

NOTICE INVITING e-TENDER  
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY  
DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY

Dated: 13-05-2016

1. Online Bids are invited on single stage two bid system for empanelment of General Order Suppliers and Authorized Reseller/ Selling Agents/Distributors of HP computer consumables for supply of various stationery, consumables, miscellaneous and computer consumable items on Rate Contract Basis.
2. Tender Documents may be downloaded from DeitY (Department of Electronics and Information Technology)'s website [www.mit.gov.in](http://www.mit.gov.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per schedule as given in CRITICAL DATE SHEET as under:-

**CRITICAL DATE SHEET**

Published Date	13 <sup>th</sup> MAY 2016 (3.00 PM)
Bid Document Download/Submission Start Date	13 <sup>th</sup> MAY 2016 (3.30 PM)
Clarification Start Date	13 <sup>th</sup> MAY 2016 (3.30 PM)
Clarification Closing Date	26 <sup>th</sup> MAY 2016 (4.00 PM)
Bid Submission End Date	06 <sup>th</sup> JUNE 2016 (2.00 PM)
Technical Bid Opening Date	06 <sup>th</sup> JUNE 2016 (3.00 PM)

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bids submitted by any other mode will not be accepted.

Tenderer/Contractor are advised to follow the instructions provided in the 'instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at : <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractor(s) having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who has downloaded the tender from DeitY's website [www.mit.gov.in](http://www.mit.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with DeitY.

6. Intending tenderers are advised to visit again DeitY website [www.mit.gov.in](http://www.mit.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app>. at least 3 days prior to closing the date of submission of tender for any corrigendum/addendum/amendment.

7. Applicant Tenderer/Contractor must provide demand draft for Rs.2000/- (Rupees Two Thousand only) **(to be purchased on or after publication date of this tender)** in favour of Pay & Accounts Officer, Department of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110003 payable at New Delhi obtained from any Nationalized/Scheduled Bank valid for 06 months with their application/downloaded tenders as the cost of tender forms/documents.

The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which has submitted the Demand Draft in earlier calls will require to submit DD alongwith their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected.

8. The Earnest Money Deposit should be submitted to the Section Officer, General-III, 2<sup>nd</sup> Floor, Department of Electronics and Information Technology, New Delhi on or before last date of bid submission upto 2.00 P.M. Without which the bids will not be considered. Late receipt of Earnest Money viz after closure of online bidding time or non-receipt of Earnest Money will make the bidder dis-qualified and that bid will not be considered.

9. The Hard Copy of original instruments in respect of cost of tender document, earnest money, original copy of affidavits and credit facility certificate must be delivered to The Section Officer, General-III, Department of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110003 on or before bid opening date/time as mentioned in critical date sheet. Tender shall likely to be liable for legal action for non-submission of original payment instrument like DD, etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

10. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical Bid the results of their qualification as well as date of Price-Bid opening will be intimated later.

### **Submission of Tender**

The tender shall be submitted online in Two part viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this manner.

### **Technical Bid**

The following documents are to be furnished by the Contractor alongwith **Technical Bid** as per the tender document:

- i) Signed and Scanned copy of appropriate value of valid registration certificate, experience certificate as per the Tender Notice, PAN No and Tender Acceptance Letter (ANNEXURE- A )
- ii). Signed and Scanned copy of previous three years Income-Tax/VAT tax return/ latest VAT Clearance Certificate, TIN No. Certificate/ Affidavit of partnership firm, Annexure –I & III.
- iii) Signed and Scanned copy of audited Balance sheet of last three years, Partnership deed as per the tender documents.
- iv) Signed and Scanned copy of documents like Tender document Cost (Tender Fee/Earnest Money Deposit)

### **PRICE BID**

- a) Price Bid undertaking
- b) Schedule of price bid in the form of BOQ\_XXXX.xls

**PRICE BID UNDERTAKING**

From : ( Full Name and Address of the Bidder)

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To

The Joint Director (GA)  
Ministry of Communications and Information Technology  
Department of Electronics and Information Technology,  
Electronics Niketan, 6, CGO Complex, Lodi Road,  
New Delhi-110003.

Dear Sir,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure inclusive of all applicable taxes.

Yours faithfully

Signature of authorized Representative

F.No.15(3)/2016-G.III  
Government of India  
Ministry of Communications and Information Technology  
Department of Electronics and Information Technology  
6, CGO Complex, Lodhi Road

New Delhi-110003  
Dated:13 -05-2016

**Tender Inquiry No. DeitY/Genl.III/2016-17/  
Due date and Time: 06-06-2016 by 2.00 PM  
Date and time of opening:06-06-2016 at 3.00 PM**

Subject: Invitation of Online Bids for empanelment of General Order Suppliers and Authorized Reseller/ Selling Agents/Distributors of HP computer consumables for supply of various stationery, consumables, miscellaneous and computer consumable items on Rate Contract Basis at <https://eprocure.gov.in/eprocure/app>.

On behalf of the President of India, Online Bids are invited from the reputed and well experienced General Order Suppliers and authorized reseller/ selling agent/ distributor of HP computer consumables items for empanelment as Authorized Supplier(s) and award of annual rate contract(s) for supply of following items **on as and when required basis.**

Package No.	Description	Bid Security (EMD)	Performance Security
1.	Stationery, consumables and miscellaneous Branded items as per Price Schedule (annexure-I)	Rs.100000/-	Rs. 2,50,000/-
2.	Stationery, consumables and miscellaneous items for which samples may be inspected with the purchaser as per Price Schedule (annexure-II)	Rs.100000/-	Rs.2,50,000/-
3.	HP Computer consumables as per Price Schedule (annexure-II)	Rs. 200000/-	Rs.5,00,000/-

PS: **Minimum Bid Security (EMD) is Rs.1,00,000/- (Rupees One lakh only).** If tenderer quote only for One Package either Package I or II he required to deposit EMD of Rs.100000/-. If bidder quote for Packages I and II he required to deposit EMD of Rs. 200000/-. If bidder quote for all three packages he required to deposit EMD of Rs. 400000/-. Bidders are required to upload the copy of EMD for each package separately.

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**GENERAL TERMS AND CONDITIONS:-**

1. Bids should be valid for a minimum period of One Hundred Twenty Days (120) days after the due date.
2. The bidder should be in a position to supply items on very short notice as and when required even on holidays.
3. The items should be genuine and of standard make. In case it is found that the items are duplicate/fictitious, it would be open to Department to terminate the Agreement, forfeit the Performance Security and black list the firm.
4. This bid is open to all well experienced suppliers who fulfil the following criteria (documentary evidences are required to be submitted along with the technical bid):-
  - (i) The bidder shall be located in National Capital Region of Delhi.
  - (ii) The bidder should have at least three years experience in supply of tendered items. The bidder should have got the purchase orders of at least Rs. 20 lakhs every year for package I and Package II respectively and Rs.50 lakhs for package III during the last three financial years each (2013-14, 2014-15 and 2015-16) of the tendered items from atleast one Government Ministry/Department, PSUs or reputed organizations.
  - (iii) Turn over in the last three financial years (2013-14, 2014-15 and 2015-16) should not be less than Rs.1.00 crore for package 1 and 2 respectively and Rs. 1.5 crore for Package III every year for each quoted package.
  - (iv) The bidder should be authorized reseller/ selling agent/ distributor of HP computer consumables specific for the tender (only for the bidders who have quoted for Package-III).
  - (v) Bidder should have PAN number issued by Income Tax Authorities.
  - (vi) Bidder should have valid CST/VAT registration with Sales Tax Authorities.
5. The tender shall be submitted online in Two part viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this manner.

- (i) Bid Form as per annexure-1 giving all details called for. Bids received without/incomplete Bid Form shall be summarily rejected.

- (ii) List of items (separately for each quoted package) for which bids are submitted indicating Serial Item No as per Price Schedule Annexure-II indicating brand, make, model and specification etc. offered for supply.
- (iii) Copy of certificate issued by M/s Hewlett-Packard India Ltd certifying the bidder as authorized Reseller/Agent/Distributor specific for the tender (for bidders quoting for package-III).
- (iv) Copies of purchase orders of similar items placed by Government Departments, PSUs and reputed business organizations in the last three financial years (2013-14, 2014-15 and 2015-16) amounting to at least Rs.20 lakhs per year for Package I and Package II respectively and Rs. 50 lakhs for package III or copies of invoices raised on Government Department, PSUs and reputed business organizations in the last three financial years each (2013-14, 2014-15 and 2015-16) for similar items amounting to at least Rs. 20 lakhs per year for Package I and Package II respectively and Rs.50 lakhs for Package III from atleast one Government Ministry/Department, PSUs or reputed organizations .
- (v) Copies of profit and loss amount along with balance sheet for the last three financial years (2013-14, 2014-15 and 2015-16) duly certified by Chartered Accountant indicating the turn over of at least Rs. 1.00 crore for Package I and II respectively and Rs. 1.50 crore for Package III per annum for each quoted package.
- (vi) Applicant Tenderer/Contractor must provide demand draft for Rs.2000/- (Rupees Two Thousand only) **(to be purchased on or after publication date of this tender)** in favour of Pay & Accounts Officer, Department of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110003 payable at New Delhi obtained from any Nationalized/Scheduled Bank valid for 06 months with their application/downloaded tenders as the cost of tender forms/documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which has submitted the Demand Draft in earlier calls will require to submit DD alongwith their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. A scanned copy of the Demand Draft must be submitted with online bid.
- (vii) Copy of CST/VAT Registration Certificate and PAN number allotted by the concerned authorities.
- (viii) Bid Security (EMD) in the form of Demand Draft/ Pay Order issued by any commercial bank in favour of "Pay & Accounts Officer, DeitY, New Delhi" payable at New Delhi.
- (ix) Other document, if any, indicating technical details along with commercial terms and conditions.
- (x) Documentary evidence about legal entity of the bidder and the authorized person who would interact with DeitY must be enclosed.

