



Institute of Hotel Management, Catering Technology and Applied Nutrition

Veer Savarkar Marg, Dadar (W), Mumbai-400 028. India.

Phone: 022-24457241/42, 2445 9154 Fax: 022-24449779

Email: director@ihmctn.edu / admin@ihmctan.edu

E-TENDER NOTICE

NIT No: IHM/e-Tender/Stationery/Mumbai/18/2017-18

Dated: 09/03/2018

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for **Stationery Items** at Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028

Sr. No	Name of work	P.AC.	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Supply of Stationery Items at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	Rs.3.00 Lacs	Rs. 6,000/- payable through DD/Bankers cheque as per the tender document.	2 days	Rs. 3000/- payable through DD/Bankers cheque as per the tender document.	Min Rs.500/- & Max Rs.7000/- payable through online only

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal www.tenderwizard.com/IHM. Enrolment on the above mentioned Portal is mandatory.
2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Certificates. The Bidders may contact **Mr. Satadala Samanta (8013426317) & Mr. Mayank Singh (800115628)** for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available in our website www.ihmctan.edu but for participation purpose you have to through www.tenderwizard.com/IHM website.
4. The tenders are required to submit Envelope 'A' physically and must be upload on e-tendering portal: www.tenderwizard.com/IHM as per dates Indicated in Key Dates. The Physical Envelope should contain the following. SPEED POST only to the Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (w), Mumbai-400 028
5. **Tender cost and processing fee are non-refundable.**
6. Submit EMD, of **Rs. 6,000/-** in the form of Demand draft drawn from any Nationalized Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai**. **For successful bidder the EMD will be retained as the Security Deposit and will be returned after the completion of contract period.**
7. Tenderer which qualifies the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. **Institute of Hotel Management, Catering Technology and Applied Nutrition** reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. Security Deposit will be Rs.6000/- to be deposited after the contract is awarded in the form of DD.

Sd/-
PRINCIPAL
Institute of Hotel Management
Catering Technology and Applied
Nutrition, Mumbai.

Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **16/04/2018 06 PM**

Online Tender Schedule:			
S. No	Stages Name		Start Date and Time
1	Start of downloading of tender document		12.03.2018 10:00 a.m.
2	Closure of downloading of tender document		10.04.2018 18:00 p.m.
2	Last date and time of online submission of Bid.		16.04.2018 18:00 p.m.
3	Last Date of BID SUBMISSION (HARD COPY OF TENDER COST, EMD AND OTHER ELIGIBLE DOCUMENT)		20.04.2018 18:00 p.m.
5	TENDER OPENING Technical		24.04.2018 11:00 a.m.
6	TENDER OPENING Financial		Will be intimated later
7	Minimum Validity of Tender offer		180 Days
8	Estimated cost of tender		
9	TENDER OPENING Financial		Will be intimated later

Note: - Both online and offline submission of tender are mandatory.

Procedure for submission of E-tender by bidder:

Interested bidders who wish to participate should visit website www.tenderwizard.com/IHM which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website www.tenderwizard.com/IHM for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through DD and upload the scan copy in website.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
6. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 011-49424365 For Support: For e-tendering queries kindly contact **Mr. Satadala Samanta** (twhelpdesk701@gmail.com) Mob- 8013426317, **Mr. Mayank Thakur** (twhelpdesk605@gmail.com) Mob- 800115628

sd/-

PRINCIPAL

**Institute of Hotel Management
Catering Technology and Applied
Nutrition, Mumbai-400028**

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION**

Veer Savarkar Marg, Dadar West, Mumbai 400 028

E-TENDER NOTICE

SEALED tenders are invited Upto 3.00 p.m. **on Monday, 16th April, 2018**, for the supply of the following items on a rate contract basis, for the period 1 JUNE 2018 to 31 MAY 2019.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in DD. **DD SHOULD BE SUBMITTED SEPARATELY AND SHOULD NOT BE SEALED TOGETHER WITH THE TENDER FORM.** Earnest Money Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.
2. Well known Branded products will be given preference. Past experience in supplying to reputed organizations is necessary.
3. The Institute reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
4. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
5. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his registration number of taxes.
6. The tenders will be opened at 11.00 a.m. on Tuesday, the **24th April, 2018.**
7. Detailed tender form our website www.ihmctan.edu. **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on www.tenderwizard.com/IHM , **no hard copy needs to be submitted.**

