



TENDER DOCUMENT

INVITATION OF QUOTATION FOR SUPPLY OF STATIONERY ITEMS

Tender No. AMC/MGNT SER/05-2016-2017

Dated: 14th February, 2017

TENDER NOTICE

Sealed Tenders are invited from reputed suppliers/firms/agencies for Supply of Stationery Items

SBI life Insurance Company Limited, invites sealed Quotations/Tenders from experienced Suppliers for supply of Office Stationery items for its office at Central Processing Centre, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 for a period of **two** years (wef. 01.04.2017 to 31.03.2019).

Interested agencies may obtain the tender document and download the same from SBI Life's website at www.sbilife.co.in

The Tender Form shall be deposited along with the Bank Draft / Bankers Cheque of EMD of Rs.25,000/- in favour of SBI Life Insurance Company Limited, Mumbai

Tender in the prescribed form duly filled in signed and stamped in a sealed cover super scribed on it "**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**" shall be placed in the tender box kept at 7th Floor, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 on or before 28-02-2017 by 3.00 p.m. Incomplete/conditional tender without earnest money or received after due date and time shall be summarily rejected. The sealed tenders will be opened **at the sole discretion of SBI Life Insurance Company Limited.**

The Advisor-Administration, CPC, Seawoods the right to accept or reject any or all the tenders without assigning any reason.

Sd/-
Advisor-Administration

IMPORTANT INFORMATION

- 1. Purchaser** : SBI Life Insurance Company Limited (SBIL), Central Processing Centre
- 2. Period of Contract** : **Two years** from 01.04.2017 to 31.03.2019. Contract Period may be extended for further one year depending up on requirements with mutual agreement.
- 3. Firm & Fixed Rates** : Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
- 4. Non Transferability** : This tender is non-transferable.
- 5. Earnest Money** : An amount of Rupees Rs. 25,000/- only has to be submitted as deposit by way of Demand Draft / Bankers Cheque in favour of 'SBI Life Insurance Company limited, payable at Mumbai. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.
- 6. Terms & Conditions** : Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored / rejected at the discretion of this Authority.
- 7. Prescribed Forms** : Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no

correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.

- 8. Late/Delayed Tenders** : Tenders received after closing date and time prescribed in This enquiry shall NOT be accepted under any circumstances.
- 9. SBIL's RIGHTS** : SBIL reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
- 10. Legal Contract** : The supplier shall execute a legal contract agreement along With undertaking on stamp paper worth Rs.100.00 or stamp paper of appropriate value (charges to be borne by the supplier), immediately after the receipt of the work order but not later than by 15 days of the date of issuance of work order. The subsequent matter will be got typed on non-judicial stamp paper. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Mumbai/Navi Mumbai only.
- 11. Delivery Period** : Within 2-3 days of the placement of confirmed supply order.
- 12. Payment Terms** : 100% payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 13. Dispatch Instructions** : Goods are required to be delivered at the SBIL, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 on free delivery without any extra charges.

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

15. PERIOD OF VALIDITY OF BIDS

The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by SBIL Life.

16. Guarantee/ Warranty:

The supplier shall guarantee that the goods, articles sold/supplied to the purchaser under this contract shall be of the best quality and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/articles would continue to conform to the description and quality aforesaid for a period of 24 months, if during the aforesaid period of 24 months the said goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective goods.

Signatures of the Tenderer

GENERAL INSTRUCTIONS

1. SUBMISSION OF BIDS

(i) Bid must be submitted in one outer envelope having two separate inner envelopes inside, one containing “**Technical Bid**” and the other containing “**Financial Bid**” also superscripted as “**Technical Bid**” and “**Financial Bid**” respectively. Both envelopes should have name and address of the bidders also. Technical Bid should contain duly filled bid form (**Annexure-‘A’**). All the covers should be superscripted as “**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**”. The bids should be submitted duly sealed and addressed to The Advisor-Administration, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 and sent by Registered post / Courier or delivered in person so as to reach the office on or before 3.00 PM hrs of due date (28-02-2017) on the above mentioned address.

