

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL :GAUHATI MEDICAL COLLEGE,
NARAKASUR HILL TOP ,GUWAHATI-32.

No.MC/76/ 2019/.. 3.5.2

Dated Guwahati the 12th May'2022

NOTICE INVITING TENDER (NIT)


Sealed tenders affixing court fee stamp of Rs. 8.25/- (Rupees eight and paisa twenty five) only are invited from intending experienced Tenderer/Contractors/ firms for **Supply of various Office Stationary articles** to the Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the **FY 2022-23.**

Important dates of the tender:

1. Bid documents are available in the website on: 13.05.2022
2. Pre bid meeting will be held on:20.05.2022 at 2.30pm
3. Last date of submission of bid documents on:04.06.2022 up to 2.00PM
4. Date of Technical bid opening: 04.06.2022 at 2.30PM
5. Place of Pre bid meeting, submission and opening of Bids: **Office of the Principal, Gauhati Medical College, Narakasur Hill top, Guwahati**

All other relevant information and the detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from **13.05.2022** Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakasur Hilltop, Bhangagarh, Guwahati-32 during the office hours up to **2:00 p.m.** till 04.06.2022 and submit the bid accompanied by a Demand Draft of **Rs. 1000/-** only (Non refundable) in favour of Principal, Gauhati Medical College, Guwahati-32 on **04.06.2022** up to 2.00pm payable at Guwahati.

The undersigned reserves the right to reject all or any tender without assigning any reason and is also not bound to accept the lowest rate.

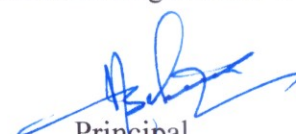

Prof.(Dr.) A.C.Baishya
Principal
Gauhati Medical College
Guwahati- 32.

Memo. No. MC/76/2019/.....

Dated Guwahati, the 12th May'2022

Copy to :

1. The Director of Information & Public Relation, Dispur, Guwahati-6 for information. He is requested to publish the above notice in widely circulated local English & Assamese daily.
2. The DME, Assam for favour of kind information.
3. Notice Board, GMC and GMCH, Guwahati-32.


Principal
Gauhati Medical College,
Guwahati- 32.

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL :GAUHATI MEDICAL COLLEGE,
NARAKASUR HILL TOP ,GUWAHATI-32.

TENDER DOCUMENT

Tender Document- Supply of Office Stationary articles.
Tender Fee - Rs. 1000/- (Rupees one thousand) only

Sealed tenders are invited in TWO BID SYSTEM from intending experienced firms having experience in similar services (**Supply of Office Stationary articles**) for **at least 3 years** to any Central/State Govt. organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Strictly subjects to the Terms & Conditions of the contract as notified in the tender document.

The detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from **13.05.2022**. Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakasur Hill top, Bhangagarh, Guwahati-32 during the office hours up to **2:00 p.m. on 04.06.2022** and submit the bid against a Demand Draft amounting to **Rs. 1000/- only (Non refundable)** in favour of Principal, Gauhati Medical College, Guwahati-32 payable at Guwahati.

Eligible and interested tenderer/Contractor/firm(s) may submit their tenders by **04.06.2022 upto 2:00 pm to the Office of the Principal, Gauhati Medical College, Guwahati-32.**

Schedule to the Invitation of Tender

1	Tender No	MC/76/2019/.....
2	Tender Date	12.05.2022
3	Item Description	As per list enclosed
4	Last date and time of submission of tender	04.06.2022 up to 2.00 PM
5	Date and time for Opening of Tender	04.06.2022 at 2:30 P.M.
6	Tender fees	Tender fee of Rs. 1000/- only in the form of Demand Draft in favour of the Principal, Gauhati Medical College, Guwahati payable at Guwahati to be submitted in Technical Bid.
7	Service to be Provided	Supply of Office Stationary articles at the Office of the Principal, Gauhati Medical College, Guwahati-32 premise at Guwahati-32.
8	Period/Extension of Contract	12 months from the date of signing the contract.
9	Validity of tender offers	180 days from date of opening of prequalification-cum-technical bid.

