



SBI LIFE INSURANCE CO. LTD

SBI LIFE /MS/310

Dated – 25th November, 2016

**NOTICE INVITING OFFERS FOR BIDS FOR SUPPLY OF STATIONERY MATERIALS & PRINTED STATIONERY
AT CORPORATE OFFICE,NATRAJ**

SBI Life Insurance Company Limited invites bids for supply of 'STATIONERY MATERIALS & PRINTED STATIONERY ' for the Corporate office at Mumbai (ANDHERI –EAST) from reputed and financially sound firms, those in the business for the last five years, for a period of 12 months from the date of award of contract.

Tender documents can be obtained from the Office of the Assistant Vice-President (Management Services) Ground floor, Corporate Office at Natraj Premises & can also be downloaded from the website www.sbilife.co.in

The Last date of submission of tender documents shall be 4th December,2016 at 03.00 PM

Those interested parties can submit tender in a sealed cover super scribed "Tender for supply of Stationery materials & Printed Stationery "addressed to The Assistant Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor ,M V Road & Western Express Highway Junction ,Andheri (E) Mumbai -400069.

SBI Life reserves the right to reject any/all proposals without assigning any reason whatsoever

**Assistant Vice President
(Management Services)**



BID DOCUMENT

TENDER FOR SUPPLYING STATIONERY MATERIALS & PRINTED STATIONERY

Issued to.....

TENDER NO.SBIL/MS/

Dated: - 25th November, 2016

Signature of Tenderer.....

TENDER FOR SUPPLYING STATIONERY MATERIALS & PRINTED STATIONERY

SBI Life Insurance Co Ltd

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Dear Sir,

SBI Life Insurance Company Limited is a joint venture between the State Bank of India and BNP Paribas Assurance. It started its operations in 2001, and has a network of 14 regional offices and 800 branches and a work force of over 8500 employees located across the country. SBI Life's corporate office is at Mumbai.

The complete set of tender papers is for contract of supplying office Stationery material & Printed Stationery for the corporate office at Mumbai. Please note that this set of tender documents comprising the following contents is confidential and is not transferable under any circumstances:

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

The rates of the items should be quoted as per the format enclosed as "List of Items."

Each submitted proposal must comprise a "**Technical offer**" and a "**Commercial offer**", each of which must be submitted **separately in sealed envelopes**.

These envelopes should be deposited in the sealed box kept for this purpose in the Ground Floor Reception Area, Corporate office, SBI Life Insurance Co Ltd, "NATRAJ", M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069 on or before 1500 hrs on 24th December, 2015.

The envelopes containing the "**Technical offer**" will be opened at 5th December, 2016, at the office of the Assistant Vice-President (Management Services), Corporate Office, SBI Life Insurance Co Ltd, "NATRAJ" Ground Floor, M V Road & Western Express Highway Junction, Andheri (E) Mumbai-400069

The Technical offers will be evaluated and offers which are found fit and responsive will only be considered for Commercial offer.

The selection of the supplier shall be at the sole discretion of the SBI LIFE and no correspondence shall be entertained in this regard.

The Tenders received after opening of the tender box, i.e. after 15.00 hours on 5th December, 2016 will be rejected.

SBI Life reserves the right to

- Accept or reject any or all the offers in part or in full.
- Accept or reject any or all the offers in part or in full irrespective of their being the lowest
- SBI Life also reserves the right to empanel more than one supplier.
- SBI Life may not require certain category of resources/services though the Bidder should submit the Bid for all the categories of resources /services as required under this bid.
- SBI Life reserves the right to relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of SBI Life
- SBI Life reserves the right to retender or negotiate with the lowest tender as regards the rates, terms and conditions of the tender, if deemed necessary.
- SBI Life reserves the right to disqualify the Tenderer blacklisted by State/Central Govt. undertakings/Public Sector Units or whose contracts have been terminated by SBI Life on account of poor performance, if any such information comes to the knowledge of SBI LIFE at any stage either during the tendering process or after short listing the bidder.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance with the necessary instructions or with Terms and Conditions.

