



झारखण्ड केन्द्रीय विश्वविद्यालय, राँची  
CENTRAL UNIVERSITY OF JHARKHAND, RANCHI  
(संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament in 2009)

Ref. No.: **CUJ/P&S/RC/02/2017** /1401

Dated: 07/02/2017

**SUBJECT: TENDER FOR RATE CONTRACTS FOR SUPPLY OF STATIONERY AND TONER CARTRIDGE.**

NIT Issue Date : 07/02/2017

Last Date of Submission : 06/03/2017 at 4:30 PM

Opening Date of Tender : It will be opened on next working day at 11:30AM

Central University of Jharkhand, Brambe, Ranchi, Jharkhand (hereinafter referred to as the "University") a Central University established by an act of Parliament in 2009, invites sealed tenders (single bid system) for Award of Annual Rate Contract for Supply of Stationery items (category 1), and Printer Cartridges and Photocopier Toner (HP, Canon and Ricoh brand) (category 2) (items annexed as Annexure C, and D, respectively) to Central University of Jharkhand, Brambe, Ranchi from its Companies/Firms/Agencies, for one year from the date of award of contract which can be extendable for 1 more year if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for the items and strictly as per the instruction and terms & conditions mentioned in the tender document. The tender document can be downloaded from the university website at URL Link: <http://www.cuj.ac.in>.

2. Bids may be submitted for one or both categories. It may be noted that bidder for Stationery items should be 'Actual Dealer of Stationery', and bids for Printer Cartridges (category 2, list given in Annexure D) will be considered in respect of those bidders only who have specific authorization from HP, Canon, Ricoh (manufacturer) for supply of HP, Canon, Ricoh brand Toner and Cartridges. In case you are interested in undertaking the job and have the capacity and competence to supply the items, you may please submit your lowest quotation in a duly sealed envelope to Internal Audit Officer (I/c Purchase), Central University of Jharkhand, Ratu-Lohardaga Road, CTI Campus, Brambe, Ranchi-835205, Jharkhand by 06/03/2017 at 04:30 PM and it will be opened on next working day at 11:30 AM in the Chamber of Registrar, Administrative Block of the University in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next day working day at the same time. The cover containing the quotation should be super scribed as: **"Tender for Award of Annual Rate Contract for Supply of Stationery / Printer Cartridges to CUJ, Brambe, Ranchi"**.

3. A list of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily should be furnished with the tender as required in Annexure-II.

4. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.

5. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand only) which is refundable and a non-refundable tender fee of Rs.500/- (Rupees Five Hundred only) by way of demand draft only. The demand drafts shall be drawn in favour of "Central University of Jharkhand" payable at Ranchi.

The EMD of the successful bidder shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This

amount (Bid Security) will be converted into performance Security money, if rate contract is awarded. Bid(s) received without demand drafts of EMD and tender fees shall be liable for rejection.

In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

6. The bidder must submit 'Sales Tax Certificate', 'VAT Certificate' and 'Income Tax Certificate' along with its bid documents.
7. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for the University to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer.
8. The University reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
9. Please also see Annexure-A for terms and conditions of the contract, Annexure-B to be filled by the tenderer(s) giving their details, Annexure-C for details of rates for stationery items, and Annexure-D for details of rates for Printer Cartridges.