- (xi) Check list duly filled and signed as per Annexure-III.
6. The bids must have submitted online on or before the due date i.e. 06-06-2016 by 2.00 PM. Bids received after the due date and time are liable to be rejected. In the event of due date being declared a Holiday for Central Government Offices, the date for submission of the bids will be the following working day at appointed time and venue. Technical Bid shall be opened online on the same day at 3.00 PM in the presence of Bidders, who are present. Bidders must read the tender document carefully before submission of bid. In case of any doubt, they may get the clarification from Section Officer, General-III Section from 13-05-2016 to 26-05-2016 by personal meeting between 3.30 P.M. to 4.30 P.M.
  7. The bidder may quote for any or all packages. However while quoting for a package; all the items of the package must be quoted otherwise their bid for that particular package shall be rejected. The evaluation of bids shall be made on PACKAGE basis. Conditional discounts, if any offered shall not be considered for evaluation purpose.
  8. The rates should be quoted in Indian Rupees for delivery at the premises of the Department and the rates shall remain fix during the currency of the contract and should not be subject to escalation for any description. The rates must be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc, but excluding of VAT/CST and local taxes, if any, which shall be paid by the Department as applicable. The rates must be quoted as per the Price Schedule Performa in Annexure-II. Bidders have to quote for all the items of package concerned for qualifying eligibility criteria. Incomplete bids are liable to be rejected. For the items listed in Price Schedule Package I in Annexure-II, the rates should be quoted for the brands/specifications mentioned in the tender. For the items listed in Price Schedule Package II in Annexure-II, the bidders may see the samples kept in Stores Section of the Department from 23-05-2016 to 27-05-2016 between 11 AM to 1 PM before quoting the price. The rates for these items must be quoted for the similar quality, workmanship, specification etc. For items listed in Price Schedule Package-III in annexure-II, the rates are to be quoted for all genuine HP Brand computer consumables.
  9. Duly constituted committee shall first open and evaluate Technical Bids only. Price bids of only those bidders shall be opened whose technical bid is found to be responsive as per tendered conditions. Intimation to this effect shall be separately sent to the bidders whose bids would be found technically responsive. Evaluation of tender shall be made on each PACKAGE basis. The lowest quoted bidder(s) shall be chosen on the basis of total bid price received against the each package. Rate Contract(s) shall be awarded to the technically responsive lowest quoted bidder(s).
  10. Selected lowest Bidder(s) shall be empanelled for the respective package as authorized supplier on the fixed rate for one year from the date of signing of Agreement. The requirement quantities indicated in tender document are estimated only. Department does not make any commitment to purchase any or all items. Further quantities for which purchase order shall be placed may vary depending on the actual requirement. The agreement may be extended for further next two years (yearly basis) on same rates terms and conditions, if mutually agreed to by both the parties. In case, the empanelled supplier is found in breach of any condition(s) of tender/Agreement at any stage or services of supplier are found not to the satisfaction to the Department, the Agreement may be terminated. The decision of the Department shall be final in this regard.

11. It may specifically be mentioned whether quotations is strictly as per tender specification/conditions. If not, deviation must be spelt out specifically in Technical Bid.
12. The Department reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, Department reserve the right to purchase or not to purchase any item listed in the price schedule annexure-II.
13. Bidder shall sign all pages of quotations, documents, specification etc forwarded with the quotation.
14. Payment shall be made by the purchaser only on receipt and satisfactory acceptance of the items as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification/brand/make/model or does not meet the requirement or found to be of substandard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.
15. The purchaser may waive any minor infirmity or seek any clarification, if so desired.
16. Any attempt of negotiation direct or indirect on the part of the tenderer with the authority to whom he has submitted the tender or authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actually or prospective tenderer or to influence by any means the acceptance of the particular tenders will render the tenderer liable to be excluded from consideration.

17. **BID SECURITY DEPOSIT (EMD):**

Each quotation must be accompanied by Earnest Money Deposit in the form of Demand Draft/Pay Order in the name of "Pay & Accounts Officer, Department of Electronics and Information Technology" payable at New Delhi. Quotations received without Earnest Money Deposit are liable to be rejected. Bid Security (EMD) is Rs. 1.00 lakh for Package I and II and Rs. 2.00 lakh for Package III. Bidder may quote for any package or for all packages. If bidder quote for only one package (I or II) the EMD is Rs. 1.00 lakh. If bidder Quote for two Packages (I & II) the EMD is Rs. 2.00 lakh and if bidder quote for all three packages (I, II and III) the EMD will be Rs 4.00 lakhs. Bidders are required to upload the copy of EMD for each package separately.

However, firm who are registered for items in question with DGS&D/NSIC may be considered for exemption from the provision of submission of Bid Security Deposit. In such case, copy of valid registration certificate from DGS&D/NSIC should invariably be deposited in technical bid failing which bid may be rejected.

- (ii) Bid Security deposit is liable be forfeited and bid is liable to the rejected, if the tenderer withdraw or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
- (iii) If the successful bidder fails to furnish the performance security as per clause 18 below within 15 days of the Acceptance of their Bid, the Bid Security deposit shall liable to be forfeited by the purchaser.



- (iv) The Bid Security Deposit (EMD) of all the unsuccessful tenderer will be returned as early as possible after the expiry of the period of the bid validity and after issue of the Rate Contract (s) to the successful bidder(s) No interest will be payable by the purchaser on the Bid Security Deposit.
- (v) Bid Security Deposit of successful bidder(s) shall be returned after furnishing of performance security.

18. **PERFORMANCE SECURITY:-**

The successful bidder(s) shall submit a Performance Security as indicated at Page 1 within 15 days of the issue of Acceptance of Bid letter by the purchaser. The performance security may be in the form of Demand Draft/Pay Order/Bank Guarantee of any commercial bank. In case supplier fails to deliver the items within specified delivery period and/ or does not provide satisfactory after-sales service, the performance security submitted by the firms is liable to be forfeited, without prejudice to other remedies. Performance security shall be released immediately after the expiry of contract period. No interest will be payable by the purchaser on the performance security. Performance Bank Guarantee should be valid for a minimum period of 15 months from the date of acceptance.

19. **DELIVERY PERIOD**

The bidder must be in a position to supply the ordered items on very short notice as and when required. However, in any case, the delivery shall require to be completed within 07 days of placement of the purchase order. In case the supplier fails to deliver the items within stipulated delivery period, the Department may recover Liquidated Damage as per clause 20, cancel the purchase order, terminate the Agreement and forfeit the Performance Security.

20. **LIQUIDATED DAMAGE:**

If the supplier fails to deliver any or all of the goods within the period specified in the purchase order, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage 5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 20% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

- 21. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

22. **FALL CAUSE:**

In case, Contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.

23. **ARBITRATION:**

In the event of any dispute or disagreement under on in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, the Department will appoint the sole Arbitrator? The provisions of Arbitration and Conciliation of Act, 1996 will apply. The arbitration processing will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996 or any modification or re-enactment thereof including the rules framed there under.

JOINT DIRECTOTR (GENERAL ADMN.)