You are requested to ensure that the offers are submitted after full consideration and understanding of the work envisaged under this contract. The bid once submitted shall be final and cannot be altered. Only one bid from each participant shall be accepted. In case any participant submits more than one bid, the participant shall be disqualified from the process of bidding.

Assistant Vice-President (Management Services)

For and on behalf of SBI Life Insurance Co Ltd

Instructions to Bidders

SEALED Tenders are invited from Mumbai based reputed Firms/Contractors / Service Providers for Purchase Contract for purchase of Stationery materials & Printed Stationery for Corporate office SBI Life Insurance Co Ltd, Mumbai.

All Bidders MUST STRICTLY ADHERE to all instructions, forms, Terms of reference, contract provisions and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal and will not be considered for the evaluation.

1.	Tender Document	The tender can be down loaded from website www.sbilife.com .
2.	Earnest Money Deposit	Rs.10000/- (Ten thousand only) refundable by Demand Draft of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai.
3.	Sale of Tender Document	From 28th Nov,2016 to 5th Dec,2016 (up to 15.00 hrs) Hard Copy During Working Days & Office hours only.
4.	Deadline for requesting clarifications	2nd Dec,2016 .upto 15.00 hrs
5	Last date & time of Submission of Tender	5th Dec,2016 upto (15:00 Hrs.)
6.	Submission of Proposals	Each submitted proposal must comprise a Technical offer and a Commercial offer , each of which must be submitted separately in sealed envelopes .
7.	Proposal Contents	<p>Technical offer The Technical offer must include the following documents:</p> <ul style="list-style-type: none"> • Letter of Submission on the supplier letterhead signed and stamped by the person in charge or companies authorized representative acknowledging the bidder's agreement of the terms and conditions of this RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete. • Table of Contents, including page numbers (i.e.: Index of the proposal contents). • Copy of valid trade license.(Shop Establishment etc) • EMD • Business references from different clients that shows that the bidder has a satisfactory performance record. Business References can be either copies of purchase orders or letter of references from entities for which the bidder has performed services of similar nature. Bidder is required to include details of points of contact (name, address, telephone number, etc.) for such references. • Items list. Bidder has to state and mark for quote items in Annex (I) Item List of this RFP. Bidder has to state clearly the (quoted brand) for each item.

		<p>Bidder must participate in the tender by proposing at least 75% or more of the required items included in Annex (1) List Bidder who is submitting the proposal offering less than 75% of the required items will be considered non-responsive.</p> <p><u>Audited Financial Statements for the past 2 years.</u></p> <p><u>Commercial Offer:-</u></p> <p>The Commercial offer must be presented as an amount in Indian Rupees, inclusive of all applicable tariffs and /or taxes and must be submitted including the following:</p> <p>1. Annex (I1) - Item list filled with the offered prices/item. Bidder has to put the prices showing the unit price per item intended to be proposed.</p> <p>Notes to Bidders:</p> <p>Payments under this contract will be made in Indian Rupees by cheque.</p> <p>The hard copy of the priced list should be submitted stamped and signed</p>
8	RFP Terms and Conditions	Failure to accept the terms and conditions of the RFP at time of submitting the proposal may result in giving the award to the next bidder
9	Validity of Proposal	Proposal must remain valid and open for the acceptance of SBI Life for 90 days from the RFP closing date. Proposals specifying shorter acceptance period will be considered nonresponsive proposal
10	Incomplete and Late Offers	Incomplete and late proposals will not be accepted. It is the bidder responsibility to ensure that the proposal is submitted complete, on time and in accordance to the RFP terms and conditions. Late proposals shall be returned back unopened.
11	Evaluation of proposals	Evaluation process aims to select the responsible bidder whose proposal is technically fit/responsive at the most reasonable price.
12	Evaluation of Technical offers	<p>Only fit & responsive proposals will be evaluated.</p> <p>Considering the submitted proposal as being responsive and fit proposals shall be according to the following factors:</p> <p>16.1.1. Bidder must participate in the tender by proposing at least 75% or more of the required items included in Annex (1), Bidder who is submitting the proposal offering less than 75% of the required items will be considered non-responsive.</p>
13	Evaluation of financial offers	<p>Upon completion of the technical evaluation, the financial offer, for those bidders who passed the technical evaluation stage, will be opened.</p> <p>Consideration of the offer will based on the lowest quote</p>