10	Bid security		Rs. 20,000/- only in the form of Demand draft in favour of Principal, Gauhati Medical College, Guwahati.
11	Performance Security		Rs. 50,000/- in the form of Demand draft or Bank Guaranty in favour of Principal, Gauhati Medical College, Guwahati covering the warranty period.

IMPORTANT INFORMATION:

The Principal, Gauhati Medical College, Guwahati has a requirement of Office Stationary articles for its day to day official & Hostel use.

In this regard. The Principal, Gauhati Medical College, Guwahati is interested in undertaking the process of engagement of firms of Office Stationary articles for the FY 2022-23.

1. Scope of Work :

The order quantity may be based on the requirement of the Office of the Principal, Gauhati Medical College Guwahati Office Stationary articles **shall** be delivered at office premise or at concerned deptt./hostel of the Principal, GMC, Narakasur Hill Top, Guwahati-32 FOR destination.

2. Eligibility Criteria

The bidder should be bonafide. Which shall mean an entity:-

- (a) Having a valid Trade license issued by the Competent Authority.
- (b) Having Permanent Account Number (PAN Card),
- (c) Having GST registration Certificate,
- (d) Having minimum annual turnover of Rs. 20.00 lakh in last three preceding year (Certificate of Chartered Accountant declaring annual turnover of the last three years) to be enclosed.
- (e) Income Tax Returns for last 3 (three) F.Y. (**2018-19, 2019-20, 2021-22**) certified/ audited by Chartered Accountant.
- (f) Having experience of at least 3 years providing such services (Supply of Office Stationary items to any Central/State Govt. Organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Copy of Purchase Order/Work Order to be submitted.
- (g) Meeting all other requisites laid down in this Section and elsewhere in the tender document.

(3)

- (h) A notarized self declaration that the vendor has not been black listed/legal suit by the institution of the Central of State Govt./Bank of any financial institution.
- (i) Undertaking to accept Terms and Conditions of the Tender document and to comply with them (on Non- Judicial stamp paper of denomination of Rs. 50/-or Rs. 100/-)

3. Assessment of proposals :

Proposal received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible suppliers/ contractors (as per criteria) of the Tender Document. Based on profile & track record. Previous experience in carrying out works of similar nature. The Principal, GMC reserves the right to award one or more than one supplier/ contractor for its requirement as per the finalized bidder rates. Terms and conditions and also, to place order for a part item/combination of the quantity offered. The Principal, GMC will award to contract to the Tender whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tendered has the capability and the resources to carry out the tender effectively. The contract shall not be **Award merely because the rate quoted is low** but the **competence** of the term in relation to managerial capabilities, sustainability, track record, technical and financial soundness etc. shall be given due consideration and the final decision shall depend all these parameters.

4. Delivery place & period

The items/articles to be supplied FOR at office premise of the Office of the Principal, Narakasur Hill Top, Gauhati Medical College /Concerned Dept./Hostel, Gauhati Medical College,Guwahati-32. Within the time frames set by the Principal, GMC, Guwahati-32. Failing which penalty clauses would be applicable.

5. Other important information :

- (a) Unsatisfactory performance of any bidder in terms of delays, repeated non participation in bids, withdrawing from bids on opening of financial bids resulting in re-tendering of job, etc. can result in dropping the bidder.
- (b) The application should be complete in all respects. Conditional/incomplete applications are liable to be rejected summarily.
- (c) Consortium of Agencies/Sub-Contact of work is not allowed.
- (d) The Principal, GMC, Guwahati will periodically review the performance of the empanelled firm based on the quality of the office stationary articles and services delivery. The Principal, GMC, Guwahati reserves its right to withdraw their empanelment at any time.
- (e) The Principal, GMC, Guwahati will take action as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in the Principal, GMC, Guwahati tender processes/bids, etc. Action taken could include removal of the bidder from the empanelled list.
- (f) The bidder should make available the offered products, if desired, during evaluation of bids for benchmarking of the application submitted.

