



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
ICAR - Central Arid Zone Research Institute  
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003  
Website: [www.cazri.res.in](http://www.cazri.res.in), Email: [director@cazri.res.in](mailto:director@cazri.res.in)  
Phone No. 0291 – 2787152



F. No. 2(11)/2015-2016/Adm.IV

Dated: 08.05.2015

### **Tender Notice**

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited for supply of '**Stationery, Consumable & Computer Stationery items related to office automation**' for its office at CAZRI Campus, Jodhpur, Rajasthan. The tender form and other details are available at CAZRI website-[www.cazri.res.in](http://www.cazri.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) which may be downloaded and submitted to this office with tender fee. The tender documents may also be purchased from Admn-IV, CAZRI, Jodhpur. The last date of submission of sealed tender is 30.05.2015 upto 2.30 p.m.

Asstt. Administrative Officer (S)

*Note : This advertisement has published on 09.05.2015 in the newspapers namely the Rajasthan Patrika, Jodhpur and Dainik Bhaskar, Jodhpur (Jodhpur edition).*



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
ICAR - Central Arid Zone Research Institute  
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003  
Website: [www.cazri.res.in](http://www.cazri.res.in), Email: [director@cazri.res.in](mailto:director@cazri.res.in)

Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 – 2788706(Dir.)/2786498(PME)



**F. NO. 2(11)15-16/Adm-IV**

**Dated : 08.05.2015**

**“Annual Rate Contract for Purchase of Stationery, Consumable & Computer Stationery items related to office automation”**

- |   |   |  |
|---|---|--|
| 1. Date of start of selling the tender document | : | 12.05.2015                               |
| 2. Last date and time for sale of tender form   | : | 30.05.2015 up to 12.00 P.M.              |
| 3. Last date and time for submission            | : | 30.05.2015 at 2.30 P.M.                  |
| 4. Date and time for opening of Technical bid   | : | 30.05.2015 at 03.00 P.M.                 |
| 5. Date and time for opening of Financial bid   | : | After finalization of the technical bids |

Note: *The tender form and other details are available on CAZRI website [www.cazri.res.in](http://www.cazri.res.in). The interested Agency/Contractor/firm of repute may download or purchase the tender document from Adm-IV, CAZRI, Jodhpur and submitted the same to this office by or before the due date & time.*

From:-

Assistant Administrative Officer,  
Adm-IV, CAZRI,  
Jodhpur 342 003

To

M/s \_\_\_\_\_

**Sub:-** Engagement of agency for supply of Stationery, Consumable & Computer Stationery items related to office automation under Annual Rate Contract –regd.

Sir,

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited from interested firm of repute for supply of Stationery, Consumable & Computer Stationery items related to office automation under Annual Rate Contract. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.

2. The tender must be submitted to this Office by or before **Due Date i.e.30.05.2015 up to 2.30 P.M.** by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered.

3. The Tender is to be opened on **Due Date i.e. 30.05.2015 at 3.00 P.M.** at CAZRI, Jodhpur by the Committee members in presence of the representative of Contractors those submitted their Tender.

Yours faithfully,

Asstt. Administrative Officer (S)

Enclosed :