(ii) Offer to be submitted in two Separate Sealed Covers superscribed “**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**” under:-

➤ Rate Contract” as per the following:

- **Cover I Technical Bid, General Instructions, Terms and Conditions, Declaration & Earnest Money Deposit by way of Demand Draft / banker Cheque**
- **Cover II Price Bid and Note in the prescribed format**

Both the **Cover I & II** should be dropped in the tender Box under one envelope superscribed as “**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**” kept with the **Security Desk at 7th Floor**, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 **on or before 28-02-2017 by 3.00 p.m.**

(iii) Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.

(iv) If envelopes are not sealed as required, the bid shall be rejected.

2. The Rate Contract concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.

3. The prices/rates quoted should be indicated in words as well as in figures.
4. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
5. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
6. The Bidder quoting lowest price for maximum no. of line items (from Sr. No. 1 to 210) comparatively, shall be qualifying as the Lowest Bidder.
7. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No., Service Tax No. VAT, Shop & Establishment Certificate, Last 3 years Income tax returns duly attested and stamped with the tender form (Annexure-A).
8. Late/delayed tenders received by SBIL due to any reason whatsoever will not be accepted under any circumstances.
9. Tenders will be opened as and when SBI Life fixes the date and time.

Signatures of the Tenderers

TERMS AND CONDITIONS

1. The Rate Contract shall be valid for the period of two years effective from 01.04.2017 to 31.03.2019. Actual Supply Order may be placed from time to time on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. SBIL also reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders to any of such firm that may be the most economical to it or suitable to its requirements.
3. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Advisor-Administration, SBIL and his decision shall be binding to both the parties.
4. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Mumbai / Navi Mumbai only.
5. Intending Tenderers will have to furnish a copy of their PAN No., TIN No. and Sale Tax Registration Number (proof to be attached), last 3 years income tax returns, Client list, etc.

Signatures of the Tenderer

DECLARATION

From:-

M/s. _____

To

The Advisor-Administration,
SBI Life Insurance Co Ltd,
Central Processing Centre, Seawoods Grand Central,
Tower 2, Plot No R-1, Sector-40, Seawoods,
Nerul Node,
Navi Mumbai-400 706.

Dear Sir,

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

Yours faithfully,

(Signature of the Tender)

Name : _____

**Designation with Seal
of the Firm** : _____

Dated : ____ / ____ / 2017

TECHNICAL BID

QUOTATION FORM			
INVITATION OF QUOTATION FOR SUPPLY OF STATIONERY ITEMS			
1	Name of the tenderer (in Block letters)		
2	Address		
3	Type of firm - (Proprietary / Private / Private Ltd. / MNC / Co-operative / Govt. Undertaking)		
4	Registration No. of the firm (Please enclose the copy of registration)		
5	Telephone No.		
6	Name of the Bank		
7	Bank Account No.		
8	Bank Branch		
9	IFSC Code (Submit copy of the cancelled cheque)		
10	VAT NO.		
11	SERVICE TAX NO.		
12	PAN NO		
13	LBT NO. (If applicable)		
14	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)		
	Year	Name of the Organization	Details of work executed
	i	2013	
	ii	2014	
	iii	2015	

15.1 Has the firm ever been debarred / black listed by any organization? If 'YES' the details thereof.

15.2 Whether the firm/supplier is capable of providing the all types of envelopes.

15.3 FINANCIAL:

(i) Annual turnover (During last three financial years)

2013 Rs. _____

2014 Rs. _____

2015 Rs. _____

15.4 Earnest Money details Bank Draft:

Bank Draft / Bankers Cheque No. _____ Date ____ / ____ / 2017 for
Rs.25,000/- and name of Drawee Bank _____

The terms and Conditions of the tender are acceptable to me/us.