(Contd-4)

(4)

6. Tax Deduction at Source:

Tax deduction at source shall be governed as per prevailing rules.

7. Penalty Clause:

Penalty in case of undue delay in supply of Office Stationary items, submission of erroneous Office Stationary articles, under performance, could be in the form of deduction from the total amount payable to the supplier/ bidder for the work awarded, A penalty of maximum 5% of valued of the goods for delay in delivery and value of recovery of defective Office Stationary items will be effected unless replacement is not done by equal amount of Office Stationary items.

8. Termination by Default:

The Principal, GMC, Guwahati reserves its right to terminate the contract of any suppliers/ bidders in case of change in the Government procedures or unsatisfactory services.

9. Force Majeure:

Neither party will be liable in respect of failure to fulfill its obligations if the said failure is entirely due to Acts of God. Governmental restrictions or instructions. Natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act. Labour dispute or any breakdown of machinery/services at agencies premises shall not constitute Force Majeure.

10. General Terms & Conditions :

- i. The Tender Bids containing terms and conditions can be obtained from the Office of the Principal, Gauhati Medical College, Guwahati-32 on a payment of non-refundable tender fee Rs. 1,000/- (Rupees one thousand) only in the form of a Demand draft in favour of “ The Principal, Gauhati Medical College, Guwahati-32 during working hours/working days. Tenders may be sent by registered post/or may be dropped in Tender Box in this office on or before 04.06.2022 up to 2.00 p.m. The Office of the Principal, Gauhati Medical College, Guwahati-32 **shall not be responsible for any postal delay and bids received after the stipulated date and time will not be accepted.**
- ii. **Original tender document shall be duly filled in, signed and stamped by the bidder or his authorized agent.**

(Contd-5)

(5)

- iii. Telegraphic/Telex/Fax/Email and letter head quotations will not be accepted.
- iv. **The bidder shall have no right to modify/alter/amend/delete any terms/conditions mentioned in tender document.** Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- v. The tender should be submitted in two separate envelopes, one christening Technical bid (Annexure I to II) and the other as Financial bid (Annexure -III). Both the envelopes should be enclosed in a separate sealed envelope superscripted "Tender for supply of Office stationary articles in GMC for 2022-23." For the supply of Office Stationary articles addressed to the Principal, GMC, Guwahati-32 with the address of the suppliers/contractors/firms establishment on the left bottom hand side of the cover."
- vi. In case the date of opening of tenders is declared a Govt. holiday, the tenders shall be opened at the same time on the next working day.
- vii. **All documents submitted should be self-attested with seal of the bidder.**
- viii. All pages of the bids including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- ix. Tenders shall be opened in the presence of tenders or their authorized representative if they wish to attend (only 1 representative) duly supported by authorization will be allowed.

11. Financial Bid:

The Financial Bids must be submitted in the prescribed format in the **(Annexure-III)** in a separate sealed cover kept inside the main cover. The Financial Bids of those tenders who are found **technically compliant** will be opened on a specified date and time to be intimated to the eligible bidders only. The financial bids of the tender who do not qualify in the technical evaluation will not be open. The EMD of the unsuccessful bidders will be returned after signing of the agreement with the successful bidders. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids. Overwriting / without signature will not be allowed in the Financial Bids.

12. Bid Security (EMD)

- i. Each tender must be accompanied by Bid Security/EMD "in original" for an amount of **Rs. 20,000/- (Rupees twenty thousand only)** in the form of Demand Draft in favour of "The Principal, Gauhati Medical College, Guwahati-32.

(Contd-6)

The Principal, GMC, Guwahati-32 EMD should be valid up to 6 months starting from the last date of submission of Tender.

- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vi. If the successful Bidder fails to furnish the Performance Security (as required **under Rule 171, General Financial Rules, 2017**) then the Bid Security (EMI)) shall be liable to be forfeited.