## BID FORM

1.	Tender inquiry No.DeitY/Genl-III/2016-17/	:	Due Date: 06-06-2016
2.	Package No(s) for which bid is submitted (Package-I/Package-II/Package-III	:	
3.	Name and Address of Bidding Firm	:	_____ _____ _____
4.	Name and Designation of the person signing the bid	:	_____ _____
5.	Contact No (Mobile/Landline)	:	_____ _____
6.	Earnest Money Deposit Details	:	_____ _____
7.	PAN Number (Copy enclosed)	:	_____
8.	CST/VAT Registration Certificate No. (Copy enclosed)	:	_____
9.	Authorized Reseller/Agent/Distributor of HP computer consumables (copy of certificate issued by M/s. H.P enclosed)-applicable for Package-III only	:	_____
10.	Have the Bidder seen the sample of items listed in Price Schedule Package-II in Annexure-II) kept in Stores Section? (YES/NO)	:	_____
11.	Annual turnover of last three financial years (2013-14, 2014-15 & 2015-16) (copy of profit and loss account and balance sheet duly signed by Chartered Accountant enclosed)	:	_____
12.	Year wise amount of purchase orders of similar items executed in last three years (2013-14, 2014-15 & 2015-16)(copy of invoices/ purchase orders of similar items amounting to atleast 20 lakhs for Package I and II respectively and Rs.50 lakhs for package III enclosed for each package quoted)	:	_____
13.	Terms and Conditions mentioned in the Tender Documents are ACCEPTABLE/NOT-ACCEPTABLE	:	_____
14.	Capacity in which bid is signed by the Bidder (Proprietor/Partner/Director	:	_____

Signature of Bidder \_\_\_\_\_  
Name in Block Letters \_\_\_\_\_  
Date \_\_\_\_\_

Place \_\_\_\_\_

**CHECK LIST**

Bidders must check whether documents have been enclosed in the respective covers and bid fulfil the following:-

**TECHNICAL BID COVER**

Page

No.

No.		Yes/No	
1.	Documentary evidence indicating that the firm is located in National Capital Region of Delhi?	Yes/No	
2.	Bid Form (as per Annexure-I)	Yes/No	
3.	List of items (separately for each quoted package) for which quotations are submitted indicating Serial Item No as per Price Schedule as per Annexure-II, brand, make, model and specification etc. offered for supply.	Yes/No	
4.	Copy of certificate issued by M/s Hewlett-Packard India Ltd certifying the bidder as authorized Reseller/Agent/ Distributor specific for the tender. (for bidders quoting for package-III)	Yes/No	
5.	Copies of invoices/purchase orders of similar items amounting to atleast Rs.20 lakhs every year for last three financial years (2013-14, 2014-15 & 2015-16) for package I and II respectively and Rs.50 lakhs for package-III enclosed for each package quoted. Every year from atleast one single Government Ministry/Department or PSUs.	Yes/No	
6.	Copies of profit and loss account along with balance sheet for the last three financial years (2013-14, 2014-15 and 2015-16) duly certified by Chartered Accountant indicating the turn over of atleast Rs. 1.00 crore for package I and II respectively and Rs.1.5 crore for Package-III per annum for each quoted package.	Yes/No	
7.	Copy of CST/VAT Registration Certificate and PAN number allotted by the concerned authorities.	Yes/No	
8.	Bid Security (EMD) of each quoted package in the form of Pay Order/Bank Draft issued by any commercial bank in favour of Pay & Accounts Officer, DeitY, New Delhi payable at New Delhi.	Yes/No	
9.	If the answer to point 8 is NO, are you registered with DGS&D/NSIC for supply of items and have you enclosed the copy of valid registration certificate from DGS&D/NSIC to get Bid Security exemption?	Yes/No	
10.	A Demand Draft/Pay Order of Rs. 2000/- in favour of "PAO, DeitY, New Delhi" as a cost of bid document (non-refundable).	Yes/No	
11.	Documentary evidence about legal entity of the bidder.	Yes/No	
12.	Have you seen the sample of items kept in Stores Section of the Purchaser which have been listed in Package-II in Annexure-II before quoting?	Yes/No	
13.	Whether the quotation is strictly as per tendered specification/conditions?	Yes/No	
14.	If answer to Point 13 is NO, have you spelt out deviations in the technical bid?	Yes/No	
15.	Have you signed all pages of quotations, documents, specifications etc forwarded with the quotation?	Yes/No	

(Signature of the Bidder, with Official Seal)

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR e-TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD(s) as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders **would** be encrypted using **PKI** encryption techniques to ensure the secrecy of the data. The data entered **cannot be** viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.

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## TECHNICAL BID REQUIREMENTS

The following documents are to be furnished by the Contractor/Bidder alongwith **Technical Bid** as per the tender document:

- i) Signed and Scanned copy of appropriate value of valid registration certificate, experience certificate as per the Tender Notice, PAN No and Tender Acceptance Letter (ANNEXURE- A )
- ii). Signed and Scanned copy of previous three years Income-Tax/VAT tax return/ latest VAT Clearance Certificate, TIN No. Certificate/ Affidavit of partnership firm, Annexure –I & III.

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TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## BID FORM

1.	Tender inquiry No.DeitY/Genl-III/2016-17/	:	Due Date: 06-06-2016
2.	Package No(s) for which bid is submitted (Package-I/Package-II/Package-III	:	
3.	Name and Address of Bidding Firm	:	_____ _____ _____
4.	Name and Designation of the person signing the bid	:	_____ _____
5.	Contact No (Mobile/Landline)	:	_____ _____
6.	Earnest Money Deposit Details	:	_____ _____
7.	PAN Number (Copy enclosed)	:	_____
8.	CST/VAT Registration Certificate No. (Copy enclosed)	:	_____
9.	Authorized Reseller/Agent/Distributor of HP computer consumables (copy of certificate issued by M/s. H.P enclosed)- specific for the tender applicable for Package-III only	:	_____
10.	Have the Bidder seen the sample of items listed in Price Schedule Package-II in Annexure-II) kept in Stores Section? (YES/NO)	:	_____
11.	Annual turnover of last three financial years (2013-14, 2014-15 & 2015-16) (copy of profit and loss account and balance sheet duly signed by Chartered Accountant enclosed)	:	_____
12.	Year wise amount of purchase orders of similar items executed in last three years (2013-14, 2014-15 & 2015-16)(copy of invoices/ purchase orders of similar items amounting to atleast 20 lakhs for Package I and II respectively and Rs.50 lakhs for package III enclosed for each package quoted). Every year from atleast one single Government Ministry/Department or PSUs.	:	_____
13.	Terms and Conditions mentioned in the Tender Documents are ACCEPTABLE/NOT-ACCEPTABLE	:	_____
14.	Capacity in which bid is signed by the Bidder (Proprietor/Partner/Director	:	_____

Signature of Bidder \_\_\_\_\_  
Name in Block Letters \_\_\_\_\_  
Date \_\_\_\_\_

Place \_\_\_\_\_

**CHECK LIST**

Bidders must check whether documents have been enclosed in the respective covers and bid fulfil the following:-

**TECHNICAL BID COVER**

No.		Page
1.	Documentary evidence indicating that the firm is located in National Capital Region of Delhi?	Yes/No
2.	Bid Form (as per Annexure-I)	Yes/No
3.	List of items (separately for each quoted package) for which quotations are submitted indicating Serial Item No as per Price Schedule as per Annexure-II, brand, make, model and specification etc. offered for supply.	Yes/No
4.	Copy of certificate issued by M/s Hewlett-Packard India Ltd certifying the bidder as authorized Reseller/Agent/ Distributor for specific items. (for bidders quoting for package-III)	Yes/No
5.	Copies of invoices/purchase orders of similar items amounting to atleast Rs.20 lakhs every year for last three financial years (2013-14, 2014-15 & 2015-16) for package I and II respectively and Rs.50 lakhs for package-III enclosed for each package quoted. Every year from atleast one single Government Ministry/Department or PSUs.	Yes/No
6.	Copies of profit and loss account along with balance sheet for the last three financial years (2013-14, 2014-15 and 2015-16) duly certified by Chartered Accountant indicating the turn over of atleast Rs. 1.00 crore for package I and II respectively and Rs.1.5 crore for Package-III per annum for each quoted package.	Yes/No
7.	Copy of CST/VAT Registration Certificate and PAN number allotted by the concerned authorities.	Yes/No
8.	Bid Security (EMD) of each quoted package in the form of Pay Order/Bank Draft issued by any commercial bank in favour of Pay & Accounts Officer, DeitY, New Delhi payable at New Delhi.	Yes/No
9.	If the answer to point 8 is NO, are you registered with DGS&D/NSIC for supply of items and have you enclosed the copy of valid registration certificate from DGS&D/NSIC to get Bid Security exemption?	Yes/No
10.	A Demand Draft/Pay Order of Rs. 2000/- in favour of "PAO, DeitY, New Delhi" as a cost of bid document (non-refundable).	Yes/No
11.	Documentary evidence about legal entity of the bidder.	Yes/No
12.	Have you seen the sample of items kept in Stores Section of the Purchaser which have been listed in Package-II in Annexure-II before quoting?	Yes/No
13.	Whether the quotation is strictly as per tendered specification/conditions?	Yes/No
14.	If answer to Point 13 is NO, have you spelt out deviations in the technical bid?	Yes/No
15.	Have you signed all pages of quotations, documents, specifications etc forwarded with the quotation?	Yes/No

(Signature of the Bidder, with Official Seal)

Validate

Print

Help

**Item Wise Boq**

**Tender Inviting Authority:** DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY (DEITY), MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

**Name of Work:** General Order Suppliers and Authorized Reseller/ Selling Agents/Distributors of HP computer consumables for supply of various stationery, consumables, miscellaneous and computer consumable items on Rate Contract Basis.

