

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

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Memo No: ...10.../MMC/E-Tender/PGE2024/2023

Dated: 29/12/2023

NOTICE INVITING EXPRESSION OF INTEREST NO: SPG/MMC-05/2023

Name of Scheme:

**SUPPLY OF DIFFERENT TYPES OF POLL RELATED STATIONARIES
FOR THE PARLIAMENT GENERAL ELECTIONS 2024**

SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULAR	DATE & TIME
Date of Publication of e-NIT	<u>02.01.2024 at 5.00 pm</u>
Document download start date & time	<u>02.01.2024 at 5.00 pm</u>
Document download end date & time	<u>19.01.2024 up-to 1.00pm</u>
Pre-bid meeting in the room of the office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	<u>05.01.2024 at 2.00 pm</u>
Bid submission start date & time	<u>02.01.2024 at 5.00 pm</u>
Last date & time of online submission of Technical Bid and Financial Bid.	<u>19.01.2024 up-to 02.00 pm</u>
Date & Time of opening of Technical Bid in the Office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	<u>24.01.2024 at 2.00 pm</u>
Last date for submission of Samples	<u>25.01.2024 up-to 05.00 pm</u>
Date & Time of opening of Financial Bid in the office of the South 24 Parganas Zilla Parishad	<u>29.01.2024 at 2.00 pm</u>
Date & Time for verification of the samples in the Office of the Addl. District Magistrate (Zilla Parishad), South 24 Parganas	<u>30.01.2024 at 2.00 pm</u>
Validity of bid	<u>180 days</u>
Period of execution	<u>7 days</u> after the receipt of Work Order

On behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (ZP), South 24 Parganas invites online e-expression of interest in **TWO BID SYSTEM** for the works from reliable, resourceful, bona-fide and experienced firms / companies / contractors having requisite financial capability and sufficient relevant work experience. The details are given below:

Name of work	Location of Work	Scope of Work
SUPPLY OF DIFFERENT TYPES OF POLL RELATED STATIONARIES FOR THE PARLIAMENT GENERAL ELECTIONS 2024	MATERIALS ARE TO BE SUPPLIED AT DISTRICT MATERIAL CELL AT ALIPORE, WITH BLOCK WISE SEGREGATION AS PER WORK ORDER.	ITEM-WISE RATE OF THE ITEMS ARE TO BE QUOTED IN BOQ INCLUDING ALL TAXES / GST.

Contract Period	Six months (180 days)
Approximate Estimated Cost	Rs. 1,77,63,493.00 (Rupees one crore seventy seven lakh sixty three thousand four hundred ninety three only)
EM Deposit against work	Rs. 3,56,000.00 (Rupees three lakh fifty six thousand only)
Bid Inviting Authority	Additional District Magistrate (Zilla Parishad), South 24 Parganas AND Additional District Magistrate & Additional Executive Officer, South 24 Parganas Zilla Parishad, on behalf of the District Magistrate and District Election Officer, South 24 Parganas

<p>TECHNICAL BID</p> <p><i>Eligibility Criteria for Qualification of the bidders in the Technical Bid</i></p> <p>*SIMILAR NATURE OF WORK: SUPPLY OF DIFFERENT TYPES OF POLL RELATED STATIONARIES FOR ELECTION OR OTHER PURPOSES</p> <p>CREDENTIAL CERTIFICATE in the form of completion certificate issued by appropriate authority from any Government Office</p> <p>OR</p> <p><i>In the form of supply order for different types of poll related stationaries used in elections, etc.</i></p> <p>TURN OVER: Audited Balance Sheet shall have to be produced in support of the turn over claim for the last 3 completed Financial years.</p> <p>NOTE: Original documents will be verified only in case of doubt and complaint</p> <p>IMPORTANT: If the bidders do not upload these requisite documents in the e-tender portal, they will summarily be rejected during evaluation. If anyone found to be submitting false or manufactured credential, then the bidder may be black listed or prevented from participation.</p>	<p>CREDENTIAL:</p> <p>1. CREDENTIAL/EXPERIENCE:</p> <p>a. Intending bidders should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>OR</p> <p>Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount each put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p>b. After opening of the Financial Bid, the L-1 bidder have to show the samples of all the items he/she has bid for on 30.01.2024 for quality checking by the Tender Committee.</p> <p>2. TURNOVER: <u>Average Audited Annual Turn Over</u> for the last 3 (Three) consecutive Financial Years should be equal to or more than 60% of the total estimated amount put to tender. The turnover will be indexed at the rate of 8% for a completed year.</p> <p>3. NON STATUTORY DOCUMENTS:</p> <p>a. Valid Trade License</p> <p>b. Income Tax return for the latest completed financial year</p> <p>c. GST Registration certificate</p> <p>d. Professional Tax Return for the latest financial year (if applicable)</p> <p>e. Pan Card photo copy.</p> <p>4. OTHER DOCUMENTS:</p> <p>a. Declaration in an affidavit that no litigation is pending against the Firm/company/contractor or not black listed</p> <p>b. Document to prove ownership / lease hold of plant & machinery as prescribed by the authority</p>
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	<p>in the tender</p> <p>c. Power of Attorney if any Labour Cooperative Societies & Co-Operative Societies should submit proof of their registration, validity to participate in this tender and EMD exemption if allowed by the State.</p>
Earnest Money Deposit :	<p>Necessary Earnest Money [2% of Approximate Tender amount, i.e. Rs. 3,56,000.00] and Cost of Tender Paper will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.</p>
Bid Document	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, http://wbtenders.gov.in Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
Technical Bid Evaluation	<p>The Technical Bid will be evaluated by the Tender Committee chaired by Addl. District Magistrate (Zilla Parishad). Original documents will have to be produced by the bidders as and when asked by the bid evaluation authority.</p> <p>Only the technically qualified bidders can advance for Financial bid.</p>

Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	<u>29.01.2024 at 2.00 pm</u>
Financial Bid	Item-wise rate including all Taxes/GST shall be quoted in the Financial Bid.
Validity of Bid	180 days
E-Tender registration and bidding	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. http://wbtenders.gov.in • <u>ONLINE BID SUBMISSION:</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
Important Instructions	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original [in case of doubt and complaint] & evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee. • The financial bid documents of the technically qualified bidders will only be opened. • Bidders, who qualify the Technical Evaluation will have to submit sealed and stamped samples with their names clearly marked within 25.01.2024 upto 05.00 pm at the chamber of the Deputy Secretary, South 24 Parganas Zilla Parishad, which will be taken under

consideration during verification of samples after opening the financial bid.

- Successful bidders will be selected on lowest rate basis and acceptance of the sample. If the sample of lowest bidder is not satisfactory, the Tender Committee may select the next lowest bidder if his sample is found acceptable. The decision of the Tender Committee on acceptance of sample will be full and final.
- Financial comparison chart of bidders & selected Bidders, will be published on the next day after opening. Bid inviting authority of South 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.
- The intending bidders are requested to visit the delivery site before quoting their rates.
- Each Bidder shall submit maximum two Bids in each NIT. A Bidder who submits more than two Bids as individual or Partner for one NIT will cause the proposals with the Bidder's participation to be disqualified.
- **Tenderer may quote for one / all the items in appropriate BOQ(s).**

LIST OF DIFFERENT TYPES OF POLL RELATED STATIONARIES**REQUIRED FOR PARLIAMENT GENERAL ELECTIONS 2024**

Sl	Item	Specification	Unit	Approximate Quantity Required
1	Ball pen (black/red/blue/green)	Good Quality, use & throw	PC	100000
2	Blade	Good quality	PC	11000
3	Blank CD (700 Mb) with Jacket	Sony	PC	1000
4	Blank DVD with cover	Sony	PC	1000
5	Bodkin	Good quality	PC	11000
6	Bound register	(4 no.)	PC	2000
7	Bound register	(6 no.)	PC	1500
8	Bound register	(8 no.)	PC	1000
9	Bound register	(10 no.)	PC	500
10	Brown Paper for packing	28"x44" (70 gsm)	Sheet	11000
11	Calculator	10 digit	PC	100
12	Candle	8" Size	PC	44000
13	Carbolic Acid	50 ml / per bottol	Bottle	11000
14	Carbon Paper	A4 (100p/pkt)	Packet	200
15	Cello tape	½" medium coil	PC	15000
16	Cello tape	1" coil	PC	11000
17	Chalk	30 pcs box	Box	500
18	Clip board	Good quality A-4 size	PC	2000
19	Cloth pasted cover	21" X 14"	PC	2000
20	Dendrite tube	30ml	PC	2000
21	Duster	1½' X 1½' good quality	PC	66000
22	Envelope (Brown)	11" X 5" Good quality	PC	2000
23	Envelope (White)	11" X 5" Good quality	PC	2000
24	Eraser	Good quality	PC	11000
25	Erazex pen	Good quality	PC	1000
26	Fevi quick	5ml	PC	1000
27	Fevi stick	8 gm	PC	2000
28	Fevi stick	15 gm	PC	2000

29	File cover with flap	Good quality	PC	2000
30	Flex printing	Good quality	Sqare Inch	100
31	Four fold file cover	Good quality	PC	1000
32	Gems clip (metal)	Good quality	Box	2000
33	Gems clip (plastic coated)	Good quality	Box	2000
34	Glass Bowl	Good Quality, 18" Height	PC	40
35	Glycerine	100 ml	Bottle	11000
36	Gum	Big bottle, 300ml	Bottle	15000
37	Gum	60 ml	PC	1000
38	Hard Board	Big 6" x 4"	PC	13000
39	Hata (Big spoon)	Steel	PC	100
40	High lighter pen	Multiple Colour, Good quality	PC	1000
41	Karai (Big Bowl)	Aluminium	PC	1000
42	Kerosene oil	Per litre	Litre	100
43	Knife (ordinary)	6"	PC	11000
44	Lock & Key	Small size (Good quality)	PC	11000
45	Lock & Key	Link 5 levers	PC	1000
46	Lock & Key	Link 7 levers	PC	500
47	Lock & Key	Godrej 7 levers	PC	250
48	Lock & Key	Godrej 5 levers	PC	125
49	Magnifying Glass	Good Quality, 2 - 2½" diameter, Plastic Handle	PC	11000
50	Marker pen(black/Blue/Red/ Green)	Good quality	pc	1000
51	Markin cloth	1m X 1m	PC	11000
52	Match box	Good quality	PC	11000
53	Metal rule	10"	PC	11000
54	Metal seal	Brass, Half	PC	11000
55	Metal seal	Brass, Polished, Full	PC	50
56	Nails	2 ½", Bundle of six	Bundle	11000
57	Needle	Big	PC	11000
58	Packing papers	Craft	PC	220000
59	Paper weight	Clay, 50 gms	PC	44000
60	Pen drive (Sandisk)	16 GB	per pc	500

61	Pigeon Hole Tray	Transparent of dimension of each compartment (hole) 6" x 4" x 4" (length x breadth x height), with nine holes	PC	100
62	Plastic channel file	A-4 size Good quality	PC	1000
63	Plastic Box	Transparent with lid of dimension 8" x 6" x 4" (length x breadth x height)	PC	11000
64	Plastic Box	Transparent with lid of dimension 14" x 10" x 5" (length x breadth x height)	PC	50
65	Plastic Container (Small Size, Round)	With lid for handling indelible ink etc	PC	11000
66	Plastic cover file	A-4 size Good quality	PC	15000
67	Plastic scale	12"	PC	200
68	Plastic Tray	Good Quality, 12" x 18", with clip	PC	500
69	Plastic Waste Bin Basket	Good Quality, 18" Height	PC	11000
70	Polythene bag	Good Quality, Big size 42" x 30"	PC	33000
71	Post it	Small	PC	200
72	Post it	Big	PC	100
73	Punching machine Single	Good quality	PC	200
74	Punching machine Double	Good quality	PC	200
75	Rough cotton	Per Kg	KG	10
76	Rubber band	2" Good quality	KG	25
77	Rubber band	4" Good quality	KG	25
78	Rubber band	6" Good quality	KG	25
79	Rubber band	2" size, 20pcs in a plastic pouch	Pouch	11000
80	Rubber Stamp (Polymer)	Upto 4 lines	PC	800

81	Rubber Stamp (Polymer)	4 to 10 lines	PC	200
82	Rubber Stamp (Polymer)	Above 10 lines	PC	50
83	Rubber Stamp (Polymer)	Round shape	PC	50
84	Rubber Stamp (Polymer)	Oval, small	PC	11000
85	Rubber Stamp (Polymer)	Facsimile	PC	200
86	Rubber Stamp (Polymer)	Distinguishing Mark	PC	33000
87	Rubber stamp ink	60 ml, Good quality	Bottle	15000
88	Safety pin	Good Quality	PC	100
89	Scissors	Good quality (medium)	Doz	100
90	Sealing wax	Good quality, 8 sticks in a box	PC	88000
91	Sketch pen	Different colours	Packet	1000
92	Sponge cup	Good Quality	PC	15000
93	Spoon (Small)	Steel	PC	100
94	Stamp pad	Small ordinary	PC	15000
95	Stamp pad	Small (Faber Castle)	PC	1000
96	Stamp pad	Big (Faber Castle)	PC	500
97	Stapler	Big (Good quality)	PC	200
98	Stapler 10 no	Small (Good quality)	PC	200
99	Stapler pin	Big (Good quality)	BOX	500
100	Stapler pin 10 no	Small (Good quality)	BOX	1000
101	Steel clip	3"	PC	500
102	Steel clip	5"	PC	500
103	Steel pin	15 gm pkt.	Packet	11000
104	Stove	Good Quality	PC	50
105	Sutli	Jute thread, Ball of 50 gms	Ball	25000
106	Tag	Bundle of 10	Bundle	13000
107	Tarpine Oil	Per Litre	Litre	10
108	Thinner	Per litre	Litre	50
109	Thin Twine Thread ball, white	25 gm	PC	15000

110	Twine ball, Red & White	25 gm	PC	15000
111	Water jug	Good Quality	PC	200
112	White Paper	FS	Sheet	50000
113	White Paper	DFS	Sheet	2000
114	Wooden pencil	Good quality	PC	15000
115	Wooden Base Wire / Pin file	Good quality	PC	11000
116	Writing pad	8" X 10" Good quality	PC	100
117	Xerox paper (Copy paper)	A4 (70 gsm)	Packet	1000
118	Xerox paper (Copy paper)	Legal (70 gsm)	Packet	200

INFORMATION TO THE BIDDERS (ITB)

Download of Tender

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <http://wbtenders.gov.in> The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

Online Bid submission procedure

Registration of Contractor: Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

Tender Download: The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Submission of Tenders: Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

Submission of Earnest Money Deposit: The earnest money deposit has to be made and submitted following the clauses as mentioned in the bid document.

A. Technical Bid:

The Technical proposal should contain scanned copies of the following (all in PDF file) in **2 (two)** covers (folders),

Cover A-1 >Statutory Cover file Containing

NIT (Properly upload the same Digitally Signed).

Cover A-2 >Non- Statutory Cover (Mandatory Documents)

All the documents as given under **TECHNICAL BID**

Note: Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the **ITEM-WISE RATE INCLUDING ALL TAXES/GST** through online mode only in the space marked for quoting rate in the **Bill of Quantities (BOQ)**. Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

PAYMENT:

Payment against the bill claim subjected to verification by the competent authority will be made on availability of fund.

EMD of the successful bidder shall be adjusted against the bill claim while making payments.

The Payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

The mode of Payment of the bills are given below:

- Upto 5 lakhs of Estimated amount: No RA bill will be entertained.
- Upto 10 lakhs but not less than 5 lakhs: Only one RA bill will be entertained.
- Upto 50 lakhs but not less than 10 lakhs of estimated amount: Maximum three bills including final bill.
- More than 50 lakhs of estimated amount: Maximum four bills including final bill.

Other Terms and conditions: -


1. The credentials submitted by the bidders shall invariably be verified from competent authority through formal/informal ways. If the bidders are found producing manufactured credentials, then appropriate action for black listing/prohibition of participation / criminal proceeding shall be initiated by the bid inviting authority.
2. Sub-contracting by the successful bidder will not be allowed. Tender Committee shall take appropriate action against the willful defaulter.
3. Rates must include all sorts of carrying costs and other charges for delivery to the Materials Management Cell at Alipore, in Block wise packaging. All rates are to be submitted item-wise as per the format given in the last page.
4. Printed Challans & Invoices, with all requisite details are to be submitted for each delivery, on the same day for uploading in the WB CEO Portal for Materials Management.
5. The Authority reserves the right to terminate the contract by giving 15 day notice to the agency in case if any deviation from the norms or any non-compliance.
6. The entire work shall be completed within the time frame given in the work order.
7. Time extension on completion of work shall not be given in any circumstances.
8. Bid Inviting Authority shall moot a proposal for Black listing or prohibition of any agencies' participation for a period of one year for blatant violation of tender norms or for vitiating tender process.
9. **Agreement:** Model agreement document shall be prepared by the bidder in consultation with the competent authority. The agreement will be signed only if the competent Authority has given the consent. The LOI and bid document shall become part of the agreement.
10. **Withdrawal of bid:** None of the bidder shall be allowed to withdraw the bid once submitted. If any bidder attempts to withdraw bid at any stage of the bidding process or decides to withdraw after issuance of work order, then the EMD shall be forfeited and process shall be initiated for either black listing the bidder or

prohibiting participation in any tenders for a period of one year.

11. Cancellation of any tender due to unavoidable circumstance will lead to a fresh tender which will be treated as 1st call only.
12. Decision of the Tender Committee, constituted for the Parliament General Elections 2024, will be final in all respect.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.



Additional District Magistrate (ZP)
South 24 Parganas
&
BID INVITING AUTHORITY

Memo No: !0/!(8)/MMC/E-Tender/PGE2024/2023

Dated: 29/12/2023

Copy forwarded for information & necessary action to:

1. PA to the ADM(G)/ADM(LA)/ADM(LR)/ADM(D) for placing the notice before ADM
2. Nazareth Deputy Collector, South 24 Parganas for displaying the e-NIT in office notice board
3. DPRDO, South 24 Parganas, for displaying the e-NIT in office notice board
4. DIO/DIA, NIC South 24 Parganas with a request to upload the notice in the District Website
5. DICO, South 24 Parganas with a request to publish the brief advertisement about the e-NIT in one Bengali and one English daily local newspaper(s), abridged version will be sent soon.
6. DIA, South 24 Parganas Zilla Parishad with a request to upload the notice in www.wbtenders.gov.in
7. CA to District Magistrate, South 24 Parganas for placing the notice before District Magistrate
8. Notice Board


Additional District Magistrate (ZP)
South 24 Parganas
&
BID INVITING AUTHORITY

Item Rate BOQ

Tender Inviting Authority: Additional District Magistrate (ZP) &
AEO, South 24 Parganas Zilla Parishad

Name of the Work: Supply of different types of Poll related stationaries for the Parliament General
Elections 2024, to Materials Management Cell at Alipur, in Block-wise
packaging.

PRICE SCHEDULE					
(This BOQ template must not be modified / replaced by any bidder and the same should be uploaded after filling the relevant columns. In e-tender, bidders are allowed to enter the Bidder Name and Values only)					
NUMBER#	TEXT	NUMBER	TEXT	NUMBER	NUMBER
Sl. No.	Item Description	Quantity	Units	BASIC RATE WITH TAXES/ GST, in Figures to be entered by the Bidder Rs. P.	TOTAL AMOUNT with Taxes / GST in Rs. P.
1	Ball pen (black/ red/blue/green)Good Quality, use & throw	100000	PC		
2	Blade Good quality	11000	PC		
3	Blank CD (700 Mb) with Jacket Sony	1000	PC		
4	Blank DVD with cover Sony	1000	PC		
5	Bodkin Good quality	11000	PC		
6	Bound register(4 no.)	2000	PC		
7	Bound register(6 no.)	1500	PC		
8	Bound register(8 no.)	1000	PC		
9	Bound register(10 no.)	500	PC		
10	Brown Paper for packing28" x44" (70 gsm)	11000	Sheet		
11	Calculator10 digit	100	PC		
12	Candle8" Size	44000	PC		
13	Carbolic Acid50 ml / per bottle	11000	Bottle		
14	Carbon PaperA4 (100p/pkt)	200	Packet		
15	Cello tape½" medium coil	15000	PC		
16	Cello tape1" coil	11000	PC		
17	Chalk30 pcs box	500	Box		
18	Clip board Good quality A-4 size	2000	PC		
19	Cloth pasted cover21" X 14"	2000	PC		

20	Dendrite tube30ml	2000	PC		
21	Duster1½' X 1½' good quality	66000	PC		
22	Envelope (Brown)11" X 5" Good quality	2000	PC		
23	Envelope (White)11" X 5" Good quality	2000	PC		
24	Eraser Good quality	11000	PC		
25	Erazex pen Good quality	1000	PC		
26	Fevi quick5ml	1000	PC		
27	Fevi stick8 gm	2000	PC		
28	Fevi stick15 gm	2000	PC		
29	File cover with flap Good quality	2000	PC		
30	Flex printing Good quality	100	Square Inch		
31	Four fold file cover Good quality	1000	PC		
32	Gems clip (metal)Good quality	2000	Box		
33	Gems clip (plastic coated)Good quality	2000	Box		
34	Glass Bowl Good Quality, 18" Height	40	PC		
35	Glycerine100 ml	11000	Bottle		
36	Gum Big bottle, 300ml	15000	Bottle		
37	Gum 60 ml	1000	PC		
38	Hard Board Big 6" x 4"	13000	PC		
39	Hata (Big spoon)Steel	100	PC		
40	High lighter pen Multiple Colour, Good quality	1000	PC		
41	Karai (Big Bowl) Aluminium	1000	PC		
42	Kerosene oil	100	Litre		
43	Knife (ordinary)6 "	11000	PC		
44	Lock & Key Small size (Good quality)	11000	PC		
45	Lock & Key Link 5 levers	1000	PC		
46	Lock & Key Link 7 levers	500	PC		
47	Lock & Key Godrej 7 levers	250	PC		
48	Lock & Key Godrej 5 levers	125	PC		
49	Magnifying Glass Good Quality, 2 - 2½" diameter, Plastic Handle	11000	PC		
50	Marker pen(black/Blue/Red/Green)Good quality	1000	pc		
51	Markin cloth1m X 1m	11000	PC		
52	Match box Good quality	11000	PC		
53	Metal rule10"	11000	PC		
54	Metal seal Brass, Half	11000	PC		
55	Metal seal Brass, Polished, Full	50	PC		
56	Nails2 ½", Bundle of six	11000	Bundle		
57	Needle Big	11000	PC		
58	Packing papers Craft	220000	PC		
59	Paper weight Clay, 50 gms	44000	PC		
60	Pen drive (Scandisk)16 GB	500	per pc		
61	Pigeon Hole Tray Transparent of dimension of each	100	PC		

	compartment (hole) 6" x 4" x 4" (length x breadth x height), with nine holes				
62	Plastic channel fileA-4 size Good quality	1000	PC		
63	Plastic Box Transparent with lid of dimension 8" x 6" x 4" (length x breadth x height)	11000	PC		
64	Plastic Box Transparent with lid of dimension 14" x 10" x 5" (length x breadth x height)	50	PC		
65	Plastic Container (Small Size, Round)With lid for handling indelible ink etc	11000	PC		
66	Plastic cover fileA-4 size Good quality	15000	PC		
67	Plastic scale12"	200	PC		
68	Plastic Tray Good Quality, 12" x 18", with clip	500	PC		
69	Plastic Waste Bin Basket Good Quality, 18" Height	11000	PC		
70	Polythene bag Good Quality, Big size 42" x 30"	33000	PC		
71	Post it Small	200	PC		
72	Post itBig	100	PC		
73	Punching machine Single Good quality	200	PC		
74	Punching machine Double Good quality	200	PC		
75	Rough cotton Per Kg	10	KG		
76	Rubber band2" Good quality	25	KG		
77	Rubber band4" Good quality	25	KG		
78	Rubber band6" Good quality	25	KG		
79	Rubber band2" size, 20pcs in a plastic pouch	11000	Pouch		
80	Rubber Stamp (Polymer) Upto 4 lines	800	PC		
81	Rubber Stamp (Polymer)4 to 10 lines	200	PC		
82	Rubber Stamp (Polymer)Above 10 lines	50	PC		
83	Rubber Stamp (Polymer)Round shape	50	PC		
84	Rubber Stamp (Polymer)Oval, small	11000	PC		
85	Rubber Stamp (Polymer)Facsimile	200	PC		
86	Rubber Stamp (Polymer)Distinguishing Mark	33000	PC		
87	Rubber stamp ink60 ml, Good quality	15000	Bottle		
88	Safety pin Good Quality	100	PC		
89	Scissors Good quality (medium)	100	Doz		
90	Sealing wax Good quality, 8 sticks in a box	88000	PC		
91	Sketch pen Different colours	1000	Packet		
92	Sponge cup Good Quality	15000	PC		

93	Spoon (Small)Steel	100	PC		
94	Stamp pad Small ordinary	15000	PC		
95	Stamp pad Small (Faber Castle)	1000	PC		
96	Stamp pad Big (Faber Castle)	500	PC		
97	Stapler Big (Good quality)	200	PC		
98	Stapler 10 no Small (Good quality)	200	PC		
99	Stapler pin Big (Good quality)	500	BOX		
100	Stapler pin 10 no Small (Good quality)	1000	BOX		
101	Steel clip3"	500	PC		
102	Steel clip5"	500	PC		
103	Steel pin15 gm pkt.	11000	Packet		
104	Stove Good Quality	50	PC		
105	Sutli Jute thread, Ball of 50 gms	25000	Ball		
106	Tag Bundle of 10	13000	Bundle		
107	Tarpine Oil Per Litre	10	Litre		
108	Thinner Per litre	50	Litre		
109	Thin Twine Thread ball, white25 gm	15000	PC		
110	Twine ball, Red & White25 gm	15000	PC		
111	Water jug Good Quality	200	PC		
112	White Paper FS	50000	Sheet		
113	White Paper DFS	2000	Sheet		
114	Wooden pencil Good quality	15000	PC		
115	Wooden Base Wire / Pin file Good quality	11000	PC		
116	Writing pad8" X 10" Good quality	100	PC		
117	Xerox paper (Copy paper)A4 (70 gsm)	1000	Packet		
118	Xerox paper (Copy paper)Legal (70 gsm)	200	Packet		