**Sd/-**  
Internal Audit Officer (I/c Purchase)  
CUJ, Brambe, Ranchi

**The Contract shall be governed by the following terms and conditions:-**

1. The goods/items/stores should be supplied within 02 days or few hours from the date/time of issue of purchase order/supply order either through email or telephonically.
  - (i) The goods/items shall be delivered to CUJ, Ranchi on Door Delivery basis. Unloading of goods / stores and delivery to store at above mentioned place shall be responsibility of the firm.
  - (ii) The supplier will be liable to replace the rejected /damaged stores within 02 days or few hours (as per instructions of the University), failing which the legal action will be taken as deemed fit by the University.
  - (iii) The tenderer must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality (supplied goods should be accepted by the University) as mentioned in the Tender Enquiry and in case goods of inferior quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L-2 quoting firm or market, and the difference in price would be recovered from L-1 supplier.
  - (iv) Advance payments are not acceptable.
  - (v) In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the University shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this University may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and performance security would be forfeited apart from taking other legal action by this University.
  - (vi) Any dispute arising out of the contract shall be referred to Ranchi Jurisdiction only.
2. The University reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof.
3. University reserves the right to purchase those stationery items that are not mentioned in Annexure-C, from any firm.
4. The rates of the items shall be mentioned in figures and in words. There should not be any erasing or over-writing whatsoever.
5. The contract may be placed with one or more than one firms depending upon rates and other factors viz L1 rates, quality of the products etc.
6. The tenderer should keep their offers valid up to one year from the date of starting the Rate Contract period.
7. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this University.

**Sd/-**

Internal Audit Officer (I/c Purchase)  
CUJ, Brambe, Ranchi

**PARTICULARS TO BE FURNISHED BY THE AGENCY/SUPPLIERS:-**

1. Name of the Agency : .....
2. Address of the Agency : .....
3. Name of the proprietor of the Agency: .....
4. Telephone No. and e-mail ID of Agency and Proprietor: .....  
.....
5. Details of Ministry/Department in which the Agency had worked earlier as mentioned in this Tender (if any):-

Sl. No.	Name of the Ministry/Department (Attach copy of Contract)	Year	Name/Contact no. of the Office of Client Ministry/Department (if any)

6. PAN/TIN number of the agency (Copy attach) :.....
7. Whether ‘Sales Tax Certificate’ and ‘Income Tax Certificate’ attached:      Yes/No
8. EMD’s Draft number, Date and name of the Bank: .....

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Dated: .....

Place: .....

.....  
(Signature of Proprietor)

Seal of the firm/Agency

**Rates for Annual Rate Contract for Supply of Stationery items to CUJ, Brambe, Ranchi**

1. Name and address of the Company/Firm/Agency:.....

.....

2. Rates quoted for Stationery items:-

Sl. No.	Description/ Specification of Items	Unit	Name of the Brand	Rate (Including Tax)
1	Add Gel Pen (Blue, Black, Green, Red)	Pc.		
2	Arch File (Small)	Pc.		
4	Arch File (Big)	Pc.		
5	Attendance Register	Pc.		
6	Battery 1.5 volt AAA size	Pc.	Eveready	
7	Battery 1.5 volt AA size	Pc.	Eveready	
8	Binder Clip 15 mm	Pkt.	Oddy	
9	Binder Clip 19 mm	Pkt.	Oddy	
10	Binder Clip 25 mm	Pkt.	Oddy	
11	Binder Clip 32 mm	Pkt.	Oddy	
12	Binder Clip 41 mm	Pkt.	Oddy	
13	Binder Clip 51 mm	Pkt.	Oddy	
14	Black Board Duster	Pkt.		
15	Board Pin (Fibre top)	Pkt.		
16	Brown Tape 1 inch	Pc.		
17	Brown Tape 2 inch	Pc.		
18	Cash Book 8Quire	Pc.		
19	Cash Book 10Quire	Pc.		
20	Calculator	Pc.	Citizen/Casio/ Sharp	
21	Carbon Blue	Pkt.	Kores	
22	Cello Tape ½" Transparent	Pc.		
23	Cello Tape 1" Transparent	Pc.		
24	Cello Tape 2" Transparent	Pc.		
25	Cello Tape Dispenser	Pc.		
26	Colour Sketch pack of 12 nos.	Pkt.	Camlin	

