

**भारतीय प्रबंध संस्थान रायपुर**  
**Indian Institute of Management Raipur**

GEC Campus, Old Dhamtari Road, Sejbahar,  
Raipur 492 015 India  
Tel.: +91-771-24747705, Fax: +91-771-2474701  
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**Limited Tender Enquiry**

**Subject: Annual Rate Contract for Supply of Stationery and Office Consumable Items**

Please provide your best offer at the earliest through **Post/Courier** for Supply of Stationery and Office Consumable items with below terms & conditions.

RFQ No	IIMR/ARC/Stationery & Office Item/2017-18/04
RFQ For	Annual Rate Contract for Supply of Stationery and Office Consumable item
Tender Type	Limited Tender-Two Bid Stage System i.e 1.Technical Bid 2.Financial Bid
Published date of <b>RFQ</b> on Institute Website & <b>CPPP Portal</b>	28.07.2017
Last date and time for submission of quotation / Proposal	21.08.2017 @ 3:30 PM
Contract Period	The period of Annual Rate Contract will be valid one year which may be extended further two years on same rate and terms & conditions subject to satisfactory performance by vendor.
Contact Person Name	Mr.Ashwani Bhardwaj, Mobile No.09179858388
Total Estimated Cost (Yearly)	8 Lakhs
Bid Security i.e EMD	Rs.40,000/-(To be submitted by bidder at the time of submission of Bid)
Performance Security Deposit	5% of the Total Estimated Cost i.e Rs.40,000/- (To be submitted by the successful bidder at the time of Agreement Sign or EMD will be converted into performance security deposit after written confirmation of L-1 Bidder ).
Eligibility Criteria or Condition for participation in LTE	Please refer Annexure-I
Technical Bid	Please refer Annexure-A
Financial Bid	Please refer Annexure-B

Please submit your proposal in the attached format (Annexure-A & B) Subscribing “RFP for Annual Rate Contract for supply of Stationary & Office Consumable Items” and addressed to :

**To,**  
**Store and Purchase Officer,**  
Indian Institute of Management Raipur  
GEC Campus, Old Dhamtari Road, Sejbahar,  
Raipur 492 015 India  
Tel.: +91-771-2474705

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

**TENDER DOCUMENTS CONSIST THE FOLLOWING: -**

- I. Eligibility criteria (**Annexure “I”**)-Please refer **page 2**
- II. Technical Bid (**Annexure “A”**)-Please refer **page 3**
- III. General Terms & Conditions of Contract-Please refer page **4 to 6**
- IV. Special Terms & Conditions of Contract-Please refer **page 7**
- VI. Financial Bid (**Annexure “B”**)-Please refer page **9 to 15**
- VII. Proforma of Undertaking (**Annexure “C”**)-Please refer **page 8**

**Annexure-I**

**ELIGIBILITY CRITERIA**

1. **EXPERIENCE**: The tenderer should have satisfactory service record with reputed Organizations, which should include at least one reputed Public-Sector Undertaking/CG State Govt./Department of the Govt. of India. (One performance certificate and Agreement/PO as of proof of above should an essential enclosure in the proposal).
2. **ANNUAL TURNOVER**: Annual Turnover should be Rs.10 lacs or more during last 3 financial years i.e. 2014-2015, 2015-2016, 2016-2017 (CA Certified Annual Turn Over details for each FY should an essential enclosure in the proposal).
3. **STATUTORY REGISTRATIONS**: The tenderer must have **valid GST Registration No (as per Govt. norms)** and **PAN No.** Photocopy of PAN Card of the Firm/Dealer/Proprietor and GST Registration (if applicable as per Govt. norms) are to be submitted with the technical bid.
4. **SHOP**: The tenderer must have an office / shop at **Raipur**. Photocopy of **Shop Registration** documents of the firm / Dealer/Proprietor is to be submitted with the technical bid.
5. **Black-List**: The tenderer should not be black listed from any Govt. Organisation /Private Organization (Self Declaration letter must be enclosed with technical bid).