13. Performance Security

- i. The successful bidder shall furnish Performance Security' for an amount of Rs. 50,000/- to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** informing "Acceptance of Bid-.
- ii. The Performance Security shall remain valid for a period covering the warranty period.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
- v. The Performance Security shall be furnished in the form of a **Demand** draft or Bank Guarantee in favour of "**the Principal, Gauhati Medical College, Guwahati-32. payable at Guwahati.**
- vi. Performance security will be forfeited in case of failure to comply with contract condition/dissatisfaction services.

14. Communication Of Acceptance

Acceptance of tender by the Indenter will be communicated by registered letter/speed post/cable/telex/fax/e-mail or a formal letter of 'Acceptance of Bid' or 'Work Order' informing amount of Performance Security to be deposited. Commencement of work will be made only after deposit of Performance Security.

15. Disclaimer

The near relatives of employees of **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

(Contd-7)

16. Indemnification

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims.

The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim. And shall at no time admit any liability for or express any intent to settle the claim. Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

17. Payment Terms and Conditions:

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising on of this contract **excluding Earnest Money and Security Deposit governed by separate clauses of the contract.**

- All payments shall be credited to the bank account of the contractor subject to availability of Fund after the supply of the specific work order is completed. No interest or penalty would be paid by **the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** in case of delay in payment due to official reasons.
- No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

18. Arbitration

All disputes and differences arising out of, or in any way concerning this agreement (except those. the decision whereof is otherwise. Hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32. The award of the arbitrator so appointed shall be final and binding on both the parties.

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by speed post, email,-or facsimile to such Party i.e. the Indenter or Bidder.

Signature of the Bidder
(Authorized Signatory)

Witnesses: -

1.

2.

1. Name of Firm : _____
2. Address for Correspondence: _____
3. TeleNo. /FaxNo. and E-mail address: _____
4. Person responsible for conduct of business: _____
5. PAN No.: _____
6. GST No/TIN No.: _____
7. 3 years Annual Turnover: 2019-2020 _____
2020-2021 _____
2021-2022 _____
8. 3 years ITR from IT Department _____
9. A) Whether any work of Govt. or Semi Govt. Dept. /Board/ Project Mission of Reputed private Organization has been done in previous Year Y/N
B) If yes, furnishes full details (along with copy of work order/ agreement etc. with list)
10. Original tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder. Additional information
11. Court Fee Stamp of Rs. 8.25/- _____
12. Tender fee of Rs. 1000/- (non refundable) _____
13. Valid Trade License from Local Municipal Body/GMC.
14. Bid Security (EMD): Demand Draft in favour of "The Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32 payable at Guwahati (Details of Demand draft attached).
15. A notarized self declaration that the vendor has not been black listed/legal suit by the institution of the Central of State Govt./Bank of any financial institution.
16. Undertaking self declaration to terms and conditions of the tender document (Non-Judicial Stamp Paper 50/- to 100/-).

I _____, proprietor/partner/Authorized Signatory 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.

N.B.: enclosed all the supporting documents serially as mentioned above

Dated:

Signature with Stamp:

Place:

UNDERTAKING

(To be submitted on Non Judicial Stamp Paper worth Rs.100/-)

Declaration by the Bidder

I/We _____ hereby declare
That:

1. I/We am/are the supplier of Office Stationary articles duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to supply the Office Stationary articles at the prices and rates mentioned in the price bid. **The delivery at “the office of the Principal, Gauhati Medical College, Guwahati” or any Different Dept. & Hostels of Gauhati Medical College venue of shall be made free of cost at the time specified.**
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions if this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender. The same shall be treated as to be having no affect what over and that the tender terms & conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the **“Office of the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32”** shall be final binding on me/us.
7. I/We hereby undertake that none of my relative (s) as defined in Disclaimer Clause (15) is/are employed in **“ Office of the Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32”**

SIGNATURE OF BIDDER
(PROP. / PARTNER/ Authorized Signatory)
Name & Address with Seal of the firm

Financial Bid:

Sl.No.	Name of Article	Technical specification	Pack size	Rate per unit without GST	GST in percentage (%)	Total rate with GST

SIGNATURE OF BIDDER
(PROP. / PARTNER/ Authorized Signatory)
Name & Address with Seal of the firm

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
GAUHATI MEDICAL COLLEGE & HOSPITAL, GUWAHATI-32.