27	Colour Pencil pack of 12 nos.	Pkt.	Camlin	
28	Chalk White (Dust free)	Cartoon	Kores	
29	Chalk Coloured (Dust Free)	Cartoon	Kores	
30	Cobra File	Pc.		
31	Correction Pen 15ml	Pc.	Kores	
32	Correction Pen 20ml	Pc.	Kores	
33	Cover File	Pc.		
34	Channel File (Stick File) Thin	Pc.		
35	Channel File (Stick File) Thick	Pkt.		
36	CD Mailer (pack of 50 nos.)	50 nos.		
37	CD Re-writable (Pack of 50 Nos.)	50 nos.		
38	CD with plastic case (pack of 50 nos.)	50 nos.		
39	DVD writable (pack of 50 nos.)	50 nos.		
40	DVD-R (pack of 50 nos.)	50 nos.		
41	Dak Pad	Pc.		
42	Dak Dispatch Register 6 quire 60 GSM orient paper	Pc.		
43	Dak Dispatch Register 8 quire 60 GSM orient paper	Pc.		
44	Dak Dispatch Register 10 quire 60 GSM orient paper			
45	Dak Receipt Register 6 quire 60 GSM orient paper	Pc.		
46	Dak Receipt Register 8 quire 60 GSM orient paper	Pc.		
47	Dak Receipt Register 10 quire 60 GSM orient paper	Pc.		
48	Dhaga Roll	Pc.		
49	Dettol Hand Wash 250ml.	Pc.	Dettol	
50	Dustbin Plastic (Bucket)	Pc.		
51	Duster Cloth	Pc.		
52	Electric Kettle	Pc.	Bajaj	
53	Envelope Yellow 10" x 12"	Pkt.		
54	Envelope A4 size Yellow with Plastic lamination 105gsm	Pkt.		
55	Envelop A3 size Yellow with Plastic Laminated 105gsm	Pkt.		
56	Envelope 11" x 5" Yellow with Plastic	Pkt.		
57	Envelope Full Scape Yellow with Plastic	Pkt.		

58	Envelope A4 size Yellow 105gsm with inner side Cloth laminated.	Pkt.		
59	Envelope A3 size Yellow 105gsm with inner side Cloth laminated.	Pkt.		
60	Envelope 11" x 5" White pack of 250 pcs.	Pkt.	Tajmahal	
61	Envelope 11" x 5" window white/brown pack of 250 pcs.	Pkt.		
62	Eraser	Pkt.	Apsara	
63	Executive Bond Paper 85 GSM (Pack of 100 sheet) make JK/Excel/Royal	100 sheet		
64	Executive Bond Paper 85 GSM (Pack of 500 sheet) make JK/Excel/Royal	500 sheet		
65	Colour Royal Executive Bond Paper 85 GSM (Pack of 100 sheet) make JK/Excel/Royal	100 sheet		
66	Colour Royal Executive Bond Paper 85 GSM (Pack of 500 sheet) make JK/Excel/Royal	500 sheet		
67	Executive Bond Paper 100 GSM (Pack of 100 sheet) make JK/Excel/Royal	100 sheet		
68	Executive Bond Paper 100 GSM (Pack of 500 sheet) make JK/Excel/Royal	500 sheet		
69	Colour Royal Executive Bond Paper 100 GSM (Pack of 100 sheet) make JK/Excel/Royal	100 sheet		
70	Colour Royal Executive Bond Paper 100 GSM (Pack of 500 sheet) make JK/Excel/Royal	500 sheet		
71	Fevi Stick 8 GRM	Pc.		
72	Fevi Stick 15 GRM	Pc.		
73	Fevicol 30gm	Pc.		
74	Fevicol Tube	Pc.		
75	File Folder A/4	Pc.		
76	File Folder F/S	Pc.		
77	File Board	Pc.		
78	Gum Bottle 700ml	Bottle	Kores/camel	
79	Gum Bottle 300ml	Bottle	Kores/camel	
80	Gum Bottle 150ml	Bottle	Kores/camel	
81	Gum Tube	Pc.	Kores/camel	
82	Gems Clip Small (plastic coated)	Pkt.		
83	Gems Clip Big (plastic coated)	Pkt.		
84	Geometry Box	Box		
85	Highlighter (pack of 10 nos.) different colours	Pkt.	Faber castell/ camlin/kores	
86	Laser Light Pen for presentation	Pc.		
87	Label Sheets (16 pieces)	Pkt.		

