

**No. D-15015/2/2008-Gen.-II
Government of India
Planning Commission**

**Yojana Bhavan, Sansad Marg,
New Delhi, the 7th September, 2010**

TENDER NOTICE

Attn: STATIONERY SUPPLIERS

1. Sealed tenders are invited under under two bid system (**Part-I Technical & Part-II Financial bid**) from reputed, experienced and financially sound miscellaneous Stationery supplier Firms/Agencies/Companies for supply of stationery items on regular basis to Planning Commission, P.I.I.I. Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi and for NTDPC, capital court, Munirka, New Delhi for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s). The Commission, however, reserves the right to conduct performance review at any time during the period of contract and deficiencies, if any, found would require to be rectified and compliance reported.
2. Complete tender document may be obtained in person from General-II Branch (Room No. 445), Yojana Bhavan, Sansad Marg, New Delhi-110 001 on any working day from 9.00 AM to 1.00 PM from the date of Advertisement. The tender notice may also be downloaded from this Commission's official web-site (<http://www.planningcommission.nic.in>).
3. The interested Stationery supplier Firms/Agencies/Companies, before quoting their rates in respect of stationery items given at Annexure-I& II of the tender document, are required to visit Planning Commission for inspecting the samples of stationary items placed in the stationary store(Ground Floor) from 4th to 8th October, 2010 (from 2.30 PM to 5.00 PM) on any working day.

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4. The quotations, duly complete in all respects along with the Earnest money Deposit (EMD) of Rs. 2,50,000/- (Rupees Two Lakhs and Fifty Thousand only) with Technical bid, should be submitted in the prescribed form in sealed envelopes specified as "Tender for supply of stationery items" be dropped in the tender box kept at the Reception area of Planning Commission latest by 3.00 PM on Wednesday, 13th October, 2010. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
5. The Technical bid will be opened on the same day at 3.30 PM in the Committee Room No. 344, 3rd floor, Yojana Bhavan, Sansad Marg, New Delhi-110001 in the presence of the representatives of firms/Agencies/Companies who wish to be present. The date and time for opening of financial bids of the technically qualified tenderers shall be communicated separately at later stage.
6. The Competent Authority in Planning Commission reserves the right to cancel the tender at any time or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation will not be entertained.
7. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s).


(Mahender Chaudhary)

Under Secretary to the Government of India

MANDATORY REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering stationery supplier must fulfill the following specifications:
 - (a) The Registered Office or Branch Office of the Company/Firm/Agency should be located within a radius of 10 Kms. From Yojana Bhavan and a person should be available on all working days between 9.00 AM to 5.30 PM. The firm should provide a mobile phone to such a person at its own cost & the number shall be given to the dealing Assistant/Stationery incharge in General-II Branch of Planning Commission.
 - (b) The Company/Firm/Agency should have its own Bank Account, TAN/TIN Number and shall be registered with Sales Tax departments. The firm to whom the tender shall be awarded will be required to submit their bank account number so that the payment shall be transferred electronically to his/their respective bank accounts. No payment through cheque/bank draft shall be made by the Commission for supply of stationery items on order etc.
 - (c) The Stationery Supplier company/Firm/Agency should be a reputed stationery supplier having at least two years experience for supply of stationery items to Central Government Ministries/ Departments/ Public Section under takings/Public Sector Bank etc. Proof of experience certificate not older than one year from the Govt. Ministries/Departments/PSU/PSU Bank should be enclosed.
 - (d) The tendering Firms are also required to submit a certificate, along with their Technical bid, indicating that their representative has already inspected the samples of stationery items placed at the stationery Stores of Yojana Bhavan and the rates for each stationery items, as per samples seen in Annexure I & II (bilingual), have been quoted in the Financial bid accordingly. The tenderers should also enclose a signed copy of the Terms and conditions of the tender documents conveying acceptance there of.