**Contract No:** 15(3)/2016-G.III

**Bidder Name:**

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

Sr. No.	Item Description	Quantity	Units	Brand	Unit Rate in Figures To be entered by the Bidder	Service Tax In %, if applicable	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT in Words
1	2	4	5	8	13	14	53	54	55
1	<b>PACKAGE I (BRANDED ITEMS LIST)</b>								
2	ASTT DIARY 4 QRS	18	NOS.	NEEL GAGAN			0.00	0.00	INR Zero Only
3	BINDING SPICO 10 MM	2100	NOS.	GBC			0.00	0.00	INR Zero Only
4	BINDING SPICO 12 MM	880	NOS.	GBC			0.00	0.00	INR Zero Only
5	BINDING SPICO 14 MM	20	NOS.	GBC			0.00	0.00	INR Zero Only
6	BINDING SPICO 16 MM	80	NOS.	GBC			0.00	0.00	INR Zero Only
7	BINDING SPICO 19 MM	440	NOS.	GBC			0.00	0.00	INR Zero Only
8	BINDING SPICO 22 MM	480	NOS.	GBC			0.00	0.00	INR Zero Only
9	BINDING SPICO 25 MM	80	NOS.	GBC			0.00	0.00	INR Zero Only
10	BINDING SPICO 28 MM	50	NOS.	GBC			0.00	0.00	INR Zero Only
11	BINDING SPICO 32/35 MM	50	NOS.	GBC			0.00	0.00	INR Zero Only
12	BINDING SPICO 8 MM	75	NOS.	GBC			0.00	0.00	INR Zero Only
13	BUCKET PLASTIC 20 LTR.	18	NOS.	MILTON			0.00	0.00	INR Zero Only
14	CALCULATOR CT-500 10 DIGITS	20	NOS.	CASIO/CITIZEN			0.00	0.00	INR Zero Only
15	CALCULATOR CT-550 12 DIGITS	10	NOS.	CASIO/CITIZEN			0.00	0.00	INR Zero Only
16	CARBON PAPER (1X 100) F/S 503	5	NOS.	KORES			0.00	0.00	INR Zero Only
17	CD RW-80/700MB/4X-10X	41	NOS.	MOSEBAER			0.00	0.00	INR Zero Only

18	CD W 80/700MB/52X	216	NOS	MOSER BAER				0.00	0.00	INR Zero Only
19	CELL AA	100	NOS	DURA				0.00	0.00	INR Zero Only
20	CELL AAA	62	NOS	DURA				0.00	0.00	INR Zero Only
21	BATTERY CELL DURA HEAVY DUTY (1.5 VOLT BATTERY 1U)	15	NOS	DURA				0.00	0.00	INR Zero Only
22	CELL FOR TORCH	40	NOS	EVEREADY				0.00	0.00	INR Zero Only
23	CELL PENCIL AAA	150	NOS	EVEREADY				0.00	0.00	INR Zero Only
24	CELL SMALL SIZE AA	814	NOS	EVEREADY				0.00	0.00	INR Zero Only
25	CELLO TAPE (SMALL SIZE)	301	NOS	WONDER				0.00	0.00	INR Zero Only
26	CELLO TAPE 1" (BIG SIZE)	597	NOS	WONDER				0.00	0.00	INR Zero Only
27	CELLO TAPE MID SIZE	15	NOS	WONDER				0.00	0.00	INR Zero Only
28	CH 101 CLEAR FOLDER A4	500	NOS	SOLO				0.00	0.00	INR Zero Only
29	CORRECTION PEN / FLUID WHITE	482	NOS	CAMLIN				0.00	0.00	INR Zero Only
30	DUPLO INK 514K 1000 ML	31	NOS	DUPLO				0.00	0.00	INR Zero Only
31	DUPLO MASTER ROLL A3 SIZE DR 650L	13	NOS	DUPLO				0.00	0.00	INR Zero Only
32	DVD ( R )	136	NOS	MOSER BAER				0.00	0.00	INR Zero Only
33	DVD (RW)	61	NOS	MOSER BAER				0.00	0.00	INR Zero Only
34	FAX CARTRIDGE FX-9 CANON	10	NOS	CANON				0.00	0.00	INR Zero Only
35	FAX MACHINE 728 TONER CARTRIDGE	5	NOS	CANON				0.00	0.00	INR Zero Only
36	FAX MACHINE DRUM (DR2255)	2	NOS	BROTHER				0.00	0.00	INR Zero Only
37	FAX MACHINE FX-10 TONER CARTRIDGE	2	NOS	CANON				0.00	0.00	INR Zero Only
38	FAX MACHINE KX-FAT411-TC	4	NOS	PANASONIC				0.00	0.00	INR Zero Only
39	FAX MACHINE KX-FAT427-TC	5	NOS	PANASONIC				0.00	0.00	INR Zero Only
40	FAX MACHINE KX-MB-2130 TONER CARTRIDGE	5	NOS	PANASONIC				0.00	0.00	INR Zero Only
41	FAX MACHINE S35 TONER CARTRIDGE	4	NOS	CANON				0.00	0.00	INR Zero Only
42	FAX MACHINE TN-2280 TONER CARTRIDGE	10	NOS	BROTHER				0.00	0.00	INR Zero Only
43	FAX TONER CARTRIDGE 328	5	NOS	CANON				0.00	0.00	INR Zero Only

44	FAX TONER CARTRIDGE KX FAT 411E	5	NOS	PANASONIC				0.00	0.00	INR Zero Only
45	FILE AND BOOK RACK (MAG RACK)	50	NOS	SOLO				0.00	0.00	INR Zero Only
46	FILE BOARD F/S NO 31	4977	NOS	NEELGAGAN				0.00	0.00	INR Zero Only
47	FLAG GUMMING POST-JT 11X3" 150 SHEETS	200	NOS	3M				0.00	0.00	INR Zero Only
48	GLUE STICK 15GM	1153	NOS	KORES				0.00	0.00	INR Zero Only
49	GUM BOTTLE BIG 700 ML	40	NOS	CAMEL				0.00	0.00	INR Zero Only
50	GUM BOTTLE SMALL 200ML	50	NOS	CAMEL				0.00	0.00	INR Zero Only
51	GUM TUBE 30ML	958	NOS	CHELPARK				0.00	0.00	INR Zero Only
52	HIGH LIGHTER LUXOR 887	1185	NOS	LUXOR				0.00	0.00	INR Zero Only
53	HIGH LIGHTER REYNOLDS 323	200	NOS	REYNOLDS				0.00	0.00	INR Zero Only
54	HIGH LIGHTER ROTOMAC R 740	125	NOS	ROTOMAC				0.00	0.00	INR Zero Only
55	INDEX FILE 24T	26	NOS	SONA				0.00	0.00	INR Zero Only
56	INK BLUE/BLACK 60 ML	3	NOS	CHELPARK				0.00	0.00	INR Zero Only
57	INK FOR HI-TECH PEN	10	NOS	LUXOR				0.00	0.00	INR Zero Only
58	JUG 5 LTR. PLASTIC	15	NOS	MAYUR				0.00	0.00	INR Zero Only
59	LAMINATION ROLL 18 MTR (125 MICRONS)	50	NOS	GBC				0.00	0.00	INR Zero Only
60	LAMINATION ROLL 25 MTR (125 MICRONS)	50	NOS	GBC				0.00	0.00	INR Zero Only
61	LAMINATION ROLL 50 MTR 25" 5.0 MIL	50	NOS	GBC				0.00	0.00	INR Zero Only
62	LOCK BIG/MEDIUM SIZE (70/50 mm)	40	NOS	HARRISON				0.00	0.00	INR Zero Only
63	LOCK FOR TABLES HARRISON T 26 35 MM	20	NOS	HARRISON				0.00	0.00	INR Zero Only
64	LUX SOAP CAKE 150 GRAM	770	NOS	LUX				0.00	0.00	INR Zero Only
65	PACKING TAPE 2" BROWN	323	NOS	WONDER				0.00	0.00	INR Zero Only
66	PACKING TAPE 3" BROWN	80	NOS	WONDER				0.00	0.00	INR Zero Only
67	PAPER XEROX A-3 MX 75 GSM 5 KG	200	REAM	MODI				0.00	0.00	INR Zero Only
68	PAPER XEROX A-4 MX 80 GSM 2.5 KG	7517	REAM	MODI				0.00	0.00	INR Zero Only
69	PAPER XEROX F/S MX 75 2.7 KG	50	REAM	MODI				0.00	0.00	INR Zero Only
70	PEN ADD GEL ACHIEVER	1917	NOS	ADD GEL				0.00	0.00	INR Zero Only
71	PEN BALL JETTER 054	1030	NOS	REYNOLDS				0.00	0.00	INR Zero Only
72	PEN BOARD MARKER 986	162	NOS	LUXOR				0.00	0.00	INR Zero Only
73	PEN CELLO GRIPPER 0.5 MM	80	NOS	CELLO				0.00	0.00	INR Zero Only