88	Ledger Book 8Quire	Pc.		
89	Ledger Book 10 Quire	Pc.		
90	Lock Link 3 lever	Pc.	Link	
91	Lock Link 4 lever	Pc.	Link	
92	Lock Link 6 lever	Pc.	Link	
93	Lock Link 7 lever	Pc.	Link	
94	Long Range Cordless Bell	Pc.		
95	L. Folder plastic file (pack of 100 nos.)	Pkt.		
96	Marker Pen Permanent (Red, Blue, Black, Green)	Pc.	Camlin/Luxur/ Raynold	
97	Marker Ink (Red, Blue, Black, Green)	Pc.		
98	Note Sheet pad (Green ledger paper) 100 sheet 75gsm F/S Size	100 sheet		
99	Notice Board Pin with fibre Mounting	Pkt.		
100	Notice Board Size H-2'x W-3' Lightweight Aluminium Frame with wall hanging pin.	Pc.		
101	Notice Board Size H-3'x W-4' Lightweight Aluminium Frame with wall hanging pin.	Pc.		
102	Notice Board Size H-4'x W-5' Lightweight Aluminium Frame with wall hanging pin.	Pc.		
103	Notice Board Size H-4'x W-6' Lightweight Aluminium Frame with wall hanging pin.	Pc.		
104	White Board Lightweight Aluminium Frame With Melamine (Marker Sheet) Writing Surface Size H-2' x W-3' with wall hanging pin.	Pc.		
105	White Board Lightweight Aluminium Frame With Melamine (Marker Sheet) Writing Surface Size H-3' x W-4' with wall hanging pin with wall hanging pin.	Pc.		
106	White Board Lightweight Aluminium Frame With Melamine (Marker Sheet) Writing Surface Size H-4' x W-5' with wall hanging pin.	Pc.		
107	White Board Lightweight Aluminium Frame With Melamine (Marker Sheet) Writing Surface Size H-4' x W-6' with wall hanging pin.	Pc.		
108	White Board Lightweight Aluminium Frame With Melamine (Marker Sheet) Writing Surface Size H-4' x W-8'	Pc.		
109	Black Board Lightweight Aluminium Frame With Melamine (Chalk Sheet) Writing Surface Size H-2' x W-3' with wall hanging pin.	Pc.		
110	Black Board Lightweight Aluminium Frame With Melamine (Chalk Sheet) Writing Surface Size H-3' x W-4' with wall hanging pin.	Pc.		
111	Black Board Lightweight Aluminium Frame With Melamine (Chalk Sheet) Writing Surface Size H-4' x W-5' with wall hanging pin.	Pc.		



112	Black Board Lightweight Aluminium Frame With Melamine (Chalk Sheet) Writing Surface Size H-4' x W-6' with wall hanging pin.	Pc.		
113	Black Board Lightweight Aluminium Frame With Melamine (Chalk Sheet) Writing Surface Size H-4' x W-8' with wall hanging pin.	Pc.		
114	OHP Marker Pen (CDs)	Pkt.	Camlin/Luxur/ Raynold	
115	Odonil	Pc.		
116	Paper A4 Size 75 GSM	Pc.	JK/Century/ Bilt	
117	Paper A3 Size 75 GSM	Pc.	JK/Century/ Bilt	
118	Paper FS Size 75 GSM	Pc.	JK/Century/ Bilt	
119	Page Marker (Flag) (1''x3'') 50x3 colour	Pkt.		
120	Page Marker Flag (1''x3'') 50x5 colour	Pkt.		
121	Paper Cutter	Pkt.		
122	Paper Cutter Plastic with 1.8cm wide Blade	Pkt.		
123	Paper Weight (Flowery)	Pc.		
124	Paper Weight square shape	Pc.		
125	Paper Weight Cube tape	Pc.		
126	Paper Pin	Pkt.		
127	Pape Tray 1-tier (Plastic Net)	Pc.		
128	Paper Tray 2-tier (Plastic Net)	Pc.		
129	Paper Tray 3-tier (Plastic Net)	Pc.		
130	Pen Stand	Pc.		
131	Pen (Black, Blue, Green & Red) 10nos. pack	Pkt.	Flair/Cello/ Montex/ Reynolds	
132	Pen Refill (Ball pen) (Black, Blue, Green & Red)	Pkt.	Flair/Cello/ Montex/Reynolds	
133	Pencil (10 nos. pack)	Pkt.	Najraj/Apsara/Re ynolds	
134	Pencil Sharpener (20 nos. pack)	Pkt.		
134	Peon Dak Book	Pc.		
135	Pilot Pen (Hi-tech V5) pack of 10 nos. (Black, Blue, Green & Red)	Pkt.		
136	Pilot Pen 0.5 pack of 10 nos. (Black, Blue, Green & Red)	Pkt.		
137	Plastic Folder with button			
138	Pilot Pen Ink 10ml. (Black, Blue, Green & Red)	Dozen		
139	Post it Pad 1''x3'' (Tricolour)	Pc.		