Authorized Signatory
(With Full name and designation)

Seal:

Mobile

PRICE BID

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
1	A/4 Xerox Paper - 75 Gsm (500 Sheet) Bilt (White)	Per Ream		
2	F/S Xerox Paper - 75 Gsm (500 Sheet) Bilt (White)	Per Ream		
3	A/3 Xerox Paper - 75 Gsm (500 Sheet) Bilt (White)	Per Ream		
4	A/4 Xerox Paper - 75 Gsm (500 Sheet) Trident (White)	Per Ream		
5	F/S Xerox Paper - 75 Gsm (500 Sheet) Trident (White)	Per Ream		
6	A/3 Xerox Paper - 75 Gsm (500 Sheet) Trident (White)	Per Ream		
7	A/4 German Allabaster Paper 100gsm (500 Sheet) Berga	Per Ream		
8	A/4 Executive Bond Paper 85 gsm (100 sheet) Royal	Per Ream		
9	F/s Ledger Green Paper 80 Gsm (1 Pkt x 500 Sheet) Bilt	Per Ream		
10	F/S Ledger Green Paper 90 gsm (500 Sheet) Bilt	Per Ream		
11	Ring Binder D Ring File A/ 4 Size SVS No. 403	Per Nos.		
12	Ring Binder D Ring File F/C Size SVS No. 404	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
13	Plastic Spring File A/4 size No. 301 SVS / SPS	Per Nos.		
14	Plastic Spring File F/c size No. 302 SVS / SPS	Per Nos.		
15	Moraco folder 10 Gage A/4	Per Nos.		
16	Moraco folder 10 Gage F/C Size	Per Nos.		
17	Lamina Moraco folder 8 Gage	Per Nos.		
18	Lamina Clear Bank Folders Regulars	Per Nos.		
19	Lamina Clear Bank Folders Thick	Per Nos.		
20	SVS / SPS Report Files A/4 Size No. 308 T	Per Nos.		
21	SVS / SPS Report Files A/4 Size No. 307 T	Per Nos.		
22	Display Book 60 Pocket Svs / Sps No. 209	Per Nos.		
23	Display Book 100 Pocket Svs / Sps No. 214	Per Nos.		
24	Visiting Cards Album 480 cards No. 706 SVS / SPS	Per Nos.		
25	Visiting Cards Album 700 cards No. 707 SVS / SPS	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
26	Visiting Cards Album 1000 cards With index set No. 711 SVS / SPS	Per Nos.		
27	Plastic index set 1 x 10 Regulars Qulity	Per Set		
28	Plastic index set 1 x 10 Colour Thick Qulity	Per Nos.		
29	PPI Folder Neo 101 A/4 Size	Per Nos.		
30	PPI Folder Neo 121 F/c Size	Per Nos.		
31	Cheque Folder 13 expanding Pockets Neo No. 601	Per Nos.		
32	Expanding Piano File 13 Pocket ,Lock & Handle Neo no. 611 H	Per Nos.		
33	C D Albams 40 cds Capacity - Saga	Per Nos.		
34	Cd Albams 80 cd Capacity - Saga	Per Nos.		
35	Stapler No. HD-10D Kangaro	Per Nos.		
36	Stapler No. HP 45 Big size Kangaro	Per Nos.		
37	Stapler No. 23 L17 Heavy duty Stapler Kangaro	Per Nos.		
38	Paper Punch DP 280 Kangaro	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
39	Paper Punch DPp 500 kangaro	Per Nos.		
40	Paper Punch Dp 800 With Guide kangaro	Per Nos.		
41	Stapler pin Remover SR 300 kangaro	Per Nos.		
42	Stapler pin Remover SR 500 kangaro	Per Nos.		
43	Stapler Pin No. 10 1 x 20 Pkt. Kangaro	Per Box		
44	Stapler Pin 23 / 17 kangaro	Per Pkt		
45	Stapler Pin 23 / 13 kangaro	Per Box		
46	Stapler Pin Kangaro 24 / 6 1 x 20 Pkt	Per Box		
47	BOX FILES China Clips with Lamination (SBI Life Logo Labelled)	Per Nos.		
48	Four Flap File Full lese	Per Nos.		
49	Cobra Cloth Pati Files	Per Nos.		
50	Spring Files Regulars	Per Nos.		
51	Spring Files Thick	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
52	File Divider - 1/8 size Thick	Per Pkt		
53	U Clips 30mm 1 x 10 Pkt Rolex	Per Box		
54	U Clips 35mm 1 x 10 Pkt Rolex / Parker	Per Box		
55	Plastic coated U Clips 28 mm 1 x 10 Pkt - Wellmark	Per Box		
56	Zelen Stapler pin clips Music	Per Pkt		
57	Binder Clips 1 x 12 Pcs 15 mm - Music / Gorilla	Per Box		
58	Binder Clips 1 x 12 Pcs 19 mm - Music / Gorilla	Per Box		
59	Binder Clips 1 x 12 Pcs 25 mm - Music / Gorilla	Per Box		
60	Binder Clips 1 x 12 Pcs 32 mm - Music / Gorilla	Per Box		
61	Binder Clips 1 x 12 Pcs 51mm - Music / Gorilla	Per Box		
62	Cello Tape - 1 Inch - Wonder	Per Nos.		