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

Veer Savarkar Marg, Dadar West, Mumbai 400 028

General terms and conditions:

1. While quoting rates the parties must quote for the unit mentioned in the tender paper. However if there is any change in unit of any article, this must be mentioned while quoting the rates.
2. Trade license true copy (attested by gazette officer) to be submitted along with the tender form.
3. Xerox copies of PAN certificate, Income tax filing(last year) and GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
4. Wherever brand and quantity of any article containing in a sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column. Article to be supplied strictly in time as briefed.
5. Parties must supply as per specification mentioned in the tender paper.
6. The successful tenderer shall have to deposit a sum of Rs.6000 (Rupees six thousand) only as security deposit before the agreement and it will be refunded immediately after the contract period is over. The security deposit will carry no interest.
7. The tenderer should enter into an Agreement before commencement of supply of materials.
8. Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.
9. The Institute do not bind themselves to accept lowest or to give any reason for their decisions. The rate will be for one year and can be extended in consultation with the tenderers.

10. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
11. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
12. Any paper related to tender should be provided as and when required by the Institute.
13. The purchase requisition shall be collected from the store keeper on every Friday between 4.00pm to 5.00pm and the materials to be delivered on next Monday by 5.00pm
14. The items not supplied by the contractor because of some or other reasons, will be purchased by the Institute from open market.
15. In case of repeated defaulters in the supplies, the Institute reserve the right to terminate the contract and the contractor shall have no right to any compensation of any loss.
16. Payment will be made on monthly basis.
17. Rates will be inclusive of Duties, Taxes where legally leviable and intended to be claimed should be distinctly shown separately in the Tender.
18. **Validity of Quotation:** Your quotation should be valid for 90 days from the date of opening of tender.
19. It may be noted that bidder for Printer Cartridges will be considered in respect of those bidders only who have specific authorization from HP (manufacturer) for supply of HP brand cartridges.
20. Prices quoted are FOR basis to this Institute. The rates are inclusive of freight, cartage and transit insurance etc.
21. **Final Authority:** If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management Catering Technology & Applied Nutrition, Mumbai whose decision on such matters shall be final and conclusive.
22. **Arbitration:** Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator

appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

23. Rates for all items carrying printed MRP should be quoted either MRP or discounted on MRP.

The Following Documents must be uploaded along with Technical Bid otherwise the tender shall be summarily rejected.

CHECK LIST:

- 1. Previous Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last year Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 6,000/- (Online payment receipt).**
- 5. Self-attested copy of MSME Certificate (if applicable)**
- 6. GST registration No. (if applicable)**
- 7. Technical Specification and Tender terms and conditions –All pages duly signed and stamped and Annexure-A and Annexure-B**

IHM, Mumbai reserves the right to ask for additional documents/clarificatory documents which are not post-dated to the opening at the technical bid.

I/we have read and understood various forms and documents and am/are submitting tender complete in all respects. I/we agree to the terms & conditions as detailed in the tender documents.

Thanking You

Yours Sincerely

Signature, Name and designation (Stamp)

ANNEXURE-A

SR. No.	Particulars	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker	
4.	Contact No. & Email id (if any)	
5.	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
6.	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
8.	Last year Income Tax Return (Copy to be uploaded)	
9.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
10.	EMD Fee of Rs.6,000/- (Online Payment)	
11.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	GST registration No.(if applicable Copy to be uploaded)	
13.	Under MSME ACT exempted from payment of EMD and tender for fee- if yes, please Enclose a copy of relevant certificate.	

(Signature of the tenderer & designation of the signatory status and office seal.)