Sign of Tenderer with seal

**Annexure “A”**

**TECHNICAL BID**

1. Name of Firm: \_\_\_\_\_
2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \*E-mail address: \_\_\_\_\_
4. \*Mobile number: \_\_\_\_\_
5. \*Person responsible for conduct of business: \_\_\_\_\_
6. PAN No: \_\_\_\_\_
7. GST Registration No: \_\_\_\_\_
8. Annual Turnover: 2014-2015 \_\_\_\_\_  
2015-2016 \_\_\_\_\_  
2016-2017 \_\_\_\_\_
8. Details of Purchase Orders received from Govt. Departments/PSUs/State Govt.  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_
9. Shop Establishment Registration Number: \_\_\_\_\_

I \_\_\_\_\_, proprietor/partner/director of \_\_\_\_\_  
\_\_\_\_\_ (name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature with Stamp: \_\_\_\_\_

**GENERAL TERMS & CONDITIONS OF CONTRACT****1. VALIDITY OF TENDER:**

The validity of rates quoted will be for a period of **Two Years** from the date of award of Contract. However, the Director may extend the validity for further period of one year on basis of satisfactory performance rendered by vendor on same rate and terms and conditions.

**2. PROCEDURE FOR SUBMITTING TENDERS**

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

**Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for supply of stationery items” and “Financial Bid for supply of stationery items” respectively. An Earnest Money Deposit of Rs.40,000/- (Rs. Forty Thousand only) in the form of Demand Draft (In favour of Indian Institute of Management Raipur, Payable at Raipur )should be placed at the top of the technical bid. Both the envelopes containing technical bid and financial bid should be put in a third sealed envelope and should be super scribed “Tender for supply of stationery & office consumable items”.**

**3. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit.
- c) CA Certified Annual Turn Over details for Last three FY.
- d) Photocopy of PAN No. of the Firm/Company/Proprietor.
- e) Shop Establishment Registration Number.
- f) Photocopy of GST Registration No (As per govt. norms).
- g) Copies of Purchase Orders / Agreement Copy received from Govt. Departments/ PSUs/State Govt. during in past years in support of the experience.
- h) Performance certificate received from Govt. Departments/ PSUs/State Govt.
- i) Self-declaration letter that tenderer is not black listed from any Govt./Private Organisation.

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

**Sign of Tenderer with seal**

**4. PRICES:**

1. Price should be quoted for all the items listed in Annexure "B" without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
2. The rates should be inclusive of GST, freight charges, packing charges etc.
3. Conditional bids shall be rejected and **incomplete bid** shall directly be rejected.
4. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.

**5. RIGHT RESERVED BY THE INSTITUTE:**

Director i.e IIM, Raipur reserves the right to accept or reject any or all the tenders without assigning any reason and shall also be subject to the availability of budget.

**6. EVALUATION OF BIDS:**

On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. Tender committee of the Institute will reserve to right for evaluation of Technical and Financial bid.

**7. DELIVERY OF STORES:**

- a) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the IIM Raipur within 3 days from the date of dispatch of purchase order.
- b) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.

**Sign of Tenderer with seal**

**8. PACKING OF STORES:**

Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

**9. PAYMENT:**

Payment shall be made within 30 days after receipt and acceptance of material. **No advance payment shall be made.**

**10 .PENALTY CLAUSE & RISK PURCHASE-**

The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

- a. **For Delay in Supply-** Penalty of 0.5 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 2 % of total value of order/orders.
- b. **For Non Supply-** If the order is still not supplied, the supply order will be cancelled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.

**11. SECURITY DEPOSIT:**

Performance security of Rs. 40,000/- shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "Indian Institute of Management Raipur" Payable at Raipur. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.

**12.DISPUTES AND ARBITRATION:**

In case of any dispute the decision of the Director will be final. The venue of any arbitration shall be Raipur. The Director also reserves the right to terminate the contract at any time without assigning any reason(s) therefor.