63	Cello Tape 2 inch - Wonder	Per Nos.		
64	Cello Tape 3 inch - Wonder	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
65	Brown Tape 1 inch wonder	Per Nos.		
66	Brown Tape 2 inch wonder	Per Nos.		
67	Brown Tape 3 inch wonder	Per Nos.		
68	Tashani Pin 400 Gm Rolex	Per Box		
69	Drawing (Soft Board) Pin - Omega / Omex	Per Pkt		
70	Reynolds Ball 045 Pen 1 x 10 Pcs	Per Pkt		
71	Reynolds Ball 040 Pen 1 x 10 pcs	Per Pkt		
72	Lexi Ball Pen 1 x 10 pcs	Per Pkt		
73	Lexi Ball Reffils 1 x 10 pcs	Per Pkt		
74	Uni –Ball (eye) fine	Per Nos		
75	Parker Pen (Ink)	Per Nos		
76	Parker Pen (Refill)	Per Nos		
77	Cello point Tek Gel Ball Pen	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
78	Cello point Tek Gel Ball Pen Refill	Per Nos.		
79	Cello Gripper Pen 1 x 5 Pcs	Per Pkt		
80	Cello Gripper Refills	Per Nos.		
81	Luxor Sign Pen	Per Nos.		
82	Pilot hi-tech Point pen Luxor (White Body)	Per Nos.		
83	Pilot hi-tech Point pen Luxor - V5 (Blue Body)	Per Nos.		
84	White Board Markers - Camlin (All Colours)	Per Nos.		
85	White Board Markers - Pink (All Colours)	Per Nos.		
86	OHP Permanent Marker Faber Castle	Per Nos.		
87	Permanent Markers - Camlin	Per Nos.		
88	Permanent Markers - Pink	1 Pkt		
89	Pen Pencils 0.5mm - Camlin	Per Nos.		
90	Paper Cutter small - Music / Gorilla	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
91	Paper Cutter Big - Music / Gorilla	Per Nos.		
92	Matel Paper cutter - Any Brand	Per Nos.		
93	Highlighter Marker - Pik Brand	Per Nos.		
94	Highlighter Marker - Camlin	Per Nos.		
95	Apsara Pencil - Platinum HB	Per Pkt		
96	Natraj Pencil HB	Per Pkt		
97	Natraj Shapners	Per Pkt		
98	Omega Table Sharpner big	Per Nos.		
99	Double Side - Foam Tape - 1"	Per Nos.		
100	Double Side - Foam Tape - 2"	Per Nos.		
101	Masking Tape - 1"	Per Nos.		
102	Masking Tape - 2"	Per Nos.		
103	Lamination Sheet - A/4 Size	Per Box		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
104	Lamination Sheet - ID Size	Per Box		
105	Apsara Non Dust Eraser 1 x 20 PCS	Per Box		
106	Cello tape Dispenser omega Art no. 1775 Big Size	Per Nos.		
107	Post it 1.5 X 2 3M	Per Pkt		
108	Post it 2 X 3 3M	Per Pkt		
109	Post it 3 X 3 3M	Per Pkt		
110	Post it 3 X 4 3M	Per Pkt		
111	Post it 1 X 3 Colour - 3M	Per Pkt		
112	Post it 1 X 5 Colour Music	1 Pkt		
113	Post it Flag 1 x 5 3M	Per Pkt		
114	Ajanta Spiral Pads No. 6	Per Nos.		
115	Ajanta Spiral Pads No. 7	Per Nos.		
116	Ajanta Spiral Pads No. 8 (80 Page)	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
117	Ajanta Spiral Pads No. 8 (160 Page)	Per Nos.		
118	Ajanta Spiral Pads No. 8 (180 Page)	Per Nos.		
119	Writing Pad Full Size 1/4 Size - Sundram / Ajanta	Per Nos.		
120	Writing Pad 1/8 Full Size - Sundram / Ajanta	Per Nos.		
121	Writing Pad Full Size A/4 Size - Sundram / Ajanta	Per Pad		
122	Ledger Ruled Register Regulars - Dolly / Sunny - 2 Q	Per Nos.		
123	Ledger Ruled Register Regulars - Dolly / Sunny - 3 Q	Per Nos.		
124	Ledger Ruled Register Regulars - Dolly / Sunny - 4 Q	Per Nos.		
125	Ledger Ruled Register Regulars - Dolly / Sunny - 5 Q	Per Nos.		
126	Ledger Ruled Register Regulars - Dolly / Sunny - 6 Q	Per Nos.		
127	Ledger Ruled Register Regulars - Dolly / Sunny - 8 Q	Per Nos.		
128	Register - Double Cash - Shelar - 3Q	Per Nos.		
129	Ledger Ruled Register Best Quality - Oswal - 2 Q	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
130	Ledger Ruled Register Best Quality - Oswal - 3 Q	Per Nos.		
131	Ledger Ruled Register Best Quality – Oswal - 4 Q	Per Nos.		
132	Ledger Ruled Register Best Quality – Oswal - 5 Q	Per Nos.		
133	Ledger Ruled Register Best Quality – Oswal - 6 Q	Per Nos.		
134	Ledger Ruled Register Best Quality – Oswal – 12-860 Q	Per Nos.		