74	PEN HI-TEC .05 BU/BLK/RIG	100	NOS	LUXOR				0.00	0.00	INR Zero Only
75	PEN MARKER PERMANENT	77	NOS	LUXOR				0.00	0.00	INR Zero Only
76	PEN MICRO EYE UB 150 UNIBALL	1370	NOS	UNIBALL				0.00	0.00	INR Zero Only
77	PEN MICRO EYE UB 157 UNIBALL	150	NOS	UNIBALL				0.00	0.00	INR Zero Only
78	PEN PAPER SOFT	1838	NOS	CELLO				0.00	0.00	INR Zero Only
79	PEN PARKER	5	NOS	PARKER				0.00	0.00	INR Zero Only
80	PEN PERMANENT MARKER OHP	531	NOS	MARVY				0.00	0.00	INR Zero Only
81	PEN PILOT HI-TECH 0.5	100	NOS	LUXOR				0.00	0.00	INR Zero Only
82	PEN PILOT HI-TECH V-5	200	NOS	LUXOR				0.00	0.00	INR Zero Only
83	PEN PILOT HI-TECH V-7	300	NOS	LUXOR				0.00	0.00	INR Zero Only
84	PEN REYNOLDS 045	7199	NOS	REYNOLDS				0.00	0.00	INR Zero Only
85	PEN SIGN LUXOR 921	100	NOS	LUXOR				0.00	0.00	INR Zero Only
86	PEN TRIMAX	200	NOS	REYNOLDS				0.00	0.00	INR Zero Only
87	PEN UNIBALL GEL IMPACT 1.0	300	NOS	UNIBALL				0.00	0.00	INR Zero Only
88	PENCIL HB 621	5672	NOS	NATARAU				0.00	0.00	INR Zero Only
89	PEON BOOK 2 QRS	143	NOS	NEELGAGAN				0.00	0.00	INR Zero Only
90	PHOTO COPY PAPER A3 70 GSM	200	NOS	MODI				0.00	0.00	INR Zero Only
91	PHOTO COPY PAPER A3 80 GSM	150	REAM	MODI				0.00	0.00	INR Zero Only
92	PHOTO COPY PAPER A4 75 GSM	200	REAM	MODI				0.00	0.00	INR Zero Only
93	PHOTO COPY PAPER F/5 70 GSM	200	REAM	MODI				0.00	0.00	INR Zero Only
94	PHOTO COPY PAPER F/5 80 GSM	100	REAM	MODI				0.00	0.00	INR Zero Only
95	PL 301 PUNCHLESS FILE (LEVER CLIP) A4	25	NOS	SOLO				0.00	0.00	INR Zero Only
96	POST-IT-PADS 2"x3" NO. 656	240	NOS	3M				0.00	0.00	INR Zero Only
97	POST-IT-PADS 3"x3" NO. 654	296	NOS	3M				0.00	0.00	INR Zero Only
98	POST-IT-PADS 3"x5" NO. 655	444	NOS	3M				0.00	0.00	INR Zero Only
99	PUNCH DOUBLE 8CM DP 600	15	NOS	KANGARO				0.00	0.00	INR Zero Only
100	PUNCH I HOLE SINGLE	157	NOS	KANGARO				0.00	0.00	INR Zero Only
101	RB 402 RING BINDER-2-D-RING A4	732	NOS	SOLO				0.00	0.00	INR Zero Only



102	RB 801 PAPER BOARD-2-D-RING (BLACK) A4	20	NOS.	SOLO				0.00	0.00	INR Zero Only
103	RB 406 RING BINDER A4 (BLUE)	20	NOS.	SOLO				0.00	0.00	INR Zero Only
104	RB 405 RING BINDER A4	20	NOS.	SOLO				0.00	0.00	INR Zero Only
105	REFILL ADD GEL ACHEIVER	37	NOS.	ADD GEL				0.00	0.00	INR Zero Only
106	REFILL PEN REYNOLDS 045	61	NOS.	REYNOLDS				0.00	0.00	INR Zero Only
107	REFILL PEN JETTER	75	NOS.	REYNOLDS				0.00	0.00	INR Zero Only
108	REGISTER ATTENDANCE 1 QRS	100	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
109	REGISTER RULED 2 QR R/B	472	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
110	REGISTER RULED 4 QR R/B	479	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
111	RESOGRAPH INK 5-539A 1000ML	40	NOS.	RESO				0.00	0.00	INR Zero Only
112	RESOGRAPH MASTER ROLLS GR 75	5	NOS.	RESO				0.00	0.00	INR Zero Only
113	SCALE PLASTIC 12"	279	NOS.	BOSS DELUXE				0.00	0.00	INR Zero Only
114	SHARPNER PENCIL 621	1329	NOS.	NATARAJ				0.00	0.00	INR Zero Only
115	SHARPNER PENCIL HEAVY DUTY	5	NOS.	REYNOLDS				0.00	0.00	INR Zero Only
116	SHORTHAND NOTEBOOK 200 PAGES	217	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
117	SIGNATURE PADS F/S	10	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
118	SLIP PAD BIG 80 SHEETS	578	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
119	SLIP PAD SMALL 80 SHEETS	482	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
120	SPIRAL PAD BIG SIZE 80 SHEET NO. 100	4457	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
121	SPIRAL PAD SMALL SIZE 80 SHEET NO.66	2062	NOS.	NEELGAGAN				0.00	0.00	INR Zero Only
122	STAPLE PIN 24/6 1M	417	NOS.	KANGARO				0.00	0.00	INR Zero Only
123	STAPLE PIN SIZE 10 1M	992	NOS.	KANGARO				0.00	0.00	INR Zero Only
124	STAPLE PIN SIZE 18	4	NOS.	KANGARO				0.00	0.00	INR Zero Only
125	STAPLER HD 12S/17	8	NOS.	KANGARO				0.00	0.00	INR Zero Only

126	STAPLER HS-45P/ M24/6	98	NOS	KANGARO				0.00	0.00	INR Zero Only
127	STAPLER NO 100 HD	192	NOS	KANGARO				0.00	0.00	INR Zero Only
128	TONER CARTRIDGE AR 5620 R	10	NOS	SHARP				0.00	0.00	INR Zero Only
129	TONER CARTRIDGE MX464N	20	NOS	SHARP				0.00	0.00	INR Zero Only
130	TONER CARTRIDGE FOR AR 6020N	10	NOS	SHARP				0.00	0.00	INR Zero Only
131	TOSHIBA TONER E-STUDIO 2007	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
132	TOSHIBA TONER E-STUDIO 203/205/207	15	NOS	TOSHIBA				0.00	0.00	INR Zero Only
133	TOSHIBA TONER E-STUDIO 212	15	NOS	TOSHIBA				0.00	0.00	INR Zero Only
134	TOSHIBA TONER E-STUDIO 225	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
135	TOSHIBA TONER E-STUDIO 2450D	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
136	TOSHIBA TONER E-STUDIO 2480D	5	NOS	TOSHIBA				0.00	0.00	INR Zero Only
137	TOSHIBA TONER E-STUDIO 257	15	NOS	TOSHIBA				0.00	0.00	INR Zero Only
138	TOSHIBA TONER E-STUDIO 305	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
139	TOSHIBA TONER E-STUDIO 352	5	NOS	TOSHIBA				0.00	0.00	INR Zero Only
140	TOSHIBA TONER E-STUDIO 452	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
141	TOSHIBA TONER E-STUDIO 455	5	NOS	TOSHIBA				0.00	0.00	INR Zero Only
142	TOSHIBA TONER E-STUDIO 456SE	5	NOS	TOSHIBA				0.00	0.00	INR Zero Only
143	TOSHIBA TONER E-STUDIO 457	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
144	TOSHIBA TONER E-STUDIO 600	20	NOS	TOSHIBA				0.00	0.00	INR Zero Only
145	TOSHIBA TONER E-STUDIO 800	2	NOS	TOSHIBA				0.00	0.00	INR Zero Only
146	TOSHIBA TONER E-STUDIO T2507	5	NOS	TOSHIBA				0.00	0.00	INR Zero Only
147	TOSHIBA TONER T-5070P	10	NOS	TOSHIBA				0.00	0.00	INR Zero Only
148	TOSHIBA TONER E-STUDIO 657	10	Nos	TOSHIBA				0.00	0.00	INR Zero Only