- (e) The tendering firms are advised in their own interest to quote their rates for all the items as per the specifications indicated in Annexure-I & II. Those firms not quoting rates for all the items shall not be entertained and would liable to be rejected.
- (f) The Earnest Money Deposit (EMD) of Rs. 2,50,000(Rupees Two Lakhs and Fifty Thousand only), refundable (without interest), should necessarily be accompanied with the technical bid of the agency/firm/company in the form of Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the bids of the defaulting firm/agency shall be rejected outrightly.
- (g) The tendering firm should submit duly attested copy of the Income Tax Returns for the last financial years.
- (i) **The tender should be submitted under Two bid system. The Interested firms/agencies are advised to submit two separate envelopes superscribing "Technical Bid for supply of Stationery Items' and "Financial Bid for supply of Stationery items'. Both sealed envelopes should be kept in a third bigger sealed envelope superscribed with the words "Tender for supply of stationery items".**
- (h) The tendering firm should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU/PSU Bank with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organizations for supply of Poor/spurious stationery items etc.
- (i) The firm should be financially sound & should be in a position to supply bulk orders, special stationery items not covered in the Annexure I & II at short notice.

**No. D-15015/2/2008-Gen.II
Government of India
Planning Commission**

**Yojana Bhavan, Sansad Marg,
New Delhi-110 001**

Dated: the September, 2010

Terms and Conditions for award of contract for supply of Stationery Items on regular basis to the Planning Commission, P.I.I. Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi and for NTDPC, capital court, Munirka, New Delhi .

1. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extended, on the same terms and conditions or with some addition/delition/modification, for a further specific period mutually agreed upon by the successful stationery supplier firm/Agency/Company and the Planning Commission.
2. The tendering stationery supplier (s) must fulfill the following specifications (documentary proofs are required to be submitted along with the technical bid):
 - (a) The Registered Office or Branch Office of the Company/Firm/Agency should be located within a radius of 10 Kms. From Yojana Bhavan and a person with mobile phone should be available on all working days between 9.00 AM to 5.30 PM to receive & carry out supply orders.
 - (b) The Company/Firm/Agency should have its own Bank Account, TIN Number. Duly attested copy of the same should be enclosed. The Bank name and account number should be intimated to Section Officer, General-II Branch of Planning Commission to which all payments for supply of Stationery items will be made vide ECS transfer in case of the successful bidder.

- (c) The Stationery Supplier company/Firm/Agency should be a reputed & financially sound stationery supplier having Two years experience and expertise in supplying misc. stationery items to Central Government Ministries/Departments/Public Section Undertaking/Public Section Bank. Proof of experience in the form of certificates from Govt. Deptt. etc. should be enclosed. Income Tax Return for last year may also be enclosed with the Technical Bid.
- (d) The tendering Firms should have to submit a certificate, along with its **Technical bid**, indicating that their representative has already inspected the sample of stationery items placed at the stationery Stores of Yojana Bhavan and the rates for each stationery items, as per sample seen in Annexure I & II (bilingual), have been quoted in the **Financial bid** accordingly. The tenderers should also enclose a signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
- (e) The tenderers are advised in their own interest to quote their rates for all the items as per the specifications indicated in Annexure-I & II failing which their bids shall be outrightly rejected.
- (f) The Earnest Money Deposit (EMD) of Rs. 2,50,000(Rupees Two Lakhs and Fifty Thousand only), refundable (without interest), should be necessarily accompanied with the technical bid of the agency/firm/company in the form of Pay Order/Banker's Cheque drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the tender shall be rejected outrightly.

- (g) The successful tenderer shall have to deposit Performance Security of 7% of the total value of annual contract in the form of fixed deposit receipt (FDR) or Pay Order from a commercial Bank in the name of the firm/agency but hypothecated to the Pay &Accounts Officer, Planning Commission. The performance security should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the firms. In case, the contract is further extended beyond the initial period of one year, the performance security shall have to be accordingly renewed by the successful tenderer. The amount of FDR shall be communicated at the time of award of contract.
 - (h) The tendering firms are required to submit duly attested copy of the Income Tax Returns for the last financial year.
 - (i) The tendering firm should give a self certificate stating in clear and un-ambiguous language that it has neither been black listed by any of the Govt. Ministries/Departments/PSU/PSU Bank with whom, it had contract for supply of stationery items etc. during the last five years nor has it been penalized by such offices/organization for supply of Poor/spurious stationery items etc.
 - (j) The tender bids should be properly sealed and clearly super-scribed with the words "Tender for supply of misc. stationery items".
3. The selected firm (s) services would be required to supply the stationery items on regular basis to Planning Commission & P.I.I.I, Yojana Bhavan, Sansad Marg, New Delhi, Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi & NTDPC, Capital Court, Munirka, New Delhi on all working days between 9.00 AM to 5.30 PM. No separate charges for delivery of goods would be paid by the Planning Commission or Economic Advisory Council to the Prime Minister and to other office.
4. The selected firm (s) shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items, even at short notice.