14	Confidentiality	The entire evaluation procedure is confidential and all proposals are for official use only and will be communicated neither to the bidders nor to any party other than the Contracting Authority.
15	Ownership of Proposals	The Contracting Authority retains ownership of all proposals received under this bidding procedure. Consequently, bidders have no right to have their proposals returned to them.
16	Bid Cancellation	<p>SBI Life has the right at any stage in the bidding process to cancel the whole bid without the need to give a reason to any of the bidders. Bidders will be notified in writing of the cancellation by the Contracting Authority.</p> <p>Vendors who have been issued showcase notices will be barred from participating in Tendering process.</p>
17	Signature of the contract(s)	The successful bidder will be notified in writing of the Award. The bidders have to and within one week of notification of Award sign the final contract in the standard form as determined by the Contracting Authority. The Contracting Authority reserves the right to award all parts, partial or none of the RFP based on offer evaluation.
	Vice-President (Management Services) SBI Life Insurance Co Ltd, reserves the right to reject any or all tenders without assigning any reason thereof	

TERMS AND CONDITIONS:-

EARNEST MONEY AND VALIDITY OF TENDER

1. Tender shall be accompanied by the requisite Earnest Money in the form of Demand Draft of Nationalized / scheduled bank in favor of SBI Life Insurance Co Ltd, payable at Mumbai
2. Tender is liable to be disqualified and shall not be considered at all, if not accompanied by the requisite Earnest Money in the form stated above.
3. No interest shall be payable on the amount of Earnest Money and the same will be released, after the finalization of rate contract, to those tenderers who fail to get the contract.
4. The Earnest Money of the unsuccessful tenderers shall be returned after issue of the rate contract work order.
5. Successful tenderer should deposit required security deposit amount in the form of Demand Draft of Nationalized / scheduled bank only in favor of SBI Life Insurance Co Ltd payable at Mumbai payable at Mumbai.
6. Validity of the offer for acceptance should be three months from the date of opening of price bid.

B) GENERAL TERMS AND CONDITIONS

1. Original Tender should be submitted complete in all respect with all schedules, documents etc. None of the pages of the original tender document issued should be removed.
2. Price Bid will be in a separate envelope neatly typed or photocopied. The written matter should be clearly legible. Every page of the tender document should be signed with seal and all cuttings and corrections should be attested by the tenderer under his signature.
3. The tender may be deposited by hand in the office or may be sent by registered post so as to reach this office by due date and time. No tender shall be entertained after due date and time and the delay on any account shall not be accepted. No separate receipt will be given on submission of the tender.
4. SBI Life reserves the right to reject / accept tender, without assigning any reason thereof.
5. The tender must be complete in all respects. Any queries made by SBI Life should be promptly replied by the tenderer.
6. First sealed envelope should contain
 - Earnest Money,
 - Declaration by the Tenderer on company letterhead as per format given in tender document.
 - Copy of registration certificate (Shop & establishment) **duly attested by competent authority.**
 - Copy of VAT registration certificate **duly attested by competent authority.**
 - Copy of income tax return & recently paid Challans
 - Copies of work orders of supply of stationery items **duly attested by competent authority.**
 - Company profile.
 - Original Tender Document duly signed and sealed on each page.
 - 2 years Balance Sheet Prepared by Chartered Accountant
7. Second sealed envelope should contain, Price Bid only. It should be subscribed as "COMMERCIAL BID".
8. The tender document should be sealed in separate envelopes and then both the envelopes should again be sealed inside a main envelope. All the three envelopes should clearly bear the following:
 - a) Name of the work
 - b) Name and address of the tenderer
 - c) Due Date
 - d) Name of Contact Person
 - e) Contact Number(Phone)