**Sign of Tenderer with seal**

**SPECIAL TERMS & CONDITIONS OF CONTRACT**

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure “B”)
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of User SPO/CAO/Director. Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the SPO/CAO/Director, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the IIM Raipur. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.
3. **Supply of Items not mentioned in list** –Successful tenderer may call for supply of other general stationary items which are not listed in tender, but rate of the item must be lower than MRP and should be indicated both rate ie MRP and Supply rate in his dispatch Invoice.

**Sign of Tenderer with seal**

## Annexure -C

### Undertaking

To,  
The Director,  
Indian Institute of Management-Raipur,  
GEC Campus, Sejbahar, Raipur

Sir,  
I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted are of standard quality and workmanship
- 4) The firm is not black listed in any Govt. org./institution/private organsiation.
- 5) I/We give the rights to the Director to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm (Firms Name & Address)  
(Signature of Authorised Signatory)

Name:

Designation:

Seal:



Annexure-BFINANCIAL BID

## Stationery Consumable Items

Sr. No	Item Name	Make	Unit	Rate with Tax (In Rs.)
1	All Pin (Stainless Steel)	Standard Quality		
2	Binder Clip 15mm	Standard Quality		
3	Binder Clip 19mm	Standard Quality		
4	Binder Clip 25mm	Standard Quality		
5	Binder Clip 32mm	Standard Quality		
6	Binder Clip 41mm	Standard Quality		
7	Binder Clip 51mm	Standard Quality		
8	Brown Tape for Packing 2"	Standard Quality		
9	Black Board Duster (Wooden)	Standard Quality		
10	Board Pin (Fiber Top)	Standard Quality		
11	Box File-(A4 Index File) Blue/Black Color	Infinity INF IF551 / Saya SY 904 or equivalent		
12	Box File-(A3 Index File) Blue/Black Color	Standard Quality		
13	Calculator 12-digit Big Screen Type	Sharp, Casio or equivalent.		
14	Calculator Scientific Type Standard size	Standard Quality		
15	Carbon Paper (Blue A-4 Size)			
16	Cello tape 2"	Wonder or equivalent		
17	Cello tape 1"	Wonder or equivalent		
18	Cello tape ½"	Wonder or equivalent		
19	Cello Tape Dispenser (Big)	Omega or equivalent		
20	Cello Tape Dispenser (Small)	Omega or equivalent		
21	Chalk -Colour / White (Dust free)	Kores, Omega or equivalent		
22	Sgd Office Cobra File	Standard Quality		
23	Envelope A4 Size (Yellow/White) laminated inside with fine quality polyethene sheet	Standard Quality		
24	Envelope legal Size (Yellow/White) laminated inside with fine quality polyethene sheet	Standard Quality		
25	Envelope A3 Size (Yellow/White) laminated inside with fine quality polyethene sheet	Standard Quality		
26	Envelope Small Size (White) (25 cm x 12 cm)	Standard Quality		
27	Envelope Small Size with Printing (White) (25 cm x 12 cm)	Standard Quality		
28	Envelope Window white (25 cm x 12 cm)	Standard Quality		
29	Envelope A4 Size Green made of 105 GSM sheet, inside laminated with fine quality cloth zali	Standard Quality		