149	TR 212 PREMIER PAPER AND FILE TRAY (2 PC SET) XL	20	Nos	SOLO				0.00	0.00	INR Zero Only
150	TONER CARTRIDGE FOR SAMSUNG LASER PRINTER SL-M3370FD	50	Nos	SAMSUNG				0.00	0.00	INR Zero Only
151	TROLLEY BAG SAMSONITE (26" INCHES)	1	Nos	SAMSONITE				0.00	0.00	INR Zero Only
152	TROLLEY BAG SAMSONITE (36" INCHES)	1	Nos	SAMSONITE				0.00	0.00	INR Zero Only
153	TROLLEY BAG SAMSONITE (46" INCHES)	1	Nos	SAMSONITE				0.00	0.00	INR Zero Only

**PACKAGE II (MISCELLANEOUS LIST)**

154	AIR FRESHNER 200 ML	160	Bottle	As Per Sample				0.00	0.00	INR Zero Only
156	AIR FRESHNER SPRAY AIR WICK LEMON GARDEN	50	Bottle	As Per Sample				0.00	0.00	INR Zero Only
157	ALARM CLOCK	10	Nos	As Per Sample				0.00	0.00	INR Zero Only
158	ALL OUT LIQUID	75	Nos	As Per Sample				0.00	0.00	INR Zero Only
159	ALL OUT MACHINE	25	Nos	As Per Sample				0.00	0.00	INR Zero Only
160	ALL PIN	43	Pkt	As Per Sample				0.00	0.00	INR Zero Only
161	ALPHABETICAL REGISTER	15	Nos	As Per Sample				0.00	0.00	INR Zero Only
162	ALUMINIUM LADDER (DOUBLE) 6 FEET	15	Nos	As Per Sample				0.00	0.00	INR Zero Only
163	ALUMINIUM LADDER (DOUBLE) 8 FEET	15	Nos	As Per Sample				0.00	0.00	INR Zero Only
164	BACK REST (BIG)	10	Nos	As Per Sample				0.00	0.00	INR Zero Only
165	BACK REST (SMALL)	10	Nos	As Per Sample				0.00	0.00	INR Zero Only
166	BIG SIZE DOOR MIRROR	5	Nos	As Per Sample				0.00	0.00	INR Zero Only
167	BILT MATRIX DIARY (A4 SIZE BOTH SIDE RULED) 300 PAGES	50	Nos	As Per Sample				0.00	0.00	INR Zero Only
168	BILT MATRIX NOTE BOOK (240 PAGES 14X 10.8 CM)	25	Nos	As Per Sample				0.00	0.00	INR Zero Only
169	BILT MATRIX PREMIUM NOTE BOOK (160PAGES SINGLE RULE 21.6x 14)	20	Pkt	As Per Sample				0.00	0.00	INR Zero Only
170	BINDING COVER A4 Size	2000	Pkt	As Per Sample				0.00	0.00	INR Zero Only
171	BOWLS (KATORA)	120	Pkt	As Per Sample				0.00	0.00	INR Zero Only
172	BROOM (BAMBOO)	50	Nos	As Per Sample				0.00	0.00	INR Zero Only
173	BROOM (HARD)	50	Nos	As Per Sample				0.00	0.00	INR Zero Only

174	BROOM (SOFT)	50	Pair	As Per Sample					0.00	0.00	INR Zero Only
175	BROWN ENVELOPE JALI (SIZE 15X 20)	500	Nos.	As Per Sample					0.00	0.00	INR Zero Only
176	CANDLES	506	Nos.	As Per Sample					0.00	0.00	INR Zero Only
177	CASH BOOK 8 QRS	5	Nos.	As Per Sample					0.00	0.00	INR Zero Only
178	CAR PERFUME (AMBI PURE TROPIC)	20	NOS.	As Per Sample					0.00	0.00	INR Zero Only
179	CAR FRESHNER (LAVENDER)	20	NOS.	As Per Sample					0.00	0.00	INR Zero Only
180	CELL BUTTON 3V 2032 FOR COMPUTER	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
181	CELLO TAPE DISPENSER	5	Nos.	As Per Sample					0.00	0.00	INR Zero Only
182	CLAMP BLACK 25 SIZE	1307	Nos.	As Per Sample					0.00	0.00	INR Zero Only
183	CLAMP BLACK 33 SIZE	200	Nos.	As Per Sample					0.00	0.00	INR Zero Only
184	CLAMP BLACK 41 SIZE	150	Nos.	As Per Sample					0.00	0.00	INR Zero Only
185	CLEANZO	10	Bottle	As Per Sample					0.00	0.00	INR Zero Only
186	COASTER (TUMBLER COVER)	128	Nos.	As Per Sample					0.00	0.00	INR Zero Only
187	COFFEE MUG BONE CHINA	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
188	COLIN	15	Bottle	As Per Sample					0.00	0.00	INR Zero Only
189	COLOURED PENCIL	10	Pkt.	As Per Sample					0.00	0.00	INR Zero Only
190	COTTON ROPE	20	KGS	As Per Sample					0.00	0.00	INR Zero Only
191	CUP SAUCER BONE CHINA	276	Nos.	As Per Sample					0.00	0.00	INR Zero Only
192	CUT GLASS FANCY	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
193	DAK PAD	69	Nos.	As Per Sample					0.00	0.00	INR Zero Only
194	DESK CALENDER PLATE	35	Nos.	As Per Sample					0.00	0.00	INR Zero Only
195	DESK CALENDER REFILLS D/S	200	Nos.	As Per Sample					0.00	0.00	INR Zero Only
196	DESK CALENDER REFILLS S/S	200	Nos.	As Per Sample					0.00	0.00	INR Zero Only
197	DESPATCH REGISTER 8 QRS	67	Nos.	As Per Sample					0.00	0.00	INR Zero Only
198	DETTOL LIQUID SOAP BOTTLE WITH REFILL	20	Nos.	As Per Sample					0.00	0.00	INR Zero Only

199	DETTOL LIQUID SOAP REFILL PACK	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
200	DOOR MAT JUTE (PER SQ. FT)	20	Nos.	As Per Sample					0.00	0.00	INR Zero Only
201	DOOR MAT RUBBER (PER SQ. FT)	20	Nos.	As Per Sample					0.00	0.00	INR Zero Only
202	DOOR MAT PLASTIC (PER SQ. FT)	20	Nos.	As Per Sample					0.00	0.00	INR Zero Only
203	DRAWING PIN	4	Pkt.	As Per Sample					0.00	0.00	INR Zero Only
204	DUST PICKER	30	Nos.	As Per Sample					0.00	0.00	INR Zero Only
205	DUSTBIN PLASTIC (Pedal)	38	Nos.	As Per Sample					0.00	0.00	INR Zero Only
206	DUSTBIN PLASTIC SMALL	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
207	DUSTER WHITE COTTON	1715	Nos.	As Per Sample					0.00	0.00	INR Zero Only
208	DUSTER YELLOW BIG	1096	Nos.	As Per Sample					0.00	0.00	INR Zero Only
209	ELECTRIC KETTLE	22	Nos.	As Per Sample					0.00	0.00	INR Zero Only
210	ELECTRIC MOSQUITO RACKET	30	Nos.	As Per Sample					0.00	0.00	INR Zero Only
211	EMERGENCY LIGHT	15	Nos.	As Per Sample					0.00	0.00	INR Zero Only
212	ENGAGEMENT STAND	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
213	ENVELOPES LAMINATED 12"x10" YELLOW	100	Nos.	As Per Sample					0.00	0.00	INR Zero Only
214	ENVELOPES LAMINATED 16"x12"	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
215	ENVELOPES PLAIN 9"x4" WHITE	5000	Nos.	As Per Sample					0.00	0.00	INR Zero Only
216	ENVELOPES WHITE 11"x5"	1095	Nos.	As Per Sample					0.00	0.00	INR Zero Only
217	ERASER PENCIL NON DUST	2360	Nos.	As Per Sample					0.00	0.00	INR Zero Only
218	EXTENSION BOARD 04 POINTS (ISI MARK)	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
219	FILE MOVEMENT REGISTER 8 QR	100	Nos.	As Per Sample					0.00	0.00	INR Zero Only
220	FILE REGISTER 8 QR	60	Nos.	As Per Sample					0.00	0.00	INR Zero Only
221	FILE TRAY PLASTIC	51	Nos.	As Per Sample					0.00	0.00	INR Zero Only
222	FINIT TIN (FOR SPRAY)	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only