(Stationery items list)

Sl. No	Name of Articles	Technical Specification	Pack Size	Rate per unit without	GST in Percentage (%)	Total Rate with GST
1	Aluminum Materials in different	Best Quality	Per kg			
2	Aluminum Mug.	Best Quality	Per kg			
3	Aluminum Bucket	(25, 35,40,45 cm.)	Per kg			
4	Attendance Registrar	Best Quality	No. 4 & 6			
5	Accordance Roll Rigister	300 pages	Per no.			
6	Alpin	King	(100 gm. Pkt)			
7	All Out/Good Night	Machine	Each			
8	All Out/Good Night	Rifil	Each			
9	Air Perfume.	Rajani Gandha (125g)	Per pis			
10	Absorbent Cotton Wool.Ip	500 gms.	Per roll			
11	Acknowledge Receipt Book	Best Quality	Per pkt.			
12	Acid for Toilet cleaner	500 ml Bottle	Per bottle			
13	Acrylic colour tube set	Big size	Per set			
14	Brush for cleaning the ceiling.	Best Quality	Each			
15	Binding Registrar	Best Quality	Per running no.			
16	Blade in packet	Gillette	Per Pkt of 100 nos			
		Supermax	Per Pkt of 100 nos			
17	Brush for Dining table	Best Quality	Each			
18	Black/White Board duster.	Magnetic	Each			
		Non Megnetic	Each			
19	Binder Clip	Infinity (51,32,25 mm)	Per pkt.			
20	Both side Pen	Best Quality	Each (B.Q)			
21	Ball Pen	07 T.C ball Rotomac	Each			
		07 T.C ball Cello	Each			
22	Battery for Transistor Radios	Duracell (6F22 9V)	Per pair			
23	Brown Paper.	Best Quality	Per pis.			
24	Bleasing Powder	(1 kg.) (Best quality)	Per beg			
25	Brush	(Round) No.000,2,4,6,10	Each			
26	Black enamel paint	(1 ltr)	Per litr.			
27	Marker pen	Luxer (CD/DVD/OHP)	Per pkt.			
		Luxer (Permanent) (C/B)	Per pkt.			
		White Board (Colour)	Per pkt.			
28	Canon Pixma	Colour (790 Liquid)	Each			
		Black (790 Liquid)	Each			
29	Canon Toner	925 Black	Each			
30	Canon -	LBP2900B	Each			
31	Canon -	L.C. PLH-88	Each			
32	Canon image class-	MF 3010	Each			
33	Canon Toner -	328 (Black)	Each			
34	Canon -	PG 47 C/B	Each			
35	Canon	CL-57S (C)	Each			
36	Canon	LBP 6018B	Each			
37	Computer Mouse	(Logitech)	Each			
38	Computer Antivirus	Quick Heal	Each			
39	Computer Key Board	(Logitech)	Each			
40	C.D. (Blank)	Best Quality	Per pis			
41	Calclater	12 digit. Casio	Each			
42	Correcting fluid Pen	Kores (White)	Each			
43	Cup-plate/Quarter Plate	Bone china	Per set			
44	Canon	Image Runner 2206 -	Each			
45	Carbon paper	(Kores) FS Size,	Per pkt.			
46	Clip Board	Best Quality	Each			
47	Cartridge Paper.	Best Quality	Per pkt.			
48	Coconut Jharu	Best Quality	Per pis			

