



## **TENDER DOCUMENT**

### **INVITATION OF QUOTATION FOR SUPPLY OF STATIONERY ITEMS**

**Tender No. AMC/MGNT SER/05-2018-2019**

**Dated: 13<sup>th</sup> December 2018**

## **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. 01.04.2019 to 31.03.2021).

Interested agencies may obtain the tender document and download the same from SBI Life's website at [www.sbilife.co.in](http://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 7<sup>th</sup> 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 - 400706 on or before 31-12-2018 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 Sr. Vice President – Management Services, CPC, Seawoods the right to accept or reject any or all the tenders without assigning any reason.

**Sd/-**  
**Sr. Vice President – Management Services.**

### **IMPORTANT INFORMATION**

- 1. Purchaser** : SBI Life Insurance Company Limited (SBIL), Central Processing Centre
- 2. Period of Contract** : **Two years** from 01.04.2019 to 31.03.2021. 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. Annual Turnover** : The Bidder should have an annual turnover not less than Rs. 1.50 crore. Copy of stipulated proof may also be enclosed with Technical bid. Bidder/s whose turnover is less than Rs. 1.50 crore will not be qualified in the Technical Bid.
- 9. Late/Delayed Tenders** : Tenders received after closing date and time prescribed in This enquiry shall NOT be accepted under any circumstances.
- 10. SBIL's RIGHTS** : SBIL reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
- 11. Legal Contract** : The supplier shall execute a legal contract agreement along With undertaking on stamp paper worth Rs.600.00 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.
- 12 Delivery Period** : Within 2-3 days of the placement of confirmed supply order.
- 13. 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.
- 14. 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 - 400706 on free delivery without any extra charges.

**15.** 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

**16.** The rate quoted should be including cartage, packaging charges, etc. Taxes if any will be paid separately. Cartage / Coolliage / Mathadi shall have to be borne by the Bidder/s

#### **17. PERIOD OF VALIDITY OF BIDS**

The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by SBIL Life.

#### **18. 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.

**19.** For any queries, the Bidders can contact us on **022-66456261 / 6232**

#### **Signatures of the Bidder**

## **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 Sr. Vice President – Management Services, SBI Life Insurance Co Ltd, Central Processing Centre, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai - 400706 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 (31-12-2018) 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 at 7<sup>th</sup> 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 - 400706 **on or before 31-12-2018 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. Evaluation of Bids

a) Technical bids submitted by the Bidder will be opened first and evaluated for fulfilling the Pre-qualification criteria and other conditions in Notice Inviting Tender (NIT) / Tender document, based on documentary evidences submitted along-with the offer.

b) Assessing Bidder's capacity for executing the current tender shall be as per Notice Inviting Tender.

c) Conditional bids shall be rejected by SBIL. The technical evaluation shall be made strictly on the basis of the documents submitted by the Bidder in support of their eligibility, the technical and commercial response. All the required information shall be furnished strictly in prescribed schedules / Annexure only. Any information indicated other than prescribed schedules / Annexure shall not be entertained. SBIL is not bound to accept the lowest quoted offer. Conditions if any, on any document enclosed with financial Bid shall not be considered. SBIL's decision in this regard shall be final and binding.

d) The Bidder should have an annual turnover not less than Rs. 1.50 crore. Copy of stipulated proof may also be enclosed with Technical bid. Bidder/s whose turnover is less than Rs. 1.50 crore will not be qualified in the Technical Bid.

e) All the documents submitted in the bid must be legible & self attested. Otherwise the bid is likely to be rejected.

h) Self-attested / authenticated copy of the GST registration certificate & PAN (in the name of the Firm / Proprietor, etc) to be submitted.

7. The lowest quoted bidder (s) shall be selected on the basis of extrapolated cost method theory of the line items of bid price received. However, the lowest bidder (s) rate (on extrapolated cost method) will be treated as the lowest for all items of Annexure II. Department may consider to

appoint more than one Bidder / vendor on the same rates and in that case, order may be placed on any appointed Bidder / vendor at the sole discretion of the SBIL.

8. Bidders are requested to enclose a copy of their valid certificate of PAN No, GST Registration Certificate, Last 3 years Income tax returns and Annual Turn Over duly attested and stamped with the tender form (Annexure-A).

9. Late/delayed tenders received by SBIL due to any reason whatsoever will not be accepted under any circumstances.

10. Tenders will be opened as and when SBI Life fixes the date and time.

11. Arbitration: In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by SBIL or an Arbitrator appointed by them specifically for resolution of dispute/difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act, 1996, and any amendments thereof. The venue of the arbitration proceedings shall be SBI Life Insurance Company Limited, Central Processing Centre, Seawoods Grand Central, 7<sup>th</sup> floor, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 or any such other place as the arbitrator may decide.

