | Prince                    |  |
| 45 | Desk calender refill-One side         | Prince                    |  |
| 46 | Dustbin Plastic (for office room use) | Best                      |  |
| 47 | Erez-ex (type fluid)                  | Kores                     |  |
| 48 | Executive Planner-2020                | Best                      |  |
| 49 | Engagement pad                        | Good Quality              |  |
| 50 | Fevicol Mr. White Adhesive 100 gm.    | Fevicol                   |  |
| 51 | Fevicol Mr. White Adhesive 500 gm.    | Fevicol                   |  |
| 52 | Fevistic (Medium)                     | Kores                     |  |
| 53 | Feviquick Medium                      | Feviquick                 |  |
| 54 | File Board                            | Sweta                     |  |
| 55 | File cover (Plastic folder)           | Sweta                     |  |
| 56 | Feather Duster                        | Standard                  |  |
| 57 | Mosquito (Machine with Oil)           | Good Night/Allout Morteen |  |
| 58 | Mosquito Machine                      | Good Night/Allout Morteen |  |
| 59 | Mosquito Oil                          | Good Night/Allout Morteen |  |
| 60 | Gum (700 ml)                          | Day Tone                  |  |
| 61 | Gum (300 ml)                          | Camel                     |  |
| 62 | Gum Tube (50 ml)                      | Daytone                   |  |
| 63 | Glass Tumbler(Plain)                  | YEAR/TREO                 |  |
| 64 | Glass Lid / Pad (Plastic)             | Bharat                    |  |
| 65 | Graph Paper (A-4 Size)                | Standard Quality          |  |
| 66 | Gamaxine Powder (insect killer) BHC   | Hunter-10                 |  |
| 67 | Guard File                            | Jyoti                     |  |
| 68 | Hand Wash 500ml.                      | Dettol/Fem                |  |
| 69 | Hand Wash refill pack 500 ml.         | Dettol/Fem                |  |
| 70 | Harpic -500 ml                        | Harpic                    |  |
| 71 | Harpic-1ltr                           | Harpic                    |  |
| 72 | Highlighter (Big)                     | Faber Castell             |  |
| 73 | Highlighter (Small)                   | Pikpens                   |  |
| 74 | James Clip (Plastic)                  | Omega                     |  |
| 75 | Jhadu Phool                           | Standard                  |  |

|     |  |                  |  |
|-----|--|------------------|--|
| 76  | Jhadu Khadika (Long Size)                | Standard quality |  |
| 77  | Jute Thread (Per ball)                   | Standard         |  |
| 78  | Jug with cap Plastic 1 ltr               | Plastic          |  |
| 79  | Key Purse--04 keys (Closed)              | Unique           |  |
| 80  | Key Purse--06 Keys (Closed)              | Unique           |  |
| 81  | Long cloth (white) per mtr.              | Standard         |  |
| 82  | Latrine Brush Plastic                    | Standard         |  |
| 83  | Lock ( Navtal-5 levers)                  | Godrej           |  |
| 84  | Lock ( Navtal-6 levers)                  | Godrej           |  |
| 85  | Lock ( Navtal-7 levers)                  | Godrej           |  |
| 86  | Lock ( Navtal-8 levers)                  | Godrej           |  |
| 87  | Mug Plastic 1/2 Ltr. Size                | Standard         |  |
| 88  | Mope Floor Cleaner with Handle Flat      | Standard         |  |
| 89  | Mopes with Big Handle (Mopping)          | Standard         |  |
| 90  | Match Box                                | Horse            |  |
| 91  | Marking Cloth                            | Standard         |  |
| 92  | Naphthalene Ball 1/2 Kg                  | Bengal chemical  |  |
| 93  | Naphthalene Ball 250 Gm                  | Bengal chemical  |  |
| 94  | Odonil (7.5 gm.)                         | Odonil           |  |
| 95  | Pencil                                   | Natraj           |  |
| 96  | Pencil (Shorthand)                       | Apsara           |  |
| 97  | Pencil cutter                            | Natraj           |  |
| 98  | Pencil Eraser                            | Natraj           |  |
| 99  | Phenyle-1 ltr Black                      | Double Bull      |  |
| 100 | Phenyle-1 ltr White                      | Doctors          |  |
