



GUJARAT REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
Ministry OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA
ASHRAM ROAD, AHMEDABAD
Telephone No.079-27582450 Fax No.079-27540498
[Web Site: www.esicgujarat.in](http://www.esicgujarat.in) E-mail: rd-gujrat@esic.in

OPEN TENDER FOR WORK
OF
“e-Tender for Supply of Stationery items for ESIC, Regional Office
Ahmedabad”

TECHNICAL BID (Annexure-A to E)
& FINANCIAL BID (Annexure-F)

Issued to: _____

Issued on: _____

Ahmedabad.

Date:-

(M.P. Meena)
Asstt. Director
For Regional Director

Important Instructions for Bidders

All bidders/contractors are required to procure Class-III B Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidder should get Registered at <https://esictenders.eproc.in>.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s. C1 India Pvt. Ltd. payable at New Delhi for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan

C1 India Pvt. Ltd.

301, Gulf Petro Chem Building, 1st Floor,

Udyog Vihar, Phase – 2,

Gurgaon, Haryana - 122015

Note: Payment will be Approved only after physical receipt of Demand Draft.

ANNEXURE- A
NOTICE INVITING TENDER

Regional Director, Regional Office, ESIC, Panchdeep Bhawan, Ashram Road, Ahmedabad-380014, invites e-Tender under Open Tender from reputed agencies for “Supply of the Stationery items under Two Bid System” Detail are as under :

(I) General detail

| Sl. | Description | Detail |
|-----|---|--|
| 1 | Name of work | Supply of stationary items as per list enclosed (Financial bid) for Regional Office, Ahmedabad. |
| 2 | Work completion period | Within 20 days from the date of award of work order. |
| 3 | Earnest Money Deposit (EMD) | Rs.20,000/ (Rupees Twenty Thousand Only) to be deposited along with limited tender, through Demand Draft favoring “ESIC Fund A/C No. 1”, payable at Ahmedabad. Bids received without EMD will not be considered and summarily rejected. The EMD of the unsuccessful bidder will be refunded. |
| 4 | Mode of issuance of Bid Document & Tender fee | The tender document may be downloaded from www.esic.nic.in/tenders , www.esicqujarat.in and www.esictenders.eproc.in from 07.07.2017 to 28.07.2017. Tender fee details are as per mentioned in <u>“Instructions to the bidder for e-tendering”</u> on page No. 2. |
| 5 | Last Date of submission | Technical bid and finance bid must be submitted online at www.esictenders.eproc.in during period from 07.07.2017 to 28.07.2017 (till 01:00 PM) . However, bidders are required to submit technical bid document along with all annexures during period from 07.07.2017 to 28.07.2017 till 01:00 PM in open Tender box kept in General Branch's Room at 1st floor of Regional Office Building, ESIC, Panchdeep Bhavan, Ashram Road, Ahmedabad - 380014. It may also be sent through registered post on the address ‘Regional Director (General Branch), Regional Office, ESI Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad -380014 (Gujarat) in addition to submitting it online. |
| 6 | Date of opening tender: | The technical bids of tenders shall be opened in the presence of the tenderers who choose to be present on 28.07.2017 at 03:00 PM . In case 28.07.2017 is declared a public holiday, tenders shall be received & opened as per above schedule on next working day. Financial bids of those bids who are found technically qualified shall be opened on 01.08.2017 at 03.00 PM. |

(M.P. Meena)
Asstt. Director
For Regional Director

ANNEXURE-B
INSTRUCTIONS TO BIDDER & IMPORTANT INFORMATION

1. **Purchaser & Consignee:** Regional Director, ESIC, Panchdeep Bhawan, Ashram Road, Ahmedabad -14.
2. **DOCUMENTS COMPRISING THE BID :** The bid prepared by the bidder shall contain the following documents & shall be submitted after filling, signing and stamping on all the pages of the original bid document :-

(i) Technical Bid Documents

(a) Earnest Money Deposit:

The Earnest Money of Rs 20,000/- (Rs. Twenty Thousand only) in the form of Demand Draft of scheduled Bank issued / drawn in favor of ESI FUND ACCOUNT No.1, payable at Ahmedabad. The earnest money shall be refunded to the unsuccessful tenderers after finalization of the contract. The bid security (EMD) may be forfeited. If a bidder withdraws his bid during the specified period of bid validity, specified in the bid document. In the case of successful bidder, if the bidder fails to submit the agreement bond after awarding of the contract and/ or furnish the Security Deposit within time specified in the Tender document.

The earnest money shall be refunded to the unsuccessful tenderers after finalization of the contract.