### **Signatures of the Tenderers**



### **TERMS AND CONDITIONS**

1. The Rate Contract shall be valid for the period of two years effective from 01.04.2019 to 31.03.2021. 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 Sr. Vice President - Management Services, CPC, Seawoods 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.

**Signatures of the Bidder**

## **DECLARATION**

**From:-**

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

To

The Sr. Vice President – Management Services,  
Seawoods 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 Bidder)**

**Name** : \_\_\_\_\_

**Designation with Seal  
of the Firm** : \_\_\_\_\_

**Dated** : \_\_\_\_ / \_\_\_\_ / 2018

**TECHNICAL BID**

<b>QUOTATION FORM</b>			
<b>INVITATION OF QUOTATION FOR SUPPLY OF STATIONERY ITEMS</b>			
<b>1</b>	Name of the Bidder (in Block letters)		
<b>2</b>	Address		
<b>3</b>	Type of firm - (Proprietary / Private / Private Ltd. / MNC / Co-operative / Govt. Undertaking)		
<b>4</b>	Registration No. of the firm (Please enclose the copy of registration)		
<b>5</b>	Telephone No.		
<b>6</b>	Name of the Bank		
<b>7</b>	Bank Account No.		
<b>8</b>	Bank Branch		
<b>9</b>	IFSC Code (Submit copy of the cancelled cheque)		
<b>10</b>	GST NO.		
<b>11</b>	PAN NO		
<b>12</b>	<b>PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)</b>		
	<b>Year</b>	<b>Name of the Organization</b>	<b>Details of work executed</b>
<b>i</b>	2015-16		
<b>ii</b>	2016-17		
<b>iii</b>	2017-18		

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

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

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**13.3 FINANCIAL:**

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

2015-16 Rs. \_\_\_\_\_

2016-17 Rs. \_\_\_\_\_

2017-18 Rs. \_\_\_\_\_

**13.4 Earnest Money details Bank Draft:**

Bank Draft / Bankers Cheque No. \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 2018 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**

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
1	A/4 Xerox Paper - 75 Gsm ( 500 Sheet) - JK Red (White)	Per Ream		
2	F/S Xerox Paper - 75 Gsm ( 500 Sheet) - JK Red (White)	Per Ream		
3	A/3 Xerox Paper - 75 Gsm ( 500 Sheet) - JK Red (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) Paper 1	Per Ream		
8	A/4 Executive Bond Paper 85 gsm (500 sheet ) JK Bond	Per Ream		
9	F/s Ledger Green Paper 80 Gsm ( 1 Pkt x 500 Sheet ) JK	Per Ream		
10	Ring Binder D Ring File A/ 4 Size SVS No. 403	Per Nos.		
11	Ring Binder D Ring File F/C Size SVS No. 404	Per Nos.		
12	Plastic Spring File A/4 size No. 301 SVS / SPS	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
13	Plastic Spring File F/c size No. 302 SVS / SPS	Per Nos.		
14	Lamina Clear Bank Folders Thick	Per Nos.		
15	SVS / SPS Report Files A/4 Size No. 308 T	Per Nos.		
16	SVS / SPS Report Files A/4 Size No. 307 T	Per Nos.		
17	Display Book 60 Pocket Svs / Sps No. 209	Per Nos.		
18	Display Book 100 Pocket Svs / Sps No. 214	Per Nos.		
19	Visiting Cards Album 480 cards SVS / SPS	Per Nos.		
20	Visiting Cards Album 240 cards SVS / SPS	Per Nos.		
21	Plastic index set 1 x 10 Regulars Quality	Per Set		
22	Cheque Folder 13 expanding Pockets Neo No. 601	Per Nos.		
23	Stapler No. HD-10D Kangaro	Per Nos.		
24	Stapler No. HP 45 Big size Kangaro	Per Nos.		
25	Stapler No. 23 L17 Heavy duty Stapler Kangaro	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
<b>26</b>	Paper Punch DP 280 Kangaro	Per Nos.		
<b>27</b>	Paper Punch DPp 500 kangaro	Per Nos.		
<b>28</b>	Paper Punch Dp 800 With Guide kangaro	Per Nos.		
<b>29</b>	Stapler pin Remover SR 300 kangaro	Per Nos.		
<b>30</b>	Stapler pin Remover SR 500 kangaro	Per Nos.		
<b>31</b>	Stapler Pin No. 10 1 x 20 Pkt. Kangaro	Per Box		
<b>32</b>	Stapler Pin 23 / 17 kangaro	Per Pkt		
<b>33</b>	Stapler Pin 23 / 13 kangaro	Per Box		
<b>34</b>	Stapler Pin Kangaro 24 / 6 1 x 20 Pkt	Per Box		
<b>35</b>	BOX FILES China Clips with Lamination (SBI Life Logo Labelled)	Per Nos.		
<b>36</b>	Four Flap File Full lese	Per Nos.		
<b>37</b>	Cobra Cloth Pati Files	Per Nos.		
<b>38</b>	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>
39	File Divider - 1/8 size Thick	Per Pkt		
40	U Clips 30mm 1 x 10 Pkt Rolex	Per Box		
41	U Clips 35mm 1 x 10 Pkt Rolex / Parker	Per Box		
42	Plastic coated U Clips 28 mm 1 x 10 Pkt - Wellmark	Per Box		
43	Binder Clips 1 x 12 Pcs 15 mm - Music / Gorilla	Per Pkt		
44	Binder Clips 1 x 12 Pcs 19 mm - Music / Gorilla	Per Pkt		
45	Binder Clips 1 x 12 Pcs 25 mm - Music / Gorilla	Per Pkt		
46	Binder Clips 1 x 12 Pcs 32 mm - Music / Gorilla	Per Pkt		
47	Binder Clips 1 x 12 Pcs 51mm - Music / Gorilla	Per Pkt		
48	Cello Tape - 1 Inch - Wonder	Per Nos.		
49	Cello Tape 2 inch - Wonder	Per Nos.		
50	Cello Tape 3 inch - Wonder	Per Nos.		
51	Brown Tape 1 inch wonder	Per Nos.		