5. Order for items shall be placed on requirement basis. Bills in triplicate of items supplied by the selected firm(s), should be sent later. Payment shall be released only after it is insured that the items/quantity of items supplied are to the entire satisfaction of this office. If, any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
6. If the selected firm fails to deliver the stationery items or replaced the defected items within the stipulated date & time, a penalty on a daily basis for delay i.e. @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency, for the desired stationery items, whichever is higher, shall be deducted from the firm's pending bills.
7. Planning Commission shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays, for which, no additional payment shall be made.
8. Details regarding quality, brand, specification etc. have been given against various items in the Annexure-I & II. Rates should strictly be quoted accordingly in Financial bid, as per Annexure-I & II. Items where brand has not been indicated rates should be quoted for good quality product.
9. As per the articles indicated in Annexure-I & II, the tenderer will have to personally inspect the samples placed in the Ground Floor Stationery Store, Yojana Bhavan, at any working day between 2.30 PM to 5.00 PM from 4th to 8th October, 2010 and satisfy himself/themselves about the quality/specification. Upon selection of firm/tenderer, if at any occasion, the quality of the articles are found of different specifications, the contract will be cancelled and performance security shall stand forfeited.
10. All terms and conditions stipulated in the tender documents shall be considered for selection of a Firm (S). **However, the firm will be decided L-1 on the basis of the lowest total annual procurement value of the items for which the rates have been quoted by the tenderer.**

11. Government taxes as applicable from time to time of selected supplier (s), shall be payable by this Commission. The bill raised by the selected firm (s) should have all tax registration numbers printed on bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm (s).
12. The tenderer shall be bound by the details furnished by him/her to this Commission while submitting the tender or at subsequent stage. Upon selection of the firms/Companies/Agencies, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
13. The rate quoted by the selected firm (s), and as approved by this Commission, shall remain valid through out the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
14. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/ supply order of the Commission the contract shall stand cancelled & the performance security shall be forefeited.
15. The conditional/incomplete bids shall not be considered and shall be out-rightly rejected.
16. All entries in the tender form should be legible and filled clearly. If the space furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the bid forms. In such cases, the tender shall be summarily rejected.
17. The sealed tender should be sealed and clearly super-scribed with the words "**Tender for supply of stationery items**".

18. If a tenderer decides to withdraw from the bidding before the financial bids are opened, this Commission will have the authority to forfeit the EMD of Rs. 250,000/- (Rupees Two Lakhs and Fifty Thousand only) deposited with the technical bid.
19. This Commission shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to Planning Commission, P.I.I.I., Economic Advisory Council to Prime Minister or NTDP, Capital Court, Munirka, New Delhi in connection with purchase order/supply order for stationery items.
20. The Competent Authority in Planning Commission reserves the right to relax/withdraw/relax any of the terms and conditions mentioned in the tender documents if doing so is in the interest of the Commission.
21. Tenderers should be dropped in the tender box kept at the Reception Area of Planning Commission. The closing time and date for acceptance of tenders shall be upto 03.00 hours by 13th October, 2010. No tenders received later the stipulated time & date shall be entertained & shall be rejected outrightly.
22. The tenders will be opened on the same day in Room No. 344 at 03.30 hours in the presence of such tenderers who wish to be present at the time of tender opening.
23. This office shall have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
24. The contract will be valid from the date; it is awarded/formalities completed to. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.