Sl. No	Name of Articles	Technical Specification	Pack Size	Rate per unit without	GST in Percentage (%)	Total Rate with GST
49	Chair Cushion.	Best Quality	Per pis			
50	Citronella	(100 gm. bottle)	Per bottle			
51	Condenser for electric fan.	Bajaj	Each			
		Philips	Each			
52	Celing Fan	Bajaj	Each			
		Usha	Each			
53	Celling Fan Regulator	Bajaj	Each			
		Anchor	Each			
54	Colin	(Glass Cleaner)	500 ML			
55	Cello Tap	Brown (Big Size)	Each			
		White (Big Size)	Each			
56	Charging Torch Light	Best Quality (Big Size)	Per pis			
57	Candle	(22 x 6)" (B.Q)	Per pkt.			
58	Canvas Board	3 fitsx 2 1/2 fits	Per pis			
59	Clear bag Folder documents file	(A4 & FS size)	Each			
60	Clear documents Wallets	(Small size)	Each			
61	D.F.C. Paper.	(HPC/J.K.)7.2 kg.	Per reem			
62	Drinking Glass	(S.S.)	Each			
63	Dot pen refill	(Blue, Red & Green).	Per pkt.			
64	Door mat	S/M/L (B.Q.)	Per pis			
65	Drinking Glass	(Design/Plain)	Per pis			
66	Dettol liquied	(1000 ML)	Per Ltr.)			
67	Dinner Set (B.Q.)	Best Quality	Per set			
68	Detargent soap	Rin	Per pis			
		Vim bar	Per pis			
69	Drawing Paper	Best Quality	Per pis			
70	Daoli	(Iron) (Jangal Cutter)	Each			
71	Dustbin	Big	Each			
		Small	Each			
72	Electric Switch	Anchor	Per pis			
73	Electric	(3 pin Holder) (Anchor)	Per pis			
74	Electric Ware.	1.5 & 2 mm. Finolex	Per coil			
75	Electric Heater with plug Connection	Best Quality	Each			
76	Electric Cattle	Bajaj (1.5 liter.)	Each			
77	Electric Colling Bell	(Anchor)	Per pis			
78	Electric Room Heater.	Bajaj (Sing Coil)	Each			
		Bajaj (Dobule Coil)	Each			
79	Ceiling fan	Big size. (Usha)	Each			
		Big size. (Bajaj)	Each			
80	Eraser	(Non dust.) (B.Q.)	Per pkt.			
81	Envelop	(Brown) (10x4.5)"	Per 100 nos			
82	Envelop	(Brown) (6x3)"	Per 100 nos			
83	Envelop	(Brown) (11x5)"	Per 100 nos			
84	Envelop	(White) (11x5)"	Per 100 nos			
85	Envelop	Plastic coted A4 (12x10)"	Per 100 nos			
86	Envelop	Plastic coted FS (14x10)"	Per 100 nos			
87	Envelop	Plastic coted (16x8)"	Per 100 nos			
88	Envelop	Cloth Pasted (12x10)"	Per 100 nos			
89	Envelop	Cloth Pasted (14x10)"	Per 100 nos			
90	Envelop	Plastic coted (16x8)"	Per 100 nos			
91	Envelop	Cloth Pasted (16x12)"	Per 100 nos			
92	Envelop	Cloth Pasted (18x12)"	Per 100 nos			
93	Epson	003 Black B.K.	Each			
94	Epson	L 405	Each			
95	Epson	210 (Toner-664) C/B.	Each			
96	Full jharu.	Best Quality	Per pis			
97	Filter for Drinking water with candle.	Best Quality	Big size			