<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
52	Brown Tape 2 inch wonder	Per Nos.		
53	Brown Tape 3 inch wonder	Per Nos.		
54	Tashani Pin 400 Gm Rolex	Per Box		
55	Drawing (Soft Board) Pin - Omega / Omex	Per Pkt		
56	Reynolds Razor Gel	Per Pcs		
57	Lexi Ball Pen 1 x 10 pcs	Per Pkt		
58	Lexi Ball Refills 1 x 10 pcs	Per Pkt		
59	Uni –Ball (eye) fine	Per Nos		
60	Luxor Sign Pen	Per Nos.		
61	Pilot hi-tech Point pen Luxor (White Body)	Per Nos.		
62	Pilot hi-tech Point pen Luxor - V5 (Blue Body)	Per Nos.		
63	White Board Markers - Camlin (All Colours)	Per Nos.		
64	OHP Permanent Marker Faber Castle	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
65	Permanent Markers - Camlin	Per Nos.		
66	Pen Pencils 0.5mm - Camlin	Per Nos.		
67	Paper Cutter small - Music / Gorilla	Per Nos.		
68	Paper Cutter Big - Music / Gorilla	Per Nos.		
69	Matel Paper cutter - Any Brand	Per Nos.		
70	Highlighter Marker - Pik Brand	Per Nos.		
71	Highlighter Marker - Camlin	Per Nos.		
72	Apsara Pencil - Platinum HB	Per Pkt		
73	Natraj Pencil HB	Per Pkt		
74	Natraj Sharpners	Per Pkt		
75	Omega Table Sharpner big	Per Nos.		
76	Double Side - Foam Tape - 1"	Per Nos.		
77	Double Side - Foam Tape - 2"	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
<b>78</b>	Masking Tape - 1"	Per Nos.		
<b>79</b>	Masking Tape - 2"	Per Nos.		
<b>80</b>	Lamination Sheet - A/4 Size	Per Box		
<b>81</b>	Lamination Sheet - ID Size	Per Box		
<b>82</b>	Apsara Non Dust Eraser 1 x 20 PCS	Per Box		
<b>83</b>	Cello tape Dispenser omega Art no. 1775 Big Size	Per Nos.		
<b>84</b>	Post it 1.5 X 2 3M	Per Pkt		
<b>85</b>	Post it 2 X 3 3M	Per Pkt		
<b>86</b>	Post it 3 X 3 3M	Per Pkt		
<b>87</b>	Post it 3 X 4 3M	Per Pkt		
<b>88</b>	Post it 1 X 3 Colour - 3M	Per Pkt		
<b>89</b>	Post it 1 X 5 Colour Music	1 Pkt		
<b>90</b>	Post it Flag 1 x 5 3M	Per Pkt		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
<b>91</b>	Ajanta Spiral Pads No. 6 (80 pages)	Per Nos.		
<b>92</b>	Ajanta Spiral Pads No. 7 (80 pages)	Per Nos.		
<b>93</b>	Ajanta Spiral Pads No. 8 (80 Pages)	Per Nos.		
<b>94</b>	Writing Pad Full Size 1/4 Size - Sundram / Ajanta	Per Nos.		
<b>95</b>	Writing Pad 1/8 Full Size - Sundram / Ajanta	Per Nos.		
<b>96</b>	Writing Pad Full Size A/4 Size - Sundram / Ajanta	Per Pad		
<b>97</b>	Ledger Ruled Register Regulars - Dolly / Sunny - 2 Q	Per Nos.		
<b>98</b>	Ledger Ruled Register Regulars - Dolly / Sunny - 3 Q	Per Nos.		
<b>99</b>	Ledger Ruled Register Regulars - Dolly / Sunny - 4 Q	Per Nos.		
<b>100</b>	Ledger Ruled Register Regulars - Dolly / Sunny - 5 Q	Per Nos.		
<b>101</b>	Ledger Ruled Register Regulars - Dolly / Sunny - 6 Q	Per Nos.		
<b>102</b>	Ledger Ruled Register Regulars - Dolly / Sunny - 8 Q	Per Nos.		
<b>103</b>	Register - Double Cash - Shelar - 3Q	Per Nos.		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
104	Ledger Ruled Register Best Quality - Oswal - 2 Q	Per Nos.		
105	Ledger Ruled Register Best Quality - Oswal - 3 Q	Per Nos.		