| 101 | Paper for Photocopying. ( A-4) 70 GSM    | Image/ JK/Cmax   |  |
| 102 | Paper for Photocopying (A-3)             | J.K.             |  |
| 103 | Paper for Photocopying (F. S)            | J.K.             |  |
| 104 | Paper ( SFS ) White Best Quality Per Rem | Ballarpur        |  |
| 105 | Paper ( DFS) White Best Quality Per Rem. | Ballarpur        |  |
| 106 | Pen stand with 2 pens (Plastic)          | Kebica           |  |
| 107 | Pen Stand with 4 pens (Plastic)          | Kebica           |  |
| 108 | Paper Weight (Flower Design)             | Yera             |  |
| 109 | Paper Punch ( Single Eye)                | Kangaroo         |  |
| 110 | Paper Punch (double eye) Small           | Kangaroo         |  |
| 111 | Pin Cushion                              | Aircon           |  |
| 112 | Plastic Bucket (16 Ltr.) size            | Standard         |  |
| 113 | Paper ( Executive Bond) 100 sheets       | J.k/Royal/Wilson |  |
| 114 | Pen stand for Executive                  | Wilson           |  |

|     |  |  |  |
|-----|--|--|--|
| 115 | Plastic Tray 04 plates                     | Bharat                                 |  |
| 116 | Pen for Correction, Metal tip              | Oddy                                   |  |
| 117 | Pen Use & Throw                            | Starline/Goldex<br>/Elkos/Link         |  |
| 118 | Pen Dr. Elko Gel Pen                       | Elko Gel/ Flair                        |  |
| 119 | Pen cello Gripper                          | Cello                                  |  |
| 120 | Pen (Red & Blue) for Official Use          | Link                                   |  |
| 121 | Pen for Executive pen stand(Golden colour) | Link                                   |  |
| 122 | White Board Marker (Blue/Black)            | Camlin                                 |  |
| 123 | White Board Marker Ink (Blue/Black)        | Camlin                                 |  |
| 124 | Multi Mark Pen for CD/OHP writing          | Faber Castell/<br>Luxor/Camlin/Artline |  |
| 125 | Register Ruled Rexin Bound No.4            | Laxmi/Standard Quality                 |  |
| 126 | Register Ruled Rexin Bound No.6            | Laxmi/Standard Quality                 |  |
| 127 | Register Ruled Rexin bound No.8            | Laxmi/Standard Quality                 |  |
| 128 | Register Ruled Rexin Bound No.10           | Laxmi/Standard Quality                 |  |
| 129 | Register Ruled Rexin Bound No.12           | Laxmi/Standard Quality                 |  |
| 130 | Register Ruled Rexin Bound No.14           | Laxmi/Standard Quality                 |  |
| 131 | Register Ruled Rexin Bound No.16           | Laxmi/Standard Quality                 |  |
| 132 | Register Ruled Rexin Bound No.18           | Laxmi/Standard Quality                 |  |
| 133 | Register Ruled Rexin Bound No.20           | Laxmi/Standard Quality                 |  |
| 134 | Room Freshener                             | Ria/Ramson/Odonil/Livon                |  |
| 135 | Register Alphabetic No.4                   | Sweta                                  |  |
| 136 | Register Alphabetic No.6                   | Sweta                                  |  |
| 137 | Register Alphabetic No.8                   | Sweta                                  |  |
| 138 | Register Alphabetic No.10                  | Sweta                                  |  |
| 139 | Register Alphabetic No.12                  | Sweta                                  |  |
| 140 | Register Alphabetic No.14                  | Sweta                                  |  |
| 141 | Register Alphabetic No.16                  | Sweta                                  |  |
| 142 | Register Alphabetic No.18                  | Sweta                                  |  |
| 143 | Register Alphabetic No.20                  | Sweta                                  |  |
| 144 | Rubber Band 500gm.                         | Good quality                           |  |
| 145 | Refill (Blue)                              | Cello Gripper                          |  |
| 146 | Scale-30 Cm.(Plastic)                      | Camel                                  |  |
| 147 | Stapler Pin (Big) No.24/6                  | Kangaroo                               |  |
| 148 | Stapler Pin (small) No.10                  | Kangaroo                               |  |