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY &
APPLIED NUTRITION
VEER SAWARKAR MARG, DADAR WEST, MUMBAI 400 028**

Annexure – B: TECHNICAL BID

Name of the Firm of the Tenderer

Names of all the partners of the Firm, if any.....

.....

Address of the tenderer: Shop/Office

.....

Telephone No., Fax No.

E-Mail Address:

State if the tenderer owns a factory/workshop anywhere. If so, give full details:

How long is the tenderer in this business of supplies? Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc.
and give particulars and attach copies where necessary.

1.

2.....

3.....

4.....

5.....

State details of Registration No. of Goods and Service Tax and enclose latest Income Tax
Clearance Certificate.

.....
Signature of the Tenderer

.....
Seal of the tenderer

TO BE FILLED ONLINE
FINANCIAL BID

From: _____

To,
The Principal
Institute of Hotel Management, Catering Technology & Applied Nutrition
Veer Sawarkar Marg
Dadar West, Mumbai 400 028.

Sir,

With reference to your advertisement-Tender in the local newspapers and website for the year 01 June 2018 to 31 May 2019 for the following items, I/We hereby submit my/our Financial bid required by you:

STATIONERY

<u>SR</u> <u>.No</u>	<u>NAME OF</u> <u>ITEMS</u>	<u>DESCRIPTION</u>	<u>MEASUREME</u> <u>NT/</u> <u>SPECIFICATIO</u> <u>N</u>	<u>QTY</u>	<u>UNIT</u>	<u>RATE</u>	<u>AMOUNT</u>
1	Brown Paper	Superior thick quality as per sample	29" x 44" (0.80gms) 480 sheets = 1 ream	5	ream		
2	Brown Tape gummed	2 " 3K wonder - 555 tape	Wonder	12	nos		
3	Brown Tape gummed	3" 3K wonder - 555 tape	Wonder	48	nos		
4	Carbon paper(Typewriter)	Kores , carboplane 503 med. Width black	Foolscape std. Size 210 x 330 mm(100 sheets in a box carboplane)	15	box		

5	Cello tape self adhesive tape	King/Hawk good quality(24 rolls in a box)	1/2" x 10 yds	20	nos		
6	Cellotape	TISCO/TACO	3/4" Size	20	nos		
7	Cellotape	TISCO/TACO	1" Size	50	nos		
8	Cellotape	TISCO/TACO	2" Size	20	nos		
9	Cellotape	Black masking Tape	Wonder 1/2 " 72 yds	20	nos		
10	Cut papers	Good qual.SunlitA4 size	(19 lbs) 9" x 11 1/2"1 Ream = 480 sheet	25	ream		
11	Cut papers	Good quality Sunlit Executive (foolscap)	(19lbs) 8 1/2" x 13 1/2"1 Ream = 480 sheet	50	ream		
12	Cut paper white	Business paper (F/C)foolscap	215 x 330 mm ream contains470 sheets	10	ream		
13	Cut paper white	Business paper A - 4	210 x 297 mm ream contains470 sheets	75	ream		
14	Chart Paper (Black / Blue Green / Pink / Yellow	Superior quality	(32 lb) 22 " x 28 " as per sample	300	nos		
15	Chart Paper (White)	Superior quality (Japan) Ivory T K	22 " x 28 " as per sample	200	nos		
16	Cartridge	920 XL- black	HP Inkjet	2	nos		
17	Cartridge	920 - colour	HP Inkjet	3	nos		
18	Cartridge	950 XL- black	HP Inkjet	2	nos		
19	Cartridge	951 - colour	HP Inkjet	3	nos		
20	Cartridge	934- black	HP Inkjet	2	nos		
21	Cartridge	935 - colour	HP Inkjet	3	nos		
22	Cartridge	678- black	HP Inkjet	2	nos		
23	Cartridge	678 - colour	HP Inkjet	3	nos		