106	Ledger Ruled Register Best Quality – Oswal - 4 Q	Per Nos.		
107	Ledger Ruled Register Best Quality – Oswal - 5 Q	Per Nos.		
108	Ledger Ruled Register Best Quality – Oswal - 6 Q	Per Nos.		
109	Ledger Ruled Register Best Quality – Oswal – 12-860 Q	Per Nos.		
110	Daily Attendance Register - Oswal / Ekal - 1Q	Per Qure		
111	Daily Attendance Register - Oswal / Ekal - 2Q	Per Nos.		
112	Daily Attendance Register - Oswal / Ekal - 3Q	Per Nos.		
113	Daily Attendance Register - Oswal / Ekal - 4Q	Per Nos.		
114	Daily Attendance Register - Oswal / Ekal - 5Q	Per Nos.		
115	Daily Attendance Register - Oswal / Ekal - 6Q	Per Nos.		
116	Omega Elite Pen Stand Art no.1727	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
117	Omega Elite office Tray set Art no. 1755 (1 set of 4 tray)	Per Nos.		
118	Omega Executive File Tray Set Art no. 1758 (Acrylic (1set – 2 Tray)	Per set		
119	Omega Executive File Tray Set Art no. 1758 (Acrylic (1set – 3 Tray)	Per set		
120	Calculator Citizen SDC-812II (Original)	Per Nos.		
121	Calculator Casio MJ-120D - 12 Digit (Original)	Per Nos.		
122	Calculator Citizen CT-500-JS - 12 Digit (Original)	Per Nos.		
123	Camel Gum Bottle 700 ML	Per Bottle		
124	Camel Paste Bottle 700 ML	Per Bottle		
125	Fevi Stick - 15gm tube (1 Box-20 Pcs)	Per Box		
126	Scissor Big Size - 8" – Kangaro – SL1183	Per Nos.		
127	Scissor Medium Size - 6" - Kangaro – SL1160	Per Nos.		
128	Spike Guide MX IMP - 2 Mtr – 4 Sockets	Per Nos.		
129	Spike Guide MX IMP - 3 Mtr - 4 Sockets	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>		<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
<b>130</b>	Spike Guide MX IMP - 5 Mtr - 4 Sockets	Per Nos.		
<b>131</b>	CD R 700 MB Jewel Case Pack Moser Baer / Sony	Per Nos.		
<b>132</b>	CD RW 700 MB Jewel Case Pack Moser Baer / Sony	Per Nos.		
<b>133</b>	A/4 B/w Xerox copy Regular Paper	Per Copy		
<b>134</b>	A/4 B/w Printout on 75 gsm Paper	Per Copy		
<b>135</b>	A/4 B/w Printout on Alabaster Paper 100 gsm thick	Per Copy		
<b>136</b>	A/4 Colour Printout on 100 gsm alabaster paper	Per Copy		
<b>137</b>	A/4 Colour Printout on 250 gsm art card	Per Copy		
<b>138</b>	Spiral Book Binding (1- 50 Pages) 52-100	Per Pcs		
<b>139</b>	Spiral Book Binding (1-100 Pages)	Per Pcs		
<b>140</b>	Spiral Book Binding (100 – 300 Pages)	Per Pcs		
<b>141</b>	Computer Label - (A/4 Sizes)	Per Pkt		
<b>142</b>	Chit Pad (3/4 - Ajanta)	Per Nos.		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
143	Mouse Pad	Per Nos.		
144	Rubber Band (1 KG) - 4" Nylon	Per Pkt		
145	Finger Grip - Koreas	Per Box		
146	Dater Stamp - Shiny (S-827D)	Per Nos.		
147	Self-Ink Stamp (Red and Black) Separate Rate list Attach as per Size	Per Nos.		
148	Grip Binder - Panama - No. 7	Per Box		
149	Battery AA - Eveready	Per Nos.		
150	Battery AAA - Eveready	Per Nos.		
151	Dura Battery AA	Per Nos.		
152	Dura Battery AAA	Per Nos.		
153	Magazine Box - SVS	Per Nos.		
154	Correction Pen - Whitener - Camlin	Per Nos.		
155	Correction Tape - Whitener - Music	Per Nos.		