**तकनीकी बिड**

**(भाग- अ)**

**फर्म/एजेन्सी का विवरण**

1. निविदादाता फर्म/एजेन्सी के प्रोप्राईटर का नाम : .....
2. निविदादाता फर्म/एजेन्सी का नाम व पता :  
मैसर्स .....  
.....  
.....
3. (अ) टेलीफोन नं. कार्यालय: ..... निवास: ..... मोबाइल नं. ....  
(ब) ई.मेल पता : .....
4. फर्म/एजेन्सी का विवरण : .....  
(साझेदारी डीड/संविधान यदि सोसाइटी है तो) .....
5. अधिकृत डीलरशीप/एजेन्सी का प्रमाणपत्र नम्बर : .....
6. आयकर विभाग द्वारा निर्गत पैन (PAN) नम्बर : .....
7. केन्द्रीय उत्पाद शुल्क विभाग द्वारा निर्गत सर्विस टैक्स नम्बर : .....
8. फर्म के बैंक का नाम व पता : .....  
बैंक का आई.एफ.एस.सी. कोड नम्बर : ..... बैंक खाता नम्बर: .....  
(सही सूचना के लिए निरस्त चैक की छाया प्रति संलग्न करें)
9. निविदा शुल्क रु. 500/- रसीदनम्बर/डी0डी0 नम्बर: ..... दिनांक: .....  
यदि डी.डी./बैंकर चैक है तो ICAR Unit-CAZRI, के पक्ष में
10. धरोहर राशि (Earnest Money Deposit): रु. 10,000/-ICAR Unit-CAZRI, के पक्ष में  
डी.डी./बैंकर चैक नं. .... दिनांक ..... बैंक का नाम .....
11. निविदा प्रपत्र को बिना कांट-छांट के साफ-सुथरा भर कर मोहर सहित हस्ताक्षर कर स्वयं/अधिकृत प्रतिनिधि/पंजीकृत डाक/त्वरित डाक/कोरियर डाक द्वारा देय तिथि 30.05.2015 को मध्याह्न 2.30 बजे से पूर्व निदेशक, केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान, जोधपुर के नाम प्रशासन खण्ड-चतुर्थ के टेन्डर बॉक्स में डालें। लिफाफे पर Annual Rate Contract for Purchase of Stationery, Consumable & Computer Stationery items related to office automation लिखा होना चाहिए अन्यथा निविदा पर विचार नहीं किया जायेगा। डाक द्वारा देशी से प्राप्त निविदा पर विचार नहीं किया जायेगा।
12. विस्तृत जानकारी हेतु देखें काजरी वेबसाइट : **www.cazri.res.in**

**तकनीकि बिड**

**(भाग- ब)**

**IMPORTANT INFORMATION**

- 1. PURCHASER:** The Director, CAZRI.
- 2. CONSIGNEE:** Assistant Administrative Officer (Admin-IV).
- 3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual agreement.
- 4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
- 5. NON TRANSFERABILITY:** This tender is non-transferable.
- 6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.
- 7. EARNEST MONEY:** An amount of Rupees Rs. 10,000/- only has to be submitted DEPOSIT by way of FDR/Bank Guaranty/Banker's Cheque/Demand Draft in favour of ICAR unit-CAZRI, Jodhpur payable at Jodhpur, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of CAZRI. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.
- 8. PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.
- 9. TENDER FEE:** Tendering firms are required to furnish a non -refundable tender fee of Rs. 500/-(Rupees five hundred only) in the cash, along with the Tender. Tender Document can also be downloaded from CAZRI website [www.cazri.res.in](http://www.cazri.res.in). Firms using Tender Document downloaded from CAZRI website will have to submit DD of Rs. 500/-(Non -refundable) in favour ICAR Unit-CAZRI, Jodhpur payable at Jodhpur.
- 10. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
- 11. CAZRI's RIGHTS:** The Director, CAZRI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
- 12. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper of appropriate value (charges to be borne by the supplier), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. The subsequent matter will be got typed on judicial papers of appropriate Court fee Stamps worth Rs. 1/-affixed on each page. A copy of award letter duly stamped (Court) and signed on each page is also to be attached with this contract agreement. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.