140	Post it Pad 3''x3'' Tricolour)	Pc.		
141	Post it Pad (Single colour)	Pc.		
142	Punching Machine DP-52 (Double Hole Punch)	Pc.	Kangaroo	
143	Punching Machine DP-52 (Double Hole Punch)	Pc.	Kangaroo	
144	Punching Machine DP 500 (Double Hole punch)	Pc.	Kangaroo	
145	Punching Machine DP 600 (Double Hole punch)	Pc.	Kangaroo	
146	Punching Machine DP 800 (Double Hole punch)	Pc.	Kangaroo	
147	Punching Machine FP 20 (Single Hole)	Pc.		
148	Punching Machine DF 1320 (Single Hole)	Pc.	Kangaroo	
149	Register 2 Q	Pc.		
150	Register 3 Q	Pc.		
151	Register 4 Q	Pc.		
152	Register 6 Q	Pc.		
153	Register 8 Q	Pc.		
154	Register 10 Q	Pc.		
155	Re-stick Flag (Five colour)	Pkt.		
156	Room Freshener (Good Quality)	Pc.		
157	Rubber Band (Small) 500gm.	Pkt.		
158	Rubber Band (Medium) 500gm.	Pkt.		
159	Rubber Band (Big) 500gm.	Pkt.		
160	Scale (Plastic) 12''	Pc.	Omega/Camel/Sharp	
161	Scale (Steel) 12''	Pc.	Omega/Camel/Sharp	
162	Scale (Steel) 24''	Pc.	Omega/Camel/Sharp	
163	Scale (Steel) 24''	Pc.	Omega/Camel/Sharp	
164	Scissors 6''	Pc.		
165	Scissors 8''	Pc.		
161	Scissors Heavy Duty	Pc.		
162	Sealing Wax (Pack of 6 wax sticks)	Pc.		
163	Shorthand Note Book	Pc.		
164	Signature Pad	Pc.		
165	Stapler Small No. 10	Pc.	Kangaroo	
166	Stapler HP-10 Small Size	Box	Kangaroo	

168	Stapler Big 24/6 HS-45P	Pc.	Kangaroo	
169	Stapler HP-45 Big Size	Pc.	Kangaroo	
170	Stapler 15/16" (Heavy Duty)	Pc.	Kangaroo	
171	Stapler 23/15-H (Heavy Duty)	Pc.	Kangaroo	
172	Stapler No. 10 Pin	Box	Kangaroo	
173	Stapler 24/6 Pin	Box	Kangaroo	
174	Stapler Pin for 15/16" stapler	Box		
175	Stapler Pin for 23/15-H stapler	Box		
176	Stock Register 3 Quire (60 GSM Orient Paper)	Pc.		
177	Stock Register 6 Quire (60 GSM Orient Paper)	Pc.		
178	Stamp Pad 110mmx70mm	Pc.		
179	Stamp Pad (Big)	Pc.		
180	Spiral Writing Pad size 5" x 8½" 20 pages	Pc.	ITC/Neelgagan/Bilt	
181	Spiral Writing Pad size 5" x 8½" 40 pages	Pc.	ITC/Neelgagan/Bilt	
182	Spiral Writing Pad size 5" x 8½" 60 pages		ITC/Neelgagan/Bilt	
183	Spiral Writing Pad size 5" x 8½" 80 pages		ITC/Neelgagan/Bilt	
184	Tag 6" white/colour	Pkt.		
185	Tag 12" white/colour	Pkt.		
186	Takua	Pc.		
187	Towel Small (Hand)	Pc.		
188	Towel big Size	Pc.		
189	Vehicle log book	Pc.		
190	White Board Marker (Blue, Black, Green Red)	Pkt.		
191	White Board Marker Ink (Blue, Black, Green Red)	Pkt.		
192	White Board Duster	Dozen		
193	Writing Pad size 5" x 8½" 20 pages	Dozen	ITC/Neelgagan/Bilt	
194	Writing Pad size 5" x 8½" 40 pages	Dozen	ITC/Neelgagan/Bilt	
195	Writing Pad size 5" x 8½" 60 pages	Dozen	ITC/Neelgagan/Bilt	
196	Writing Pad size 5" x 8½" 80 pages	Dozen	ITC/Neelgagan/Bilt	