f) Validity Period

9. Tenderers, who give satisfactory evidence of supply of office stationery items, shall only be considered.
10. The tendering firm / company should be registered under the relevant status by the relevant competent authority. The firm must attach attested copy of the registration certificate and Partnership Deed / Memorandum of Association as the case may be.
11. Period of validity of the tender is three months.
12. This allotment of work shall be on Annual Rate basis for a period of one year from the date of signing the rate agreement or for such extended period as SBI Life may grant by specific written order, extending the period.
- 13. In case tenderer fails to execute the said work / supply within the stipulated time, SBI Life will be at liberty to get the material/items from the open market, without any notice to the tenderer and any additional cost incurred by SBI Life for the same shall be recovered from the tenderer.**
14. The tenderer shall have to comply with all the rules, regulations, and laws .SBI Life, shall have no liability in this regard.
15. The Contractor / supplier shall not, without the consent in writing of SBI Life, transfer, assign or submit the work under this contract or any substantial part thereof to any other party.
16. In case of any dispute or difference between SBI Life and the tenderer in connection with this agreement except as to matters, the decision for which has been specifically provided, either party may forthwith give to the other notice in writing of existence of such dispute or difference and the same shall be referred to the sole arbitration of the Vice-President (Administration), or a person nominated by him. This reference shall be governed by Indian Arbitration Act 1940 and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall continue during the arbitration proceedings unless SBI Life or the arbitrator directs otherwise.
17. SBI Life may give notice at any time in writing to the supplier either to stop the supply altogether or reduce or cut it down.
- 18. Defects developed in the items supplied within guarantee period, shall be rectified or replaced by the tenderer promptly. In case the defect replacement is not made within stipulated period from the receipt of the complaint by the tenderer SBI Life shall have full liberty to remove such defects or reject such items as may be necessary to restore the system in working condition. The expenditure so incurred by SBI Life shall be deducted from tenderers pending claims, security deposit, etc. and if necessary may be recovered in any other mode provided under the law.**
19. Notices, statements and other communications sent by SBI Life through registered post or telegram or fax to the tenderer at his specified address shall be deemed to have been delivered to the supplier.
20. The supplier shall provide one copy of final bill, after supply of items of the work.
21. No price escalation will be granted during the contract period.
22. Any expenditure incurred by SBI life due to breach of contract on the part of the tenderer / supplier will be recovered from security deposit or / and from pending dues.
23. The bills must be submitted along with the signed delivery challans for payment.
24. Rates quoted in the Tender shall be valid till the entire completion period of the contract (One Year) from date of Agreement

C) TERMS OF PAYMENT

100% payment will be made against successful supply of Stationery materials & Printing materials at Corporate office Mumbai, and submission of bill, delivery challan, inspection report (if required) duly signed by purchase official

ACCEPTANCE CERTIFICATE

TENDER NO.SBIL/MS/

Dated

I / We _____ (hereinafter referred to as the Tenderer) being desirous of tendering for the work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned

In the tender document, DO HEREBY DECLARE THAT:

1. The tenderer is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The tenderer is capable of executing and completing the work as required in the tender.
3. The tenderer accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The tenderer has not been influenced by any statement or promises of SBI Life or any of its employees but only by the tender document.
5. The tenderer is financially solvent and sound to execute the tendered work.
6. The tenderer is sufficiently experienced and competent to perform the contract to the satisfaction of SBI Life.
7. The information and the statements submitted with the tender are true.
8. The tenderer is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
9. The tenderer has not been debarred from similar type of work by SBI Life and / or any Government undertaking / Department.
10. This offer shall remain valid for acceptance for three month from the date of opening of financial bid.
11. The tenderer has attached herewith the earnest money as required in the tender document.
- 12. The tenderer accepts that the earnest money be absolutely forfeited by SBI Life if the tender fail to undertake the work or sign the contract within the stipulated period.**
- 13. The Tenderer gives the assurance to execute the tendered work as per\ terms and conditions and in exact configuration of the sample submitted (wherever applicable) on award of work.**

Place:

Date:-: 27 /10/ 2016

(Signature & seal of Tendered)