**Note: - Contract agreement is to be signed at CAZRI, Jodhpur. Contract agreement by post shall not be entertained.**

तकनीकि बिड

(भाग- स)

**GENERALINSTRUCTIONS**

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. ***Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.***
4. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
6. Tenders received without Tender fee/Tender Fee Coupon, EMD amount by way of DD or Pay Order/Banker's Cheque in the name of ICAR Unit-CAZRI, Jodhpur will not be considered at all.
7. The tender documents can be obtained from Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non- refundable on any working day between 10.30 am to 4:30 pm.
8. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in CAZRI will stand automatically extended up to 11:00 AM of the next working day in the Government offices.
9. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
11. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque, Tender Fee Coupon/DD, Registration Certificate copy from DGS &D or trade license or any other, any other State Govt., copies of Supply Orders and successful execution of the Contract for past performance, Copy of PAN No., Audited Balance Sheets, or Income Tax return, Sale Tax registration or copy of Constitution of firm/company, The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. The covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself. Sample(s) wherever required as per tender may be deposited separately on or before the tender opening date.

**The sealed tender envelope should be super scribed as under:**

**"TENDER NO. -----"**

**"TENDER FOR Supply of Stationery and consumable & non-consumable items related to office automation TO CAZRI"**

12. The sealed tender should be dropped in the Tender Box kept Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan.

**Signatures of the bidder**

तकनीकि बिड

(भाग— द)

**OTHER TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. EMD will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders.
3. CAZRI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, CAZRI and his decision shall be binding to both the parties.
5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Jodhpur only.
6. Intending Tenderers will have to furnish a copy of their PAN No., TIN No. and Sale Tax Registration Number (proof to be attached).
7. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
  - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**NOTES:**

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
  - ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
  - iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, CAZRI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
  9. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.

10.1 The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the CAZRI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the CAZRI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

10.2 The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to CAZRI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to CAZRI."

**11. Indenting Authority:** CAZRI.

**12. Consignee:** Assistant Administrative Officer, Admn-IV/Store Section, CAZRI, Jodhpur, Rajasthan, 342 003.

**13. Delivery Period:** Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.

**14. Payment Terms:** 100% payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.

**15. Dispatch Instructions:** Stores are required to be delivered at the Admn-IV/Store Section, CAZRI, Jodhpur, Rajasthan, 342 003 on free delivery without any extra charges to the consignee's premises.

16. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

**17. GUARANTEE/ WARRANTY:**

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the abovementioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

18. All firms are required to submit the following along with their quotation failing which their offer will be ignored:

- a) Name and full address of their Banker with their Account Number.
- b) List of organisation/offices to whom the bidding firm has made supply for the last 3 years.
- c) Financial status of the firm- enclosed tax returns for 2011-2012, 2012-2013, 2013-2014 and 2014-2015.

19. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

## **20. Duties & Taxes**

Sales Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of sales tax. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

## **21. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).**

22. The decision of the CAZRI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

23. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

24. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2 % per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

25. **Inspection:** The inspection of the materials shall be carried out by authorized representative of CAZRI at its store.

26. The CAZRI reserves the right to reject any or all the quotations without assigning any reason.

**Signatures of the bidder**

तकनीकि बिड

(भाग- य)

**DECLARATION**

**From:-**

M/s.....  
.....  
.....

To

The Director,  
CAZRI, Jodhpur,  
Rajasthan, 342 003

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Assistant Administrative Officer, Admn-IV/Store Section, CAZRI, Jodhpur, Rajasthan, 342 003 immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm:

Dated.

तकनीकी बिड

(भाग –र)

**Check list of documents to be submitted by the tenderer in Technical Bid**

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_

Sl.No.	Documents required	Yes/No	Page No.
1	Tender fee: C.R./D.D. /Pay Order for Rs. 500/-		
2	Earnest Money: Demand Draft/Pay Order for Rs. 10,000.00		
3	Registration certificate of the firm issued by the Central Govt./ State Govt.		
4	Sales Tax Registration certificate of the firm issued by appropriate authority.		
5	Duly Certificate questionaries'/ Technical bid –Part A (Annexure-I of tender documents)		
6	Certified copy of PAN/ITCC issued by Department of Income Tax		
7	Users list and photocopy Job of the P.O. received		
8	Experience of the firm of last 3 years in the field of providing such services in Central Govt.		
9	Certified copy of Bank Solvency/ Bank Guarantee/ Hashiat certificate for Rs. 5.00 Lakh to be attached.		
10	Copy of Last 3 years Income Tax Return		