(Mahender Chaudhary)

Under Secretary to the Government of India

TECHNICAL BID

1. For Supply of Stationery Items to Planning Commission and Economic Advisory Council to the Prime Minister.

2. Name of Stationery Supplier Company/ : _____
Firm / Agency

3. Name of proprietor / Director : _____
of Company / Firm / agency _____

4. Full Address of Reg. Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Full address of Operating / Branch Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

6. Banker of Firm with full address : _____

Telephone Number : _____

Of Banker

7. Bank Ac/s No. of Firm for ECS payments: _____

8. T.I.N. No. : _____

(Attach copy)

9. Financial turnover of the tendering Company/Firm Agency for the last three financial years:

(attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2007-08		
2008-09		
2009-10		

9. Give details of major contracts handled by the tendering Company / Firm / Agency for the last two years in the following format (attached duly attested copy):

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal :

CERTIFICATE

1. I, _____Son / Daughter / Wife of Shri _____Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certified that the representative of the firm has already inspected the sample of stationery items placed at the stationery stores of Yojana Bhavan and the rates of each stationery items, as per Annexure I & II have been quoted in the financial bid accordingly.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I, do hereby certified that the our firm has neither been blacklisted to by any of the Govt. Ministries/Departments/PSUs/PSU Banks with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationers items etc.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

FINANCIAL BID

ANNEXURE-I

BEFORE QUOTING THE RATES OF THE UNDER MENTIONED STATIONERY ITEMS. THE SAMPLE OF THE ITEMS, WHICH ARE PLACED AT THE STATIONERY STORE (GROUND FLOOR) OF YOJANA BAHAVAN, ARE REQUIRED TO BE INSPECTED.

Sl.no.	Articles	Tentative Total Annual Procurement	Rate per unit (Rs.)
1.	आलपिन (ग्लोब) ७० जी एम All Pin (Globe) 70 gm	100 pkt	
2.	एडहेसिव पताका (३ रंग) (पोस्ट इट प्रोम्प्ट) ३ एम Adhesive Flag (3 colour) (Post-it-Prompt) 3 M	100 pkt.	
3.	एडहेसिव पर्ची (2X3) (पोस्ट इट प्रोम्प्ट) ३ एम Adhesive Slip (2x3) (Post-it-Note) 3 M	100 pkt.	
4.	एडहेसिव पर्ची (3x3) (पोस्ट इट प्रोम्प्ट) ३ एम Adhesive Slip (3x3) (Post-it-Note) 3 M	100 pkt.	
5.	एडहेसिव पर्ची (३ x ४) (पोस्ट इट प्रोम्प्ट) ३ एम Adhesive Slip (3x4) (Post-it-Note) 3 M	100 pkt.	
6.	एडहेसिव पर्ची (३ x ३) (पोस्ट इट प्रोम्प्ट) ३ एम Adhesive Slip (3x5) (Post-it-Note) 3 M	100 pkt.	
7.	हाइलाइटर - पेन (लक्सर) (५ पीसेज) Highlighter – Pen (Luxor Gloliter / Product No. 886) (5 pcs.)	100pkt.	
8.	हाई-टेक पेन (०-५) (लक्सर) High-tech Pen (0-5) (Luxor)	1000	
9.	हाई-टेक पेन (वी-५) (लक्सर) High-tech Pen (V-5) (Luxor)	1000	
10.	मार्कर - ओ एच पी (ट्रांसपेरेंट) लक्सर (५ पीसेज) Marker - OHP (Transparent) Luxor (5 pcs.)	50 set	
11.	मार्कर - व्हाइट बोर्ड (लक्सर) (१० पीसेज) Marker - White Board (Luxor) (10 pcs.)	10 pkt.	
12.	स्थायी मार्कर - (लक्सर) (१० पीस) Permanent Marker- (Luxor) (10 pcs)	10 pkt.	
13.	पेपर-फोटोकॉपी(ए-४ साइज) (पावर -७५ जी एस एम) Photostat Paper (A-4 Size) (Power-75 gsm)	1000 ream	