24	Cartridge	21	HP Inkjet	4	nos		
25	Cartridge	22	HP Inkjet	4	nos		
26	Cartridge	12A	HP Laserjet	4	nos		
27	Cartridge	36A	HP Laserjet	6	nos		
28	Cartridge	88 A	HP Laserjet	4	nos		
29	Cartridge	78A	HP Laserjet	4	nos		
30	Cartridge	(Refill of above all)		50	nos		
31	Clips paper (office)	26 mm office clip Tower / Raju / Lion / Marc clip / Vikram / Vijay clips/Rolox.	100 clips = small box Round big for documents	20	small box		
32	Clips paper (office)	35 mm office clip Tower / Raju / Lion / Marc clip / Vikram / Vijay clips/Rolox.	100 clips = small box Round big for documents	20	small box		
33	Clips paper (office) Triangle	26 mm office clips Vijaybig size for documents	Traingle - do - (100 clips = 1 small box	20	big box		
34	Clips paper (office)	Oxford coated clips	vinyl coated blue/green/pink/ brown/purple1 big box = 10 small boxes of 100	12	Small box		
35	Correction tape	OCC OO	Network	12	nos		
36	Correction fluid and diluter	Kores white/Eraz - Ex	15 ml as per sample	5	nos		
37	CD Disk	Sony/Imation	standard as per sample	2	box		
38	CD Disk	Samsung	standard as per sample	2	box		
39	CD Cover		standard as per sample	100	nos		
40	Clip - plastic	Rockwell/Pinky/any other brand	good quality std size	36	doz		

41	Clip - Metal	Rockwell/Pinky/any other brand	good quality std size	36	doz		
42	Catalogue cards for Library	Centre punched with waterline as per sample	5 " x 3 "	1000 nos	nos		
43	Desk Calender (stand)	Delux Omega	standard	12	nos		
44	Diary Commercial	Rajat Delux No6/any with Telephone Index superfine	big (std) as per sample	12	nos		
45	Diary Telephone	good quality Scholar /any Telephone No.(8) 288	300 pages approx. as per sample	3	nos		
46	Drawing pins(Thumb tacks)	Fauji / Light house good quality std.or appr.brand	150 pins in a pkt(1/2 " 10 small pkts in a box)=1 big box	10	big box		
47	Duplicating Book	3 " no. standard	100 x 2 pages good quality	5	nos		
48	Duplicating Book	1" no. standard	100 x 2 pages good quality	5	nos		
49	Duplicating Book	0 " no. standard	100 x 2 pages good quality	5	nos		
50	Duster for white board	Standard	as per sample	30	nos		
51	Eraser	Sandow super 36 with Blue Band / Natraj Plasto 621	standard (Kores) India 20 nos in a box as per sample	3	box		
52	External Drive	Seagate/ Samsung/ western Digital	500GB	2	nos		
53	Fax Roll	Mitsubishi Thermal paper	210/216x30 mts	24	roll		
54	Fax Roll	52A		12	roll		

55	Fevi quik	standard small	Tube as per sample	5	nos		
56	Fevicol white Adhesive	500 gm tin	std as per sample	6	tin		
57	Fevicol white Adhesive	100 gm tin	std as per sample	6	tin		
58	Files - box file(Lever file)	Tashkand Lever file/ Rado/Delux/Kohinoor/ Royal/Dinesh/Ashok/R avi/Jagruti Delux/sapna	std as per sample	50	nos		
59	Files - box file	Kangaroo	std as per sample	50	nos		
60	Files - clip files	Good quality - Atlas	std as per sample	24	nos		
61	Files - flap files	good quality (2 flaps) 32 oz	std (10"x12" approx) std as per sample	12	nos		
62	Files - flap files	good quality (4 flaps)	std as per sample	12	nos		
63	Files - lace files	good quality	std (9 3/4" x 13 3/4"approx) std as per sample	24	nos		
64	Files - voucher pasting	good quality	250 leaves as per sample	36	nos		
65	Files - office files	(Plastic coated) with inside plastic clips	90 lb as per sample	60	nos		
66	Files - Tag	Outstanding with 2 holes	90 lb as per sample	100	nos		
67	Files - office files	sp. triple ex. thick	standard as per sample	120	nos		
68	Files Godrej	Thick quality with 2 clips as per sample	as per sample	12	nos		
69	Files- spring clip	spring clip	Sensor as per sample	12	nos		