Sl. No	Name of Articles	Technical Specification	Pack Size	Rate per unit without	GST in Percentage (%)	Total Rate with GST
98	Floor Cleaning Brush	Best Quality	Per pis			
99	Floor Mat	(Big size)	Per pis			
		(Medium size)	Per pis			
100	French Chalk Pencil	(White) Dust less	Per pkt.			
		(Colour) Dust less	Per pkt.			
101	Fevi/Glue Stick	(Big size)	Each			
102	File Board & Cover	Best Quality	Per pair			
103	File Cover	(four folding)	Per pis			
104	Flat file	Best Quality	Per pis			
105	Flower Pot,	(Plastic & Soil)	Each			
106	Gems Clip	Stainless steel	Per pkt.			
		Plastic	Per pkt.			
107	Garbage Bag.	Big	(30 Nos Pkt.)			
		Small	(30 Nos Pkt.)			
108	Gum liquid.	Fevi Gum	(250&500 ml) Per bottle			
109	Glass Marking Pencil	Best Quality	Each			
110	Gumboot (for sweeper)	Best Quality	Per pair			
111	Herbicide	(Glyphosate 41% S.L. GLORY)	Each			
112	Hostel Dish.	(S/S) (B.Q)	Per pis			
113	Hand Gloves	(for Cleaner) Best Quality	Per pair			
114	Hand Sanitizer	Dettol	Per bottle			
		Savlon	Per bottle			
115	Toilet Cleaner	Harpic (1 litr.)	Each			
116	H.P Toner	12-A	Each			
117	H.P -	802 Cartridge C/B	Each			
118	H.P -	88 (A) Toner	Each			
119	HP Deskjet -	M1136 MFP	Each			
120	HP Deskjet -	5811	Each			
121	HP Deskjet -	2131 (Toner-803)	Each			
122	HP Leserjet- 1020 plus	1020 plus	Each			
123	HP Leserjet-	P1007	Each			
124	HP Laser Pro.	M1136 MFP	Each			
125	Lock & Key	(Godrej) (35/40) mm.	Per pis			
		(Godrej) (60/65) mm.	Per pis			
		(Godrej) (80) mm.	Per pis			
126	Liquid Hand Wash	Dettol	Per bottle			
		Savlon	Per bottle			
127	Lifebouy Soap	(100 gm)	Per pis			
128	Leather Binding Registrar	Best Quality	(Per running no.)			
129	Leaver Arch file	Best Quality	Per pis			
130	Iron pan	(Thali) No. (1/2/3/4)	Each			
131	Iron pan	No. (10/12/14/16)	Each			
132	Iron Spade	(Tata)	Each			
133	Iron Khanti for garden.	Best Quality	Each			
134	Iron Khanti	(Kitchen)	Each			
135	Iron Tawa	Best Quality	Each			
136	Iron Bothi (B.Q.)	Best Quality	Each			
137	Iron Jali hatha	(Big size) (B.Q.)	Each			
138	Kodali for Garden	(Iron)	Each			
139	Moper with handle	Floor Moper	Each			
140	Magnified Glass	Best Quality	Per pis			
141	Mosquite Coil	Godzila	Per pkt.			
142	Match Box.	Sunlite	(6 Nos pkt)			
143	Marking Pen.	High lighter (Colour)	Per pkt.			
144	Mouse Glue Traps	(M) Size)	Each			
145	Naphthalin Ball	100gm packet,	Per pkt.			
146	N-95 Musk	Best Quality	Per pis			