(b) Notice Inviting Tender (NIT) -- (Annexure-A)

(c) Instruction to Bidders & Important Information -- (Annexure-B)

(d) Terms & Conditions -- (Annexure- C)

(e) Technical bid/Details of Bidder along with all the documents & undertaking-- (Annexure- D)

The firm is requested to follow the check list at the time of submission (Online and Offline both) of Tender document without which the offer is liable to be cancelled.

| Sr. No. | Check List | Uploaded and Submitted (Yes/ No) |
|---------|--|----------------------------------|
| 1 | Copy of Registration Certificate (attach the self attested copies) | |
| 2 | Copy of PAN No. (attach the self attested copies) | |
| 3 | Copy of VAT No. /Sales Tax No. (attach the self attested copies) | |
| 4 | Copy of Shop & Establishment Registration/License (attach the self attested copies) | |
| 5 | Copy of Income tax returns of last two financial years i.e. 2014-15 & 2015-16 (attach the self attested copies) | |
| 6 | Copy of Balance sheet and Profit & Loss account of last Two years i.e. 2014-15 & 2015-16 (attach the self attested copies) | |
| 7 | Copy of Return of VAT/Sales Tax for last year i.e.2015-16 (attach the self attested copies) | |
| 8 | Copy of Proof of Experience (copy of supply order/orders completed by firm of Rs. 5 lakh) during last 3 financial years | |

(f) Declaration -- (Annexure- E)

(ii) Financial Bid Documents

(a) Financial Bid -- (Annexure-F)

Note: All the documents submitted along with the bid shall be self attested and must be legible and signed and stamped by authorized signatory, otherwise the bid is likely to be rejected.

3. SUBMISSION OF BIDS:

Each and every page of the bid document should bear the stamp and signature of the person in whose name registration exists or he shall be authorized legally or any representative clearly by mentioning the name and stating that the person can sign the tender documents on his behalf. Format enclosed shall be filled without exception. It should be properly sealed and carry the superscription "***Bid for supply of stationary items for ESIC, Regional Office, Ahmedabad***".

4. Period of Contract: valid for one year from the date of award of Contract.

5. Firm & Fixed Rates: Rates should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name, if specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected.

6. Non-Transferability: This tender is non-transferable.

7. Terms & Conditions: All Terms & Conditions as set out in this Tender document shall be complied with by the tendering firm. The Contract concluded as a result of this Tender Inquiry shall be governed by the "Terms and Conditions" and other relevant instructions as contained in this Tender Document.

8. Performance Security:

(a) The successful bidders shall furnish, a Bid/Performance security for an amount equal to **5% (five percent)** of successful bid amount in the form of Demand Draft/Bankers Cheque/Fixed Deposit Receipt from any nationalized/scheduled Bank in favour of the "***ESI Fund A/C No.- 1***", payable at State Bank of India - Ahmedabad. This will be released after successful completion of supply order/work as per rules.

(b) Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(c) Bid security/E.M.D. shall be refunded to successful bidder on receipt of security deposit/ performance security.

9. Prescribed Forms: Only Tenders received in the format prescribed in this tender document shall be considered. Tenders received without the prescribed format shall be ignored and no correspondence in this regard will be entertained.

10. Late / Delayed Tender: Tenders received after the closing date and time prescribed in this tender enquiry shall NOT be accepted under any circumstances. In the event of any confusion, the time declared by Regional Director will be taken as standard, final and decisive.

11. While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms and Conditions stipulated in this Tender Enquiry, may be got clarified from the Asstt. Director (General Branch), O/o The Regional Director, ESIC, Panchdeep Bhawan, Ashram Road, Ahmedabad -14 during working hours. Requests for postponing the tender opening date for the same shall not be accepted.

12. All the pages of tender documents and enclosures shall be signed with seal/stamp of bidder.

13. The prices/rates: The prices/rates quoted should be indicated in words as well as in figures and in INR only & shall be on a firm & fixed basis only, for the entire period of the Contract.
14. Quotations with vague terms and indefinite expressions such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
15. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are therefore, requested to ensure that all documents duly completed and signed are attached with their offer, failing which, the tender is liable to be treated as incomplete and ignored/rejected.
16. Tendering firms are at their liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm if any should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer and outsiders may not be allowed to attend the tender opening.
17. Regional Director, ESIC, RO Ahmedabad does not pledge himself/herself to accept the lowest or any Re-tender and reserve to himself the right of accepting the whole or any part of the Re-tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to Re-tender for the whole or any part.
- 18. Evaluation & Award of Contract:**
- (i) The Contract shall be awarded after Considering the quality and price quoted by them.
 - (ii) The Regional Office will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive evaluated price category-wise and who has offered the lowest price.
 - (iii) Notwithstanding the above, the ESIC Regional Office Gujarat reserves the right to seek previous work orders, references etc. and to accept any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
 - (iv) The tenderer(s) whose rate is accepted will be notified for the award of contract by the ESIC Regional Office, Gujarat prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.