Stationery Items List		
Sr.No.	Particulars / Items Details	Amount
1	A/4 Xerox Paper Copy Power 75 Gsm (1 Pkt x 500 Sheet) Bilt	
2	A/4 Xerox Paper JK Copier Paper Red 75 Gsm (1 Pkt X 500 sheet) JK	
3	F/s Xerox Paper JK Copier Paper Red 75 Gsm (1 Pkt x 500 Sheet) Jk	
4	A/4 German Allabaster Paper 100gsm (1 Pkt x 500 Sheet) Berga	
5	A/4 Executive Bond Paper 85 gsm (Peack of 100 sheet)	
6	F/s Leser Green Paper 75 Gsm (1 Pkt x 470 Sheet)	
7	F/S Bilt Copier Leser Green Paper 90 gsm (1 Pkt x 500 Sheet)	
8	Executive Bond Paper 85 GSM JK(1 Pkt X 500 sheet) JK	
9	Canon Fax Toner Catridge Fx3	
10	Xerox Fax Catridge Xerox 108 R 319 Modi	
11	Lexmark Fax Ink Catridge 70 A	
12	Ring Binder D Ring File A/ 4 Size 2 inch svs / sps	
13	Ring Binder D Ring File F/C Size 2 inch SVS / SPS	
14	Plastic Spring File A/4 size No. 301 SVS / SPS	
15	Plastic Spring File F/c size No. 302 SVS / SPS	
16	Moraco folder 10 Gage A/4	
17	Moraco folder 10 Gage F/C Size	
18	Lamina Moraco folder 8 Gage	
19	Lamina Clear Bank Folders Regulars with Printing	
20	Lamina Clear Bank Folders Thick with Printing	
21	Svs / sps Report Files A/4 Size No. P 230	
22	Display Book 60 Pocket Svs / Sps No. 209	
23	NEO Display	
24	Display Book 100 Pocket Svs / Sps No. 214	
25	Visiting Cards Album 480 cards No. 706 SVS / SPS	
26	Visiting Cards Album 640 cards No. 707 SVS / SPS	
27	Visiting Cards Album 1000 cards With index set No. 711 SVS / SPS	
28	Vsiting cards Album 600 Cards With Index set Neo No. 706	
29	Vsiting cards Album Refillable 1000 Cards With Index Neo no. 707	
30	Plastic index set 1 x 10 Regulars Qulity	
31	Plastic index set 1 x 10 Thick Qulity	
32	Plastic index set 1 x 10 Colour Thick Qulity	
33	PPI Folder Neo 101 A/4 Size	
34	PPI Folder Neo 121 F/c Size	
35	Cheque Folder 13 expanding Pockets Neo No. 601	
36	Expanding Piano File 13 Pocket ,Lock & Handle Neo no. 611 H	
37	C D Albams 40 cds Capacity Saga	

38	Neo Cd Wallet 48 cd Capacity No. 662 S	
39	Stapler No. 10 kangaro	
40	Stapler No. 10 D kangaro heavy duty	
41	Stapler No. Hp 10 kangaro	
42	Stapler No. HD 45 Kangaroo	
43	Stapler No. Hp 45 big size kangaro	
44	Stapler No. 23 L17 Heavy duty Stapler kangaro	
45	Paper Punch Dp 280 kangaro	
46	Paper Punch Dp 480 kangaro	
47	Paper Punch Dp 500 kangaro	
48	Paper Punch Dp 600 kangaro	
49	Paper Punch Dp 800 With Guide kangaro	
50	Paper Punch One Hole Punch HDP 1320 kangaro	
51	Rebit Binder Punch EP 20 kangaro	
52	Stapler pin Remover SR 300 kangaro	
53	Stapler pin Remover SR 500 kangaro	
54	Stapler Pin No. 10 1 x 20 Pkt. Kangaro	
55	Stapler Pin 23 / 17 kangaro	
56	Stapler Pin 23 / 13 kangaro	
57	Stapler Pin Max Japan No. 10 1 x 20 Pkt Original	
58	Stapler Pin Max Japan 24 / 6 1 x 20 Pkt Original	
59	Box Files Super clips RAJ	
60	BOX FILES China Clips with Lamination RAJ	
61	BOX FILES Kangaroo Clips with Lamination RAJ	
62	Cobra Cloth Pati Files RAJ	
63	Spring Files Regulars RAJ	
64	Spring Files Thick RAJ	
65	File Divader 1/8 size Thick	
66	U Clips 30mm 1 x 10 Pkt Vikram	
67	U Clips 35mm 1 x 10 Pkt Vikram	
68	Plastic coated U Clips 28 mm 1 x 10 Pkt Rolex	
69	Plastic coated U Clips 36 mm 1 x 10 Pkt Vikram	
70	Zelen Stapler pin clips Music	
71	Binder Clips SDI 1 x 12 Pcs 15 mm	
72	Binder Clips SDI 1 x 12 Pcs 19 mm	
73	Binder Clips SDI 1 x 12 Pcs 25 mm	
74	Binder Clips SDI 1 x 12 Pcs 32 mm	
75	Cello Tape 1 Inch 3M	
76	Brown Tape 2 inch 3M	
77	Cello Tape 1 Inch wonder	
78	Brown Tape 2 inch wonder	
79	Brown Tape 3 inch wonder	