14.	पेपर-फोटोकॉपी (एफ एस साइज) (पावर -७५ जी एस एम) Photostat Paper (FS Size) (Power-75 gsm)	500 ream	
15.	पेपर-टाइपिंग (सेन्चुरी) ६० जी एस एम) Paper Typing (Century)(80-gsm)	200 ream	
16.	पेन - एड जेल (पी जी-५००) प्रत्येक Pen - Add gel (PG-500) each	200	
17.	पेन - गोल्डन पेन स्टैण्ड के लिए (फ्लेयर) Pen - Golden for Pen stand (Flair)	100 pcs.	
18.	करेक्टींग फ्लूड (इनफिनीटी, सी.पी.-207) Correcting Fluid (Infinity, CP-207)	100 pcs.	
19.	पिउन बुक (हार्ड बाइन्डिंग) Peon Book (Hard Binding)	100 pcs.	
20.	पिन - स्टैप्लर (१२/१७) कोरस/कंगारू Pin - Stapler (12/17) Kores/Kangaroo	50 pkt.	
21.	पिन - स्टैप्लर (२३/१०) कोरस/कंगारू Pin - Stapler (23/10) Kores/Kangaroo	50 pkt.	
22.	पिन - स्टैप्लर (२४/६) कोरस/कंगारू Pin - Stapler (24/6) Kores/Kangaroo	100 pkt.	
23.	पिन - स्टैप्लर (नं. १०) कोरस/कंगारू Pin - Stapler (No.10) Kores/Kangaroo	100 pkt.	
24.	पिन - स्टैप्लर (२३/८) कोरस/कंगारू Pin Stapler (23/8) Kores/Kangaroo	50 pkt.	
25.	पिन कुशन (केबीका) Pin cushion (Kebica)	100 pcs.	
26.	स्टैण्ड-पेन (४ सॉकेट) (केबीका) पेन के साथ (मध्यम) Stand - Pen (4 socket) (Kebica) with Pen medium size	50 pcs.	
27.	स्टैण्ड-पेन (एक्सीक्यूटिव) (केबीका) पेन और पेपर रोल के साथ(बड़ा) Stand - Pen (Executive) (Kebica) with Pen & Paper Roll Big size	50 pcs.	
28.	स्टैप्लर (नं १०-ड) (कंगारू) Stapler (No.10-D) Kangaroo	60 pcs.	
29.	स्टैप्लर (नं २४/६) (कंगारू) Stapler (No.24/6) Kangaroo	50 pcs.	

30.	रद्दी कागज बॉस्केट (जाली)सेलो Waste Paper Basket (Jali) Cello	100 pcs.	
31.	नोट शीट पैड (ग्रीन)नीलगगन/(८० जी एस एम)१००शीट्स (एफ एस साइज) Note sheet Pad (Green) Neelgagan (80 gsm) 100 sheets (FS size)	100 pcs.	
32.	बटन फोल्डर ;क्लीयर बैगद्ध सोलो Button Folder (Clear Bag) Solo	100 pcs.	
33.	पारदर्शी फोल्डर ;सी. एच.101द्ध सोलो Transparent Folder A4 size (CH-101) Solo	100 pcs.	
34.	स्पाइरल नोट बुक, बील्ट मैट्रिक्का 160 पेज (21.64x14 से. मी.द्ध लाइनदार Spiral Note Book, Built Matrix (160 page, 21.6 x 14cm) Single Rule	100 pcs.	
35.	पेन युनीबॉल इम्पैक्ट जेल 07 मी. मी. Pen Uniball Impact Gel-07 m.m	100 pcs.	
36.	पेन युनी-बॉल ;आईद्ध माईको.150 Pen Uni-ball (I) Mico-150	100 pcs.	