**(Signature of Proprietor)**  
**Seal of the firm/Agency**

**Rates for Annual Rate Contract for Supply of Printer Cartridges to  
Central University of Jharkhand, Brambe, Ranchi**

**Important:** Only those firms are eligible to bid for the supply of Printer Cartridges and Photocopier Toners that have specific authorization from HP, Canon and Ricoh for the supply of HP, Canon, Ricoh brand consumables.

- Name and address of the Company/Firm/Agency: .....
- Rates quoted for Printer Cartridges & Photocopier Machine Toner (new). Firms should also quote the maximum discount on new cartridge (on the mentioned cost of column no.2) on the basis of returning empty toner/cartridges (of any toner/cartridge number) by CUJ:

**REQUIRED CARTRIDGES AND TONER**

Sl. No.	Description/ Specification of Items	Quoted rate/unit (including tax) (for new Cartridge)	Quoted maximum discount on new cartridge (on the mentioned cost of column no.2) on the basis of returning empty toner/cartridges (of any toner/cartridge number) by CUJ	Cost for refilling cartridge
1	HP Laser Printer Cartridge 55A			
2	HP Laser Printer Cartridge 12A			
3	HP Laser Printer Cartridge 05A			
4	HP Laser Printer Cartridge 88A			
5	HP Toner Cartridge CB540A Black CP 1215			
6	HP Toner Cartridge CB541A Cyan CP 1215			
7	HP Toner Cartridge CB542A Yellow CP 1215			
8	HP Toner Cartridge CB543A Magenta CP 1215			
9	HP Toner Cartridge CE310A			
10	HP Toner Cartridge CE311A			
11	HP Toner Cartridge CE312A			
12	HP Toner Cartridge CE313A			
13	Printer Cartridge Canon LBP 2900B			

14	Photocopier Canon NPG-28 Toner Black			
15	Photocopier Canon NPG-51 Toner Black			
16	Photocopier Toner 1230D Blk. RICOH			
17	KeyoceraTaskalfa Photocopier Toner 220			
18	Riso CZ 180 Ink Photocopier (S-4877 ink)			
19	Riso CZ 180 Ink Photocopier (S-4876 Rolls Riso Master CZ Type 13)			
20	Printer Black & White Cartridge 88A			
21	Printer Colour Cartridge 855 for HP Desk Jet – 470b			
22	Canon Pixma CLI8Y			
23	Canon Pixma CLI8M			
24	Canon Pixma CLI8C			
25	Canon Pixma CLI8BK			
26	Pen Drive 8GB			
27	Pen Drive 16GB			
28	Pen Drive 32GB			
29	External Hard Disk 500 GB			
30	External Hard Disk 1 TB			
31	Hp Laser Jet P 2035			
32	Toner for Konica Minolta Bizhu-215 machine Toner no. TN118			
33	Toner for Konica Minolta Bizhu-164 machine Toner no. TN116			
34	Risograph High Speed Digital Copy Printer Model CZ 800 Riso Black Ink (800ml. S-4877)			
35	Risograph High Speed Digital Copy Printer Model RISO CZ Master B4 (4876) Size			

**(Signature of Proprietor)**  
**Seal of the firm/Agency**