| 149 | Stappler-10                                | Kangaroo                               |  |
| 150 | Stappler-24/6                              | Kangaroo                               |  |
| 151 | Stappler Heavyduty                         | Kangaroo                               |  |
| 152 | Stamp Pad (Big) Fiber Made                 | Camel                                  |  |

|     |  |                       |  |
|-----|--|-----------------------|--|
| 153 | Stamp Pad (Self ink)   | Kores                 |  |
| 154 | Sealing Wax  | Kumar Bras            |  |
| 155 | Stamp Pad Ink-100 ml.  | Kores                 |  |
| 156 | Stock Register Leather Bound No.20 with conquest paper (Alphabetical)  | Laxmi                 |  |
|     |  | Sweta                 |  |
| 157 | Stock Register Leather Bound No.30 with conquest paper (Alphabetical)  | Laxmi                 |  |
|     |  | Sweta                 |  |
| 158 | Stock Register Leather Bound No.40 with conquest paper (Alphabetical)  | Laxmi                 |  |
|     |  | Sweta                 |  |
| 159 | Stock Register (Leather Bound with Conquest Paper ) Alphabetical No 40 | Per No.               |  |
| 160 | Stock Register Rexin Bound ( Alphabetical) No.40                       | Per No.               |  |
| 161 | Soap (Big)   | Lifeboy/Dettol/Lux    |  |
| 162 | Soap (Small)   | Lifeboy/Dettol/Lux    |  |
| 163 | Sketch Pen pkt   | Rangoli               |  |
| 164 | Sponge Pad   | Kebica                |  |
| 165 | Scissor  | Butterfly/ Worldone   |  |
| 166 | Scissor Safe cut   | Bell                  |  |
| 167 | Sanitol-01 ltr. Cap  | Sanitol/ Disprin      |  |
| 168 | Stick on pad   | Magnavision           |  |
| 169 | Soap case (Plastic)  | Novelty               |  |
| 170 | Short hand Note Book   | Apsara                |  |
| 171 | Tag (Nylon) Long size  | Standard Quality      |  |
| 172 | Tag ( Cotton )   | Standard Quality      |  |
| 173 | Twin thread ( per ball )   | Trisul                |  |
| 174 | Table Cloth ( 5X 4 )   | Bombay Dying          |  |
| 175 | Towel Turkish (27" X 54" )   | Bonda Tax             |  |
| 176 | Towel Turkish - White ( 30" X 60" )                                    | Bonda Tax             |  |
| 177 | Towel Turkish ( 30" X 60" )  | Bonda Tax             |  |
| 178 | Towel Turkish (Small) ( 24" X 17" ) Bathroom use                       | VIP                   |  |
| 179 | Tea Tray   | Bharat/Flora          |  |
| 180 | Tiffin Plate   | Bone China            |  |
| 181 | Tissue Paper   | Standard Quality      |  |
| 182 | Thermo Flask (1 ltr)   | Milton                |  |
| 183 | Tea Cattle   | Bajaj                 |  |
| 184 | Wall Clock   | Ajanta                |  |
| 185 | White Board Duster   | Standard/Good Quality |  |
| 186 | Door Mat Plastic make  | Per Sqft.             |  |
| 187 | Door Mat Coir make   | Per Sqft.             |  |

### Purchase of Computer Consumables

| <b>Sl.No</b> | <b>Name of the items/size etc</b>                     | <b>Specification/Brand</b> | <b>Rate /Unit price</b> |
|--------------|---|----------------------------|-------------------------|
| 1            | Antivirus Software Quick Heal (Total Security)        | Single User 1Yr            |                         |
| 2            | Antivirus Software Quick Heal (Total Security)        | Multi User(10user) 1yr     |                         |
| 3            | C.D Writable with jewel case                          | Moser baer                 |                         |
| 4            | C.D Rewritable with jewel case                        | Moser baer                 |                         |
| 5            | DVD Writable with jewel case                          | Sony                       |                         |
| 6            | DVD Rewritable with jewel case                        | Sony                       |                         |
| 7            | Fanfold PAPER 10X12X1 - Single                        | 70 – GSM date form         |                         |
| 8            | Fanfold Paper 10X12X2 - Double                        | 70-GSM Data form           |                         |
| 9            | Fanfold Paper 10X12X3 - Triple                        | 70-GSM Data form           |                         |
| 10           | Fanfold paper 15X12X1 - single                        | 70-GSM Data form           |                         |