FINANCIAL BID

ANNEXURE-II

Sl.no.	Articles	Tentative Total Annual Procurement	Rate per unit (Rs.)
1.	बाइन्डर क्लिप - 19 एम एम (एस डी आइ) दर्जन Binder Clip - 19 mm (SDI) Dozen	100 Doz.	
2.	बाइन्डर क्लिप - 25 एम एम (एस डी आइ) दर्जन Binder Clip - 25 mm (SDI) Dozen	100 Doz.	
3.	बाइन्डर क्लिप - 15 एम एम (एस डी आइ) दर्जन Binder Clip - 15 mm (SDI) Dozen	100 Doz.	
4.	बाइन्डर क्लिप - 41 एम एम (एस डी आइ) दर्जन Binder Clip - 41 mm (SDI) Dozen	100 Doz.	
5.	बाइन्डर क्लिप - 32 एम एम (एस डी आइ) दर्जन Binder Clip - 32 mm (SDI) Dozen	100 Doz.	
6.	सेलो टेप - 1/2 इंच (ओमक्स) (15 मीटर) Cello Tape - ½ inch (Omax) (15 mtr.)	200 pcs.	
7.	सेलो टेप -1 इंच (ब्राउन) (ओमक्स) (30 मीटर) Cello Tape - 1 inch (Brown) (Omax) (30 mtr.)	500 pcs.	
8.	करेक्टिंग फ्लुइड (व्हाइट विद डाइलुटर) कोरस (15 मिली लीटर) Correcting Fluid (White with diluter) Kores (15 ml)	500 pcs.	
9.	कटर - पेपर (स्मॉल) (केबीका) Cutter- Paper (small) Kebica	100 pcs.	
10.	कटर - पेपर (स्मॉल) (स्टील) केबीका Cutter – Paper - Small (Steel) Kebica	100 pcs.	
11.	डाक पैड (नीलगगन) Dak Pad (Neelgagan)	100 pcs.	
12.	लिफाफा (ए-4 साइज) ब्राउन (120 जी एस एम) स्टार (250 नं.) Envelop (A4 size) Brown (120 gsm) Star(250 no.)	1000 no.	
13.	लिफाफा (ए-4 साइज) येलो लेमिनेटेड (120 जी एस एम) स्टार (250 नं.) Envelop (A4 size) Yellow Laminated (120 gsm) Star(250 no)	1000 nos.	
14.	लिफाफा (पोस्टकार्ड साइज) व्हाइट (१२० जी एस एम) (२५० नं.) Envelop (Post card size) white (120 gsm) (250 no.)	1000 no.	
15.	लिफाफा (एस ई-६) ब्राउन (१०० जी एस एम) (१००० नं.) Envelop (SE -6) Brown (100 gsm) (1000 no.)	6000 no.	
16.	लिफाफा (एस ई-५) ब्राउन (१०० जी एस एम) (१००० नं.) Envelop (SE-5) Brown (100 gsm) (1000 no.)	6000 no.	
17.	लिफाफा (एस ई-५) व्हाइट (१२० जी एस एम) (२५० नं.) Envelop (SE-5) white (120 gsm) (250 no.)	8000 no.	
18.	लिफाफा (एस ई-६) व्हाइट (१२० जी एस एम) (२५० नं.) Envelop (SE-6) white (120 gsm) (250 no.)	8000 no.	

19.	लिफाफा (एस ई-८) ब्राउन (क्लॉथ)(१२० जी एस एम) (५०० नं.) Envelop (SE-8) Brown (cloth) 120 gsm (500 no.)	4000 no.	
20.	लिफाफा (एस ई-८) पीला (क्लॉथ-जाली)(१२० जी एस एम) (५०० नं.) Envelop (SE-8) Yellow (cloth-Jali) 120 gsm (500 no.)	3000 no.	
21.	इरेजर - पेंसिल (नटराज) Eraser – Pencil (Nataraj)	300 no.	
22.	फाइल बोर्ड (नीलगगन) ४०० जी एस एम File Board (Neelgagan) 400 gsm	1000 no.	
23.	फाइल ट्रे (सेलो) File Tray (Cello)	100 no.	
24.	फोल्डर (एल सेप) (१०२ नं.) नीलगगन Folder (L-shape) Neelgagan	1000 no.	
25.	फुट रोल (१२“) (केबीका) Foot Roll (12“) (Kebica)	100 no.	
26.	जेम क्लिप-ऑर्डिनरी (ग्लोब) ३० मि.मी. Gem Clips – Ordinary (Globe) – 30 mm	500 pkt.	
27.	ग्लास टम्बलर्स (येरा) २०० एम.एल. Glass Tumblers (Yera) 200 ml.	200 pcs.	
28.	इंक स्टाम्प पैड (११० मी.मी. x ७० मी.मी.) (सुप्रीम) Ink - Stamp Pad (110mm x 70mm) (Supreme)	100 pcs.	
29.	इंक स्टाम्प पैड (बोतल.) (सुप्रीम) Ink - Stamp Pad (Bottle) (Supreme)	100 pcs.	
30.	पेन- बॉल (रिनोल्ड) (०४५) (१० पीसेज) Pen - Ball (Reynolds) (045) (10 pcs.)	500 pcs.	
31.	पेंसिल (लीड) नटराज Pencil (Lead) Nataraj	100 pcs.	
32.	पेंसिल (शॉर्टहैंड) अप्सरा Pencil (Shorthand) Apsara	100 pcs.	
33.	पंच (डबल) कंगारू Punch (Double) Kangaroo	100 pcs.	
34.	पंच (सिंगल) कंगारू Punch (single) Kangaroo	100 pcs.	
35.	रिफिल - एड जेल (पी जी ५००) (१० पीसेज) Refill - Add Gel (PG-500) (10 pcs.)	100 pcs.	
36.	रजिस्टर - डायरी (८ क्यू आर) Register - Diary (8 qr.)	100 pcs.	
37.	ग्लू स्टीक (कोरस, 15 ग्राम) Glue Stick (Kores, 15 gm.)	500 Pcs.	
38.	रजिस्टर - डिस्पैच (८ क्यू आर) Register – Dispatch (8 qr.)	100 pcs.	