223	FLAG IMMEDIATE/URGENT	100	Nos	As Per Sample				0.00	0.00	INR Zero Only
224	FLOOR DUSTER	50	Nos	As Per Sample				0.00	0.00	INR Zero Only
225	FOLDER BINDING STRIP	175	Nos	As Per Sample				0.00	0.00	INR Zero Only
226	FOLDER LEAF	12	Nos	As Per Sample				0.00	0.00	INR Zero Only
227	FOLDER PLASTIC 2 RING	500	Nos	As Per Sample				0.00	0.00	INR Zero Only
228	FOLDER PLASTIC A4 SIZE	10915	Nos	As Per Sample				0.00	0.00	INR Zero Only
229	FOLDER PLASTIC F/5	5987	Nos	As Per Sample				0.00	0.00	INR Zero Only
230	FOLDER PLASTIC SPECIAL BAG TYPE	1090	Nos	As Per Sample				0.00	0.00	INR Zero Only
231	FORKS	24	Nos	As Per Sample				0.00	0.00	INR Zero Only
232	GARBAGE REMOVAL BAG (BIG)	50	KGs	As Per Sample				0.00	0.00	INR Zero Only
233	GARBAGE REMOVAL BAG (MEDIUM)	50	KGs	As Per Sample				0.00	0.00	INR Zero Only
234	GARBAGE REMOVAL BAG (SMALL)	25	KGs	As Per Sample				0.00	0.00	INR Zero Only
235	GEM CLIP BIG SIZE	894	Pkt	As Per Sample				0.00	0.00	INR Zero Only
236	GEM CLIP PLASTIC COATED	200	Pkt	As Per Sample				0.00	0.00	INR Zero Only
237	GIFT PAPER (PACKING SHEET)	100	Nos	As Per Sample				0.00	0.00	INR Zero Only
238	GLASS BOROSIL	50	Nos	As Per Sample				0.00	0.00	INR Zero Only
239	GLOSSY SHEET	200	Nos	As Per Sample				0.00	0.00	INR Zero Only
240	GONYLE	10	Bottle	As Per Sample				0.00	0.00	INR Zero Only
241	GREEN SHEET (LEGAL SIZE)	50	Ream	As Per Sample				0.00	0.00	INR Zero Only
242	H.B.A. ADVANCE FORM	10	Pad	As Per Sample				0.00	0.00	INR Zero Only
243	HARPIC	20	Nos	As Per Sample				0.00	0.00	INR Zero Only
244	HEATER CONNECTOR USHA	10	Nos	As Per Sample				0.00	0.00	INR Zero Only
245	HIT SPRAY (BLACK/RED)	200	Nos	As Per Sample				0.00	0.00	INR Zero Only
246	HOT CASE (SMALL)	10	Nos	As Per Sample				0.00	0.00	INR Zero Only
247	I CARD COVER	150	Nos	As Per Sample				0.00	0.00	INR Zero Only

248	ICE BOX 5 LTR SIZE	2	Nos.	As Per Sample				0.00	0.00	INR Zero Only
249	INDEX REGISTER 8 QR	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
250	IRON CHAIN (1 1/2 FEET) WITH BOTH SIDE KUNDA	20	Nos.	As Per Sample				0.00	0.00	INR Zero Only
251	JUG FOR WATER	172	Nos.	As Per Sample				0.00	0.00	INR Zero Only
252	JUTE TWIN PLASTIC	12	Roll	As Per Sample				0.00	0.00	INR Zero Only
253	LEATHER BAG	43	Nos.	As Per Sample				0.00	0.00	INR Zero Only
254	LEATHER BOX WITH WHEEL	15	Nos.	As Per Sample				0.00	0.00	INR Zero Only
255	LOG BOOK REGISTER	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
256	LOOKING MIRROR	5	Nos.	As Per Sample				0.00	0.00	INR Zero Only
257	MAGNETIC DUSTER	25	Nos.	As Per Sample				0.00	0.00	INR Zero Only
258	MATCH BOX	103	Nos.	As Per Sample				0.00	0.00	INR Zero Only
259	MOU FOLDERS	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
260	MOU SHEET	420	Nos.	As Per Sample				0.00	0.00	INR Zero Only
261	MOUSE PAD	15	Nos.	As Per Sample				0.00	0.00	INR Zero Only
262	MR MUSCLE	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
263	MUG PLASTIC	18	Nos.	As Per Sample				0.00	0.00	INR Zero Only
264	NAPHTHALENE BALL	10	Gms.	As Per Sample				0.00	0.00	INR Zero Only
265	NOTE SHEET PAD A-4 SIZE 80 GSM	1226	Pad	As Per Sample				0.00	0.00	INR Zero Only
266	ODONIL	80	Nos.	As Per Sample				0.00	0.00	INR Zero Only
267	PACKING CLOTH WHITE (MARKIN)	50	Mtrs.	As Per Sample				0.00	0.00	INR Zero Only
268	PAMPHLET BOXES	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
269	PAPER CUTTER STEEL	33	Nos.	As Per Sample				0.00	0.00	INR Zero Only
270	PAPER PACKING SHEET	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
271	PAPER TRAY	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
272	PAY BILL REGISTER	20	Nos.	As Per Sample				0.00	0.00	INR Zero Only

273	PEDESTAL FAN (USHA)	20	Nos.	As Per Sample				0.00	0.00	INR Zero Only
274	PENCIL TRAY (TUMBLER TYPE)	91	Nos.	As Per Sample				0.00	0.00	INR Zero Only
275	PLATE FULL SIZE	144	Nos.	As Per Sample				0.00	0.00	INR Zero Only
276	PLATE SMALL SIZE	18	Nos.	As Per Sample				0.00	0.00	INR Zero Only
277	REGISTER (LB) 6 QR	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
278	REMOTE BELL	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
279	RUBBER BAND BIG, SMALL	21	KG.	As Per Sample				0.00	0.00	INR Zero Only
280	SCISSOR GOOD QUALITY BIG	64	Nos.	As Per Sample				0.00	0.00	INR Zero Only
281	SCISSOR GOOD QUALITY MEDIUM	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
282	SCISSOR GOOD QUALITY SMALL	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
283	SEALING WAX GOOD QUALITY	37	PKT.	As Per Sample				0.00	0.00	INR Zero Only
284	SECTION DIARY REGISTER 8 QR/B	89	Nos.	As Per Sample				0.00	0.00	INR Zero Only
285	SELF STICKING RULED NOTE PAD (4X6)	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
286	SERVICE TRAY	35	Nos.	As Per Sample				0.00	0.00	INR Zero Only
287	SKETCH PEN	150	Nos.	As Per Sample				0.00	0.00	INR Zero Only
288	SPIRAL/SLIP PADS FOR MEETING (20 SHEETS)	5000	Nos.	As Per Sample				0.00	0.00	INR Zero Only
289	SPOON (BIG SIZE/SERVICE)	20	Nos.	As Per Sample				0.00	0.00	INR Zero Only
290	SPOONS	132	Nos.	As Per Sample				0.00	0.00	INR Zero Only
291	STEEL THERMOS FLASK (1 LTR.)	10	BOTTLE	As Per Sample				0.00	0.00	INR Zero Only
292	STICKER (GUM STICK COMPUTER)	500	Nos.	As Per Sample				0.00	0.00	INR Zero Only
293	STOCK REGISTER 400, 300, 200, 100 PAGES/LB	27	Nos.	As Per Sample				0.00	0.00	INR Zero Only
294	T.A. FORM	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
295	TABLE GLASS 2'X1'-1/2 THICK 5MM	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
296	TABLE GLASS 3'X2' THICK 5MM	5	Nos.	As Per Sample				0.00	0.00	INR Zero Only
297	TAG BIG SIZE	9	Bundle	As Per Sample				0.00	0.00	INR Zero Only



298	TAG SMALL WHITE	893	Bundle	As Per Sample					0.00	0.00	INR Zero Only
299	TEA SET BONE CHINA	7	Nos.	As Per Sample					0.00	0.00	INR Zero Only
300	TEAPOL	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
301	TELEPHONE REGISTER 8 QR	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
302	THERMOS FLASK	33	Nos.	As Per Sample					0.00	0.00	INR Zero Only
303	TISSUE PAPER (WINTEX)	50	Box	As Per Sample					0.00	0.00	INR Zero Only
304	TORCH (3 CELL)	1	Nos.	As Per Sample					0.00	0.00	INR Zero Only
305	TOWELS GOOD QUALITY MEDIUM	43	Nos.	As Per Sample					0.00	0.00	INR Zero Only
306	TOWELS GOOD QUALITY SMALL	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
307	TOWELS GOOD QUALITY WHITE BIG	100	Nos.	As Per Sample					0.00	0.00	INR Zero Only
308	TRACING PAPER	100	Nos.	As Per Sample					0.00	0.00	INR Zero Only
309	TRANSPARENCY 250 MICRONS A4	2650	Nos.	As Per Sample					0.00	0.00	INR Zero Only
310	TRANSPARENCY 100 MICRONS A4	100	Nos.	As Per Sample					0.00	0.00	INR Zero Only
311	TUMBLER GLASS	1104	Nos.	As Per Sample					0.00	0.00	INR Zero Only
312	TUMBLER GLASS SUPERIOR CUT GLASS	211	Nos.	As Per Sample					0.00	0.00	INR Zero Only
313	UMBRELLA (BIG)	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
314	UMBRELLA (SMALL)	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
315	VIM POWDER 1 KG PACKING	20	KG.	As Per Sample					0.00	0.00	INR Zero Only
316	VISITING CARD ALBUM	11	Nos.	As Per Sample					0.00	0.00	INR Zero Only
317	VISITORS REGISTER 8 QR L/B	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
318	WALL CLOCK	50	Nos.	As Per Sample					0.00	0.00	INR Zero Only
319	WHITE BOARD MAGNETIC (PER SQ.FT)	15	Nos.	As Per Sample					0.00	0.00	INR Zero Only
320	WHITE BOARD NON MAGNETIC (PER SQ.FT)	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
321	WHITE BOARD DUSTER MAGNETIC	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only
322	WHITE BOARD DUSTER NON MAGNETIC	10	Nos.	As Per Sample					0.00	0.00	INR Zero Only