70	Files	ring files	Std. As per sample	12	nos		
71	File folder	Plastic thick as per sample	14 " x 10 "	24	nos		
72	File folder	Plastic thick as per sample	12 " x 9 "	24	nos		
73	File folder two sided open	Morocco as per sample	foolscap size	12	nos		
74	Folders Office	Plastic ordinary Morocco folder	foolscap (cover type)	12	nos		
75	Foam Tape		1" Size	20	nos		
76	Clip File	Shivam Ring file	Standard	50	nos		
77	Glossy Paper (HP glossy paper)	A4 size	A4 Sheets 90 g/M2	100	sheet		
78	Glossy Paper	A4 size	110 gms	100	sheet		
79	Transparent sheet	Good quality	1X10 SHEETS = 1 BOX	1	box		
80	Glue stick	Kores/C354Camlin	standard quality as per sample	60	nos		
81	Gum Paste	Camel	700 ml big bottle	5	nos		
82	Gum Paste	Camel	300 ml	10	nos		
83	Gum Paste	Camel	150 ml	10	nos		
84	Gloliter (highlighter)	Fluorescent fibre tip highlighters paper	Luxor (10 pens in a box)	1	box		
85	Graph paper sheets in cm	Good quality 29 " x 21 "	standard quality as per sample	60	sheet		
86	Gum brush	Camel as per sample	std size	10	nos		
87	Ink (Black /Blue/Red)	Camel Ink	0.57 ml	12	nos		

88	Lace for files white	Bonus or any superior quality thick	standard as per sample 1x100=1 bundle	10	bundle		
89	Lace for files coloured (Shoe lace)	Bonus or any superior quality thick	standard as per sample 1x100=1 bundle	10	bundle		
90	Lift off correction tape	Godrej	5 nos in a box	6	box		
91	Label P	3"x2"Postitnote(gummed)	500 slips as per sample	1	nos		
92	Labels sticker	Computer good quality white 1 sheet = 24 Labels	4 " x 1 1/2 " as per sample	100	sheet		
93	Labels sticker	computer sticker for address	standard size as per sample	12	doz		
94	Labels for Library books	good quality Natraj	No. 511 - A of 150 labels	5	doz		
95	Lamination roll	good quality	125 microns (12 ")	2	roll		
96	Lamination roll	good quality	80 microns (12 ")	1	roll		
97	Lamination Sheet	good quality	125 microns (225x310mm)	2	pkt		
98	Lamination pouches	good quality	225 microns 75 cms x 105 cms	1000	nos		
99	Muster Register Ruled	Superior quality ledger	1 quire	12	nos		
100	Muster Register Ruled	paper as per sample	2 quire	40	nos		
101	Muster Register Ruled	same as above	3 quire	6	nos		
102	Muster Register Ruled	same as above	5 quires	12	nos		
103	Muster Register Ruled	same as above	4 quires	12	nos		

104	Muster Register Ruled	same as above	6 quires	12	nos		
105	Marker assorted(permanent)	Camlin/Luxorstd10ina box	std size as per sample 91(s)10 pcs in a box	20	box		
106	Marker for white board	Luxor/Reynold/Camel/ Mr Pik	Blue / Black / Green / Red	120	nos		
107	Menu cards (single)	Ivory - invitation cards as per sample Comet/Silver	std 7 " x 5 "	1000	nos		
108	Menu cards (double)	as per sample	std 10 " x 7 "	1000	nos		
109	Menu cards (small)	as per sample	5 " x 4 "	1000	nos		
110	OHP Transparency	100 microns white A - 4	210 x 297 mm (pkt of 100 sheet)	5	pkt		
111	OHP Transparency	100 microns white	215 x 330 mm (pkt of 100 sheet)	5	pkt		
112	OHP Transparency	100 microns colour	215 x 330 mm (pkt of 50 sheet)	5	pkt		
113	OHP Marker	OHP Marker permanent no. 2300 fine point non toxic with eraser.	MARVEY Pen for permanent ink, Uchida Yoke co.ltd(7 pens in a pkt)	5	pkt		
114	OHP Marker	Stedler - Lumo colour 317	water proof indelable - Germany(7 pens in a pkt)	5	pkt		
115	OHP Pen Stedler	Lomo colour No. 318	Blue/Green/Black/Red 10 pens in a pkt	5	pkt		