39.	रजिस्टर - फाइल (८ क्यू आर) Register - File (8 qr.)	100 pcs.	
40.	रजिस्टर - फाइल मूवमेंट (८ क्यू आर) Register - File Movement (8 qr.)	100 pcs.	
41.	रजिस्टर - लाइनदार (१ क्यू आर) नीलगगन Register - Ruled (1 qr.) Neelgagan	100 pcs.	
42.	रजिस्टर - लाइनदार (२ क्यू आर) नीलगगन Register - Ruled (2 qr.) Neelgagan	100 pcs.	
43.	रजिस्टर - लाइनदार (३ क्यू आर) नीलगगन Register - Ruled (3 qr.) Neelgagan	100 pcs.	
44.	रजिस्टर - लाइनदार (४ क्यू आर) नीलगगन Register - Ruled (4 qr.) Neelgagan	100 pcs.	
45.	रजिस्टर - लाइनदार (५ क्यू आर) नीलगगन Register - Ruled (5 qr.) Neelgagan	100 pcs.	
46.	रजिस्टर - लाइनदार (६ क्यू आर) नीलगगन Register - Ruled (6 qr.) Neelgagan	100 pcs.	
47.	रजिस्टर - लाइनदार (६ क्यू आर) एल बी (अल्फा) Register - Ruled (6 qr.) LB (Alpha)	100 pcs.	
48.	रजिस्टर - लाइनदार (८ क्यू आर) नीलगगन Register - Ruled (8 qr.) Neelgagan	100 pcs.	
49.	रजिस्टर - लाइनदार (८ क्यू आर) एल बी (अल्फा) Register - Ruled (8 qr.) LB (Alpha)	100 pcs.	
50.	रबड. बैंड (५०० जी एम) ३" Rubber Band (500 gm) 3"	10kg	
51.	रबड. बैंड (५०० जी एम) १" Rubber Band (500gm) 1"	10kg.	
52.	लाइनदार शीट्स (रीम) एफ एस साइज (९० जी एस एम) Ruled Sheets (Ream) FS size (90 gsm)	40 ream	
53.	कैंची (के बी) ७" Scissors (KB) 7"	100 pcs.	
54.	कैंची (के बी) ९" Scissors (KB) 9"	100 pcs.	
55.	शार्पेनर- पेन्सिल (१० पीसेज) नटराज Sharpener - Pencil (10 pcs.) Natraj	500 pcs.	
56.	शार्टहैंड नोट बुक (नीलगगन) Shorthand Note Book (Neelgagan)	500 pcs.	
57.	सिगनेचर पैड (नीलगगन) Signature Pad (Neelgagan)	100 pcs.	
58.	स्कैच पेन (लक्सर) १२ पीसेज Sketch Pen (Luxor) 12 pcs.	100 pkt.	
59.	वेट-पेपर (२०० ग्राम) Weight - Paper (200 grm.)	100 pcs.	
60.	फाईल टैग File Tag	500 pkt.	
61.	फ्लिप चार्ट (लोटस 25 मी. मी. 50 शीट) Flip Chart (Lotus, 25 m.m., 50 sheet)	100 pcs.	
62.	२-डी. रिंग बाईंडर (ए-४ आर. बी ४०२, सोलो) Two Ring Folder (Solo)	500 Pcs.	
63.	डिस्प्ले फाईल (ए-४ डी. एफ २०२, सोलो) Display File (A-4 DF 202, Solo)	1000 Pcs	