(M.P. Meena)
Asstt. Director
For Regional Director

ANNEXURE- C
TERMS AND CONDITIONS

1. The Suppliers should be reputed Stationery suppliers. The Contractor shall supply items within 20 days from date of placing order.
2. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the ESI Regional Office, Gujarat after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the Security Deposit/Performance guarantee of such Firm shall be forfeited.
3. The Regional Director is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. The Regional Director also reserves the right to accept/reject (part/whole) or any other tender(s) at his/her sole discretion without assigning any reason thereof. His/her decision in this matter shall be final and binding.
4. In the event of any disputes arising, the matter will be referred to The Regional Director, ESIC Ashram Road, Ahmedabad-14 & his decision shall be final and binding.
5. For Judicial adjudication, the disputes, if any, arising out of the Contract/Service orders against the Rate Contract will be subject to the Jurisdiction of the Courts in Ahmedabad only.
6. Intending Tenderers will have to furnish all the information and enclose all the documents as a part of technical bid specially mentioned in Annexure-'B'.
7. Authorized Signatory / Signing of Tender: Authorized /individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed.
8. The tenderer should sign at each page of the tender and all its Annexures. NO PAGE SHOULD BE REMOVED / DETACHED FROM THE TENDER DOCUMENT. Page numbering should be provided in the tender document.
9. The tendering firms will have to give a Declaration to the effect that they have not been banned. This declaration may be furnished in the format given in Annexure-'E' attached to this Tender Document.
10. Conditional bid will not be accepted.
11. Offering of lowest prices to ESIC Regional Office, Panchdeep Bhawan, Ashram Road, Ahmedabad-14:-
 - a) The Prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s) / organization(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply orders is completed.
 - b) If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization(s) as stated above, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer or Sale to the RD,ESIC, Ashram Road, Ahmedabad and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
 - c) The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.

12. **Delivery period:** Within 20days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
13. **Validity of Contract:** The contract, if awarded, shall be valid initially for one year from the date of award subject to continuous satisfactory performance. The period of the contract can be extended for further period at the discretion of the competent authority, to a maximum of one year, on terms and conditions of the office, while accepting the tender subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the office will have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing, etc.
14. **Mode of payment:** The payment shall be released on satisfactory receipt of the goods/materials ordered. Bills in Triplicate should be submitted. The payment shall be made through RTGS only. Hence the RTGS / Bank account details (Cancelled Cheque/Cancelled attested copy of Passbook) are to be submitted along with the bills. Advance payment will not be made under any circumstances.
15. **Dispatch instructions/ Terms of Delivery:** Goods Shall be delivered at the ESIC Ashram Road, Ahmedabad premises on free delivery, freights / transportation basis i.e for destination Basis. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination and Inspected by authorized official of ESIC.
16. **Item-wise price should be quoted**, In case of bundled price, the offer shall be summarily rejected.
17. Canvassing in any form by the tenderer or his representative with any of the officials of ESIC Regional Office/ Hospital shall render the tender liable to be rejected.
18. If the contractor fails in fulfilling the terms and conditions mentioned here indifferent parts of this tender document, such failure will constitute a breach of the contract and the Regional Director shall be entitled to make other arrangements at the risk and expense of the contractor. Also non-performance /unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit/ Performance guarantee and other actions such as banning, blacklisting etc.. The decision of the Regional Director shall be final and binding on this count.
19. **GUARANTEE / WARRANTY:**
- (a) The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained / mentioned in the Tender enquiry.
- (b) The contractor shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of atleast twelve months, from the date of supply of the said good/stores/articles to the purchaser and notwithstanding the fact that the Purchaser may have inspected and / or approved the said goods / stores/ articles,.
- (c) If during the aforesaid period of 12 months the said stores / goods / articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods / stores / articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods / stores / articles rectified from the date of rectification thereof.
- (d) In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.
- 20.**Duties /Taxes/Cess & other Charges:** All prices should be inclusive of all taxes, duties, cess and other charges. In

case they are exempted from payment of any tax/cess, a copy of the exemption certificate issued by appropriated authority may be furnished.