80	Tashani Pin 400 Gm Rolex	
81	Drowing Pin Omega	
82	Reynolds Ball 045 Pen 1 x 10 Pcs	
83	Reynolds Ball 040 Pen 1 x 10 pcs	
84	Lexi Ball Pen 1 x 10 pcs	
85	Lexi Ball Reffils 1 x 10 pcs	
86	Add Gel Daimond Roller Pen	
87	Add Gel Pg 300 pen	
88	Add Gel Achiver Ball Pen	
89	Add Gel Reffils PG R 50	
90	Cello Pointec Gel Pen	
91	Cello Gripper Pen 1 x 5 Pcs	
92	Cello Finger Grip Ball pen 1 x 5 Pcs	
93	Cello Gripper Reffils	
94	Cello Pointec Gel Reffils	
95	Luxoz Sign Pen	
96	Pilot hitechPoint pen Luxoz	
97	White Board Markers Reynolds	
98	OHP Parmanet Marker Faber Casstel	
99	Parmanet Markers Reynolds	
100	Pen Pencils 0.5mm Stadler	
101	Paper Cutter small	
102	Paper Cutter Big	
103	Matel Paper cutter	
104	highleter Marker Faber Casstel	
105	highleter Marker Camlin	
106	Apsara Pencil Beauty HB	
107	Natraj Pencil HB	
108	Natraj Shapners	
109	Omega Table Sharpner big	
110	Pencil Shapners Stadler	
111	Apsara Non Dust Eraser 1 x 20 PCS	
112	Cello tape Dispenser omega Art no. 1773 Small Size	
113	Cello tape Dispenser omega Art no. 1775 Big Size	
114	Stadler Eraser B - 40	
115	Post it 1.5 X 2 3M	
116	Post it 2 X 3 3M	
117	Post it 3 X 3 3M	
118	Post it 3 X 4 3M	
119	Post it 1 X 3 3M Colour	
120	Post it Flag 1 x 5 3M	
121	Ajanta Spiral Pads No. 3	

122	Ajanta Spiral Pads No. 4	
123	Ajanta Spiral Pads No. 5	
124	Ajanta Spiral Pads No. 6	
125	Ajanta Spiral Pads No. 7	
126	Ajanta Spiral Pads No. 8 (80 Page)	
127	Ajanta Spiral Pads No. 8 (160 Page)	
128	Writing Pad Full Size 1/4 Size Sundram	
129	Writing Pad 1/8 Full Size	
130	Loose Leaf Pads 1/4 Size Mahavir	
131	Loose Leaf Pads 1/8 Size Mahavir	
132	Short hand Book small Sunny	
133	Ledger Rulled Ragister Regulars Sunny	
134	Ledger Rulled Ragister Best Qulity Jagruti	
135	Ledger Rulled Ragister Best Qulity Oswal Brand thick Paper	
136	Dailly Attandce Ragister Regulars	
137	Dailly Attandce Ragister oswal Brand thick paper	
138	Omega Elite Pen Stand Art no.1727	
139	Omega Book Shelves Art no. 1735 /N	
140	Omega Elite office Tray set Art no. 1755	
141	Omega Executive File Tray Set Art no. 1758	
142	Omega Executive File Tray Set With Top Art no. 1758 / OT	
143	Desk Calendar Super Omega Art No.1733	
144	Deluxe Clip Board Omega Art No. 1710	
145	Office Tray set 1 x 4 pcs Omega Art no.1718	
146	Calculeter Citizen 12 Digit original	
147	Calculeter Casio 12 Digit Original	
148	Camel Gum Bottle 700 ML	
149	Camel Gum Bottle 300 ML	
150	Camel Paste Bottle 700 ML	
151	Camel Paste Bottle 300 ML	
152	Fevi Col Tube	
153	CDR 700 MB Moser Baer Pack of 10 pcs , Moser Baer / Sony	
154	CD R 700 MB Jewel Case Pack Moser Baer / Sony	
155	CD RW 700 MB Jewel Case Pack Moser Baer / Sony	
156	DVD - R 4.7 GB Moser Baer Jewel case Pack	
157	A/4 B/w xerox copy regular copy	
158	A/4 B/w printout on 75 gsm paper	
159	A/4 B/w printout on Alabaster paper 100 gsm thick	
160	A/4 colour printout on 100 gsm alabaster paper	
161	A/4 Colour pritout on 250 sm art card	