<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
<b>156</b>	Plastic Scale - 12" - Camlin / Faber Castle	Per Nos.		
<b>157</b>	Stamp Pad (Violet Colour) (Size: 9.5 x 5 cm) - Camel	Per Nos.		
<b>158</b>	Water Bottle (Plastic) – 1 Litre - Tupperware	Per Nos.		
<b>159</b>	Omega water damper	1 Pcs		
<b>160</b>	ID Liner / Strip- (SBI Logo Printed)	Per Nos.		
<b>161</b>	Stamp Ink - Shiny - 28 ml	Per Nos.		
<b>162</b>	White Board Duster (Magnet)	Per Nos.		
<b>163</b>	White Board (Magnet)	Per Sq. Ft.		
<b>164</b>	Ink Pad - (Camel) – 25 ml	Per Nos.		
<b>165</b>	Telephone Receiver Cord	Per Pcs		
<b>166</b>	Telephone Line Cord	Per Pcs		
<b>167</b>	L Milky Folder (All Colour) – A/4	Per Pkt		
<b>168</b>	L Milky Folder (All Colour) – F/C	Per Pkt		

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Quantity Per</u></b>	<b><u>Rate (In Rs.)</u></b>	<b><u>Rate (In Words)</u></b>
169	L Milky Folder (All Colour) – A/4 with Print (one Colour)	Per Pcs		
170	L Milky Folder (All Colour) – F/C with Print (one Colour)	Per Pcs		
171	CD Cover plastic (With Spong)	Per Pcs		
172	Dura Battery 9V	Per Nos		
173	Gift Paper PVC	Per Nos		
174	Bubble Paper	Per Mtr		
175	A/4 Size Punch Folder T	Per Nos		
176	F/S Size Punch Folder T	Per Nos		
177	Conference Pad	Per Nos.		
178	Stamp Pad (Faber-Castell) – Size: 110mm x 69mm	Per Pcs		
179	Magnet Button (For White Board) - 25 mm (Per Pkt – 6 Nos)	Per Pkt		
180	Wall hook – Steel (Per Pkt – 6 Nos)	Per Pkt		
181	Fevi Kwik (Non Drip)	Per Pcs (3 g)		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In Words)</u>
182	Fevicol (allfix)	Per PC (20 ml)		

<u>Sr. No.</u>	<u>Particulars</u>	<u>Quantity Per</u>	<u>Rate (In Rs.)</u>	<u>Rate (In words)</u>
1	CD-RW - 1 box of 10 CD's with cover – 700 MB	1 Box		
2	DVD-RW - 1 box of 10 CD's with cover – 4.7 GB	1 Box		
3	DVD-RW - 1 box of 10 CD's with cover – 8.4 GB	1 Box		

**Note: Annexure A and Annexure B to be types on Supplier'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.
4. Any items ordered other than mentioned in Annexure 'B' will be charged as per actuals

**SIGNATURES OF BIDDER'S FIRM WITH SEAL**

**NAME OF THE AUTHORIZED SIGNATORY** : \_\_\_\_\_

**COMPLETE ADDRESS OF COMPANY** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PIN CODE** : \_\_\_\_\_

**TELEPHONE Nos. : LANDLINE** : **022:** \_\_\_\_\_ / **022:** \_\_\_\_\_

**MOBILE** : \_\_\_\_\_ / \_\_\_\_\_