21. The Purchaser reserves the option to give a purchase / price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.
22. The decision of the Regional Director, ESIC Ashram Road, Ahmedabad shall be final as to the quality & Quantity of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier.
 - (a) It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
 - (b) The acceptance of articles will be given only when the articles are found upto the specifications give in the tender enquiry and free from all defects.
 - (c) The rejected items must be removed by the tenderers from the ESIC Ashram Road, Ahmedabad premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable care of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.
23. For Non-branded items, samples as requested should be provided by the bidder and shall conform to the sample of RO - ESIC. Each sample should have a card affixed to the sample which should bear the firm's details and any other relevant description deemed fit.

(M.P. Meena)
Asstt. Director
For Regional Director

ANNEXURE- D
TECHNICAL BID/DETAILS OF BIDDER

| Sl. | Description | Detail |
|-----|---|--------|
| 1 | Name of Company/Firm/Entity | |
| 2 | Name of owner/ Partners/ Directors | |
| 3 | Full Particulars of Office | |
| | a) Address | |
| | b) Telephone No. /Mobile No. | |
| | c) Fax No. | |
| | d) E-Mail Address | |
| 4 | Full Particulars of the Bankers of Company/Firm | |
| | a) Name & Address of the Bank | |
| | b) Bank A/C No. | |
| 5 | Registration Details <i>(attach the self attested copies)</i> | |
| | a) PAN No. <i>(attach the self attested copies)</i> | |
| | b) VAT No. /Sales Tax No. <i>(attach the self attested copies)</i> | |
| | b) Shop & Establishment Registration/Licence <i>(attach the self attested copies)</i> | |
| 6 | Income tax returns of last two financial years i.e. 2014-15 & 2015-16 <i>(attach the self attested copies)</i> | |
| 7 | Balance sheet and Profit & Loss account of last Two years i.e. 2014-15 & 2015-16 <i>(attach the self attested copies)</i> | |
| 8 | Return of VAT/Sales Tax for last year i.e.2015-16 <i>(attach the self attested copies)</i> | |
| 9 | Proof of Experience (copy of supply order/orders completed by firm of Rs. 5 lakh) during last 3 financial years | |

Note: The above format may be used to provide requisite details

ANNEXURE-E
DECLARATION

From

M/S.....
.....
.....
.....

To

The Regional Director,
ESIC, Panchdeep Bhawan,
Ashram Road, Ahmedabad-14

Dear Sir,

- A) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- B) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ESIC establishment in India and also certified that the rate quoted is not more than the MRP of the quoted item. It is also certified that item quoted are of Standard Quality and workmanship.
- C) I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
- D) I/We give the rights to Regional Director to forfeit the Security Deposit Money deposited by me/us if any delay or failure occur on my /agent's part to supply the article within the appointment time or the items of desired quality.
- E) This is to declare & certify that the neither myself nor my firm has ever been blacklisted by any Govt. / Semi Govt./Public/Private Intuition.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with seal of the firm:

Date:

ANNEXURE- F
FINANCIAL BID for STATIONARY ITEMS

| Sr. No. | Name of Item/Particulars | Specifications | Estimated Requirement | Unit Price Quoted (Rs.) | Total Amount (Rs.) |
|---------|--|---|-----------------------|-------------------------|--------------------|
| A | B | C | D | E | F= DxE |
| 1 | Blue Pencil (5 BOX) | Natraj / Apsara | 40 No. | | |
| 2 | Brown Cover without address 11"x5" | Good Quality as per Sample | 3600 No | | |
| 3 | Brown Window Cover with address 11"x5" | Good Quality as per Sample | 31500 No | | |
| 4 | Copier paper Big Size (FS Size II Power) | 75 GSM, JK/BILT/TNPL | 600 pkts | | |
| 5 | Copier paper A4 size power | 75 GSM, JK/BILT/TNPL | 1000 pkts | | |
| 6 | Cloth bound cover 11"x5" | Good Quality as per Sample | 1000 No | | |
| 7 | Cloth bound cover 12"x10" | Good Quality as per Sample | 1500 No | | |
| 8 | Cloth bound cover 16"x12" | Good Quality as per Sample | 1100 No | | |
| 9 | Correcting fluid white 15ml | Kores | 130 No | | |
| 10 | Dak Pad (PVC Cover) | Good Quality as per Sample | 35 No | | |
| 11 | Copier Paper (My Choice) 2.6 kg / 215x345 mm | 75 GSM My Choice | 300 Pkts | | |
| 12 | Gum Bottle (Camel 150 ml) | Camel 150ml. | 20 No | | |
| 13 | Lead Pencil Natraj(10 BOX) | Natraj/Apsara | 300 No | | |
| 14 | Pins (Elephant) | Elephant | 350 pkts | | |
| 15 | Poker (plastic Head) | Venus | 80 No | | |
| 16 | Red pencil Natraj (5 Box) | Natraj/Apsara | 80No | | |
| 17 | Ruled Register 1 Coir (60 gsm) | Good Quality | 120 No | | |
| 18 | Rule Register 2 Coir (60 gsm) | Good Quality | 180 No | | |
| 19 | Ruled register 3 coir (60 gsm) | Good Quality | 130 No | | |
| 20 | Ruled Register 4 Coir (60 gsm) | Good Quality | 200 No | | |
| 21 | Noting pad | Good Quality as per Sample with ESIC Logo | 300 No | | |
| 22 | Stamp Pad Kores/ Plastic | Camel Impressions Deluxe | 130 No | | |
| 23 | Tags Red 8" | Good Quality as per Sample | 500 pkt. | | |
| 24 | Transparent Tape White/Small size(0.5" inch) | 65 Meters (wonder Band) | 120 No | | |