116	Paper zerox white	Business paper A - 3	297 x 420 mm ream	10	ream		
			contains 470 sheets				
117	Paper ruled Deluxe	superior quality	Double foolscap 17"x13 1/2"	25	doz		
118	Paper unruled maplitho	superior quality	Double foolscap 17"x13 1/2"	1	ream		
119	Pencils Black lead	Apsara gold Apollo/HB Hexagon	Hindustan Pencils 10 pencils in a pkt	20	pkt		
120	Pad perforated writing	good quality 10 leaves	1 / 4 size ruled	12	nos		
121	Pad perforated writing	good quality 10 leaves	1 / 8 size ruled	12	nos		
122	Pad perforated writing	good quality 10 leaves	foolscap ruled	12	nos		
123	Packing Tape for parcels	standard size	standard	15	kg		
124	Packing clips metal	for packing standard	1 kg	5	kg		
125	Pendrive	8 GB	Transcend/Sony	5	nos		
		16 GB	Transcend/Sony	5	Nos		
		32 GB	Transcend/Sony	5	Nos		
126	Pen (Ball Pen)	Cello/Lexi	good quality	50	nos		
127	Pen (Gel)	Add Gel	good quality	50	nos		
128	Pen	use and throw	good quality	400	nos		
129	Pins for paper (office) highly platted with sharp pt	Good quality - Vikram / Tower / Aristo / Lion	King (0.100 gms gross wt. pkt - 32 mm	36	box		

130	Pins for paper (office)	Aristo / Lion	050 gms	60	box		
131	Pins for stapler	good quality Skreba - 55	17 x 24 (1000 nos in a pkt)	5	pkt		
132	Pins for stapler	Etona/ Electric/Brito/Max555	24/6 (100 nos in a pkt)	5	pkt		
133	Pins for stapler	Orenta/55Stapled/Etona/ Eveready/chisel pointed3/8 any brand	23 / 8 (100 nos in a pkt)	5	pkt		
134	Pins for stapler	Staples - Max - 10(1000 small boxes/Maruzen-10)	Max - 10 1m staples 1big =20 small boxes	15	big box		
135	Pins for stapler	555 stapler same as above	23 / 17 (100 nos in a pkt)	5	pkt		
136	Punching Machine(double punch perforator)	Kangaro no. 52	big	12	nos		
137	Punching Machine(Single Punch)	Kangaroo		5	nos		
138	Punching Machine(double punch) perforator	Kangaro no. DP 800	8 cm	12	nos		
139	Post It	good quality	1.5 x2	6	nos		
140	Post It	good quality	2 x 3	6	nos		
141	Post It	good quality	3 x 3	6	nos		
142	Post It	good quality	four colour packet	6	nos		
143	Pad wooden with clips(Exam Pad)	std . Sunmica	9 1/4 " x 3 3/4 "	12	nos		
144	Paper clips for pad	Star A	big as per sample	60	nos		