**FINANCIAL BID  
(SCHEDULE – I)**

<b>Sl. No.</b>	<b>Name of the item</b>	<b>Quantity (Unit / Each / Doz as applicable)</b>	<b>Rate per Quantity</b>
1	Ball Pen Natraj		
2	Pilot Pen 05		
3	Pen Montex Gel-05		
4	Pen Cello Pointec 0.5 Gel		
5	Clips Gem (Plastic) Pkt		
6	Cello Tape(Small)		
7	Brown Tape Big and Medium		
8	Candle (12 stick Pkt)		
9	Gum Tube- Kores- 30 ML		
10	White Ink Correction Pen (Kores)		
11	Ink Stamp Pad Big and Medium (Ashoka)		
12	Machine Stapler 24/6 (Big)		
13	Machine Stapler 10 (Small)		
14	Green Note Sheet (good quality)		
15	Short hand note book		
16	Punch Single		
17	Punch Double		
18	Pen Highlighter		
19	Paper cutter		
20	Dak Pad Neelgagan four Folder		
21	Pin Cushion		
22	Pin Packet (Awl Pin)		
23	Poker		
24	Pencil HB (Branded)		

25	Paper Wight (Branded)		
26	Paper Fastener (Different sizes)		
27	Pen & Pencil Tray		
28	Plastic folder		
29	Pencil Natraj		
30	Refill Reynolds/Jetter		
31	Refill Natraj		
32	Ruler Plastic Scale		
33	Rubber bands medium and Big		
34	Eraser (Natraj)		
35	Sealing Wax		
36	Slip Book Neelgagan No. 33		
37	Scissors Small/Medium		
38	Scissors Big		
39	Sharpener (good quality)		
40	Staple Pins 24		
41	Staple pins No. 10		
42	Cotton File Tags good quality		
43	Long Tags (lecs) Green Good Quality		
44	Cello Tap 1" / 2"		
45	Gum Stick Pad 3x3		
46	Gum Stick Pad 3x4		
47	Gum Bottle Camel (300 ml.)		
48	Colour flag 1x3		
49	Plastic folder (solo) A-4 size		
50	Plastic folders FS size		
51	Section Diary(Eng.)		
52	Despatch Diary		

53	Ruled Register ( 1 Quire) Neelgagan		
54	Ruled Register ( 2 Quire) Neelgagan		
55	Ruled Register ( 3 Quire) Neelgagan		
56	Ruled Register ( 4 Quire) Neelgagan		
57	Ruled Register ( 6 Quire) Neelgagan		
58	Photo Paper FS size (Branded) 80 GSM		
59	Photo Paper A4 size (Branded) 80 GSM		
60	Duster White (small) (Dozen)		
61	Yellow Duster (Big) (Dozen)		
62	Yellow Duster (small) (Dozen)		
63	Room Freshener (Bainson/Jaismin/Catchy Make)		
64	Life Boy Shop 125 gm.		
65	Vim 1 kg		
66	Colin		
67	Odonil (75 gm)		
68	Naphthalene Balls (Bangal Chemical or equivalent)		
69	Pheneol 5 Lit. (Bangal Chemical or equivalent)		
70	Pencil Cell		
71	Torch Cell (whithout leak proof)		
72	Cloth Dak Bag		
73	Calculator Casio 12 Digit		
74	Calculator Pocket Size		
75	File Board with cotton base		
76	File Cover good quality with single eyelet		
77	Envelopes White 9" x 4" Cloth		
78	Envelopes White 10" x 12" Cloth		
79	Envelopes White 11" x 5" Cloth		
80	Envelopes White 16" x 12" Cloth		
81	Envelopes Window White 10" x 4 ½"		

	1. Wherever applicable please mention the Brand name for which the price has been quoted.
<b>NOTE</b>	2. Wherever applicable please mention appropriate quantity for which the price is quoted.