| | | | | | |
|----|--|----------------------------------|---------------------|--|--|
| 25 | Transparent Tape Brown Big size(1" inch) | 65 Meters (wonder Band) | 120 No | | |
| 26 | U Pins | Elephant Clips 26mm. | 110 pkts | | |
| 27 | White Envelope 6"x4" | Good Quality as per Sample | 220 No | | |
| 28 | White Envelope 9"x4" | Good Quality as per Sample | 220 No | | |
| 29 | White Envelope 11"x5" | Good Quality as per Sample | 3700 No | | |
| 30 | Eraser(5 Box) | Natraj/Apsara | 120 No | | |
| 31 | Pin Cusion Desk Deco Magnetic | Good Quality | 30 No | | |
| 32 | Pencil Carbon Paper /Blue | Kores | 10 No | | |
| 33 | Highlighter Pen(Color-Parrot/Green/Orange) | Camlin /Faber Castle | 10 No | | |
| 34 | Plastic folder with logo and Office address | Good Quality as per Sample | 200 Nos. | | |
| 35 | Stapler Machine Small size | Kangaro | 120 No | | |
| 36 | Box File (Steel Clips) | Good Quality/Reputed manufacture | 30 No | | |
| 37 | Transparent Tape White Big size(1" inch) | 65 Meters (wonder Band) | 80 No | | |
| 38 | Stamp Pad Ink | Kores | 20 | | |
| 39 | Cloth Bound Cover (16*6) | Good Quality as per Sample | 1100 No | | |
| 40 | Paper Weight(Glass) | Kabica | 20 No | | |
| 41 | Pencil Cell | Eveready | 50 No | | |
| 42 | Remote Cell | Eveready | 10 No | | |
| 43 | Scissor Big | Munix | 20 No | | |
| 44 | Board Marker Pen | Kores | 10 No | | |
| 45 | One Hole Punching Machine | Kangaro | 10 No | | |
| 46 | Stapler Machine Big | Kangaro | 10 No | | |
| 47 | Chalak Color Flag Sticker / Write on | Claro | 20 No | | |
| 48 | Scale / Steel Products | Natraj/Apsara | 30 No | | |
| 49 | Marker Pen White Board (Colors Blue/Black/Red/Green) | Kores | 20 No | | |
| 50 | Life Boy Soap | Life Boy | 60 No | | |
| 51 | Box File | Good Quality | 30 No | | |
| 52 | Fevi Glue Stick | Fevi Stick15 GMS | 50 No | | |
| 53 | Calculator | Citizen Ct-512 | 10 No | | |
| 54 | Gunny Bag | Good Quality | 350 No | | |
| 55 | Permanent Marker Pen (Colors Blue/Black/Red/Green) | Kores | 30 pkts | | |
| 56 | Table Glass | Good Quality | 20 No (per Sq. Ft.) | | |

| | | | | | |
|---------------------|------------------------|--------------|----------|--|--|
| 57 | White Cloth for Parcel | Good Quality | 100 Mtr. | | |
| TOTAL AMOUNT | | | | | |

Note:

1. The bid amount shall include all taxes, cess & other charges etc.. No extra charge other than above shall be payable.
2. Item-wise price should be quoted, In case of bundled price, the offer shall be summarily rejected.
3. Rate quoted should be same as submitted in online. Annexure-'F' must be submitted in separate envelop. Online quoted rate will be considered as final.

Total amount in words

Rs. _____

Total Amount in figures

Rs. _____

Date:

Signature of bidder i.e. Director / Partner/ owner etc.

Name:

Place:

Seal: