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 Parliamentin 2009)

Ref. No.: **CUJ/P&S/RC/02/2017/110** Dated: 19/02/2018

**SUBJECT: TENDER FOR RATE CONTRACTS FOR SUPPLY OF STATIONERY.**

NIT Issue Date : 19/02/2018

Last Date of Submission : 18/02/2018 at 4:30 PM

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

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 (items annexed as Annexure-C 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. 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 18/02/2018 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 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-B.

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 GST details and Income Tax details 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.

1. Price of items quoted by you should not exceed MRP in any condition.
2. It should me mentioned specifically whether price quoted include all taxes and duties. Sale tax and / or other duties legally liveable and intended to be claimed should be distinctly shown in the quotation.
3. No quotation will be accepted after the due date and time.
4. The University shall not be responsible for any delay in receiving bids/sending of tender documents by the post.
5. The University reserves the right to split the order among suppliers who have submitted their quotation.

Sd/-

IAO & I/c purchase

CUJ, Brambe, Ranchi

**ANNEXURE-A**

**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.
2. 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.
3. 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.
4. 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.
5. Advance payments are not acceptable.
6. 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.
7. Any dispute arising out of the contract shall be referred to Ranchi Jurisdiction only.
8. The University reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof.
9. University reserves the right to purchase those stationery items that are not mentioned in Annexure-C, from any firm.
10. The rates of the items shall be mentioned in figures and in words. There should not be any erasing or over-writing whatsoever.
11. 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.
12. The tenderer should keep their offers valid up to one year from the date of starting the Rate Contract period.
13. 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/-**

IAO & I/c Purchase

CUJ, Brambe, Ranchi

**ANNEXURE-B**

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)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

6. PAN/TIN number of the agency (Copy attach) :………………………………………………

7. Whether ‘GST Details’ and ‘Income Tax Details’ 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

**ANNEXURE-C**

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

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

………………………………………………….……………………………………………….

1. 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/Reynolds |  |
| 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’’x8½’’ 20 pages | Pc. | ITC/Neelgagan/Bilt |  |
| 181 | Spiral Writing Pad size 5’’x8½’’ 40 pages | Pc. | ITC/Neelgagan/Bilt |  |
| 182 | Spiral Writing Pad size 5’’x8½’’ 60 pages |  | ITC/Neelgagan/Bilt |  |
| 183 | Spiral Writing Pad size 5’’x8½’’ 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”x8½” 20 pages | Dozen | ITC/Neelgagan/Bilt |  |
| 194 | Writing Pad size 5”x8½” 40 pages | Dozen | ITC/Neelgagan/Bilt |  |
| 195 | Writing Pad size 5”x8½” 60 pages | Dozen | ITC/Neelgagan/Bilt |  |
| 196 | Writing Pad size 5”x8½” 80 pages | Dozen | ITC/Neelgagan/Bilt |  |
| 197 | Sutli | Per kg |  |  |
| 198 | Chart Paper | Per Sheet |  |  |
| 199 | Blower/ Room Heater | Per pc. |  |  |

**(Signature of Proprietor)**

**Seal of the firm/Agency**