30	Envelope Legal Size made of 105 GSM sheet, inside laminated with fine quality cloth zali	Standard Quality		
31	Envelope A3 Green made of 105 GSM sheet, inside laminated with fine quality cloth zali	Standard Quality		
32	Eraser	Apsara		
33	Executive Bond Paper 85 GSM-A4 Size ( Pack of 100 Sheets)	JK, Bilt-Matrix or Equivalent		
34	Executive Bond Paper 100 GSM-A4 Size ( Pack of 100 Sheets)	JK, Bilt-Matrix or Equivalent		
35	Executive Bond Paper 100 GSM-A4 Size ( Pack of 500 Sheets)	JK, Bilt-Matrix or Equivalent		
36	Glue Stick or Fevi Stick 10gm.	Standard		
37	Report File A4 (Blue)	Standard Quality		
38	Report File A4 (Blue).	Standard Quality		
39	Glossy Paper (A-4 Size)-120 GSM (Pack of 100 Sheets)-12x18 Inch.	Standard Quality		
40	Gloss Paper / Certificate Paper (A-4 Size)-300 GSM -12X18 Inch. (Pack of 100 Sheets)	Standard Quality		
41	Glossy Paper (A-3 Size)-300 GSM (Pack of 100 Sheets)	Standard Quality		
42	Green Paper Plain-75 GSM (A4 Size)	Standard Quality		
43	Green Paper Plain-75 GSM (A3 Size)	Standard Quality		
44	Officer's Pen Stand with 4 Socket(Fibre)	Trio or equivalent		
45	Page Markers or Sticky Note (20 mm x 50 mm) Yellow Colour	Claro or equivalent		
46	Paper Cutter -Push Lock	Omega/SDI/Infinity		
47	Paper Shredder Machine ,A-4 Size Paper, (Capacity 20 to 30 Pages in one time)	Oddy or superior		
48	Paper Tray Executive 3 Tier	V-Plast/Omega		
49	Paper Tray Plastic Single Tier	Standard Quality		
50	Paper Weight (Flowery)	Standard Quality		
51	Ocean Gel Pen	Ocean		
52	Pen Ball (Black/Blue/Green/Red)	Parkar		
53	Pen Ball (Black/Blue/Green/Red)	Rynold, Rorito or equivalent		
54	Pen Ball 045 (Black/Blue/Green/Red)	Reynolds		
55	Pen Jetter (Black/Blue/Green/Red)	Achiever/Montex /Reynolds		
56	Pen Single Use (Use and Throw) (Blue)	Standard Quality		
57	Whitener Correction Fluid -15 ml	Camlin or equivalent		
58	Pen Correction Fluid	Camlin or equivalent		
59	High Lighter (Yellow Colour)	Faber castle		
60	High Lighter Set (Different 5 Colours)	Faber castle		
61	High Lighter Ink 25ml	Faber castle or equivalent		
62	Pen Leaser Light Pen for Presentation (Red/Green/Blue Light beam)	Standard Quality		
63	Pen Refill liquigid /liquifast	Rynold, Rorito or equivalent		
64	Pen Refill	Parker		

65	Pen Refill Jotter pen	Achiever/Montex /Reynolds		
66	Pen Refill 045	Rynolds		
67	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxur/Camlin or equivalent		
68	Pencil H.B.	Apsara		
69	Sharpener	Apsara		
70	Permanent Marker	Camlin/Luxur/ Raynold/Artline		
71	Permanent Marker (Ultra Fine) (OHP, CD & DVD)	Cello		
72	Paper Rim (A-4 Size) -75 Gsm (1 Pkt=500 Sheets)	JK Red, Bilt-Matrix or equivalent		
73	Pilot Pen (Hi-tech 0.5) (Blue, Black, Green & Red)	Luxur/Raynold /Camlin		
74	Pilot pen ink (Blue, Black, Green & Red) 10 ml.	Standard Quality		
75	Pocket Button Folder (Double pocket)	Infinity /Worldone or equivalent		
76	Transparent Folder, L- type	Claro, Infinity or equivalent		
77	Sheet Protector Punch Pocket (Transparent Leaf Plain)	Claro, Infinity or equivalent		
78	Removal Self Adhesive Note(Yellow) 75mmx 75mm	Claro, Infinity or equivalent		
79	Removal Self Adhesive Note(Yellow) 7.5cmx 5cm	Claro, Infinity or equivalent		
80	Pointer-Plastic (70 cm long)	Standard Quality		
81	Punch Machine Big Size HDP 2320	Kangaro		
82	Punch Machine DP 500 (Double Hole Punch)	Kangaro		
83	Punch Machine DP 600 (Double Hole Punch)	Kangaro		
84	Punching Machine SHP 20 (Single Hole )	Kangaro		
85	Ink for marker (15 ml )	Achiever/Monte x/Reynolds/Artline		
86	Register Attendance (Size 35 cm x 20 cm, Pages 100)	Alankar ,Navneet or equivalent		
87	Register Inward/Outward (Size 35 cm x 20 cm, Pages 200)	Alankar ,Navneet or equivalent		
88	Register 144 Page	Alankar ,Navneet or equivalent		
89	Register 288 Page	Alankar ,Navneet or equivalent		
90	Register 360 Page or King Size	Alankar ,Navneet or equivalent		
91	Register 50-60 Page	Alankar ,Navneet or equivalent		
92	Register Stock Ledger with Index-300 Page	Standard Quality		
93	Rubber Band (Medium Size ) Pack of 250 Gram	Standard Quality		
94	Scale (Plastic) 12"	Standard Quality		
95	Scale (Steel) 12"	Standard Quality		

96	Scale (Plastic ) 6"	Standard Quality		
97	Scissor 7.5"-8.5" or 210mm	Infinity, Kangaro or Equivalent		
98	Sealing Wax (Pack of 6 Wax Sticks)	Standard Quality		
99	Stamp pad-Blue	Standard Quality		
100	Separator/Index file divider (Paper - A-4 Size) - Set of 1-6 Different Colored Sheets	Mahavir or equivalent		
101	Separator/Index file divider (Paper - A-4 Size) - Set of 1-12 Different Coloured Sheets	Mahavir or equivalent		
102	Separator/Index file divider (Paper - A-4 Size) - Set of 1-20 Different Coloured Sheets	Mahavir or equivalent		
103	Separator/Index file divider (Paper - A-4 Size) - Set of 1-31/A to Z Different Coloured Sheets	Mahavir or equivalent		
104	Short Hand Note book(60 Gsm) (72 Pages)	Standard Make		
105	Spiral Type Writing Pad (Size 5½"x 8½") (100 Pages)	Standard Make		
106	Spiral Type Writing Pad A-4 size Pad (40 pages)	Standard Make		
107	Stamp Pad Ink ( 50 ml )	Camlin		
108	Stapler (Kangaro) HD-10 small size	Kangaro		
109	Stapler (Kangaroo) HP-45 Big size	Kangaro		
110	Stapler Machine Large No. 555	Kangaro		
111	Stapler Pin (heavy duty) (No.23/15)	Kangaro		
112	Stapler Pin 10 No.	Kangaro		
113	Stapler Pin 24/6 No	Kangaro		
114	B4/B3 Name Tag with Thread	Standard Quality		
115	U- Clip or Gem Glip- Plastic Coated	Standard Quality		
116	U-Clips or Gem Clip-SS	Standard Quality		
117	Vehicle Running Record Log Book (2 Quire made of 60 GSM Orient Paper)	Standard Quality		
118	White board Magnetic Duster	Standard Quality		
119	White Board Marker	Camline,Artline, Reynolds or Equivalent		
120	Wrapping Paper ( Pack of 12 Nos. of Sheets in Different Colours)	Standard Quality		
121	Writing Conference Pad (21x15 cm)	World one /Infinity or equivalent		
122	Writing Pad (15x21 cm), Pages-80 Single Ruled.	Matrix or Equivalent		
123	Writing Pad (21x30cm), Pages-80 Single Ruled.	Matrix or Equivalent		
124	Writing Pad (Spiral Type) A-4 Size 60 GSM ( 100 Pages)	Matrix or Equivalent		
125	Business Card Holder-Refillable business Card Holder 480 Card	Claro, Worldone or Superior Quality		
126	Business Card Holder Leather Coated cover- 500 Cards holding capacity with Index A4 size	Claro, Worldone or Superior Quality		