Sr No	Particulars	Amount
162	Fevi Stick (15 grm)	
163	Correction Pen	
164	Scissor Small (Kangaroo 1150)	
165	Scissor Big (Kangaroo 2185)	
166	Magnet Button 30mm	
167	Magnetic Duster (Omega)	
168	Rubber Band (Vandana) Box	
169	Rubber Band (Vandana) KG	
170	Foam Tap 1	
171	Uni Ball Pen 157/150	
172	Pilot v5 pen	
173	Fevikwick	
174	Fevikwick Small	
175	Smart self ink stamp	
176	Shiny Dater Stamp	
177	Patti File	
178	Allwrite Pen 1 x50	
179	CD Marker	
180	CD Cover Plastic	
181	ID Card Holder	
182	I Card Lace with printing	
183	Camel Stamp Pad	

Printed Stationery				
Sr.	Particulars	PRINTED	Size	Amount (Rs)
1	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	14 x 6	
2	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	12 x 9	
3	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	12 x 10	
4	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	7.5 x 4	
5	Sunshine White Envelope 90Gsm	With Two Colour PRINTED	7.5 x 5.5	
6	Sonal Cloth Envelope 90Gsm	With Two Colour PRINTED	18 x 14	
7	Sonal Cloth Envelope 90Gsm	With Two Colour PRINTED	20 x 16	
8	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	12 x 10	
9	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	14 x 10	
10	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	16 x 12	
11	Sonal 2" Gate Clothline Box Type Envelope	With Two Colour PRINTED	18 x 14	
12	Green Lamination Envelope	With Two Colour PRINTED	10.5 x 14	
13	White Plain Envelope 90Gsm	With Two Colour PRINTED	9.5 x 4.25	
14	White Window Envelope 90Gsm	With Two Colour PRINTED	9.5 x 4.25	
15	Sonal Green Cloth Envelope	With Two Colour PRINTED	10 x 7	
16	Sonal Green Cloth Envelope	With Two Colour PRINTED	10.5 x 12	
17	Sonal Green Cloth Envelope	With Two Colour PRINTED	14 x 10.5	
18	Sonal Green Cloth Envelope	With Two Colour PRINTED	16 x 12	
19	Visiting Card 300Gsm	Art Card & Two Colour Screen PRINTED	100/200	
20	Visiting Card 300Gsm	Art Card & Two Colour Digital PRINTED	100/200	
21	A/4 Letter Head 85 Gsm Executive Bond Paper	With Two Colour PRINTED	-A/4-	
22	A/4 Letter Head 75 Gsm	With Two Colour PRINTED	A/4	
23	CD Maker Envelope	-----	-----	
24	Brown Envelope	With Two Colour PRINTED	10 x 12	
25	Brown Envelope	With Two Colour PRINTED	10.5 x 14	
26	Brown Envelope	With Two Colour PRINTED	10 x 07	
27	White Window Appointment Letter Envelope	With Two Colour PRINTED	9.5 x 12	