135	Daily Attendance Register - Oswal / Ekal - 1Q	Per Qure		
136	Daily Attendance Register - Oswal / Ekal - 2Q	Per Nos.		
137	Daily Attendance Register - Oswal / Ekal - 3Q	Per Nos.		
138	Daily Attendance Register - Oswal / Ekal - 4Q	Per Nos.		
139	Daily Attendance Register - Oswal / Ekal - 5Q	Per Nos.		
140	Daily Attendance Register - Oswal / Ekal - 6Q	Per Nos.		
141	Omega Elite Pen Stand Art no.1727	Per Nos.		
142	Omega Book Shelves Art no. 1735 /N	Per set		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
143	Omega Elite office Tray set Art no. 1755 (1 set of 4 tray)	Per Nos.		
144	Omega Executive File Tray Set Art no. 1758 (Acrylic (1set - 2 Tray)	Per set		
145	Calculator Citizen SDC-812II (Original)	Per Nos.		
146	Calculator Casio MJ-120D - 12 Digit (Original)	Per Nos.		
147	Calculator Citizen CT-500-JS - 12 Digit (Original)	Per Nos.		
148	Camel Gum Bottle 700 ML	Per Bottle		
149	Camel Gum Bottle 300 ML	Per Bottle		
150	Camel Paste Bottle 700 ML	Per Bottle		
151	Camel Paste Bottle 300 ML	Per Bottle		
152	Fevi Stick - 15gm tube (1 Box-20 Pcs)	Per Box		
153	Scissor Big Size - 8" - Gorilla	Per Nos.		
154	Scissor Medium Size - 6" - Gorilla	Per Nos.		
155	Spike Guide MX IMP - 2 Mtr	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
156	Spike Guide MX IMP - 3 Mtr	Per Nos.		
157	Spike Guide MX IMP - 5 Mtr	Per Nos.		
158	CDR 700 MB Moser Baer Pack of 10 pcs , Moser Baer / Sony	Per Pkt		
159	CD R 700 MB Jewel Case Pack Moser Baer / Sony	Per Nos.		
160	CD RW 700 MB Jewel Case Pack Moser Baer / Sony	Per Nos.		
161	A/4 B/w Xerox copy Regular Paper	Per Copy		
162	A/4 B/w Printout on 75 gsm Paper	Per Copy		
163	A/4 B/w Printout on Alabaster Paper 100 gsm thick	Per Copy		
164	A/4 Colour Printout on 100 gsm alabaster paper	Per Copy		
165	A/4 Colour Printout on 250 gsm art card	Per Copy		
166	Spiral Book Binding (1- 50 Pages) 52-100	Per Pcs		
167	Spiral Book Binding (1-100 Pages)	Per Pcs		
168	Spiral Book Binding (100 – 300 Pages)	Per Pcs		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
169	Computer Label - (A/4 Sizes)	Per Pkt		
170	Chit Pad (3/4 - Ajanta)	Per Nos.		
171	Mouse Pad	Per Nos.		
172	Rubber Band (1 KG) - 4" Nylon	Per Pkt		
173	Finger Grip - Koreas	Per Box		
174	Dater Stamp - Shiny (S-827D)	Per Nos.		
175	Self-Ink Stamp (Red and Black) - Separate Rate list Attach as per Size	Per Nos.		
176	Air Fresheners	Per Nos.		
177	Grip Binder - Panama - No. 7	Per Box		
178	Battery AA - Eveready	Per Nos.		
179	Battery AAA - Eveready	Per Nos.		
180	Dura Battery AA	Per Nos.		
181	Dura Battery AAA	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
182	Carry Bag - 17x24	Per Nos.		
183	Jumbo Carry Blue Bag	Per Pkt		
184	Magazine Box - SVS	Per Nos.		
185	Correction Pen - Whitener - Camlin	Per Nos.		
186	Correction Tape - Whitener - Music	Per Nos.		
187	Plastic Scale - 12" - Camlin / Faber Castle	Per Nos.		
188	Stamp Pad (Violet Colour) (Size: 9.5 x 5 cm) - Camel	Per Nos.		
189	Water Bottle - Tupperware	Per Nos.		
190	Water Sponge - Box	1 Pcs		
191	Water Sponge (Open)	1 Pcs		
192	ID Card Holder (Double Sided)	Per Nos.		
193	ID Liner / Strip- (SBI Logo Printed)	Per Nos.		
194	Stamp Ink - Shiny - 28 ml	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
195	White Board Duster (Magnet)	Per Nos.		
196	White Board (Magnet) – Milan	Per Sq. Ft.		
197	Ink Pad - (Camel)	Per Nos.		
198	Aristocrat Folder (12 Flaps)	Per Nos		
199	Aristocrat Folder (24 Flaps)	Per Nos		
200	Aristocrat Folder (48 Flaps)	Per Nos		
201	Telephone Receiver Cord	Per Pcs		
202	Telephone Line Cord	Per Pcs		
203	Milky Folder (All Colour)	Per Pkt		
204	CD Cover plastic	Per Pcs		
205	Dura Battery 9V	Per Nos		
206	Gift Paper PVC	Per Nos		
207	Bubble Paper	Per Mtr		