323	WHITE/COLOURED TOWEL BIG SIZE 60"X30"	100	Nos.	As Per Sample				0.00	0.00	INR Zero Only
324	WINDOW ENVELOPES 9X4	2000	Nos.	As Per Sample				0.00	0.00	INR Zero Only
325	WIRO NOTE BOOK (IBICO BRAND) 160 PAGES	50	Nos.	As Per Sample				0.00	0.00	INR Zero Only
326	EXPENDITURE CONTROL REGISTER	10	Nos.	As Per Sample				0.00	0.00	INR Zero Only
327	<b>PACKAGE III (HP LIST)</b>									
328	HP CARTRIDGE CF228A	10	Nos	HP				0.00	0.00	INR Zero Only
329	HP CARTRIDGE CF228X	10	Nos	HP				0.00	0.00	INR Zero Only
330	HP CARTRIDGE CB436A	5	Nos	HP				0.00	0.00	INR Zero Only
331	HP CARTRIDGE CE 320A	25	Nos	HP				0.00	0.00	INR Zero Only
332	HP CARTRIDGE CE 321A	24	Nos	HP				0.00	0.00	INR Zero Only
333	HP CARTRIDGE CE 322A	25	Nos	HP				0.00	0.00	INR Zero Only
334	HP CARTRIDGE CE 323A	24	Nos	HP				0.00	0.00	INR Zero Only
335	HP CONSUMABLE C 4182X	5	Nos	HP				0.00	0.00	INR Zero Only
336	HP CONSUMABLE C9720A	7	Nos	HP				0.00	0.00	INR Zero Only
337	HP CONSUMABLE C9721A	7	Nos	HP				0.00	0.00	INR Zero Only
338	HP CONSUMABLE C9722A	7	Nos	HP				0.00	0.00	INR Zero Only
339	HP CONSUMABLE C9723A	7	Nos	HP				0.00	0.00	INR Zero Only
340	HP CONSUMABLE C9730A	9	Nos	HP				0.00	0.00	INR Zero Only
341	HP CONSUMABLE C9731A	7	Nos	HP				0.00	0.00	INR Zero Only
342	HP CONSUMABLE C9732A	7	Nos	HP				0.00	0.00	INR Zero Only
343	HP CONSUMABLE C9733A	7	Nos	HP				0.00	0.00	INR Zero Only
344	HP CONSUMABLE Q 6470A	6	Nos	HP				0.00	0.00	INR Zero Only
345	HP CONSUMABLE Q 6471A	6	Nos	HP				0.00	0.00	INR Zero Only
346	HP CONSUMABLE Q 6472A	6	Nos	HP				0.00	0.00	INR Zero Only
347	HP CONSUMABLE Q 6473A	6	Nos	HP				0.00	0.00	INR Zero Only

348	HP CONSUMABLE Q2612A	33	Nos	HP					0.00	0.00	INR Zero Only
349	HP CONSUMABLE Q2613A	10	Nos	HP					0.00	0.00	INR Zero Only
350	HP CONSUMABLE Q3960A	5	Nos	HP					0.00	0.00	INR Zero Only
351	HP CONSUMABLE Q3961A	5	Nos	HP					0.00	0.00	INR Zero Only
352	HP CONSUMABLE Q3962A	5	Nos	HP					0.00	0.00	INR Zero Only
353	HP CONSUMABLE Q3963A	5	Nos	HP					0.00	0.00	INR Zero Only
354	HP CONSUMABLE Q5949X	141	Nos	HP					0.00	0.00	INR Zero Only
355	HP CONSUMABLE Q7551X	18	Nos	HP					0.00	0.00	INR Zero Only
356	HP CONSUMABLE Q7553X	5	Nos	HP					0.00	0.00	INR Zero Only
357	HP INK CARTRIDGE 25A/17A	5	Nos	HP					0.00	0.00	INR Zero Only
358	HP INK CARTRIDGE 51645A	5	Nos	HP					0.00	0.00	INR Zero Only
359	HP INK CARTRIDGE 56A	2	Nos	HP					0.00	0.00	INR Zero Only
360	HP INK CARTRIDGE 57A	2	Nos	HP					0.00	0.00	INR Zero Only
361	HP INK CARTRIDGE C8578A	1	Nos	HP					0.00	0.00	INR Zero Only
362	HP INK TONER 6625A	1	Nos	HP					0.00	0.00	INR Zero Only
363	HP TONER 2610A	1	Nos	HP					0.00	0.00	INR Zero Only
364	HP TONER C505X	5	Nos	HP					0.00	0.00	INR Zero Only
365	HP TONER CARTRIDGE 49A	10	Nos	HP					0.00	0.00	INR Zero Only
366	HP TONER CARTRIDGE 53A	15	Nos	HP					0.00	0.00	INR Zero Only
367	HP TONER CARTRIDGE 7561	1	Nos	HP					0.00	0.00	INR Zero Only
368	HP TONER CARTRIDGE 7582	1	Nos	HP					0.00	0.00	INR Zero Only
369	HP TONER CARTRIDGE 7583	1	Nos	HP					0.00	0.00	INR Zero Only
370	HP TONER CARTRIDGE 8543XC	8	Nos	HP					0.00	0.00	INR Zero Only
371	HP TONER CARTRIDGE C7115X	10	Nos	HP					0.00	0.00	INR Zero Only
372	HP TONER CARTRIDGE CE 410A	20	Nos	HP					0.00	0.00	INR Zero Only
373	HP TONER CARTRIDGE CE410X	20	Nos	HP					0.00	0.00	INR Zero Only

374	HP TONER CARTRIDGE CE 411A	20	Nos	HP			0.00	0.00	INR Zero Only
375	HP TONER CARTRIDGE CE 412A	20	Nos	HP			0.00	0.00	INR Zero Only
376	HP TONER CARTRIDGE CE413A	20	Nos	HP			0.00	0.00	INR Zero Only
377	HP TONER CARTRIDGE CB540A	11	Nos	HP			0.00	0.00	INR Zero Only
378	HP TONER CARTRIDGE CB541A	10	Nos	HP			0.00	0.00	INR Zero Only
379	HP TONER CARTRIDGE CB542A	10	Nos	HP			0.00	0.00	INR Zero Only
380	HP TONER CARTRIDGE CB543A	10	Nos	HP			0.00	0.00	INR Zero Only
381	HP TONER CARTRIDGE CC 388A	300	Nos	HP			0.00	0.00	INR Zero Only
382	HP TONER CARTRIDGE CE278A	275	Nos	HP			0.00	0.00	INR Zero Only
383	HP TONER CARTRIDGE Q6000A	37	Nos	HP			0.00	0.00	INR Zero Only
384	HP TONER CARTRIDGE Q6001A	34	Nos	HP			0.00	0.00	INR Zero Only
385	HP TONER CARTRIDGE Q6002A	34	Nos	HP			0.00	0.00	INR Zero Only
386	HP TONER CARTRIDGE Q6003A	34	Nos	HP			0.00	0.00	INR Zero Only
387	HP TONER CARTRIDGE Q7115X	10	Nos	HP			0.00	0.00	INR Zero Only
388	HP TONER CC530A	12	Nos	HP			0.00	0.00	INR Zero Only
389	HP TONER CC531A	12	Nos	HP			0.00	0.00	INR Zero Only
390	HP TONER CC532A	12	Nos	HP			0.00	0.00	INR Zero Only
391	HP TONER CC533A	12	Nos	HP			0.00	0.00	INR Zero Only
392	HP TONER CE 2555A	5	Nos	HP			0.00	0.00	INR Zero Only
393	HP TONER CE 310A	10	Nos	HP			0.00	0.00	INR Zero Only
394	HP TONER CE 311A	10	Nos	HP			0.00	0.00	INR Zero Only
395	HP TONER CE 312A	10	Nos	HP			0.00	0.00	INR Zero Only
396	HP TONER CE 313A	13	Nos	HP			0.00	0.00	INR Zero Only
397	HP TONER CF 210A	10	Nos	HP			0.00	0.00	INR Zero Only
398	HP TONER CF 211A	10	Nos	HP			0.00	0.00	INR Zero Only
399	HP TONER CF 212A	10	Nos	HP			0.00	0.00	INR Zero Only