Sl. No	Name of Articles	Technical Specification	Pack Size	Rate per unit without	GST in Percentage (%)	Total Rate with GST
147	Poster colour	Camel	(12 shades one pkt.)			
148	Pen Stand	Medium (B.Q)	Each			
149	Paper Punching Machine.	Double hole	Each			
		Single) hole	Each			
150	Peon. Book	(B.Q.) No. 4/6	Each			
151	Paper Knife.	Best Quality	Each			
152	Pin Cushion.	Best Quality	Per pis			
153	Pad with College Enblem	(50 page)	Per copy			
154	Paper weight	(B.Q.) (Design)	Each			
155	Plastic drum for water Preserving	Supreem (20 Lit.)	Each			
		Supreem (40 Lit.)	Each			
		Supreem (60 Lit.)	Each			
156	Plastic Flags Sticky Page Dividers	4.5cm x 12mm.	Per pkt.			
157	Phenyle Liquid	(1 liter.) (Cross)	Per tin			
		(1 liter.) (Nymile)	Per tin			
158	Lizal Liquid	(1 Lit)	Per bottle			
159	LED Bulb	Philips - 20wt.	Each			
160	Paper tag,	(Cotton) long size	Per 100 nos bundle			
		(Nylon) long size	Per 100 nos bundle			
161	Pencil Battery.	Eveready	Per pair			
		Duracell	Per pair			
162	Paper roll	Dot Matrix printer	Per roll			
163	Pendrive	128 GB (Kingstone)	Each			
		256 GB (Kingstone)	Each			
164	Power point Presentation Pointer	Best Quality	Each			
165	Plastic Board,	(Electricals) 5/3 Switchs	Per pis			
166	Paper Flags	Colour (B.Q.)	Per pkt.			
167	Paper Clips	Best Quality	Per pkt.			
168	Plastic Mug	(1 liter.) (B.Q.)	Each			
169	Plastic Tray	Paper Keeping	Each			
170	Rubber Bands.	Best Quality	Per pkt.			
171	Rasper clear ACR ylic table top	(White colour) Elevator.	Each			
172	Report PVC Box File	Best Quality	Per pis			
173	Staple Machine	(Kangaro) (Small)	Each			
		(Kangaro) (Big)	Each			
		HD-23s24	Each			
174	Staple Pin	(Kangaro) (Small)	Per pkt.			
		(Kangaro) (Big)	Per pkt.			
		HD-23s24	Per pkt.			
175	Scissor for office use.	Stainless steel blade Plastic Handle (21.5/4 cm)	Per pis			
176	Scale (Plastic)	Best Quality	Each			
177	Sanitary Pan Brash.	Best Quality	Each			
178	Sanitary wiper	Best Quality	Each			
179	Stamp pad ink.	(Kores) 100 ml.	Per bottle			
180	Stamp Pad	(Kores).	Each			
181	Stick file.	Best Quality	Each			
182	Sealing Wax.	Best Quality	Each			
183	Soap Cash	Best Quality	Each			
184	Sutli	Rochi,	Per kg			
		Plastic	Per kg			
185	Sketchpen packet	(Big size) Camel	Per pkt.			
186	Sticky Note Pad	3"x3" (Yellow Colour)	Per pkt.			
187	Toner	(HP Laser-110A (Modal MFP 138 fnw)	Each			
188	Toner	(EPSON-003)	Each			
189	LED Tube Light.	Philips - 20wt.	Each			
190	Tea Spoon.	(S/S) (Anjali)	Per doz.			
191	Tea set	(Bone China)	Per set			
192	Tea tray	(Size - S/M/B)	Each			

Sl. No	Name of Articles	Technical Specification	Pack Size	Rate per unit without	GST in Percentage (%)	Total Rate with GST
193	Thread Roll.	Best Quality	(4 Nos pkt)			
194	Towel.	Colour (Small)	Per pis			
		Colour (Big)	Per pis			
195	Table Glass	Small	Per pis			
		Big	Per pis			
196	Transparent Document Sleeve	(A4 Size)	Per pis			
	Project Plastic Folder	(FS Size)	Per pis			
197	Thiner	(1 ltr.)	Per bottle			
198	Detergen Powder.	Vim	Per kg			
		Surf Excel	Per kg			
199	Water filter candle.	Best Quality	Each			
200	Waste Paper Basket	Best Quality (Plastic)	Each			
201	Water Jar.	S.S (B.Q.)				
		Plastic (B.Q.)	Each			
202	Wooden Pencil	(H.B.) Nataraj	(10 Nos. pkt)			
203	Wall Fan	Bajaj	Each			
		Usha	Each			
204	Water colour Tube	Camel	Each			
205	White enamel paint	(1 ltr)	Per tin			
206	Water Tap	(Supreem)	Each			
207	Tap	for Electrical use	each			
208	Xerox Machine Toner-	NPG-28 (Canon Image Ruunner 2420 L)	Each			
209	Xerox Machine Toner -	Kyocera- TK-4109 (Black)	Each			
210	Xerox Machine Toner -	Canon NPG-59 (Black)	Each			
211	Xerox Paper	(J.K.) size- A4.	Per pkt.			
212	Xerox Paper	(J.K.) size - FS.	Per pkt.			
213	Xerox Paper	(J.K.) size- A4. (Yellow)	Per pkt.			
214	Mini portable USB Paper	Shreding paper or folled A4 and legal size	Each			