127	Pin -Up Board-Size (2' x 3')	Standard Make		
128	Pin -Up Board-Size (4' x 3')	Standard Make		
129	Pin -Up Board-Size (6' x 4')	Standard Make		
130	Pin -Up Board-Size (8' x 4')	Standard Make		
131	Acrylic Covered Notice Board (2'x3')	Standard Make		
132	Acrylic Covered Notice Board (4'x3')	Standard Make		
133	Acrylic Covered Notice Board (6'x4')	Standard Make		
134	White Writing Board (2'x3')	Standard Make		
135	White Writing Board (4'x3')	Standard Make		
136	White Writing Board (6'x4')	Standard Make		
137	White Writing Board (8'x4')	Standard Make		
138	Flip Chart-25 mm Square(25 Sheets)	Standard Make		
139	A4 Label Self Adhesive Sheet(1 Pkt=100 Pcs) (Plain / Different Sizes)	Standard Make		
140	Acrylic Table Name Plate (T Shape)	Standard Make		
141	Paper Legal -75GSM(1 Pkt=500 pcs)	Standard Make		
142	Paper A3-75GSM(1Pkt=500 pcs)	Standard Make		
143	Graph Paper-A4	Standard Make		
144	Fevi Quick	Standard Make		

## Office Consumable Items

Sl. No.	Description/ Specification of Item	Make	Unit	Rate with Tax
1	Door Bell Electric Type (Single voice)	Anchor or equivalent	Nos.	
2	Candle 1" (Thick) x6"(Long) 12 Nos. in 1 Packet	Superior Quality	Packets	
3	Battery - AA size 1.5 volts	Red Eveready or equivalent	Nos.	
4	Battery - AAA size 1.5 volts	Red Eveready or equivalent	Nos.	
5	Battery - AA size 1.5 volts	Duracell	Nos.	
6	Battery - AAA size 1.5 volts	Duracell	Nos.	
7	Call Bell-Hand Manual (Good sound)	Standard Make	Nos.	
8	Lock (3 Lever) with 4 keys	Godrej or Equivalent	Nos.	
9	Lock (4 Lever) with 4 Keys	Godrej or Equivalent	Nos.	
10	Lock (7 Lever) with 4 keys	Godrej or Equivalent	Nos.	
11	All Out Machine	All out /Good Knight	Nos.	
12	All out Refile 60 days	All out /Good Knight	Nos.	
13	Glasses(Large), Capacity 350 ml+-20ml (1 Pkt=6 Pcs)	BOROSILE	Packets	
14	Tissue paper Box	Softwood or equivalent	Packets	
15	Waste Paper Basket (Without Cover-10 Ltr)	Standard Make	Nos.	
16	Dustbin with Cover-30 Ltr	Standard Make	Nos.	
17	Hand Towel (+- 26 cm x +- 60 cm)	Bombay Dyeing /Premium	Nos.	
18	Door Mat (Large Size)	Superior Quality	Nos.	
19	Room Freshener (Air Wick)	Superior Quality	Nos.	

## General Computer Items

Sl. No.	Description/ Specification of Item	Make	Unit	Rate with Tax
1	Computer CD Plane	Moser Bear/Sony	Nos	
2	Computer DVD Plane	Moser Bear/Sony	Nos	
3	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	
4	Computer Pen Drive 16 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	
5	Computer Pen Drive 32 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	
6	Computer External Hard Disc 1 TB	Seagate / lenova or equivalent	Nos.	
7	Computer External Hard Disc 2 TB	Seagate / lenova or equivalent	Nos.	
8	Computer Power Strip 4 Socket Single Switch with 10 Mtr. (Extension cord)	Anchor Roma or Equivalent	Nos.	
9	Computer Key Board	HP or equivalent	Nos.	
10	Computer Mouse	HP or equivalent	Nos.	
11	UPS 1KVA	APC/ Microtex/ Luminan or equivalent	Nos.	
12	UPS ½ KVA	APC/ Microtex/ Luminan or equivalent	Nos.	