208	A/4 Size Punch Folder T	Per Nos		
209	F/S Size Punch Folder T	Per Nos		
210	Conference Pad	Per Nos.		

Sr. No.	Particulars	Qty	1st Year Price	2nd Year Price	1st Year Price (In words)	2nd Year Price (In words)
1	IBM LTO ULTRIUM 6 Data Cartridge RW 1 box (5 nos Cartridge)	1 Box				
2	IBM LTO ULTRIUM 5 Data Cartridge RW (Reorder no 46x1290) 1 box (5 nos Cartridge)	1 Box				
3	HP LTO 4 Data Cartridge RW (C7974A) 1 box of 5 Nos Cartridge.	1 Box				
4	Moser Bayer CD-W 1 box of 10 CD's with cover	1 Box				
5	Moser Bayer DVD-W 1 box of 10 CD's with cover	1 Box				

Note: Annexure A and Annexure B to be types on Suppllier's Letter Head duly signed and stamped.

NOTES:

1. The rates of items shall be submitted on the above given format.
2. Prices/Rates against all items should be quoted excluding Taxes.
3. Selected Firm/Agency should deliver the items at site at free of cost.

SIGNATURES OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY : _____

COMPLETE ADDRESS OF COMPANY : _____

PIN CODE : _____

TELEPHONE Nos. : LANDLINE : **022:** _____ / **022:** _____

MOBILE : _____ / _____