| 11           | Fanfold paper 15X12X2 – Double                        | 70-GSM Data form           |                         |
| 12           | Fanfold paper 15X12X3 – Triple                        | 70-GSM Data form           |                         |
| 13           | Hard Disk (External) 1 TB, Backup Plus (Portable)     | Seagate                    |                         |
| 14           | Hard Disk (External) 2TB, Backup Plus (Portable)      | Seagate                    |                         |
| 15           | Hard Disk (External) 4 TBBackup Plus (Portable)       | Seagate                    |                         |
| 16           | Print Head for LQ-1050+DMP                            | EPSON                      |                         |
| 17           | Print Head for LQ-1150 II DMP                         | EPSON                      |                         |
| 18           | Print Head for LQDMP                                  | WIPRO                      |                         |
| 19           | Print Head for LQ-335 DMP                             | WIPRO                      |                         |
| 20           | Print Head for TVS-335 DMP                            | TVS                        |                         |
| 21           | Ribbon cartridge for LQ-1050+Printer                  | Lipi                       |                         |
| 22           | Ribbon cartridge for TVS/MSP-335                      | Lipi                       |                         |
| 23           | Ribbon Refilling pack for LQ-1050+DMP                 | Lipi                       |                         |
| 24           | Ribbon Refilling pack for TVS/MSP-335 DMP             | Lipi                       |                         |
| 25           | Ribbon Refill 17 MI HD fabric 12 x 7 mm x 17 mts.     | WIPRO                      |                         |
| 26           | Pen Drive-8 GB  | Transcend/Hp/iball         |                         |
| 27           | Pen Drive-16GB  | Transcend/Hp/iball         |                         |
| 28           | Pen Drive-32GB  | Transcend/Hp/iball         |                         |
| 29           | Toner for HP 3005 DN (51A) Laser Printer Black        | H.P-3005 DN                |                         |
| 30           | Toner cartridge for HP Laser Jet P-1007 (88A)         | HP P-1007                  |                         |
| 31           | Toner cartridge for HP Laser Jet P-1108 (88A)         | HP P-1108                  |                         |
| 32           | Toner cartridge for HP Laser Jet P-1108 (78A)         | HP P-1566 ,P-1606          |                         |
| 33           | Toner Cartridge for Samsung Laser Printer             | ML-1710 Samsung            |                         |
| 34           | Toner cartridge for Samsung ML-2150 Printer           | Samsung ML-2150            |                         |
| 35           | Toner Cartridge HP Laser Jet-2100                     | H.P Laser Jet-2100         |                         |
| 36           | Riffling for Toner for HP 3005 DN Laser Printer Black | H.P-3005 DN                |                         |

|    |  |                        |  |
|----|--|------------------------|--|
| 37 | Riffling for Toner cartridge for HP Laser Jet P-1007 (88A)           | HP P-1007              |  |
| 38 | Refilling for Toner Cartridge for Samsung Laser Printer              | ML-1710 Samsung        |  |
| 39 | Refilling for Toner Cartridge for Samsung ML- 2150 Printer           | ML-2150 LaserJet<br>HP |  |
| 40 | Refilling for Toner Cartridge for HP LaserJet 2100 Printer           | HP-2100 LaserJet<br>HP |  |
| 41 | Replacement of Drum for Toner for HP 3005 DN                         | H.P-3005 DN            |  |
| 42 | Replacement of Drum for Toner cartridge for HP (88A)                 | HP P-1007              |  |
| 43 | Replacement of Drum for Toner Cartridge for Samsung Laser Printer    | ML-1710 Samsung        |  |
| 44 | Replacement of Drum for Toner Cartridge for Samsung ML- 2150 Printer | ML-2150 LaserJet HP    |  |
| 45 | Replacement of Drum for Toner Cartridge for HP LaserJet 2100 Printer | HP-2100 LaserJet HP    |  |
| 46 | Media Converter mode 10/100 D-Link                                   | D-link                 |  |