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.  
Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Signature of authorized representative of firm with Name & Seal

## Annexure - II

### FINANCIAL BID (SCHEDULE – II)

Sl. No.	Particulars	Unit/ Quantity	Price Quoted (in figures)	Price quoted (in word)
1.	Calculator Casio MJ-120 12 digit or equivalent	Each		
2.	CD mailer Standard	Each		
3.	Pen drive (Kingston) or equivalent:			
	1. 4 GB	Each		
	2. 8 GB	Each		
	3. 16 GB	Each		
4.	Compact Disc Recordable(CDR) (CD R/W) 700 MB Capacity with plastic case (Samsung, Sony, Mosearbear) or equivalent	Each		
5.	DVD R/W 4.7 GB Mosearbear, Sony, Samsung or equivalent	Each		
6.	USB 3.0 & 2.0 Portable Hard Drive (No software to install, Plug and play operation, Ready for use with windows, Drag & drop use and easily reformatted for MAC	Each		
7.	1 TB External HDD	Each		
8.	Hard Disk 500 GB Internal / External	Each		
9.	2 GB DDR RAM (DDR-3)	Each		
10.	USB Hub	Each		
11.	USB Mouse /Key Board	Each		
12.	Mouse (HP Make) USB	Each		
13.	Key Board	Each		
<b>Grand total of rates:</b>				

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Signature of authorized representative of firm with Name & Seal

**FINANCIAL BID  
(SCHEDULE – III)**

Sl. No.	Particulars	Unit/ Quantity	Price Quoted (in figures)	Price quoted (in word)
1.	HP Laser jet toner Q2613A for printer laser 1300			
2.	Ink print cartridge HP Laser Jet 12A (Q2612A)			
3.	Laser Toner for printer No. HP Laser jet P 1566-78A			
4.	HP laser jet 1320			
5.	Printer cartridge for printer HP 1008			
6.	Printer cartridge for printer 1025			
7.	Printer cartridge for printer 1560			
8.	HP laser jet 2015D-53A			
9.	Canon LBP 3300-108/308/708			
10.	LQ-1150 II Dot Matrix printer			
11.	HP colour Laser jet P2015d Q7560A(Black)			
	07561A(Cyan)			
	Q7562 (Yellow)			
	Q7563A(Magenta)			
12.	HP color Laser jet CP 2025 printer Black –CC530A			
	Magenta- CC533A			
	Cyan – CC531A			
	Yellow-CC532A			
13.	HP Laser jet M 1136 MFP			
14.	Ink jet Cartridge for HP office jet 7208 No. 857 (colour) & 853 (black)			
15.	HP Print cartridge 49A (Q5949A)			
16.	HP Desk jet 1050 color + black white			
17.	Cartridge 15A (HP Laser jet 1005 series)			
18.	HP Laser jet P1505 printer cartridge			
19.	HP Laser jet P1007 toner cartridge			
20.	LBP -3300 Canon Printer cartridge			
21.	HP Laser jet M1136 MFP printer			
22.	HP LaserJet M1213nf MFP cartridge: CC388A			
23.	HP Laser jet Q 7553A			
24.	Fax HP Laser jet 1319F MFP			
25.	Canon Laser shot 1210, Canon EP-25			
26.	HP Laser jet CB 436A/36A			
27.	HP Laser jet 6 F Proc 3906F			
28.	Samsung CLP-315 CLT-R 409 Black & Colour			
29.	HP Laser jet 6 MP 03 F C 3903F			
30.	HP Laser jet 1150 Q 2624A			
31.	Canon Image class MF 4320D			
32.	HP Desk jet 1050 HP Blank 802			
33.	HP Colour Laser jet:			
	2700Q			
	7560A			
	Q7561A			
	Q7562			
	Q 7563			
34.	Rates for refilling of black & white cartridge			
35.	Rates for refilling of colour cartridge			
<b>Grand total of rates:</b>				

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Signature of authorized representative of firm with Name & Seal