145	Paper cutting knife (steel)	good quality	std as per sample-small	12	nos		
146	Paper cutting knife (steel)	good quality	std as per sample- big	12	nos		
147	Paper cutting blade (steel)	good quality	std as per sample- big	12	nos		
148	Paper weight	made of superior glass	std big as per sample	5	nos		
149	Pin pots magnetic	Omega	Omega as per sample	12	box		
150	Plastic roll	Transparent for book covers	100 mtrs (1 roll of 100 mtrs)as per sample	1	roll		
151	Plastic folders with pockets	good quality	foolscap as per sample	12	nos		
152	Punch Folder (Plastic)		foolscap as per sample	12	nos		
153	Rubber bands (big size - elastic)	Vandana / five star size19	45 gms pkt	40	pkt		
154	Rubber bands (small size - elastic)	Vandana / five star size19	45 gms pkt	20	pkt		
155	Register ruled	Superior quality	1 quire	12	nos		
156	Register ruled	Superior quality	2 quire	24	nos		
157	Register ruled	Superior quality	3 quire	12	nos		
158	Register ruled	Superior quality	4 quire	12	nos		
159	Register ruled	Superior quality	5 quire	12	nos		
160	Register Ledger	Superior quality	3 quire	06	nos		

161	Refill Ball pen JotterBlue / Black / Green	good quality Writers/Cruzer/ Geeflo / Rifer / Echo/Flair	std - 10 nos in a pkt	12	pkt		
162	Refill	Cello	0.8 TC Ball (10 nos in a pkt)	12	pkt		
163	Refill	Add jel NB -R20	std(10 nos in a pkt)	15	pkt		
164	Refill for Table DeskCalender	good quality	std as per sample	12	nos		
165	Rough cash book(Acc.Bk)	Scholar no. 8	std	10	nos		
166	Register of 16 columns	Superior quality	3 quires as per sample	12	nos		
167	Register of 16 columns	Superior quality	5 quires as per sample	12	nos		
168	Register Journal	Superior quality	2 quire as per sample	12	nos		
169	Sign pens (Sketch pens)(Blue/Red/Green/ Black) assorted	Camel (10 pens in a box)	standard	10	box		
170	Sign pens (Sketch pens) (Blue/Red/Green/Blac k) assorted	Luxor (10 pens in a box)	standard	10	box		
171	Sharpner single	superior quality (Gem) steel	steel std size	12	nos		
172	Stapler Machine	Mini (10)	Mini (10)	12	nos		
173	Stapler Machine	Max (HD - 10)	Max 10	12	nos		
174	Stapler Machine	Kangaroo	Kangaroo 10	12	nos		
175	Stapler Machine	Kangaroo/any good brand	24/6	6	nos		

176	Stapler Machine	Kangaroo/any good brand	23 / 8	6	nos		
177	Stamp pad red / violet / green / blue	Camel good quality Camlin Pvt Ltd	std 110 mm x 70 mm no. 2	12	nos		
178	Scale	superior quality	12 "wooden as per sample	12	nos		
179	Scale	superior quality (Omega)	12 "plastic as per sample	12	nos		
180	Scale	superior quality	12 "steel as per sample	12	nos		
181	Sealing wax	Lion brand superfine	400 gms (8 sticks in a box)	6	box		
182	Scissors small	S.steel good quality	4 " as per sample	3	nos		
183	Scissors medium	S.steel good quality	6 " as per sample	3	nos		
184	Scissors big	S.steel good quality	12 " superior quality as per sample	3	nos		
185	Tape dispenser	Omega	plastic std as per sample small	10	nos		
186	Tape dispenser	Omega	plastic std as per sample big	10	nos		
187	Tags for files	good quality	standard as per sample (4 rolls in a box)	72	box		
188	Tray (office)	Omega	Plastic as per sample	12	nos		
189	Twine ball (white)	superior quality	std. Pkt of 4 balls as per sample	100	pkt		
190	Twine ball (green)	superior quality	std. Pkt of 4 balls as per sample	10	pkt		

191	Water sponge	good quality Standard	std round as per sample	12	nos		
192	Wooden tray	good quality	std 13 1/2 " x 15 1/2 " (approx)	12	nos		
	without cover						

Note : The quantities mentioned in the above schedule are only indicative of the estimated requirement for the year and the Institute does not bind itself to purchase any or all the quantities above .

Signature of Tenderer

Seal of Tenderer